



# GARDENA CITY COUNCIL

## Regular Meeting Notice and Agenda

Council Chamber at City Hall  
1700 West 162nd Street, Gardena, California  
Website: [www.cityofgardena.org](http://www.cityofgardena.org)

**Tuesday, May 25, 2021**  
**Closed Session 7:00 p.m.**  
**Open Session 7:30 p.m.**

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

**MINA SEMENZA**, *City Clerk*  
**J. INGRID TSUKIYAMA**, *City Treasurer*  
**CLINT OSORIO**, *City Manager*  
**CARMEN VASQUEZ**, *City Attorney*  
**LISA KRANITZ**, *Assistant City Attorney*  
**PETER L. WALLIN**, *Deputy City Attorney*

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

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

1. VIEW THE MEETING live on SPECTRUM CHANNEL 22 or ONLINE at [youtube.com/CityofGardena](https://www.youtube.com/CityofGardena)
2. PARTICIPATE BEFORE THE MEETING by emailing the Deputy City Clerk at [publiccomment@cityofgardena.org](mailto:publiccomment@cityofgardena.org) by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line. Comments will be read into the record up to the time limit of three (3) minutes.
3. PARTICIPATE DURING THE MEETING VIA ZOOM WEBINAR
  - Join Zoom Meeting Via the Internet or Via Phone Conference
  - <https://us02web.zoom.us/j/83103690679>  
Phone number: US: +1 669 900 9128, Meeting ID: 831 0369 0679
  - If you wish to speak live on a specific agenda item during the meeting you, may use the "Raise your Hand" feature during the item you wish to speak on. For Non-Agenda Items, you would be allowed to speak during Oral Communications, and during a Public Hearing you would be allowed to speak when the Mayor opens the Public Hearing. Members of the public wishing to address the City Council will be given three (3) minutes to speak.
4. The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office by phone (310) 217-9565 or email [bromero@cityofgardena.org](mailto:bromero@cityofgardena.org) at least 24 hours prior to the scheduled general meeting to ensure assistance is provided. Assistive listening devices are available.

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

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## 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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## **PUBLIC COMMENT ON CLOSED SESSION**

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

### 1. **ROLL CALL**

### 2. **CLOSED SESSION**

2.A CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION Government Code Section 54956.9(d)(1)  
City of Gardena vs. VisionQuest Ventures II, LLC  
Los Angeles Superior Court Case No. 21TRCP00088

#### 2.B CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Clint Osorio, City Manager

Employee Organizations:

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

#### 2.C CONFERENCE WITH REAL PROPERTY NEGOTIATIONS

Government Code Section 54956.8

Property: 17120 Normandie Ave, Gardena, CA

Agency Negotiator: Clint Osorio, City Manager

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

Under Negotiation: Price and Terms of Payment

2.D CONFERENCE WITH REAL PROPERTY NEGOTIATIONS  
Government Code Section 54956.8  
Property: 2501 W. Rosecrans Ave Gardena, CA 90249  
Agency Negotiator: Clint Osorio, City Manager  
Negotiating Parties: Casey Metcalf, JP Morgan Chase BK NA  
Under Negotiation: Price and Terms of Payment

2.E CONFERENCE WITH REAL PROPERTY NEGOTIATIONS  
Government Code Section 54956.8  
Property: 1643 W. 130th St. Gardena, CA 90249  
Agency Negotiator: Clint Osorio, City Manager  
Negotiating Parties: Toltec Holdings LLC, Represented by Chris Mennes  
Under Negotiation: Price and Terms of Payment

3. **PLEDGE OF ALLEGIANCE**

4. **INVOCATION**

Presented by Council Member Rodney Tanaka

5. **PRESENTATIONS**

5.A Gardena Police Department Recognition - Lexipol; Theresa Maza, Client Success Manager to Present (***Chief Mike Saffell to accept Recognition***)

6. **PROCLAMATIONS**

7. **APPOINTMENTS**

7.A Council Appointments to Commissions, Committees, Councils and Boards  
(Appointees to be Ratified and Sworn In)  
Gardena Beautification Committee - Paula May  
(Appointed by Council Member Francis)

7.B Recreation and Parks Commission - Philip A. Johnson, Sr.  
(Appointed by Council Member Francis)

8. **CONSENT CALENDAR**

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

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

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

8.B Approve Minutes: Regular Meeting of the City Council, April 13, 2021  
**CONTACT: CITY CLERK**  
[2021 04-13 REGULAR Minutes Gardena CC Meeting - FINAL.pdf](#)

- 8.C Receive and File of Minutes: Planning & Environmental Quality Commission, May 4, 2021  
**CONTACT: CITY CLERK**

[21\\_05\\_04 PCMIN.pdf](#)

- 8.D Personnel Report No. P-2021-10  
**CONTACT: HUMAN RESOURCES**  
[PERS RPT P-2021-10 05-25-21.doc](#)  
[Classification and Compensation Schedule - May 25, 2021.pdf](#)

- 8.E Approval of Warrants/Payroll Register, May 25, 2021  
**CONTACT: CITY TREASURER**  
[Warrants-Payroll Register Memo 5-25-21.pdf](#)

- 8.F RESOLUTION NO. 6514, Designating the Public Works Director as the City Engineer  
**CONTACT: PUBLIC WORKS**  
[Reso No. 6514.pdf](#)

- 8.G Month to Month Rental Agreement for 16206 S. Western Avenue, Unit A.  
**CONTACT: CITY MANAGER**  
[16026 S Western Unit A. lease pdf.pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

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

10.A MAY 18, 2021 MEETING

**Environmental Assessment #9-20, Site Plan Review #4-20, Zone Change #4-20, General Plan Amendment #5-20, Tentative Tract Map #3-20, Variance #2-20**

A request to allow the development of six detached condominium townhomes on a 0.34 acre lot.

**PROJECT LOCATION: 1031 Magnolia Avenue**  
**APPLICANT: Steve Stapakis**

Commission Action: The Commission continued the item to an unspecified future date. The item will be re-noticed in the Gardena Valley News and mailers will be to all properties within a 300-foot radius of the project site.

**Receive and File**

10.B MAY 18, 2021 MEETING

**Conditional Use Permit #3-20**

The Commission considered a request for a conditional use permit to allow a church in a residential zone (R-4) and direction to staff to file a Notice of Exemption.

PROJECT LOCATION: 15640 S. Normandie Avenue

APPLICANT: Happiness Garden, Susumu Anoda, Brent Fraser

Commission Action: the Commission approved Resolution No. PC 6-21, approving Conditional Use Permit #3-20

**Call for Review or Receive and File as to this Item**

[2021\\_05\\_18 PCAX.doc](#)

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

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

**11. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

- 11.A Presentation of the City of Gardena's Proposed Amended Budget for Fiscal Year 2021-2022

**Staff Recommendation: Receive and File**

[Budget Book - DRAFT.pdf](#)

**12. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

- 12.A ORDINANCE NO. 1829, Adopting the most recent version of the Los Angeles County Fire Code as set forth in Title 32 of the Los Angeles County Code by Reference.

**Staff Recommendation: Conduct a Public Hearing; allow three (3) minutes for each speaker; Adopt Ordinance 1829**

[2019 adoption staff report.pdf](#)

[Ord. 1829 Fire Code 2019.pdf](#)

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

- 13.A COVID-19 Update

13.B ORDINANCE 1830, Amending Section 5.16.190 (Days and Hours of Operation) of Chapter 5.16 (Bingo) of Title 5 (Business Licenses and Operations) of the Gardena Municipal Code

**Staff Recommendation: Staff respectfully recommends that Council Introduce Ordinance No. 1830**  
[ORDINANCE 1830.pdf](#)

14. **DEPARTMENTAL ITEMS - POLICE**

14.A Execution of Five-Year Contract with Axon Enterprise, Inc. for Police In-Car Video

**Staff Recommendation: Authorize and execute contract**  
[In-Car Video Pricing and Contract](#)  
[Additional Signature Page](#)

15. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

15.A PUBLIC HEARING: RESOLUTION NO. 6509, Confirming the diagram and assessment contained in the Engineer's Report dated March 22, 2021 for the Gardena Artesia Boulevard Landscape Assessment District and ordering the levy of assessments on the same for Fiscal Year 2021-2022.

**Staff Recommendation: Conduct Public Hearing and Adopt Resolution 6509**  
[Artesia Landscaping Resolution 6509.pdf](#)

15.B RESOLUTION NO. 6510, Confirming the diagram and assessment contained in the Engineer's Report dated March 22, 2021, for the Gardena Consolidated Street Lighting Assessment District and ordering the levy of assessments on the same for Fiscal Year 2021-2022.

**Staff Recommendation: Conduct Public Hearing and Adopt Resolution No. 6510**  
[Consolidated Light Resolution 6510.pdf](#)

15.C RESOLUTION NO. 6511, Adopting a list of projects for Fiscal Year 2021-2022 funded by SB 1: The Road Repair and Accountability Act of 2017.

**Staff Recommendation: Adopt Resolution No. 6511**  
[Resolution 6511 Adopting Local Road Maint SB 1 2021-2022.pdf](#)

15.D Award construction contract for City Hall and Nakaoka Community Center Roof Rehabilitation Projects, JN 501 & 502, to Best Contracting Services, Inc., 19027 S. Hamilton Avenue, Gardena, CA 90248, in the amount of \$411,666.00. Additionally declare CEQA Exemption, approve Project Plans & Specifications, and award CMI Services Contract.

**Staff Recommendation:**

- **Award Construction Contract**
- **Declare CEQA Exemption**
- **Approve Project Plans & Specifications**
- **Award CMI Services Contract**

JN 501 & 502\_Project Location Map.pdf  
JN 501 & 502\_Project Plans & Specs.pdf  
JN 501 & 502\_CEQA NOE.pdf

16. **DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES**
17. **DEPARTMENTAL ITEMS - TRANSPORTATION**
18. **COUNCIL ITEMS**
19. **COUNCIL DIRECTIVES**
20. **CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS**
21. **COUNCIL REMARKS**
  1. COUNCIL MEMBER FRANCIS
  2. COUNCIL MEMBER HENDERSON
  3. COUNCIL MEMBER KASKANIAN
  4. MAYOR CERDA
  5. MAYOR PRO TEM TANAKA
22. **ANNOUNCEMENT(S)**
23. **REMEMBRANCES**
24. **ADJOURNMENT**

The Gardena City Council will adjourn to a Joint Special Meeting of the City Council and the Planning Commission at 7:00 p.m. on Tuesday, June 1, 2021.

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

Dated this 21st of May, 2021

          /s/ MINA SEMENZA            
MINA SEMENZA, City Clerk

**MINUTES**  
**Regular Meeting of the**  
**Gardena City Council**  
**Tuesday, April 13, 2021**

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:00 PM on Tuesday, April 13, 2021, in the Council Chamber at City Hall 1700 West 162nd Street, Gardena, California, Mayor Tasha Cerda presiding.

**1. ROLL CALL**

Present: Mayor Tasha Cerda; Mayor Pro Tem Mark E. Henderson; Council Member Rodney G. Tanaka; Council Member Art Kaskanian; and Council Member Paulette C. Francis. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero. City Treasurer Ingrid Tsukiyama was not present.

At 7:04 p.m., the City Council recessed into Closed Session in the Management Information Center of the Council Chamber at City Hall, with the following in attendance: Mayor Tasha Cerda; Mayor Pro Tem Mark E. Henderson; Council Member Rodney G. Tanaka; Council Member Art Kaskanian; and Council Member Paulette C. Francis; City Manager Clint Osorio; and City Attorney Carmen Vasquez. Attorney Rick Fort attended Closed Session Item 2.A. of the meeting.

**PUBLIC COMMENT ON CLOSED SESSION**

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

**2. CLOSED SESSION**

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

Government Code Section 54945.9(d)(1)  
Thomas Kang vs City of Gardena  
WCAB NO.: ADJ12902956; ADJ12594939

**2.B CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6  
Agency Designated Representative:  
Clint Osorio, City Manager  
Employee Organizations:  
1. Gardena Police Officers Association (GPOA), Matt Hassholdt, Association President  
2. Gardena Management Employees Organization (GMEO), Vicky L. Barker, Attorney  
3. Gardena Municipal Employees Association (GMEA), Fred G. Quiel, Attorney  
4. Confidential / Unrepresented Employees

***Mayor Cerda reconvened the meeting to the Regular Open Session at 7:40 p.m., and the City Clerk noted the return of all Council Members who were present at the meeting.***

***When City Attorney Vasquez was asked if there were any reportable actions from the Closed Session, she stated that no reportable action had been taken.***

**3. PLEDGE OF ALLEGIANCE**

Sandy and Julian Fouse led the Pledge of Allegiance. Sandy and Julian are sister and brother. Both students are always safe, respectful, responsible, and are proud members of Chapman Elementary Student Council.

**4. INVOCATION**

Council Member Rodney G. Tanaka led the Invocation.

**5. PRESENTATIONS**

5.A AADAP (Asian American Drug Abuse Program, Inc.) Presentation - Park Banners

*- Traci Sarawatari presented a PowerPoint presentation and video.*

**6. PROCLAMATIONS – *No Items***

**7. APPOINTMENTS**

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

Planning and Environmental Quality Commission - Steve Sherman  
(Appointed by Council Member Francis)

**It was moved by Council Member Francis, seconded by Council Member Kaskanian, and carried by the following roll call vote to Appoint Mr. Steve Sherman to the Planning and Environmental Quality Commission:**

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

**Noes: None**

**Absent: None**

7.B Reorganization of the City Council - Selection of Mayor Pro Tem

Select Mayor Pro Tem to serve from April 2021 to April 2022

City Manager Osorio presented Staff Report.

Mayor Cerda thanked Mayor Pro Tem Henderson for his support and then explained the roll and responsibilities of Mayor Pro Tem.

**It was moved by Mayor Cerda, seconded by Council Member Kaskanian, and carried by the following roll call vote to Appoint Council Member Tanaka to serve as Mayor Pro Tem from April 2021 to April 2022:**

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

**Noes: None**

**Absent: None**

**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, February 23, 2021  
**CONTACT: CITY CLERK**

8.C Personnel Report No. P-2021-07  
**CONTACT: HUMAN RESOURCES**

8.D ORDINANCE NO. 1825, Adoption of an Ordinance making changes to Title 18, Zoning, of the Gardena Municipal Code relating to amenity hotels and other minor revisions.  
LOCATION: Citywide  
APPLICANT: City of Gardena  
**CONTACT: COMMUNITY DEVELOPMENT DEPARTMENT**

ORDINANCE NO 1825

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, MAKING CHANGES TO TITLE 18, ZONING, OF THE GARDENA MUNICIPAL CODE RELATING TO AMENITY HOTELS AND OTHER MINOR REVISIONS

8.E Approval of Measure M Funding Agreement with Los Angeles County Metropolitan Transportation Authority and City of Gardena for the Redondo Beach Boulevard Arterial Improvements, JN 945 in the awarded amount of \$5,567,000 and Budget Appropriation of the same amount for the project.  
**CONTACT: PUBLIC WORKS**

8.F Acceptance and Notice of Completion of Mas Fukai Park Improvement (Phase I) - Reconstruct Shade Structure Project, JN 820, USA Shade & Fabric Structures and Deark E&C, Inc.  
**CONTACT: PUBLIC WORKS**

8.G Ratify Administrative Approval of the Elderly Nutrition Program Contract ENP202105 Amendment Four- Additional Funding  
**CONTACT: RECREATION AND HUMAN SERVICES**

8.H Approval of Warrants/Payroll Register, April 13, 2021  
**CONTACT: CITY TREASURER**

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

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

**Noes: None**

**Absent: None**

**9. EXCLUDED CONSENT CALENDAR**

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

**10.A APRIL 6, 2021 MEETING**

**Environmental Assessment #14 - 20, Conditional Use Permit #4 - 20**

The Planning Commission considered a request for a conditional use permit to allow the on-site sale and consumption of beer, wine, and distilled spirits at an existing restaurant located in the General Commercial and Mixed-Use Overlay (C - 3/ MUO) zones.

**LOCATION: 2222 Rosecrans Avenue**

**APPLICANT: Krave Dine & Lounge Inc.**

**Commission Action:** The Commission approved Resolution No. PC 5-21, approving Conditional Use Permit #4-20.

**Received and Filed**

**10.B APRIL 6, 2021 MEETING**

**Environmental Assessment #1-20; General Plan Amendment #1-20; Specific Plan #1-20; Zone Change #1-20; Zoning Code Amendment #3-20; Development Agreement #1-20; Lot Line Adjustment #1-20; Site Plan Review #1-20**

The Planning Commission considered a request for a General Plan Amendment, Specific Plan, Zone Change, Zone Code Amendment, Development Agreement, Site Plan Review, and a Lot Line Adjustment all related to the development of a 265-dwelling unit apartment building on a 1.33-acre site, with a 2,500-square-foot dynamic, digital display on the north side of the building. An Environmental Impact Report (EIR), Mitigation Monitoring and Reporting Plan (MMRP), CEQA Findings, and a Statement of Overriding Consideration were prepared to address the environmental impacts and were considered by the Commission.

**Project Location: 12850-12900 Crenshaw Boulevard**

**Applicant: Din/Cal 4, Inc.**

**Commission Action:** The Commission approved Resolution No. PC 4-21, recommending the City Council certify the EIR, adopt the MMRP, Finding Related to Alternatives and Mitigation Measures, and Statement of Overriding Considerations for purposes of the Project. At the same time the Commission recommended the City Council approve General Plan Amendment #1-20, Specific Plan #1-20, Zone Change #1-20, Zone Code Amendment #3-20, Development Agreement #1-20, and Site Plan Review #1-20.

**City Council Public Hearing on this item will be held on April 27, 2021**

## **ORAL COMMUNICATIONS**

1. Anonymous email correspondence read by City Clerk Mina Semenza, "Good Evening respected Mayor and City Council. I want to write about two council directives, I would like the city council to issue department directives. Suggestion was made to enter a \$49 a month flat fee pay-as-you-go up front money for continuous audio and video police body camera for free unlimited storage through Motorola whom parent company is Google. Main features of the Motorola v300 camera were listed and highlights of how the city will benefit from the camera were also mentioned. Recommended that real trees be chosen for the green center median on Redondo Beach Blvd and a list of trees provided. Also, stated "please say no" to the 5 million Natural Gas Station at Gardena Municipal Bus Lines, instead use the 5 million dollars for Tesla Solar Panels to charge the electric buses and invest in electric buses like the LA County Metro is planning on going all electric by 2035".
2. Edward, resident of the Gardena Place Community, requested support from the Gardena City Officials in ensuring their safety by allowing the installation of a security gate for their community. Due to City and Fire Department "unknown reasons" the gate has not been installed. Mr. Edward explain that he is familiar with the firefighters' line of work and believes his community has enough space for the fire engines and trucks to maneuver. Secondly, he expressed his concerns about a huge empty lot that has trash, debris, and dump off Wilkie and Rosecrans, behind the car wash. Mr. Edward has reached out to the city in efforts to have the property clean up, but no progress has been made. Again, he is asking for the City Officials support to clean that area. Lastly, Mr. Edward is a healthcare worker and has offered to donate his time to educate the community and the youth about infection prevention and is open to anything else to help end this pandemic.
3. Darell and Sandra, residents of the Gardena Place Community also requested for the City Officials support in allowing the installation of the security gate due to safety concerns, multiple individuals entering the property and attempts of opening doors, and stolen packages.

Mayor Cerda replied and asked Ms. Sandra to send her contact information to the [bromero@cityofgardena.org](mailto:bromero@cityofgardena.org) in order to provide further assistance.

4. Ken Miller, another resident of Gardena Place Community, reiterated the same concerns as previous speakers in the same community.

### **11. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

- *No Items*

### **12. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

- *No Items*

### **13. DEPARTMENTAL ITEMS – ELECTED & ADMINISTRATIVE OFFICE**

13.A COVID-19 Update

City Manager Osorio presented the update.

- 13.B ORDINANCE No. 1827, Amending Section 8.08.035 (Amendment of Section 7802.3) of Chapter 8.08 (Fire Code) and Amending Sections 8.16.010 (Definitions), 8.16.020 (Permit-Required), Section 8.16.130 (Dates and Hours of Sale and Use), Section 8.16.150 (Prohibitions on Discharge), 8.16.170 (Violation-Penalty) and Adding Section 8.16.155 (Social Host Liability) of Chapter 8.16 (Fireworks) of Title 8 (Health and Safety) of the Gardena Municipal Code

ORDINANCE NO 1827

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING SECTION 8.08.035 (AMENDMENT OF SECTION 7802.3) OF CHAPTER 8.08 (FIRE CODE) AND AMENDING SECTIONS 8.16.010 (DEFINITIONS), 8.16.020 (PERMIT\_-REQUIRED), SECTION 8.16.130 (DATES AND HOURS OF SALE AND USE), 8.16.150 (PROHIBITIONS ON DISCHARGE), 8.16.170 (VIOLATION- PENALTY) AND ADDING SECTION 8.16.155 (SOCIAL HOST LIABILITY) OF CHAPTER 8.16 (FIREWORKS) OF TITLE 8 (HEALTH AND SAFETY) OF THE GARDENA MUNICIPAL CODE

City Manager Osorio presented the Staff Report.

**Public Speakers:**

Mary Koch, Member of Fireworks Task Force; Jesslyn Hendriz, Member of Fireworks Task Force; Anthony Dixon, LACFD Rep; and Mina Semenza, Member of Fireworks Task Force; All spoke in favor of the Ordinance.

Zahid Ahmed, spoke against the Ordinance.

There was a discussion regarding how this Ordinance only relates to igniting fireworks on private property, not on City property, and how involved the community wants to get by offering evidence. There was also a discussion regarding administrative citations and the fees involved, and mandatory training on fire danger. It was also stated that if this Ordinance gets adopted, mailers will go out to all business owners and residents notifying them of this change. Overall, most of the speakers felt that it was a starting point in combatting illegal fireworks.

**It was moved by Council Member Tanaka, seconded by Mayor Pro Tem Henderson, and carried by the following roll call vote to approve Introduce Ordinance No. 1827:**

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

**Noes: None**

**Absent: None**

13.C RESOLUTION NO. 6506, Condemning and Combating Acts of Racism, Xenophobic Rhetoric and Harassment Against Asian Americans and Pacific Islanders

RESOLUTION NO 6506

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONDEMNING ACTS OF RACISM, XENOPHOBIC RHETORIC, AND HARASSMENT AGAINST ASIAN AMERICANS AND PACIFIC ISLANDERS

City Manager Osorio presented the Staff Report.

**It was moved by Council Member Francis, seconded by Council Member Kaskanian, and carried by the following roll call vote to Adopt Resolution No. 6506:**

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

**Noes: None**

**Absent: None**

14. DEPARTMENTAL ITEMS - POLICE

- *No Items*

15. DEPARTMENTAL ITEMS - PUBLIC WORKS

- *No Items*

16. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

- *No Items*

17. DEPARTMENTAL ITEMS - TRANSPORTATION

17.A Approve Agreement with Clean Energy for the Design and Construction of GTrans' CNG Fueling Station and Maintenance Bay Upgrades for a Total Contract Value of \$4,839,018 and Authorize a Project Total of \$5,419,700.

City Manager Osorio presented the Staff Report.

Transportation Director Crespo presented a PowerPoint presentation and thanked his staff for all their hard work.

Mark Barton, V.P. of Clean Energy, thanked staff for their professionalism and stated he is looking forward to working with them.

**Public Speaker: Zahid Ahmed**, spoke against the project.

There was discussion regarding the differences between CNG vs. electric buses, how we are still investing in CNG because overall they are proven better, but battery

technology is advancing and getting better but is not quite there yet. It was stated that in the near future when electric buses are the gold standard, we will go in that direction. It was also discussed how our transportation department is partnering up with the UCLA School of Public Policy who is doing a study (which will be shared with all of you) regarding putting a solarization plan in place in all appropriate places which will include our canopies at our charging stations.

**It was moved by Mayor Pro Tem Henderson, seconded by Council Member Francis, and carried by the following roll call vote to Approve Agreement with Clean Energy:**

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

**Noes: None**

**Absent: None**

- 17.B Ratify Administrative Approval of Purchase of Protective Driver Barriers from Power Manufacturing Inc. in the amount of \$62,869.88

City Manager Osorio presented the Staff Report.

Transportation Director Crespo showed a picture of what the Protective Driver Barriers looks like.

There was a discussion that the funding was coming from local allocation (capital funds); and how installation would be a 2–3-day process. It was stated and that it would be more economical to purchase these temporary barriers to protect our drivers now on the outgoing fleet during the next 3 years; and seek more permanent barrier for our future buses.

**It was moved by Council Member Kaskanian, seconded by Council Member Tanaka, and carried by the following roll call vote to Ratify Administrative Approval of the Purchase:**

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

**Noes: None**

**Absent: None**

## **18. COUNCIL ITEMS**

*- No Items*

## **19. COUNCIL DIRECTIVES**

Mayor Pro Tem Henderson

1. Asked City Manager Osorio if the barriers by the Bank of America on Redondo Beach Blvd can be remove due to heavy traffic. (Council Member Kaskanian gave a second).

### Council Member Kaskanian

1. Asked City Manager Osorio what the cost and process would be to have a permanent splash fountain at Rowley Park and if possible, at Johnson Park. (Mayor Cerda gave a second).

### Mayor Cerda

1. Asked if some type of signage can be added on the intersection of Gardena Blvd and Brighton Ave near Peary Middle School, because residents have expressed that it is really dangerous when their kids are coming out of school. (Council Member Tanaka gave a second).
2. Asked if the City Council would consider supporting the Hero Pay for everyone that worked during the COVID pandemic. (Mayor Pro Tem Henderson gave a second).
3. Asked, as a City would we consider speaking to G3 and possibly help those residents with some type of security weather it be a gate or not. (Council Member Tanaka gave a second).

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

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

1. Memo regarding a Notice of Violation for 1304 W. 159th Street and dismissal of citation.
2. Public Service Announcement - City of Gardena Free Shredding Event for Gardena residents. Held on Saturday, April 17, 2021 - 9:00 a.m. to 1:00 p.m. located at City Hall complex 1700 W. 162nd Street.
3. A hybrid video of the Bunny Stampede and Food Give-away – City of Gardena held its Bunny Stampede on April 3, 2021 at Rowley Park, Freeman Park, Johnson Park, and the City Hall. On April 13, 2021 in partnership with LACO Supervisor Holly J. Mitchell's Office, LACO Parks and Recreation and LA Regional Food Bank provided 1550 households with free groceries and PPE (Personal Protective Equipment).

## **21. COUNCIL REMARKS**

(1) COUNCIL MEMBER TANAKA- listed events he attended: District 3 meeting, housing workshop, Elks Lodge Installation of officers, Police Foundation Scholarship, Easter Bunny hop, District 2 Zoom meeting, South Bay COGS Legislative Briefing, South Bay COG Steering Committee meeting, ADAP Banner on Smoke Free Parks, LA Food Bank and Supervisor's Holly Mitchell's food giveaway. He shared that during the South Bay COGS Legislative Briefing meeting there was a lot of discussion especially with Maxine Waters she discussed the money that is available to the South Bay cities, also shared there's money that were to create community centers and money being transferred to South Bay Cities, many senators and assembly member Gibson attended the meeting too.

(2) COUNCIL MEMBER FRANCIS – listed events she attended: Bunny Stamped, she enjoyed the event and thanked everyone for stopping by, ADAP truth about marijuana presentation, District 2 Neighborhood Watch Meeting, and the Police Foundation Scholarship Program. Council member Francis shared information from Captain Osorio as he was training officers on autism and was happy to hear that since April is Autism Awareness month. She also thanked ADAP for the banners and mentioned her experience as a Commissioner for the Recreation and Parks Commission a no smoking Ordinance was passed and supports the city parks to be smoke free. Lastly, reminded everyone about COVID testing at Rowley Park, staying safe, wearing a mask, washing hands, and keeping social distance.

(3) MAYOR PRO TEM HENDERSON – listed events he attended: Southern California area Government's Racial Equity, Peary Middle School career day, supervisory District 2 Meeting, Holly Mitchell's Regional meeting with all cities that are in District 2, Housing Element. Mayor Pro Tem Henderson shared SKAG has an ideology of what all six counties can do regarding creating policies that are more equitable having an equity lens and the way it will impact disadvantaged communities in areas like transportation, housing and an intense focus was placed on those issues and thanked his colleagues for always being there for one another.

(4) MAYOR CERDA – Since the last meeting she attended: CCGA Meeting, Monthly Sanitation Meeting, was a guest speaker South Bay Association of Realtors and was able to share a presentation on how the city is dealing with the pandemic and the outlook as the city moves forward, Mayor Cerda gave a shoutout to City Clerk Mina Semenza as she is part of the South Bay Association of Realtors and commented City Clerk Semenza and other realtors do a great job selling in Gardena. Also attended the Housing Element Workshop, Police Foundation Scholarship Awards an event called Phenomenal Women, and a Zoom Workshop on the Truth about Marijuana. Mayor Cerda thanked staff for putting together the Housing Element workshop and thanked the Police Foundation for all the money they get every year which helps young students after graduating High School and throughout college. Also recognized Jennifer Harris, all the panelist and her entire organization for putting on the event and recognizing women. During the Marijuana workshop, she learned about the effects of marijuana when consuming it at a young age, she explained it inhibits their learning, memory, mood, loss of motivation, anxiety, depression and are finding kids aged 11 and 12 years old trying marijuana, learned property values decrease in communities that have dispensaries, she thanked everyone who participated and a special thank you to officer Sterling Kim. Attended a drive-by for a resident of Gardena and local Elk's member Arnold Ramirez who turned 94, lastly mentioned Council Member Tanaka attended as well and Gardena Police. Thanked Tracy for everything she is doing and sharing to everyone about No Smoking or Vaping in our parks. Shared she also attended the food giveaway and thanked Supervisor Holly Mitchell and the Cert Volunteers for attending so many events. Lastly, mentioned the newspaper article about Council member Tanaka and her getting married was an April fools' joke.

(5) COUNCIL MEMBER KASKANIAN – listed the events he attended: Bunny Hop Stampede at different parks, apologized for not attending the Police Foundation Scholarship meeting. Also attended the food giveaway sponsored by supervisor Holly Mitchell, ADAP No Smoking in the park's presentation, Housing Element Workshop thanked staff for a great job, Etch & Catch Event was a successful event about 60 vehicles

were etched, and Gardena Police staff will be planning another event soon. Council member Kaskanian shared he suggested to Tracy about adding no hookah and no cigar smoking to the banner and hopes it will be added by the next presentation.

## 22. **ANNOUNCEMENT(S)**

Mayor Cerda announced:

1. In recognition of Earth Month - Recycle an Old Oil Filter, Get A New Filter Free. Held on Saturday, April 24, 2021 from 9:00 a.m. 1:00 p.m. at AutoZone on 14742 Crenshaw Blvd., Gardena.
2. Reminder, City of Gardena Free Shredding Event for Gardena residents. Held on Saturday, April 17, 2021 - 9:00 a.m. to 1:00 p.m. located at City Hall complex 1700 W. 162nd Street.
3. Interested in a COVID-19 Vaccination please make an appointment through the City by contacting the Senior Bureau at (310) 217-9552.

## 23. **REMEMBRANCES**

**Mrs. Marilyn Sunahara**, 86 years of age. Mrs. Sunahara was originally from Hawaii but has been a resident of Gardena for the past 50+ years. She was a long-time member of the Gardena Valley Baptist Church. She is survived by her three adult children and four grandchildren; **Mr. Amiel Martin Rudolf**, 93 years of age, beloved father of Jennifer Abro, Financial Services Manager at GTrans. At the age of 18, Mr. Rudolf was drafted into the Cavalry division of the Army during WWII and was trained to ride a horse in Germany. After the war, he went to college on the GI Bill and majored in Chemistry; **Mr. Edward Reginald Lewis**, 68 years of age, beloved husband of LaWanda Staten, City of Gardena Human Services Commissioner; **Mr. Brian Levasseur**, 52 years of age and a Fire Fighter with the Los Angeles County Fire Department. He was with the department for over 30 years and served at the Gardena Station for over eight years.

## 24. **ADJOURNMENT**

At 10:39 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, April 27, 2021.

APPROVED:

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

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

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

**CITY OF GARDENA  
PLANNING & ENVIRONMENTAL QUALITY COMMISSION  
MINUTES**

TUESDAY, May 4, 2021, MEETING  
VIRTUAL MEETING VIA ZOOM

\* \* \*

Called to order by Chair Langley at 7:04 P.M.

**ROLL CALL**

Present: Deryl Henderson, Brenda Jackson, Stephen Langley, Dale Pierce, Steve Sherman  
Absent: None  
Also in Attendance: Gregg McClain, Interim Community Development Director  
Lisa Kranitz, Assistant City Attorney  
John F. Signo, AICP, Senior Planner  
Amanda Acuna, Senior Planner

**APPROVAL OF MINUTES**

**Agenda Item #3**

A motion was made by Commissioner Pierce and seconded by Vice Chair Henderson to approve the minutes of the meeting on April 20, 2021. The minutes were approved 5-0-0.

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

**ORAL COMMUNICATIONS FROM THE PUBLIC**

**Agenda Item #4**

Chair Langley invited anyone from the public to speak on any issues not on the agenda.

Senior Planner Acuna explained the method in which the public may participate.

Vice Chair Henderson mentioned an applicant who is having problems obtaining a development permit.

Interim Community Development Director McClain stated the customer can contact him.

Ken Feuer stated he has had problems obtaining permits. He indicated Mayor Cerda refers to the City as a "yes" city. He has a project that has been given a lot of push back. He feels it needs to be addressed with the Building Division.

## PUBLIC HEARING

### Agenda Item #5(A)

#### **2021-2029 Housing Element Update - Inventory Sites**

The Housing Element's site inventory is to identify and analyze specific sites that are available and suitable for residential development in order to determine the City's capacity to accommodate residential development and reconcile that capacity with the City's Regional Housing Needs Allocation (RHNA).

**Project Location: Citywide**

**Applicant: City of Gardena**

Mr. McClain introduced the Housing Element Team and consultants who have been working on this. He went over the inventory of sites and the obligation to provide for sites that accommodate the regional housing needs assessment (RHNA). He pointed out online resources available to the public to learn more about RHNA and the Housing Element process. The City was given a RHNA allocation of 5,735 housing units. He reminded the Commissioners of five strategies to achieve more housing. He indicated that tonight's presentation will be covering overlay districts and rezoning with the focus on overlay districts. He described the concept of an overlay and emphasized that overlay districts do not take away from the underlying zoning but rather enhance options available to property owners by adding housing to what is already permitted. He mentioned the presentation will be going over four sections of the City and the feedback received will guide staff in the right direction moving forward.

Senior Planner Acuna gave a presentation on the draft inventory sites maps. The City was broken up so it can be better presented. She discussed northern Gardena and mentioned there is a good amount of industrial properties in this area. She presented the overlay districts and discussed why certain properties were included. She mentioned there are two new overlay districts that allow for a much higher densities than currently allowed: up to a maximum of 70 dwelling units per acre. Those areas are located on major transportation corridors along the City's perimeter.

Ms. Acuna presented the central portion of the City from Rosecrans Avenue to Redondo Beach Boulevard. The strategy is similar to the northern part of the City where overlays are concentrated along major corridors. She discussed sites along Western Avenue and Redondo Beach Boulevard that are being considered for the overlay districts. Certain properties along Normandie Avenue were proposed for the highest density overlay.

Ms. Acuna presented the portion of the City between West Redondo Beach Boulevard down to Gardena Boulevard, stating that certain properties that were identified in the previous Housing Element were planned to be included in the sites inventory of the 6<sup>th</sup> cycle.

Ms. Acuna then presented the portion of the City between Gardena Boulevard to Artesia Boulevard, indicating that the properties along Normandie Avenue were being identified for the highest proposed density.

Ms. Acuna presented the southern portion of the City south of Artesia Boulevard. She discussed the Home-Business (H-B) zoning district which was intended for single-family homes with incidental industrial uses. Overall, the area has not developed for its intended purpose, which gives it the opportunity for more housing. This area is proposed for an actual rezoning instead of an overlay. She opened the discussion to questions.

At this point Ms. Acuna stated staff would go back and take comments for each area of the City.

Chair Langley asked if he should have the public participate first or the Commissioners.

Mr. McClain stated it is the Chair's choice.

Chair Langley opened the hearing to the public and invited speakers to participate.

#### El Segundo Boulevard to Rosecrans Avenue

Ms. Linda Barentine asked if buildings were on selected properties and if we will be getting rid of businesses.

Mr. McClain stated that most of these have buildings, but the City is not requiring owners to build housing. We are giving the owners the option to build housing.

Assistant City Attorney Kranitz stated these are the sites we have identified because of a state of disrepair or other issues.

Mr. Nicholas Sarantes asked two questions: Will the slides be made available? Is there somewhere where the public can find the definition for the number of units and if income levels would be considered?

Ms. Acuna stated the slides will be available on the City's website. She also stated the income levels are determined by the County.

Mr. Sarantes asked if there were tax incentives available.

Mr. McClain indicated that tax credits are often available to developers and there are some rental credits available to landlords.

Ms. Kranitz indicated we are looking for input as to what should make these sites available for affordable housing, such as fee reductions.

Ms. Antoinette Garlington asked if development was only available for corporations and developers and if development will only be for apartments.

Mr. McClain stated it is not restricted to corporations and developers nor is it limited to apartments.

Ms. Garlington asked if homes would be available to the public for purchase.

Mr. McClain indicated we are not restricting how units will be sold or bought.

Ms. Kranitz clarified that it is not the City who will be selling these units. These will be private transactions between the owner and anyone who wants to purchase.

A speaker displayed as "Gardena Cinema" stated she had a question with the highest densities. She stated it is high along Crenshaw Boulevard but low along Vermont Avenue. She asked why higher density was not considered along Vermont Avenue and potentially along Normandie and Western Avenues.

Mr. McClain indicated Vermont Avenue already has residentially zoned properties and El Segundo Boulevard is already developed with higher density residential. He stated the opportunities along Vermont Avenue are not there for a higher density overlay which is targeted to industrial and commercial zones.

Mr. Ken Juge asked if this is State mandated.

Mr. McClain stated partially, yes. We do not need to build the target number of housing units we are just controlling the zoning on them to make it possible.

Commissioner Pierce commented that the light blue area in the northern part of the City has been industrial since the 1960s. He stated this is the most likely area of the City to transform and change.

Vice Chair Henderson agreed. He stated he does not see vibrant industrial uses that have developed. It is a stagnant area that needs better development.

Commissioner Jackson agreed with the previous two commissioners that this looks more viable for the community.

Chair Langley agreed, but stated that along Western Avenue there are pockets of high density where higher density could be considered such as on Western Avenue north of 135<sup>th</sup> Street.

Vice Chair Henderson discussed properties along Budlong Avenue and 135<sup>th</sup> Street to Vermont Avenue where the bottled water company is located.

Ms. Acuna stated if that company decides to leave there would be a possibility for housing.

Mr. McClain stated we can look more closely at Western Avenue.

Commissioner Pierce discussed an area with mobile home parks.

Ms. Kranitz indicated one of the problems with mobile home parks is it accounts for low income housing. If those residents are displaced, they would have to be found new appropriate housing. It is unlikely we would be doing that.

Mr. McClain stated it is also a bureaucratic nightmare and very difficult to get rid of mobile home parks.

Ms. Acuna moved on to the area between Rosecrans Avenue and Redondo Beach Boulevard.

### Rosecrans Avenue to Redondo Beach Boulevard

Ms. Linda Barentine asked what the plan is for new schools.

Mr. McClain indicated schools are not in the City's jurisdiction; they are under the Los Angeles Unified School District. It is a question for them.

"Gardena Cinema" suggested that along Crenshaw Boulevard the density be increased from the O-5 to the O-6 overlay, which is the highest density overlay proposed (51-70 units/acre). She mentioned Crenshaw Boulevard is a fairly large street that could accommodate housing.

Vice Chair Henderson indicated certain areas such as the carwash on the south side of Rosecrans Avenue could be changed to O-6. Other areas along Western Avenue south of Rosecrans Avenue should also have higher densities.

Ms. Acuna explained that some sites were adjacent to single-family residences and did not seem appropriate, but there are many opportunities to consider.

Commissioner Sherman asked about the O-5 and O-6 areas along Western Avenue, and if we are expecting anyone to come and develop those areas.

Mr. McClain indicated the area is all O-5, and said we may get some development, but it may not be as many units as expected unless properties are combined.

Chair Langley asked if the height would change.

Ms. Acuna stated we have not yet worked on the development standards for the new overlays.

Ms. Kranitz indicated we will have to consider our standards and revise the Code as necessary. She stated the project recently approved on Crenshaw Boulevard was at a density of 200 dwelling units per acre.

Ms. Acuna showed the map south of Redondo Beach Boulevard and asked if there were any questions.

### Redondo Beach Boulevard to Gardena Boulevard

Mr. Ken Feuer indicated the City owns a lot of properties. He asked about properties along Western Avenue and Gardena Boulevard. He asked if the City's properties are included in this proposal.

Ms. Acuna indicated they are included in the overlays, but they are not in the inventory list.

Vice Chair Henderson asked if there would be a buffer for the police station to prohibit development.

Ms. Kranitz mentioned we are subject to the Surplus Property Act. As a property owner, we could set limits and setbacks on property and put stipulations in the agreements similar to any other property owner.

Chair Langley asked about the area near Perry Middle School in green. He asked if we have talked to the school. He asked if there is excess land that the school can add as housing.

Vice Chair Henderson indicated the area is used for horticulture. He stated his kid's school is getting back to teaching horticulture and indicated it is unlikely that the school would part with their land.

Chair Langley asked about churches that are not shown on the map as religious institutions.

Ms. Acuna stated there are some churches that fall under the housing overlays are not shown. She said if there are missing church properties, they can be added.

Ken Feuer asked about large properties with large parking lots such as Bank of America. He asked if they could be subdivided. There are large properties that do not need all the land. He suggested it may be possible to incentivize owners to sell.

Mr. McClain stated theoretically, yes. It depends on making sure the resulting properties meets the standards and have access.

Commissioner Pierce clarified that the Perry Middle School area discussed earlier was once an athletic field.

#### Gardena Boulevard to Normandie Avenue

Ms. Acuna showed the map of Normandie Avenue where the highest density overlay district is proposed. She also showed the Western Avenue area.

Commissioner Jackson indicated she liked the proposal.

Chair Langley indicated there are railroad tracks that cross Normandie Avenue and asked why it is the highest density area.

Ms. Kranitz indicated there is interest to develop high density in that area and an application is expected soon. There is no precise formula, but the idea is to place high density housing on major arterials to protect existing neighborhoods.

Commissioner Sherman asked about the single room occupancy (SRO) property that was approved.

Ms. Kranitz stated it is not a typical SRO for affordable housing and that it will be developed more as luxury studios.

Ms. Acuna stated the SRO property was approved for 63 units and the lot is about 0.7 acres for a density of 90 units per acre.

Chair Langley stated there are so many traffic signals along Normandie Avenue that the area may have to be rethought. He stated he drives that area all the time and is familiar with it.

Ms. Acuna stated we will take that into consideration.

"Gardena Cinema" stated that Normandie only has two lanes of traffic without a center divider. The O-6 density may be too high, and O-5 may be more appropriate. There are a lot of traffic lights and train tracks that could be a hazard that causes confusion.

#### South of Artesia Boulevard

Ms. Acuna shared the southern portion of the City south of Artesia Boulevard. She reiterated that the H-B zone is being proposed to be rezoned to either R-3 or R-4.

Mr. George Morgan, resident of Denker Avenue, asked that since the properties are single-family residential, they were told they could do carpentry and auto repair as long as there is not a negative impact on the neighborhood. He stated they were told that was allowable and it was exactly what they wanted when they moved to the area. His neighbors feel the same. He mentioned the area used to be for people who raised dogs and that it was an amazing area of the County. He stated there are stucco businesses and painters who live in that area. He asked how this is going to affect the businesses and homeowners.

Mr. McClain stated this is not a done deal, but if we did follow through, any business would be nonconforming and allowed to continue; they would be grandfathered. New businesses that do conform would not be allowed.

Mr. Morgan stated he knows a lot of people who want to live in the neighborhood because it is so desirable: there is a man who wants to do upholstery, and a carpenter. People in the neighborhood keep the front attractive but run businesses in the back. He is concerned that his property might be rezoned and it might become nonconforming.

Mr. McClain stated that most of those blocks would not add a lot to the inventory. He mentioned we may reconsider how to address the area.

Ms. Kranitz indicated that Gardena does not have amortization standards so even if the properties were rezoned you can keep it as is. However, the City could consider redoing our standards to allow owners to improve their properties.

Lynn indicated she lives in the same neighborhood as the other gentleman. She stated some properties in that neighborhood are too small to be developed with housing. She asked if the City is considering redoing standards to allow for housing on smaller lots.

Mr. McClain stated there are a lot of areas that seem to be infeasible and much to be considered.

He stated the next step will be to take this to City Council next Tuesday, May 11.

**Agenda Item #8**

**COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

Interim Community Development Director McClain stated we are making progress on reopening. We have the bones of the plan, but we need to consider what we will be doing with the Planning Commission.

**Agenda Item #9**

**PLANNING AND ENVIRONMENTAL QUALITY COMMISSION REPORTS**

Chair Langley stated that staff has done a lot of work in a short amount of time and commended staff.

Commissioner Pierce commended staff and stated there are a lot of cities in the State that have their heads in the sand.

Ms. Kranitz commended the Commission stating we are mandated by the State and the Commission's work and attitude is very appreciated. She mentioned that staff is the messenger here and we are grateful for the professionalism shown by all of the Commissioners.

Commissioner Jackson reiterated Commissioner Pierce's statements and commended staff.

Commissioner Sherman thanked staff as well.

Vice Chair Henderson commended staff and mentioned he is skeptical as to how this will be completed. He stated Gardena is having big city problems in a small town, which is good.

Chair Langley agreed with Ms. Kranitz, our hearts are not in it, but we have to do it, and we do not attack the messenger.

**ADJOURNMENT**

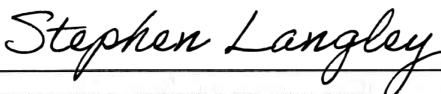
Chair Langley adjourned the meeting at 8:50 P.M.

Respectfully submitted,



GREGG MCCLAIN, SECRETARY

Planning and Environmental Quality Commission



STEPHEN LANGLEY, CHAIR  
Planning and Environmental Quality Commission



## CITY of GARDENA

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

1. Report the count of confirmed COVID-19 employee cases.  
Total Count: Seventy (70)
  - a. Administrative Services Department: One (1)
  - b. City Clerk's Office: One (1)
  - c. Elected & Administrative Offices: One (1)
  - d. Community Development Department: Two (2)
  - e. Transportation Department: Nineteen (19)
  - f. Police Department: Twenty-Five (25)
  - g. Public Works Department: Nine (9)
  - h. Recreation & Human Services Department: Twelve (12)
2. Request City Council approval to revise the City's Classification and Compensation Plan to adjust the salary schedule of Relief Bus Operator Trainee classification from Schedule 16 (\$2,578/month) to Schedule 33 (\$3,388 – \$4,324/month) effective May 25, 2021. The schedule adjustment is being made to maintain external salary parity. *Attachment 1*
3. Request City Council approval to revise the City's Classification and Compensation Plan to adjust the salary schedule of Relief Bus Operator classification from Schedule 28 (\$2,996 – 3,823/month) to Schedule 37 (\$3,739 – \$4,771/month) effective May 25, 2021. The schedule adjustment is being made to maintain external salary parity. *Attachment 1*
4. Report the Probationary Appointment of the following individuals:
  - a. **LUIS CASTILLO** to the position of Police Officer, Schedule 201 (\$6,945 - \$8,864/month) with the Police Department effective May 16, 2021.
  - b. **HAE SEO** to the position of Police Officer, Schedule 201 (\$6,945 - \$8,864/month) with the Police Department effective May 17, 2021.
5. Report the Promotional Appointment of **NOLBERTO ACOSTA** to the position of Fleet Maintenance Supervisor, Schedule 119 (\$6,593 - \$8,415/month) with the Transportation Department effective May 3, 2021.
6. Report the Separation of the following individuals:
  - a. Administrative Aide, **SYDNI OVERLY**, of the Elected & Administrative Offices effective April 13, 2021. Ms. Overly provided 2 years and 10 months of service to the City.
  - b. Police Officer, **YOUNG CHOI**, of the Police Department effective May 14, 2021. Mr. Choi provided 7 years and 2 months of service to the City.

7. Report the Service Retirement of Custodian II, **MORRIS HOWARD**, of the Recreation & Human Services Department effective May 5, 2021. Mr. Howard provided 31 years and 8 months of service to the City.
8. Report that the following individuals are on leave under the Family Medical Leave Act / California Family Rights Act (FMLA/CFRA):
  - a. Police Records Technician I, **CECILIA ORDAZ**, of the Police Department effective May 7, 2021 through a date to be determined.
  - b. Transit Mechanic, **RUSSELL AVERILL**, of the Transportation Department effective April 28, 2021 through June 12, 2021.
  - c. Bus Operator, **VELDA GAINES**, of the Transportation Department effective May 14, 2021 through a date to be determined.
9. Report that the following individuals have returned to duty from leave:
  - a. Police Officer, **HUGO GUALOTUNA**, of the Police Department effective May 3, 2021.
  - b. Police Officer, **BRIAN PARK**, of the Police Department effective May 10, 2021.

CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
AS OF MAY 25, 2021

Adjust Salary Schedule: Relief Bus Operator Trainee (Schedule 33) & Relief Bus Operator (Schedule 37)

Table for '3 Work Experience Minimum Wage' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*2\*, \*3\*, \*4\*, \*5\*, \*6\*.

Table for '4' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*4\*, \*5\*, \*6\*.

Table for '5 Assistant Site Manager I' and '5 Geriatric Aide' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*4\*, \*5\*, \*6\*.

Table for '6 Clerical Aide I' and '6 Police Aide' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*4\*, \*5\*, \*6\*.

Table for '7 Peer Advocate Counselor II' and '7 Storeroom Aide' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*4\*, \*5\*, \*6\*.

Table for '8 Assistant Site Manager II' and '8 Community Aide I' with columns for STEP, ANNUAL, MONTHLY, BI-WEEKLY, HOURLY and rows for \*4\*, \*5\*, \*6\*.

9

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

10

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

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

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

13 Assistant Site Manager III  
13 Certified Nursing Assistant

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

14 Pool Cashier  
14 Recreation Leader I

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

15

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

**16**

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

**17 Clerk Typist**

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

**18**

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

**19 FCC Program Assistant I**

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

**20**

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

**21 Police Assistant****21 Police Cadet**

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

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

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

**23 Community Aide II**

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

**24**

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

**25**

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

**26 Pool Supervisor**

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

**27**

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

**28 Recreation Leader III**

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

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

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

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

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

**31 Paratransit Driver**

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

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

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

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

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

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

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

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

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

**36 Intermediate Clerk Typist**

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

**37 Nutrition Services Coordinator**

**37 Police Records Technician II**

**37 Relief Bus Operator**

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

**38 Activity Coordinator**

**38 Equipment Utility Worker II**

**38 Purchasing Clerk**

**38 Senior Account Clerk**

**38 Senior Clerk Typist**

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

**39 Apprentice Mechanic**

**39 Home Improvement Lead Person**

**39 Park Maintenance Worker II**

**39 Records Management Coordinator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,148.00	49,500.00	51,972.00	54,576.00	57,300.00	60,168.00
MONTHLY	3,929.00	4,125.00	4,331.00	4,548.00	4,775.00	5,014.00
BI-WEEKLY	1,813.38	1,903.85	1,998.92	2,099.08	2,203.85	2,314.15
HOURLY	22.6673	23.7981	24.9865	26.2385	27.5481	28.9269

**40 Engineering Aide**

**40 FCC Education Assistant III**

**40 FCC Program Assistant III**

**40 Public Works Coordinator**

**40 Sr. Transit Utility Specialist**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,324.00	50,736.00	53,268.00	55,932.00	58,728.00	61,668.00
MONTHLY	4,027.00	4,228.00	4,439.00	4,661.00	4,894.00	5,139.00
BI-WEEKLY	1,858.62	1,951.38	2,048.77	2,151.23	2,258.77	2,371.85
HOURLY	23.2327	24.3923	25.6096	26.8904	28.2346	29.6481

**41 Permit/Licensing Technician I**

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

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

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

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

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

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,340.00	56,004.00	58,800.00	61,740.00	64,824.00	68,064.00
MONTHLY	4,445.00	4,667.00	4,900.00	5,145.00	5,402.00	5,672.00
BI-WEEKLY	2,051.54	2,154.00	2,261.54	2,374.62	2,493.23	2,617.85
HOURLY	25.6442	26.9250	28.2692	29.6827	31.1654	32.7231

**45 Street Sweeper Operator**

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

**46 Heavy Equipment Operator**

**46 Street Traffic Painter**

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

**47 Equipment Mechanic**  
**47 Graphics Technician**  
**47 Maintenance Painter**  
**47 Senior Building Maintenance Worker**  
**47 Transit Mechanic**  
**47 Transit Parts/Storeroom Coordinator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,444.00	60,312.00	63,324.00	66,492.00	69,816.00	73,308.00
MONTHLY	4,787.00	5,026.00	5,277.00	5,541.00	5,818.00	6,109.00
BI-WEEKLY	2,209.38	2,319.69	2,435.54	2,557.38	2,685.23	2,819.54
HOURLY	27.6173	28.9962	30.4442	31.9673	33.5654	35.2442

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

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

**49 Administrative Analyst I**  
**49 Community Services Counselor**  
**49 Recreation Supervisor**

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

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

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

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

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

**52 Administrative Support Services Supervisor**

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

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

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

**54 Administrative Analyst II  
54 Building Maintenance Lead  
54 Forensic Technician**

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

**55 Electrical/Signal Technician II**

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

**56 Assistant Engineer  
56 FCC Program Coordinator**

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

**57 Senior Accountant**

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

**58**

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

**59**

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

**60**

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

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,144.00	85,200.00	89,460.00	93,936.00	98,628.00	103,560.00
MONTHLY	6,762.00	7,100.00	7,455.00	7,828.00	8,219.00	8,630.00
BI-WEEKLY	3,120.92	3,276.92	3,440.77	3,612.92	3,793.38	3,983.08
HOURLY	39.0115	40.9615	43.0096	45.1615	47.4173	49.7885

**90 Bus Operator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,300.00	53,868.00	56,556.00	59,388.00	62,352.00	65,472.00
MONTHLY	4,275.00	4,489.00	4,713.00	4,949.00	5,196.00	5,456.00
BI-WEEKLY	1,973.08	2,071.85	2,175.23	2,284.15	2,398.15	2,518.15
HOURLY	24.6635	25.8981	27.1904	28.5519	29.9769	31.4769
Specialty - 5%	213.75	224.45	235.65	247.45	259.80	272.80

**104**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,636.00	57,372.00	60,240.00	63,252.00	66,420.00	69,744.00
MONTHLY	4,553.00	4,781.00	5,020.00	5,271.00	5,535.00	5,812.00
BI-WEEKLY	2,101.38	2,206.62	2,316.92	2,432.77	2,554.62	2,682.46
HOURLY	26.2673	27.5827	28.9615	30.4096	31.9327	33.5308
Lgy Bonus 20	113.83	119.53	125.50	131.78	138.38	145.30
Lgy Bonus 25	227.65	239.05	251.00	263.55	276.75	290.60
Lgy Bonus 30	341.48	358.58	376.50	395.33	415.13	435.90

**105**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,016.00	58,812.00	61,752.00	64,836.00	68,076.00	71,484.00
MONTHLY	4,668.00	4,901.00	5,146.00	5,403.00	5,673.00	5,957.00
BI-WEEKLY	2,154.46	2,262.00	2,375.08	2,493.69	2,618.31	2,749.38
HOURLY	26.9308	28.2750	29.6885	31.1712	32.7288	34.3673
Lgy Bonus 20	116.70	122.53	128.65	135.08	141.83	148.93
Lgy Bonus 25	233.40	245.05	257.30	270.15	283.65	297.85
Lgy Bonus 30	350.10	367.58	385.95	405.23	425.48	446.78

**106**

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

**107**

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

**108 Economic Development Analyst**

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

**109 Deputy City Treasurer**

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

**110**

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

**111**

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

**112**

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

**113**

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

**114**

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

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

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

**116**

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

**117 Transportation Operations Supervisor**

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

**118 Administrative Management Analyst I**

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

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

**119 Transit Training and Safety Supervisor**

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

**120 Administrative Management Analyst II**

**120 Executive Office Assistant**

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

**121**

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

**122 Senior Human Resources Analyst**

**122 Senior Planner**

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

**123**

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

**124 Senior Administrative Analyst**

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

**125 Civil Engineer**

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

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

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

**127**

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

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	98,808.00	103,752.00	108,936.00	114,384.00	120,108.00	126,108.00
MONTHLY	8,234.00	8,646.00	9,078.00	9,532.00	10,009.00	10,509.00
BI-WEEKLY	3,800.31	3,990.46	4,189.85	4,399.38	4,619.54	4,850.31
HOURLY	47.5038	49.8808	52.3731	54.9923	57.7442	60.6288
Lgy Bonus 20	205.85	216.15	226.95	238.30	250.23	262.73
Lgy Bonus 25	411.70	432.30	453.90	476.60	500.45	525.45
Lgy Bonus 30	617.55	648.45	680.85	714.90	750.68	788.18

**129**

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

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

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

**131 Plan Check Engineer  
131 Transit Operations Manager**

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

**132 FCC Therapist/Trainer II**

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

**133 Human Resources Manager**

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

**134 Assistant to the City Manager  
134 Transit Administrative Officer**

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

**135**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	117,456.00	123,324.00	129,492.00	135,972.00	142,776.00	149,916.00
MONTHLY	9,788.00	10,277.00	10,791.00	11,331.00	11,898.00	12,493.00
BI-WEEKLY	4,517.54	4,743.23	4,980.46	5,229.69	5,491.38	5,766.00
HOURLY	56.4692	59.2904	62.2558	65.3712	68.6423	72.0750
Lgy Bonus 20	244.70	256.93	269.78	283.28	297.45	312.33
Lgy Bonus 25	489.40	513.85	539.55	566.55	594.90	624.65
Lgy Bonus 30	734.10	770.78	809.33	849.83	892.35	936.98

**136**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	120,396.00	126,420.00	132,744.00	139,380.00	146,352.00	153,672.00
MONTHLY	10,033.00	10,535.00	11,062.00	11,615.00	12,196.00	12,806.00
BI-WEEKLY	4,630.62	4,862.31	5,105.54	5,360.77	5,628.92	5,910.46
HOURLY	57.8827	60.7788	63.8192	67.0096	70.3615	73.8808
Lgy Bonus 20	250.83	263.38	276.55	290.38	304.90	320.15
Lgy Bonus 25	501.65	526.75	553.10	580.75	609.80	640.30
Lgy Bonus 30	752.48	790.13	829.65	871.13	914.70	960.45

**137**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	123,408.00	129,576.00	136,056.00	142,860.00	150,000.00	157,500.00
MONTHLY	10,284.00	10,798.00	11,338.00	11,905.00	12,500.00	13,125.00
BI-WEEKLY	4,746.46	4,983.69	5,232.92	5,494.62	5,769.23	6,057.69
HOURLY	59.3308	62.2962	65.4115	68.6827	72.1154	75.7212
Lgy Bonus 20	257.10	269.95	283.45	297.63	312.50	328.13
Lgy Bonus 25	514.20	539.90	566.90	595.25	625.00	656.25
Lgy Bonus 30	771.30	809.85	850.35	892.88	937.50	984.38

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	126,492.00	132,816.00	139,452.00	146,424.00	153,744.00	161,436.00
MONTHLY	10,541.00	11,068.00	11,621.00	12,202.00	12,812.00	13,453.00
BI-WEEKLY	4,865.08	5,108.31	5,363.54	5,631.69	5,913.23	6,209.08
HOURLY	60.8135	63.8538	67.0442	70.3962	73.9154	77.6135
Lgy Bonus 20	263.53	276.70	290.53	305.05	320.30	336.33
Lgy Bonus 25	527.05	553.40	581.05	610.10	640.60	672.65
Lgy Bonus 30	790.58	830.10	871.58	915.15	960.90	1008.98

**139**

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

**140**

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

**141**

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

**142**

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

**143**

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

**144**

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

**145**

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

**146**

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

**147**

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

**148**

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

**149**

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

**150 Joint Powers Authority Accountant**

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

**200 Police Trainee**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,836.00	-	-	-	-	-
MONTHLY	5,903.00	-	-	-	-	-
BI-WEEKLY	2,724.46	-	-	-	-	-
HOURLY	34.0558	-	-	-	-	-

**201 Police Officer**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,340.00	87,504.00	91,884.00	96,480.00	101,304.00	106,368.00
MONTHLY	6,945.00	7,292.00	7,657.00	8,040.00	8,442.00	8,864.00
BI-WEEKLY	3,205.38	3,365.54	3,534.00	3,710.77	3,896.31	4,091.08
HOURLY	40.0673	42.0692	44.1750	46.3846	48.7038	51.1385

## EDUCATIONAL INCENTIVE BONUS

AA	965.00	965.00	965.00	965.00	965.00	965.00
BA	1,481.00	1,481.00	1,481.00	1,481.00	1,481.00	1,481.00

SPECIALIST	619.00	619.00	619.00	619.00	619.00	619.00
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Lgy Bonus 7	365.00	365.00	365.00	365.00	365.00	365.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	867.25	884.60	902.85	922.00	942.10	963.20
Lgy Bonus 26	1,214.50	1,249.20	1,285.70	1,324.00	1,364.20	1,406.40

**203 Police Sergeant**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	106,524.00	111,852.00	117,444.00	123,312.00	129,480.00	135,960.00
MONTHLY	8,877.00	9,321.00	9,787.00	10,276.00	10,790.00	11,330.00
BI-WEEKLY	4,097.08	4,302.00	4,517.08	4,742.77	4,980.00	5,229.23
HOURLY	51.2135	53.7750	56.4635	59.2846	62.2500	65.3654

## EDUCATIONAL INCENTIVE BONUS

AA	1,205.00	1,205.00	1,205.00	1,205.00	1,205.00	1,205.00
BA	1,823.00	1,823.00	1,823.00	1,823.00	1,823.00	1,823.00

SPECIAL DUTY PAY	420.00	420.00	420.00	420.00	420.00	420.00
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Lgy Bonus 7	326.00	326.00	326.00	326.00	326.00	326.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	963.85	986.05	1,009.35	1,033.80	1,059.50	1,086.50
Lgy Bonus 26	1,407.70	1,452.10	1,498.70	1,547.60	1,599.00	1,653.00

**227 Police Lieutenant**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	142,740.00	149,880.00	157,380.00	165,252.00	173,520.00	182,196.00
MONTHLY	11,895.00	12,490.00	13,115.00	13,771.00	14,460.00	15,183.00
BI-WEEKLY	5,490.00	5,764.62	6,053.08	6,355.85	6,673.85	7,007.54
HOURLY	68.6250	72.0577	75.6635	79.4481	83.4231	87.5942

## EDUCATIONAL INCENTIVE BONUS

BA	1,627.40	1,698.80	1,773.80	1,852.52	1,935.20	2,021.96
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CA POST Mgmt. Cert.	594.75	624.50	655.75	688.55	723.00	759.15
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Lgy Bonus 20	594.75	624.50	655.75	688.55	723.00	759.15
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Lgy Bonus 26	1,189.50	1,249.00	1,311.50	1,377.10	1,446.00	1,518.30
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**231 Police Captain**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	169,704.00	178,188.00	187,092.00	196,452.00	206,280.00	216,600.00
MONTHLY	14,142.00	14,849.00	15,591.00	16,371.00	17,190.00	18,050.00
BI-WEEKLY	6,527.08	6,853.38	7,195.85	7,555.85	7,933.85	8,330.77
HOURLY	81.5885	85.6673	89.9481	94.4481	99.1731	104.1346

## EDUCATIONAL INCENTIVE BONUS

BA	1,897.04	1,981.88	2,070.92	2,164.52	2,262.80	2,366.00
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CA POST Mgmt. Cert.	707.10	742.45	779.55	818.55	859.50	902.50
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Lgy Bonus 20	707.10	742.45	779.55	818.55	859.50	902.50
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Lgy Bonus 26	1,414.20	1,484.90	1,559.10	1,637.10	1,719.00	1,805.00
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**232 Deputy Police Chief**

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

## EDUCATIONAL INCENTIVE BONUS

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

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

**302 Councilmember**

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

**303 City Clerk**

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

**304 City Treasurer**

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

**305 Youth Commissioner**

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

**306 Human Services Commissioner**

**306 Recreation Commissioner**

**306 Rent Mediation Board Member**

**306 Senior Citizens Commissioner**

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

**307**

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

**308 Planning Commissioner**

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

**330 Department Heads**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	157,248.00	165,108.00	173,364.00	182,028.00	196,128.00	200,904.00
MONTHLY	13,104.00	13,759.00	14,447.00	15,169.00	16,344.00	16,742.00
BI-WEEKLY	6,048.00	6,350.31	6,667.85	7,001.08	7,543.38	7,727.08
HOURLY	75.6000	79.3788	83.3481	87.5135	94.2923	96.5885
Lgy Bonus 20	327.60	343.98	361.18	379.23	408.60	418.55
Lgy Bonus 25	655.20	687.95	722.35	758.45	817.20	837.10
Lgy Bonus 30	982.80	1031.93	1083.53	1137.68	1225.80	1255.65

**339 Assistant City Manager**

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

**340 Police Chief**

STEP	*1*
ANNUAL	245,976.00
MONTHLY	20,498.00
BI-WEEKLY	9,460.62
HOURLY	118.2577
Edu Incentive Pay	2,659.76
CA POST Mgmt. Cert.	1,024.90
Lgy Bonus 26	2,049.80

**350 City Manager**

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

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Treasurer's Department

DATE: May 20, 2021

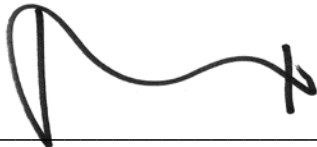
SUBJECT: WARRANT REGISTER  
PAYROLL REGISTER

May 25, 2021 TOTAL WARRANTS ISSUED: \$3,616,013.28

Wire Transfer: 12007-12009  
Prepay: 163178  
Check Numbers: 163179-163357  
Checks Voided:

Total Pages of Register: 20

May 21, 2021 TOTAL PAYROLL ISSUED: \$1,896,898.65



for J. Ingrid Tsukiyama, City Treasurer

cc: City Clerk

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12007	5/11/2021	106330 FIDELITY NATIONAL TITLE, INSURANCE COMI	050621		16010 HARVARD BLVD - AQUISITION OF	1,212,345.79
					<b>Total :</b>	<b>1,212,345.79</b>
12008	5/11/2021	104058 ADMINSURE INC.	051021		WORKERS' COMP CLAIMS ADMINISTR/	28,221.32
					<b>Total :</b>	<b>28,221.32</b>
12009	5/17/2021	106110 ADVANCED BENEFIT SOLUTIONS, LLC	051321		HEALTH INSURANCE CLAIMS	71,021.31
					<b>Total :</b>	<b>71,021.31</b>
163178	5/19/2021	109625 MK BUILDERS & SERVICES, INC.	2101		CODE COMPLAINE - 12801 S. WESTE	3,520.00
					<b>Total :</b>	<b>3,520.00</b>
163179	5/25/2021	111747 13717 VAN NESS LLC, C/O JOHN DUNCKEL	RA-ROMAN		COVID-19 RENTAL ASSISTANCE PROGI	3,900.00
					<b>Total :</b>	<b>3,900.00</b>
163180	5/25/2021	111748 15540-15610 NORMANDIE LP	RA-PALMA		COVID-19 RENTAL ASSISTANCE PROGI	4,350.00
					<b>Total :</b>	<b>4,350.00</b>
163181	5/25/2021	110161 ABRO, JENNIFER	050221		MEDICAL REIMBURSEMENT	100.00
					<b>Total :</b>	<b>100.00</b>
163182	5/25/2021	104058 ADMINSURE INC.	14095	023-01292	ADMINSURE CLAIMS ADMINISTRATION	11,680.00
			14171	023-01292	ADMINSURE CLAIMS ADMINISTRATION	11,680.00
					<b>Total :</b>	<b>23,360.00</b>
163183	5/25/2021	104742 ADVANCED IMAGING OF SOUTH BAY, INC.	683708-QAISB		MEDICAL SERVICES	79.00
					<b>Total :</b>	<b>79.00</b>
163184	5/25/2021	101748 AFTERMARKET PARTS COMPANY LLC, THE	82372065	037-09965	GTRANS AUTO PARTS	176.92
			82373157	037-09965	GTRANS AUTO PARTS	440.94
			82373236	037-09965	GTRANS AUTO PARTS	13.06
					<b>Total :</b>	<b>630.92</b>
163185	5/25/2021	100925 AMERICAN MOVING PARTS	01A120570		GTRANS AUTO PARTS	122.64
					<b>Total :</b>	<b>122.64</b>
163186	5/25/2021	101628 AQUA-FLO SUPPLY	1728844		PARK MAINT SUPPLIES	221.58

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163186	5/25/2021	101628 AQUA-FLO SUPPLY	(Continued) 1728845 1730419 1730421 1730702		PARK MAINT SUPPLIES BLDG MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES	169.01 70.89 44.79 59.69
<b>Total :</b>						<b>565.96</b>
163187	5/25/2021	108625 ARAD OIL INC.	APRIL 2021		CAR WASH	190.00
<b>Total :</b>						<b>190.00</b>
163188	5/25/2021	105293 ARC DOCUMENT SOLUTIONS, LLC	10901121		REPROGRAPHIC SERVICES - JN 501 &	332.99
<b>Total :</b>						<b>332.99</b>
163189	5/25/2021	101459 ASBURY ENVIRONMENTAL SERVICES	I500-00701464 I500-00709788		USED OIL SERVICE CHARGE OILY SLUDGE, RAGS & DRUM	160.00 1,414.00
<b>Total :</b>						<b>1,574.00</b>
163190	5/25/2021	106965 ASSAABLOY ENTRANCE, SYSTEMS US INC.	SEI/1419478 SEI/1419483	024-00727 024-00727	EMERGENCY REPAIRS TO HUMAN SEF EMERGENCY REPAIRS TO HUMAN SEF	2,453.57 1,428.58
<b>Total :</b>						<b>3,882.15</b>
163191	5/25/2021	104687 AT&T	16381330 16402818 16465191 16465192 16465502 16468311		TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE	394.51 470.63 334.63 379.64 10,097.64 650.87
<b>Total :</b>						<b>12,327.92</b>
163192	5/25/2021	616090 AT&T	3103232408 05/01/21		TELEPHONE	1,513.46
<b>Total :</b>						<b>1,513.46</b>
163193	5/25/2021	111170 AT&T FIRSTNET	287290885074X051021 287293416290X051021 287298156560X041021 287298156560X051021	023-01323 023-01323	CITYWIDE CELL PHONE ACCT #287290 PD CELL PHONE ACCT #287293416290 COVID-19 FIRSTNET COMMUNICATION COVID-19 FIRSTNET COMMUNICATION	1,876.41 3,212.18 1,724.19 1,724.19
<b>Total :</b>						<b>8,536.97</b>

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163194	5/25/2021	100474 AT&T LONG DISTANCE	051221		TELEPHONE	36.03
<b>Total :</b>						<b>36.03</b>
163195	5/25/2021	100964 AT&T MOBILITY	287275680401X050121 828667974X05162021		PD CELL PHONE ACCT #287275680401 CM CELL PHONE ACCT #828667974	170.52 86.46
<b>Total :</b>						<b>256.98</b>
163196	5/25/2021	109824 AXON ENTERPRISE INC.	SI1731001	035-01068	TASERS FOR POLICE DEPT - YEAR 5	45,114.30
<b>Total :</b>						<b>45,114.30</b>
163197	5/25/2021	110686 AZTECH ELEVATOR COMPANY	AZ16858 AZ16860	024-00665 024-00665	ELEVATOR MAINTENANCE - PW ELEVATOR MAINTENANCE - CITY HALL	285.00 100.00
<b>Total :</b>						<b>385.00</b>
163198	5/25/2021	111756 BARRAGAN, ANA ERIKA	CIT #333127368		REFUND - CITATION DISMISSED	20.00
<b>Total :</b>						<b>20.00</b>
163199	5/25/2021	110190 BASNET FAMILY CHILD CARE	APRIL 2021		CHILD CARE PROVIDER	7,364.00
<b>Total :</b>						<b>7,364.00</b>
163200	5/25/2021	111481 BATEMAN COMMUNITY LIVING, LLC	INV4650005367 INV4650005398	034-00458 034-00458	SENIOR FEEDING PROGRAM SENIOR FEEDING PROGRAM	11,423.37 11,395.44
<b>Total :</b>						<b>22,818.81</b>
163201	5/25/2021	103641 BECNEL UNIFORMS	36908		BUS UNIFORM SUPPLIES	277.58
<b>Total :</b>						<b>277.58</b>
163202	5/25/2021	111751 BLACK AND WHITE EMERGENCY VEH.	3946 3972 3978 3979 3988	035-01073	PD VEHICLE SUPPLIES PD VEHICLE SUPPLIES PD VEHICLE SUPPLIES PD VEHICLE SUPPLIES PD VEHICLE SUPPLIES	9,841.72 331.78 131.80 1,336.73 650.59
<b>Total :</b>						<b>12,292.62</b>
163203	5/25/2021	102331 BLUE DIAMOND MATERIALS	2176180		STREET MAINT SUPPLIES	490.50
<b>Total :</b>						<b>490.50</b>
163204	5/25/2021	108715 BOBBS, CINDY	APRIL 2021		CHILD CARE PROVIDER	4,866.00

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163204	5/25/2021	108715 108715 BOBBS, CINDY	(Continued)			<b>Total : 4,866.00</b>
163205	5/25/2021	110938 BRANDON'S FAMILY CHILDCARE	APRIL 2021		CHILD CARE PROVIDER	1,892.00 <b>Total : 1,892.00</b>
163206	5/25/2021	111615 BUCKNAM INFRASTRUCTURE GROUP, INC	369-01.04	024-00709	PAVEMENT MANAGEMENT PROGRAM	3,253.00 <b>Total : 3,253.00</b>
163207	5/25/2021	108892 CAL WEST MOBILE RV SERVICES	2506		SERVICE CALL - CHECK ELECTRICAL S	165.00 <b>Total : 165.00</b>
163208	5/25/2021	110313 CALTIP	94-2021-APR	037-09953	INSURANCE CLAIMS DEDUCTIBLE - AP	10,692.45 <b>Total : 10,692.45</b>
163209	5/25/2021	823003 CARL WARREN & COMPANY	APRIL 2021		CLAIMS MANAGEMENT	1,147.25 <b>Total : 1,147.25</b>
163210	5/25/2021	111731 CARPENTER, CHAD	GTR050521		PROFESSIONAL SERVICES	60.00 <b>Total : 60.00</b>
163211	5/25/2021	103489 CF UNITED LLC	020121-022821 040121-043021		CAR WASH - FEBRUARY 2021 CAR WASH - APRIL 2021	108.00 204.00 <b>Total : 312.00</b>
163212	5/25/2021	108378 CHARLES E. THOMAS COMPANY INC.	74807	037-09946	ANNUAL FILTER REPLACEMENT	230.54 <b>Total : 230.54</b>
163213	5/25/2021	103127 CHILD 2 CHILD CONNECTION, FAMILY DAY C/	APRIL 2021		CHILD CARE PROVIDER	5,019.00 <b>Total : 5,019.00</b>
163214	5/25/2021	312105 CITY OF LOS ANGELES	94 MA210000054		TRAFFIC SIGNAL MAINTENANCE & OPI	872.96 <b>Total : 872.96</b>
163215	5/25/2021	111740 CLEANCOR LNG LLC	592-000259	024-00729	EMERGENCY REPAIRS TO CNG PUMP	2,411.68 <b>Total : 2,411.68</b>
163216	5/25/2021	111745 CONTAINER ALLIANCE COMPANY	050421	035-01074	METAL CARGO SHIPPING CONTAINER	9,958.15 <b>Total : 9,958.15</b>

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163217	5/25/2021	102388 COPYLAND, INC.	74425	037-09961	GTRANS YARD SIGNS, 16"X20"	384.09
			74472	037-09961	GTRANS FOAM BOARD, 24X36	75.86
			75002	037-09961	GTRANS BROCHURES, 11"X17"	1,155.18
			75124	037-09961	30"X25" MOUNTED POSTER ON FOAM	158.96
			75233	037-09961	GTRANS COLLISION REPORTS, 8.5X11	1,370.02
					<b>Total :</b>	<b>3,144.11</b>
163218	5/25/2021	103461 CPS	SOP52874		TESTING MATERIAL - POLICE SERVICE	1,256.20
					<b>Total :</b>	<b>1,256.20</b>
163219	5/25/2021	109005 CRESPO, ERNIE	051121		MEDICAL REIMBURSEMENT	1,551.20
					<b>Total :</b>	<b>1,551.20</b>
163220	5/25/2021	103353 CRM COMPANY, LLC.	LA17717		SCRAP TIRE DISPOSAL FEE	29.50
			LA17718		SCRAP TIRE DISPOSAL FEE	39.50
			LA17721		SCRAP TIRE DISPOSAL FEE	29.50
			LA17722		SCRAP TIRE DISPOSAL FEE	29.50
					<b>Total :</b>	<b>128.00</b>
163221	5/25/2021	203317 CUFF, CHRISTOPHER	06/06-06/11		TRAINING - SWAT COMMANDER COUR	250.00
					<b>Total :</b>	<b>250.00</b>
163222	5/25/2021	111377 DE NOVO PLANNING GROUP	3066	032-00080	PROFESSIONAL SERVICES - HOTEL DE	2,794.00
					<b>Total :</b>	<b>2,794.00</b>
163223	5/25/2021	105951 DECALS BY DESIGN, INC.	15704		GTRANS BUS DECALS	216.67
					<b>Total :</b>	<b>216.67</b>
163224	5/25/2021	312117 DEPARTMENT OF WATER & POWER	051921		LIGHT & POWER	60.13
					<b>Total :</b>	<b>60.13</b>
163225	5/25/2021	104343 DISCOUNT SCHOOL SUPPLY	W66541230101	331-00052	FCC PROGRAM SUPPLIES	340.19
			W66541500101	331-00052	FCC PROGRAM SUPPLIES	144.69
			W66541560101	331-00052	FCC PROGRAM SUPPLIES	233.85
			W66541720102	331-00052	FCC PROGRAM SUPPLIES	274.42
			W66541870101	331-00052	FCC PROGRAM SUPPLIES	152.67
			W66542370101	331-00052	FCC PROGRAM SUPPLIES	216.50
			W66542410101	331-00052	FCC PROGRAM SUPPLIES	144.69

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163225	5/25/2021	104343 DISCOUNT SCHOOL SUPPLY	(Continued)			
			W66542690101	331-00052	FCC PROGRAM SUPPLIES	155.65
			W66542820101	331-00052	FCC PROGRAM SUPPLIES	373.07
			W66549260101	331-00052	FCC PROGRAM SUPPLIES	271.73
			W66570760101		FCC PROGRAM SUPPLIES	113.95
				331-00052		
			W66578020101	331-00052	FCC PROGRAM SUPPLIES	141.64
			W66623760101	331-00052	FCC PROGRAM SUPPLIES	321.44
			W66624010101	331-00052	FCC PROGRAM SUPPLIES	261.91
			W66624130101	331-00052	FCC PROGRAM SUPPLIES	268.26
			W66624240101	331-00052	FCC PROGRAM SUPPLIES	167.48
			W66624590101	331-00052	FCC PROGRAM SUPPLIES	281.39
			W66624790101	331-00052	FCC PROGRAM SUPPLIES	244.01
			W66698220101	331-00052	FCC PROGRAM SUPPLIES	388.00
			W66698320101	331-00052	FCC PROGRAM SUPPLIES	126.48
			W66698440101	331-00052	FCC PROGRAM SUPPLIES	138.63
					<b>Total :</b>	<b>4,760.65</b>
163226	5/25/2021	104030 DLT SOLUTIONS, LLC	SI502660	024-00696	PW ENG SOFTWARE SUBSCRIPTION F	2,279.41
					<b>Total :</b>	<b>2,279.41</b>
163227	5/25/2021	104500 DOOLEY ENTERPRISES, INC	60020	035-01069	PD AMMUNITION SUPPLIES	14,583.96
			60170	035-01075	PD AMMUNITION SUPPLIES	13,366.39
					<b>Total :</b>	<b>27,950.35</b>
163228	5/25/2021	111754 DOSS, KESAI DEJAE	DR #20-2934		RETURN MONEY BOOKED AS EVIDENC	600.00
					<b>Total :</b>	<b>600.00</b>
163229	5/25/2021	111452 DRAW TAP GIS, LLC	2021GAR-0006	032-00083	CONSULTANT SERVICES - PUBLIC APP	100.00
					<b>Total :</b>	<b>100.00</b>
163230	5/25/2021	110534 EL DORADO NATIONAL	1800001062	037-09973	GTRANS BUS VEHICLE SUPPLIES	23,500.00
			402148	037-09973	2020 ENC AXCESS 40' CNG BUS #2018	704,259.38
			90629698	037-09973	GTRANS BUS VEHICLE SUPPLIES	172,300.32
			90642604	037-09973	GTRANS BUS VEHICLE SUPPLIES	57,890.58
			90662637		GTRANS BUS VEHICLE SUPPLIES	104.88
			90665316	037-10020	GTRANS BUS VEHICLE SUPPLIES	2,496.44

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163230	5/25/2021	110534	110534 EL DORADO NATIONAL		(Continued)	<b>Total : 960,551.60</b>
163231	5/25/2021	107690	ENLIGHTENMENT CHILD, DEVELOPMENT CEI APRIL 2021		CHILD CARE PROVIDER	8,611.00
						<b>Total : 8,611.00</b>
163232	5/25/2021	106459	ENTERPRISE FM TRUST	FBN4193436 FBN4209684	023-01294 023-01294	ENTERPRISE LEASE - MAY 2021 - PD ENTERPRISE LEASE - MAY 2021
						<b>Total : 16,548.06</b>
163233	5/25/2021	106859	ENVIROFORM INDUSTRIES	5408	BUS WASH SUPPLIES	534.71
						<b>Total : 534.71</b>
163234	5/25/2021	107510	ESCALANTE, WENDY E.	APRIL 2021	CHILD CARE PROVIDER	5,996.00
						<b>Total : 5,996.00</b>
163235	5/25/2021	109426	ESPINOSA, VANESSA	04/19-04/30/21 05/03-05/14/21	PROFESSIONAL SERVICES - CASE WC PROFESSIONAL SERVICES - CASE WC	1,260.00 1,260.00
						<b>Total : 2,520.00</b>
163236	5/25/2021	105650	EWING IRRIGATION PRODUCTS	14107901 14166154 14174839	PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES	272.11 104.58 629.73
						<b>Total : 1,006.42</b>
163237	5/25/2021	106129	FEDEX	7-357-21626	SHIPPING SERVICES	5.92
						<b>Total : 5.92</b>
163238	5/25/2021	103083	FIRST ADVANTAGE LNS OCC HEALTH, SOLUT 2504882104		DRUG TEST/ADMIN FEE	200.20
						<b>Total : 200.20</b>
163239	5/25/2021	100447	FIVE-STAR UPHOLSTERY & AUTO, GLASS	20210430	REUPHOLSTER SEAT	150.00
						<b>Total : 150.00</b>
163240	5/25/2021	107724	GARCIA, CLAUDIA CRISTINA	APRIL 2021	CHILD CARE PROVIDER	11,356.00
						<b>Total : 11,356.00</b>
163241	5/25/2021	207133	GARCIA, NANCY C.	APRIL 2021	CHILD CARE PROVIDER	7,996.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163241	5/25/2021	207133 207133 GARCIA, NANCY C.	(Continued)			<b>Total : 7,996.00</b>
163242	5/25/2021	107030 GARDENA AUTO PARTS	134831 134877		PW AUTO PARTS PW AUTO PARTS	84.01 480.69 <b>Total : 564.70</b>
163243	5/25/2021	107735 GARDENA NISSAN	53389	034-00474	2021 NISSAN FRONTIER TRUCK 4X2	22,588.22 <b>Total : 22,588.22</b>
163244	5/25/2021	107011 GARDENA VALLEY NEWS, INC.	00105122 00105314 00105702 00105704 00105706 00105810		NOTICE OF PUBLIC HEARING - DEVELOPMENT NOTICE OF PUBLIC HEARING - VIRTUAL SUMMARY OF ORDINANCE NO. 1829 - SUMMARY OF ORDINANCE NO. 1827 - SUMMARY OF ORDINANCE NO. 1828 - NOTICE OF PUBLIC HEARING - CONDITIONAL	353.50 199.50 112.00 175.00 150.50 161.00 <b>Total : 1,151.50</b>
163245	5/25/2021	619005 GAS COMPANY, THE	050721		CNG FUEL	875.95 <b>Total : 875.95</b>
163246	5/25/2021	111171 GLOBAL HEALTHCARE PRODUCT, SOLUTIONS	GHS0210026		COVID-19 EMERGENCY SUPPLIES - FACILITY	2,126.03 <b>Total : 2,126.03</b>
163247	5/25/2021	619004 GOLDEN STATE WATER CO.	050421		WATER	10,533.55 <b>Total : 10,533.55</b>
163248	5/25/2021	107513 GRAINGER	9867699747 9875843519 9884614331 9888138485 9893286816 9894344101 9894705749 9896423697 9901017559		BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES	30.06 80.18 377.88 70.49 41.72 25.52 35.28 15.27 290.66 <b>Total : 967.06</b>
163249	5/25/2021	110435 GUERRERO, ANGELICA	APRIL 2021		CHILD CARE PROVIDER	9,354.00

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163249	5/25/2021	110435 GUERRERO, ANGELICA	110435		(Continued)	<b>Total : 9,354.00</b>
163250	5/25/2021	111684 GUTIERREZ, WILLIAM G.	PERMIT #16537		PERMIT DEPOSIT REFUND - 1127 W. 16	1,000.00
						<b>Total : 1,000.00</b>
163251	5/25/2021	108607 HENDERSON-BATISTE, TANEKA	APRIL 2021		CHILD CARE PROVIDER	4,217.00
						<b>Total : 4,217.00</b>
163252	5/25/2021	108434 HOME DEPOT CREDIT SERVICES	3343560 6281471 9271871 9511925 9732573		GTRANS MAINT SUPPLIES REC PROGRAM SUPPLIES PD PROGRAM SUPPLIES BLDG MAINT SUPPLIES BLDG MAINT SUPPLIES	26.33 -55.06 137.26 186.44 204.62
						<b>Total : 499.59</b>
163253	5/25/2021	109805 INDEPENDENT CITIES ASSOCIATION	1075		ANNUAL MEMBERSHIP RENEWAL	2,985.45
						<b>Total : 2,985.45</b>
163254	5/25/2021	111657 INDEPENDENT ROOFING, CONSULTANTS	0076419 0076420	024-00713 024-00710	CONSULTANT SERVICES, CH ROOF RE CONSULTANT SERVICES, NCC ROOF F	1,500.00 1,500.00
						<b>Total : 3,000.00</b>
163255	5/25/2021	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	130098846		GTRANS AUTO PARTS	526.71
						<b>Total : 526.71</b>
163256	5/25/2021	100084 INTIME	10827	035-01076	INTIME ISELINK SERVICES RENEWAL -	12,340.00
						<b>Total : 12,340.00</b>
163257	5/25/2021	103064 ITERIS, INC.	133075 133076	024-00717 024-00677	TRAFFIC SIGNAL PROJECT - VERMON TRAFFIC SIGNAL SYSTEM - VERMONT	2,802.04 2,885.00
						<b>Total : 5,687.04</b>
163258	5/25/2021	110733 J & S PROPERTY MANAGEMENT AND, MAINTI	5470	037-09958	LANDSCAPE MAINTENANCE SERVICE	1,420.00
						<b>Total : 1,420.00</b>
163259	5/25/2021	108555 JALISCO TIRE & AUTO REPAIR	050621		(4) TIRES MOUNT & BALANCE	60.00
						<b>Total : 60.00</b>

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163260	5/25/2021	110010 JANEK CORPORATION, THE	110070		GTRANS SHOP SUPPLIES	1,764.00
<b>Total :</b>						<b>1,764.00</b>
163261	5/25/2021	107746 JAS PACIFIC	BI 13887	032-00085	BUILDING INSPECTOR SERVICES - MA	4,560.10
			BI 13914	032-00085	BUILDING INSPECTOR SERVICES - APF	4,047.00
<b>Total :</b>						<b>8,607.10</b>
163262	5/25/2021	105226 JEKAL FAMILY CHILD CARE	APRIL 2021		CHILD CARE PROVIDER	7,823.00
<b>Total :</b>						<b>7,823.00</b>
163263	5/25/2021	110853 JONES & MAYER	102824		ATTORNEY SERVICES	7,850.00
			102825		ATTORNEY SERVICES	2,214.00
<b>Total :</b>						<b>10,064.00</b>
163264	5/25/2021	111517 KIRK'S AUTOMOTIVE INC.	1048711		GTRANS SHOP SUPPLIES	54.00
			1048728		GTRANS SHOP SUPPLIES	391.98
			1048818		GTRANS SHOP SUPPLIES	110.72
			1048866		GTRANS SHOP SUPPLIES	39.68
			1049302		GTRANS SHOP SUPPLIES	44.42
			1049316		GTRANS SHOP SUPPLIES	25.10
<b>Total :</b>						<b>665.90</b>
163265	5/25/2021	111045 KJ SERVICES	2142		USED OIL PROGRAM EXPENSE - MARC	2,737.60
<b>Total :</b>						<b>2,737.60</b>
163266	5/25/2021	110848 KREUZER CONSULTING GROUP	21-055	024-00616	CONSULTING SERVICES - WESTERN A	827.50
<b>Total :</b>						<b>827.50</b>
163267	5/25/2021	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	IN210000859	024-00679	LABOR & EQUIPMENT CHARGES - TS C	544.45
<b>Total :</b>						<b>544.45</b>
163268	5/25/2021	110783 LA COUNTY METRO TRANSPORTATION, AGEI	MAR-APR21		LA METRO TAP ADJUSTMENT - MAR-AP	2,391.29
<b>Total :</b>						<b>2,391.29</b>
163269	5/25/2021	112015 LACERDA, DALVANICE	APRIL 2021		CHILD CARE PROVIDER	8,828.00
<b>Total :</b>						<b>8,828.00</b>
163270	5/25/2021	112014 LAKESHORE LEARNING MATERIALS	1163110421	331-00053	FCC PROGRAM SUPPLIES	44.09

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163270	5/25/2021	112014 LAKESHORE LEARNING MATERIALS	(Continued)			
			1529880421	331-00053	FCC PROGRAM SUPPLIES	93.68
			1566550421	331-00053	FCC PROGRAM SUPPLIES	203.89
			4238740421	331-00053	FCC PROGRAM SUPPLIES	770.35
					<b>Total :</b>	<b>1,112.01</b>
163271	5/25/2021	105874 LAWSON PRODUCTS, INC.	9308161607		COVID-19 EMERGENCY SUPPLIES	1,234.80
			9308389301		BUS SHOP SUPPLIES	558.21
					<b>Total :</b>	<b>1,793.01</b>
163272	5/25/2021	110777 LEARN N PLAY FAMILY DAYCARE	APRIL 2021		CHILD CARE PROVIDER	7,933.00
					<b>Total :</b>	<b>7,933.00</b>
163273	5/25/2021	108023 LEXIPOL LLC	INVLEX1632	035-01077	LAW ENFORCEMENT POLICY MANUAL	16,688.00
					<b>Total :</b>	<b>16,688.00</b>
163274	5/25/2021	102376 LEXISNEXIS RISK SOLUTIONS	1328345-20210430		MONTHLY SUBSCRIPTION FEE	1,393.48
					<b>Total :</b>	<b>1,393.48</b>
163275	5/25/2021	111374 LINCOLN NATIONAL LIFE, INSURANCE COMP/	MAR-MAY 2021		LIFE INSURANCE GRP PLANS~	9,294.54
					<b>Total :</b>	<b>9,294.54</b>
163276	5/25/2021	102233 LITTLE PEOPLE DAY CARE	APRIL 2021		CHILD CARE PROVIDER	5,250.00
					<b>Total :</b>	<b>5,250.00</b>
163277	5/25/2021	108807 LOCKE LORD LLP	1645094		PROFESSIONAL SERVICES	17,246.65
					<b>Total :</b>	<b>17,246.65</b>
163278	5/25/2021	111755 LOPEZ, CANDICE	CIT #366127464		REFUND -CITATION CONTESTED & FEE	322.00
					<b>Total :</b>	<b>322.00</b>
163279	5/25/2021	109563 LUCKY LADY CASINO	0850000111		ECONOMIC ASSISTANCE - MARCH 202	23,807.43
					<b>Total :</b>	<b>23,807.43</b>
163280	5/25/2021	112607 LUMINATOR TECHNOLOGY GROUP INC	577255		BUS SHOP SUPPLIES	4,045.05
				037-10010		
					<b>Total :</b>	<b>4,045.05</b>

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163281	5/25/2021	112615 LU'S LIGHTHOUSE, INC.	01194805	037-09974	GTRANS SHOP SUPPLIES	418.74
<b>Total :</b>						<b>418.74</b>
163282	5/25/2021	110204 MA-5	1030	035-01019	INVESTIGATION SERVICES - MARCH &	7,275.00
<b>Total :</b>						<b>7,275.00</b>
163283	5/25/2021	113036 MANERI SIGN CO., INC.	40009691		DECALS - 17.5"X23" RECREATION & HS	76.66
			40009748		SIGNS - 24"X12" DOUBLE ARROW	41.54
			40009833		DECALS - 17.5"X23" RECREATION & HS	-76.66
			40009853		SIGN - 42"X9" "CATALINA AVE 15300"	209.48
			40009854		SIGN ' 42"X9" "BAUTISTA BLVD 2700"	209.48
			40009894		DECALS - 12" "CITY OF GARDENA"	191.68
<b>Total :</b>						<b>652.18</b>
163284	5/25/2021	107951 MARK HANDLER & ASSOCIATES	APRIL 2021	032-00065	BUILDING INSPECTION SERVICES	13,958.75
<b>Total :</b>						<b>13,958.75</b>
163285	5/25/2021	105295 MARQUEZ, DIANA	051721		MEDICAL REIMBURSEMENT	377.84
<b>Total :</b>						<b>377.84</b>
163286	5/25/2021	109292 MARTIN AUTO COLOR, INC.	2950693		GTRANS PARTS SUPPLIES	101.94
			2951184		GTRANS PARTS SUPPLIES	207.61
<b>Total :</b>						<b>309.55</b>
163287	5/25/2021	107644 MARTINEZ, CHERYL NAOMI	APRIL 2021		CHILD CARE PROVIDER	8,228.00
<b>Total :</b>						<b>8,228.00</b>
163288	5/25/2021	104773 MARTINEZ, KAMBY	APRIL 2021		CHILD CARE PROVIDER	8,010.00
<b>Total :</b>						<b>8,010.00</b>
163289	5/25/2021	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	A30399		FIRE EXTINGUISHER SERVICE - GTRAI	1,397.10
			P30496		TEST KIT	1,766.51
<b>Total :</b>						<b>3,163.61</b>
163290	5/25/2021	113064 MCMASTER-CARR SUPPLY COMPANY	56521904		GTRANS SHOP SUPPLIES	405.08
			56608709		GTRANS SHOP SUPPLIES	159.02
			57172958		GTRANS SHOP SUPPLIES	127.60
			57332822		GTRANS SHOP SUPPLIES	582.50

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163290	5/25/2021	113064 MCMASTER-CARR SUPPLY COMPANY	(Continued) 57642275		GTRANS SHOP SUPPLIES	105.47
					<b>Total :</b>	<b>1,379.67</b>
163291	5/25/2021	110784 MD AUTOBODY	1271		GTRANS BUS REPAIRS	1,661.00
					<b>Total :</b>	<b>1,661.00</b>
163292	5/25/2021	111733 MELGAARD, MAUREEN	PERMIT #50020-0273		PERMIT DEPOSIT REFUND - 2602 W. 15	7,500.00
					<b>Total :</b>	<b>7,500.00</b>
163293	5/25/2021	111604 MICRO ELECTRONICS, INC	11271598 11273956 11280964		COMPUTER REPLACEMENT PARTS COMPUTER REPLACEMENT PARTS COMPUTER REPLACEMENT PARTS	673.35 26.93 273.60
					<b>Total :</b>	<b>973.88</b>
163294	5/25/2021	103093 MOBILE RELAY ASSOCIATES, INC.	101007172 116002766	037-10011	GTRANS BUS RADIO FIELD LABOR GTRANS GRID SUPPLIES	112.50 2,767.42
					<b>Total :</b>	<b>2,879.92</b>
163295	5/25/2021	113295 MUNISERVICES, LLC	INV06-011570 INV06-011571 INV06-011572		UUT CELLULAR COMPLIANCE SERVICE UUT WIRED COMPLIANCE SERVICES UUT GAS COMPLIANCE SERVICES	1,343.57 449.63 8.98
					<b>Total :</b>	<b>1,802.18</b>
163296	5/25/2021	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	22036 527275 528951		SERVICE AGREEMENT PLAN PROPANE GAS PROPANE GAS	135.00 145.99 123.01
					<b>Total :</b>	<b>404.00</b>
163297	5/25/2021	109290 MZ AUTO GLASS	86611		WINDOW TINT FOR BUS #2011	300.00
					<b>Total :</b>	<b>300.00</b>
163298	5/25/2021	105622 N/S CORPORATION	0105060	037-09955	GTRANS BUS WASH EQUIPMENT MAIN	515.00
					<b>Total :</b>	<b>515.00</b>
163299	5/25/2021	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	71184478 71261692 71329288		RANDOM BAT & EMPLOYMENT PHYSIC RANDOM BAT, UDS COLLECTION, DOT RANDOM BAT & EMPLOYMENT PHYSIC	301.00 928.50 770.50

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163299	5/25/2021	110575	110575 OCCUPATIONAL HEALTH CENTERS, OF (Continued)			<b>Total : 2,000.00</b>
163300	5/25/2021	111358	O'REILLY AUTO PARTS		GTRANS AUTO PARTS	202.32
					GTRANS AUTO PARTS	26.39
					GTRANS AUTO PARTS	78.96
					GTRANS AUTO PARTS	18.72
					GTRANS AUTO PARTS	107.14
					GTRANS AUTO PARTS	290.84
					GTRANS AUTO PARTS	-78.96
					GTRANS AUTO PARTS	767.30
					PW AUTO PARTS	23.77
					SEWER PROGRAM SUPPLIES	138.75
					GTRANS AUTO PARTS	-16.84
					GTRANS AUTO PARTS	-22.05
					GTRANS AUTO PARTS	-6.26
					GTRANS AUTO PARTS	40.68
					GTRANS AUTO PARTS	-209.46
			AUG-DEC 2021		EB CREDIT	-52.75
					<b>Total :</b>	<b>1,308.55</b>
163301	5/25/2021	115810	ORKIN PEST CONTROL		PEST CONTROL - ACCT #27336703	237.00
					<b>Total :</b>	<b>237.00</b>
163302	5/25/2021	109890	OWUSU FAMILY CHILD CARE		CHILD CARE PROVIDER	9,100.00
			APRIL 2021		<b>Total :</b>	<b>9,100.00</b>
163303	5/25/2021	110403	PENN RECORDS MANAGEMENT		OFF-SITE STORAGE SERVICES - APRIL	54.25
					<b>Total :</b>	<b>54.25</b>
163304	5/25/2021	111732	PEPPERBALL	035-01070	TACTICAL EQUIPMENT FOR SWAT OPE	3,084.87
					<b>Total :</b>	<b>3,084.87</b>
163305	5/25/2021	105574	PINNACLE PETROLEUM, INC.	037-09960	87 OCTANE REGULAR UNLEADED CAR	29,049.53
				037-09960	87 OCTANE REGULAR UNLEADED CAR	28,966.89
					<b>Total :</b>	<b>58,016.42</b>
163306	5/25/2021	106092	PRUDENTIAL OVERALL SUPPLY		UNIFORM & SUPPLY RENTAL	285.50
					UNIFORM & SUPPLY RENTAL	146.96

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163306	5/25/2021	106092 PRUDENTIAL OVERALL SUPPLY	(Continued)			
			42619091		UNIFORM & SUPPLY RENTAL	43.78
			42619092		SUPPLY RENTAL - MATS - GTRANS	50.10
			42619093		SUPPLY RENTAL - MATS - NCC	13.65
			42619095		SUPPLY RENTAL - MATS - CH	19.00
			42619097		SUPPLY RENTAL - MATS - PD	91.60
			42619098		SUPPLY RENTAL - MATS - HS	11.60
			42619356		UNIFORM & SUPPLY RENTAL	283.30
			42621050		UNIFORM & SUPPLY RENTAL	148.03
			42621052		UNIFORM & SUPPLY RENTAL	45.03
			42621053		SUPPLY RENTAL - MATS - GTRANS	50.10
			42621325		UNIFORM & SUPPLY RENTAL	286.90
					<b>Total :</b>	<b>1,475.55</b>
163307	5/25/2021	109532 PSI REPAIR SERVICE, INC	941731	037-09868	REBUILD MONO INVERTER	5,850.00
					<b>Total :</b>	<b>5,850.00</b>
163308	5/25/2021	100147 RCI IMAGE SYSTEMS	76706		MICROFICHE SCANNING - 1049 W. GAF	45.20
					<b>Total :</b>	<b>45.20</b>
163309	5/25/2021	103072 REACH	0521632		EAP SERVICES/REACHLINE NEWSLET	902.00
					<b>Total :</b>	<b>902.00</b>
163310	5/25/2021	717819 REDDY, KIMBERLY R.	JAN-APR 2021		MSW FIELD SUPERVISION	967.00
					<b>Total :</b>	<b>967.00</b>
163311	5/25/2021	118142 REFRIGERATION SUPPLIES, DISTRIBUTOR	48432211		BLDG MAINT SUPPLIES	115.33
					<b>Total :</b>	<b>115.33</b>
163312	5/25/2021	118476 RICOH USA, INC.	9028862065		RICOH MPC3503 COPIER LEASE - FCC	209.22
			9028862325		RICOH MPC3503 COPIER LEASE - SR. I	171.08
			9028862326		RICOH MPC3503 COPIER LEASE - HS ~	137.72
			9028862343		RICOH COPIER LEASE & USAGE CHAR	2,245.37
			9028862572		RICOH DD6650P COPIER LEASE - PRIN	556.24
			9028862682		RICOH MPC3503 COPIER LEASE - GTR	182.17
			9028862784		RICOH MPC3503 COPIER LEASE - ADM	175.71
			9028862785		RICOH PRO8100SE COPIER LEASE - PI	380.97

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163312	5/25/2021	118476 RICOH USA, INC.			(Continued)	<b>Total : 4,058.48</b>
163313	5/25/2021	100585 RKA CONSULTING GROUP	30986		ENGINEERING PLAN CHECK SERVICE	1,820.00
						<b>Total : 1,820.00</b>
163314	5/25/2021	110918 RONIN MEDIA HOUSE, INC	RMH21-028		CONSULTING SERVICES	1,000.00
						<b>Total : 1,000.00</b>
163315	5/25/2021	107958 RUVALCABA, HUMBERTO	05/16-06/25		K9 BASIC HANDLERS COURSE - PER C	1,500.00
						<b>Total : 1,500.00</b>
163316	5/25/2021	119126 S.B.R.P.C.A.	03916	039-00062	Q1 FY2021 - PD VEHICLE BUILD OUT	29,457.37
			03945	039-00062	Q2 FY2021 - PD VEHICLE BUILD OUT	36,890.54
			03991	039-00062	Q3 FY2021 - PD VEHICLE BUILD OUT	57,194.09
						<b>Total : 123,542.00</b>
163317	5/25/2021	119126 S.B.R.P.C.A.	03963	035-01071	PD AUTO PARTS	435.49
			03967	035-01071	PD AUTO PARTS	4,995.97
						<b>Total : 5,431.46</b>
163318	5/25/2021	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	92103		PD PROGRAM SUPPLIES	960.00
						<b>Total : 960.00</b>
163319	5/25/2021	219355 SARGENT, MICHAEL	051221		MGMT ANNUAL HEALTH BENEFIT	1,000.00
						<b>Total : 1,000.00</b>
163320	5/25/2021	107006 SHAMROCK COMPANIES	2494431		STREET MAINT SUPPLIES	69.53
						<b>Total : 69.53</b>
163321	5/25/2021	110731 SHAW HR CONSULTING, INC	000110		PROFESSIONAL SERVICES - PERSONN	1,395.00
			000155		PROFESSIONAL SERVICES - PERSONN	2,030.00
						<b>Total : 3,425.00</b>
163322	5/25/2021	106050 SHEHATA, AMY	APRIL 2021		CHILD CARE PROVIDER	6,848.00
						<b>Total : 6,848.00</b>
163323	5/25/2021	101649 SILVIA ESPINOZA FAMILY CHILD, CARE	APRIL 2021		CHILD CARE PROVIDER	2,033.00

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163323	5/25/2021	101649 101649 SILVIA ESPINOZA FAMILY CHILD, CARE	(Continued)			<b>Total : 2,033.00</b>
163324	5/25/2021	119378 SMARDAN SUPPLY CO.	S3664966 S3664966.002		BUS FACILITY MAINT SUPPLIES GTRANS SHOP SUPPLIES	144.78 -2.29 <b>Total : 142.49</b>
163325	5/25/2021	119361 SMART & FINAL IRIS CO.	33602		REC PROGRAM SUPPLIES	25.47 <b>Total : 25.47</b>
163326	5/25/2021	109531 SMILLIN, MAGE	APRIL 2021		CHILD CARE PROVIDER	9,917.00 <b>Total : 9,917.00</b>
163327	5/25/2021	111760 SORIAN, JR., RUBEN	051721		REFUND - COLLECTION RELEASE	129.60 <b>Total : 129.60</b>
163328	5/25/2021	119202 SOUTH BAY DOCUMENT DESTRUCTION, INC	78991		DOCUMENT DESTRUCTION 05/10/21	100.00 <b>Total : 100.00</b>
163329	5/25/2021	119375 SOUTH COAST AIR QUALITY, MANAGEMENT I	3808277		CA AIR TOXICS "HOT SPOTS" PROGRA	137.63 <b>Total : 137.63</b>
163330	5/25/2021	619003 SOUTHERN CALIFORNIA EDISON	050621		LIGHT & POWER	2,900.56 <b>Total : 2,900.56</b>
163331	5/25/2021	109067 SPEAKWRITE	3b448c4f		TRANSCRIPTION SERVICES - FEBRUAR	968.28 <b>Total : 968.28</b>
163332	5/25/2021	104126 SPECTRUM SOLUTIONS	0027122051121		CABLE & BACKUP INTERNET SERVICE	3,991.80 <b>Total : 3,991.80</b>
163333	5/25/2021	104453 SPICERS PAPER, INC.	2647001		PD OFFICE SUPPLIES	1,050.13 <b>Total : 1,050.13</b>
163334	5/25/2021	119594 STANLEY PEST CONTROL	COG 0421 COG 0421-1		PEST CONTROL SERVICE - 1670 W 162 PEST CONTROL SERVICE - 2320 W. 146	654.00 117.00 <b>Total : 771.00</b>
163335	5/25/2021	303323 STATE CONTROLLER'S OFFICE	FAUD-00002662		ANNUAL STREET REPORT FY 20/21	3,500.00

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163335	5/25/2021	303323 303323 STATE CONTROLLER'S OFFICE	(Continued)			<b>Total : 3,500.00</b>
163336	5/25/2021	110877 TAYLORING MINDS FAMILY CHILD, CARE	APRIL 2021		CHILD CARE PROVIDER	5,006.00
						<b>Total : 5,006.00</b>
163337	5/25/2021	109351 TDX	INV2688244		GTRANS AUTO SUPPLIES	264.60
						<b>Total : 264.60</b>
163338	5/25/2021	111739 THE MS ROUSE COMPANY	9175	024-00730	PW ENG OFFICE REMODEL	3,341.28
						<b>Total : 3,341.28</b>
163339	5/25/2021	110238 TIREHUB, LLC	20200985		TIRES - GY EAGLE RS A POLICE BW 10	565.02
						<b>Total : 565.02</b>
163340	5/25/2021	105070 T-MOBILE USA, INC.	9443396394		GPS LOCATE	75.00
						<b>Total : 75.00</b>
163341	5/25/2021	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	CRESPO 04/22/21 LEWIS 04/22/21 MCCLAIN 04/22/21 NOLAN 04/22/21		CAL CARD STATEMENT 03/23-04/22/21 CAL CARD STATEMENT 03/23-04/22/21 CAL CARD STATEMENT 03/23-04/22/21 CAL CARD STATEMENT 03/23-04/22/21	368.21 1,957.32 40.08 1,799.44
						<b>Total : 4,165.05</b>
163342	5/25/2021	109220 U.S. BANK EQUIPMENT FINANCE	442087284		RICOH MPC4503 COPIER LEASE - CD ~	163.40
						<b>Total : 163.40</b>
163343	5/25/2021	104692 ULINE	130732573 132751099 132794953 132997265 133187916		BUS SHOP SUPPLIES PD PROGRAM SUPPLIES BUS SHOP SUPPLIES BUS SHOP SUPPLIES BUS SHOP SUPPLIES	178.13 64.10 351.38 176.49 164.98
						<b>Total : 935.08</b>
163344	5/25/2021	121275 UNDERGROUND SERVICE ALERT, OF SC	420210284 dsb20202025		NEW TICKETS NEW TICKETS	130.45 55.38
						<b>Total : 185.83</b>
163345	5/25/2021	105549 VALDEZ, MATILDE	APRIL 2021		CHILD CARE PROVIDER	10,480.00

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163345	5/25/2021	105549 105549 VALDEZ, MATILDE	(Continued)			<b>Total : 10,480.00</b>
163346	5/25/2021	122050 VERIZON WIRELESS	9877886755		CITY CELL PHONE SERVICE	542.15
						<b>Total : 542.15</b>
163347	5/25/2021	108353 WALTERS WHOLESALE ELECTRIC CO	S117693555		SIGNS/SIGNALS SUPPLIES	353.78
			S117798767	024-00731	BLDG MAINT SUPPLIES	3,031.89
			S117942031		BLDG MAINT SUPPLIES	216.95
			S117951071		BLDG MAINT SUPPLIES	644.29
			S117990411		GTRANS MAINT SUPPLIES	113.53
			S117990411.002		GTRANS MAINT SUPPLIES	178.62
						<b>Total : 4,539.06</b>
163348	5/25/2021	101195 WASTE RESOURCES GARDENA	052021		WASTE COLLECTION	244,583.47
						<b>Total : 244,583.47</b>
163349	5/25/2021	104107 WAXIE SANITARY SUPPLY	79862216		BUS WASH SUPPLIES	83.72
						<b>Total : 83.72</b>
163350	5/25/2021	100107 WAYNE ELECTRIC CO.	200083		GTRANS AUTO PARTS	542.03
						<b>Total : 542.03</b>
163351	5/25/2021	123154 WEST COAST ARBORISTS, INC.	171960	024-00676	TREE TRIMMING SERVICES FY 2021	12,428.00
			172499	024-00676	TREE TRIMMING SERVICES FY 2021	12,000.00
						<b>Total : 24,428.00</b>
163352	5/25/2021	110370 WESTERN COLLISION CENTER, INC	1059	035-01022	2015 FORD EXPLR #1462933 BODY REI	1,347.92
						<b>Total : 1,347.92</b>
163353	5/25/2021	119387 WEX BANK	71671246		FUEL PURCHASES	406.87
						<b>Total : 406.87</b>
163354	5/25/2021	123226 WONDRIES FLEET GROUP	05692551	035-01040	2021 FORD UTILITY POLICE INTERCEP	42,283.01
			05692653	035-01040	2021 FORD UTILITY POLICE INTERCEP	42,283.01
				035-01040		
			05718130	035-01040	2021 FORD UTILITY POLICE INTERCEP	41,616.00
			05756418	035-01040	2021 FORD UTILITY POLICE INTERCEP	41,616.00
			05756592	035-01040	2021 FORD UTILITY POLICE INTERCEP	41,616.00

Voucher List  
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163354	5/25/2021	123226 123226 WONDRIES FLEET GROUP	(Continued)			<b>Total : 209,414.02</b>
163355	5/25/2021	125001 YAMADA COMPANY, INC.	80749		PW MAINT SUPPLIES	88.14
						<b>Total : 88.14</b>
163356	5/25/2021	111757 Z AND A PAVING CONTRACTORS	PERMIT #16778		PERMIT DEPOSIT REFUND - 13438 NOF	2,500.00
						<b>Total : 2,500.00</b>
163357	5/25/2021	107051 ZAVALETA, MARITZA	APRIL 2021		CHILD CARE PROVIDER	3,958.00
						<b>Total : 3,958.00</b>
<b>183 Vouchers for bank code : usb</b>						<b>Bank total : 3,616,013.28</b>
<b>183 Vouchers in this report</b>						<b>Total vouchers : 3,616,013.28</b>





**City of Gardena**  
**Gardena City Council Meeting**  
**AGENDA REPORT SUMMARY**

Agenda Item No. 8.F  
Section: CONSENT CALENDAR  
Meeting Date: May 25, 2021

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

AGENDA TITLE: RESOLUTION NO. 6514, DESIGNATING THE PUBLIC WORKS  
DIRECTOR AS THE CITY ENGINEER

**CONTACT: PUBLIC WORKS**

**COUNCIL ACTION REQUIRED:**

**RECOMMENDATION AND STAFF SUMMARY:**

Staff respectfully recommends that City Council adopt Resolution No. 6514, which designates the Public Works Director as the City Engineer.

Currently, the Public Works Department does not have a City Engineer, although the position is assigned unique duties and granted authorization to perform specific functions according to local and state law, such as the Gardena Municipal Code and the Subdivision Map Act.

Because the Department's Director is qualified to perform the functions of the City Engineer, Staff recommends that City Council adopt Resolution No. 6514 to designate the Director as the City Engineer.

**FINANCIAL IMPACT/COST:**

N/A

**ATTACHMENTS:**

[Reso No. 6514.pdf](#)

APPROVED:

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Clint Osorio, City Manager

**RESOLUTION NO. 6514**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF GARDENA, CALIFORNIA DESIGNATING  
THE PUBLIC WORKS DIRECTOR AS THE CITY ENGINEER**

**WHEREAS**, the Gardena Municipal Code refers to the City Engineer in numerous sections and places numerous duties on the City Engineer; and

**WHEREAS**, the Subdivision Map Act also places certain duties on the City Engineer which is defined as that person authorized to perform the functions of city engineer; and

**WHEREAS**, the City of Gardena currently does not have a City Engineer; and

**WHEREAS**, the Public Works Director is qualified to perform the functions of City Engineer;

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

**SECTION 1.** The Public Works Director is hereby designated as the City Engineer of the City and shall perform all such duties as identified in state and local law.

**SECTION 2.** This resolution shall take effect immediately.

**SECTION 3.** 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 the City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council for the meeting at which the same is passed and adopted.

PASSED, APPROVED, AND ADOPTED this 25<sup>th</sup> day of May, 2021

\_\_\_\_\_  
TASHA CERDA, Mayor

ATTEST:

\_\_\_\_\_  
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



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CARMEN VASQUEZ, City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 8.G  
Section: CONSENT CALENDAR  
Meeting Date: May 25, 2021

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

AGENDA TITLE: MONTH TO MONTH RENTAL AGREEMENT FOR 16206 S. WESTERN AVENUE, UNIT A.

**CONTACT: CITY MANAGER**

**COUNCIL ACTION REQUIRED:**

**RECOMMENDATION AND STAFF SUMMARY:**

The City of Gardena owns a commercial retail property located at 16026 S. Western Ave, Gardena, CA. The Gardena Police, Parks and Human Services Departments currently occupy Suites #B-G. Each suite serves as additional storage for these departments; however, Suite #A, remains vacant.

Mr. Robert Cendejas, Esq. has asked the City to enter into a month-to-month rental agreement for Suite #A at a monthly rental of \$1,400. He intends to utilize the space as a potential retail point of sale for internet sales transactions with the possibility of subleasing it to Faraday Futures, the auto manufacturer that currently has a sales tax sharing agreement with the City. That agreement would come into effect once Faraday establishes a sales office in the City. Staff believes this lease has the potential to bring significant Economic Development benefits to the City.

**FINANCIAL IMPACT/COST:**

Rental Income of \$1,400/month. Potential for additional sales taxes from internet sales in an amount that cannot be estimated at this time.

**ATTACHMENTS:**

[16026 S Western Unit A. lease pdf.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager



**COMMERCIAL LEASE AGREEMENT**  
(C.A.R. Form CL, Revised 12/15)

Date (For reference only): May 19, 2021

City of Gardena

Golden State Procurement Company Inc.

("Landlord") and

("Tenant") agree as follows:

1. **PROPERTY:** Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as: Unit A, 16206 Western Avenue, Gardena California 90247 ("Premises"), which comprise approximately 738 sq. ft. % of the total square footage of rentable space in the entire property. See exhibit \_\_\_\_\_ for a further description of the Premises.
2. **TERM:** The term begins on (date) June 1, 2021 ("Commencement Date"), (Check A or B):
  - A. **Lease:** and shall terminate on (date) \_\_\_\_\_ at \_\_\_\_\_  AM  PM. Any holding over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in paragraph 2B. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.
  - B. **Month-to-month:** and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable laws. Such notice may be given on any date.
  - C. **RENEWAL OR EXTENSION TERMS:** See attached addendum \_\_\_\_\_.
3. **BASE RENT:**
  - A. Tenant agrees to pay Base Rent at the rate of (CHECK ONE ONLY):
    - (1) \$1,400.00 per month, for the term of the agreement.
    - (2) \$ \_\_\_\_\_ per month, for the first 12 months of the agreement. Commencing with the 13th month, and upon expiration of each 12 months thereafter, rent shall be adjusted according to any increase in the U.S. Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers ("CPI") for \_\_\_\_\_ (the city nearest the location of the Premises), based on the following formula: Base Rent will be multiplied by the most current CPI preceding the first calendar month during which the adjustment is to take effect, and divided by the most recent CPI preceding the Commencement Date. In no event shall any adjusted Base Rent be less than the Base Rent for the month immediately preceding the adjustment. If the CPI is no longer published, then the adjustment to Base Rent shall be based on an alternate index that most closely reflects the CPI.
    - (3) \$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and \$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_ and \$ \_\_\_\_\_ per month for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_.
    - (4) In accordance with the attached rent schedule.
    - (5) Other: \_\_\_\_\_.
  - B. Base Rent is payable in advance on the **1st** (or  \_\_\_\_\_) day of each calendar month, and is delinquent on the next day.
  - C. If the Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.
4. **RENT:**
  - A. Definition: ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.
  - B. Payment: Rent shall be paid to (Name) \_\_\_\_\_ at (address) \_\_\_\_\_, or at any other location specified by Landlord in writing to Tenant.
  - C. Timing: Base Rent shall be paid as specified in paragraph 3. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.
5. **EARLY POSSESSION:** Tenant is entitled to possession of the Premises on June 1, 2021. If Tenant is in possession prior to the Commencement Date, during this time (i) Tenant is not obligated to pay Base Rent, and (ii) Tenant  is  is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.
6. **SECURITY DEPOSIT:**
  - A. Tenant agrees to pay Landlord \$1,400.00 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:)  If Base Rent increases during the term of this agreement, Tenant agrees to increase security deposit by the same proportion as the increase in Base Rent.
  - B. All or any portion of the security deposit may be used, as reasonably necessary, to: (i) cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; (ii) repair damage, excluding ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; (iii) broom clean the Premises, if necessary, upon termination of tenancy; and (iv) cover any other unfulfilled obligation of Tenant. **SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT.** If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: (i) furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and (ii) return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.
  - C. No interest will be paid on security deposit, unless required by local ordinance.

Landlord's Initials (\_\_\_\_) (\_\_\_\_)

Tenant's Initials (\_\_\_\_) (\_\_\_\_)



**7. PAYMENTS:**

	<u>TOTAL DUE</u>	<u>PAYMENT RECEIVED</u>	<u>BALANCE DUE</u>	<u>DUE DATE</u>
A. Rent: From _____ To _____ Date Date	\$ _____	\$ _____	\$ _____	_____
B. Security Deposit .....	\$ _____	\$ _____	\$ _____	_____
C. Other: _____ Category	\$ _____	\$ _____	\$ _____	_____
D. Other: _____ Category	\$ _____	\$ _____	\$ _____	_____
E. <b>Total:</b> .....	\$ _____	\$ _____	\$ _____	_____

**8. PARKING:** Tenant is entitled to four (4) unreserved and \_\_\_\_\_ reserved vehicle parking spaces. The right to parking  is  is not included in the Base Rent charged pursuant to paragraph 3. If not included in the Base Rent, the parking rental fee shall be an additional \$ \_\_\_\_\_ per month. Parking space(s) are to be used for parking operable motor vehicles, except for trailers, boats, campers, buses or trucks (other than pick-up trucks). Tenant shall park in assigned space(s) only. Parking space(s) are to be kept clean. Vehicles leaking oil, gas or other motor vehicle fluids shall not be parked in parking spaces or on the Premises. Mechanical work or storage of inoperable vehicles is not allowed in parking space(s) or elsewhere on the Premises. No overnight parking is permitted.

**9. ADDITIONAL STORAGE:** Storage is permitted as follows: No additional storage. The right to additional storage space  is  is not included in the Base Rent charged pursuant to paragraph 3. If not included in Base Rent, storage space shall be an additional \$ \_\_\_\_\_ per month. Tenant shall store only personal property that Tenant owns, and shall not store property that is claimed by another, or in which another has any right, title, or interest. Tenant shall not store any improperly packaged food or perishable goods, flammable materials, explosives, or other dangerous or hazardous material. Tenant shall pay for, and be responsible for, the clean-up of any contamination caused by Tenant's use of the storage area.

**10. LATE CHARGE; INTEREST; NSF CHECKS:** Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine. These costs may include, but are not limited to, processing, enforcement and accounting expenses, and late charges imposed on Landlord. If any installment of Rent due from Tenant is not received by Landlord within **5 calendar days** after date due, or if a check is returned NSF, Tenant shall pay to Landlord, respectively, \$70.00 as late charge, plus 10% interest per annum on the delinquent amount and \$25.00 as a NSF fee, any of which shall be deemed additional Rent. Landlord and Tenant agree that these charges represent a fair and reasonable estimate of the costs Landlord may incur by reason of Tenant's late or NSF payment. Any late charge, delinquent interest, or NSF fee due shall be paid with the current installment of Rent. Landlord's acceptance of any late charge or NSF fee shall not constitute a waiver as to any default of Tenant. Landlord's right to collect a Late Charge or NSF fee shall not be deemed an extension of the date Rent is due under paragraph 4, or prevent Landlord from exercising any other rights and remedies under this agreement, and as provided by law.

**11. CONDITION OF PREMISES:** Tenant has examined the Premises and acknowledges that Premise is clean and in operative condition, with the following exceptions: \_\_\_\_\_  
Items listed as exceptions shall be dealt with in the following manner: \_\_\_\_\_

**12. ZONING AND LAND USE:** Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representation or warranty that Premises are now or in the future will be suitable for Tenant's use. Tenant has made its own investigation regarding all applicable Laws.

**13. TENANT OPERATING EXPENSES:** Tenant agrees to pay for all utilities and services directly billed to Tenant. \_\_\_\_\_

**14. PROPERTY OPERATING EXPENSES:**

A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real property taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property. \_\_\_\_\_

OR B.  (If checked) Paragraph 14 does not apply.

**15. USE:** The Premises are for the sole use as Sales office for internet sales. No other use is permitted without Landlord's prior written consent. If any use by Tenant causes an increase in the premium on Landlord's existing property insurance, Tenant shall pay for the increased cost. Tenant will comply with all Laws affecting its use of the Premises.

**16. RULES/REGULATIONS:** Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant. Tenant shall not, and shall ensure that guests and licensees of Tenant do not, disturb, annoy, endanger, or interfere with other tenants of the building or neighbors, or use the Premises for any unlawful purposes, including, but not limited to, using, manufacturing, selling, storing, or transporting illicit drugs or other contraband, or violate any law or ordinance, or committing a waste or nuisance on or about the Premises.

**17. MAINTENANCE:**

A. Tenant OR  (If checked, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition. Unless Landlord is checked, if Tenant fails to maintain the Premises, Landlord may contract for or perform such maintenance, and charge Tenant for Landlord's cost.

B. Landlord OR  (If checked, Tenant) shall maintain the roof, foundation, exterior walls, common areas and \_\_\_\_\_

Landlord's Initials (\_\_\_\_) (\_\_\_\_)

Tenant's Initials (\_\_\_\_) (\_\_\_\_)



- 18. ALTERATIONS:** Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential liens against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.
- 19. GOVERNMENT IMPOSED ALTERATIONS:** Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law.
- 20. ENTRY:** Tenant shall make Premises available to Landlord or Landlord's agent for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services, or to show Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.
- 21. SIGNS:** Tenant authorizes Landlord to place a FOR SALE sign on the Premises at any time, and a FOR LEASE sign on the Premises within the 90 (or  \_\_\_\_\_) day period preceding the termination of the agreement.
- 22. SUBLETTING/ASSIGNMENT:** Tenant shall not sublet or encumber all or any part of Premises, or assign or transfer this agreement or any interest in it, without the prior written consent of Landlord, which shall not be unreasonably withheld. Unless such consent is obtained, any subletting, assignment, transfer, or encumbrance of the Premises, agreement, or tenancy, by voluntary act of Tenant, operation of law, or otherwise, shall be null and void, and, at the option of Landlord, terminate this agreement. Any proposed sublessee, assignee, or transferee shall submit to Landlord an application and credit information for Landlord's approval, and, if approved, sign a separate written agreement with Landlord and Tenant. Landlord's consent to any one sublease, assignment, or transfer, shall not be construed as consent to any subsequent sublease, assignment, or transfer, and does not release Tenant of Tenant's obligation under this agreement.
- 23. POSSESSION:** If Landlord is unable to deliver possession of Premises on Commencement Date, such date shall be extended to the date on which possession is made available to Tenant. However, the expiration date shall remain the same as specified in paragraph 2. If Landlord is unable to deliver possession within 60 (or  \_\_\_\_\_) calendar days after the agreed Commencement Date, Tenant may terminate this agreement by giving written notice to Landlord, and shall be refunded all Rent and security deposit paid.
- 24. TENANT'S OBLIGATIONS UPON VACATING PREMISES:** Upon termination of agreement, Tenant shall: (i) give Landlord all copies of all keys or opening devices to Premises, including any common areas; (ii) vacate Premises and surrender it to Landlord empty of all persons and personal property; (iii) vacate all parking and storage spaces; (iv) deliver Premises to Landlord in the same condition as referenced in paragraph 11; (v) clean Premises; (vi) give written notice to Landlord of Tenant's forwarding address; and (vii) \_\_\_\_\_

All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may nevertheless require Tenant to remove any such improvement that did not exist at the time possession was made available to Tenant.

- 25. BREACH OF CONTRACT/EARLY TERMINATION:** In event Tenant, prior to expiration of this agreement, breaches any obligation in this agreement, abandons the premises, or gives notice of tenant's intent to terminate this tenancy prior to its expiration, in addition to any obligations established by paragraph 24, Tenant shall also be responsible for lost rent, rental commissions, advertising expenses, and painting costs necessary to ready Premises for re-rental. Landlord may also recover from Tenant: (i) the worth, at the time of award, of the unpaid Rent that had been earned at the time of termination; (ii) the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after expiration until the time of award exceeds the amount of such rental loss the Tenant proves could have been reasonably avoided; and (iii) the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided. Landlord may elect to continue the tenancy in effect for so long as Landlord does not terminate Tenant's right to possession, by either written notice of termination of possession or by reletting the Premises to another who takes possession, and Landlord may enforce all Landlord's rights and remedies under this agreement, including the right to recover the Rent as it becomes due.
- 26. DAMAGE TO PREMISES:** If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild, and is able to complete such restoration within 90 days from the date of damage, subject to the terms of this paragraph, this agreement shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this agreement by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current monthly Base Rent prorated on a 30-day basis. If this agreement is not terminated, and the damage is not repaired, then Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of the Premises. If total or partial destruction or damage occurs as a result of an act of Tenant or Tenant's guests, (i) only Landlord shall have the right, at Landlord's sole discretion, within 30 days after such total or partial destruction or damage to treat the lease as terminated by Tenant, and (ii) Landlord shall have the right to recover damages from Tenant.
- 27. HAZARDOUS MATERIALS:** Tenant shall not use, store, generate, release or dispose of any hazardous material on the Premises or the property of which the Premises are part. However, Tenant is permitted to make use of such materials that are required to be used in the normal course of Tenant's business provided that Tenant complies with all applicable Laws related to the hazardous materials. Tenant is responsible for the cost of removal and remediation, or any clean-up of any contamination caused by Tenant.
- 28. CONDEMNATION:** If all or part of the Premises is condemned for public use, either party may terminate this agreement as of the date possession is given to the condemner. All condemnation proceeds, exclusive of those allocated by the condemner to Tenant's relocation costs and trade fixtures, belong to Landlord.
- 29. INSURANCE:** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry (i) liability insurance in an amount of not less than \$1,000,000.00 and (ii) property insurance in an amount sufficient to cover the replacement cost of the property if Tenant is responsible for maintenance under paragraph 17B. Tenant's insurance shall name Landlord and Landlord's agent as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, in an amount of at least \$1,000,000.00, plus property insurance in an amount sufficient to cover the replacement cost of the property unless Tenant is responsible for maintenance pursuant to paragraph 17B. Tenant is advised to carry business interruption insurance in an amount at least sufficient to cover Tenant's complete rental obligation to Landlord. Landlord is advised to obtain a policy of rental loss insurance. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.

Landlord's Initials (\_\_\_\_\_) (\_\_\_\_\_)

Tenant's Initials (\_\_\_\_\_) (\_\_\_\_\_)

CL REVISED 12/15 (PAGE 3 OF 6)

## COMMERCIAL LEASE AGREEMENT (CL PAGE 3 OF 6)



- 30. **TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Tenant by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: (i) shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and (ii) may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
- 31. **LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
- 32. **SUBORDINATION:** This agreement shall be subordinate to all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part, and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions. However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgagee, trustee, or ground lessor elects to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
- 33. **TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: (i) before occupancy begins, upon disapproval of the credit report(s); or (ii) at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
- 34. **CONSTRUCTION-RELATED ACCESSIBILITY STANDARDS:** Landlord states that the Premises  has, or  has not been inspected by a Certified Access Specialist. If so, Landlord states that the Premises  has, or  has not been determined to meet all applicable construction-related accessibility standards pursuant to Civil Code Section 55.53.
- 35. **DISPUTE RESOLUTION:**
  - A. **MEDIATION:** Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to paragraph 35B(2) below. Paragraphs 35B(2) and (3) apply whether or not the arbitration provision is initialed. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.
  - B. **ARBITRATION OF DISPUTES:** (1) Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 35B(2) and (3) below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05. (2) **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) an action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions. (3) **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement. **"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."** **"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."**

Landlord's Initials \_\_\_\_\_ / \_\_\_\_\_ Tenant's Initials \_\_\_\_\_ / \_\_\_\_\_

Landlord's Initials ( ) ( )

Tenant's Initials ( ) ( )



**36. JOINT AND INDIVIDUAL OBLIGATIONS:** If there is more than one Tenant, each one shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.

**37. NOTICE:** Notices may be served by mail, facsimile, or courier at the following address or location, or at any other location subsequently designated:

Landlord: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice is deemed effective upon the earliest of the following: (i) personal receipt by either party or their agent; (ii) written acknowledgement of notice; or (iii) 5 days after mailing notice to such location by first class mail, postage pre-paid.

**38. WAIVER:** The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.

**39. INDEMNIFICATION:** Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.

**40. OTHER TERMS AND CONDITIONS/SUPPLEMENTS:** (1) If not earlier terminated, this Rental Agreement and Tenant's Right to Possession shall terminate on May 1, 2026 without further notice; (2) Possessory Interest Property Taxes, if any, shall be payable by Tenant; and (3) Faraday Future and Affiliated Companies are accepted as possible sublesses pursuant to Section 22.

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The following ATTACHED supplements/exhibits are incorporated in this agreement:  Option Agreement (C.A.R. Form OA)

**41. ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in paragraph 35A.

**42. ENTIRE CONTRACT:** Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.

**43. BROKERAGE:** Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this paragraph 43.

**44. AGENCY CONFIRMATION:** The following agency relationships are hereby confirmed for this transaction:  
Listing Agent: \_\_\_\_\_ (Print Firm Name) is the agent of (check one):  
 the Landlord exclusively; or  both the Tenant and Landlord.  
Selling Agent: \_\_\_\_\_ (Print Firm Name) (if not same as Listing Agent) is the agent of (check one):  
 the Tenant exclusively; or  the Landlord exclusively; or  both the Tenant and Landlord.  
Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

Landlord's Initials ( ) ( )

Tenant's Initials ( ) ( )



**Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by others; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.**

Tenant \_\_\_\_\_ Date \_\_\_\_\_  
Golden State Procurement Company, Inc.  
(Print name)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

(Print name)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**GUARANTEE:** In consideration of the execution of this Agreement by and between Landlord and Tenant and for valuable consideration, receipt of which is hereby acknowledged, the undersigned ("Guarantor") does hereby: (i) guarantee unconditionally to Landlord and Landlord's agents, successors and assigns, the prompt payment of Rent or other sums that become due pursuant to this Agreement, including any and all court costs and attorney fees included in enforcing the Agreement; (ii) consent to any changes, modifications or alterations of any term in this Agreement agreed to by Landlord and Tenant; and (iii) waive any right to require Landlord and/or Landlord's agents to proceed against Tenant for any default occurring under this Agreement before seeking to enforce this Guarantee.

Guarantor (Print Name) \_\_\_\_\_  
Guarantor \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Landlord agrees to rent the Premises on the above terms and conditions.**

Landlord \_\_\_\_\_ Date \_\_\_\_\_  
(owner or agent with authority to enter into this agreement) City of Gardena

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord \_\_\_\_\_ Date \_\_\_\_\_  
(owner or agent with authority to enter into this agreement)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agency relationships are confirmed as above. Real estate brokers who are not also Landlord in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Leasing Firm) \_\_\_\_\_ DRE Lic. # \_\_\_\_\_

By (Agent) \_\_\_\_\_ DRE Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Real Estate Broker (Listing Firm) \_\_\_\_\_ DRE Lic. # \_\_\_\_\_

By (Agent) \_\_\_\_\_ DRE Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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COMMERCIAL LEASE CONSTRUCTION ACCESSIBILITY ADDENDUM

(C.A.R. Form CLCA, 11/16)

This is an addendum to the Commercial Lease Agreement (lease) dated May 19, 2021 in which City of Gardena is referred to as "Landlord" and Golden State Procurement Company, Inc. is referred to as "Tenant". Paragraph 34 of the lease is deleted in its entirety and replaced by the following;

Paragraph 34. CONSTRUCTION-RELATED ACCESSIBILITY STANDARDS:

- A. Landlord states that the Premises have, or have not been inspected by a Certified Access Specialist (CASp).
B. If the Premises have been inspected by a CASp, (1) Landlord states that the Premises have, or have not been determined to meet all applicable construction-related accessibility standards pursuant to Civil Code Section 55.53. Landlord shall provide Tenant a copy of the report prepared by the CASp (and, if applicable a copy of the disability access inspection certificate) as specified below. (2) (i) Tenant has received a copy of the report at least 48 hours before executing this lease. Tenant has no right to rescind the lease based upon information contained in the report. OR (ii) Tenant has received a copy of the report prior to, but no more than, 48 hours before, executing this lease. Based upon information contained in the report, Tenant has 72 hours after execution of this lease to rescind it. OR (iii) Tenant has not received a copy of the report prepared by the CASp prior to execution of this lease. Landlord shall provide a copy of the report prepared by the CASp (and, if applicable a copy of the disability access inspection certificate) within 7 days after execution of this lease. Tenant shall have up to 3 days thereafter to rescind the lease based upon information in the report.
C. If the Premises have not been inspected by a CASp or a certificate was not issued by the CASp who conducted the inspection, "A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises."
D. Notwithstanding anything to the contrary in paragraph 17, 18, 19 or elsewhere in the lease, any repairs or modifications necessary to correct violations of construction related accessibility standards to the Premises are the responsibility of Tenant, Landlord, Other.

Tenant (Signature) Date
Tenant (Print name) Golden State Procurement Company, Inc.
Tenant (Signature) Date
Tenant (Print name)
Landlord (Signature) Date
Landlord (Print name) City of Gardena
Landlord (Signature) Date
Landlord (Print name)

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Reviewed by





**CITY OF GARDENA**  
**PLANNING & ENVIRONMENTAL QUALITY COMMISSION**  
CITY COUNCIL CHAMBER ■ 1700 WEST 162<sup>nd</sup> STREET  
Telephone: (310) 217-9524 ■ E-mail address: CDDPlanningandZoning@cityofgardena.org

**REPORT OF ACTIONS**  
**May 18, 2021**

**5. PUBLIC HEARING**

**A. Environmental Assessment #9-20, Site Plan Review #4-20, Zone Change #4-20, General Plan Amendment #5-20, Tentative Tract Map #3-20, Variance #2-20**

A request for a Site Plan Review to allow the development of six detached condominium townhomes; a Zone Change changing the zoning from R-1 and R-3 (Single-Family and Medium Multi-Family Residential Zone) to R-3 (Medium Density Multiple-Family Residential); a General Plan Amendment changing the land use designation from Low and Medium Residential to Medium Density Residential; a Tentative Tract Map to subdivide 0.34 acre lot for condominium units, and a Variance for a reduced side yard setback, and direction to staff to file a Notice of Exemption.

**Project Location: 1031 Magnolia Avenue**

**Applicant: Steve Stapakis**

**Commission Action:** The Commission continued the item to an unspecified future date. The item will be re-noticed in the Gardena Valley News and mailers will be sent out to all properties within a 300-foot radius of the project site.

**B. Conditional Use Permit #3-20**

The Commission considered a request for a conditional use permit to allow a church in a residential zone (R-4) and direct staff to file a Notice of Exemption.

**Project Location: 15640 S. Normandie Avenue**

**Applicants: Happiness Garden, Susumu Anoda, Brent Fraser**

**Commission Action:** The Commission approved Resolution No. PC 6-21, approving Conditional Use Permit #3-20.



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 11.A  
Section: DEPARTMENTAL  
ITEMS - ADMINISTRATIVE  
SERVICES  
Meeting Date: May 25, 2021

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

AGENDA TITLE: PRESENTATION OF THE CITY OF GARDENA'S PROPOSED AMENDED BUDGET FOR FISCAL YEAR 2021-2022

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

**Staff Recommendation: Receive and File**

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

Presented for Council consideration is the City of Gardena's Proposed Amended Budget for Fiscal Year 2021-2022,

including General Fund, Enterprise Funds, Special Revenue Funds and all Other Fund types.

The proposed budget is being presented to the City Council and public, and will be available for public review and

comment until the June 22<sup>nd</sup> City Council meeting. The proposed budget is based on conservative revenue and

expenditure forecasts.

Following its presentation at the May 25<sup>th</sup> City Council meeting, the proposed budget will be posted on the

City's website, as well as be available in the City Clerk's Office.

The Final Amended Budget will be presented for adoption at the June 22, 2021, City Council Meeting.

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

Original Adopted Budget Fiscal Year 2021-2022

Budgeted	Revenue	Expenditure
General Fund	\$ 60,132,187	\$60,461,660
Enterprise Fund	\$35,683,319	\$35,683,319
Special Revenue & Other Funds	\$43,367,167	\$41,376,578
<b>Total</b>	\$139,182,673	\$137,521,557

Proposed Amended Budget Fiscal Year 2021-2022

Budgeted	Revenue	Expenditure
General Fund	\$ 66,920,836	\$66,865,341
Enterprise Fund	\$51,606,840	\$51,606,840
Special Revenue & Other Funds	\$74,819,474	\$80,053,503
<b>Total</b>	\$193,347,150	\$198,525,684

**ATTACHMENTS:**

[Budget Book - DRAFT.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

# CITY OF GARDENA



## PROPOSED AMENDED BUDGET FISCAL YEAR 2021-2022



**MAYOR TASHA CERDA**

MAYOR PRO TEM RODNEY G. TANAKA  
COUNCIL MEMBER PAULETTE C. FRANCIS  
COUNCIL MEMBER MARK E. HENDERSON  
COUNCIL MEMBER ART KASKANIAN

[WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG)



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**CITY MANAGER'S  
BUDGET MESSAGE  
PROPOSED BUDGET  
FISCAL YEAR 2021/2022**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Gardena  
California**

For the Biennium Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

# HIGHER QUALITY OF LIFE

*...ACHIEVED BY CONSISTENT & CONTINUOUS IMPROVEMENT*

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## OUR MISSION

The elected leadership and employees of the City of Gardena individually and collectively are committed to maintaining an efficient and effective government that ensures the highest quality of life, a safe and attractive environment, and a sound economic future for the community.

## OUR VISION

We envision Gardena as one of the most desired communities in which to live, do business, work, and play in the South Bay.

## OUR DUTY

As public servants it is our duty and our desire to provide reliable service guided by our commitment to these Core Values.

### ORGANIZATIONAL VALUES

- Fiscal Accountability & Sustainability
- Workforce Excellence
- Community Involvement

### COMMUNITY VALUES

- Safe Community Environment
- Sustainable Economic Development
- Attractive & Livable Neighborhoods



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# GENERAL INFORMATION

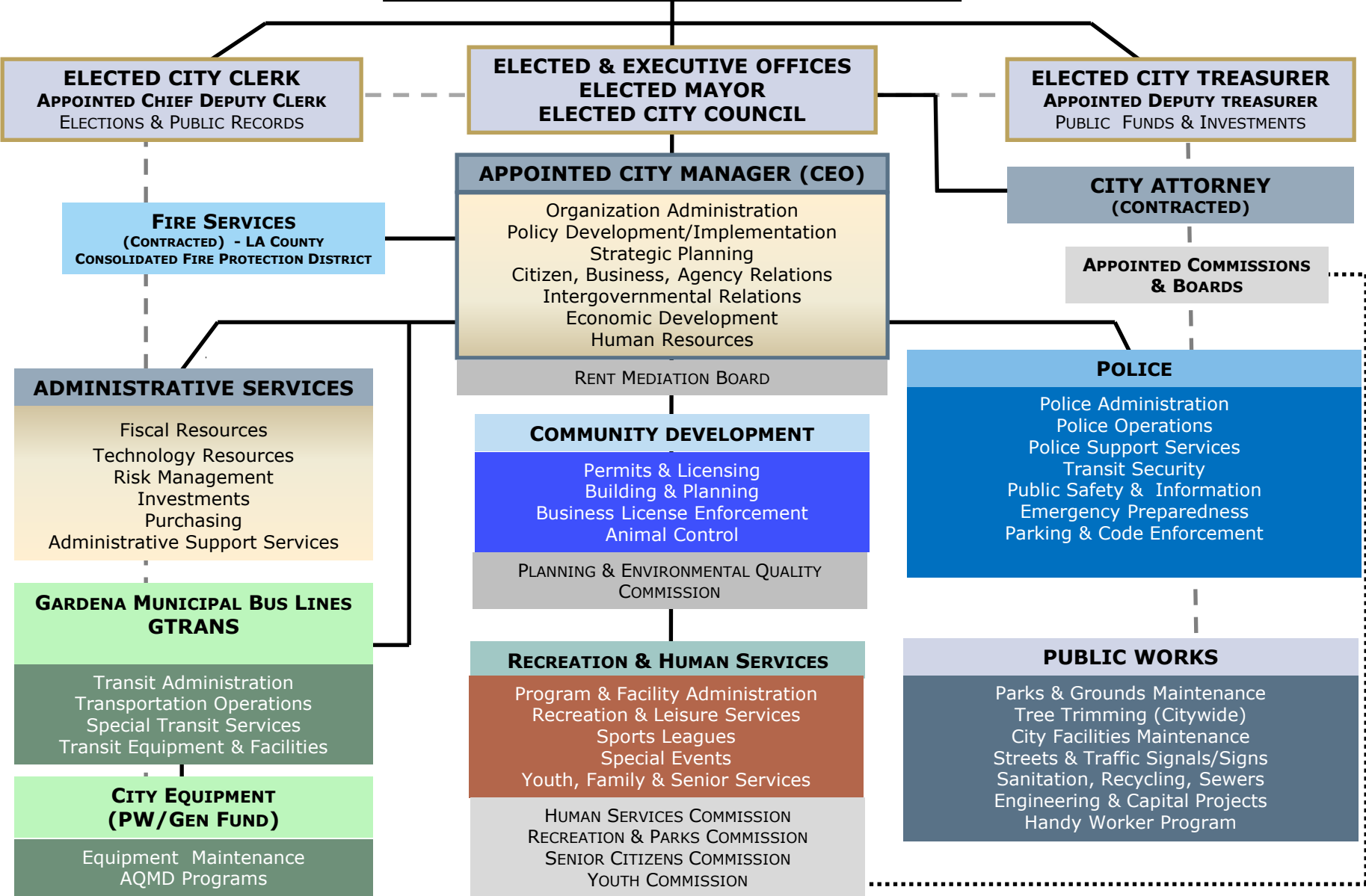


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# CITY OF GARDENA ORGANIZATION CHART

## CITIZENS OF GARDENA



# CITY OFFICIALS

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## MAYOR AND CITY COUNCIL

### **Tasha Cerda, Mayor**

Occupation: Insurance Agent  
Elected: City Clerk – March 2009  
Appointed: Councilmember – September 2009  
*To fill unexpired term due to resignation of Councilmember*  
Elected: Councilmember – March 2011  
Elected: Councilmember – March 2013  
Elected: Mayor – March 2017  
Current Term Expires: March 2022

### **Rodney G. Tanaka, Mayor Pro Tem**

Occupation: Retired Police Lieutenant/Licensed Pastor  
Elected: Councilmember – March 2017  
Current Term Expires: March 2022

### **Paulette Francis, Councilmember**

Occupation: Teacher  
Elected: Councilmember – March 2020  
Current Term Expires: March 2024

### **Mark E. Henderson, Councilmember**

Occupation: College Professor  
Elected: Councilmember – March 2015  
Elected: Councilmember – March 2020  
Current Term Expires: March 2024

### **Art Kaskanian, Councilmember**

Occupation: Business Owner/Realtor  
Elected: Councilmember – March 2017  
Current Term Expires: March 2022

## CITY CLERK AND CITY TREASURER

### **Mina Semenza, City Clerk**

Occupation: Real Estate  
Elected: City Clerk – March 2013  
Elected: City Clerk – March 2017  
Current Term Expires: March 2022

### **J. Ingrid Tsukiyama, City Treasurer**

Occupation: Retired  
Elected: City Treasurer – March 2005  
Elected: City Treasurer – March 2009  
Elected: City Treasurer – March 2013  
Elected: City Treasurer – March 2017  
Current Term Expires: March 2022

## APPOINTED OFFICIALS

### **Clint D. Osorio, City Manager**

Appointed Acting City Manager in June 2019  
Appointed City Manager in December 2019

### **Carmen Vasquez, City Attorney**

Appointed as Contract City Attorney in January 2020

### **Peter L. Wallin, Deputy City Attorney**

Appointed as Contract City Attorney in February 2009

### **Lisa Kranitz, Assistant City Attorney**

Appointed as Contract City Attorney in February 2009

## EXECUTIVE STAFF – (All Appointed)

**Michael Saffell**, Chief of Police

**Ray Beeman**, Chief Fiscal Officer

**Gregory McClain**, Interim Community Development Director

**Ernie Crespo**, Transportation Director

**Stephany Santin**, Recreation & Human Services Director

**Allan Rigg**, Public Works Director

**Scott Hale**, Los Angeles County Assistant Fire Chief

# **DIRECTORY**

**City of Gardena**

**1700 West 162<sup>nd</sup> Street**

**Gardena, CA 90247-3778**

**Telephone: (310) 217-9500 Fax: (310) 217-6119 Website: [www.cityofgardena.org](http://www.cityofgardena.org)**

## **ELECTED & ADMINISTRATIVE OFFICES**

### **Mayor**

Tasha Cerda (310) 217-9507

### **Mayor Pro Tem**

Rodney G. Tanaka (310) 217-9507

### **Councilmembers**

Paulette C. Francis (310) 217-9507

Mark E. Henderson (310) 217-9507

Art Kaskanian (310) 217-9507

### **City Clerk's / City Treasurers Office**

City Clerk

Mina Semenza (310) 217-9565

Deputy City Clerk

Becky Romero (310) 217-9566

City Treasurer

J. Ingrid Tsukiyama (310) 217-9664

Deputy City Treasurer

Danny Rodriguez (310) 217-9693

### **Administrative Office**

City Manager

Clint D. Osorio (310) 217-9503

City Attorney

Carmen Vasquez (310) 217-9544

Chief Fiscal Officer

Ray Beeman (310) 217-9502

## **POLICE DEPARTMENT**

Chief of Police

Michael Saffell (310) 217-9601

## **RECREATION & HUMAN SERVICES**

Director

Stephany Santin (310) 217-9537

## **GTRANS**

Director

Ernie Crespo (310) 965-8888

## **COMMUNITY DEVELOPMENT**

Interim Director

Gregory McClain (310) 217-9526

## **PUBLIC WORKS**

Director

Allan Rigg (310) 217-9570

## **LA County Fire Department**

Assistant Fire Chief

Scott Hale (310) 329-3315

Gardena Station 162<sup>nd</sup> Street

Gardena Station 135<sup>th</sup> Street

## **BUDGET GOAL**

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To develop and maintain a structurally balanced budget that maximizes all City resources necessary to build, sustain, and enhance the City's future.

## **BUDGET TEAM**

**CITY MANAGER – CLINT D. OSORIO**

**CHIEF FISCAL OFFICER – RAY BEEMAN**

**Budget Managers – Ray Beeman, Khoi Quach, Sarah Read, Danny Rodriguez, Mary Simonell**

## **BUDGET COORDINATORS**

**Elected and Administrative Offices - Alejandra Orozco, Becky Romero**

**Police – Captain Todd Fox, Captain Vince Osorio, Mayra Maciel**

**Public Works – Kevin Kwak, Kevin Thomas, Kim Nolan**

**Community Development – Gregory McClain**

**Recreation & Human Services - Christina Theobald, Nikki Sweeney, Nicola Howard**

**Capital Improvement Projects, Jun De Castro**

**Transportation Department, Ernie Crespo, Dana Pynn, Jennifer Abro**

# BUDGET PROCESS

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**MISSION OF THE BUDGET PROCESS:** *To help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. - Government Finance Officers Association (GFOA)*

**BUDGET GOAL:** *To develop and maintain a structurally balanced budget that maximizes City resources necessary to build, sustain and enhance the City's future.*

Preparation and adoption of the fiscal year budget is guided by the following five organizational principles set by the City Council:

1. Fiscal Integrity and Long-Term Financial Stability
2. Quality Economic Development
3. Workforce Excellence
4. Continually Improving Quality of Life for Residents
5. Maintaining an Attractive, Vital Livable Community

**BUDGET OBJECTIVES:** These organizational principles translate into the following budget objectives:

1. Establishing budgetary and fiscal policies that address current needs and set the foundation for future decisions.
2. Adopting a structurally balanced budget with realistic annual revenue projections and expenditures below revenue projections.
3. Pursuing grant and other special funds to augment City services in specific program areas.
4. Building adequate reserve funds to meet the City's current and future obligations.
5. Creating public-private partnerships with mutual economic and service benefit.
6. Setting charges and users fees to recover City costs for providing services as much as possible but without overburdening citizens, businesses, and property owners.

7. Replacing or upgrading vehicles and other capital equipment based on comparative cost of required maintenance for safety and performance efficiency.
8. Implementing efficiencies in service delivery and departmental operations that improve customer service and the quality of life in the community.
9. Enhancing employee skills and compensation to attract and maintain the best qualified staff and highest level of public service possible.
10. Providing superior public safety including community-based policing to reduce crime.
11. Providing community service programs that meet a variety of interests and needs.
12. Improving the public image and physical appearance of the City with proper maintenance of public rights-of-way and code enforcement of private properties.

## **BUDGET ROLES AND RESPONSIBILITIES**

**Citizens, property owners and businesses** are encouraged to share ideas and provide input concerning the community and budgetary programs. This can be accomplished by discussing issues with City's commissions and committees or directly with program managers. Citizen input received during public hearings or other correspondence is not only invited but needed to ensure that public needs are met.

**Finance Committee**, comprised of two councilmembers (appointed by the Mayor) and the City Treasurer, reviews the City's revenues and

# BUDGET PROCESS

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expenditures each quarter and the City Manager's proposed budget before submitting to the City Council for adoption.

**City Council** provides direction for the preparation of the budget through adoption of policies and ongoing input. Council is responsible for the review and adoption of the City budget.

**City Manager** is responsible for:

- ❖ providing staff direction for budget preparation
- ❖ considering departmental budget requests and requests for supplemental budget items
- ❖ reviewing projected revenues and expenditures with the Chief Fiscal Officer
- ❖ formulating a comprehensive budget proposal for submission to the City Council
- ❖ presentation of a proposed budget
- ❖ overseeing budget administration throughout the fiscal year

**Chief Fiscal Officer** is responsible for:

- ❖ evaluating and reporting the City's fiscal condition
- ❖ providing comprehensive revenue forecasts
- ❖ providing budget orientation and training to all departments
- ❖ monitoring budget throughout the year and providing updates to the City Manager and City Council

## OVERVIEW OF CITY BUDGET PROCESS

The City's annual budget process commences in February with the distribution of the updated Budget Manual that details the City's general budgetary policy and the specific goals and objectives for the upcoming fiscal year. Departments are given specific instructions and timelines, the City's chart of accounts, a rate schedule for apportioned costs such as liability and health insurance, and budget forms and formats.

Each department head is required to select a responsible individual in the department to be the Budget Coordinator. Following the budget kickoff by

the City Manager and Chief Fiscal Officer, all correspondence and meetings are conducted with the departments' Budget Coordinators and the Finance Budget Team.

In March, the Chief Fiscal Officer provides the City Manager with the tentative General Fund Revenue Projections. These set the parameters for the development of a budget. In turn, the preliminary departmental budget worksheets are returned to the Fiscal Resources Division with instructions for modified expenditure requests based upon the available monies projected.

**Target Budget Requests:** It is the responsibility of each department to submit, as part of the budget request to the City Manager, a complete Statement of Justification. The statement must provide a formal and comprehensive explanation and justification of the proposed departmental budget program. This is important because the initial budget request submitted by each department is based on maintaining the current level of service. The "**Target Budget**" provides a point of origin for the detailed study and evaluation of each budget request by the City Manager compared to available revenue. The Target Budget has four basic components:

1. **Proposed Work Plan:** Department and program narratives, major accomplishments for fiscal year ending, major goals and objectives for the new fiscal year, workload/performance indicators and projected revenues/cost recovery from department programs.
2. **Proposed Staffing Plan:** Departmental organization chart, personnel worksheets (benefits calculations), personnel schedules, staffing levels, and personnel by program activity.
3. **Proposed Spending Plan:** Department line-item worksheets, expenditure request worksheets, justification statements (if required), computer repair and replacement fund summary and capital expenditures one-year request and justification statement.
4. **Revenue Projections:** Department revenues based on the fees collected as part of the department's operation. Emphasis

# BUDGET PROCESS

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is placed on maximizing cost recovery as appropriate and justification for new or increase in existing fees.

**Supplemental Budget Requests:** Separate from the Target Budgets, departments submit a “wish list” of additional personnel, new or replacement equipment, or funding for new or expanded programs. All Supplemental Budget Requests are reviewed jointly with priority given to funding requests that best meet the objectives for the fiscal year and improve services across departmental lines. Unfunded requests are set aside until additional funding can be identified. This process will be expanded over the next fiscal year with a goal of developing a multi-year budgeting plan for rebuilding staffing levels, equipment replacement and program expansion.

**Capital Outlay Requests:** Capital requests are submitted separately with priority given to the replacement of aging and outdated equipment. With the Fiscal Year 2001-2002 Budget, a “Computer and Technology Maintenance and Replacement” fund was instituted to protect the City’s investment in technology by ensuring funds to properly maintain and replace equipment when needed. This is funded through departmental contributions based on a usage formula.

**City Managers Review:** At the end of April, the City Manager reviews a draft budget summary presented by the Chief Fiscal Officer. Following the review and approval, the Proposed Budget, or City Manager’s Budget as it is sometimes called, is finalized and printed for distribution. Much of the focus of the annual budget process is on General Fund programs since this is the only funding area that is fully discretionary. Grant funded programs follow a similar process but are more specifically directed by the regulations of the particular funding source. The City’s adopted budget incorporates all City programs and specifically identifies the funding source for each.

**Preliminary Budget:** In May, a preliminary budget document is created, and the City Manager meets independently with each department head to review the department’s goals, objectives, programs and funding needs for the upcoming fiscal year. It is also the department head’s opportunity to ensure that all the needs of his/her department are understood and carefully considered in the allocation of funds.

**Budget Hearing:** A public workshop hearing is held approximately one month before the adoption of the City’s budget for the upcoming fiscal year. The City Manager presents to the Council the overall goals and objectives for the fiscal year, along with a review of significant factors affecting proposed revenues and expenditures.

Public comment is heard throughout the month and revisions may be made to the budget as directed by the City Council.

**Adoption:** City Council shall adopt the budget by Resolution at the conclusion of the budget hearings. The adoption of the budget must occur prior to July 1, which is the beginning of the new fiscal year.

**Budget Control and Amendments:** Since the budget is a planning document, throughout the fiscal year there may be a need for adjustments in the spending plan. As new revenues are identified, or unexpected expenditures arise, departments may need to re-prioritize the expenditure plan for their operations. If the modification can be made within the department’s approved appropriation, then the Department Head may make a written request for a budget transfer to reallocate funds as needed. The budget transfer request is sent to Fiscal Resources for review and approval. Accounting staff verifies that funds are available as requested, and the Chief Fiscal Officer approves the transfer. However, if the department is unable to make the needed adjustments within their department appropriation, additional approval is needed. The City Manager is authorized to transfer funds between departments up to ten thousand dollars. Amounts exceeding ten thousand dollars must have the approval of the City Council.

## BUDGET CALENDAR - FISCAL YEAR 2021-2022 AMENDED BUDGET

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<p><b>February 10 – April 20, 2021</b></p>	<p>During this period staff will be developing a plan of action for amending FY 21/22 revenue projections, expenditure projections, and performance goals and narratives. Departments will be meeting with the City Manager to develop a Proposed Budget. The Proposed Budget will be presented for public review at the May 25<sup>th</sup> Council Meeting.</p> <p>Staff has been developing various budget scenarios and monitoring the effects of COVID-19 on the City’s revenue streams. The amended budget is reflective of these changes.</p>
<p><b>March 1- March 15, 2021</b></p>	<p>Finance to meet with individual departments to discuss budget and supplemental requests</p>
<p><b>March 23, 2021</b></p>	<p>Budget Requests Reviewed – analysis prepared for City Manager’s review</p>
<p><b>April 26, 2021</b></p>	<p>City Manager Review - Preliminary FY 21/22 Amended Budget Review</p>
<p><b>April 29, 2021</b></p>	<p>Finance Committee – overview of FY 20/21 year-end projections and FY 21/22 budget amendments</p>
<p><b>May 25, 2021 - June 22, 2021</b></p>	<p>Public Review period for Proposed Amended FY 21/22 Budget</p>
<p><b>June 17, 2021</b></p>	<p>Budget Study Session.</p>
<p><b>June 22, 2021</b></p>	<p>Budget Hearing and Adoption of Amended Budget FY 21/22 and Gann Resolution for Fiscal Year 21/22.</p>
<p><b>June 30, 2021</b></p>	<p>Amended FY 21/22 budget to print / posted on website.</p>

## **BUDGET DOCUMENT GUIDE**

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The “Adopted Budget” is the document that sets the expenditure policies for all monies received by the City. The budget is based on a “fiscal year” that begins each year on July 1 and ends twelve-months later on June 30. City staff develops a proposed budget under the direction of the City Manager. The “Proposed Budget” is presented at a Public Hearing with the City Council for consideration. The City Council makes whatever changes they deem appropriate and vote to adopt the budget for the next fiscal year.

The budget is designed to give the City Council a clear roadmap of the City’s expenditure needs and available resources so that the Council can make sound budgetary decisions. It is through the appropriation of funds that the Council sets the program and project priorities for the ensuing fiscal year. This year two consecutive one-year budgets were presented to the City Council for consideration. This amended budget will cover fiscal year 2021-2022 and the proposed changes.

The budget document begins with the City Manager’s budget message, which provides an overview of the Fiscal Year Operating Budget by highlighting programs and major projects. Economic factors, changes in revenue, expenditures, and staffing levels are also addressed in the budget message. The budget document is divided into the following sections:

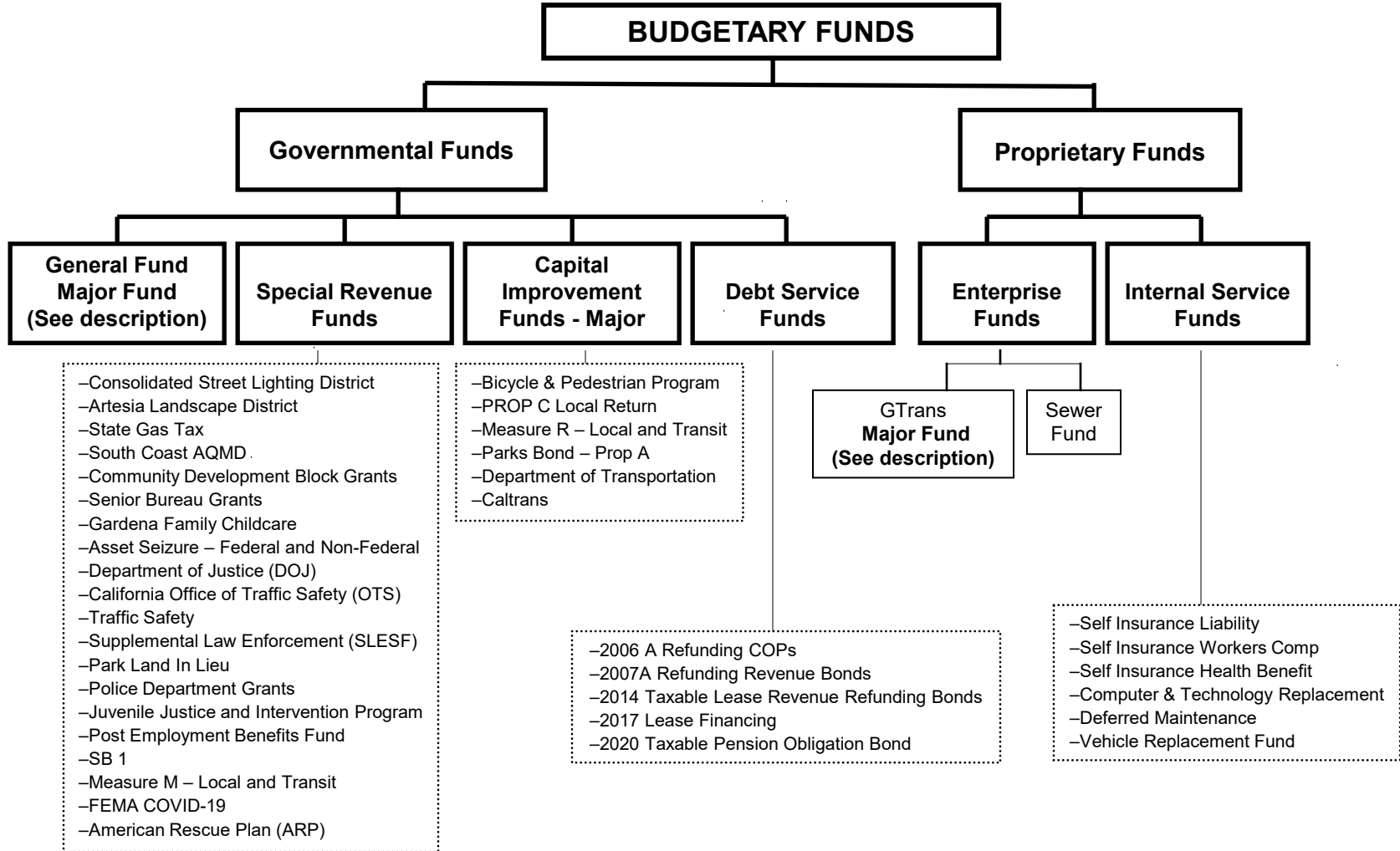
- ❖ Budget Message
- ❖ Introduction
- ❖ Budget Summaries
- ❖ Operating Budget – General Fund with corresponding Special Revenue Funds
- ❖ Operating Budget – Enterprise Funds
- ❖ Debt Service Funds
- ❖ Internal Service Funds
- ❖ Capital Improvement Program
- ❖ Appendix

The Budget Summaries section provides revenue and expenditure analysis. This section presents historical data for comparative purposes along with staffing levels.

The Operating Budgets section contains program description and public service goals. All Special Revenue Funds are grouped by operating department to provide a complete picture of department resources and functions.

The Appendix section contains the glossary of terms, abbreviations and acronyms, and index.

# CITY OF GARDENA FUND STRUCTURE



***A major fund is classified as any fund which is at least 10% of the total appropriation***

## **FUND DESCRIPTIONS**

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### **GENERAL FUND (Major Fund)**

The General Fund is the chief operating fund of the City and the only totally unrestricted fund that can be used for general operating expenses such as public safety, parks, recreation, engineering, planning and administration.

### **SPECIAL REVENUE FUNDS (Grants)**

Currently the City receives additional funding from various sources to provide many services which otherwise would be impossible for the City to support. Special revenue funds are restricted to a specific purpose and for a certain time frame. Continued or new funding is based on the federal, state or county which is providing the resources. The City is always seeking new grants for the betterment of the citizens and community. Following is a description of the major grant funding that the City receives.

**Artesia Landscaping District:** To account for monies received for the maintenance of medians on Artesia Boulevard.

**American Rescue Plan:** Funding to address the devastating economic and health effects of the COVID-19 pandemic.

**Asset Seizure:** Monies seized from criminal activities and used solely for law enforcement purposes.

**Community Development Block Grant (CDBG):** The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable citizens in our communities, and to create jobs through the expansion and retention of businesses. This federal funding is received through the Department of Housing and Urban Development (HUD) and is an important tool for assisting local government in tackling the serious economic challenges facing the community.

**Consolidated Street Lighting:** To account for monies received for the maintenance and improvement of streetlights.

**FEMA COVID-19:** This Treasury Department allocation provides funding to local government to support the public health response and lay the foundation for a strong and equitable economic recovery.

**Gardena Family Childcare:** This grant provides low-cost childcare to low-moderate income families as well as offering early education and development classes. This program through Cal SAFE also helps pregnant and parenting students and their children. These programs are funded through the California Department of Education.

**Juvenile Justice and Intervention Program:** This program is to identify and improve areas of a youth's life that may be contributing to delinquent behavior.

**Measure M:** To account for monies received for the improvement of freeway traffic flow; expand the rail and rapid transit system; repave local streets, repair potholes, and synchronize signals; and to make public transportation more accessible, convenient, and affordable.

## FUND DESCRIPTIONS

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**Measure R:** To account for monies received for the improvement of local street traffic flow; repave local streets, repair potholes, and synchronize signals; and to make public transportation more accessible, convenient, and affordable.

**Police Grants:** The Department of Justice, the California Office of Traffic Safety, and the Supplemental Law Enforcement Program provide funding to improve public safety. Grant funding pays for additional officers, improved technology, DUI checkpoints, gang enforcement programs, and pedestrian safety programs. Funding from these grants helps to promote public safety and awareness.

**Post-Employment Benefits Fund:** This fund was set up to account for the City's Other Post-Employment Benefits it pays to retired employees.

**Prop C:** To account for monies received for the reduction of local street traffic congestion; improve air quality; repave local streets and repair potholes; and to make public transportation more accessible, convenient, and efficient.

**Senate Bill 1 (SB 1):** To account for monies received for the maintenance and rehabilitation and safety improvements on state highways, local streets and roads, and bridges and to improve the state's trade corridors, transit, and active transportation facilities.

**Senior Bureau Grants:** In 1965 the federal government passed the Older Americans Act to provide grant funding for programs which benefit seniors. This includes nutrition programs in the community and for those who are homebound; programs for low-income minority elders; health promotion and disease prevention activities; in-home services for frail elders, and those services which protect the rights of older persons such as the long-term care ombudsman program.

**South Coast AQMD Fund:** To account for monies received from motor vehicle tax and expended on programs to reduce air pollution which are necessary to implement the California Clean Air Act of 1988.

**State Gas Tax:** To account for monies received and expended from the state and county gas tax allocation.

**Traffic Safety:** To account for monies received under Section 1463 of the Penal Code and expended on traffic safety.

## CAPITAL IMPROVEMENT FUNDS

Are used to account for financial resources used for capital improvement projects.

## DEBT SERVICE FUNDS

Are used to account for the accumulation of resources and payment of all general long-term debt obligations of the City.

## FUND DESCRIPTIONS

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### PROPRIETARY FUNDS

A proprietary fund accounts for business type activities of the City that receive a significant portion of funding through user charges with the intent to fully recover the cost of service. The Enterprise and Internal Services Funds are proprietary type funds.

#### Enterprise Funds:

**GTrans (Major Fund)** accounts for user charges, fees, federal, state and county grants and all operating costs associated with the operation of the City's bus lines. Although the GTrans is a separately operating enterprise fund, it is still operationally a department of the City.

**Sewer Fund** accounts for fees charged to users of the City's sewer system. The fee is based upon the amount of domestic water used. The revenue is used to replace, rehabilitate, maintain, and improve the City's sewer system.

#### Internal Service Funds:

The Internal Service Funds account for financing of goods or services provided by one City department to other departments of the City on a cost-reimbursement basis and consist of the following funds:

- Self-Insurance Liability Fund**
- Self-Insurance Workers' Compensation Fund**
- Self-Insurance Health Benefit Fund**
- Computer & Technology Replacement Fund**
- Deferred Maintenance Fund**
- Vehicle Replacement Fund**

### FIDUCIARY FUNDS

Account for assets held by the City in a trustee capacity. Fiduciary funds are normally **not budgeted** because typically the trust agreement or law already provides adequate control over the trust fund resources.

# ACCOUNTING PRINCIPLES AND POLICIES

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## FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The financial section in this budget is grouped by generic fund types and broad fund categories as follows:

### Governmental Funds

General Fund  
Special Revenue Funds  
Capital Improvement Funds  
Debt Service Funds

### Proprietary Funds

Enterprise Funds  
Internal Service Funds

## BASIS OF ACCOUNTING AND BUDGETING

The City's **Governmental Fund Types** (General, Special Revenue, Debt Service and Capital Projects Funds) are accounted for and budgeted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Revenue considered susceptible to accrual includes property taxes, sales taxes, interest and motor vehicle license fees. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to the general rule is compensated absences not payable within one year, and interest and principal on long-term debt which are recorded when due.

**Proprietary Fund Types** are accounted for on an "income determination" or "cost of services" measurement focus. Accordingly, all assets and all liabilities are included on the balance sheets, and the reported fund equity (total reported assets less total reported liabilities) provides an indication of the economic net worth of the funds. The operating statements for the City's Proprietary Fund Types report increases (revenues) and decreases (expenses) in total economic net

worth. All Proprietary Fund Types are accounted for and budgeted using the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

## FINANCIAL POLICIES

The following financial policies represent the long-standing principles and traditions which guide the City in its fiscal decisions.

## FINANCE COMMITTEE

The City's Finance Committee is comprised of two councilmembers, (appointed by the Mayor) and the City Treasurer. The Committee meets quarterly with the City Manager to review and make recommendations on the City's budget, debt and other financial actions.

## AUDITING AND FINANCIAL REPORTING

- California state statute requires an annual audit of the books of account, financial records and transactions of all administrative departments of the City by Independent Certified Public Accountants.
- The City will produce annual financial reports in accordance with Generally Accepted Accounting Principles (GAAP) as outlined in Governmental Accounting, Auditing and Financial Reporting (GAAFR).

## REVENUE POLICY

- The City will try to maintain a diversified and stable revenue system to shelter it from short run fluctuations in any one-revenue source.

## **ACCOUNTING PRINCIPLES AND POLICIES**

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- The City will follow an aggressive policy of collecting revenues, augmented in Fiscal Year 2002 by the implementation of the City's new cashing system.
- The City will establish all user charges and fees at a level closely related to the full cost (operating, direct, indirect and capital) of providing the service. The City will continue to review fees/charges periodically.

### ***INVESTMENT OF IDLE FUNDS***

- The safeguarding of all public monies shall be of the highest priority. Public money shall not be invested or managed in any manner, which would jeopardize the safety of the principal pursuant to California Government Code Section 53635.
- The City's investment policy is reviewed and approved annually by the City Council.
- Direct responsibility for managing the City's investment portfolio rests with the City Treasurer.
- All investments are made in accordance with the following criteria, stated in order of priority: safety, liquidity and yield.

### ***PURCHASING POLICY***

- The City's departments will purchase the best value obtainable, securing the maximum benefit for each tax dollar expended, while giving all qualified vendors an equal opportunity to do business with the City.
- All purchases \$30,000 - \$50,000 require written quotes and must be ratified by the City Council.
- All purchases with a total cost over \$50,000 must be procured by a formal bid and can only be authorized and awarded by the City Council.
- Whenever possible, local vendors shall be included as sources for all purchases.

### ***RISK MANAGEMENT POLICY***

- The City is self-insured against each general liability claim for the first \$750,000 and each workers' compensation claim for the first \$500,000 and \$750,000 for each GTrans claim against the City. The City carries insurance in excess of these amounts.
- The City's role in managing its risk management program is to be proactive, in nature, which will be accomplished through careful monitoring of losses, working closely with the third party administrator and designing and implementing programs to minimize risk and reduce losses.

### ***FIXED ASSET POLICY***

- To safeguard the investment in fixed assets.
- To use the fixed asset system as a management tool for replacement of recurring items to avoid duplication and inefficient use of fixed assets.
- To comply with state laws and regulations.
- To provide information for preparation of financial statements in accordance with GAAP with emphasis placed on completion of GASB 34 requirements.
- When disposing of fixed assets, every effort should be made to recover some of the original cost by selling and or trading in the fixed asset.

### ***CAPITAL IMPROVEMENT POLICY***

- The City will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with this plan.
- Immediate capital replacement needs and smaller capital projects are funded on a pay-as-you-go basis through a budget transfer.

# ACCOUNTING PRINCIPLES AND POLICIES

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- Capital improvements involve the outlay of substantial funds; therefore, the City prioritizes the use of non-general fund monies to support these expenditures.

## **DEBT POLICY**

- To provide for proper planning of capital expenditures, financing requirements and guidelines for issuance of various debt instruments.
- To hold borrowing costs at a minimum and maintain ratios within established standards.
- To secure favorable ratings and competitive lower interest rates on all types of borrowing instruments, thereby providing a savings to all taxpayers.

## **BORROWING INSTRUMENTS**

- Tax and Revenue Anticipation Notes to be issued no more than once a year. Maximum maturity of notes will be twelve months from date of issue. Notes will be rated by Moody's Investor Service, Standard and Poor's Ratings Group or Fitch Investors Service, L.P.
- Certificates of Participation (COPS) can be used as a financial alternative for acquiring assets.
- Revenue Bonds – City Council will evaluate all requests.
- Mello-Roos financing – City Council will evaluate all requests.

## **BUDGET – GENERAL POLICY**

- City staff will present to the City Council a structurally balanced budget proposal that does not rely on “one-time” revenues. Annual recurring expenditures will be funded with annual recurring revenues.

- The City Council will, by June 30 of each year, adopt a structurally balanced operating and capital improvement spending plan for the ensuing fiscal year, where operating revenues are equal to, or exceed, operating expenditures.
- The City will align and amend as appropriate its operating and capital spending plan with its strategic action plan priorities and economic development plan.
- City staff will complete and present a quarterly Budget and Economic Condition Analysis to the Finance Committee. Recommended budget adjustments will be submitted to the City Council for consideration and approval.
- The City will establish and maintain a General Fund Reserve equal to at least twenty percent (20%) of its annual General Fund operating budget. The amount will be revised annually and such funds will be expended only with the approval of the City Council.

## **BUDGET – REVENUE**

- Revenue projections will be based on multiple sources of information including, but not limited to, historical trends, federal, state and regional economic forecasts, service levels, changes in legislation and mandates and other statistical resources generally available.
- The City will develop and incorporate into each spending plan revenue and expenditure projections for five (5) additional years into the future and amend the projection annually as part of the budget review.
- When projecting revenues, the City will take into consideration the diversity, volatility and stability of its revenue stream and will as much as possible base its core operating cost on historically stable revenue sources.
- The City will stabilize its revenue base by forecasting its annual operating expenditures on diverse revenue sources and limiting revenue growth projections in each revenue category.

## **ACCOUNTING PRINCIPLES AND POLICIES**

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- Revenues received in excess of the budgeted projections will be used for one-time expenditures or set aside as reserve.

### ***BUDGET – EXPENDITURES***

- Expenditures will be budgeted realistically for each expenditure category and can be adjusted internally as may become necessary but will not exceed appropriation limits.
- Contingency funds will be included in the annual budget to provide funding for unanticipated operating cost increases, one-time purchasing opportunities and one-time emergency expenditures to repair equipment and facilities. Unexpended funds will carry-over to the next fiscal year.
- In considering reductions in service levels, program cuts, or staffing reductions, the city will first assess options to improve operational efficiencies and develop additional revenues to cover the cost to continue the existing level of public service with existing Budget Policies.

- Limiting Cost with Fees for Service: Certain services are used selectively by a limited number of participants and, therefore, are not mandated City services. These services are provided based on individual interest and are provided only as funding is available. To fund these programs without limiting basic services necessary for the general public, the City will perform a cost analysis to identify the city's fully burdened cost for providing those services and, to the extent reasonable, set the fee based on full cost recovery. Such fees shall be updated frequently to ensure that the fees are reflective of actual city costs for the delivery of services.
- Unexpended funds within a fiscal year will be held in reserve or appropriated for one-time expenditures.

### ***BUDGET – CAPITAL IMPROVEMENT***

- Capital improvements will be financed primarily through special revenue funds, user fees, service charges, and developer agreements when benefits can be specifically attributed to users of the facilities.
- The City will analyze the impact of capital improvements to ensure that operational and maintenance costs are balanced with on-going revenue to support facility operations.

## COMMUNITY PROFILE – 2021

Gardena, California is a full-service city located just 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County. Gardena is strategically located near the intersections of the Harbor (110), San Diego (405), and Gardena (91) Freeways and just south of the Anderson (105) Freeway.

Date of Incorporation	September 11, 1930
General Law City	1955
Form of Government	Council-Manager Form
County	Los Angeles, Second Supervisorial District
State Representatives	62 <sup>nd</sup> & 66 <sup>th</sup> Assembly Districts 35 <sup>th</sup> Senatorial District
U. S. Representative	43 <sup>rd</sup> U.S. Congressional District
Area	5.9 Square Miles
Population	60,096
Dwellings	21,825
Police Protection	87 sworn personnel and 27 marked units, including 2 canine units.
Fire Protection	City Fire Department services were transferred to the Consolidated Fire Protection District of Los Angeles County and became a contract service in October 2000.
Recreation and Parks	6 parks (37.36 acres) including 2 with skate parks, 1 community center, 1 municipal pool, 1 parkette, and 2 gymnasiums.
GTrans	66 coaches and 8 demand response vehicles for elderly and disabled passengers.





**CITY of GARDENA**

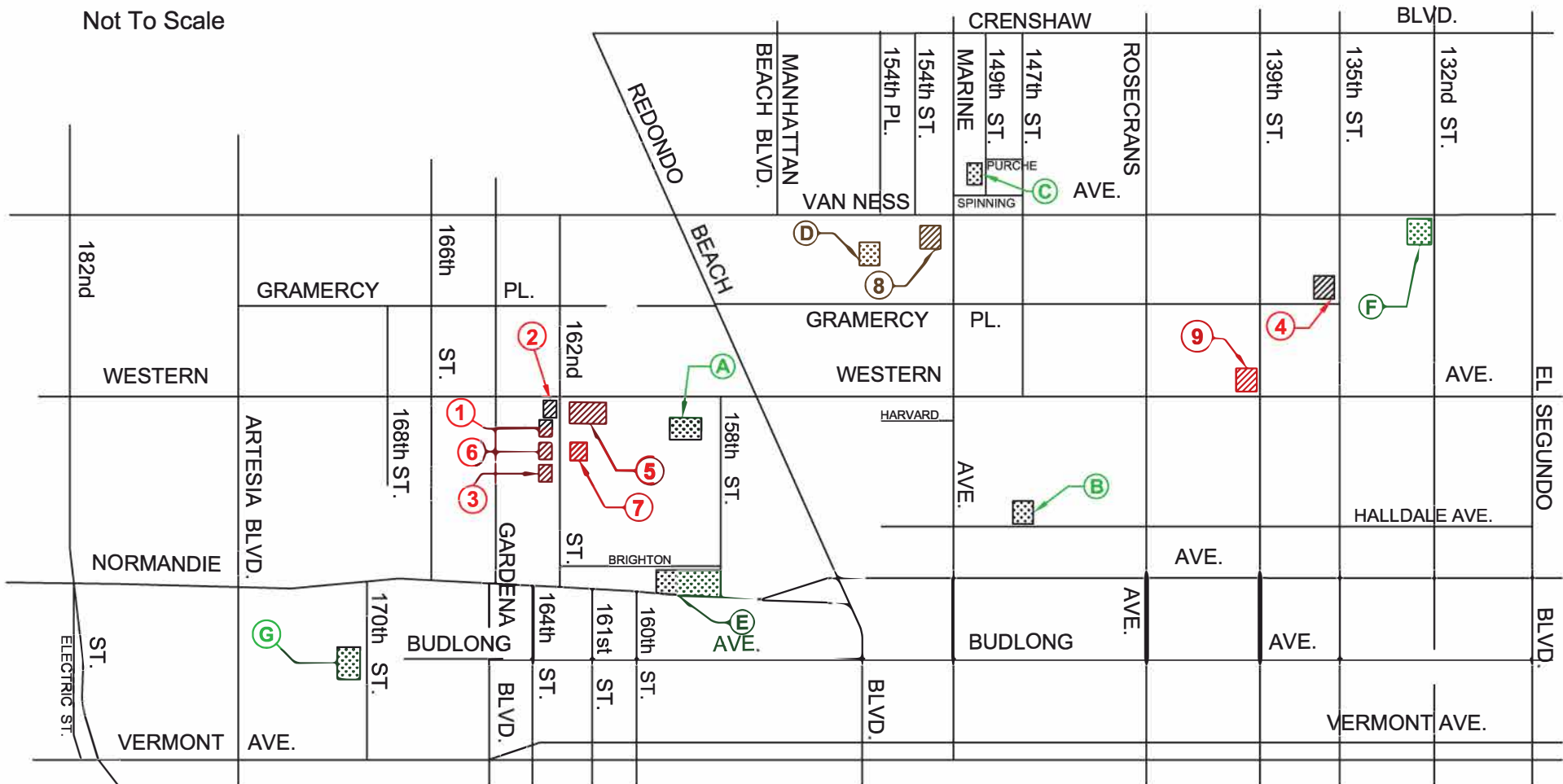


Not To Scale

**LEGEND:**

- ① City Hall Administration Offices and Campus
- ② Police Headquarters
- ③ Fire Department Headquarters
- ④ Fire Station 2
- ⑤ Public Works Building and Maintenance Yard
- ⑥ Kiyoto "Ken" Nakaoka Community Center
- ⑦ Ernest J. Primm Memorial Pool and James Rush Gymnasium
- ⑧ Army National Guard Facility
- ⑨ Gardena Transit Administration, Operations, & Maintenance Facility

- A Sister-City Parkette
- B Vincent Bell Memorial Park
- C Edward L. Thornburg Park
- D George H. Freeman Memorial Park
- E Mas Fukai Park
- F Paul A. Rowley Memorial Park
- G Arthur Lee Johnson Memorial Park



## CITY FACILITIES AND PROPERTIES

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### ① *City Hall Administrative Offices and Campus* *1700 West 162nd Street*

The Administrative Offices have approximately 25,975 square feet of building space, which includes City Council Chambers, a Council Chambers Conference Room, 32 administrative offices and 9 bathrooms. The buildings were built in 1962; and in fiscal year 2001-2002, the Administrative Office building was renovated with automatic sliding glass doors to comply with the Americans with Disabilities Act. The campus lawn in front of City Hall was dedicated on June 12, 1982, as the **Lucille Randolph Plaza**, in honor of the City Clerk who served the City for twenty-three years.

### ② *Police Headquarters* *1718 West 162nd Street*

The Police Headquarters has approximately 63,475 square feet of site area and approximately 23,690 square feet of building space that includes a one-story brick masonry police headquarters structure (Class C construction). Built in 1963, the needs of the department have far outgrown the building's capacity. Separate modular units have been constructed in the parking lot, and on an adjacent property to serve as annex offices.

### ③ *Fire Department Headquarters* *1650 West 162nd Street*

The Fire Department Headquarters has approximately 27,925 square feet of site area and approximately 17,975 square feet of building space, which includes a two-story brick masonry fire station building (Class C construction). The building was built in 1963 and is currently leased to the Los Angeles County Fire District. The City contracts with the Los Angeles County Fire District for the provision of fire services.

### ④ *Fire Station 2* *2030 West 135th Street*

Fire Station 2 has approximately 26,140 square feet of site area and approximately 5,949 square feet of building space, which includes a pre-cast concrete fire station structure. The fire station structure was built in 1957 and includes an apparatus garage, offices, kitchen, dining area,

chief's quarters, dormitory and training tower. The fire station structure is currently leased to the Los Angeles County Fire District. The City contracts with the Los Angeles County Fire District for the provision of fire services.

### ⑤ *Public Works Building and Maintenance Yard* *1717 West 162nd Street*

The Public Works Building has approximately 11,825 square feet of building space, which includes 10 administrative offices and 5 bathrooms. The buildings were built in 1968 and 1990; and in fiscal year 2003-2004, the building was renovated with automatic sliding glass doors to comply with the Americans with Disabilities Act. In addition, a City yard is adjacent to the Public Works Building to create a total land area of 1.850 acres.

### ⑥ *Kiyoto "Ken" Nakaoka Community Center* *1670 West 162nd Street*

The Community Center has approximately 17,137 square feet of building space, which includes 6 classrooms, 4 offices, a kitchen and an auditorium that can accommodate up to 280 people. The building was built in 1975 and dedicated June 7, 1975. On December 13, 1989, an expansion was dedicated in honor of the first Japanese-American to be elected (1966) to a City Council position in the United States, and the first elected Mayor of the City. During fiscal year 2001-2002, the Community Center was renovated with automatic sliding glass doors to comply with the Americans with Disabilities Act.

Located in the Nakaoka Community Center, the **Lucien "Lou" Lauzon Memorial Auditorium** was dedicated August 22, 1981, in honor of his active community support, which included serving as a member of the Citizens Advisory Committee and the Beautification Committee.

### ⑦ *Ernest J. Primm Memorial Pool and James Rush Gymnasium* *1651 West 162nd Street*

The pool and gymnasium have approximately 62,650 square feet of site area and approximately 19,623 square feet of building space, which includes a one-story masonry gymnasium (Class C construction). The building was built in 1979. The Human Services Division offices are

## CITY FACILITIES AND PROPERTIES

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located in this building. The roof of the gymnasium was renovated in fiscal year 2002-2003, and the administrative office of the gymnasium was renovated with automatic sliding glass doors in fiscal year 2004-2005 to comply with the Americans with Disabilities Act.

The pool was dedicated as the **Ernest J. Primm Memorial Pool** on April 22, 1962, in honor of the founder of the card clubs in Gardena. On June 30, 1979, the gymnasium was rededicated as the **James Rush Memorial Gymnasium** in honor of the former Councilmember and Mayor of Gardena (1942 – 1956). Mr. Rush was also involved in the planning of the civic center grounds.

### **8 The Army National Guard 2100 West 154<sup>th</sup> Street**

A portion of the former Municipal Transportation Facility, 1.72 acres, was sold for development of residential units in 2015. The remaining portion of the property is leased to the State of California for use as a National Guard post.

### **9 Gardena Transit Administration, Operations, and Maintenance Facility 13999 South Western Avenue**

The new transit facility opened in May 2009, on a 9.1-acre site that accommodates a fleet of 100 buses, plus paratransit and support vehicles. The facility is designed as a “Green Building,” emphasizing energy efficiency and environmental sensitivity and includes solar panels for power generation, bus simulators for operator training, and current technology in bus maintenance equipment.

The administration and operations building is approximately 24,000 square feet in area. The maintenance building is approximately 45,000 square feet with a 4,000 square foot bus-wash structure and 2,800 square foot fuel island. A photovoltaic panel shade structure provides covered parking.

## **CITY PARK FACILITIES**

### **(A) Sister-City Parkette - 160<sup>th</sup> Street/Harvard Boulevard**

Sister-City Parkette was renamed in August 2013 from Harvard Parkette. The Parkette was dedicated in November 1958 as a neighborhood play area, is 0.19 acre and includes a slide and jungle gym, swings, and lunch benches.

### **(B) Vincent Bell Memorial Park - 14708 South Halldale Avenue**

This 1.87-acre park was dedicated on May 26, 1972, in honor of a City Councilman who died in office shortly after his election in 1970. The facility is equipped with a recreation room, baseball diamond, outdoor basketball court, handball court, two tiny tot play areas, two picnic shelters, and a police office.

### **(C) Edward L. Thornburg Park - 2320 West 149<sup>th</sup> Street**

The Edward L. Thornburg 2.39-acre park was named for the developer who donated the land in 1953. The facility is equipped with a recreation room, baseball diamond, two outdoor basketball courts, handball court, tiny tot play area, picnic shelter, martial arts room, and horseshoe pit.

### **(D) George H. Freeman Memorial Park - 2100 West 154<sup>th</sup> Place**

This 2.71-acre park was dedicated on April 11, 1957, in honor of George Freeman, who served as the first City Recreation Director. The park is equipped with two recreation rooms, a baseball diamond, basketball court, handball court, tennis court, tiny tot play area, picnic shelter, and police office.

### **(E) Mas Fukai Park - 15800 South Brighton Avenue**

4.53 acres were purchased from the County and dedicated as a City park in 1960. In June 2000, the Gardena City Council rededicated Recreation Park as Mas Fukai Park. Masani “Mas” Fukai was elected to Council in 1974 and served until his retirement in 1998. Mas, as his friends and associates call him, also served for five years as the Chief Deputy to then Los Angeles County Supervisor Kenneth Hahn. The facility is equipped with three recreation rooms, three baseball diamonds, two basketball courts, a handball court, tiny tot play area, picnic shelter, and kitchen.

## **CITY FACILITIES AND PROPERTIES**

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### **(F) *Paul A. Rowley Memorial Park - 13220 South Van Ness Avenue***

This 18.17-acre park was dedicated July 21, 1962, in honor of the first City Administrative Officer, 1959 – 1962. Mr. Rowley died of a heart attack in June 1962, while addressing a public affair at the park. The park was originally named Van Ness Park, when it opened in 1959. The expansion of the park facilities, which included the addition of a gymnasium, was dedicated February 12, 1990. The facility is equipped with two recreation rooms, a gymnasium, four baseball diamonds, three outdoor basketball courts (one full and two half), a skate park opened in March 2012, four tennis courts, two tiny tot play areas, three picnic shelters, a kitchen, auditorium, weight room, teen center, and police office.

### **(G) *Arthur Lee Johnson Memorial Park - 1200 West 170<sup>th</sup> Street***

This 7.5-acre park, originally dedicated July 9, 1977, as South Park, was rededicated on January 13, 2007 as Arthur Lee Johnson Memorial Park. Arthur Johnson marched with Dr. Martin Luther King, Jr. in the civil rights movement, founded the Gardena Dr. Martin Luther King, Jr. Cultural Committee, and served as its president for twenty years. In 1973, his efforts made Gardena the first city west of the Mississippi to honor Dr. King's birthday with an annual commemorative celebration. Mr. Johnson served as a Planning and Environmental Quality Commissioner for twelve years. His many years of community service earned him the Gardena Black History Month Trailblazer Award and a place on the City's Wall of Fame.

The Arthur Lee Johnson Memorial Park is equipped with a recreation room, two basketball courts, a skate park opened in June 2012, four tennis courts, a tiny tot play area, picnic shelter, soccer field, police shooting range, and entrance to the Gardena Willows Wetland.

# CITY OF GARDENA HISTORIC TIMELINE

<p><b>1930</b> Incorporation of City of Gardena on September 11, 1930 with a population of approximately 3,000. Annexation of Western City on November 12, 1930.</p>	<p><b>2000</b> The newest card club in the State, the Hustler, opened in June 2000.</p>	<p><b>2010</b> June 30, 2010 General Fund reserves = \$8,649,750 or 20%. September 11, 2010, City will celebrate its 80th Anniversary with a population of approximately 61,927.</p>
<p><b>1936</b> First legal card club license in the State of California to Gardena.</p>	<p>Ending General Fund balance June 30, 2000 = <b>(\$2,719,574)</b>.</p>	<p><b>2011</b> April 1, 2011 UUT rate collection at the maximum of 5%. Senior exemption eligibility reduced to age 60.</p>
<p><b>1940</b> City bus service began on January 15, 1940.</p>	<p>Gardena Fire Department was annexed into the Consolidated Fire Protection District of Los Angeles County October 2000.</p>	<p>May 10, 2011 Council adopted new fee resolution with an effective date of July 11, 2011.</p>
<p><b>1953</b> Gardena Municipal Bus Lines moved to new location on Van Ness Avenue in November.</p>	<p><b>2001</b> Eldorado Parking COP liquidated through agreement with Hustler for a net principal gain of \$980,000.</p>	<p>September 2011, the City purchased the Goodwill property as well as property adjacent to the Police Department.</p>
<p><b>1954</b> City adopted its official seal and slogan "Freeway City" on October 26, 1954.</p>	<p><b>2002</b> Eliminated the General Fund deficit a year ahead of schedule with a positive \$1,048,182 balance on June 30, 2002.</p>	<p><b>2012</b> Created "Super-Departments" as a transitional phase for operational efficiency and cost containment during succession planning.</p>
<p><b>1955</b> Gardena was designated as a General Law City by action of the State Legislature.</p>	<p>Voters approved an increase in the Transient Occupancy Tax from 7% to 11% in November.</p>	<p><b>2013</b> February Standard &amp; Poor's raised the City's credit rating to A.</p>
<p><b>1964</b> Adopted City flag.</p>	<p><b>2005</b> Celebrated 75th anniversary.</p>	<p>Sold parking structure located at 1041 Redondo Beach Blvd. Entered into sales agreement for 1.72 acres at 15350 Van Ness Avenue. September 2014, Standard &amp; Poor's raised the City's credit rating to A+</p>
<p><b>1980</b> Received the All America City Award.</p>	<p><b>2006</b> City Council approved settlement agreement with Sumitomo Trust and Union Bank that would restructure the \$26 million debt on the failed First Time Homebuyer Program and the December - City made a \$2.6 million payment to Sumitomo Trust and Union Bank on the long-term \$26 million debt thereby ending the debt service obligation on both failed</p>	<p><b>2014</b> Closed escrow on 15350 Van Ness Ave (former GTrans facility). Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution.</p>
<p><b>1982</b> Maintenance facility added at the Gardena Municipal Bus Lines.</p>	<p><b>2007</b> Received investment grade credit ratings: Standard &amp; Poor's BBB rating Moody's Baa3 rating</p>	<p><b>2015</b> Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution. Civic Center Improvement Approved by City Council.</p>
<p><b>1994</b> Council action limited the number of card clubs from six to two.</p>	<p>Refinanced the South Bay Regional Communications Center debt at an improved interest rate.</p>	<p><b>2016</b> Mitchell Lansdell City Manager retires, Ed Medrano appointed Acting City Manager. Refinancing of the 2006 C Bond Debt. Reassessment of the Sewer Fees to ensure sewer upkeep.</p>
<p><b>1995</b> Annexation of El Camino Village.</p>	<p>Adopted 5 Year Plan 2007 - 2012.</p>	<p><b>2017</b> Ed Medrano appointed as City Manager.</p>
<p><b>1996</b> Employee committees formed to review revenues, operational efficiencies, and customer service. A fourth committee compiled the information for council consideration.</p> <p>To reduce expenditures, Council implemented hiring freeze and a 2% decrease in appropriated expenditures for last six months of the fiscal year.</p>	<p>November 20, 2007 City Manager Mitchell G. Lansdell was awarded the Municipal Leader of the Year for his 10-year effort to lead the City out of financial crisis.</p>	<p><b>2019</b> Clint D. Osorio appointed as City Manager</p>
<p><b>1998</b> Council committed to a plan to eliminate the projected \$5 million General Fund deficit with a \$1 million set aside for the next five years.</p>	<p><b>2009</b> May 2009 Gardena Municipal Bus Lines moved to new facility. Dec 2009 Standard &amp; Poor's raised the City's rating to A-.</p>	<p><b>2020</b> March 2020 Novel Coronavirus Pandemic - COVID 19, Stay-at-Home orders issued and City Hall closed to the public.</p> <p>December 2020 Pension Obligation Bond issued to refinance City's UAL effecting savings of \$50 million. City revises Strategic Plan to address effects of COVID</p>

# **CITY OF GARDENA COMMISSIONS, CORPORATIONS, AGENCIES, BOARDS, ADVISORY GROUPS, COMMITTEES AND ASSOCIATIONS**

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The Mayor and City Council appoint members to Commissions, Corporations, Agencies, Boards, etc. to advise the City on important programs and policy decisions. Public participation, therefore, is a vital component of the City's governing system. In addition, there are other important Committee and Association members who meet on a regular basis but are not appointed by the Mayor and City Council. All of the meetings are open to the public.

## **APPOINTED COMMISSIONS**

### **PLANNING AND ENVIRONMENTAL QUALITY COMMISSION**

Composed of five members, this Commission was created in compliance with the State Government Code as an advisory agency to the City Council on all matters of land use and the environment. Its responsibilities are to investigate and report on the design and improvement of adopted subdivisions, and to submit reports and recommendations to the City Council on matters relating to zoning, land use, environment, the City's General Plan, and other related matters.

### **RECREATION AND PARKS COMMISSION**

This Commission is composed of five members who advise the Council on matters relating to recreation and parks within the City. The Commission considers, advises, and/or recommends to the City Council the needs of the City pertaining to the acquisition, development, and use of facilities, buildings and structures for recreational and park purposes; promotes public interest in recreation and parks programs and regulations; and consults and confers with public officials and agencies, citizens, civic, educational, professional, and other organizations.

### **SENIOR CITIZENS COMMISSION**

This Commission is composed of five members, appointed by the City Council, who advise them on all matters relating to the needs and concerns of the City's older adult population. The Commission coordinates its activities with those of the Affiliated Committee on Aging.

### **HUMAN SERVICES COMMISSION**

The Human Services Commission is composed of five members who are responsible for the development and utilization of available resources to meet needs within the City. The Mayor and each Councilmember appoint one member. The Commission advises the Council on all matters relating

to social conditions within the City, assesses and reports to the Council the social needs of the citizenry, and advises the Human Services Division regarding policy and program direction for meeting such needs and making appropriate recommendations to the Council.

### **GARDENA YOUTH COMMISSION**

The Youth Commission is composed of five members appointed by the City Council and five "at-large" members approved by the Commission and ratified by the City Council. The Commission identifies and evaluates youth and community issues and projects and makes recommendations to the City Council to resolve such issues. Commission members also work as volunteers with community groups, organizations, and Recreation and Human Services programs

## **APPOINTED CORPORATIONS / AGENCIES / BOARDS**

### **CITY OF GARDENA FINANCING AGENCY**

The Agency was created in July 1991 as a Joint Powers Authority between the City of Gardena and the Gardena Parking Authority. The Agency provides for financing of the acquisition, construction and improvement of Public Capital Improvements, for working capital requirements, and for liability or other insurance programs of the City and the Parking Authority.

### **BOARD OF APPEALS**

This board is comprised of the members of the Planning and Environmental Quality Commission, with the building official as an ex-officio member. The Board is governed by the same procedures as the Planning and Environmental Quality Commission. The Board determines the suitability of alternate materials and methods of construction and provides reasonable interpretations of the provisions of the Uniform Building Code. The Board also determines whether a building constitutes a menace to public safety, and whether repairs, alterations, or demolition are necessary to abate the menace to public safety.

### **RENT MEDIATION BOARD**

This fifteen-member Board is composed of five landlords, five tenants, and five members-at-large, all of whom are appointed by the City Council to assist citizens in mediating rental increase-related disputes.

## **HOUSING APPEALS BOARD**

This Board, consisting of members of the Planning and Environmental Quality Commission, is authorized by the City Council to hear all appeals relating to violations of housing standards and is governed by the provisions of the Uniform Housing Code. The Community Development Director serves as secretary to the Housing Appeals Board.

## **APPOINTED ADVISORY GROUPS**

### **GARDENA ECONOMIC BUSINESS ADVISORY COUNCIL (GEBAC)**

Established in May 2016, its mission is to promote economic opportunities by establishing and preserving a business and job friendly environment to attract and retain businesses, industry and commerce, that will enhance Gardena's economic viability, financial stability, and improve the overall quality of life of its residents. GEBAC has the following goals:

- Promote new business development opportunities;
- Strengthen the relationship between the City and the business community;
- Support retention and attraction of diversified tax base for the long-term viability of the City;
- Provide support on issues affecting the economy and quality of life in the City
- Review City business practices and programs to ensure the City of Gardena remains business friendly

The Council consists of eleven members from the business community within the City of Gardena. GEBAC meets the 3<sup>rd</sup> Wednesday of odd months at 4:00 p.m.

### **GARDENA BEAUTIFICATION COMMITTEE**

This Committee has a maximum of nine voting members who study and make recommendations to the City Council relating to the beautification and livability of all areas of the City of Gardena. The Chairperson is a member of the City Council. Five of the members are appointed by the City Council, and the remaining three at-large members are nominated by the Committee Chair and ratified by City Council. Committee projects include elimination of graffiti, beautification of streets and parkways; tree planting, and other related activities.

## **NON-APPOINTED COMMITTEES / ASSOCIATIONS:**

### **GARDENA VALLEY AFFILIATED COMMITTEE ON AGING**

The Gardena Valley Affiliated Committee on Aging is composed of a five-member board of directors and members at large, who assist and coordinate the work of community organizations, government agencies, and private entities concerned with the betterment of living conditions for the aging. They coordinate events, activities and programs into a unified

approach that will meet the economic and social needs of the elderly, and those in need of assistance throughout the greater Gardena community. The committee advises the Gardena Senior's Bureau and the Gardena Senior Citizen's Commission on all matters relating to the needs and concerns of the City's older adult population.

### **GARDENA SISTER CITY ASSOCIATION**

The Gardena Sister City Association, comprised of community volunteers, has been active in promoting international friendship for over five decades. The program's goal is to learn more about the community, enjoy the hospitality, and build personal contacts with other cultures. This is done through adult and youth exchange programs that encourage person-to-person visitations in each city. *Ichikawa, Chiba, Japan* has been an official Sister City to Gardena since 1962 and *Huatabampo, Sonora, Mexico*, since 1973. Gardena has also maintained an unofficial mutual friendship with Rosarito, Baja, California, Mexico for many years.

### **GARDENA POLICE FOUNDATION**

The Gardena Police Foundation is a partnership of citizens, businesses, and philanthropic organizations whose mission is to provide additional resources to improve public safety. Incorporated in September 2006 as an independent 501(c)3 non-profit organization, the Foundation relies solely on donations and fundraising efforts. The Board of Directors actively raises money from the community and awards grants directly to the police department in response to the department's request for program, training and equipment needs not included in the City's budget.

### **GARDENA TRAFFIC COMMITTEE**

The City Traffic Committee is composed of City staff persons, including the Chief of Police; Recreation, Human Services, Parks, & Facilities Director; and the Transportation Director. This Committee advises the City concerning traffic-related matters including, but not limited to, parking, stop signs, signals, and congestion, etc.

### **GARDENA RECREATION AND SPORTS ADVISORY BOARD**

The Gardena Sports Advisory Board is made up of volunteers from the Community, who raise funds to assist the Recreation Department Sports Programs in providing participation scholarships to the low-income, as approved by Human Services, providing equipment and making repairs to City sports facilities as funds allow. They work to recognize the coaches that take the time to work with the youth of Gardena and serve as a review board to rule on second stage protests and coaching discipline matters.



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**PROPOSED  
BUDGET SUMMARIES  
FISCAL YEAR 2021/2022**



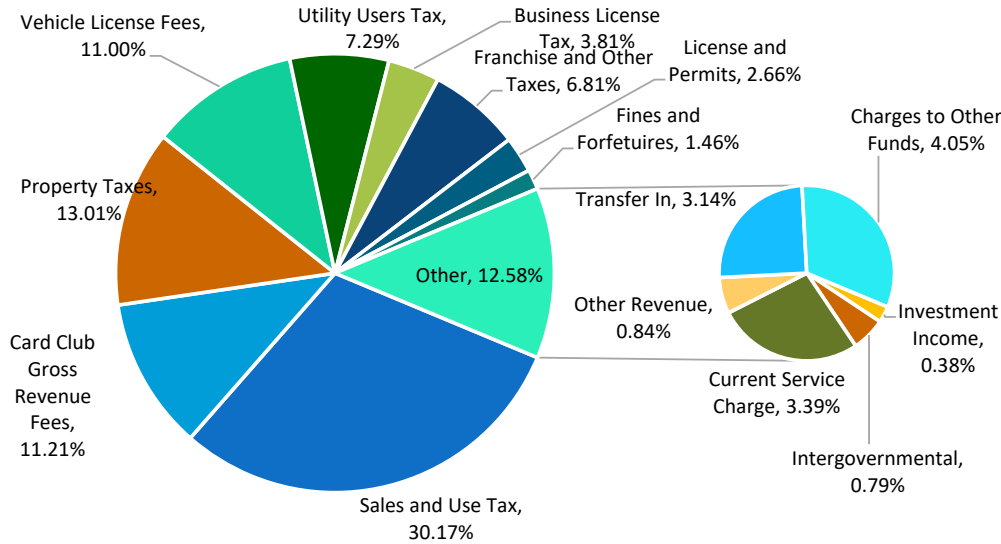
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## GENERAL FUND REVENUE and EXPENDITURES 2021/2022

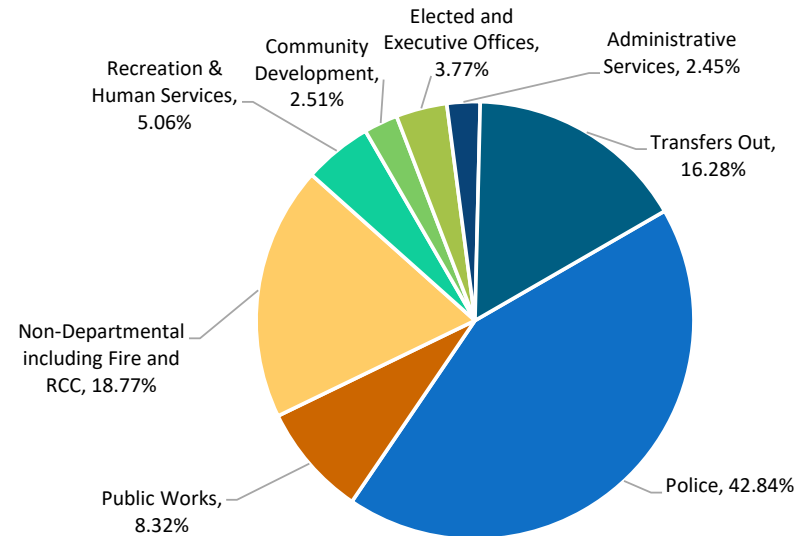
### WHERE THE MONEY COMES FROM...

Revenue Sources	General Fund	% of Total
Sales and Use Tax	\$ 20,191,841	30.17%
Card Club Gross Revenue Fees	\$ 7,500,000	11.21%
Property Taxes	\$ 8,704,634	13.01%
Vehicle License Fees	\$ 7,362,471	11.00%
Utility Users Tax	\$ 4,877,820	7.29%
Business License Tax	\$ 2,550,000	3.81%
Franchise and Other Taxes	\$ 4,555,000	6.81%
License and Permits	\$ 1,779,976	2.66%
Fines and Forfeitures	\$ 980,000	1.46%
Investment Income	\$ 255,000	0.38%
Intergovernmental	\$ 527,500	0.79%
Current Service Charge	\$ 2,268,298	3.39%
Other Revenue	\$ 562,036	0.84%
Transfer In	\$ 2,098,821	3.14%
Charges to Other Funds	\$ 2,707,439	4.05%
<b>TOTAL REVENUES</b>	<b>\$ 66,920,836</b>	<b>100.00%</b>



### WHERE THE MONEY GOES...

Department Expenditures	General Fund	% of Total
Police	\$ 28,642,651	42.84%
Public Works	5,561,882	8.32%
Non-Departmental including Fire and RCC	12,551,155	18.77%
Recreation & Human Services	3,385,816	5.06%
Community Development	1,679,142	2.51%
Elected and Executive Offices	2,520,525	3.77%
Administrative Services	1,636,308	2.45%
Transfers Out	10,887,862	16.28%
<b>TOTAL EXPENDITURES</b>	<b>\$ 66,865,341</b>	<b>100.00%</b>

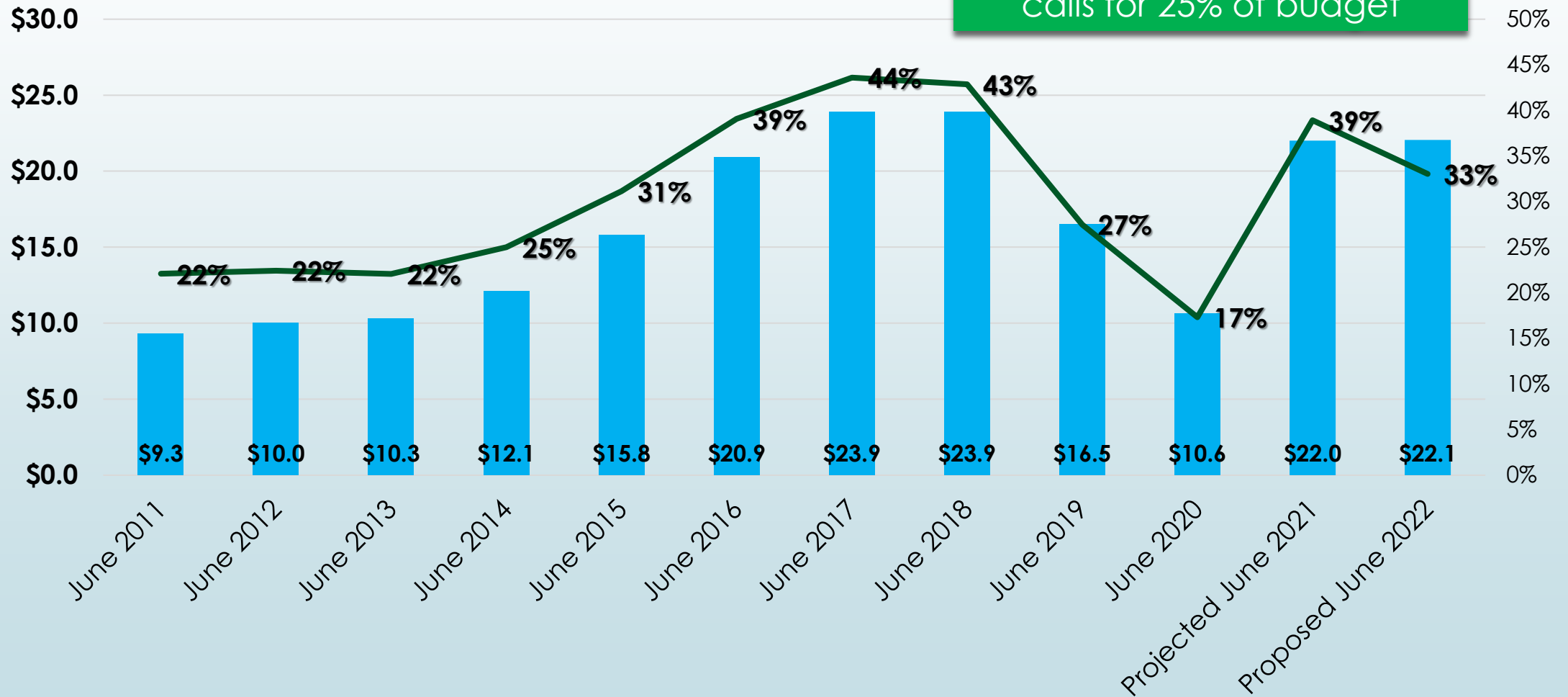


## GENERAL FUND HISTORICAL REVENUE AND EXPENDITURE SUMMARY

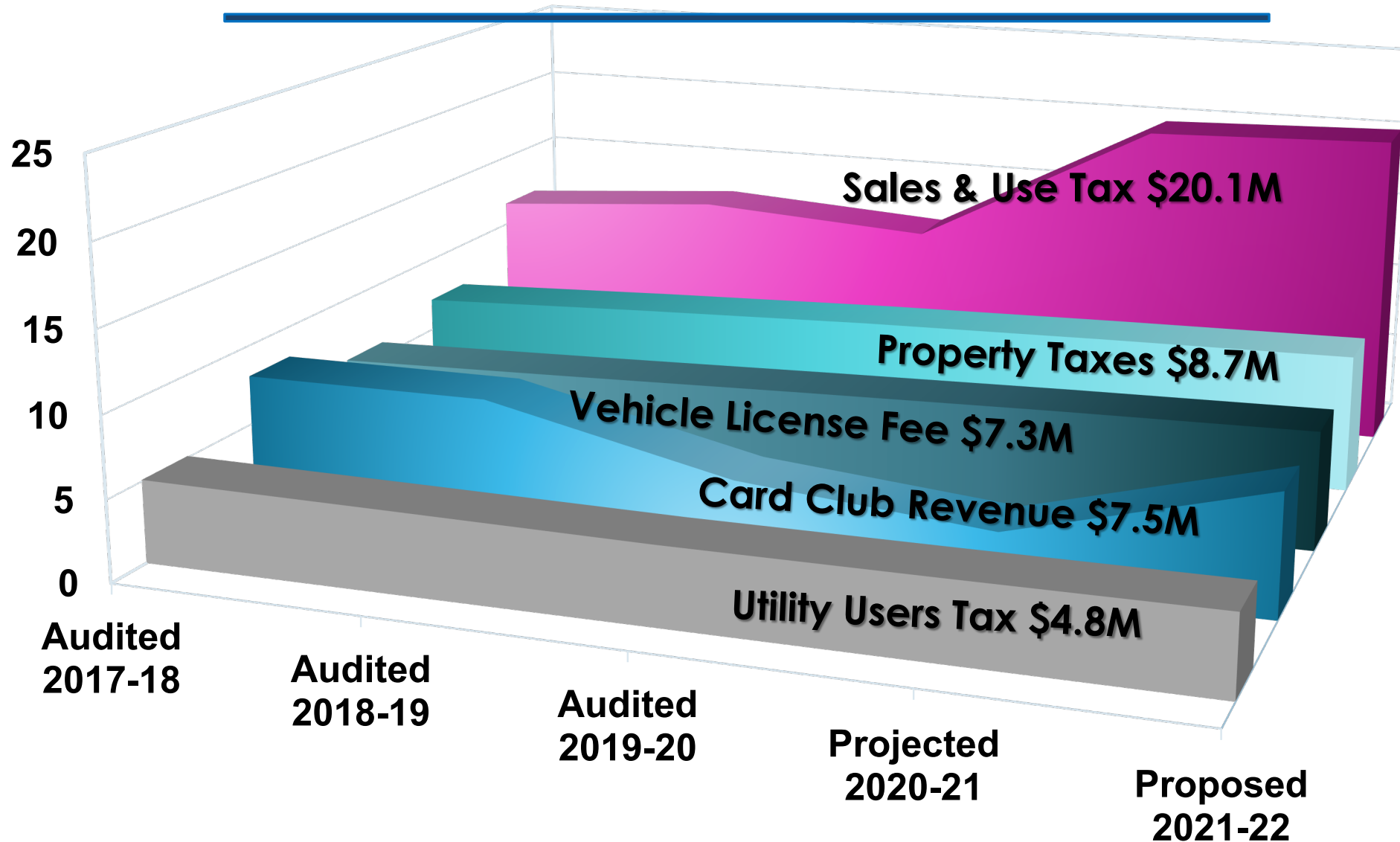
	Audited 2019-2020	Projected 2020-2021	Proposed Amended 2021-2022	Change in % Proposed 2021-22 vs Projected 2020-21
<b>Revenues and Other Sources:</b>				
Taxes	42,745,369	49,924,166	55,741,766	11.65%
Licenses and Permits	1,646,059	1,700,000	1,779,976	4.70%
Fines and Forfeitures	1,070,462	845,327	980,000	15.93%
Investment Income	851,856	100,000	255,000	155.00%
Intergovernmental	542,272	634,033	527,500	-16.80%
Current Service Charges	3,323,461	1,981,931	2,268,298	14.45%
Other Revenue	601,986	502,036	562,036	11.95%
Charges to Other Funds	2,715,341	2,707,439	2,707,439	-
Transfer In	2,235,272	2,018,522	2,098,821	3.98%
American Rescue Plan (ARP)		7,501,031		
<b>Total Revenues</b>	<b>55,732,077</b>	<b>67,914,485</b>	<b>66,920,836</b>	<b>-1.46%</b>
<b>Expenditures:</b>				
Salaries and Benefits	37,708,594	32,343,737	37,085,479	14.66%
Materials and Operations	17,859,015	17,013,899	18,892,000	11.04%
Capital Outlay	-	113,459	-	-
Fund Transfers	5,833,147	7,080,513	10,887,862	53.77%
<b>Total Expenditures</b>	<b>61,400,756</b>	<b>56,551,608</b>	<b>66,865,341</b>	<b>18.24%</b>
<b>Net Change in General Fund Fund Balance</b>	<b>(5,668,679)</b>	<b>11,362,877</b>	<b>55,495</b>	
Fund Balances - Beginning	16,303,254	10,634,575	21,997,452	106.85%
<b>Fund Balances - Ending*</b>	<b>10,634,575</b>	<b>21,997,452</b>	<b>22,052,947</b>	<b>0.25%</b>

# GENERAL FUND BALANCE

General Fund Reserve Policy calls for 25% of budget



# GENERAL FUND TOP 5 REVENUES



**GENERAL FUND REVENUES BY ACCOUNT  
FOUR-YEAR COMPARISON  
FISCAL YEARS ENDING 2019-2022**

Revenue Sources	2018-2019 Audited	2019-2020 Audited	2020-2021 Adopted	2021-2022 Proposed Amended
<b>TAXES (001)</b>				
3101-3105 Property Taxes	\$ 7,694,736	\$ 8,165,458	\$ 7,860,000	\$ 8,704,634
3106 Sales and Use Tax	\$ 12,611,795	\$ 11,611,936	\$ 15,340,007	\$ 20,191,841
3107-09, 3112-13 Franchise Taxes	\$ 2,189,888	\$ 1,999,817	\$ 2,038,500	\$ 2,115,000
3110 Documentary Stamp Tax	\$ 267,555	\$ 266,036	\$ 255,000	\$ 275,000
3115-3116 Business License Tax	\$ 2,843,375	\$ 2,438,304	\$ 2,000,000	\$ 2,550,000
3117 Card Club Gross Revenue Fees	\$ 8,101,583	\$ 4,718,691	\$ 4,901,166	\$ 7,500,000
3118 Utility Users Tax	\$ 4,955,645	\$ 4,801,229	\$ 5,000,000	\$ 4,877,820
3119 Franchise Utility	\$ 802,421	\$ 816,460	\$ 855,000	\$ 825,000
3121 Hotel/Motel Tax	\$ 1,464,512	\$ 1,174,665	\$ 1,000,000	\$ 1,300,000
3122, 3349 Property Tax - Homeowner Tax Relief	\$ 40,809	\$ 40,081	\$ 50,000	\$ 40,000
3345 Motor Vehicle License In-Lieu	\$ 29,398	\$ 48,312	\$ 30,000	\$ 40,000
3346-3348 Vehicle License/Licenses In-Lieu	\$ 6,269,483	\$ 6,664,379	\$ 6,470,000	\$ 7,322,471
<b>TOTAL TAXES</b>	<b>\$ 47,271,198</b>	<b>\$ 42,745,368</b>	<b>\$ 45,799,673</b>	<b>\$ 55,741,766</b>
<b>LICENSES &amp; PERMITS (002)</b>				
3218-3220 Special and Entertainment Permits	\$ 206,361	\$ 127,993	\$ 124,214	\$ 150,000
3222-3232 Building and Other Permits	\$ 1,436,841	\$ 1,443,117	\$ 1,203,923	\$ 1,569,950
3234-3235 Appeals and Administration Fees	\$ 84,509	\$ 73,349	\$ 59,719	\$ 60,026
3473 Fireworks and Regulatory Fees	\$ 8,000	\$ 1,600	\$ 7,644	\$ -
<b>TOTAL LICENSES and PERMITS</b>	<b>\$ 1,735,711</b>	<b>\$ 1,646,059</b>	<b>\$ 1,395,500</b>	<b>\$ 1,779,976</b>
<b>FINES &amp; FORFEITURES (003)</b>				
3533-3535 Administrative Citation and Parking Fines	\$ 1,448,108	\$ 895,465	\$ 800,841	\$ 950,000
3536-3538 Court Fines	\$ 89,606	\$ 174,997	\$ 19,159	\$ 30,000
<b>TOTAL FINES and FORFEITURES</b>	<b>\$ 1,537,714</b>	<b>\$ 1,070,462</b>	<b>\$ 820,000</b>	<b>\$ 980,000</b>
<b>INVESTMENT INCOME (004)</b>				
3640 Interest on Investments	\$ 237,408	\$ 110,899	\$ 125,000	\$ 150,000
3641-3644 Rents and Concessions	\$ 116,495	\$ 92,453	\$ 80,000	\$ 55,000
3645 Fair Market Value on Investments	\$ 504,787	\$ 632,903	\$ 250,000	\$ 50,000
3646 Other Investment Income	\$ (15,552)	\$ 15,601	\$ -	\$ -
<b>TOTAL INVESTMENT INCOME</b>	<b>\$ 843,138</b>	<b>\$ 851,856</b>	<b>\$ 455,000</b>	<b>\$ 255,000</b>
<b>FROM OTHER AGENCIES (005/006/007)</b>				
3311 Public Safety Augmentation	\$ 386,303	\$ 375,919	\$ 405,000	\$ 410,000
3375-3376 STC Reimbursement/POST Reimbursement	\$ 8,840	\$ 35,846	\$ 6,000	\$ 2,000
3378 Mandated Cost Reimbursement	\$ 26,064	\$ 91,843	\$ 25,000	\$ 30,000
3383-88,3772,3391 Other Reimbursements	\$ 43,381	\$ 38,665	\$ 137,100	\$ 85,500
<b>TOTAL FROM OTHER AGENCIES</b>	<b>\$ 464,588</b>	<b>\$ 542,273</b>	<b>\$ 573,100</b>	<b>\$ 527,500</b>

**GENERAL FUND REVENUES BY ACCOUNT  
FOUR-YEAR COMPARISON  
FISCAL YEARS ENDING 2019-2022**

Revenue Sources	2018-2019 Audited	2019-2020 Audited	2020-2021 Adopted	2021-2022 Proposed Amended
<b>CURRENT SERVICE CHARGES (008)</b>				
3401-3402 Public Service Impact/Development Fees	\$ 96,000	\$ 32,000	\$ 23,491	\$ 32,000
3403 Business Registration Fee	\$ 2,073	\$ 1,776	\$ 1,409	\$ 2,034
3406 Trucking Impact Fee	\$ 26,990	\$ 13,691	\$ 18,793	\$ 10,000
3407 ATM Commission	\$ 313	\$ 182	\$ 470	\$ -
3409 Passport Fees	\$ 3,732	\$ 13,647	\$ -	\$ 10,000
3411 Tipping Fees - CDS Refuse	\$ 184,201	\$ 192,474	\$ 178,534	\$ 180,000
3404, 3418-31, 3470 Recreation Fees	\$ 431,480	\$ 672,150	\$ 294,583	\$ 254,682
3433-3435 Industrial Waste/Strong Motion/Runoff Fees	\$ 222,674	\$ 276,199	\$ 190,750	\$ 210,000
3451-3452 Planning - Fees	\$ 417,018	\$ 951,023	\$ 722,198	\$ 570,000
3453-3459 Miscellaneous Fees (Public Works)	\$ 69,515	\$ 54,574	\$ 53,373	\$ 55,800
3466 Sewer Connection Fees	\$ 33,704	\$ 25,170	\$ 32,888	\$ 30,000
3475 Police Towing Admin Fees	\$ 160,599	\$ 119,472	\$ 117,457	\$ 120,000
3491 Police Services Bus Lines	\$ 368,436	\$ 386,345	\$ 234,914	\$ 386,345
3462, 3482 Miscellaneous Fees (Police Department)	\$ 80,074	\$ 105,000	\$ 79,871	\$ 61,256
3405, 3432-38, 3463-90 Other	\$ 116,558	\$ 249,325	\$ 108,437	\$ 116,181
3492 Franchise - Admin Fees (AB939)	\$ 253,306	\$ 230,433	\$ 178,532	\$ 230,000
<b>TOTAL CURRENT SERVICE CHARGES</b>	<b>\$ 2,466,675</b>	<b>\$ 3,323,461</b>	<b>\$ 2,235,700</b>	<b>\$ 2,268,298</b>
<b>OTHER REVENUE (009)</b>				
3701 Franchise - Community Support	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
3770 Sale of Real or Personal Property	\$ 10,190	\$ 16,336	\$ 30,000	\$ 10,000
3705,3771-3787, 3789 Miscellaneous	\$ 209,348	\$ 331,800	\$ 178,980	\$ 152,036
3760, 3791 CIP and Engineering Costs Reimbursed	\$ 428,174	\$ 203,850	\$ 350,000	\$ 350,000
3901-3902 Prior Year Adjustments/Stale Checks	\$ -	\$ -	\$ 5,000	\$ -
<b>TOTAL OTHER REVENUE</b>	<b>\$ 697,711</b>	<b>\$ 601,986</b>	<b>\$ 613,980</b>	<b>\$ 562,036</b>
<b>TOTAL REVENUES</b>	<b>\$ 55,016,735</b>	<b>\$ 50,781,465</b>	<b>\$ 51,892,953</b>	<b>\$ 62,114,576</b>
<b>CHARGES TO OTHER FUNDS (084)</b>	<b>\$ 2,704,013</b>	<b>\$ 2,715,341</b>	<b>\$ 2,707,439</b>	<b>\$ 2,707,439</b>
<b>FUNDS TRANSFERRED IN (089)</b>	<b>\$ 2,377,475</b>	<b>\$ 2,235,271</b>	<b>\$ 1,863,500</b>	<b>\$ 2,098,821</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 60,098,222</b>	<b>\$ 55,732,077</b>	<b>\$ 56,463,892</b>	<b>\$ 66,920,836</b>

## SUMMARY OF FUND ACTIVITY FISCAL YEAR 2021-2022

FUND DESCRIPTION	PROPOSED REVENUES		TOTAL REVENUES	PROPOSED APPROPRIATIONS		TOTAL EXPENDITURES
	REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT	
General	\$ 64,822,015	\$ 2,098,821	\$ 66,920,836	\$ 55,977,479	\$ 10,887,862	\$ 66,865,341
<b>General Fund</b>	<b>64,822,015</b>	<b>2,098,821</b>	<b>66,920,836</b>	<b>55,977,479</b>	<b>10,887,862</b>	<b>66,865,341</b>
General Liability	1,009,441	1,354,982	2,364,423	2,364,423	-	2,364,423
Workers' Compensation	1,047,384	1,000,000	2,047,384	1,940,032	-	1,940,032
Technology Replacement	103,600	50,000	153,600	153,600	-	153,600
Deferred Maintenance	-	500,000	500,000	1,000,000	199,694	1,199,694
Health Benefits	9,358,978	-	9,358,978	7,962,629	1,604,982	9,567,611
Vehicle Replacement Fund	-	475,000	475,000	475,000	-	475,000
<b>Combined Internal Services Fund</b>	<b>11,519,403</b>	<b>3,379,982</b>	<b>14,899,385</b>	<b>13,895,684</b>	<b>1,804,676</b>	<b>15,700,360</b>
Debt Service - 2006 Series A & B Refunding	-	1,024,939	1,024,939	1,024,939	-	1,024,939
Debt Service - 2014 Taxable Lease Rev Ref Bonds	-	508,579	508,579	508,579	-	508,579
Debt Service - 2007A Refunding Rev Bonds	-	189,325	189,325	189,325	-	189,325
Debt Service - 2017 Lease Financing	-	294,594	294,594	294,594	-	294,594
Debt Service - Taxable Pension Obligation Bonds 2020	5,967,825	-	5,967,825	5,967,825	-	5,967,825
<b>Combined Debt Service</b>	<b>5,967,825</b>	<b>2,017,437</b>	<b>7,985,262</b>	<b>7,985,262</b>	<b>-</b>	<b>7,985,262</b>
Capital Improvements	-	19,685,906	19,685,906	19,685,906	-	19,685,906
GTrans	45,366,001	6,240,839	51,606,840	51,523,482	83,358	51,606,840
Sewer Fund	2,660,000	-	2,660,000	1,364,472	1,690,033	3,054,505
<b>Combined Enterprise Funds</b>	<b>48,026,001</b>	<b>6,240,839</b>	<b>54,266,840</b>	<b>52,887,954</b>	<b>1,773,391</b>	<b>54,661,345</b>
Post Employment Benefits Fund	-	3,178,346	3,178,346	3,178,346	-	3,178,346
Consolidated Street Lighting District	780,681	-	780,681	730,681	50,000	780,681
Artesia Blvd. Landscape District	21,762	-	21,762	21,762	-	21,762
State Gas Tax	1,552,839	-	1,552,839	295,971	642,000	937,971
Supplement Law Enforcement (SLESF)	151,000	-	151,000	151,000	-	151,000
Traffic Safety Fund	75,500	-	75,500	-	75,500	75,500
Measure W Safe Clean Water Program	830,500	-	830,500	380,500	630,000	1,010,500
Surface Trans Program Local Hazard Grant	997,800	-	997,800	-	997,800	997,800
Bicycle and Pedestrian	80,000	-	80,000	-	80,000	80,000
Local Early Action Planning Grants	300,000	-	300,000	300,000	-	300,000
Measure M Transit	3,830,656	-	3,830,656	-	3,830,656	3,830,656

## SUMMARY OF FUND ACTIVITY FISCAL YEAR 2021-2022

FUND DESCRIPTION	PROPOSED REVENUES		TOTAL REVENUES	PROPOSED APPROPRIATIONS		TOTAL EXPENDITURES
	REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT	
Measure R Transit	2,372,061	-	2,372,061	-	2,372,061	2,372,061
Prop A Local Return	1,122,325	-	1,122,325	1,122,325	-	1,122,325
Prop 1B Security	38,122	-	38,122	-	38,122	38,122
South Coast AQMD	80,500	-	80,500	77,000	3,500	80,500
Prop C Local Return	1,040,743	-	1,040,743	34,103	1,650,000	1,684,103
Measure R Highway	3,734,960	-	3,734,960	-	3,734,960	3,734,960
Measure R Local Return	767,000	-	767,000	34,104	700,000	734,104
In Lieu Funds	770,000	-	770,000	-	1,158,952	1,158,952
Measure M Local Return	831,425	-	831,425	22,616	3,040,000	3,062,616
SB 1- Gas Tax	1,208,047	-	1,208,047	-	3,017,000	3,017,000
SB 2 Planning Grants Program	310,000	-	310,000	169,006	-	169,006
Unfunded Accrued Liability (UAL) Fund	-	425,149	425,149	-	-	-
Measure M Highway	620,000	-	620,000	-	620,000	620,000
SCAMP	275,384	-	275,384	275,384	-	275,384
SCAMP - Home Delivery	214,364	43,194	257,558	257,558	-	257,558
Integrated Care Mgmt Demo Project	56,036	11,843	67,879	67,879	-	67,879
Social Center for Mentally Disabled	17,072	-	17,072	17,072	-	17,072
Senior Citizen Day Care - Trust	59,259	24,963	84,222	84,222	-	84,222
Family Child Care	2,841,831	-	2,841,831	2,841,831	-	2,841,831
Prop 56 - Tobacco Grant Program	24,939	-	24,939	24,939	-	24,939
BJA BYRNE Discretionary Grant	24,173	-	24,173	24,173	-	24,173
BJA Coronavirus Emergency Supp Funding	77,884	-	77,884	77,884	-	77,884
State Homeland Security Grant Program	70,185	-	70,185	70,185	-	70,185
OTS DUI Enforcement Awareness Program	100,000	-	100,000	100,000	-	100,000
CDBG Admin	125,000	-	125,000	125,000	-	125,000
CDBG Handyman Fixup Program	250,000	-	250,000	250,000	-	250,000
CDBG Health and Safety Code Enforcement	163,378	-	163,378	163,378	-	163,378
CDBG Youth and Family Services Bureau	90,000	-	90,000	90,000	-	90,000
<b>Combined Special Revenue Funds</b>	<b>25,905,426</b>	<b>3,683,495</b>	<b>29,588,921</b>	<b>10,986,919</b>	<b>22,640,551</b>	<b>33,627,470</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 156,240,670</b>	<b>\$ 37,106,480</b>	<b>\$ 193,347,150</b>	<b>\$ 161,419,204</b>	<b>\$ 37,106,480</b>	<b>\$ 198,525,684</b>

**SUMMARY OF REVENUES AND EXPENDITURES  
FISCAL YEAR 2021-2022 PROPOSED BUDGET - ALL FUNDS**

<b>Fund Description</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Delta</b>
General Fund	\$66,920,836	\$66,865,341	\$55,495
Combined Internal Services	\$14,899,385	\$15,700,360	(\$800,975)
Combined Debt Service	\$7,985,262	\$7,985,262	\$0
Capital Improvement (CIP)	\$19,685,906	\$19,685,906	\$0
Combined Enterprise Funds - Transportation	\$51,606,840	\$51,606,840	\$0
Combined Enterprise Funds - Sewer	\$2,660,000	\$3,054,505	(\$394,505)
Special Revenue Funds	\$29,588,921	\$33,627,470	(\$4,038,549)
<b>Total All Funds - not including beginning fund balance</b>	<b>\$193,347,150</b>	<b>\$198,525,684</b>	<b>(\$5,178,534)</b>

A "structurally balanced budget" projects revenues to exceed expenditure appropriations within the term of the budget. The City's fiscal year (term) is from July 1 - June 30 so expenditure appropriations must be made within revenue projections. The variance between revenue and expenditures is referred to as the "delta" (^) and may be positive, reflecting a structurally balanced budget, or negative, indicating a structural imbalance. A structural imbalance is normally the result of the revenue being received in a prior fiscal year. When a positive delta exists at the end of a fiscal year, revenues may be appropriated to expend in the next fiscal year or may be set aside as a reserve to be used for an emergency or one-time opportunities. Fund balance reserves are not intended to offset normal operating cost or to balance an unstructured budget. The General Fund is the only fund that is totally discretionary and therefore must balance a negative delta in any fund; conversely other funds may not be used to balance a negative delta in the General Fund.



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**DEPARTMENT**

**PROPOSED BUDGETS**

**FISCAL YEAR 2021/2022**

# OPERATIONAL DEPARTMENTS

**CITIZENS OF GARDENA**

**ELECTED & CITY MANAGER OFFICES**

**Administrative  
Services**

**Police**

**Public Works**

**Recreation &  
Human Services**

**Community  
Development**

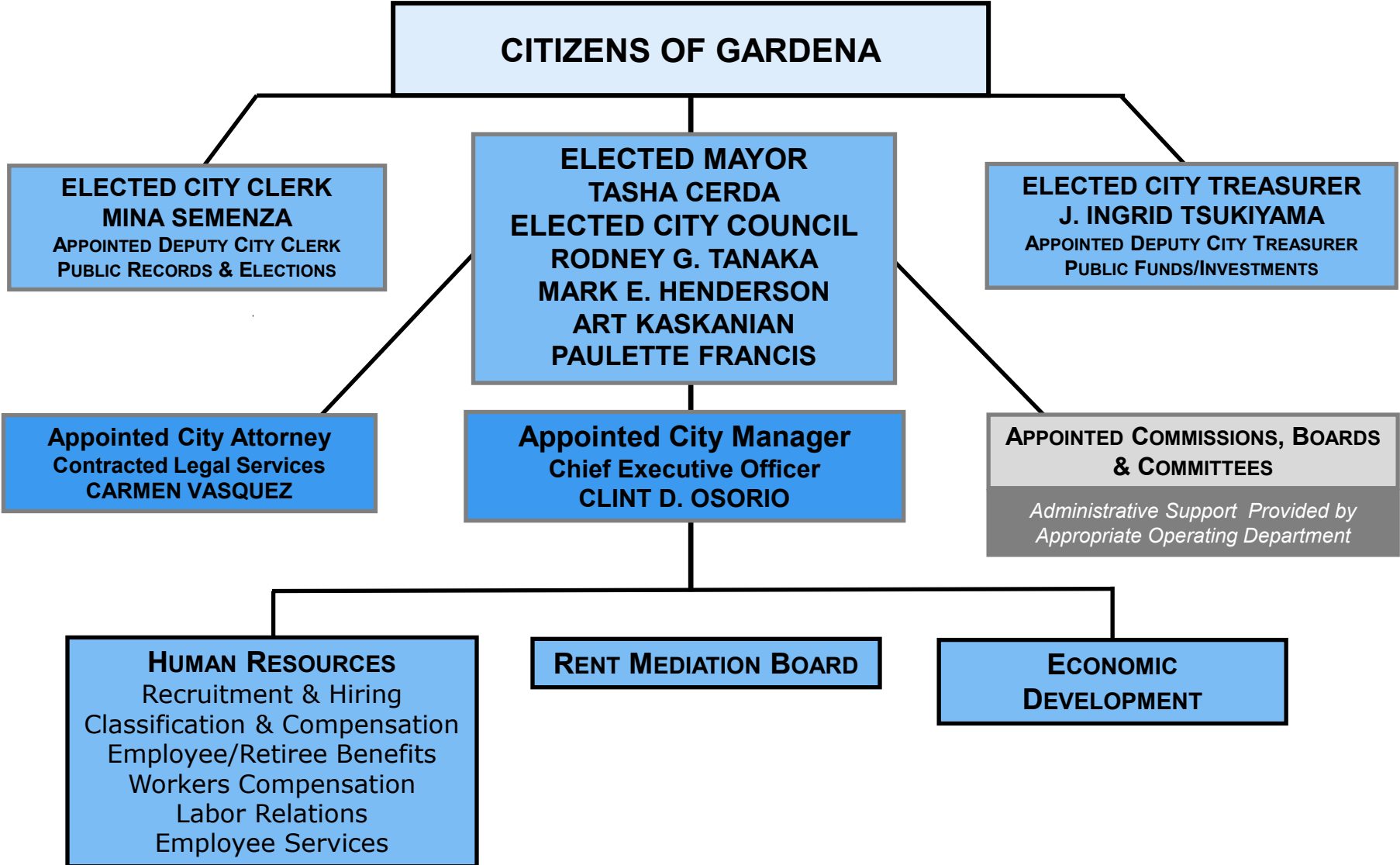
**GTrans**



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# **ELECTED & CITY MANAGER'S OFFICE**

# ELECTED & CITY MANAGER OFFICES

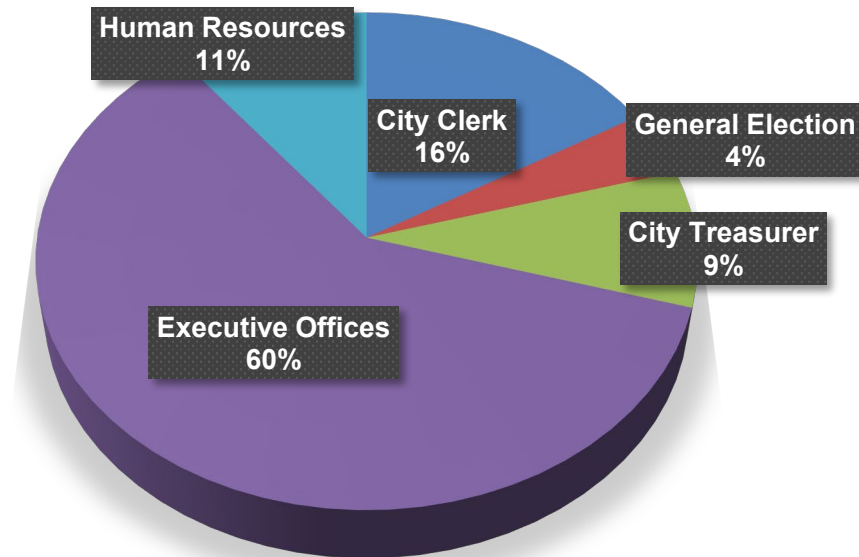


# ELECTED & CITY MANAGER OFFICES

## Staffing Plan

<b>MAYOR &amp; CITY COUNCIL OFFICE</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>
Elected Mayor (1)	-	-	-	-
Elected Councilperson (4)	-	-	-	-
Executive Office Assistant	1.00	1.00	1.00	1.00
<b>Total Mayor/Council Office</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>CITY CLERK'S OFFICE</b>				
Elected City Clerk (1)	-	-	-	-
Appointed Deputy City Clerk	1.00	1.00	1.00	1.00
Records Management Coordinator	-	-	1.00	1.00
Customer Service Clerk II	1.00	1.00	1.00	1.00
Customer Service Clerk I	1.00	1.00	1.00	1.00
<b>Total City Clerk's Office</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>
<b>CITY TREASURER'S OFFICE</b>				
Elected City Treasurer (1)	-	-	-	-
Appointed Deputy City Treasurer	1.00	1.00	1.00	1.00
Intern	-	-	-	0.75
** Account Clerk	0.54	0.54	-	-
<b>Total City Treasurer's Office</b>	<b>1.54</b>	<b>1.54</b>	<b>1.00</b>	<b>1.75</b>
<b>CITY MANAGER'S OFFICE</b>				
City Manager (Appointed by City Council)	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	2.00
Administrative Analyst I	-	-	3.00	3.00
Economic Development Manager	1.00	1.00	1.00	1.00
Human Resources Manager	0.25	0.25	0.40	0.40
Human Resources Analyst	-	-	0.40	0.40
** Human Resources Technician	1.00	1.00	-	-
* Senior Administrative Analyst	1.00	1.00	-	-
Clerk Typist (Lobby Receptionist)	1.00	1.00	-	-
Intern	-	-	0.33	0.33
Rent Mediation Board (15)	-	-	-	-
<b>Total City Manager's Office</b>	<b>6.25</b>	<b>6.25</b>	<b>7.13</b>	<b>8.13</b>
<b>TOTAL ELECTED &amp; EXECUTIVE OFFICES</b>	<b>11.79</b>	<b>11.79</b>	<b>13.13</b>	<b>14.88</b>
*Vacant position (frozen) due to Covid related budget shortfalls				
**Positions eliminated due to Covid related budget shortfalls				

Elected and Executive Offices	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
City Clerk	326,916	401,039	408,320	414,173
General Election	132,063	0	105,184	105,184
City Treasurer	212,281	166,621	168,986	223,300
Executive Offices	1,690,228	1,299,669	1,290,280	1,511,492
Human Resources	438,165	320,087	322,640	266,376
<b>Total Elected and Executive Offices</b>	<b>2,799,653</b>	<b>2,187,416</b>	<b>2,295,410</b>	<b>2,520,525</b>

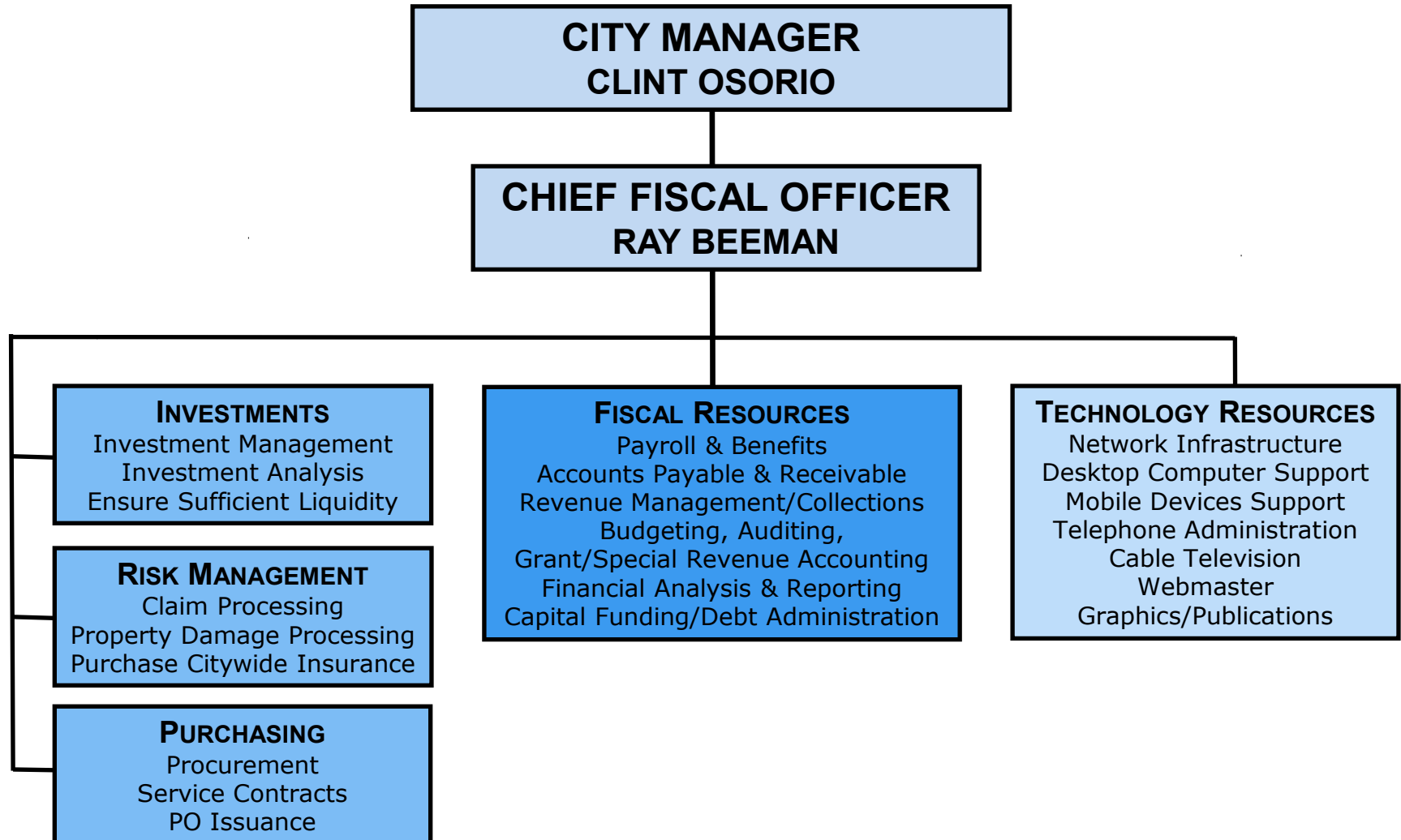




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# **ADMINISTRATIVE SERVICES**

# ADMINISTRATIVE SERVICES

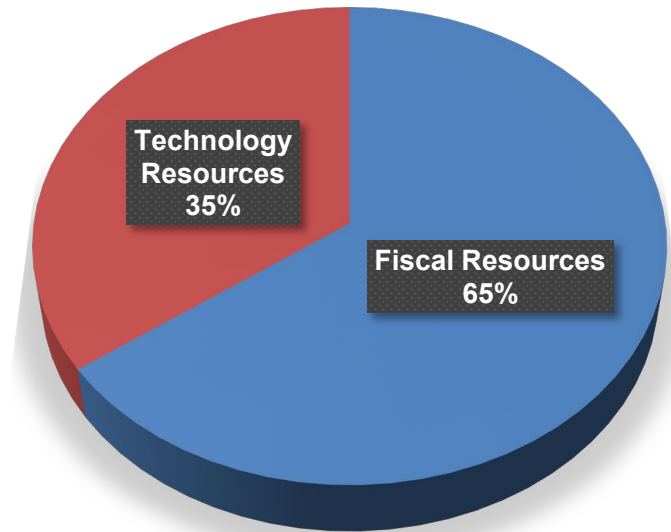


# ADMINISTRATIVE SERVICES

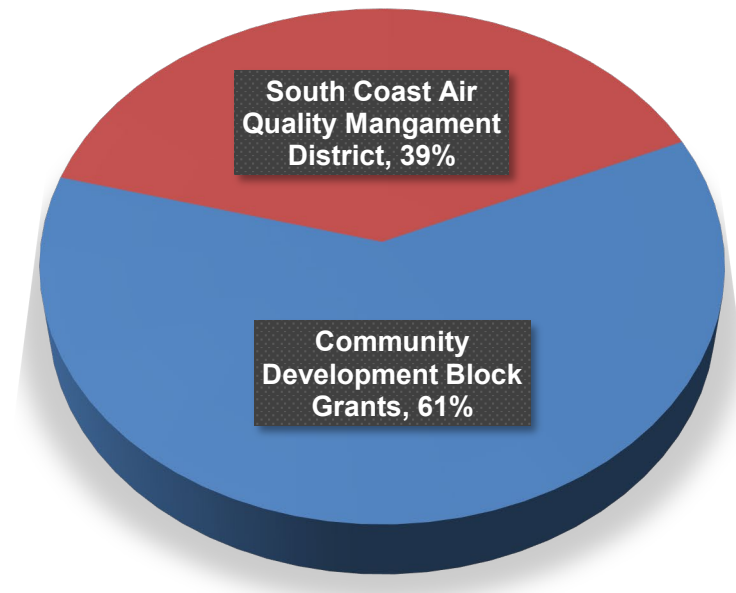
## Staffing Plan

ADMINISTRATIVE SERVICES	FY18/19	FY19/20	FY20/21	FY21/22
<u>Fiscal Resources</u>				
Chief Fiscal Officer	1.00	1.00	1.00	1.00
* Accounting/Finance Manager	1.00	1.00	-	-
* Senior Accountant	1.00	1.00	-	-
Senior Accountant Grants	0.10	0.10	-	-
Cost Accountant	-	-	-	1.00
Administrative Analyst III	-	-	1.00	1.00
Financial Services Technician	-	-	1.00	-
** Administrative Aide	1.00	1.00	-	-
Senior Account Clerk	1.00	1.00	1.00	1.00
* Junior Accountant	3.00	3.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00
Payroll/Personnel Technician	1.00	1.00	1.00	1.00
Intern	-	-	-	0.75
** Account Clerk	0.46	0.46	-	-
<b>Total Fiscal Resources</b>	<b>10.56</b>	<b>10.56</b>	<b>7.00</b>	<b>7.75</b>
<u>Technology Resources</u>				
Technology Manager	1.00	-	-	-
Information Technology Supervisor	-	-	-	1.00
Information Technology Coordinator	3.00	3.00	2.00	1.00
Help Desk Technician	-	-	1.00	1.00
** Graphics Technician	1.00	1.00	-	-
Intern	-	-	-	0.75
Intermediate Clerk Typist	1.00	1.00	-	-
<b>Total Technology Resources</b>	<b>6.00</b>	<b>5.00</b>	<b>3.00</b>	<b>3.75</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>16.56</b>	<b>15.56</b>	<b>10.00</b>	<b>11.50</b>
*Vacant position (frozen) due to Covid related budget shortfalls				
**Positions eliminated due to Covid related shortfalls				

<b>Administrative Services</b>	<b>Audited 2019-2020</b>	<b>Adopted 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Proposed Amended 2021-2022</b>
Fiscal Resources	1,040,959	904,652	926,972	1,065,111
Technology Resources	683,696	506,922	519,714	571,197
<b>Administrative Services</b>	<b>1,724,655</b>	<b>1,411,575</b>	<b>1,446,685</b>	<b>1,636,308</b>



Special Revenue Funds Administrative Services	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Community Development Block Grants	152,569	211,981	168,466	125,000
South Coast Air Quality Mangament District	88,145	80,500	80,500	80,500
<b>Total Administrative Services Special Revenue Funds</b>	<b>240,714</b>	<b>292,481</b>	<b>248,966</b>	<b>205,500</b>

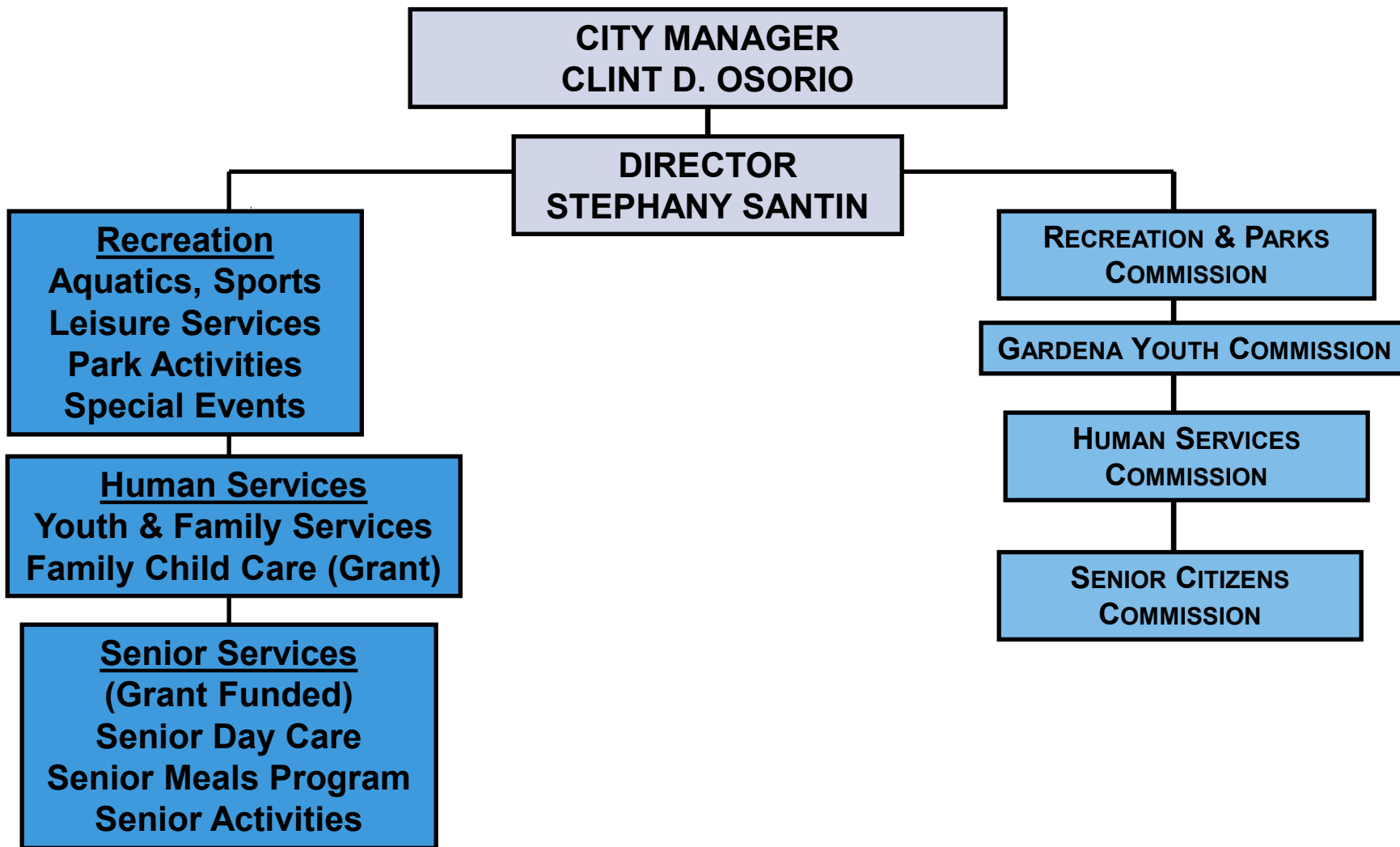




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# **RECREATION & HUMAN SERVICES**

# RECREATION & HUMAN SERVICES



# RECREATION & HUMAN SERVICES

## Staffing Plan

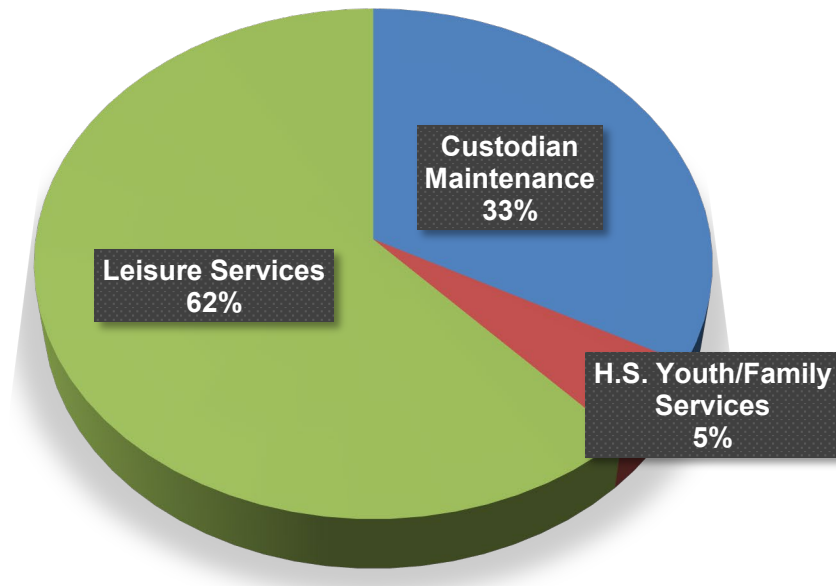
RECREATION & HUMAN SERVICES	FY 18/19	FY 19/20	FY 20/21	FY 21/22
<b>Recreation</b>				
Director of Recreation & Human Services	1.00	1.00	1.00	1.00
* Recreation Program Administrator	2.00	2.00	1.00	1.00
Administrative Analyst I	1.00	1.00	1.00	1.00
** Administrative Analyst II	1.00	1.00	-	-
* Recreation Services Manager	1.00	1.00	-	-
* Recreation Supervisor	2.00	2.00	-	1.00
Community Services Counselor	1.00	1.00	1.00	1.00
Community Center Coordinator	1.00	1.00	1.00	1.00
* Recreation Coordinator	5.00	5.00	4.00	3.00
Activity Program Coordinator	-	-	-	1.00
** Senior Clerk Typist	2.00	2.00	-	-
* Recreation Leader III	0.65	0.65	-	-
Lifeguard/Instructor	0.55	0.55	-	-
** Recreation Leader II	3.23	3.23	1.07	1.07
** Recreation Leader I	15.81	15.81	10.74	10.74
Recreation Commissioners (5)	-	-	-	-
Senior Citizens Commissioners (5)	-	-	-	-
Human Services Commissioners (5)	-	-	-	-
Gardena Youth Commissioners (10)	-	-	-	-
Intern	-	-	0.19	0.19
<b>Total Recreation</b>	<b>37.24</b>	<b>37.24</b>	<b>21.00</b>	<b>22.00</b>
<b>Facilities</b>				
Custodian Lead	1.00	1.00	1.00	1.75
** Custodian II	9.00	9.00	8.00	8.00
** Custodian I	1.69	1.69	-	-
<b>Total Facilities</b>	<b>11.69</b>	<b>11.69</b>	<b>9.00</b>	<b>9.75</b>
* Vacant position (frozen) due to Covid related budget shortfalls				
** Positions eliminated due to Covid related budget shortfalls				

# RECREATION & HUMAN SERVICES

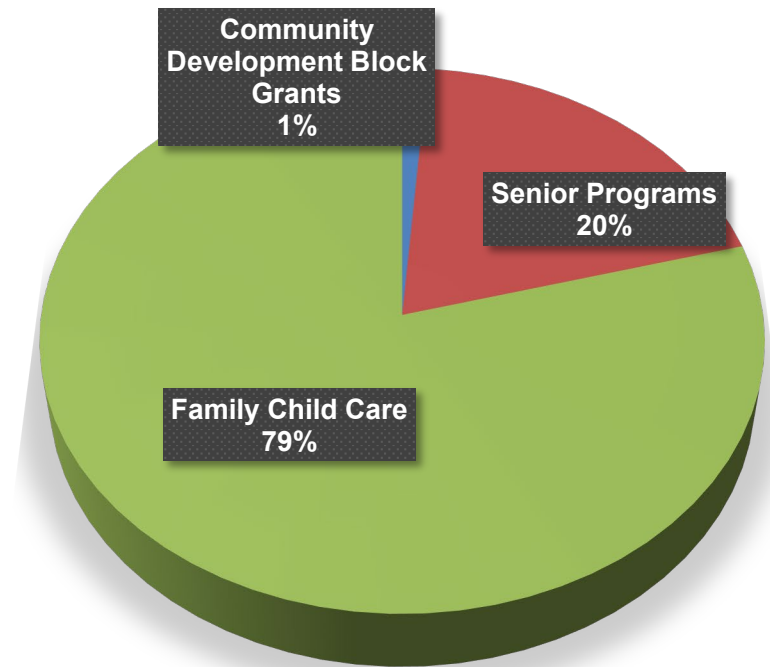
## Staffing Plan

<u>Human Services</u>	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Family Child Care Manager	1.00	1.00	1.00	1.00
Family Child Care Education Coordinator	0.23	0.23	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00
Family Child Care Education Assistant III	1.00	1.00	1.00	1.00
Family Child Care Education Assistant II	2.06	2.06	1.56	1.56
Family Child Care Program Assistant II	1.00	1.00	1.51	1.51
Family Child Care Program Assistant I	0.56	0.56	0.29	0.29
Community Aide I	0.25	0.25	-	-
Certified Nursing Assistant	1.00	1.00	1.44	1.44
Nutrition Services Coordinator	2.00	2.00	3.00	3.00
Community Aide III	0.35	0.35	-	-
Recreation Therapist	0.54	0.54	-	-
Community Aide II	0.77	0.77	1.00	1.00
Recreation Leader II	0.86	0.86	-	-
Recreation Leader I	0.50	0.50	1.21	1.21
Assistant Site Manager III	0.48	0.48	0.45	0.45
* Community Aide I	0.74	0.74	-	-
* Peer Advocate Counselor II	1.07	1.07	-	-
Geriatric Aide	0.75	0.75	0.58	0.58
Assistant Site Manager I	0.54	0.54	0.52	0.52
<b>Total Human Services</b>	<b>16.70</b>	<b>16.70</b>	<b>15.56</b>	<b>15.56</b>
* Vacant position (frozen) due to Covid related budget shortfalls				
** Positions eliminated due to Covid related budget shortfalls				
<b>TOTAL RECREATION &amp; HUMAN SERVICES</b>	<b>65.63</b>	<b>65.63</b>	<b>45.56</b>	<b>47.31</b>

Recreation & Human Services	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Custodian Maintenance	-	702,178	742,178	1,109,477
H.S. Youth/Family Services	195,645	176,161	178,049	176,819
Leisure Services	2,213,992	1,699,901	1,781,898	2,099,520
<b>Total Recreation &amp; Human Services</b>	<b>2,409,637</b>	<b>2,578,240</b>	<b>2,702,125</b>	<b>3,385,816</b>



<b>Special Revenue Funds Recreation &amp; Human Services</b>	<b>Audited 2019-2020</b>	<b>Adopted 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Proposed Amended 2021-2022</b>
Community Development Block Grants	79,576	83,297	83,297	90,000
Senior Programs	760,395	692,711	697,789	702,115
Family Child Care	2,714,772	2,829,447	2,829,447	2,841,831
<b>Total Recreation &amp; Human Services Special Revenue Funds</b>	<b>3,554,743</b>	<b>3,605,455</b>	<b>3,610,533</b>	<b>3,633,946</b>



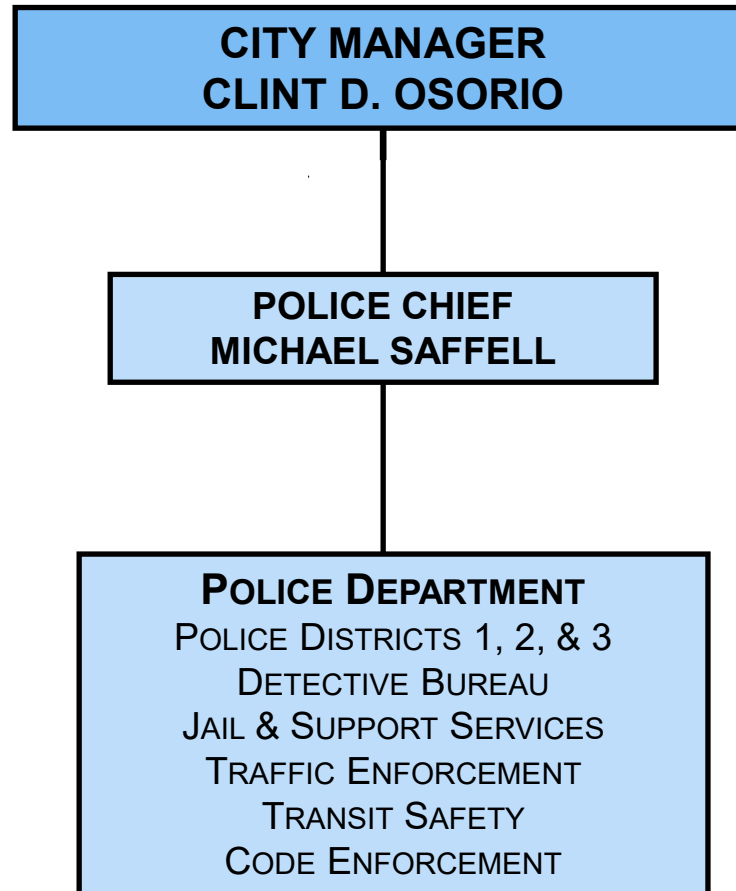


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# POLICE



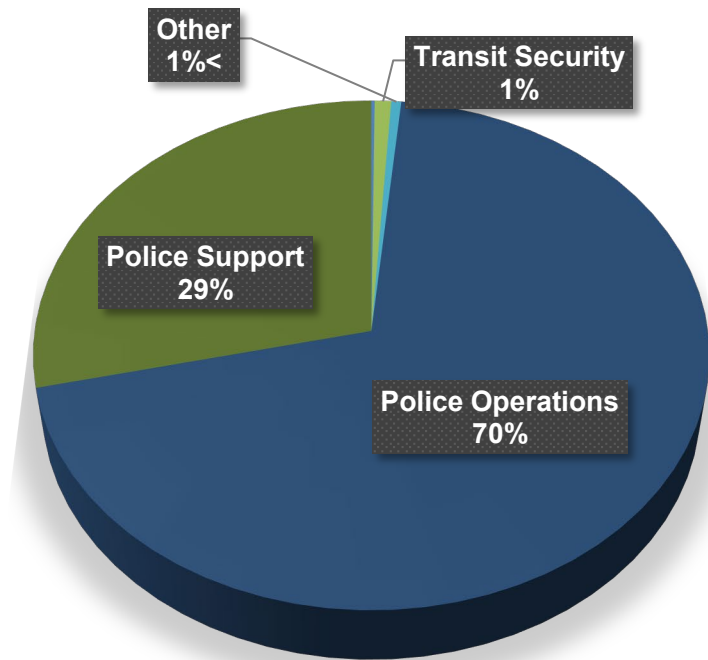
# POLICE



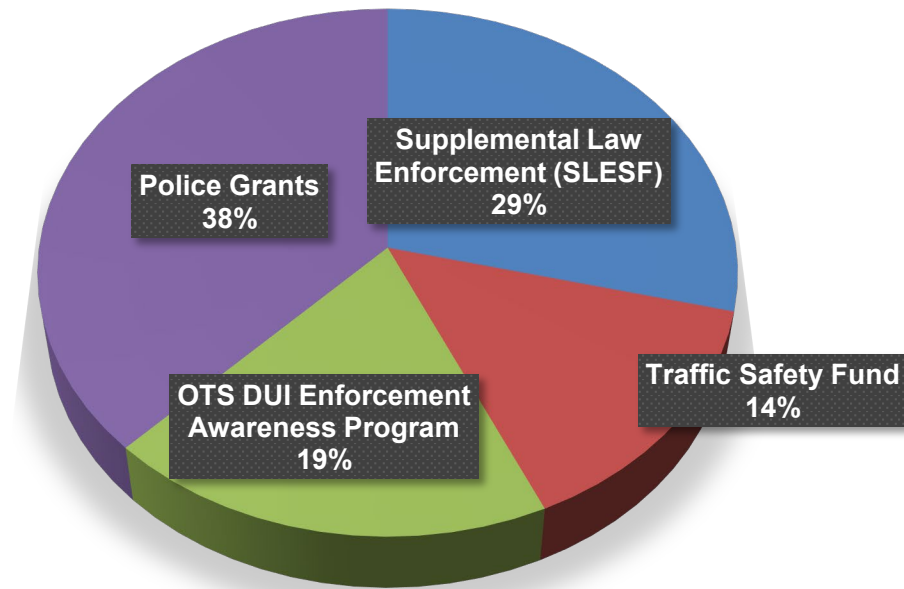
# POLICE Staffing Plan

POLICE & COMMUNITY SAFETY	FY 18/19	FY19/20	FY 20/21	FY 21/22
<b><u>Sworn Personnel</u></b>				
Police Chief	1.00	1.00	1.00	1.00
* Police Captain	2.00	2.00	1.00	2.00
* Police Lieutenant	6.00	6.00	5.00	5.00
Police Sergeant	13.00	13.00	13.00	13.00
* Police Officer	73.00	72.00	67.00	66.00
Police Trainee	-	-	1.50	-
<b>Total Sworn</b>	<b>95.00</b>	<b>94.00</b>	<b>88.50</b>	<b>87.00</b>
<b><u>Non-Sworn Personnel</u></b>				
Administrative Management Analyst I	0.30	0.30	0.30	0.30
** Administrative Analyst III	1.00	1.00	-	-
Forensic Technician	1.00	1.00	1.00	1.00
** Code Enforcement	2.00	2.00	1.00	1.00
Admin Support Services Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	-	-	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00
* Police Service Officer	9.00	9.00	7.00	8.00
* Police Records Technician II	6.00	6.00	4.00	4.00
Police Records Technician I	2.00	2.00	4.00	4.00
* Police Service Technician	2.00	2.00	2.00	2.00
Public Safety Officer (Transit Security)	1.00	1.00	-	-
** Police Assistant	18.61	18.61	14.99	14.99
<b>Total Non-Sworn</b>	<b>44.91</b>	<b>44.91</b>	<b>37.29</b>	<b>38.29</b>
* Vacant position (frozen) due to Covid related budget shortfalls				
** Positions eliminated due to Covid related budget shortfalls				
<b>TOTAL POLICE &amp; COMMUNITY SAFETY</b>	<b>139.91</b>	<b>138.91</b>	<b>125.79</b>	<b>125.29</b>

Police Department	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Juvenile Justice & Intervention Program	53,512	50,000	50,000	50,000
Transit Security	259,795	235,431	237,377	246,391
Parking Compliance	145,394	140,100	150,100	150,100
Police Operations	19,164,944	20,153,304	20,429,946	20,019,810
Police Support	8,590,861	7,739,021	7,685,635	8,176,350
<b>Total Police Services</b>	<b>28,214,506</b>	<b>28,317,856</b>	<b>28,553,057</b>	<b>28,642,651</b>



Special Revenue Funds Police Department	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Supplemental Law Enforcement (SLESF)	62,872	151,000	151,000	151,000
Traffic Safety Fund	89,165	85,000	85,000	75,500
OTS DUI Enforcement Awareness Program	85,616	100,000	100,000	100,000
Police Grants	441,355	49,112	149,112	197,181
<b>Total Police Department Special Revenue Funds</b>	<b>679,008</b>	<b>385,112</b>	<b>485,112</b>	<b>523,681</b>

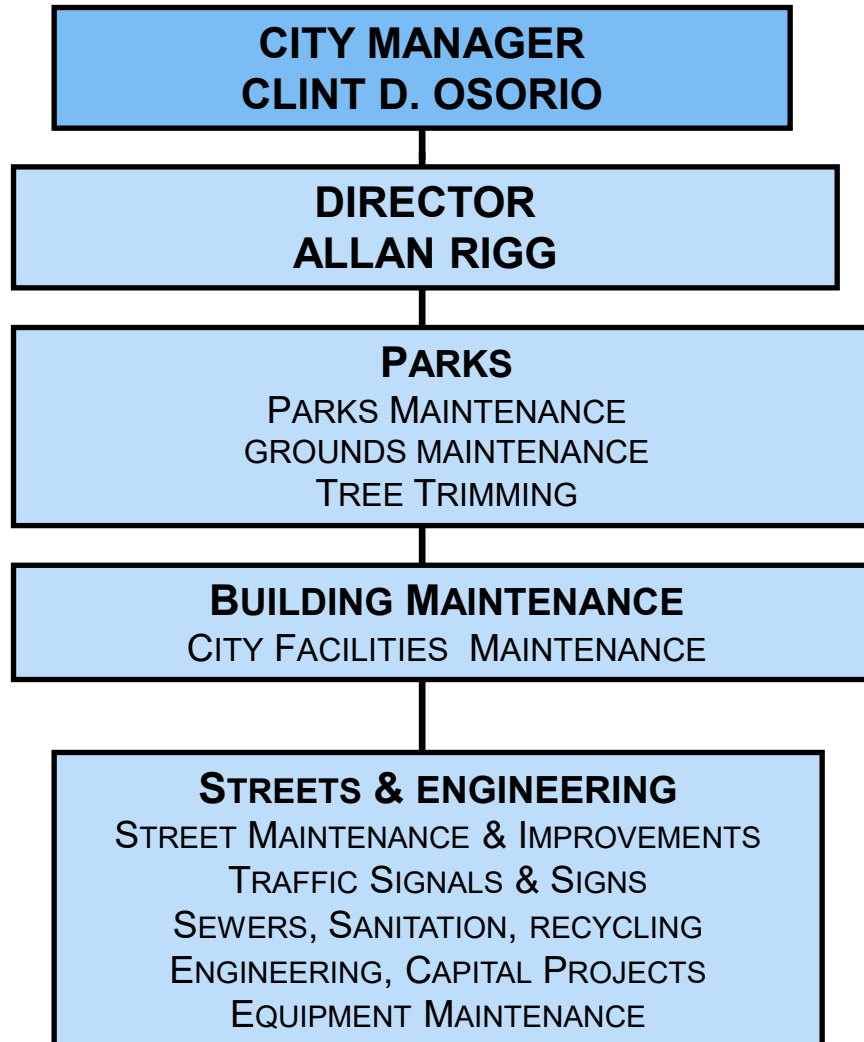




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# PUBLIC WORKS

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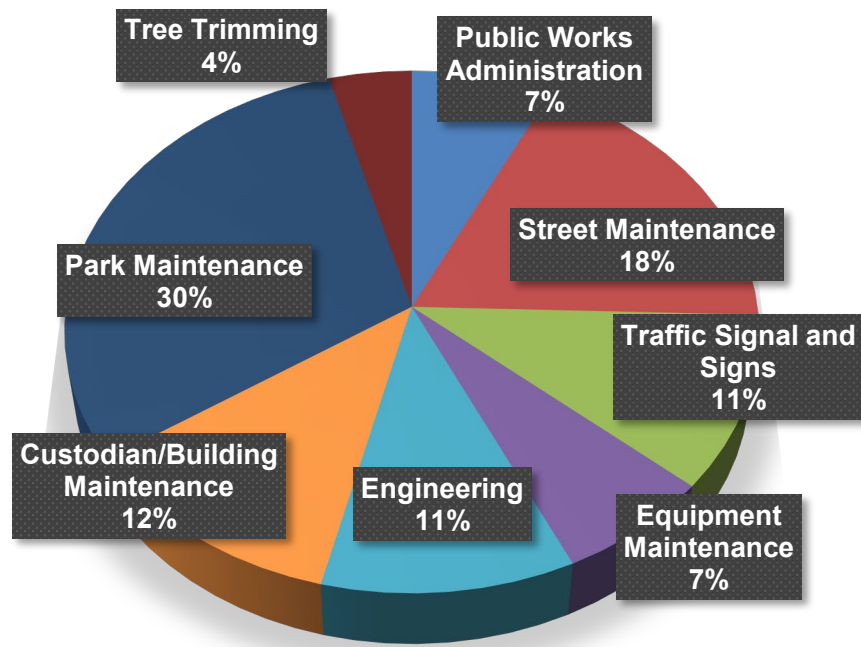


# PUBLIC WORKS

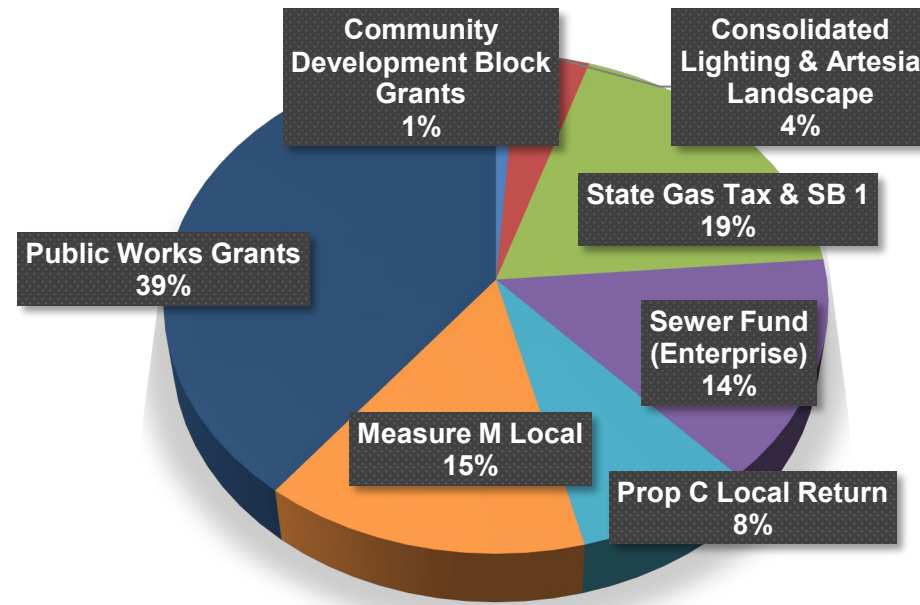
## Staffing Plan

<b>PUBLIC WORKS</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>Current</b>	<b>FY 21/22</b>	<b>Streets &amp; Engineering</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
<b><u>Parks</u></b>										
Park Superintendent	1.00	1.00	1.00	1.00	1.00	* Director of Public Works	1.00	1.00	-	1.00
* Park Maintenance Lead	2.00	2.00	2.00	2.00	2.00	* Administrative Management Analyst II	1.00	1.00	-	-
Tree Trimmer II	2.00	2.00	2.00	2.00	2.00	Administrative Analyst II	-	-	1.00	1.00
Park Maintenance Worker II	3.00	3.00	3.00	3.00	3.00	Administrative Analyst I	1.00	1.00	-	-
** Park Maintenance Worker I	6.64	6.64	3.00	3.00	4.60	Administrative Aide	-	-	1.00	1.00
<b>Total Parks</b>	<b>14.64</b>	<b>14.64</b>	<b>11.00</b>	<b>11.00</b>	<b>12.60</b>	Principal Civil Engineer	1.00	1.00	1.00	1.00
<b><u>Facilities</u></b>						* Street Maintenance Superintendent	1.00	1.00	-	-
* Maintenance Painter	1.00	1.00	-	-	-	Associate Engineer	2.00	2.00	2.00	2.00
Sr. Maintenance Worker	1.00	1.00	1.00	-	-	Assistant Engineer	-	-	-	1.00
Sr. Building Maintenance Worker	-	-	1.00	-	1.00	Electrical/Signal Technician II	1.00	1.00	1.00	1.00
Building Maintenance Worker	-	-	-	2.00	1.00	Public Work Lead	2.00	2.00	2.00	2.00
Building Maintenance Lead	1.00	1.00	1.00	1.00	1.00	Electrical/Signal Technician I	1.00	1.00	1.00	1.00
<b>Total Facilities</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	Engineering Technician	1.00	1.00	1.00	1.00
<b><u>Handy-Worker Program (CDBG)</u></b>						Equipment Mechanic	2.00	2.00	2.00	2.00
Public Works Coordinator	1.00	1.00	1.00	1.00	1.00	Heavy Equipment Operator	2.00	2.00	2.00	2.00
* Home Improvement Leadperson	1.00	1.00	-	-	-	Street Traffic Painter	1.00	1.00	1.00	1.00
Home Improvement Maintenance Helper	1.00	1.00	1.00	1.00	1.00	Street Sweeper Operator	2.00	2.00	2.00	2.00
<b>Total Handy-Worker Program (CDBG)</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	Sewer Maintenance Worker	3.00	3.00	2.00	2.00
* Vacant position (frozen) due to Covid related budget shortfalls						* Cement Finisher	1.00	1.00	-	-
** Positions eliminated due to Covid related budget shortfalls						** Secretary	1.00	1.00	-	-
						* Engineering Aide	1.00	1.00	-	-
						* Street Maintenance Worker I	3.55	3.55	2.00	1.00
						Street Maintenance Worker II	0.00	0.00	0.00	1.00
						Graffiti Technician	1.00	1.00	1.00	1.00
						Right-of-Way Worker	3.20	3.20	3.83	3.83
						Intern	-	-	-	1.00
						* Clerk Typist	0.68	0.68	-	-
						<b>Total Streets &amp; Engineering</b>	<b>33.43</b>	<b>33.43</b>	<b>25.83</b>	<b>28.83</b>
						* Vacant position (frozen) due to Covid related budget shortfalls				
						** Positions eliminated due to Covid related budget shortfalls				
						<b>TOTAL PUBLIC WORKS</b>	<b>54.07</b>	<b>54.07</b>	<b>41.83</b>	<b>46.43</b>

Public Works	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Public Works Administration	273,412	190,938	194,131	400,517
Street Maintenance	899,456	921,491	935,928	1,016,714
Traffic Signal and Signs	534,216	534,216	544,753	599,170
Equipment Maintenance	348,621	353,603	356,425	375,728
Engineering	654,767	473,790	453,673	602,184
Custodian/Building Maintenance	1,857,398	782,510	761,417	656,567
Park Maintenance	1,549,080	1,360,425	1,436,703	1,676,193
Tree Trimming	197,047	201,302	204,992	234,809
<b>Total Public Works</b>	<b>6,313,997</b>	<b>4,818,275</b>	<b>4,888,022</b>	<b>5,561,882</b>



Special Revenue Funds Public Works	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Community Development Block Grants	203,716	187,428	212,138	250,000
Consolidated Lighting & Artesia Landscape	701,435	795,386	795,386	802,443
State Gas Tax & SB 1	2,342,173	3,492,236	2,606,233	3,954,971
Sewer Fund (Enterprise)	1,554,726	2,679,503	2,311,739	3,054,505
Prop C Local Return	1,283,015	3,215,514	770,659	1,684,103
Measure M Local	221,931	2,447,311	1,020,659	3,062,616
Public Works Grants	1,588,338	5,866,748	1,711,246	8,336,316
<b>Total Public Works Special Revenue Funds</b>	<b>7,895,334</b>	<b>18,684,126</b>	<b>9,428,061</b>	<b>21,144,954</b>

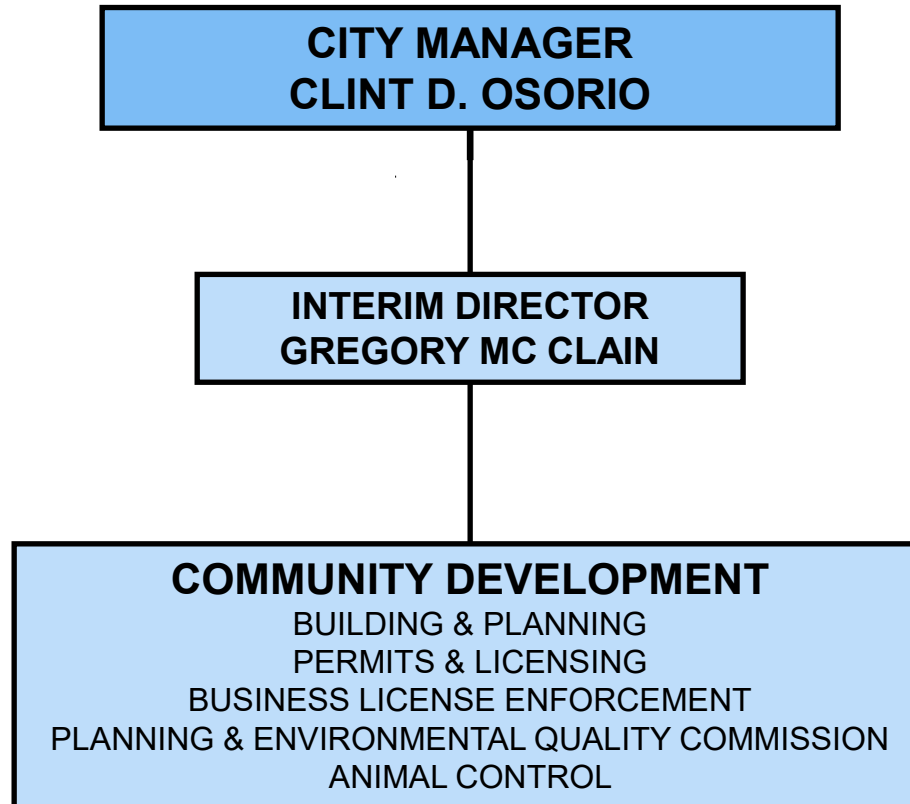




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# COMMUNITY DEVELOPMENT

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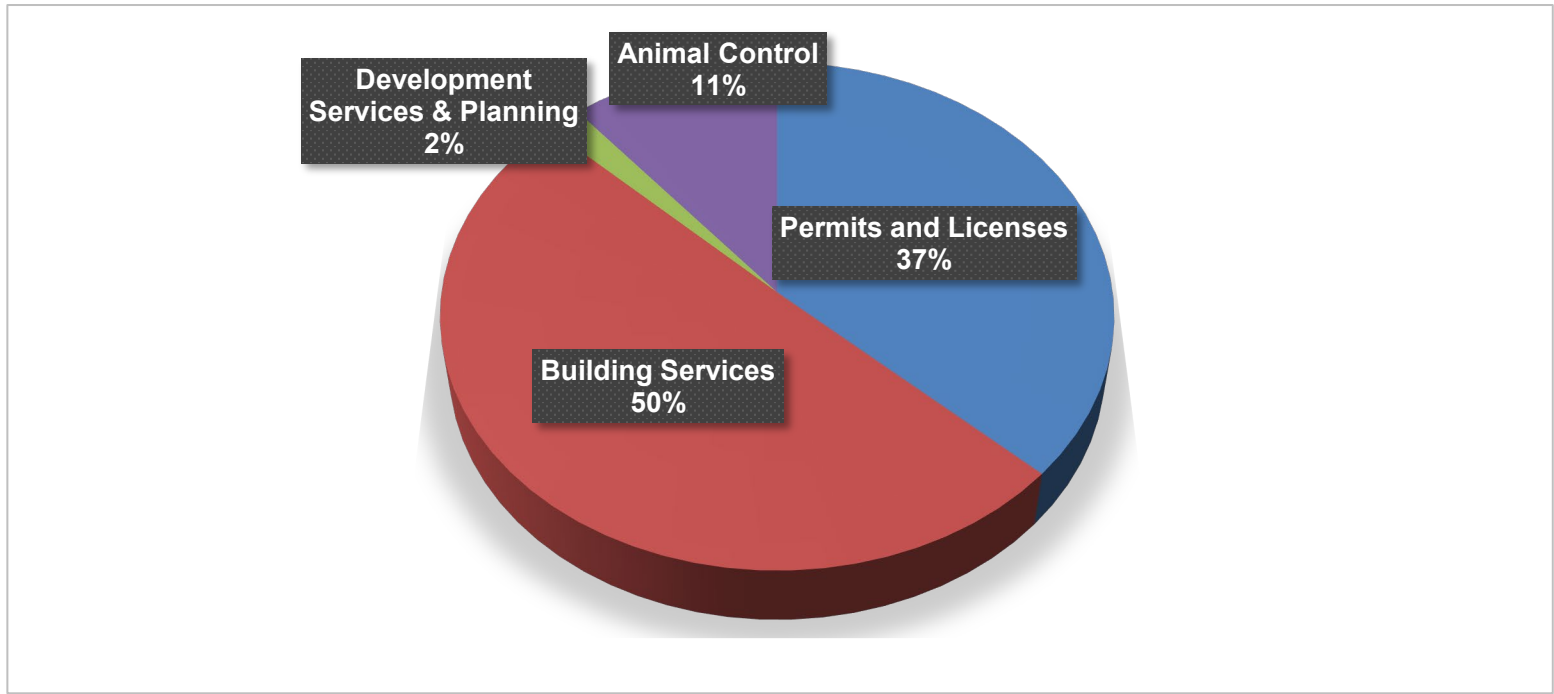


# COMMUNITY DEVELOPMENT

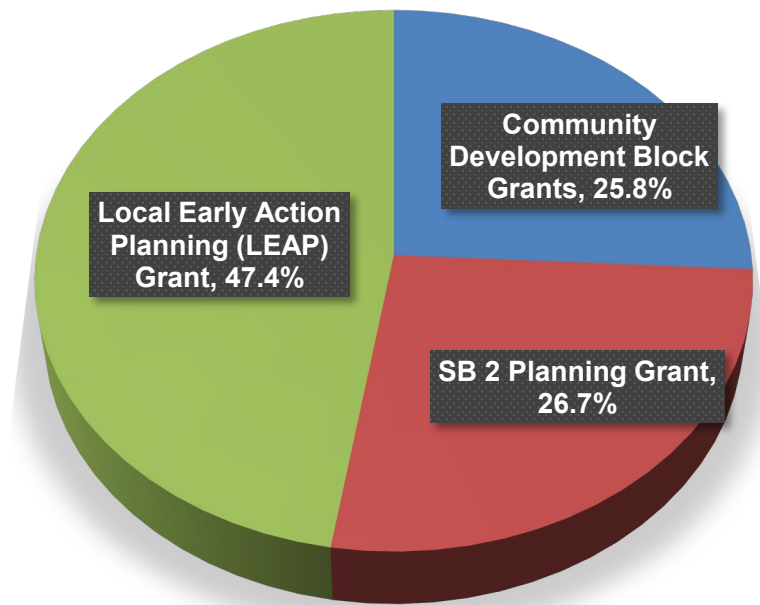
## Staffing Plan

COMMUNITY DEVELOPMENT	FY18/19	FY 19/20	FY 20/21	FY 21/22
Director	-	-	1.00	1.00
* Administrative Services Manager	1.00	1.00	-	-
* Administrative Aide	1.00	1.00	-	-
* General Building Inspector	2.00	2.00	1.00	1.00
** Permit/Licensing Technician I	4.00	4.00	2.00	2.00
Permit/Licensing Technician II	1.00	1.00	1.00	1.00
Planning Assistant	2.00	2.00	1.00	0.00
Community Service Officer	-	-	-	0.75
Planning Commissioner (5)	-	-	-	-
Intern	-	-	-	0.34
Senior Clerk Typist	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	2.00
<b>Total Community Development</b>	<b>13.00</b>	<b>13.00</b>	<b>8.00</b>	<b>9.09</b>
* Vacant position (frozen) due to Covid related budget shortfalls				
** Positions eliminated due to Covid related budget shortfalls				

<b>Community Development</b>	<b>Audited 2019-2020</b>	<b>Adopted 2020-2021</b>	<b>Adopted 2021-2022</b>	<b>Proposed Amended 2021-2022</b>
Permits and Licenses	531,859	369,481	376,200	617,764
Building Services	742,894	626,038	639,706	845,629
Development Services & Planning	318,593	129,790	131,606	30,720
Animal Control	187,783	286,599	311,270	185,029
<b>Total Community Development</b>	<b>1,781,129</b>	<b>1,411,908</b>	<b>1,458,782</b>	<b>1,679,142</b>



Special Revenue Funds Community Development	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Community Development Block Grants	140,277	130,347	130,347	163,378
SB 2 Planning Grant	80,346	310,000	-	169,006
Local Early Action Planning (LEAP) Grant	-	300,000	-	300,000
<b>Total Community Development Special Revenue Funds</b>	<b>220,623</b>	<b>740,347</b>	<b>130,347</b>	<b>632,384</b>

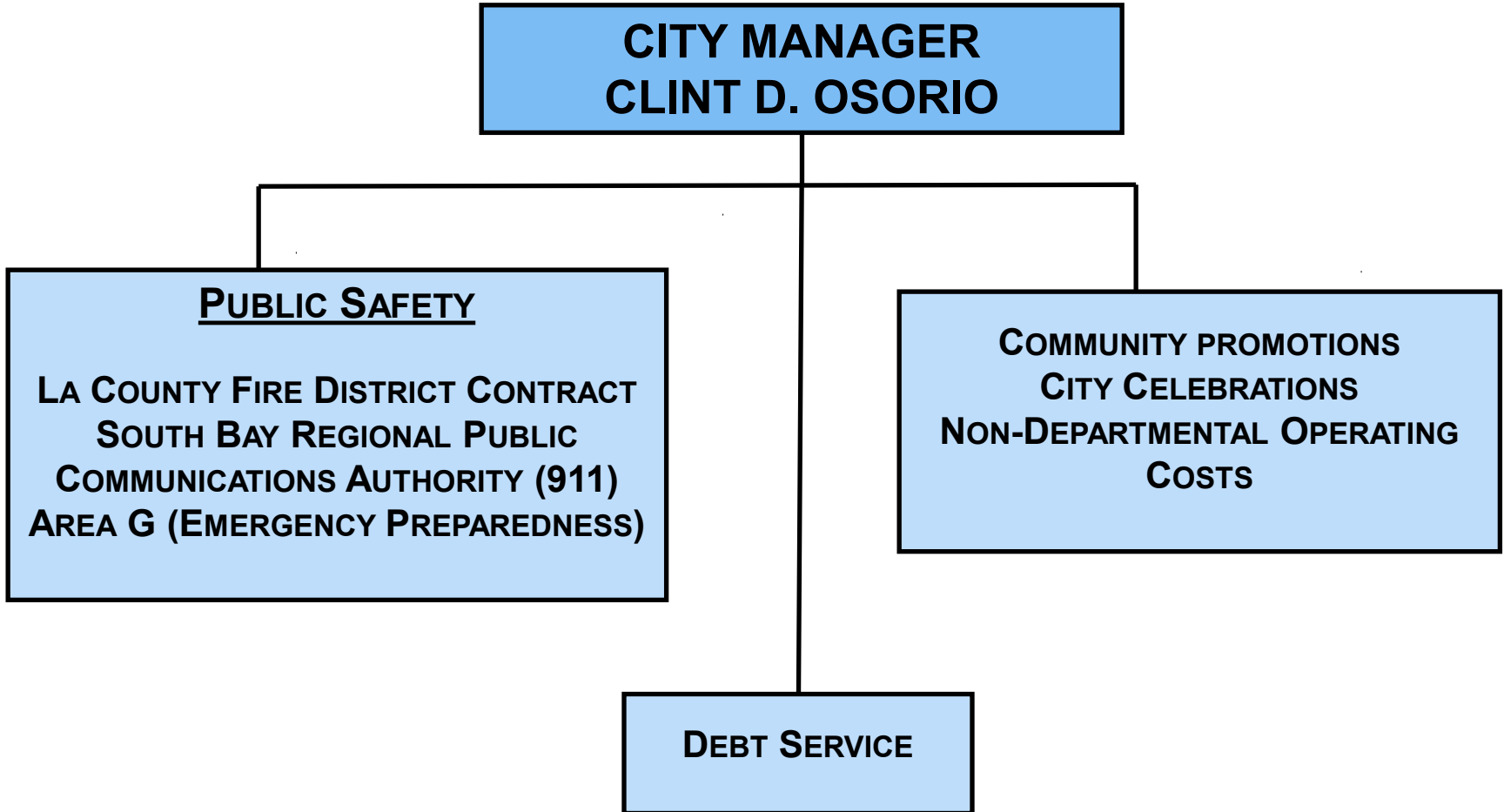




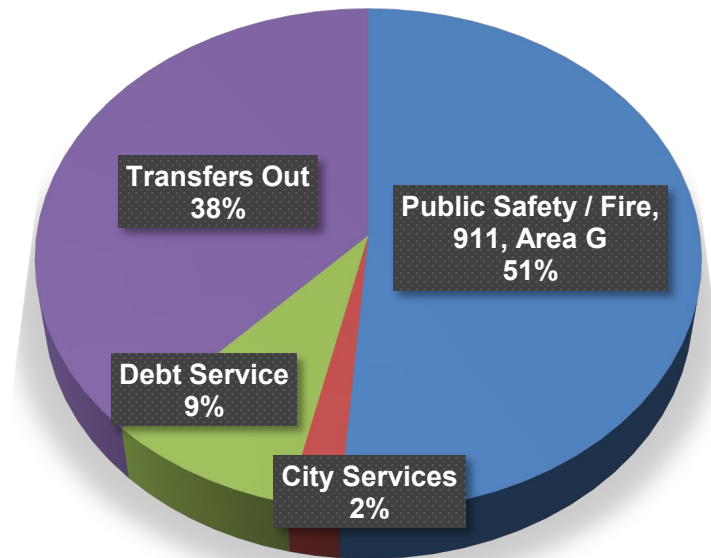
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# NON-DEPARTMENTAL

# NON-DEPARTMENTAL



Non-Departmental	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Public Safety / Fire, 911, Area G	11,469,522	11,361,536	12,127,795	12,017,155
City Services	692,656	474,000	494,000	534,000
Debt Service	2,035,410	2,017,257	2,017,437	2,017,437
Transfers Out	3,797,737	3,663,892	4,478,346	8,870,425
<b>Total Non-Departmental</b>	<b>17,995,325</b>	<b>17,516,685</b>	<b>19,117,578</b>	<b>23,439,017</b>



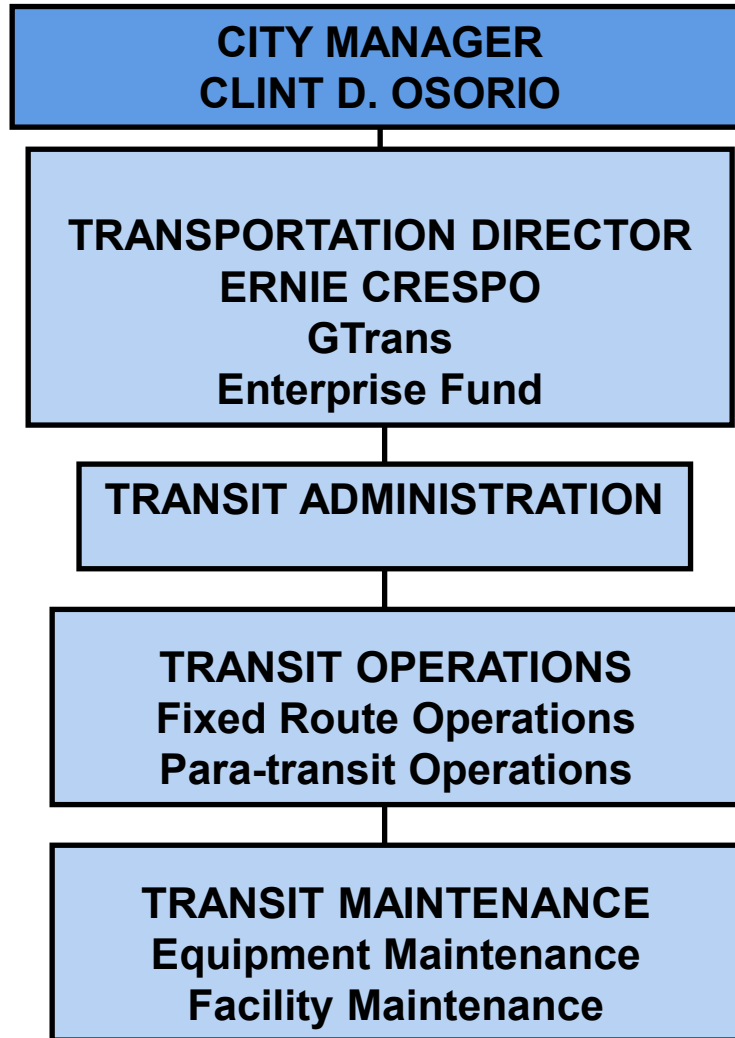


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# **GTRANS**



# GTRANS

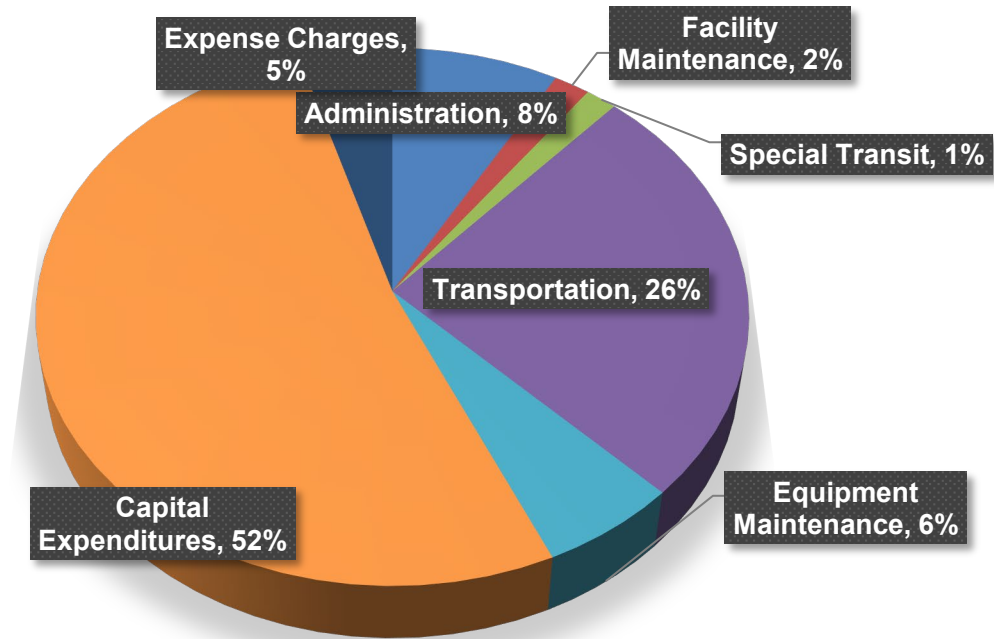


# GTRANS

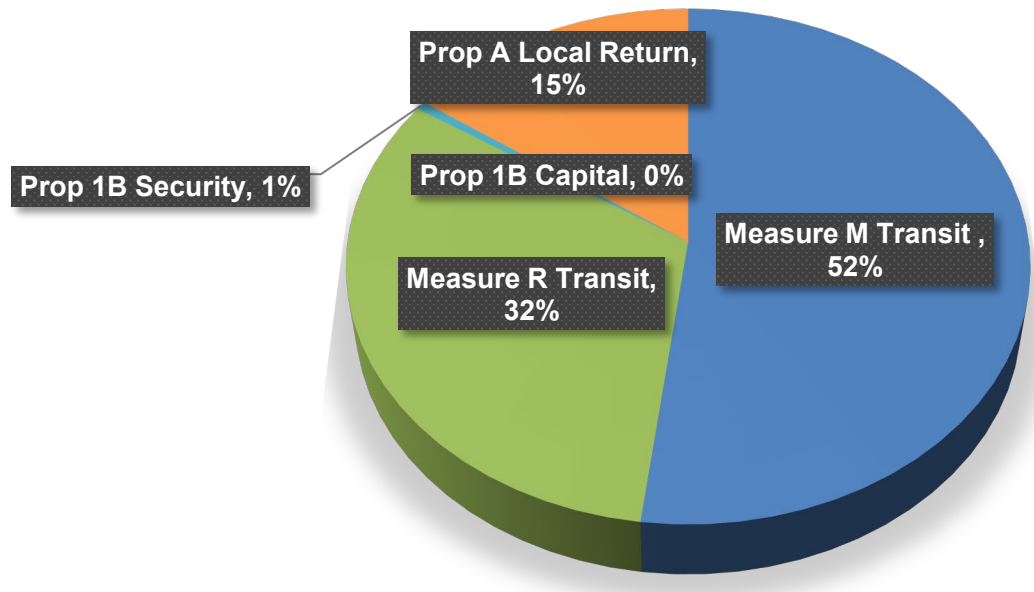
## Staffing

<u>GTrans Administration</u>	FY 18/19	FY 19/20	FY 20/21	FY 21/22	<u>GTrans Maintenance</u>	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Transportation Director	1.00	1.00	1.00	1.00	Transit Maintenance Manager	1.00	1.00	1.00	1.00
Transit Administrative Officer	1.00	1.00	1.00	1.00	Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00
Transit Operations Officer	1.00	1.00	1.00	1.00	Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Human Resources Manager	0.60	0.60	0.60	0.60	Maintenance Coordinator	-	-	-	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	* Administrative Management Analyst I	1.00	1.00	-	-
* Transportation Administrative Manager	1.00	1.00	-	-	Transit Equipment Mechanics - Lead	2.00	2.00	2.00	2.00
Administrative Analyst II	1.00	1.00	1.00	1.00	* Transit Equipment Mechanics	8.00	8.00	7.00	7.00
Transit Marketing Coordinator	-	-	-	1.00	Transit Parts/Storeroom Coordinator	1.00	1.00	1.00	1.00
Information Technology Systems Analyst	1.00	1.00	1.00	1.00	Sr. Building Maintenance Worker	1.00	1.00	1.00	1.00
Senior Accountant Grants	0.90	0.90	1.00	1.00	Sr. Transit Utility Specialist	1.00	1.00	2.00	2.00
* Administrative Analyst I	4.00	4.00	2.00	2.00	* Apprentice Mechanic	2.00	2.00	-	-
Administrative Aide	2.00	2.00	3.00	3.00	Equipment Utility Worker II	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	0.60	0.60	* Equipment Utility Worker I	5.00	5.00	3.00	3.00
Secretary	1.00	1.00	1.00	1.00	<b>Total GTrans Maintenance</b>	<b>25.00</b>	<b>25.00</b>	<b>20.00</b>	<b>21.00</b>
* Customer Service Clerk I	1.79	1.79	1.00	1.00	<i>*Positions eliminated due to Covid related budget shortfalls</i>				
<b>Total GTrans Administration</b>	<b>18.29</b>	<b>18.29</b>	<b>15.20</b>	<b>16.20</b>	<b>TOTAL GTRANS</b>	<b>153.75</b>	<b>153.75</b>	<b>136.98</b>	<b>139.98</b>
<u>GTrans Operations</u>									
Transit Operations Manager	1.00	1.00	1.00	1.00					
Transit Training and Safety Supervisor	1.00	1.00	1.00	1.00					
Transit Planning & Scheduling Analyst	-	-	1.00	1.00					
Transit Operations Assistant Trainer	-	-	-	1.00					
Route Supervisors	9.00	9.00	11.00	11.00					
* Bus Operators	88.00	88.00	72.91	72.91					
Paratransit Dispatcher	1.00	1.00	1.00	1.00					
Paratransit Drivers	5.46	5.46	5.46	5.46					
Relief Bus Operators	5.00	5.00	8.41	8.41					
<b>Total GTrans Operations</b>	<b>110.46</b>	<b>110.46</b>	<b>101.78</b>	<b>102.78</b>					

GTrans	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Administration	3,905,927	3,974,694	4,159,246	4,288,002
Facility Maintenance	746,627	896,709	917,504	928,057
Special Transit	741,864	856,021	877,599	808,018
Transportation	11,434,601	12,964,179	13,294,175	13,304,271
Equipment Maintenance	2,482,862	2,598,086	2,719,120	2,990,441
Capital Expenditures	-	21,097,125	11,410,000	26,899,018
Expense Charges	2,305,675	2,305,675	2,305,675	2,389,033
<b>Total GTrans</b>	<b>34,471,547</b>	<b>44,692,489</b>	<b>35,683,319</b>	<b>51,606,840</b>



Special Revenue Funds Gtrans	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Measure M Transit	347,535	2,137,734	1,788,305	3,830,656
GTrans OPEB Trust Fund	-	-	-	-
Measure R Transit	2,474,814	2,163,331	1,801,157	2,372,061
Prop 1B Capital	-	2,966,473	-	-
Prop 1B Security	-	539,475	38,122	38,122
Prop A Local Return	1,347,945	1,288,043	1,122,325	1,122,325
<b>Total Gtrans Special Revenue Funds</b>	<b>4,170,294</b>	<b>9,095,056</b>	<b>4,749,909</b>	<b>7,363,164</b>





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**CAPITAL IMPROVEMENT  
PROJECTS (CIP)  
PROPOSED BUDGET  
FISCAL YEAR 2021/2022**



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**CAPITAL IMPROVEMENT  
PROJECTS (CIP),  
DEBT SERVICE, and  
INTERNAL SERVICE FUNDS**

# CAPITAL IMPROVEMENT PROJECTS (CIP)



**FY 2021-2022**

**PARK IMPROVEMENTS**

City Parks, playgrounds, facility grounds and public parkways

**\$ 4,858,646**

**STREETS, SEWER & STORMWATER IMPROVEMENTS**

Maintain City streets, sanitary sewers, storm drain systems, sidewalks, curbs, crosswalks, and signs

Maintain and control City traffic signals

Mechanical maintenance of City vehicle and equipment

Ensure compliance with State mandated safety and air quality program

**\$ 14,827,260**

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**CAPITAL IMPROVEMENT PROJECTS TOTAL**

**\$ 19,685,906**

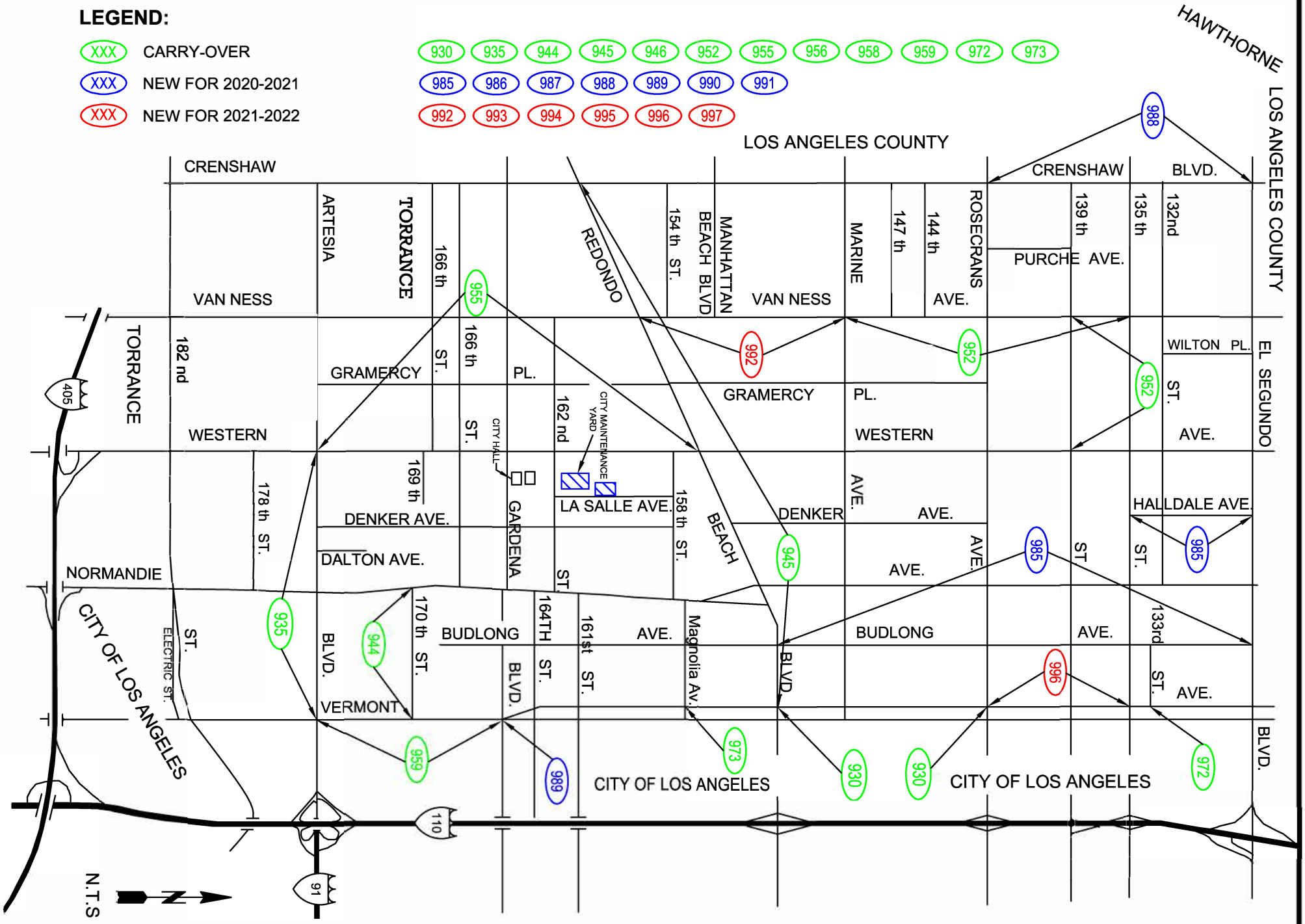
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# CIP 2021 - 2022

## LEGEND:

- XXX CARRY-OVER
- XXX NEW FOR 2020-2021
- XXX NEW FOR 2021-2022

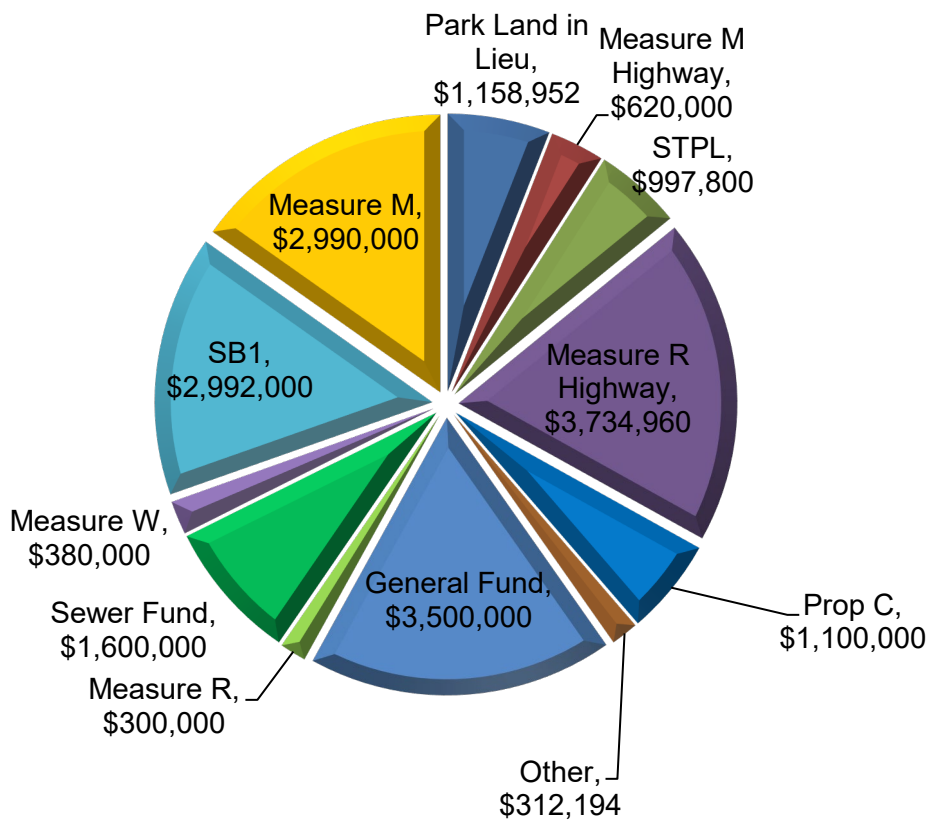
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# Capital Improvement Projects Fiscal Year 2021/2022

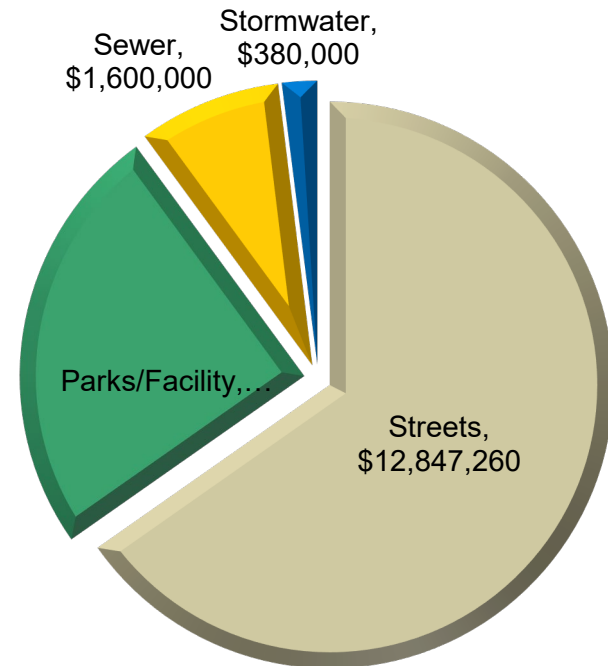
## CAPITAL REVENUE

... Where the money comes from ...



## CAPITAL EXPENDITURES

... Where the money goes...



**CAPITAL IMPROVEMENT PROJECTS – PARKS / FACILITIES**  
**FISCAL YEAR 2021-2022**

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<b><u>JOB NO.</u></b>	<b><u>PROJECT DESCRIPTION</u></b>		
<b>820 ( c )</b>	<b>Mas Fukai Park Rehabilitation - \$130,000</b> Replace playground equipment; Replace basketball standards and handball wall, bleachers, fencing, asphalt; renovate restrooms; replace picnic shelter. (Combined with JN 961)	<b>501 ( n )</b>	<b>City Hall Roof Rehabilitation - \$199,964</b> Lead and asbestos abatement, repair of existing and additional drainage systems, and new curb openings; installation of all new flashings and skirts; and repair and seal of all edges, joints, transitions, etc.
<b>961 ( c )</b>	<b>Bell Park Rehabilitation Program – \$268,730</b> Replace picnic shelters, bleachers, fencing, netting, asphalt; renovate building, courts and restroom	<b>502 ( n )</b>	<b>Nakaoka Community Center Roof Rehabilitation - \$235,222</b> Lead and asbestos abatement, removal and disposal of existing materials; repair of existing and additional drainage systems, and new curb openings; installation of all new flashings and skirts; and repair and seal of all edges, joints, transitions, etc.
<b>963 ( c )</b>	<b>Rec Facilities Landscaping &amp; Outdoor Impr - \$75,000</b> Irrigation, landscaping, parking lot improvements		
<b>966 ( c )</b>	<b>Thornburg Park Improvements - \$150,000</b> Renovate southern portion of the park to add recreation space and opportunities	<b>505 ( n )</b>	<b>Community Project - \$3,500,000</b> Acquire and renovate a building for community and senior programs
<b>967 ( c )</b>	<b>Multi-Park Improvements - \$75,000</b> Renovate/repair recreation facilities		
<b>968 ( c )</b>	<b>Rowley Park Baseball Diamond Restroom Rehabilitation - \$225,000</b> Replace or Rehabilitate Rowley Park Diamond #1 Restroom		

( c ) – Continuing project from previous years,  
 ( n ) – New project proposed for fiscal year 2021-2022

**Overall Impact on Operating Budget**

There is no financial impact to the General Fund for these projects. These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

**CAPITAL IMPROVEMENT PROJECTS – STREETS, SEWER & STORMWATER  
FISCAL YEAR 2021-2022**

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<b><u>JOB NO.</u></b>	<b><u>PROJECT DESCRIPTION</u></b>		
<b>930 ( c )</b>	<b>Vermont Ave Traffic Signal Improvements - \$1,300,000</b> Improve traffic signals at Vermont Ave. and Rosecrans Ave., and Redondo Beach Blvd.	<b>955 ( c )</b>	<b>Western Ave Street Improvement (RBB to Artesia) - \$840,000</b> Rehabilitate asphalt pavement, striping, improve pedestrian safety and landscape.
<b>935 ( c )</b>	<b>Artesia Blvd Signal Improvements - \$2,305,090</b> Improve traffic signals between Western Ave. and Vermont Ave. to address existing and future traffic conditions.	<b>959 ( c )</b>	<b>Vermont Ave Improvements (Artesia to Gardena) - \$600,000</b> Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.
<b>944 ( c )</b>	<b>170th St Improv. (Normandie to Vermont) - \$430,000</b> Rehabilitate asphalt pavement, striping and pedestrian safety as needed.	<b>972 ( c )</b>	<b>New Marked Crosswalk with Pedestrian Hybrid Beacon (PHB) on Vermont Ave &amp; 133th St. - \$207,800</b> Install new crosswalk with PHB to improve pedestrian and vehicle safety.
<b>945 ( c )</b>	<b>Redondo Beach Blvd Street Improvements - \$620,000</b> Improve traffic flow along Redondo Beach Blvd. from Crenshaw Blvd. to Vermont Ave; new medians, improve signal, signing & striping, rehabilitate concrete and pavements. The project is pending additional \$4.6M grant application.	<b>973 ( c )</b>	<b>New Traffic Signal at Vermont &amp; Magnolia - \$129,870</b> Traffic signal improvement to create a safer, more efficient way for vehicles to cross Vermont Ave. and enhance traffic flow.
<b>946 ( c )</b>	<b>Local Street Improvements FY 2018/2019 - \$32,500</b> Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.	<b>985 ( n )</b>	<b>Budlong Ave (El Segundo to RBB) and Halldale Ave (135<sup>th</sup> to El Segundo) Street Improvements - \$900,000</b> Rehabilitate asphalt pavement, striping and pedestrian safety as needed.
<b>952 ( c )</b>	<b>Van Ness Ave (135<sup>th</sup> to Marine) and 139<sup>th</sup> St (Van Ness to Western) Improvements - \$1,250,000</b> Rehabilitate asphalt pavement, striping and improve pedestrian safety as needed.		

( c ) – Continuing project from previous years

( n ) – New project proposed for fiscal year 2021-2022

**Overall Impact on Operating Budget**

There is no financial impact to the General Fund for these projects.

These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

**CAPITAL IMPROVEMENT PROJECTS – STREETS, SEWER & STORMWATER  
FISCAL YEAR 2021-2022**

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<u>JOB NO.</u>	<u>PROJECT DESCRIPTION</u>		
987 ( n )	<b>Local Street Improvements FY 2020/2021 - \$1,252,000</b> Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.	995 ( n )	<b>Sewer Rehabilitation FY 2021/2022 - \$1,000,000</b> Replace deficient and high maintenance sewer mains that have leaks, root intrusion, and settlement problems.
988 ( n )	<b>Crenshaw Blvd Improvements (Rosecrans to El Segundo) - \$600,000</b> Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.	996 ( n )	<b>Multi-Year Vermont Ave Street Improvements (Rosecrans to 135<sup>th</sup>) - \$150,000</b> Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed. Design phase during the FY 2021-2020.
990 ( n )	<b>Sewer Master Plan - \$600,000</b> Assessment of hydraulic capacity of the City's major sewers and prioritized set of Capital Improvement Projects to address existing and projected future capacity requirements including GIS implementation.	997 ( n )	<b>Pavement Management Program 2021 - \$150,000</b> Triennial pavement evaluation of City's entire 104 roadway miles to support transportation asset management and develop rehabilitation strategies including GIS implementation.
992 ( n )	<b>Multi-Year Van Ness Ave Street Improvements (RBB to Marine) - \$700,000</b> Rehabilitate asphalt pavement, striping and pedestrian safety as needed. Design phase during the FY 2021-2020	998 ( n )	<b>Storm Drain Debris Screen - \$180,000</b> Continue implementing the Statewide Trash Provisions through multi-phase iterative approach. Install the Full Capture System Equivalency (FCSE) screens by year 2025 to all City jurisdictional catch basins.
993 ( n )	<b>Pedestrian Safety Improvements FY 2020/2021 - \$380,000</b> Remove and replace damaged curb, gutter, sidewalk, and access ramps at various locations.	999 ( n )	<b>Storm Drain Debris Screen - \$200,000</b> Continue implementing the Statewide Trash Provisions through multi-phase iterative approach. Install the Full Capture System Equivalency (FCSE) screens by year 2025 to all City jurisdictional catch basins.
994 ( n )	<b>Local Street Improvements FY 2021/2022 - \$1,000,000</b> Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.		

( c ) – Continuing project from previous years

( n ) – New project proposed for fiscal year 2021-2022

**Overall Impact on Operating Budget**

There is no financial impact to the General Fund for these projects.

These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

**CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2021-2022 FUNDING SUMMARY**

FUNDING SOURCE		STREETS, SEWER & STORMWATER IMPROVEMENTS		PROJECT COST
<b>Measure R Highway</b>	#930 (c)	Vermont Ave Traffic Signal Improvement	1,300,000	
	#935 (c)	Artesia Blvd. Street Improvements (Western to Vermont)	2,305,090	
	#973 (c)	New Traffic Signal at Vermont/Magnolia	<u>129,870</u>	
		<b>Measure R Highway - Total</b>	<u><u>3,734,960</u></u>	\$3,734,960
<b>Measure M Highway</b>	#945 (c)	RBB Street Improvements (Crenshaw to Vermont)	620,000	\$620,000
<b>STPL</b>	#944 (c)	170th Street Improvements - Normandie to Vermont	430,000	
	#959 (c)	Local Street Improvement 2018-2019	400,000	
	#972 (c)	New Marked Crosswalk with PHB on Vermont/133 St.	<u>167,800</u>	
		<b>STPL - Total</b>	<u><u>997,800</u></u>	\$997,800
<b>SB 821</b>	#993 (n)	Pedestrian Safety Improvements FY 2021-2022 - Various	80,000	\$80,000
<b>Prop C</b>	#985 (c)	Budlong Ave (135th to RBB) & Halldale Ave (135th to El Segundo) Street Improvements	900,000	
	#992 (n)	Multi-Year Van Ness Ave St Improvements - RBB to Marine	<u>200,000</u>	
		<b>Prop C - Total</b>	<u><u>1,100,000</u></u>	\$1,100,000
<b>Gas Tax</b>	#946 (c)	Local Street Improvements 2018-2019	32,500	\$32,500
<b>Measure M</b>	#952 (c)	Van Ness Ave (135th St. to Marine) & 139th Street (Van Ness Ave. to Western) Improvements	1,250,000	
	#959 (c)	Vermont Ave Street Improvements - Artesia to Gardena	200,000	
	#972 (c)	New Marked Crosswalk with PHB on Vermont/133 St.	40,000	
	#987 (c)	Local Street Improvements 2020-2021 - Various	100,000	
	#988 (c)	Crenshaw Blvd St. Improvements - Rosecrans to El Seg.	600,000	
	#992 (n)	Multi-Year Van Ness Ave St Improvements - RBB to Marine	500,000	
	#996 (n)	Multi-Year Vermont Ave St Improvements - Rosecrans to 135th St	150,000	
	#997 (n)	Pavement Management Program Update	<u>150,000</u>	
		<b>Measure M - Total</b>	<u><u>2,990,000</u></u>	\$2,990,000
<b>SB 1</b>	#955 (c)	Western Ave Street Improvements - RBB to Artesia	840,000	
	#987 (c)	Local Street Improvements 2020-2021 - Various	1,152,000	
	#994 (n)	Local Street Improvements 2021-2022 - Various	<u>1,000,000</u>	
		<b>SB 1 - Total</b>	<u><u>2,992,000</u></u>	\$2,992,000
<b>Measure R Local</b>	#993 (n)	Pedestrian Safety Improvements FY 2021-2022 - Various	300,000	\$300,000
<b>Sewer Fund</b>	#990 (c)	Sewer Master Plan	600,000	
	#995 (n)	Sewer Rehabilitation FY 2021-2022	<u>1,000,000</u>	
		<b>Sewer Fund - Total</b>	<u><u>1,600,000</u></u>	\$1,600,000
<b>Measure W</b>	#998 (c)	Storm Drain Debris Screen FY 2020-2021	180,000	
	#999 (n)	Storm Drain Debris Screen FY 2021-2022	<u>200,000</u>	
		<b>Measure W - Total</b>	<u><u>380,000</u></u>	\$380,000
		<b>STREETS, SEWER &amp; STORMWATER IMPROVEMENTS</b>	<b>SUBTOTAL</b>	<b>\$14,827,260</b>
FUNDING SOURCE		PARK/FACILITY IMPROVEMENTS		PROJECT COST
<b>Park Land in Lieu</b>	#820 (c)	Mas Fukai Park Improvements	130,000	
	#961 (c)	Bell Park Rehabilitation Program	268,730	
	#963 (c)	Recreation Facilities Landscape and Outdoor Improvements	75,000	
	#966 (c)	Thornburg Park Restroom Rehabilitation	150,000	
	#967 (c)	Multi-Park Improvements	75,000	
	#968 (c)	Rowley Park Baseball Diamond Restroom Rehabilitation	225,000	
	#502 (n)	Nakaoka Community Center Roof Rehabilitation	<u>235,222</u>	
		<b>Park Land in Lieu - Total</b>	<u><u>1,158,952</u></u>	\$1,158,952
<b>Deferred Maintenance Fund</b>	#501 (n)	City Hall Roof Rehabilitation	199,694	\$199,694
<b>General Fund</b>	#505 (n)	Community Project	3,500,000	\$3,500,000
		<b>PARK/FACILITY IMPROVEMENTS</b>	<b>SUBTOTAL</b>	<b>\$4,858,646</b>
		<b>CIP - FISCAL YEAR 2021-2022</b>	<b>TOTAL</b>	<b>\$19,685,906</b>











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**DEBT SERVICE  
PROPOSED BUDGET  
FISCAL YEAR 2021/2022**

**CITY OF GARDENA**  
**FISCAL YEAR 2021-2022**  
**DEBT SERVICE REQUIREMENTS**

Series	ORIGINAL ISSUE			BEGINNING BALANCE 07/01/2021			RETIRED FY 2021-22			ENDING BALANCE June 30, 2022		
	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL	PRINCIPAL	INTEREST	TOTAL
<b>Certificates of Participation (COPs):</b>												
2006 A <sup>1</sup>	21,010,000	27,690,971	48,700,971	7,150,000	2,328,701	9,478,701	625,000	398,910	1,023,910	6,525,000	1,929,791	8,454,791
2007 A	2,800,000	1,929,165	4,729,165	1,430,000	429,056	1,859,056	120,000	66,575	186,575	1,310,000	362,481	1,672,481
<b>Direct Purchase Lease Bonds:</b>												
2017 <sup>2</sup>	1,635,000	121,078	1,756,078	845,000	26,342	871,342	280,000	8,798	288,798	565,000	17,544	582,544
<b>Taxable Lease Revenue Refunding Bonds:</b>												
2014 <sup>1</sup>	9,110,000	8,035,249	17,145,249	8,880,000	5,162,111	14,042,111	65,000	438,366	503,366	8,815,000	4,723,745	13,538,745
<b>Taxable Pension Obligation Bonds:</b>												
2020	101,490,000	36,502,806	137,992,806	101,280,000	35,453,259	136,733,259	2,995,000	2,972,825	5,967,825	98,285,000	32,480,434	130,765,434
	<b>\$142,545,000</b>	<b>\$74,279,269</b>	<b>\$216,824,269</b>	<b>\$119,585,000</b>	<b>\$43,399,469</b>	<b>\$162,984,469</b>	<b>\$4,085,000</b>	<b>\$3,885,474</b>	<b>\$7,970,474</b>	<b>\$115,500,000</b>	<b>\$39,513,995</b>	<b>\$155,013,995</b>

Professional services and Admin. Fees: \$ 7,075

**TOTAL:** \$ 7,977,549

**REVENUE SOURCES:**

Transfer-in from General Fund \$ 2,009,724

Charges to Various Funds \$ 5,967,825

\$ 7,977,549

<sup>1</sup> In Fiscal Year 2014/2015, 2006 Series B was refunded by the 2014 Taxable Lease Revenue Refunding Bonds.

<sup>2</sup> In Fiscal Year 2016/2017, 2006 Series C was refunded by the 2017 Direct Purchase Lease Bonds.

**DEBT SERVICE REQUIREMENTS**  
**2006 REFUNDING CERTIFICATES OF PARTICIPATION SERIES A**  
**(Issued in 2006)**

BOND ISSUES: **CITY OF GARDENA**  
**Refunding**  
DATE OF ISSUES: June 7, 2006  
AMOUNT OF ISSUE: \$21,010,000.00  
AMOUNT OUTSTANDING: **\$7,150,000.00 \***  
*(June 30, 2021)*

DESCRIPTION: The 2006 Refunding Certificates of Participation Series AB&C are issued to (1) refinance certain financial obligations of the City in connection with a Memorandum of Understanding with certain financial institutions, (2) prepay and defease certain outstanding 1994 Refunding Certificates of Participation, (3) fund a reserve fund and (4) pay certain costs of issuance.

The total \$21,010,000 includes \$12,495,000 aggregate principal amount of Certificates of Participation (2006 Refinancing Project, Series A), and \$8,515,000 aggregate principal amount of Certificates of Participation Series B (the 2006C Certificates.)

**\*Note-**In Fiscal Year 2014-2015 the 2006 Certificate of Participation, Series B, was refunded by the 2014 Taxable Lease Revenue Refunding Bonds, Series 2014. The econmic gain on the current refunding was \$1,637,398 and the savings in debt service payments was \$2,360,051.

The bond interest rates vary from 5.98% to 6.38%.

PAYMENT DATES: January 1 and July 1  
PAYMENT AGENT: US Bank

**DEBT SERVICE REQUIREMENTS**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
<b><u>REVENUE SOURCES</u></b>			
Transfer-in from General Fund	1,026,145	1,024,939	1,026,340
<b>TOTAL:</b>	<b>\$ 1,026,145</b>	<b>\$ 1,024,939</b>	<b>\$ 1,026,340</b>
<b><u>EXPENDITURES</u></b>			
Interest Expense	473,715	437,509	398,910
Principal payment	550,000	585,000	625,000
Administration and trustee fees	2,430	2,430	2,430
<b>TOTAL:</b>	<b>\$ 1,026,145</b>	<b>\$ 1,024,939</b>	<b>\$ 1,026,340</b>

**DEBT SERVICE REQUIREMENTS  
2017 DIRECT PURCHASE LEASE BONDS  
(Issued in 2017)**

BOND ISSUES: **CITY OF GARDENA  
Direct Purchase Lease**

DATE OF ISSUES: June 2017

AMOUNT OF ISSUE: \$1,635,000.00

AMOUNT OUTSTANDING: **\$845,000.00**  
(June 30, 2021)

DESCRIPTION: The 2017 Direct Purchase Lease Bonds were issued to (1) refund 2016 Certificate of Participation, Series C, (2) interests due and (3) cost of issuance

PAYMENT DATES: The bonds bear interest at 2.07%.  
January 1 and July 1

PAYMENT AGENT: Zions Bank

**DEBT SERVICE REQUIREMENTS**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
<b><u>REVENUE SOURCES</u></b>			
Transfer-in from General Fund	295,338	294,594	288,798
<b>TOTAL:</b>	<b>\$ 295,338</b>	<b>\$ 294,594</b>	<b>\$ 288,798</b>
<b><u>EXPENDITURES</u></b>			
Interest Expense	20,338	14,594	8,798
Principal payment	275,000	280,000	280,000
Administration and trustee fees	-	-	-
<b>TOTAL:</b>	<b>\$ 295,338</b>	<b>\$ 294,594</b>	<b>\$ 288,798</b>

**DEBT SERVICE REQUIREMENTS  
2007 REVENUE BONDS SERIES A  
(Issued in 2007)**

BOND ISSUES: **CITY OF GARDENA**  
**South Bay Communication Center**

DATE OF ISSUES: January 24, 2007

AMOUNT OF ISSUE: \$2,800,000.00

AMOUNT OUTSTANDING: **\$1,430,000.00**  
*(June 30, 2021)*

DESCRIPTION: The 2007 A Refunding Revenue Bonds are issued pursuant to Indenture of Trust, dated as of February 1, 2007 by and between the South Bay Regional Public Communications Authority (SBRPCA), and the Bank of New York Trust Company, N.A. as trustee. The bonds are issued to refund SBRPCA Revenue Bonds 2001 Series A (City of Gardena Project) in an amount of \$2,800,000, to fund the Reserve Account, and to pay certain costs of issuance.

The bond interest rates vary from 5% to 5.125%.

PAYMENT DATES: January 1 and July 1

PAYMENT AGENT: Bank of New York Trust Company

**DEBT SERVICE REQUIREMENTS**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
<b><u>REVENUE SOURCES</u></b>			
Transfer-in from General Fund	189,825	189,325	188,575
<b>TOTAL:</b>	<b>\$ 189,825</b>	<b>\$ 189,325</b>	<b>\$ 188,575</b>
<b><u>EXPENDITURES</u></b>			
Interest Expense	77,825	72,325	66,575
Principal payment	110,000	115,000	120,000
Trustee admin. services	2,000	2,000	2,000
<b>TOTAL:</b>	<b>\$ 189,825</b>	<b>\$ 189,325</b>	<b>\$ 188,575</b>

**DEBT SERVICE REQUIREMENTS**  
**2014 TAXABLE LEASE REVENUE REFUNDING BONDS**  
**(Issued in 2015)**

BOND ISSUES: **CITY OF GARDENA**  
**Taxable Lease Revenue Refunding Bonds**

DATE OF ISSUES: May 1, 2015

AMOUNT OF ISSUE: \$9,110,000.00

AMOUNT OUTSTANDING: **\$8,880,000.00**  
*(June 30, 2021)*

DESCRIPTION: The 2014 Taxable Lease Revenue Refunding Bonds, were issued to (a) refund the 2006B Certificates, (b) fund capitalized interest for a portion of the Bonds through May 1, 2017, and (c) pay a portion of the costs of the Bonds.

The bond interest rates vary from 3.950% to 5.000%.

PAYMENT DATES: May 1 and November 1

PAYMENT AGENT: US Bank

**DEBT SERVICE REQUIREMENTS**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
<b><u>REVENUE SOURCES</u></b>			
Transfer-in from General Fund	505,949	508,579	506,011
<b>TOTAL:</b>	<b>\$ 505,949</b>	<b>\$ 508,579</b>	<b>\$ 506,011</b>
<b><u>EXPENDITURES</u></b>			
Interest Expense	443,304	440,934	438,366
Principal payment	60,000	65,000	65,000
Administration and trustee fees	2,645	2,645	2,645
<b>TOTAL:</b>	<b>\$ 505,949</b>	<b>\$ 508,579</b>	<b>\$ 506,011</b>

**DEBT SERVICE REQUIREMENTS**  
**TAXABLE PENSION OBLIGATION BONDS, SERIES 2020**  
**(Issued in 2020)**

BOND ISSUES: **CITY OF GARDENA**  
**Taxable Pension Obligation Bonds**

DATE OF ISSUES: November 1, 2020

AMOUNT OF ISSUE: \$101,490,000.00

AMOUNT OUTSTANDING: **\$101,280,000.00**  
*(June 30, 2021)*

DESCRIPTION: The Taxable Pension Obligation Bonds, Series 2020 were issued pursuant to Articles 10 and 11 of Chapter 3 of Part 1 Division 2 of Title 5 of the California Government Code, a trust agreement, by and between the City of Gardena and U.S. Bank National Association as trustee. The bonds are issued to pay down City's pension unfunded accrued liability portion to CalPERS and to pay for certain costs of issuance, in an amount of \$101,490,000.

The bond interest rates vary from 1.081% to 3.854%.

PAYMENT DATES: April 1 and October 1

PAYMENT AGENT: U.S. Bank National Association

**DEBT SERVICE REQUIREMENTS**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>
<b><u>REVENUE SOURCES</u></b>			
Charges to Various Funds	1,259,547	5,967,825	6,603,951
<b>TOTAL:</b>	<b>\$ 1,259,547</b>	<b>\$ 5,967,825</b>	<b>\$ 6,603,951</b>
<b><u>EXPENDITURES</u></b>			
Interest Expense	1,049,547	2,972,825	2,938,951
Principal payment	210,000	2,995,000	3,665,000
Trustee admin. services	-	-	-
<b>TOTAL:</b>	<b>\$ 1,259,547</b>	<b>\$ 5,967,825</b>	<b>\$ 6,603,951</b>



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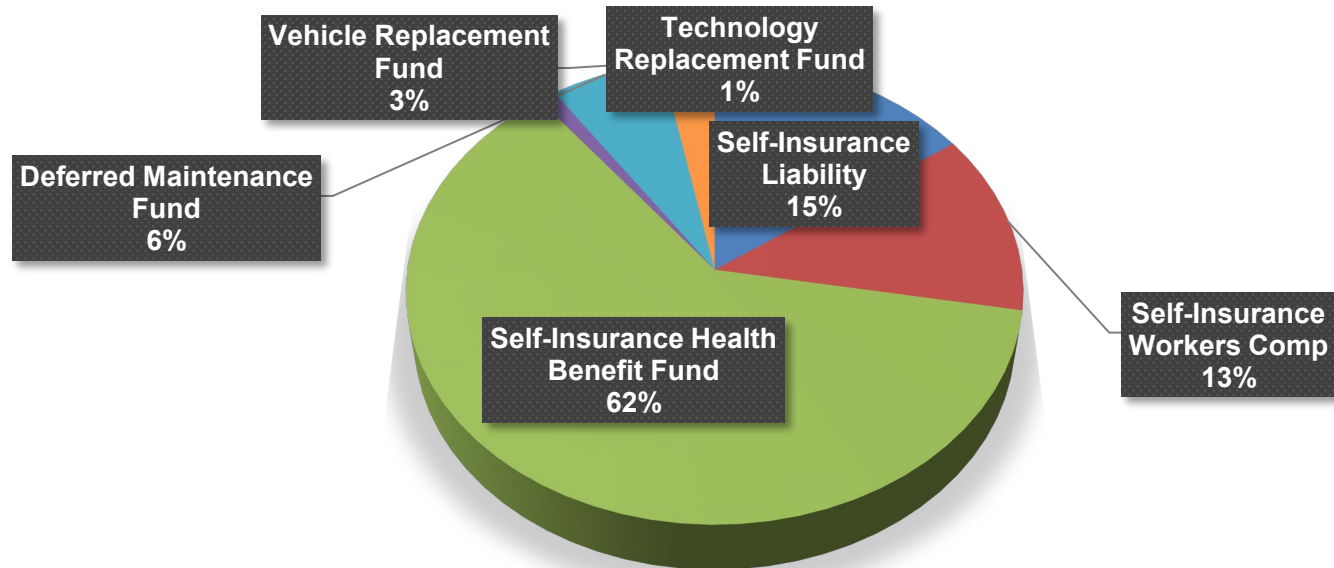
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**INTERNAL SERVICE FUNDS  
ADOPTED BUDGET  
FISCAL YEAR 2021/2022**

Internal Service Funds	Audited 2019-2020	Adopted 2020-2021	Adopted 2021-2022	Proposed Amended 2021-2022
Self-Insurance Liability	2,190,162	2,442,029	2,351,023	2,364,423
Self-Insurance Workers Comp	1,779,360	1,862,251	2,256,148	1,940,032
Self-Insurance Health Benefit Fund	7,930,044	9,696,751	9,430,617	9,567,611
Technology Replacement Fund	65,532	103,600	103,600	153,600
Deferred Maintenance Fund	-	-	-	1,000,000
Vehicle Replacement Fund	212,207	300,000	-	475,000
<b>Total Internal Service Funds</b>	<b>12,177,305</b>	<b>14,404,631</b>	<b>14,141,387</b>	<b>15,500,666</b>



## INTERNAL SERVICE FUNDS

**PUBLIC SERVICE GOAL:** *To continually build and maintain adequate reserves through annual budget contributions to protect the City's investment in the cost of insurance and other ongoing administrative obligations.*

Internal Service Funds are established to cover the cost of insurance and other ongoing administrative obligations and to separate these funds from the General Fund account. The City is self-insured for general liability, worker's compensation and employee health benefits coverage. Funds in these accounts are used to pay all self-insured losses and related administrative costs with the balance in each account at the end of the fiscal year accumulated as reserves against future liabilities.

### SELF - INSURANCE PROGRAMS

The City retains the services of Third-Party Administrators (TPA) to handle claims for general liability, worker's compensation and health care claims. Current services are provided by:

General Liability Claims – Carl Warren & Co.

Workers Compensation Claims – AdminSure

Health Benefits Plan – Advanced Benefits Solutions

- **General Liability**

The General Liability Fund provides for the City's general liability, self-insurance program and other insurance needs in order to reduce cost and provide better control; to provide for the administration and legal service necessary for the operation of this program; to provide insurance protection against catastrophic loss or losses and to provide payment of liability insurance purchased in excess of the City's self insurance limits.

Charges to departments are established by the Chief Fiscal Officer and included in the budget manual. Upon recommendation from the finance committee, additional reserves may be transferred at year end from the General Fund reserves.

- **Workers Compensation**

The Workers Compensation Fund is established to pay administrative and legal services necessary for the operation of this program; to provide payment of compensation benefits and medical expenses associated with industrial injuries; to provide insurance protection against a catastrophic loss or losses; to review and analyze the City's industrial injury risks and determine the most suitable means of reducing employee exposure; and to develop procedures for administration of the City's Self-Insurance Compensation and Safety Program.

Charges to departments are established by the Chief Fiscal Officer and included in the budget manual.

- **Health Benefits**

The City is self-insured for health benefits for its employees and purchases reinsurance to transfer some of its risk. Rates are set by the Health Benefits Committee, which is comprised of management and one employee from each of the employee bargaining groups. The committee reviews the cost of health care, changes in benefits, and market trends in order to establish the rate for health insurance. Fund levels are set at 70% confidence rate.

The fund is supported through contributions of both employees and the City as negotiated each year with the employee bargaining groups. The City's contribution is \$1,060 per month for the employee and one dependent. Employees contribute an additional \$434 per month if they have more than one dependent insured. Rates for life insurance vary depending on the bargaining group.



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# APPENDIX

**AB** Assembly Bill  
**ABC** Alcoholic Beverage Control  
**ADA** American Disabilities Act  
**ADCRC** Alzheimers Day Care Resource Center  
**AMBAC** American Municipal Bond Assurance Corporation  
**AQMD** Air Quality Management District  
**ARRA** American Recovery and Reinvestment Act  
**ASST** Assistant  
**ATF** Alcohol Tobacco and Firearms, US Bureau of  
**ATM** Automated Teller Machine  
**AVE** Avenue  
**BHS** Behavioral Health Services  
**BIT** Biannual Inspection of Terminals  
**BJA** Bureau of Justice Assistance  
**BLDG** Building  
**BLVD** Boulevard  
**CA** California  
**CAL OSHA** California Occupational Safety and Health Act  
**CALWORKS** California Work Opportunity and Responsibility to Kids  
**CAPE** Community Action Project for the Elderly  
**CDBG** Community Development Block Grant  
**CDE** California Department of Education  
**CDPP** County Delinquency Prevention Program  
**CEO** Chief Executive Officer  
**CEQA** California Environmental Quality Act  
**CHGS** Charges  
**CINDEX** Clerk's Index  
**CIP** Capital Improvement Projects  
**CIS** Continuous Improvement System  
**CJSSP** County Justice System Subvention Program  
**CLEEP** California Law Enforcement Equipment Program

**CLETEP** California Law Enforcement Technology Equipment Program  
**CO** Company  
**CO-ED** Co-educational  
**C of O** Certificate of Occupancy  
**COLA** Cost of Living Adjustment  
**COPS** Citizen Option for Public Safety  
**CORP** Corporation  
**CPI** Consumer Price Index  
**CSBG** Community Services Block Grant  
**CSMFO** California Society of Municipal Finance Officers  
**DEMO** Demolition  
**DEV** Development  
**DHS** Department of Homeland Security  
**DIST** District  
**DMH** Department of Mental Health  
**DOC** Document  
**DUI** Driving Under the Influence  
**EAP** Employee Assistance Program  
**EDWAA** Economically Dislocated Worker Adjustment Act  
**E.G.** For Example (Exempli Gratia)  
**ENF** Enforcement  
**EPA** Environmental Protection Agency  
**ERAF** Educational Relief Augmentation Fund  
**ESA** Environmental Site Assessment  
**E & T** Education and Training  
**ETC** Etcetera  
**EXP** Expense  
**FAU** Federal Aid to Urban Areas  
**FEMA** Federal Emergency Management Agency  
**FPPC** Fair Public Practices Commission

<b>G-CAN</b>	Gardena Community Action Network	<b>LAIF</b>	Local Agency Investment Fund
<b>GAAFR</b>	Governmental Accounting, Auditing and Financial Reporting	<b>LTD.</b>	Limited
<b>GAAP</b>	Generally Accepted Accounting Practices	<b>MAINT</b>	Maintenance
<b>GAAS</b>	Generally Accepted Auditing Standards	<b>MDC</b>	Mobile Data Computers
<b>GASB</b>	Governmental Accounting Standards Board	<b>MDT</b>	Mobile Data Terminals
<b>GBAC</b>	Gardena Business Advisory Council	<b>MGMT</b>	Management
<b>GED</b>	General Education Development	<b>MGR.</b>	Manager
<b>GEPCO</b>	Gardena Employee Personal Computer Opportunity	<b>MIC</b>	Management Information Center
<b>GFCC</b>	Gardena Family Child Care	<b>MISC.</b>	Miscellaneous
<b>GFOA</b>	Government Finance Officers Association	<b>MMIC</b>	Municipal Mutual Insurance Company
<b>GIS</b>	Geographic Information System	<b>MTA</b>	Metropolitan Transportation Authority
<b>GMBL</b>	Gardena Municipal Bus Line	<b>N.A.</b>	National Association
<b>GMC</b>	Gardena Municipal Code	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>GRADE</b>	Gardena Regional Anti-Drug Education	<b>NRC</b>	National Revenue Corp.
<b>GRAGA</b>	Gardena Royal and Ancient Golf Association	<b>OAA</b>	Older Americans Act
<b>GREAT</b>	Gang Resistance Education and Training	<b>OCJP</b>	Office of Criminal Justice Planning
<b>HS</b>	Human Services	<b>OJP</b>	Office of Justice Programs
<b>HUD</b>	The U.S. Department of Housing and Urban Development	<b>OSHA</b>	Occupational, Safety and Health Administration
<b>ICMA</b>	International City/County Management Association	<b>OTS</b>	Office of Traffic Safety
<b>i.e.</b>	(Latin: id est) that is	<b>PARS</b>	Public Agency Retirement System
<b>IMPR</b>	Improvement	<b>PERS</b>	Public Employee's Retirement System
<b>INC.</b>	Incorporated	<b>PK.</b>	Park
<b>IND</b>	Industrial	<b>PL</b>	Place
<b>ISTEA</b>	Intermodal Surface Transportation Efficiency Act	<b>POP</b>	Problem Oriented Policing
<b>JAG</b>	Justice Assistance Grant Program	<b>POST</b>	Police Officers Standards and Training
<b>JR.</b>	Junior	<b>PRIM</b>	Primary
<b>JT POWERS</b>	Joint Powers	<b>PROG</b>	Program
<b>L.A.</b>	Los Angeles	<b>PROP 127</b>	Proposition 127: 1/2 cents of sales for public safety services (Public Safety Augmentation Fund)
<b>LACDACC</b>	Los Angeles County Department of Animal Care and Control	<b>PROP 40</b>	Proposition 40: California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002
<b>LACoFD</b>	Los Angeles County Fire District		
<b>LLEBG</b>	Bureau of Justice Assistance Local Law Enforcement Block Grant Program	<b>PSI</b>	Progressive Solutions, Inc.
<b>LP</b>	Limited Partnership	<b>PT</b>	Part-time

<b>RCC</b>	Regional Communication Center	<b>STEP</b>	Strategic Traffic Enforcement Program
<b>REC.</b>	Recreation	<b>STEP</b>	Subsidized Transitional Employment Program
<b>RFP</b>	Request for Proposal	<b>STIP</b>	State Transportation Improvement Program
<b>SB</b>	Senate Bill	<b>STPLHG</b>	Surface Transportation Program Local Hazard Grant
<b>S.B.R.P.C.A.</b>	South Bay Regional Public Communications Authority	<b>SUBVN</b>	Subvention
<b>SBWIB</b>	South Bay Workforce Investment Board	<b>SYETP</b>	Summer Youth Employment and Training Program
<b>SCAG</b>	Southern California Association of Governments	<b>TDA</b>	Transportation Development Act
<b>SCAMP</b>	Senior Community Action Meals Program	<b>TEA 21</b>	Transportation Equity Act for the 21st Century
<b>SCAMP HD</b>	Senior Community Action Meals Program-Home Delivered	<b>TECH</b>	Technical
<b>SCIBA</b>	Southern California International Business Academy	<b>TRANS</b>	Tax and Revenue Anticipation Notes
<b>SDA</b>	Service Delivery Area	<b>TRAP</b>	Taskforce For Regional Auto Theft Prevention
<b>SDCC</b>	Senior Day Care Center	<b>TRG</b>	Training
<b>SLESF</b>	Supplemental Law Enforcement Services Fund	<b>TV</b>	Television
<b>SPORTS</b>	Service Providing Opportunities through Recreational Training & Support	<b>UHP</b>	Universal Hiring Program
<b>SR.</b>	Senior	<b>US</b>	United States
<b>ST</b>	Street	<b>USDOJ</b>	U.S. Department of Justice
		<b>WIA</b>	Workforce Investment Act
		<b>WRG</b>	Waste Resources of Gardena
		<b>WOTC</b>	Work Opportunity Tax Credits
		<b>YMCA</b>	Young Men's Christian Association



**City of Gardena**  
**Gardena City Council Meeting**  
**AGENDA REPORT SUMMARY**

Agenda Item No. 12.A  
Section: DEPARTMENTAL  
ITEMS - COMMUNITY  
DEVELOPMENT  
Meeting Date: May 25, 2021

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

AGENDA TITLE: ORDINANCE NO. 1829, ADOPTING THE MOST RECENT VERSION OF THE LOS ANGELES COUNTY FIRE CODE AS SET FORTH IN TITLE 32 OF THE LOS ANGELES COUNTY CODE BY REFERENCE.

**COUNCIL ACTION REQUIRED:**

**Staff Recommendation: Conduct a Public Hearing; allow three (3) minutes for each speaker; Adopt Ordinance 1829**

**RECOMMENDATION AND STAFF SUMMARY:**

The California Fire Code was updated in 2019 as it is every three years. A city or county may make amendments to the State Fire Code each time it is updated upon finding that such changes or modifications are reasonably necessary because of local climatic, geologic, or topographic conditions. Los Angeles County has done that, and due to a 1999 voters' initiative, Gardena is required to adopt the most current version of the Los Angeles County Fire Code by reference. This ordinance updates the Gardena Municipal Code to adopt the 2019 Los Angeles County Fire Code, which includes and amends the 2019 California Fire Code, by reference.

**FINANCIAL IMPACT/COST:**

None.

**ATTACHMENTS:**

[2019 adoption staff report.pdf](#)  
[Ord. 1829 Fire Code 2019.pdf](#)

APPROVED:

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Clint Osorio, City Manager

# CITY COUNCIL MEETING AGENDA STAFF REPORT

**Agenda Item No. 12B**

**Department:** Community Development

**Meeting Date:** April 27, 2021

**Ordinance No. 1829**

## AGENDA TITLE:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING THE MOST RECENT VERSION OF THE LOS ANGELES COUNTY FIRE CODE AS SET FORTH IN TITLE 32 OF THE LOS ANGELES COUNTY CODE BY REFERENCE

## RECOMMENDATION:

Staff respectfully recommends that Council introduce Ordinance No. 1829 and set a public hearing for May 25, 2021.

## BACKGROUND:

The California Health and Safety Code requires that the City adopt the same building standards as those contained in the California Building Standards Code with the exception that the City may establish more restrictive building standards as reasonably necessary because of local climatic, geological, and/or topographic conditions. Health and Safety Code Section 18941.5 requires that all City amendments, together with the State Building Standards Code, become effective 180 days after the publication of the State Building Standards Code, or at a later date established by the Building Standards Commission (Commission). The Code went into effect on April 2, 2020, but the updated Code was never adopted by the City. Because the City contracts with the Los Angeles County Fire Department, the City is required to adopt the same Code as the County.

This ordinance adopts by reference, with certain changes and amendments, the 2019 California Fire Code, and adopts as Title 32, the Fire Code for the District. The ordinance includes specific building codes that are more stringent than those adopted by the State Fire Marshal as contained in the California Building Standards Code, and makes the required findings necessary due to local climatic, geological, and/or topographical conditions in Los Angeles County, including the City of Gardena. It is important to note that, no new fees have been established, nor have any fees been raised as a result of this proposed ordinance.

Because the Ordinance is being adopted by reference, there is a slightly different procedure required by State law. The Ordinance must first be introduced and then the City Council is required to set the public hearing at this meeting. Based on the notice requirements, the first available hearing date will be May 25, 2021.

IN CONCLUSION, Staff respectfully recommends that Council introduce Ordinance No. 1829 and set a public hearing for May 25, 2021.

Submitted by: Gregg McClain

Date: 4/27/2021

Attachment  
INT/int

**ORDINANCE NO. 1829**  
**AN ORDINANCE OF THE CITY COUNCIL**  
**OF THE CITY OF GARDENA, CALIFORNIA,**  
**ADOPTING THE MOST RECENT VERSION OF THE**  
**LOS ANGELES COUNTY FIRE CODE AS SET FORTH**  
**IN TITLE 32 OF THE LOS ANGELES COUNTY CODE**  
**BY REFERENCE**

WHEREAS, California Health & Safety Code section 18901 et seq. provides that the Building Standards Commission shall adopt a California Building Standards Code ("CBSC") based on specified uniform codes with input from various State Departments; and

WHEREAS, the 2019 CBSC has been adopted and is codified in Title 24 of the California Code of Regulations and the 2019 California Fire Code is Part 9 thereof; and

WHEREAS, the 2019 California Fire Code has applied by default to the City since January 1, 2020; and

WHEREAS, California Health & Safety Code provides that a city or county may make changes in the provisions in the CBSC or upon finding that such changes or modifications are reasonably necessary because of local climatic, geologic, or topographic conditions; and

WHEREAS, due to an initiative measure passed by the voters in 1999, the City of Gardena is required to adopt the most current version of the Los Angeles County Fire Code by reference; and

WHEREAS, on March 10, 2020, the Los Angeles County Board of Supervisors adopted the revised Los Angeles County Fire Code which includes changes and amendments to the 2019 California Fire Code (Ordinance No. 2020-0014); and

WHEREAS, pursuant to Government Code section 50022.2, the City may adopt a code by reference; and

WHEREAS, County Ordinance No. 2020-0014 Includes a statement of reasons based on climatic, geological, and topographical conditions for amendments to the 2019 Fire Code; and

WHEREAS, the City Council of Gardena adopts the same justifications as the County for the amendments as set forth In Ordinance No. 2020-014; and

WHEREAS, the City Council of the City of Gardena introduced this Ordinance on April 27, 2021 and set a public hearing for May 25, 2021; and

WHEREAS, a duly noticed public hearing was held on May 25, 2021;

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

SECTION 1. Section 8.08.020 of the Gardena Municipal Code is hereby amended to read as follows:

Section 8.08.020. Los Angeles County Fire Code Version.

Pursuant to section 8.08.010, which requires the city to adopt the latest version of the Los Angeles County Fire Code by reference, the version of the Los Angeles County Fire Code for the city shall be the version of Title 32 of the Los Angeles County Code as set forth in Ordinance No. 2020-0014 adopted by the Los Angeles County Board of Supervisors on March 10, 2020.

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

SECTION 3. City Clerk Direction. The City Clerk shall certify to the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of the City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause a summary of the ordinance to be published as required by law.

SECTION 4. A fully copy of the code which is adopted by reference herein shall be kept either in the City Clerk's office or in the office of the chief enforcement officer for the fire code during all such times as this ordinance is in effect.

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

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Passed, approved, and adopted this 25th day of May, 2021

\_\_\_\_\_  
TASHA CERDA, Mayor

ATTEST:

\_\_\_\_\_  
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
LISA E. KRANITZ, Assistant City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 13.B  
Section: DEPARTMENTAL  
ITEMS - ELECTED &  
ADMINISTRATIVE OFFICES  
Meeting Date: May 25, 2021

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

AGENDA TITLE: ORDINANCE 1830, AMENDING SECTION 5.16.190 (DAYS AND HOURS OF OPERATION) OF CHAPTER 5.16 (BINGO) OF TITLE 5 (BUSINESS LICENSES AND OPERATIONS) OF THE GARDENA MUNICIPAL CODE

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

**Staff Recommendation: Staff respectfully recommends that Council Introduce Ordinance No. 1830**

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

Under section 326.5 of the California Penal Code, certain nonprofit organizations are eligible to conduct bingo games if permitted by city ordinance. Games must be operated and staffed only by members of the nonprofit organizing it. Neither those members nor any other person may receive a profit, wage, or salary from the game with the exception of security personnel. Profits from the game must be used for charitable purposes.

Gardena has an ordinance authorizing charitable bingo games. Currently there are no permits, primarily because the pandemic has prevented gatherings. The VFW has conducted Bingo games in past years and is expected to continue to host bingo games. Other organizations have also expressed interest.

Gardena's current ordinance limits the number of games that can be played by each permitted organization to one game a week. Eliminating the once-a-week limitation would provide greater opportunities for charitable organizations to raise funds. The proposed ordinance would make that change by eliminating the once-a-week limitation.

IN CONCLUSION, Staff respectfully recommends that the Council Introduce Ordinance No. 1830.

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

None.

#### **ATTACHMENTS:**

[ORDINANCE 1830.pdf](#)

APPROVED:

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Clint Osorio, City Manager

## ORDINANCE NO. 1830

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING SECTION 5.16.190 (DAYS AND HOURS OF OPERATION) OF CHAPTER 5.16 (BINGO) OF TITLE 5 (BUSINESS LICENSES AND OPERATIONS) OF THE GARDENA MUNICIPAL CODE

**WHEREAS**, the City has the authority under California Penal Code Section 326.5 to allow non-profit organizations to conduct Bingo games for charitable fund-raising purposes;

**WHEREAS**, the City previously enacted Chapter 5.16 of the Gardena Municipal Code to allow charitable Bingo games to be conducted in the City pursuant to a permit;

**WHEREAS**, The City Council desires to expand the ability of charitable organizations to conduct Bingo games by eliminating a current provision of the ordinance which limits the frequency of such games to one time a week.

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

**SECTION 1.** The forgoing recitals are true and correct and incorporated herein by this reference.

**SECTION 2.** Section 5.16.190 of the Gardena Municipal Code is amended to read, as follows:

**5.16.190 Days and hours of operation.**

No licensee shall conduct any bingo game more than six hours out of any twenty-four hour period. No bingo game shall be conducted before ten a.m. nor after two a.m. of any day. No licensee may conduct bingo games more than once each calendar week. The council may approve exceptions to the restrictions on days after a written application and hearing, if deemed necessary, by the council. The council may authorize bingo games on certain specified dates which may include more than one day in any given week.

**SECTION 3.** Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

**SECTION 4.** Environmental Review. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(2) of the CEQA Guidelines, California Code of Regulations, Article 5, Title 14,

Chapter 3, as the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment and Section 15060(c)(3) of the CEQA Guidelines as it is not a project as defined by CEQA per Section 15378.

**SECTION 5.** Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

**SECTION 6.** Effective Date. This ordinance shall be in full force and effect thirty (30) days after its second reading and adoption.

Passed, approved, and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
TASHA CERDA, Mayor

ATTEST:

\_\_\_\_\_  
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CARMEN VASQUEZ, City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 14.A  
Section: DEPARTMENTAL  
ITEMS - POLICE  
Meeting Date: May 25, 2021

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

AGENDA TITLE:

EXECUTION OF FIVE-YEAR CONTRACT WITH AXON ENTERPRISE, INC. FOR POLICE IN-CAR VIDEO

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

**Staff Recommendation: Authorize and execute contract**

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

Staff respectfully recommends that the City Council authorize and execute the contract with Axon Enterprise, Inc.

Since 2000, the Gardena Police Department (GPD) has had in-car video through L3/Mobile Vision. This video is initiated and recorded when officers activate their lights and sirens, or any other time officers deem necessary. This system has been a stand-alone system and reached its end of life.

In 2015, GPD implemented a Body Worn Camera and Digital Evidence Storage Program in which all police officers record (both with audio and visual) all interactions with the public. A contract was entered into with Axon Enterprises, Inc., and that has been the vendor since program inception. The video is stored utilizing a digital evidence storage solution, Evidence.com, which allows for easy categorizing, retention, and review of all video. Additionally, the District Attorney's Office has the ability to review the video through Evidence.com, creating a seamless and authenticated transmission of evidence. The Police Department has been extremely satisfied with the product and service provided by Axon.

The Police Department has now elected to contract with Axon Enterprise, Inc. for police in-car video due to ease of use, reliability, video quality, sound quality, video/audio capacity, audit trail, and cataloging and searching of video. Additionally, the Police Department will have one integrated system, allowing for better officer transparency and oversight. By having one

integrated system with Axon, GPD will have multi-cam playback which allows for a comprehensive view of a situation, incorporating body and in-car video and audio to review an incident. The system can also be configured to automatically activate any time the lights and sirens are activated on a vehicle, based on the speed of a vehicle, if the vehicle has a crash, etc., thereby initiating the body cameras to turn on as well and creating for a comprehensive recording of an incident.

This new five-year agreement will allow for 35 police vehicles to be outfitted with front and rear cameras and unlimited online storage. Axon will install the system in every vehicle and ensure our staff is knowledgeable about the new technology. GPD staff will also be trained on how to install the in-car video systems, should the systems need to be rotated among vehicles.

The purchase will be through Sourcewell Contract Number #010720-AXN. Sourcewell's analysts streamline the procurement process by developing RFPs for national, competitive solicitations that meet or exceed local requirements, including the City of Gardena's. This allows vendors an opportunity to compete with their lowest bids and enables municipalities to obtain the overall best price for their procurement. The Cities of Redlands and Fountain Valley, San Diego Harbor and Solano County are just a few of the California agencies that have contracted with Axon utilizing the Sourcewell Cooperative.

The effective start date of this contract will be based upon the acceptance of the in-car system. The projected date is January 1, 2022.

**FINANCIAL IMPACT/COST:**

Budget Amount: \$50,318.10 per year, totaling \$251,590.50 over five years

Funding Source: General Fund

**ATTACHMENTS:**

[In-Car Video Pricing and Contract](#)  
[Additional Signature Page](#)

APPROVED:

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

---

Clint Osorio, City Manager



**Axon Enterprise, Inc.**  
17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737

**SALES REPRESENTATIVE**

Chris Morton  
Phone: (206) 310-6165  
Email: cmorton@axon.com  
Fax:

**PRIMARY CONTACT**

Todd Fox  
Phone: (310) 217-9600  
Email: tfox@gardenapd.org

**SHIP TO**

Todd Fox  
Gardena Police Dept. - CA  
1718 W. 162nd Street  
Gardena, CA 90247  
US

**BILL TO**

Gardena Police Dept. - CA  
1718 W. 162nd Street  
Gardena, CA 90247  
US

**Year 1-Fleet**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Axon Plans &amp; Packages</b>						
80410	FLEET, EVIDENCE LICENSE, 1 CAMERA STORAGE, ACCESS	60	70	0.00	0.00	0.00
80400	FLEET, VEHICLE LICENSE, ACCESS	60	35	0.00	0.00	0.00
<b>Hardware</b>						
72036	FLEET 3 STANDARD 2 CAMERA KIT		35	0.00	0.00	0.00
80486	EXT WARRANTY, FLEET 3, 2 CAMERA KIT, 4 YEARS		35	0.00	0.00	0.00
70112	AXON SIGNAL UNIT		35	0.00	0.00	0.00
70117	AXON SIGNAL UNIT, CABLE ASSEMBLY		35	0.00	0.00	0.00
<b>Other</b>						
73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)		35	0.00	0.00	0.00
80457	FLEET 3 BASIC PAYMENT	12	35	1,548.00	1,304.00	45,640.00
					Subtotal	45,640.00
					Estimated Shipping	0.00
					Estimated Tax	4,678.10
					<b>Total</b>	<b>50,318.10</b>

**Spares**

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Hardware</b>						
72036	FLEET 3 STANDARD 2 CAMERA KIT		1	2,405.00	0.00	0.00

## Spares (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Hardware (Continued)</b>						
80486	EXT WARRANTY, FLEET 3, 2 CAMERA KIT, 4 YEARS		1	430.00	0.00	0.00
					Subtotal	0.00
					Estimated Tax	0.00
					Total	0.00

## Year 2- Fleet

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other</b>						
80457	FLEET 3 BASIC PAYMENT	12	35	1,548.00	1,304.00	45,640.00
					Subtotal	45,640.00
					Estimated Tax	4,678.10
					Total	50,318.10

## Year 3- Fleet

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other</b>						
80457	FLEET 3 BASIC PAYMENT	12	35	1,548.00	1,304.00	45,640.00
					Subtotal	45,640.00
					Estimated Tax	4,678.10
					Total	50,318.10

## Year 4- Fleet

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other</b>						
80457	FLEET 3 BASIC PAYMENT	12	35	1,548.00	1,304.00	45,640.00
					Subtotal	45,640.00
					Estimated Tax	4,678.10
					Total	50,318.10

## Year 5-Fleet

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
<b>Other</b>						
80457	FLEET 3 BASIC PAYMENT	12	35	1,548.00	1,304.00	45,640.00
					Subtotal	45,640.00
					Estimated Tax	4,678.10
					Total	50,318.10
<b>Grand Total</b>						<b>251,590.50</b>

## Discounts (USD)

Quote Expiration: 06/30/2021

List Amount	273,735.00
<b>Discounts</b>	<b>45,535.00</b>
<b>Total</b>	<b>228,200.00</b>

*\*Total excludes applicable taxes*

## Summary of Payments

Payment	Amount (USD)
Year 1-Fleet	50,318.10
Spares	0.00
Year 2- Fleet	50,318.10
Year 3- Fleet	50,318.10
Year 4- Fleet	50,318.10
Year 5-Fleet	50,318.10
<b>Grand Total</b>	<b>251,590.50</b>

## Notes

Sourcewell Contract #010720-AXN used for pricing and purchasing justification

Tax is subject to change at order processing with valid exemption.

### Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)) and the Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. **The Axon Customer Experience Improvement Program Appendix ONLY applies to Customers in the USA.** In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it contemplates the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**PO# (Or write N/A):** \_\_\_\_\_

Please sign and email to Chris Morton at [cmorton@axon.com](mailto:cmorton@axon.com) or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

The trademarks referenced above are the property of their respective owners.

#### \*\*\*Axon Internal Use Only\*\*\*

		SFDC Contract #:
		Order Type:
		RMA #:
		Address Used:
		SO #:
Review 1	Review 2	
Comments:		

## ATTENTION

This order may qualify for freight shipping, please fill out the following information.

What is the contact name and phone number for this shipment?	
What are your receiving hours? (Monday-Friday)	
Is a dock available for this incoming shipment?	
Are there any delivery restrictions? (no box trucks, etc.)	

STATEMENT OF WORK & CONFIGURATION DOCUMENT

## **Axon Fleet In-Car Recording Platform**

This document details a proposed system design




Agency Created For: Gardena Police Department

**Sold By:** Chris Morton

**Designed By:** Jason South

**Installed By:** Axon Professional Services

## VEHICLE OVERVIEW

SITE NAME	CUSTOMER NAME	
Headquarters	<Agency Name>	
<p><b>Total Configured Vehicles</b></p> <ul style="list-style-type: none"> <li>• 35 Total Vehicles with this Configuration</li> </ul> <p><b>Video Capture Sources</b></p> <ul style="list-style-type: none"> <li>• 70 Total Cameras Deployed</li> <li>• 1 Fleet Hub(s) Per Vehicle</li> </ul> <p><b>Mobile Data Terminal Per Vehicle</b></p> <ul style="list-style-type: none"> <li>• 1 Located In Each Vehicle</li> </ul> <p><b>Mobile Router Per Vehicle</b></p> <ul style="list-style-type: none"> <li>• 1 IBR1700</li> </ul> <p><b>Offload Mechanism</b></p> <ul style="list-style-type: none"> <li>• 4G LTE Cellular</li> </ul> <p><b>Evidence Management System</b></p> <ul style="list-style-type: none"> <li>• Evidence.com</li> </ul>		 Axon Camera   Fleet Hub   In-Car Router

## SYSTEM CONFIGURATION DETAILS

The following sections detail the configuration of the Axon Fleet In-Car System

### Vehicle Hardware

<b>Vehicle Hardware</b>	2	Axon Fleet Cameras will be installed in each vehicle
	1	Axon Fleet Hub will be installed in each vehicle
<b>Signal Activation Methods</b>	3	Triggers will be configured per vehicle
<b>Mobile Data Computer</b>		Each vehicle will be equipped with a Mobile Data Computer provided by the customer, which meets or exceeds the specifications provided by Axon.
<b>Mobile Data Computer Requirements</b>		<p><b>Operating System:</b> Windows 7 SP1 or Windows 10 (version 1909 or higher) - x32 or x64 with the most current service packs and updates</p> <p><b>Hard Drive:</b> Must have 25GB+ of free disk space</p> <p><b>RAM/Memory:</b> for x32: 4GB   for x64: 8GB or greater</p> <p><b>Ethernet Port:</b> It is recommended that the MDC have one dedicated and available Ethernet port reserved for an Ethernet cable from router. The Ethernet port can be located on an electronic and stationary mobile docking station. If a docking station is used, it is the preferred location for the Ethernet port.</p> <p><b>Wi-Fi Card:</b> If the MDC is not connected to the router via Ethernet LAN, a WiFi card is required in the MDC. In this case, the WiFi card should meet or exceed the router's minimum WiFi radio compatibility requirements.</p>

<b>Additional Considerations</b>	<p>The customer's existing Cradlepoint IBR1700 router will be utilized to provide internet connectivity to the Axon Fleet Hub for video offload.</p> <p>For agencies that use a VPN, Axon traffic must be passed through; such that it does not use the VPN tunnel. Customer must provide IT and / or Admin resources at time of installation to ensure data routing if functional for Axon Fleet operation.</p>	
	<p>In the event an Agency is unable to support the IT requirements associated with the installation, Axon reserves the right to charge the Agency for additional time associated with on-site work completed by an Axon Personnel.</p>	
<b>Hardware Provisioning</b>	The Customer will provide the following router for all vehicles:	IBR1700
	The customer will provide an MDC for each vehicle.	
	The Customer will provide LTE/Cellular data plan for the existing router.	
<b>SIM Location</b>	The LTE/Cellular SIM will be located in the router.	

### 4G / Cellular Offload Considerations

<b>Network Considerations</b>	The IBR1700 will be the connection which allows 4G upload of recorded video	
	The customer will ensure that their cellular contract does not allow for data throttling, or service denial, once a set data threshold is met. Throttling or denial of service will negatively affect Fleet upload capabilities.	

### Network Consideration Agreement

<b>Network Consideration Agreement</b>	Customer acknowledges the minimum requirements for the network to support this Statement of Work.	
	Axon employees performing services under this SOW are CJIS certified.	
	If the network provided by Customer does not meet the minimum requirements, or in the event of a requested change in scope of the project, a Change Order will be required and additional fees may apply. Additional fees would also apply if Axon is required to extend the installation time for reasons caused by the customer or the customer network accessibility.	

## Professional Services & Training

<p><b>Project Management</b></p>	<p>Axon will assign a Project Manager that will provide the expertise to execute a successful Fleet camera deployment and implementation. The Project Manager will have knowledge and experience with all phases of the project management lifecycle and with all application modules being implemented. He/she will work closely with the customer's project manager and project team members and will be responsible for completing the tasks required to meet all contract deliverables.</p>
<p><b>Vehicle Installation</b></p>	<p>Customer agrees to have the above mentioned number of intended vehicles available at the time of deployment.</p> <p>Axon will be performing the installation of all Axon Fleet vehicle hardware. Installation services included with Axon Fleet system include a "clip" and removal of existing in-car system hardware, if applicable. This does not include "full removal" of existing wiring. A "full removal" of all existing hardware and wiring is subject to additional fees. Axon provides basic Fleet operation overview to the customer lead and/or Admin at the time of install.</p> <ul style="list-style-type: none"> <li>○ It is necessary to differentiate between the type of equipment removal to be provided by Axon. Standard Fleet Installation includes hardware removal in a fashion considered "Clip" which means Axon cuts the wires from the old system without removing multiple panels, removing all wiring and parts from the old system. In the case Axon removes the hardware Axon is not responsible for the surplus of hardware or any devices that may have been physically integrated with the removed system. In some situations, radar systems are integrated with the in-car video system and have a cable that connects to the system, if Axon removes the old in car system then Axon is not responsible for the radar system as part of the removal.</li> <li>○ A "Rip" removal should be contracted through ProLogic directly. The Rip would be similar to a complete and full removal, which is more common when they retire a vehicle from service.</li> </ul> <p>Chosen installation site must have internet access for the Hub, through the router, and MDC for configuration and testing of Fleet 3. Customer must have a resource onsite during installation with Axon Evidence Device Administration permissions to assist with logging into customer MDCs and configuring vehicle software.</p>
<p><b>Custom Trigger Installation</b></p>	<p>The Fleet 3 Hub has multiple trigger configuration options. Any trigger configurations that include a door or magnetic door switch are considered "custom" and may be subject to additional fees.</p> <p>An Axon representative has discussed with the Agency the standard triggers of the Fleet System. Those no-cost triggers include Light-bar, Siren, Speed, Motion Activation and Gun Lock activation. The light-bar must have a controller to allow Axon to interface for the desired position, gun locks must be installed with existing hardware in the vehicle. Doors are considered "CUSTOM" since they required additional hardware and time for installation, typically requiring the door may need to be taken apart for the installation.</p>
<p><b>Training</b></p>	<p>End-user go-live training provides individual device set up and configuration assistance, training on device use, Evidence.com and AXON Fleet Dashboard. This is included at no additional cost.</p>

## Notes

Tax is subject to change at order processing with valid exemption.

### Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**PO# (Or write N/A):** \_\_\_\_\_

Please sign and email to Lauren Klein at [lklein@axon.com](mailto:lklein@axon.com) or fax to

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store [buy.axon.com](http://buy.axon.com)

The trademarks referenced above are the property of their respective owners.

#### \*\*\*Axon Internal Use Only\*\*\*

		SFDC Contract#: Order Type: RMA#: Address Used: SO#:
Review 1	Review 2	
Comments:		

**CITY OF GARDENA**  
**Signature Page 2**

ATTEST:

APPROVED AS TO FORM:

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MINA SEMENZA  
City Clerk



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CARMEN VASQUEZ  
City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 15.A  
Section: DEPARTMENTAL  
ITEMS - PUBLIC WORKS  
Meeting Date: May 25, 2021

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6509, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 22, 2021 FOR THE GARDENA ARTESIA BOULEVARD LANDSCAPE ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2021-2022.

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

**Staff Recommendation: Conduct Public Hearing and Adopt Resolution 6509**

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

Staff respectfully recommends that the City Council adopt Resolution No. 6509 subsequent to holding a hearing to consider any and all protests related to the levy of the proposed annual assessment under the Gardena Artesia Boulevard Assessment District for Fiscal Year 2021-2022.

On March 9, 2021 the City Council adopted Resolution 6496, directing the City Manager to order the Engineering Staff to prepare and file a report according to the provisions of the "Landscape and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the said assessment district.

On April 27, 2021 the City Council adopted Resolution No. 6504 approving the Engineer's Report, filed in the office of the City Clerk, and declaring it's intention to levy and collect assessments from the said assessment district for Fiscal Year 2021-2022

The adoption of this resolution confirms the diagram and assessment contained in the Engineer's Report and constitutes the levy of the assessment that will pay for the service and maintenance costs of landscaping and appurtenant improvements within the median islands on Artesia Boulevard between Western Ave and Normandie Ave.

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

Funding Source:           Assessment District

Anticipated Revenue : \$21,662  
Fiscal Year: 2021-2022

**ATTACHMENTS:**

[Artesia Landscaping Resolution 6509.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

## **RESOLUTION NO. 6509**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 22, 2021, FOR THE GARDENA ARTESIA BOULEVARD LANDSCAPING ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2021-2022.

WHEREAS, on March 9, 2021, the City Council of the City of Gardena, California, adopted Resolution No. 6496, directing the City Manager to order the Engineering Staff to prepare and file a report according to the provisions of the "Landscaping and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2021-2022; and

WHEREAS, the Engineering Report was prepared and was filed in the office of the City Clerk; and

WHEREAS, on April 27, 2021, the City Council adopted Resolution No. 6504 approving the Engineer's Report for the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2021-2022, declaring its intention to levy upon and collect assessments for Fiscal Year 2021-2022; and

WHEREAS, the City Council scheduled a hearing to consider any and all protests related to the levy of the proposed annual assessment for Tuesday, May 25, 2021, at

**RESOLUTION NO. 6509**

7:30 p.m. in the City of Gardena Council Chambers, 1700 West 162nd Street, City of Gardena, California; and

WHEREAS, on May 25, 2021, the City Council held the duly noticed hearing and considered all protests and comments regarding the assessments.

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

SECTION 1. A written majority protest was not filed against the annual levy of the assessment of the Gardena Artesia Boulevard Landscaping Assessment District.

SECTION 2. The adoption of this Resolution confirms the diagram and the assessment contained in the Engineer's Report and constitutes the levy of the assessment on the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2021-2022.

SECTION 3. The City Council orders and directs the City Treasurer to establish a special fund according to the State of California Streets and Highways Code, Division 15, Part 2, for Fiscal Year 2021-2022 entitled, "Gardena Artesia Boulevard Landscaping Assessment District," and place into the fund all payments of assessments received from the County Tax Collector.

SECTION 4. The City Council orders all payments shall be made out of the special fund and only for the purposes provided for in the State of California Streets and Highways Code, Division 15, Part 2.

**RESOLUTION NO. 6509**

SECTION 5. That the City Clerk is ordered to transmit to the County Auditor of Los Angeles County, State of California, a certified copy of the diagram and assessment no later than the third Monday, August 16, 2021.

SECTION 6. That the City Manager, or his authorized agent, is designated as the person for the transmittal of the data processing for the Assessment Roll.

SECTION 7. That this Resolution shall take effect immediately.

**RESOLUTION NO. 6509**

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


Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CARMEN VASQUEZ, City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 15.B  
Section: DEPARTMENTAL  
ITEMS - PUBLIC WORKS  
Meeting Date: May 25, 2021

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

AGENDA TITLE: RESOLUTION NO. 6510, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 22, 2021, FOR THE GARDENA CONSOLIDATED STREET LIGHTING ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2021-2022.

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

**Staff Recommendation: Conduct Public Hearing and Adopt Resolution No. 6510**

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

Staff recommends that the City Council adopt Resolution No. 6510 subsequent to holding a Public Hearing to consider any and all protests related to the levy of the proposed annual assessment under the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2021-2022.

On March 9, 2021 the City Council adopted Resolution No. 6497 directing the City Manager to order the Engineering Staff to prepare and file a report according to the provisions of the "Landscape and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2 for assessments to be levied upon and collected through the said assessment district.

On April 27, 2021 the City Council adopted Resolution No. 6505 approving the Engineer's Report, filed in the office of the City Clerk, and declaring its intention to levy upon and collect assessments from the said assessment district for Fiscal Year 2021-2022.

The adoption of the resolution confirms the diagram and assessment contained in the Engineer's Report and constitutes the levy of the assessment that will pay for all energy, construction and maintenance costs of street lighting, including safety lights that are above traffic signals. These fees are assessed and collected through the Los Angeles County Office of the Assessor and the Los Angeles County Treasurer and Tax Collector and are remitted to the City on a biannual basis.

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

Budgeted Amount: \$778,181

Funding Source: Assessment District

Fiscal Year: 2021-2022

**ATTACHMENTS:**

[Consolidated Light Resolution 6510.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

## **RESOLUTION NO. 6510**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 22, 2021, FOR THE GARDENA CONSOLIDATED STREET LIGHTING ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2021-2022.

WHEREAS, on March 9, 2021, the City Council of the City of Gardena, California, adopted Resolution No. 6497, directing the City Manager to order the Engineering Staff to prepare and file a report according to the provisions of the "Landscaping and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2021-2022; and

WHEREAS, the Engineering Report was prepared and was filed in the office of the City Clerk; and

WHEREAS, on April 27, 2021, the City Council adopted Resolution No. 6505 approving the Engineer's Report for the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2021-2022, declaring its intention to levy and collect assessments for Fiscal Year 2021-2022; and

WHEREAS, the City Council scheduled a hearing to consider any and all protests related to the levy of the annual proposed assessment for Tuesday, May 25, 2021, at 7:30 p.m., in the City of Gardena Council Chambers, 1700 West 162nd Street, City of Gardena, California; and

**Resolution No. 6510**

WHEREAS, on May 25, 2021, the City Council held the duly noticed hearing and considered all protests and comments regarding the assessments.

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

SECTION 1. A written majority protest was not filed against the annual levy of the assessment of the Gardena Consolidated Street Lighting Assessment District.

SECTION 2. The adoption of this Resolution confirms the diagram and the assessment contained in the Engineer's Report and constitutes the levy of the assessment on the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2021-2022.

SECTION 3. The City Council orders and directs the City Treasurer to establish a special fund according to the State of California Streets and Highways Code, Division 15, Part 2, for Fiscal Year 2021-2022 entitled, "Gardena Consolidated Street Lighting Assessment District," and place into the fund all payments of assessments received from the County Tax Collector.

SECTION 4. The City Council orders all payments shall be made out of the special fund and only for the purposes provided for in the State of California Streets and Highways Code, Division 15, Part 2.

SECTION 5. The City Clerk is ordered to transmit to the County Auditor of Los Angeles County, State of California, a certified copy of the diagram and assessment no later than the third Monday, August 16, 2021.

SECTION 6. That the City Manager, or his authorized agent, is designated as the person for the transmittal of the data processing for the Assessment Roll.

SECTION 7. That this Resolution shall take effect 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 \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CARMEN VASQUEZ, City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 15.C  
Section: DEPARTMENTAL  
ITEMS - PUBLIC WORKS  
Meeting Date: May 25, 2021

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

AGENDA TITLE: RESOLUTION NO. 6511, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-2022 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.

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

**Staff Recommendation: Adopt Resolution No. 6511**

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

Staff respectfully recommends that City Council approve and adopt Resolution No. 6511 which incorporates a list of projects proposed to be funded by the Road Maintenance and Rehabilitation Account (RMRA), also known as SB 1, for the Fiscal Year 2021-2022.

Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislation and signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide. SB 1 increases fuel taxes and vehicle fees to raise revenue and provide for inflationary adjustments in future years.

The City of Gardena must submit an adopted resolution to the California Transportation Commission that identifies the new and carryover projects funded with RMRA to maintain eligibility. SB 1 prioritizes this funding towards street and roadway improvements.

SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Gardena are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year. In addition, the City is required to maintain programed general fund expenditures for street, road and highway purposes. The minimal Maintenance of Effort (MOE) spending is required and based on the annual average of general fund expenditures during the 2009-2010, 2010-2011, and 2011-2012 fiscal years.

The City will receive an estimated \$1,190,047 in RMRA finding in Fiscal Year 2021-2022. Staff recommends a Pavement Rehabilitation Project for the Local Street Improvement FY 2021-2022, JN 994. The various streets shall be determined in reference to the City Pavement Management Program Report.

**FINANCIAL IMPACT/COST:**

Budget Amount : \$1,190,047  
Funding Source: SB 1 and RMRA  
Anticipated Revenue : \$1,190,047  
Fiscal Year: 2021-2022

**ATTACHMENTS:**

[Resolution 6511 Adopting Local Road Maint SB 1 2021-2022.pdf](#)

APPROVED:

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

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Clint Osorio, City Manager

## RESOLUTION NO. 6511

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2021-2022 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT of 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Gardena are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Gardena must adopt the project proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Gardena will receive an estimated \$1,190,047 in RMRA funding for fiscal year 2021-2022 from SB1; and

WHEREAS, the City of Gardena used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Gardena maintain, repair and rehabilitate street / roadway throughout the City, and provide resources for similar projects into the future; and

WHEREAS, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California, and from the moment we open our front door to drive to work, bike to school, or walk to the bus station, people are dependent upon a safe, reliable local transportation network; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, police, fire, and emergency medical services all need safe reliable roads to react quickly to emergency calls and a few minutes delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduce vehicle emissions helping the State achieve its air quality and greenhouse gas emissions reductions goal; and

WHEREAS, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site runoff; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with focus on basic maintenance and safety will have significant positive co-benefits statewide.

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The City of Gardena is adopting the following project which is planned to be funded with Road Maintenance and Rehabilitation Account revenues:

**Local Streets Improvement 2021-2022, JN 994**

Description: Repair and Rehabilitation of Pavement

Location: Various Locations throughout the 6.2 Sq. Miles of the city

Estimated Project Cost: \$1,190,047

Estimated Useful Life: 10 years

Anticipated Year of Construction: 2023

SECTION 3. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
TASHA CERDA, Mayor

ATTEST:

\_\_\_\_\_  
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CARMEN VASQUEZ, City Attorney



# **City of Gardena**

## **Gardena City Council Meeting**

### **AGENDA REPORT SUMMARY**

Agenda Item No. 15.D  
Section: DEPARTMENTAL  
ITEMS - PUBLIC WORKS  
Meeting Date: May 25, 2021

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

AGENDA TITLE: AWARD CONSTRUCTION CONTRACT FOR CITY HALL AND NAKAOKA COMMUNITY CENTER ROOF REHABILITATION PROJECTS, JN 501 & 502, TO BEST CONTRACTING SERVICES, INC., 19027 S. HAMILTON AVENUE, GARDENA, CA 90248, IN THE AMOUNT OF \$411,666.00.&NBSP; ADDITIONALLY DECLARE CEQA EXEMPTION, APPROVE PROJECT PLANS & SPECIFICATIONS, AND AWARD CMI SERVICES CONTRACT.&NBSP;

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

##### **Staff Recommendation:**

- **Award Construction Contract**
- **Declare CEQA Exemption**
- **Approve Project Plans & Specifications**
- **Award CMI Services Contract**

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

Staff respectfully recommends that City Council:

Award construction contract for City Hall and Nakaoka Community Center Roof Rehabilitation Projects, JN 501 & 502, to Best Contracting Services, Inc., 19027 S. Hamilton Avenue, Gardena, CA 90248, in the amount of \$411,666.00 and additionally:

- a. Declare this project to be categorically exempt under the California Environmental Quality Act, Class I, Section 15301(d), as rehabilitation of existing facilities.
- b. Approve the project plans and specifications.
- c. Award a Construction Management and Inspection (CMI) Services Contract to Independent Roofing Consultants (IRC), 2901 Pullman Street, Santa Ana, CA 92705, in the amount of \$23,250.00.

The following bids were received on May 13, 2021:

1. Best Contracting Services, Inc., Gardena, CA	\$411,666.00
2. Bligh Pacific, Santa Fe Springs, CA	\$437,127.00
3. San Marino Roof Co., Inc., Orange, CA	\$476,315.00
4. Commercial Roofing System, Inc., Arcadia, CA	\$957,577.00

5. 4 Seasons Roofing, Inc., Montebello, CA

\$1,112,864.00

The lowest responsive bidder, Best Contracting Services, Inc., is a state licensed contractor with verified successful construction experience in this field for 39 years and a certified installer by Manufacturer. They will be required to meet all bonding and financial standards.

The project will install approximately 34,000 square feet of new Energy Star and Cool Roof Rated membrane systems for the City Hall and Nakaoka Community Center which come with a 20-Yr Manufacturer Warranty. The scope also consists of lead and asbestos abatement; removal and disposal of existing materials; repair of existing and additional drainage systems, and new curb openings; installation of all new flashings and skirts; and repair and seal of all edges, joints, transitions, penetrations, etc. Additionally, the scope includes repairing the existing stucco surfaced interfacing parapet and brick masonry walls with waterproof coatings. All work performed by Contractor has an extended 2-Year Workmanship Warranty.

Project construction has been solicited utilizing the City Website, Gardena Valley Newspaper and ARC PlanWell platforms. The bid invitation also notified the National Association of Minority Contractors, National Association of Women Business Owners, Latin Business Association, Chinese American Construction Professional Association, Black Business Association and Asian Business Association.

The existing asphalt shingle roof systems for the City Hall and Nakaoka Community Center are at least 28 years old and the current drainage and flashing systems are inadequate to prevent water intrusions and damages. There have been multiple maintenance repairs and water damages in the past years. A professional roofing consultant, IRC, was hired to study the existing condition and to prepare plans and specifications for the roof rehabilitations.

Additionally, staff recommends award of Construction Management and Inspection services contract to Independent Roofing Consultant (IRC). IRC is a nationally recognized construction consulting firm that has been in business for 34 years, specializing in commercial roofing and waterproofing evaluation, design, budgeting, construction support and inspection services. They are currently assisting City of Industry, City of Burbank, City of Rancho Cucamonga, City of San Diego, City of West Hollywood, County of Orange and County of San Bernardino and staff proposes to "Piggyback" their solicited cooperated contracts.

**FINANCIAL IMPACT/COST:**

Budget Expense: \$434,916 as proposed in the amended budget for Fiscal Year 2021-2022

Funding Source: Deferred Maintenance and Park In-Lieu funds

**ATTACHMENTS:**

[JN 501 & 502\\_Project Location Map.pdf](#)

[JN 501 & 502\\_Project Plans & Specs.pdf](#)

[JN 501 & 502\\_CEQA NOE.pdf](#)

APPROVED:

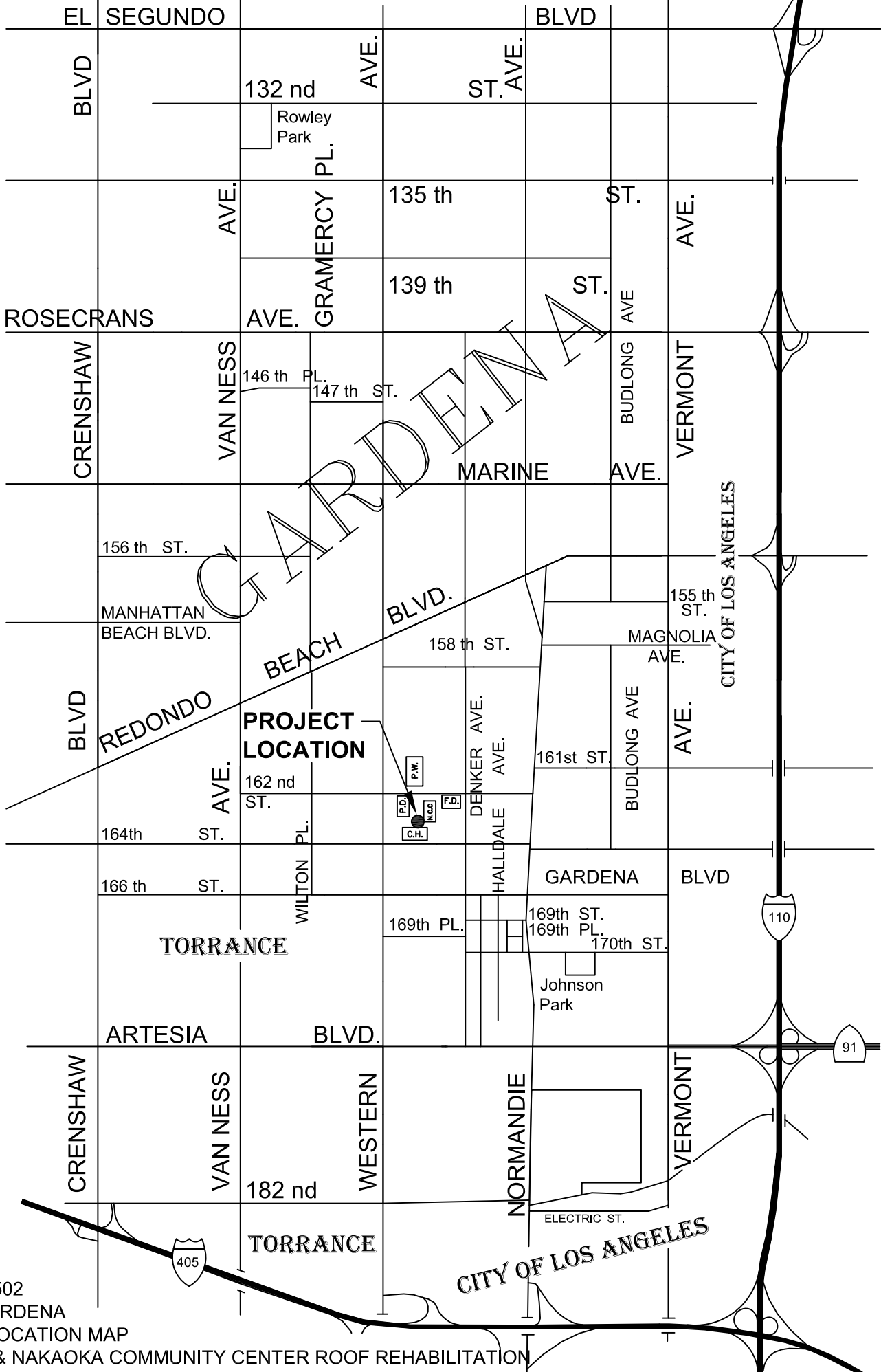
A handwritten signature in blue ink, appearing to read "Clint Osorio". The signature is fluid and cursive, with a period at the end.

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Clint Osorio, City Manager

LOS ANGELES COUNTY

HAWTHORNE



LOS ANGELES COUNTY

CITY OF LOS ANGELES

CITY OF LOS ANGELES

**PROJECT LOCATION**

J.N. 501 & 502  
 CITY OF GARDENA  
 PROJECT LOCATION MAP  
 CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION





**CITY OF GARDENA**

**CONTRACT DOCUMENTS AND SPECIFICATIONS**

**FOR**

**CITY HALL & NAKAOKA COMMUNITY CENTER**  
**ROOF REHABILITATION**

**JN 501 & 502**

**APRIL 2021**

**CITY OF GARDENA**

**CONTRACT DOCUMENTS AND SPECIFICATIONS**

**FOR**

**CITY HALL & NAKAOKA COMMUNITY CENTER**  
**ROOF REHABILITATION**

**JN 501 & 502**

Plans & Specifications prepared by:



Memoranda:

Plans and specifications are available at Planwell Administrator, 562.436.9761 or [www.crplanwell.com](http://www.crplanwell.com)

Bid Results: <https://www.cityofgardena.org/public-contracts/>

City of Gardena Public Works Engineering Division: 310.217.9568

**CITY OF GARDENA**  
**NOTICE INVITING BIDS**  
for  
**CITY HALL & NAKAOKA COMMUNITY CENTER**  
**ROOF REHABILITATION**  
**PROJECT NO. JN 501 & 502**

Plans and Specifications are available through ARC Document Solutions. Please be advised that there is an additional charge for delivery. Upon payment of the purchase price, they become the property of the purchaser and may not be returned for refund.

You may access the plans through the following website under Public Planroom:

[www.crplanwell.com](http://www.crplanwell.com)

For help accessing and ordering, please contact a Planwell Administrator at 562.436.9761.

Notice is hereby given that the City of Gardena will receive sealed bids at the office of the City Clerk, City Hall, 1700 W. 162<sup>nd</sup> Street, Gardena, California, until **2:00 p.m., Thursday, May 13, 2021**, and shortly thereafter on this same day, they will be publicly opened and read in the City Council Chambers.

Due to COVID-19 directives, City Hall is closed to the public. As a result, the bid opening will be conducted in video conferencing using ZOOM.US. City Clerk staff members are working regular business hours and are available to accept sealed bid(s). It is highly recommended to mail or drop off bids within the sufficient time. For drop off bids, City Hall entrance has posted City Clerk's Office phone number (310) 217-9565, they will be available to come out and accept bids at your call.

The information to join the bid opening via ZOOM is the following:

**Topic: Bid Opening**  
**Time: 2:00 PM, Thursday, May 13, 2021 (Shortly thereafter the deadline)**  
**Join ZOOM Meeting**

<https://us02web.zoom.us/j/6240599732>

Meeting ID: 624 059 9732

Dial by phone: +1 669-900-9128 US

Should you have any questions or concern in delivering a bid or joining the ZOOM Meeting, please contact City Clerk's office at (310) 217-9565 or via email at [cityclerk@cityofgardena.org](mailto:cityclerk@cityofgardena.org).

All bids must be in writing, must be sealed, and must be plainly marked on the outside: **"BID ON PROJECT NO. JN 501 & 502"**. Any bid received after the hour stated above for any reason whatsoever, will not be considered for any purpose but will be returned unopened to the bidder.

Bids are required for the entire work as described below:

*The project scope generally consists of roof rehabilitation of two (2) City own buildings (Gardena City Hall and Nakaoka Community Center), hazardous material abatement and all other related work included in these specifications. The new roof system shall be comprised of an Energy Star rated and Cool Roof Rating Council (CRRC) approved tan/beige mechanically attached felt-backed, 80 mil thick PVC single-ply membrane. The membrane is to be mechanically*

*attached through the existing built-up roof system to the buildings plywood decking using Manufacturer approved screws and plates. The new roof system is to be constructed with asphalt-resistant membrane flashings at walls, curbs, platforms and transitions.*

ENGINEER'S ESTIMATE:           \$320,000.00

The time of completion of contract shall be **35 working days** as defined in the latest Standard Specifications for Public Works ("Greenbook"). Liquidated Damages, as defined in Section 6-9, shall be **\$1,000 per each consecutive calendar day**.

***A non-mandatory job walk is scheduled for Thursday, April 29, 2021 at 10:00 a.m. The meeting location will be at Gardena City Hall, 1700 West 162<sup>nd</sup> Street (Front Lawn).***

Each bidder must submit a proposal to the City, c/o City Clerk in accordance with the Plans and Specifications. Said proposal is to be accompanied by a cash deposit, a certified or cashier's check, or a bidder's bond, made payable to the City of Gardena, in an amount not less than 10 percent of the total bid submitted.

The envelope enclosing the proposal shall be sealed and addressed to the City of Gardena c/o City Clerk, and delivered or mailed to the City at 1700 W. 162<sup>nd</sup> Street, Gardena, California 90247-3778. The envelope shall be plainly marked in the upper left-hand corner as follows:

ATTENTION: CITY, c/o CITY CLERK  
(Bidder's Name and Address) \_\_\_\_\_

(Number and title of this project) \_\_\_\_\_

The successful bidder will be required to furnish a faithful performance bond in the amount of 100 percent of the contract price, and a payment bond in the amount of 100 percent of the contract price, both in a form satisfactory to the City Attorney.

**The contractor shall have an active Class "C39" license from the Contractor's State License Board at the time of submitting bid. Lead and asbestos abatement work shall be performed by a contractor having the appropriate and legal license and certifications.**

Pursuant to Public Contract Code Section 22300, the Contractor may, at Contractor's sole cost and expense, substitute securities equivalent to any monies withheld by the City to insured performance under the contract unless applicable federal regulations or policies do not allow such substitution. Such security shall be deposited with the City, or a state or federally chartered bank as escrow agent, who shall pay such monies to the Contractor upon satisfactory completion of the Contract. The Contractor shall be the beneficial owner of any security substituted for monies withheld and shall receive any accrued interest thereon. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. No such substitution shall be accepted until the escrow agreement, letter of credit, form of security and any other document related to said substitution is reviewed and found acceptable by the City Attorney.

The City reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received. The award, if made, will be made to the lowest responsive responsible bidder.

Bidders are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. Accordingly, the bidder awarded the Contract and

all subcontractors shall be required to pay not less than the prevailing rate of per diem wages, as determined by the Director of the California Department of Industrial Relations, and otherwise comply with the provisions of Section 1770 et seq. of the California Labor Code, California Code of Regulations, Title 8, Section 16000 et seq., and any other applicable laws, rules and regulations adopted with respect thereto ("California Prevailing Wage Laws"). Copies of such prevailing rates of per diem wages are on file at the Gardena City Clerk's office and the office of the City Engineer, and copies shall be made available to any interested party on request. The prevailing rates of per diem wages referred to herein are hereby made a part of this Notice by reference.

Attention is directed to the provisions of Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by Contractor or any Subcontractor under it. Contractor and any Subcontractor under it shall comply with the requirements of said sections in the employment of apprentices.

The Contractor is prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Section 1777.1 or 1777.7 of the Labor Code.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly.

As of **January 1, 2016**, the requirement to furnish electronic certified payroll records to the Labor Commissioner will apply to all public works projects, whether new or ongoing.

Exceptions: The Labor Commissioner may (but is not required to) excuse contractors and subcontractors from furnishing electronic certified payroll records to the Labor Commissioner on a project that is under the jurisdiction of one of the four legacy DIR-approved labor compliance programs (Caltrans, City of Los Angeles, Los Angeles Unified School District, and County of Sacramento) or that is covered by a qualifying project labor agreement.

These requirements will apply to all public works projects that are subject to the prevailing wage requirements of the Labor Code without regard to funding source.

The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>).

Skilled and Trained Workforce: This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

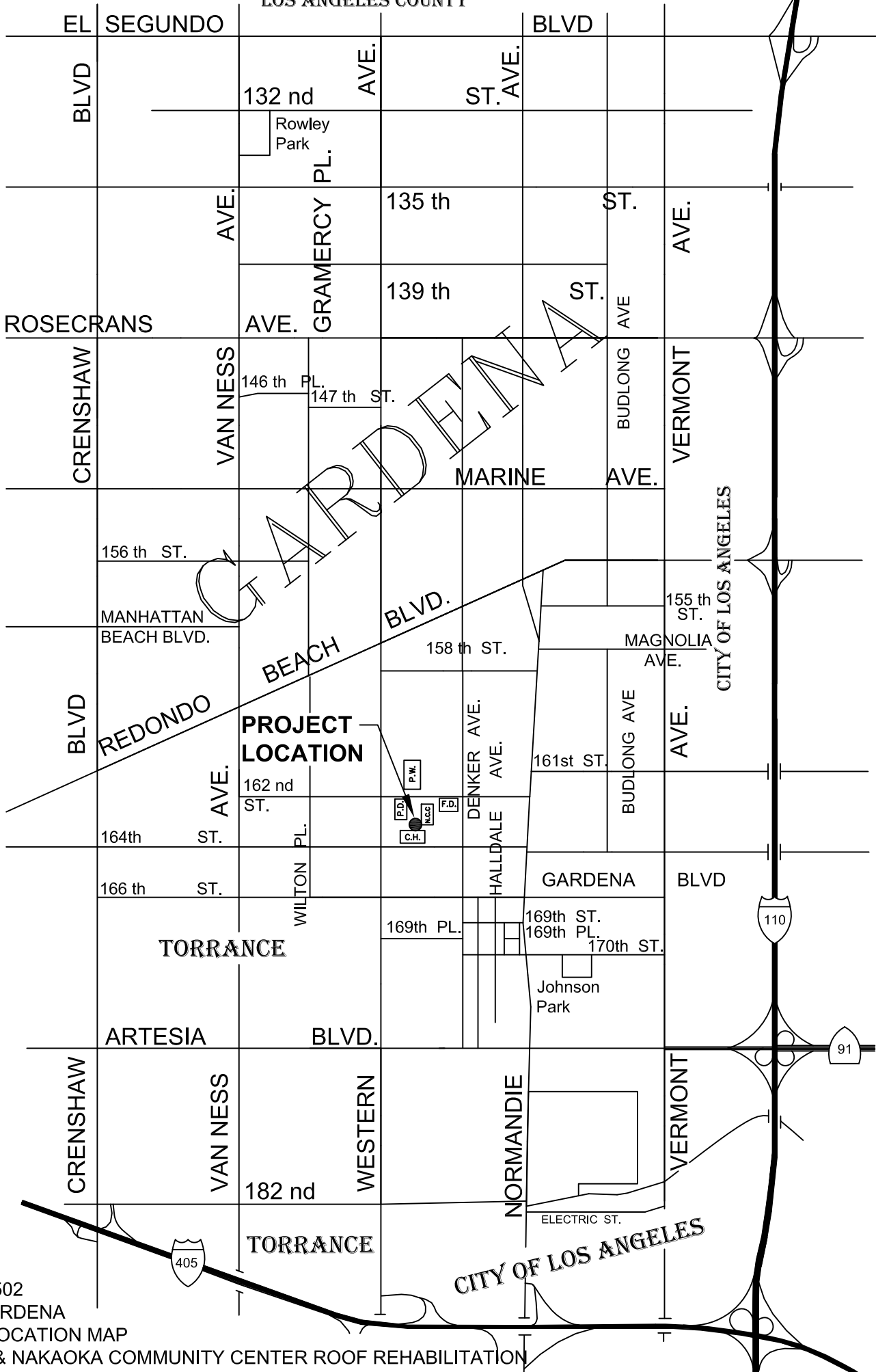
Award of Contract: The following are conditions to the award of the contract:

- I. Each contractor and subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5. subject to the limited exceptions set forth in Labor Code Section 1771.1(a) (regarding the submission of a bid as authorized by Business & Professions Code Section 7029.1 or Public Contract Code Section 10164 or 20103.5 provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract was awarded); and
- II. No contractor or subcontractor may be awarded this contract unless the contractor and each subcontractor listed on the bid is registered with the Department of Industrial Relations pursuant to Section 17265.5.

Any questions regarding this bid package may be referred to Kevin Kwak, Principal Civil Engineer, Public Works Engineering Division at 310.217.9648 or [kkwak@cityofgardena.org](mailto:kkwak@cityofgardena.org).

LOS ANGELES COUNTY

HAWTHORNE



LOS ANGELES COUNTY

CITY OF LOS ANGELES

CITY OF LOS ANGELES



J.N. 501 & 502  
 CITY OF GARDENA  
 PROJECT LOCATION MAP  
 CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION

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## **INSTRUCTIONS TO BIDDERS**

### **FORM OF PROPOSAL**

The Proposal shall be fully executed and submitted on the forms in the project specifications and shall be enclosed in a sealed envelope marked and addressed as directed in the Notice Inviting Bids.

### **PRPOSAL / BID DOCUMENTS**

All Proposals shall include the following executed documents to be submitted with each bid:

Bidding Schedule

Acknowledgement of Addenda Received

Bidder's Declaration

Non-Collusion Affidavit

Declaration of Eligibility of Contract

Bid Bond

Designation of Subcontractors

Construction Project Reference

Certificate of Non-Discrimination by Contractors

Certification of Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion – Primary Covered Transitions

### **DELIVERY OF PROPOSAL**

The Proposal shall be delivered by the time and to the place stipulated in the Notice Inviting Bids. It is the bidder's sole responsibility to see that its Proposal is received as stipulated. Any Proposal received after the scheduled closing time for receipt of proposals will be returned to the bidder unopened.

### **WITHDRAWAL OF PROPOSAL**

The Proposal may be withdrawn by the bidder by means of a written request, signed by the bidder or its properly authorized representative. Such written request must be delivered to the place stipulated in the Notice Inviting Bids for receipt of proposals prior to the scheduled closing time for receipt of proposals. No Proposal may be withdrawn after the hour fixed for opening bids.

## **MODIFICATIONS AND ALTERNATIVE PROPOSALS**

Unauthorized conditions, limitations, or provisions attached to the Proposal will render it informal and may be grounds for its rejection as non-responsive. The completed Proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. Oral, telegraphic, or telephonic proposals or modifications will not be considered.

## **DISCREPANCIES IN PROPOSALS**

In the event there is more than one bid item in a Bidding Schedule, the bidder shall furnish a price for all bid items in the Schedule, and failure to do so will render the Proposal informal and may be grounds for its rejection as non-responsive. The bidder shall state in words and figures the unit prices or the specific sums as the case may be, for which it proposes to supply the labor, materials, supplies, or machinery, and completely perform the Contract. The total amount of each item bid and the total amount of the bid shall be stated in words and figures.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount named by a bidder for any items are not in agreement, the unit price alone will be considered as representing the bidder's intention and the total will be corrected to conform thereto.

## **PROPOSAL GUARANTEE – BIDDER'S SECURITY**

Each bidder shall submit with his Proposal cash, an unconditional certified or cashier's check, or a bidder's bond, in the sum of the percentage of the bid stated in the Notice Inviting Bids, payable to the City as a guarantee that the bidder will, if its Proposal is accepted, execute the Contract and furnish a satisfactory Faithful Performance Bond, a satisfactory Payment Bond and insurance certificates as specified herein.

If a bidder to whom an award is made, fails or refuses to sign the Contract or furnish the required bonds and certificates, all within the time stated in Section 2-1.5 of the Special Provisions herein, the funds represented by said cash, check or bidder's bond shall be forfeited and become and remain the property of the City; the amount thereof being agreed to by the bidder and the surety as a bid bond forfeiture due the City because of the delay in the execution of the Contract and in the performance of work thereunder, resulting from such failure or refusal, except that if the City awards the contract to the next lowest responsive responsible bidder, only that portion of the bidder's security equal to the difference between the two bids will be forfeited.

A Bid Bond must be obtained from a corporate surety authorized to do business as such in the State of California as an "admitted surety insurer" and shall be on the form furnished by the City or one substantially in conformance with it. Certified or cashier's checks must be drawn on a solvent state or nationally chartered bank or branch thereof in the State of California. The liability of the City in connection with the checks shall be limited to the return of the checks (without interest) as provided in Section 2-1.6 of the Special Provisions bound herein.

## **DISQUALIFICATION OF BIDDERS**

A person, firm, or corporation shall NOT be allowed to make or file, or to be interested in, more than one bid, except an alternative bid when specifically requested; provided, however, a person, firm, or corporation who has submitted a sub-proposal to a bidder submitting a

Proposal, or who has quoted prices on materials to such bidders, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other bidders submitting proposals, or from submitting a Proposal as a prime contractor. Similarly, failure to comply with the registration requirements of Labor Code Section 1725.5, as further described in the Notice Inviting Bids, will disqualify a bidder.

### **ADDITIONAL REQUIREMENTS**

The bidder's attention is directed to the Special Provisions and Technical Provisions bound herein for additional requirements of the Proposal and Contract Documents.

### **CONTRACT DOCUMENTS**

Contract Documents are to be submitted within twenty-one (21) calendar days AFTER award of contract. Unless extended by agreement of the City, failure to timely submit executed Contract Documents may be grounds for rejecting the bid award and forfeiture of the bid security. See enclosed documents commencing on page CD-1.

**BID PROPOSAL (BP)**

**CITY HALL & NAKAOKA COMMUNITY CENTER  
ROOF REHABILITATION**

**PROJECT NO. JN 501 & 502**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

License No.: \_\_\_\_\_

D.I.R. No. \_\_\_\_\_

Email: \_\_\_\_\_

**To Be Submitted**

**WITH**

**Bid Package**

## BID PROPOSAL

PROJECT NO. JN 501 & 502

### BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

#### **CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION**

and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the work as required by said proposed Contract Documents and itemized bid schedule below. All work shall be completed within **thirty-five (35) Working Days** from the date the Notice of Proceed is issued by the Engineer.

<b>NAKAOKA COMMUNITY CENTER (N.C.C.) BID SCHEULE</b>					
Item No.	Item Description	Unit	Approx. Quantity	Unit Price in Figures	Item Total
<b>BASE BID</b>					
1	Remove & Replace Roof as Specified	LS	1	\$	\$
2	Asbestos and Lead Abatement	LS	1	\$	\$
<b>ALTERNATE BID</b>					
1	* <u>Deductive or Additive Cost</u> – Remove existing silicon-based coating and overlay new roof (Tech Spec Part 1-1.01, B-1) and any deduction or additive asbestos and lead abatement	LS	1	\$	\$
2	Restoration of Stucco-surface walls/cladding (Tech Specs Part 1-1.01, B-2)	LS	1	\$	\$
3	Restoration of Brick Masonry Walls (Tech Specs Part 1-1.01, B-3)	LS	1	\$	\$
<b>N.C.C. SUBTOTAL (BASE+ALTRENATE)</b>					\$

**TO BE SUBMITTED WITH PROPOSAL**

<b>CITY HALL BID SCHEULE</b>					
Item No.	Item Description	Unit	Approx. Quantity	Unit Price in Figures	Item Total
<b>BASE BID</b>					
1	Roof Rehabilitation/Overlay as Specified	LS	1	\$	\$
2	Asbestos and Lead Abatement	LS	1	\$	\$
<b>ALTERNATE BID</b>					
1	Restoration of Brick Masonry Walls (Tech Specs - Part 1.v.i)	LS	1	\$	\$
<b>CITY HALL SUBTOTAL (BASE+ALTRENATE)</b>					\$

**Note: BID award includes ALL Additive/Deductive Alternates. The City reserves the right to remove alternates from the work.**

**\*N.C.C. Alternate Bid #1 – Insert the Differential Cost from base bid item #1 & 2, utilizing minus/negative symbol “-“ or “( )” or “< >” to identify deductive. The bid item will be considered Additive Bid if these symbols are not utilized.**

**TOTAL BID PRICE (N.C.C. SUBTOTAL + CITY HALL SUBTOTAL):**

(Figures)      \$ \_\_\_\_\_

(Words) \_\_\_\_\_

In case of error in extension of price into the total price column, the unit price will govern.

All work required and shown on the construction plans and this specification for which no price or item is listed on this proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance or direct payment of any kind. Payment for performing such work or furnishing such equipment, labor, tools and materials shall be included in the above lump sum or unit bid prices and no additional compensation will paid therefor.

**If the City determines that any of the unit bid prices are significantly unbalanced to the potential detriment of the City, the bid will be replaced as non-responsive.**

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount for any item are not in agreement, the unit price alone shall be considered to represent the bidder's intention and all totals will be corrected to conform thereto.

Attached hereto is cash, a certified check, a cashier's check, or a bidder's bond in the amount of \_\_\_\_\_ Dollar  
s, said amount being not less than 10 percent of the amount bid. Pursuant to Public Contract Code Sections 20172 and 20174, it is agreed a portion equal to the difference between the low bid and second low bid shall be retained as a bid bond forfeiture by the City if the undersigned fails or refuses to execute the Contract and furnish the required bonds and certificates of insurance within the time provided.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Bidder

**BID PROPSOAL**

PROJECT NO. JN 501 & 502

**ACKNOWLEDGEMENT OF ADDENDA RECEIVED**

The Bidder shall acknowledge the receipt of addenda by number and date each addendum received.

Addendum No. \_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_ Date \_\_\_\_\_

Addenda will be issued only through the ARC Document Solutions and access under their Public Planroom ([www.crplanwell.com](http://www.crplanwell.com)). It is the Bidder's sole responsibility to visit the Planroom to obtain and administer any Addendum related to this bid. **An Addendum must be acknowledged above by a bidder in its submitted form of Proposal.**

If an addendum or addenda have been issued by the City and not noted above as being received by the Bidder, the Bid Proposal may be rejected.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

# **BID PROPOSAL**

PROJECT NO. JN 501 & 502

## **BIDDER'S DECLARATION**

It is understood and agreed that:

1. The undersigned has carefully examined all documents which will form a part of the Contract; namely, the Notice Inviting Bids, the Instructions to Bidders, this Proposal, the Bid Bond, the Contract, the Faithful Performance Bond, the Payment Bond, the federal requirements, if any, the Plans and Specifications, the Special Provisions, and the Technical Provisions.
2. The undersigned has, by investigation at the site of the work and otherwise, satisfied himself as to the nature and location of the work and fully informed himself as to all conditions and matters, which can in any way affect the work or the cost thereof.
3. The undersigned fully understands the scope of work and has checked carefully all words and figures inserted in this Proposal and he further understands that the City will not be responsible for any errors or omissions in the preparation of the Proposal.
4. The undersigned agrees and acknowledges that he is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the undersigned will comply with such provisions before commencing the performance of the Contract if it is awarded to the undersigned.

The undersigned will execute the Contract and furnish the required statutory bonds and certificates of insurance within the period of time specified in the Contract Documents.

The undersigned will begin work after award of Contract and a Notice to Proceed has been given as herein specified and will complete said work within the time specified in the Bidding Schedule.

5. The undersigned certifies that this Proposal is genuine and not sham or collusive, or made in the interest or on behalf of a person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid nor induced any other person, firm, or corporation to refrain from bidding. The undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.
6. The undersigned will accept an award and enter into a Contract for all work scheduled herein on which he puts in a bid. The awards for such work are to be entirely at the discretion of the City after evaluation of the bids as submitted. The undersigned agrees that the City shall recover or retain as a bid bond forfeiture an amount equal to the difference between the low bid and amount of the bid of the bidder with whom the City enters into a Contract, and the surplus, if any, shall be returned to the lowest bidder in accordance with the provisions of the Public Contract Code Sections 20172 and 20174 in the event of his failure to execute a Contract and furnish required bonds and insurance therefor within the time provided.

## **BIDDER'S DECLARATION (Continued)**

7. The undersigned bidder stated under penalty of perjury that the representations made in submitting this bid are, to the best of his/her knowledge, true, accurate, and complete.

Respectfully submitted,

Contractor's Business Name	Contractor (Print) Title
Business Address: Street	Signature                      Title
City                      State                      Zip	Contractor's License No. and Classification
Business Phone Number	Business Fax Number
Date	
Name                      Title	Residence: Street
City                      State                      Zip	Residence Phone Number

Note: If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given: if it is made by a firm, it must be signed in the co-partnership's name by a general partner thereof, who shall also sign his or her own name, and the name and full address of each partner (general and/or limited) must be given; and if it is made by a corporation, it must be signed by a properly authorized officer, the corporate name shall be set forth, and the corporate seal shall be affixed.

**BID PROPOSAL**

PROJECT NO. JN 501 & 502

**NON-COLLUSION AFFIDAVIT**

(To be executed by Bidder and submitted with Bid)

State of California

County of Los Angeles

\_\_\_\_\_ being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing bid, that the bid is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any corporation, or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
ADDRESS OF BIDDER

\_\_\_\_\_  
CITY STATE ZIP

ALL SIGNATURES MUST BE WITNESSED BY NOTARY  
(attach appropriate jurats)

## **BID PROPOSAL**

PROJECT NO. JN 501 & 502

### **DECLARATION OF ELIGIBILITY TO CONTRACT** **[Labor Code Section 1777.1; Public Contract Code Section 6109]**

The undersigned, a duly authorized representative of the contractor, certifies and declares that:

1. The undersigned contractor is aware of Sections 1777.1 and 1777.7 of the California Labor Code, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code, from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.

2. The undersigned contractor is not ineligible to bid on, be awarded or perform work as a subcontractor on a public works project by virtue of Sections 1771.1 or 1777.7 of the California Labor Code or any other provision of law.

3. The undersigned contractor is aware of California Public Contract Code Section 6109, which states:

“(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on, a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code.”

“(b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project.”

4. The undersigned contractor has investigated the eligibility of each and every subcontractor the undersigned contractor intends to use on this public works project, and has determined that none of them is ineligible to perform work as a subcontractor on a public works project by virtue of the foregoing provisions of the Public Contract Code, Sections 1771.1 or 1777.7 of the Labor Code, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
\_\_\_\_\_  
California\_\_\_\_\_ (place of execution),

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

# BID PROPOSAL

PROJECT NO. JN 501 & 502

## BID BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT \_\_\_\_\_, as Principal,  
and \_\_\_\_\_, as Surety,  
are held firmly bound unto the City of Gardena in the sum of \$ \_\_\_\_\_;  
\_\_\_\_\_ DOLLARS,

(not less than ten percent of total amount of bid)

for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, said Principal has submitted a bid to the City to perform all work required under the following:

**PROJECT:** CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION

NOW, THEREFORE, if said Principal is awarded a Contract by the City and, within the time and in the manner required in the Specifications for said project, enters into the written form of Contract bound with said Specifications and furnishes the required bonds, one to guarantee faithful performance and the other to guarantee payment for labor and materials, then this obligation shall be null and void, otherwise it shall remain in full force and effect. In the event suit is brought upon this bond by the City and judgment is recovered, said Surety shall pay all costs incurred by the City in such suit, including a reasonable attorneys' fee to be fixed by the court. Surety hereby waives the provisions of California Civil Code §2845.

SIGNED AND SEALED, this \_day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_(SEAL)  
Principal

\_\_\_\_\_(SEAL)  
Surety

BY: \_\_\_\_\_  
Signature

BY: \_\_\_\_\_  
Signature

Note: This bond must be dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

# BID PROPOSAL

PROJECT NO. JN 501 & 502

## DESIGNATION OF SUBCONTRACTORS

In compliance with the "Subletting and Subcontracting Fair Practices Act" being Sections 4100-4113 of the Public Contract Code of the State of California, and any amendments thereto, each bidder shall set forth below the name and location of the place of business of each subcontractor who will perform work or labor or render service to the prime contractor in or about the construction of the work or improvement in an amount in excess of one-half (1/2) of one percent (1%) of the prime contractor's total bid, and shall further set forth the portion of the work which will be done by each subcontractor. Only one subcontractor for each such portion shall be listed.

If the contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work to which subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the legislative body of the City.

Portion of Work %	Subcontractor's Name & Address	Type of Work	State License Number	Class	D.I.R. Number

Not more than \_\_\_\_%.

**TO BE SUBMITTED WITH PROPOSAL**

# BID PROPOSAL

PROJECT NO. JN 501 & 502

## CONSTRUCTION PROJECT REFERENCE

In reference Technical Specification, Part 1–1.02 Quality Assurance, this roofing system shall be applied only by a Roofing Contractor authorized by Manufacturer prior to bid. The Roofing Contractor shall have at least five (5) years of experience as an approved Contractor with the submitted Manufacturer **as certified in writing by the Manufacturer and submitted with bid proposal**. Failure to provide this information may constitute grounds for rejection of your bid as non-responsive.

Number of years as a contractor in construction work of this type: \_\_\_\_\_

Three projects of this type recently completed:

1. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_
  
2. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_
  
3. Name (Firm/Agency): \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Title of Project: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

Bidder's Signature \_\_\_\_\_

**TO BE SUBMITTED WITH PROPOSAL**

# BID PROPOSAL

PROJECT NO. JN 501 & 502

## **CERTIFICATE OF NON-DISCRIMINATION BY CONTRACTORS**

As suppliers of goods or services to the City, the firm listed below certifies that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that it is in compliance with all applicable federal, state, and local directives, and executive orders regarding non-discrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.

FIRM \_\_\_\_\_

TITLE OF PERSON SIGNING \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please include any additional information available regarding equal opportunity employment programs now in effect within your company:

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# BID PROPOSAL

PROJECT NO. JN 501 & 502

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS**

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of the Contract pursuant to Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. If the Contractor or any Subcontractor becomes debarred or suspended during the duration of the Project, the Contractor shall immediately notify the City.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a 5-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and
  - d. Have not within a 5-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
  
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

**TO BE SUBMITTED WITH PROPOSAL**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS**  
**(Continued)**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**TO BE SUBMITTED WITH PROPOSAL**

**CONTRACT DOCUMENTS (CD)**

**CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION**

**PROJECT NO. JN 501 & 502**

**To be Submitted  
within twenty-one (21) calendar days**

**AFTER  
Award of Contract**

# CONTRACT DOCUMENT

PROJECT NO. JN 501 & 502

## AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between CITY OF GARDENA in the State of California, hereinafter referred to as "CITY" and \_\_\_\_\_, hereinafter referred to as "CONTRACTOR."

The City and the Contractor mutually agree as follows:

### ARTICLE I.

#### THE PROJECT

For and in consideration of the mutual promises set forth herein, Contractor agrees to perform and complete in a good and workmanlike manner all work required by the Contract Documents for City Project No. JN, which is described as follows:

Title: CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION

Said work shall be performed in accordance with the Plans, Specifications and other Contract Documents, all of which are referenced in Article III hereof and incorporated herein as though fully set forth. Contractor shall furnish at its own expense all labor, materials, equipment and services necessary therefor, except such labor, materials, equipment and services as are provided in the Contract Documents to be furnished by City.

This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

### ARTICLE II.

#### CONTRACT SUM AND PAYMENT

For performing and completing the work in accordance with the Contract Documents, City shall pay Contractor, in full compensation therefor, the contract sum set forth in the Bidding Schedule. Said sum shall constitute payment in full for all work performed hereunder, including, without limitation, all labor, materials, equipment, tools and services used or incorporated in the work, supervision, administration, overhead, expenses and any and all other things required, furnished or incurred for completion of the work as specified in the Contract Documents. City shall make payments to Contractor on account of the contract sum at the time, in the manner, and upon the conditions specified in the Contract Documents.

### ARTICLE III.

#### CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between the City and the Contractor, are enumerated as follows: Proposal Documents, including the Notice Inviting Bids, Instructions to Bidders, Bidding Schedule, Bidder's Declaration, Designation of Subcontractors, Bidder's Assurance, and Fair Employment Practices documents; this Agreement; Standard Specifications; Special Provisions; Technical Provisions; Drawings; Plans; and all addenda issued prior to and all modifications issued after the execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

ARTICLE IV.

EFFECTIVE DATE

This Agreement shall become effective and commence as of the date set forth below on which the last of the parties, whether City or Contractor, executes said Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized.

CITY

CONTRACTOR

By: \_\_\_\_\_  
MAYOR (Sign)

By: \_\_\_\_\_  
Sign / Title

Date: \_\_\_\_\_  
SEAL

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

Attest:  
By: \_\_\_\_\_  
CITY CLERK (Sign)

Attest: (Contractor)  
By: \_\_\_\_\_  
Sign / Title

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

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
CITY ATTORNEY (Sign)

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

**CONTRACT DOCUMENT**

PROJECT NO. JN 501 & 502

**FAITHFUL PERFORMANCE BOND**

WHEREAS, the City of Gardena has awarded to \_\_\_\_\_, hereinafter designated as the "Principal", a Contract for:

PROJECT: CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, we, \_\_\_\_\_  
as Principal, and \_\_\_\_\_  
as Surety, are held and firmly bound unto the City in the sum of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay all court costs and reasonable attorneys' fees to the City of Gardena in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, well and truly keep and perform all the undertakings, terms, covenants, conditions and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

FURTHER, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849. The City is the principal beneficiary of this bond and has all rights of a party hereto.

This bond shall remain in full force and effect for a warranty period of one full year after acceptance of the job by the City.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and

Surety named herein, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

[PRINCIPAL]

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Signature

[SURETY]

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Phone No. \_\_\_\_\_

\_\_\_\_\_  
Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

# CONTRACT DOCUMENT

PROJECT NO. JN 501 & 502

## PAYMENT BOND

WHEREAS, the City of Gardena has awarded to \_\_\_\_\_, as Contractor, a contract for the work described as follows:

PROJECT: CITY HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION

AND WHEREAS, said Contractor is required to furnish a bond in connection with said contract, to secure the payment of claims of laborers, mechanics, materialmen and other persons, as provided by law;

NOW, THEREFORE, we, the undersigned Contractor and Surety, are held firmly bound unto the City in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) this amount being not less than one hundred percent (100%) of the total Contract price, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, or any other amounts due to persons under any applicable project contract or law, with respect to such work and labor, then the Surety or Sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay all court costs and reasonable attorneys' fees to the plaintiff(s) and City in an amount to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Further, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849.

This bond shall remain in full force and effect for six full months after the period in which verified claims may be filed as provided for in Section 3184 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

[PRINCIPAL]

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Signature

[SURETY]

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_

\_\_\_\_\_  
Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

**CONTRACT DOCUMENT**

PROJECT NO. JN 501 & 502

**WORKER'S COMPENSATION INSURANCE CERTIFICATE**

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of the Contract.

DATED: \_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

ATTEST:

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**CONTRACT DOCUMENT**

PROJECT NO. JN 501 & 502

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT  
AND WAIVER OF SUBROGATION AND CONTRIBUTION**

**CIYT HALL & NAKAOKA COMMUNITY CENTER ROOF REHABILITATION**

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the City of Gardena and its respective elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees. Accountants, attorneys, or other professionals employed by Indemnitor to defend Indemnitees shall be selected by Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Company/Contractor \_\_\_\_\_

Name & Title \_\_\_\_\_

Signature & Date \_\_\_\_\_

# CONTRACT DOCUMENT

PROJECT NO. JN 501 & 502

## INSURANCE

CERTIFICATION OF INSURANCE (COI) SHALL BE SUBMITTED BY THE CONTRACTOR

- 1. COMMENCEMENT OF WORK.** Contractor shall not be authorized to commence Work under this Contract until it has obtained approved insurance. Before beginning Work hereunder, during the entire period of this Contract, for any extensions hereto, and for periods after the end of this Contract as may be indicated below, Contractor must have and maintain in place not less than the insurance coverages required in this Section at his sole cost and expense. Contractor's insurance shall comply with all items specified by this Contract. Any subcontractors shall be subject to all of the requirements of this Section and Contractor shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Contractor's insurance may cover all subcontractors. The insurance requirements are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Contract.
- 2. INSURANCE COMPANY REQUIREMENTS.** All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted to do business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.
- 3. COVERAGES, LIMITS AND POLICY REQUIREMENTS.** Contractor shall maintain the types of coverages indicated below:
- 4. COMPREHENSIVE GENERAL LIABILITY INSURANCE.** A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than either one million dollars (\$1,000,000) per occurrence or two million dollars (\$2,000,000) aggregate.
- 5. COMMERCIAL AUTO LIABILITY INSURANCE.** A policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The minimum auto insurance coverage shall be one million dollars (\$1,000,000) combined single limit per accident.
- 6. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE.** A policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars (\$1,000,000) per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

In accordance with the provisions of section 1860 of the California Labor Code, Contractor's attention is directed to the requirement that in accordance with the provisions of section 3700 of the California Labor Code, Contractor and every subcontractor will be required to secure the payment of compensation of his or her employees, or obtain a certificate of

consent to self-insurance by the Director of Industrial Relations in accordance with the requirements of Section 3700 of the California Labor Code.

In accordance with the provisions of section 1861 of the California Labor Code, Contractor shall sign and file with the awarding body the following certification prior to performing any work on the Project:

"I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

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

- (i) City and its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy as respects liabilities arising out of the performance of any work done under the Contract.
- (ii) The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.
- (iii) For any claims with respect to the Project covered by this Contract, Contractor's insurance coverage shall be primary insurance as respects City and its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by City and its elected and appointed officers, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- (iv) The policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

**8. COURSE OF CONSTRUCTION INSURANCE.** Contractor shall provide course of construction insurance covering for "all risks" of loss in the amount of the completed value of the Work. The City shall be named as a loss payee and the insurer shall waive all rights of subrogation against the City. This policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to the City. Course of Construction Insurance may be provided for each separate Phase.

**9. ADDITIONAL REQUIREMENTS.** The procuring of required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. City shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Contractor shall be deemed in default hereunder.

**10. DEDUCTIBLES.** Any deductible or self-insured retentions must be declared to and approved by City. Contractor shall guarantee that, at the option of the City, either: the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Contractor); or Contractor shall provide satisfactory financial guarantee for payment

of losses and related investigations, claim administration and defense expenses in the amount of any deductibles or self-insured retentions.

**11. VERIFICATION OF COMPLIANCE.** Contractor shall furnish City with the required endorsements attached hereto. All documents are to be received and approved by City before Work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Contract, Contractor shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Contractor shall provide full copies of any requested policies to City within three (3) days of any such request by City.

**12. TERMINATION FOR LACK OF REQUIRED COVERAGE.** If Contractor, for any reason, fails to have in place, at all times during the term of this Contract, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Contractor's expense and/or terminate this Contract. Contractor shall indemnify, defend and hold harmless City and its elected and appointed officers, employees, agents and volunteers from any claim resulting from failure of either Contractor or any subcontractor to take out or maintain any insurance required by this Contract.

**13. EQUIPMENT COVERAGE.** Any policy or policies of insurance Contractor or his subcontractors elect to carry as insurance against loss or damage to construction equipment and tools or other personal property shall include a provision waiving the insurer's right of subrogation against City.

# **PROJECT NO. JN 501 & 502**

## **SPECIAL & TECHNICAL PROVISIONS**

The following Special Provisions supplement and amend the "Standard Specifications for Public Works Construction", 2015 Edition. As a reference they have been arranged into a sequence, which parallels the arrangement of the Standard Specifications.

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**GARDENA CITY HALL ROOF REHABILITATION TECHNICAL SPECIFICATIONS – MECHANICALLY ATTACHED PVC SINGLE-PLY ROOF SYSTEM**

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**NAKAOKA COMMUNITY CENTER ROOF REHABILITATION TECHNICAL  
SPECIFICATIONS – MECHANICALLY ADHERED PVC SINGLE-PLY ROOF SYSTEM**

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# **SPECIAL PROVISIONS PROJECT NO. JN 501 & 502**

## **PREFACE: STANDARD SPECIFICATIONS AND STANDARD DRAWINGS.**

The Standard Specifications for Public Works Construction (“Greenbook”) written and promulgated by the Southern California Chapter of the American Public Works Association and the Southern California Districts of the Associated General Contractors of California shall be the Standard Specifications of the City. All work shall conform to the 2015 edition, including supplements of the Standard Specifications, the Special Provisions which supplement or modify the Standard Specifications, and the Standard Drawings as issued by the City (defined herein as “Agency”) available at the time bids are opened unless otherwise specified in the Contract Documents.

The above referenced Standard Specifications, Special Provisions and Standard Drawings are hereby made a part of the Contract Documents.

For the convenience of the Contractor, the section and subsection numbering system used in these Special Provisions corresponds to that used in the Standard Specifications.

## **SECTION 1 - TERMS, DEFINITION, ABBREVIATIONS, UNITS OF MEASURE AND SYMBOLS.**

**1-2 TERMS AND DEFINITIONS.** Whenever in the Standard Specification the following terms are used, they shall be understood to mean and refer to the following:

- |     |                                |   |
|-----|--------------------------------|---|
| (a) | AGENCY                         | The City of Gardena, a California municipal corporation.  |
| (b) | BOARD                          | The City Council of the City of Gardena   |
| (c) | CONTRACT<br>DOCUMENTS          | Documents including but not limited to the proposal forms, Standard “Greenbook” Specifications, Special Provisions, Technical Provisions, Notice Inviting Bids, Instructions to Bidders, Bonds, Insurance, Contract and all Addenda setting forth any modifications of the documents. |
| (d) | ENGINEER                       | The City of Gardena Director of Public Works/City Engineer or his authorized representative.  |
| (e) | BIDDER                         | An individual, co-partnership, association or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.   |
| (f) | LEGAL ADDRESS<br>OF CONTRACTOR | The legal address of the Contractor to be the address given on the Contractor’s bid and is hereby designated as the place to which all notices, letters or other communications to the Contractor shall be mailed or delivered.   |
| (g) | LABORATORY                     | An established laboratory approved and authorized by the Engineer for testing materials and work involved in the contract.  |

## SECTION 2 - SCOPE AND CONTROL OF THE WORK

### 2-1 AWARD AND EXECUTION OF THE CONTRACT.

**2-1.1 Proposal.** The proposal shall be fully executed and submitted on the forms provided by the Agency and shall be enclosed in a sealed envelope marked and addressed as directed in the "Notice Inviting Bids".

If the proposal is made by an individual, it shall be signed and his or her full name and address shall be given; if it is made by a firm it shall be signed with co-partnership name by a general partner thereof, who shall also sign his or her known name, and the name and address of each member of such co-partnership shall be given; if made by a corporation, the name of the corporation shall be signed by its duly authorized officers and attested by the corporate seal.

Bidders are warned against making erasures or alterations of any kind on their Proposal. Proposals which contain omissions, erasures, alterations, conditions or additions not called for may be rejected.

At the time the Contract is awarded by the Agency, the Contractor shall be licensed under the provisions of Chapter 9, Division 3, of the Business and Professions Code of the State of California to do the type of work contemplated in the Contract and shall be skilled and regularly engaged in the general class or type of work required by this Contract.

**2-1.2 Examination of Plans, Specifications and Project Site.** Bidders shall read the specifications, review the drawings and examine the existing facilities to fully understand the project in order to plan for the improvements as shown in the contract, including local condition, uncertainty of weather and all other contingencies.

Bidders shall satisfy themselves by personal examination of the proposed work sites, and by such other means as they may choose as to actual conditions and requirements and as to the accuracy of the quantities stated in the Proposal forms. Information derived from the maps, plans, specifications, profiles, drawings, or from the Engineer/Architect of the record, shall not relieve the bidder of this responsibility, and the interpretation of the data disclosed by borings or other preliminary investigations is not guaranteed nor is any liability assumed by the Agency.

**2-1.3 Interpretation of Drawings and Documents.** If a prospective bidder is in doubt as to the true meaning or intent of any part of the Contract Documents including the Specifications, or discovers discrepancies in, or omissions from, the Specifications or Drawings, he may submit to the Engineer a written request for an interpretation or a correction thereof. Interpretations or corrections of the Contract Documents including the Specifications and Drawings, shall be made only by addendum duly issued by the Engineer, and a copy of such addendum will be sent by certified mail, postage prepaid, or delivered to each person receiving a set of the Contract Documents whose address is known to the Engineer and such addendum shall be considered a part of and incorporated in the Contract Documents.

**2-1.4 Award of Contract.** After the Proposals have been publicly opened and read aloud, they will be checked for accuracy and compliance with all provisions as specified herein.

The Agency reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received.

Bids subsequently shown to be mathematically unbalanced would be rejected as nonresponsive.

A mathematically unbalanced bid is one containing lump sum or unit bid items which do not reflect reasonable actual costs plus a reasonable proportionate share of the bidder's anticipated profit, overhead costs, and other indirect costs, which he/she anticipates for the performance of the items in question.

"A bid is mathematically unbalanced if the bid is structured on the basis of nominal prices for some work and inflated prices for other work; that is, each element of the bid must carry its proportionate share of the total cost of the work plus profits."

"A bid is materially unbalanced if there is a reasonable doubt that award to the bidder submitting the mathematically unbalanced bid will result in the lowest ultimate cost to the Government. Consequently, a materially unbalanced bid may not be accepted."

Award of the Contract, if it be awarded, will ordinarily be made by the Agency within 30 days after opening of the bids. Award will be made to the lowest responsive responsible bidder.

In selecting the lowest responsive responsible bidder, consideration will be given to the general competency of the bidder for the performance of the work covered by the proposal. To receive favorable consideration, a bidder may be required to present evidence that he has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the Agency that he or his associates are competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements. A showing of adequate financial resources may be required but will not alone determine whether a bidder is competent to undertake the proposed work.

Only manufacturers or contractors of established reputation, or their duly authorized dealers or agency, having proper facilities for the manufacture of the materials or equipment and for servicing same, or for proper execution of the work called for in the contract, will be considered in making the award.

**2-1.5 Execution of Contract.** A bidder whose proposal is accepted shall properly sign a written contract with the Agency on the form attached hereto and return said contract together with good and approved bonds and insurance certificates as required by the Contract Documents within twenty-one (21) calendar days from the date of the mailing of a notice from the Agency to the bidder, according to the address given by him, of acceptance of his proposal.

Contract bonds and certificates of insurance, if required, shall be filed in all instances before delivering any equipment, materials, or performing any work under the contract; also before any purchase order shall be issued. An executed Power of Attorney form shall be submitted with all contract bonds herein specified.

If a bidder whose proposal is accepted fails or refuses to enter into a contract as herein provided, or to conform to any stipulated requirement in connection therewith, the money represented by his check or bidder's bond shall be refunded less the difference between the low bid and the bid of the bidder with whom the Agency enters into an agreement in accordance with the provisions of the Public Contracts Code Section 20174. At the discretion of the Agency, an award may be made to the bidder whose proposal is next most acceptable to the Agency, and such bidder and his surety shall fulfill every stipulation embraced herein as if he were the party to whom the first award was made.

A corporation to which an award is made may be required before the contract is finally signed to furnish evidence of its corporate existence, of its right to do business in California and of the authority of the officer signing the contract and bonds for the corporation to so sign.

**2-1.6 Return of Proposal and Guarantee.** The check or bond of a bidder to whom the contract has been awarded will be returned to him after all of the acts, for the performance of which said security is required, have been fully performed. The checks or bid bonds of the second and third lowest bidders will be returned when the bidder to whom the contract has been awarded has properly executed all of the required Contract Documents. Check or bid bonds of other bidders will be returned when their proposals are rejected or in any event at the expiration of forty-five (45) days from the date of opening bids.

## **2-5 PLANS AND SPECIFICATIONS.**

**2-5.2 Precedence of Contract Documents.** The order of precedence of contract documents shall be:

FIRST	Requirements of law, including the Code and Ordinances of the City of Gardena.
SECOND	Permits from other agencies as may be required by law.
THIRD	Permits from City of Gardena Departments as may be required by law or ordinance.
FOURTH	The Contract.
FIFTH	The Bid Proposal.
SIXTH	Addenda.
SEVENTH	Notice Inviting Bids.
EIGHTH	Instructions to Bidders.
NINTH	Technical Provisions.
TENTH	Plans.
ELEVENTH	Special Provisions of the Standard Specifications.
TWELFTH	Standard Plans.
THIRTEENTH	Standard Specifications for Public Works Construction (current edition).
FOURTEENTH	Caltrans Standard Plans and Specifications.
FIFTEENTH	Reference Specifications.

Change orders, supplemental agreements and approved revisions to Plans and Specifications will take precedence over documents listed above, except those listed as FIRST, SECOND and THIRD. Detailed plans shall have precedence over general plans.

## **2-9 SURVEYING.**

**2-9.1 Permanent Survey Markers.** The Contractor is required to locate and tie out survey

monuments in the project area prior to construction involving street and highways, or City public right of way and to file with the County Surveyor a Corner Record of any such work. Prior to final payment and the issuance of a completion certificate, the Contractor is required to file a Corner Record for survey monumentation that is replaced. All such survey work shall be performed under the supervision of a California licensed Land Surveyor or a Civil Engineer authorized to perform such work.

The Contractor shall provide the Agency a copy of the office calculations and documents submitted to the County for filing in connection with the aforementioned work.

The payment for surveying, related professional services, office calculation, furnishing all labor, materials, equipment, tools and incidentals, and for doing all work involved shall be considered as included in the various items of work, and no additional compensation will be allowed therefor.

**2-9.2 Survey Service.** Unless otherwise provided in the Technical Provisions, establishing lines and grades for construction shall be the responsibility of the Contractor, with the following provisions:

All work under this contract shall be built in accordance with the lines and grades shown on the plans. Field survey for establishing these, and for the control of construction, shall be the responsibility of the Contractor. All such surveys, including construction staking, shall be performed on all items ordinarily requiring grade and alignment, at intervals normally accepted by the agencies and trade involved.

The Contractor shall provide a copy of the office calculations and grade sheets to the Agency's Inspector. The Contractor shall be responsible for any error in the finished work, and shall notify the Engineer within 24 hours of any discrepancies or design errors discovered during staking.

Unless a separate bid item is provided, the payment for surveying, construction staking, professional services, office calculations, furnishing all labor, materials, equipment, tools and incidentals, and for doing all work involved shall be considered as included in the various items of work, and no additional compensation will be allowed therefor.

### SECTION 3 – CHANGES IN WORK

**3-2.2.3 Decreases of More Than 25 Percent.** All alternate bid items may be decreased or deleted by more than 25% allowed.

**3-3 EXTRA WORK.** When work is performed on a "time and materials" basis, the following percentages shall be added to the Contractor's cost and shall constitute the markup for all overhead and profits:

1) Labor	.....	20
2) Materials	.....	15
3) Equipment Rental	.....	15
4) Other Items and Expenditures	.....	15

To the sum of the costs and markups provided for in this section, 1 percent shall be added as compensation for bonding.

When all or any part of the extra work is performed by a Subcontractor, the markup established above shall be applied to the Subcontractor's actual cost of such work. A markup of 10 percent on

the first \$5,000 of the subcontracted portion of the extra work and a markup of 5 percent on work added in excess of \$5,000 of the subcontracted portion of the extra work may be added by the Contractor.

**3-5 DISPUTED WORK.**

**3-5.1 Retention of Imperfect Work.** If any portion of the work done or materials furnished under the contract proves defective or not in accordance with the specifications and contract drawings, and if the imperfection in the same is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if the removal of such work is impracticable or will create conditions which are dangerous or undesirable in the opinion of the Engineer, the Engineer shall have the right and authority to retain the work instead of requiring it to be removed and reconstructed, but he shall make deductions therefor in the payment of the contract item due Contractor as may be just and reasonable.

**SECTION 6 – PROSECUTION, PROGRESS, AND ACCEPTANCE OF THE WORK**

**6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK**

**6-1.1 Construction Schedule.** The Contractor’s proposed construction schedule shall be submitted to the Engineer within ten (10) working days after the date of the contract execution. The schedule shall be supported by written statements from each supplier of materials or equipment indicating that all orders have been placed and acknowledged, and setting forth the dates that each item will be delivered.

The Contractor shall include in his bid all costs to perform the work under this contract in stages. The Contractor shall begin and complete work in each stage prior to starting work in subsequent stages unless previous permission is obtained from the Engineer. The contractor shall stage the work to allow parking on the next adjacent streets. Restricting parking on multiple adjoining streets shall require approval of the engineer.

**6-1.2 Commencement of the Work.** Prior to issuing the Notice to Proceed, the Engineer will schedule a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods and clarify inspection procedures.

The names, addresses and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the Public Works Manager and the County Sheriff’s Department or the City Police Department prior to beginning work.

The Contractor shall also notify the City of Gardena and the owners of all utilities and substructures within the Project area not less than 48 hours prior to starting construction. The following utility companies list of names and telephone numbers is intended for the convenience of the contractor and is not guaranteed to be complete or correct:

<b>COMPANY</b>	<b>CONTACT</b>	<b>TELEPHONE NO.</b>
Southern California Edison	Cynthia Carrillo	310.413.4497
Southern California Gas	Melissa Fukunaga: Tech Services Planning: Attn - Lead Planner	213.231.7281
AT&T	Terence Little	626.817.4252
	Raymond Dover	310.515.4257
Gardena Police	Dispatch	310.3237911

L.A. County Fire Dept.		310.323.7911
Time Warner Communications	Arturo Fernandez	310.750.9099
Crown Castle	Hector Aguilera	951.454.5111
Waste Resources of Gardena	Lorena Rodriguez	310.366.7600
Golden State Water Co.	Conde Ventura	310.436.6950 x107
	Joseph Salcido	310.660.0320 x101
L.A. County Flood Control	Daryll Chenoweth	626.458.3129
L.A. Sanitation District	Jon Ganz	562.908.4288
Metropolitan Water District	Civil Eng. Substructures Section	213.217.7059
Chevron Pipeline	Dave Zerler	310.669.4014
Underground Service Alert		800.422.4133

The Contractor shall submit periodic Progress reports to the Engineer by the tenth day of each month. The report shall include an updated Construction Schedule. Any deviations from the original schedule shall be explained. Progress payments will be withheld pending receipt of any outstanding reports.

#### **6-7 TIME OF COMPLETION.**

**6-7.2 Working Day.** The Contractor's working hours shall be limited to the hours between 8:00 A.M. and 4:00 P.M., Monday through Friday except holidays. Deviation from normal working hours will not be allowed unless written permission has been duly obtained beforehand from the office of the City Engineer. The Contractor shall provide adequate light for proper prosecution of the work, for the safety of the workmen and the public, and for proper inspection.

**If the Contractor works beyond the allowed working hours without prior written approval from the Engineer, the Contractor may be charged Five Hundred (\$500) for each occurrence as required by the Engineer. The amount will be deducted from a progress payment or bond.**

Contractor hereby acknowledges and shall be required to comply with the provisions of California Labor Code Section 1810 et seq. According to those sections, eight (8) hours of labor shall constitute a legal day's work. Contractor shall pay to the Agency a penalty of Twenty-Five Dollars (\$25.00) for each worker employed in the execution of this Contract by Contractor, or by any Subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day or forty (40) hours in any one (1) calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the basic rate for that worker.

In the event of either a requested or emergency deviation, inspection service fees will be charged against the Contractor. The service fees will be calculated at overtime rates including benefits, overhead and travel time. The service fees will be deducted from any amounts due to the Contractor.

**6-8 COMPLETION, ACCEPTANCE, AND WARRANTY.** In addition to the guarantees as required in Section 2-4 of the Standard Specifications, the Faithful Performance Bond shall remain in full force and effect for a period of one year after acceptance of the work by the Agency to insure that defects, which may appear within said period, will be repaired, replaced, or corrected by the Contractor, at his own cost and expense, to the satisfaction of the Engineer

within thirty (30) days after written notice thereof by the Agency.

**6-9 LIQUIDATED DAMAGES.** The amount of liquidated damages is hereby amended to **\$1,000** for each consecutive calendar day.

## **SECTION 7 – RESPONSIBILITIES OF THE CONTRACTOR**

### **7-1 THE CONTRACTOR’S EQUIPMENT AND FACILITIES.**

#### **7-1.1 General.**

**7-1.1.1 Contractor’s Responsibility for Work.** Until the formal acceptance of the work by the Agency, the Contractor shall have the charge and care thereof and shall, subject to the insurance protection furnished in accordance with 7-3 hereof, bear the risk of accident, loss or damage to any part thereof by action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore and otherwise correct damages to any portion of the work occasioned by any of the above causes before its acceptance.

In case of suspension of work from any cause whatever, the Contractor shall be responsible for all materials and the proper temporary storage thereof.

**7-1.1.2 Notice and Service Thereof.** Any notice required or given by one party to the other under the contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatever unless served in the following manner:

Notice shall be given to the Agency by personal delivery thereof to the City of Gardena Engineer or by depositing the same in the United States mail enclosed in a sealed envelope, registered and with postage prepaid, addressed to:

General Services - Public Works Department  
City of Gardena  
1717 W. 162<sup>nd</sup> Street  
Gardena, CA 90247-3778

Notice shall be given to the Contractor by personal delivery thereof to said Contractor or to his authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope addressed to said Contractor at the address established for the conduct of the work under this Contract, postage prepaid and registered.

Notice shall be given to the Surety, or any other person, by personal delivery to said Surety or other person, or by depositing the same in the United States Mail, enclosed in a sealed envelope addressed to such Surety or persons at the address of said Surety or persons last communicated to the party giving the notice, postage prepaid and registered.

Notification of Property Owners and Tenants - The Contractor shall notify each property owner and/or tenant in the project area in writing five (5) working days prior to the start of construction. If pedestrian or vehicular access to private property is to be blocked, the Contractor shall again notify each property owner and/or tenant in writing five (5) working days prior to construction activities. The Contractor shall provide additional notices when a lapse time occurs during each phase/segment work.

**The written notice shall be submitted to the Engineer for approval prior to being delivered.**

**7-1.1.3 Warranty of Title.** No materials, supplies or equipment for the work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest therein or any part thereof is retained by the seller or supplier.

The Contractor warrants clear and good title to all materials, supplies and equipment installed and incorporated in the work, and agrees upon completion of all work to deliver the premises, together with all improvements and appurtenances constructed or placed thereon by him to the Agency free from any claims, liens, encumbrances or charges, and further agrees that neither he nor any person, firm or corporation furnishing any material or labor for work covered by the Contract shall have any right to a lien upon the premises or any improvement or appurtenance thereon; provided, that this shall not preclude the Contractor from installing metering devices or other equipment of utility companies the title of which is commonly retained by the utility company. Nothing contained in this section, however, shall defeat or impair the right of such persons furnishing materials or labor under any bond given by the Contractor for their protection, or any right under any law permitting such persons to look to funds due the Contractor, which are in the hands of the Agency.

The provisions of this section shall be inserted in all subcontractor's and material contracts, and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into regarding such materials.

**7-3 INSURANCE.** Refer to the Contract Documents Section, CD-10, for detail requirements.

**7-5 PERMITS.** The Contractor will obtain, at no cost to the Agency, all permits necessary to perform the work on streets, highways, railways or other rights-of-ways. The Contractor shall obtain and pay for all costs incurred for permits necessitated by its operations such as, but not limited to those permits required for night work, overload, blasting and demolition. For private contracts, the Contractor shall obtain all permits incidental to the work or made necessary by its operations, and pay all costs incurred by the permit requirements.

The Contractor and each subcontractor employed upon the work must have or obtain a valid City of Gardena Business License in accordance with the provisions of the Gardena Municipal Code.

**7-6 THE CONTRACTOR'S REPRESENTATIVE.** The Contractor shall furnish the Engineer with the name, address and cell/ business/home telephone numbers of the person responsible for the maintenance of barricades, traffic control signs, lights and other safety devices.

**7-8 WORK SITE MAINTENANCE.**

**7-8.1. General.** The Contractor shall keep the work site clean and free from rubbish and debris. The Contractor shall abate dust nuisance by cleaning, sweeping and sprinkling with water in keeping with the AQMD and NPDES requirements. Debris, soil or other matter shall not be washed into storm drains but shall be collected and disposed of in a legal, responsible manner. The construction area shall be cleaned with a power sweeper at the end of every workday and when deemed necessary by the Engineer.

The Contractor shall maintain drainage within and through the work areas. Earth dams will not be permitted in paved areas. Use temporary sandbags to control the site perimeter. At the completion of the project sandbags shall become the property of the City of Gardena and shall be remain in place.

The Contractor shall not spill on haul routes. Any such spillage shall be removed immediately and the area cleaned.

Stockpiling of construction materials or debris on City right-of-way shall be in accordance with the NPDES permit and shall be approved by the inspector. At the completion of work, the Contractor shall thoroughly clean all work areas.

#### **7-8.4 Storage of Equipment and Material.**

**7-8.4.1 General.** All costs associated with the disposal of all excavated or demolition materials, including any gate fees, shall be paid by the Contractor. These costs shall be included in the bid price for the applicable bid items.

Prior to any excavated or demolition material being removed from the construction site the Contractor shall notify the City as to the hauling route and destination for disposal. If the location for disposal is other than a county landfill then the Contractor shall provide the City with written permission and release of liability for the City from the owner of the property where the material will be deposited.

The City has an exclusive agreement with Waste Resources, Inc. and no other firm may provide bulk trash bins in the event the work requires this service.

**7-8.4.2 Storage in Public Streets.** Construction equipment shall not be stored at the construction site, any public street or publicly owned facilities without approval of the City. Contractor shall store equipment at a contractor's rental yard.

All excavated material that is to be hauled to and disposed of at a County landfill site by the Contractor is subject to a County gate fee based on tonnage.

**7-9 PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS.** Any facilities, structures, water lines, landscaping, surfaces, signs, pavement markings, painted curbs, house numbers, etc., which are damaged during construction shall be restored to the satisfaction of the City. Damaged water lines shall be repaired immediately at no additional cost to the city.

**7-9.1 Access to Private Property.** The Contractor shall be aware that business and residential access must be maintained at all times. The Contractor shall schedule operations to minimize interference with access to private property.

The main access way to any business or home shall not be completely blocked for more than one four-hour period a day except blockage shall be limited to one twenty-four (24) hour period when concrete is poured.

Temporary access ways shall be provided from the street to the main access way of all businesses and homes by use of traffic rated steel plates or any other method approved by the city.

Payment for this item shall be included in the applicable contract work item.

#### **7-10 SAFETY**

**7-10.1 Public Convenience and Safety Access.** The Contractor shall provide temporary "No Parking" and all other signs which are necessary for the safe and orderly conduct of vehicular traffic as directed by the Engineer and as specified herein. Contractor shall also provide an

approval barricaded area in the parking lane for pedestrian traffic during such time as the parkway is unfit to be used for pedestrian traffic.

At such times as driveways are inaccessible due to the Contractor's work, they shall be blocked by two (2) Class II barricades or one (1) Class II barricade and two (2) delineators. Driveways that are ramped or planked for temporary access shall be provided with a barricade or delineator at each side. The Contractor shall give 24-hour notice to affected property owners prior to blocking any driveway.

The Contractor shall provide access for refuse collection on the regularly scheduled days. He shall also facilitate or assist in the collection where such work is hampered by his operations.

**7-10.2 Street Closures, Detours, and Barricades.** The Contractor shall not close any street within the City of Gardena without first obtaining the approval of the Engineer. Barricading, traffic control and detour diagrams in connection with street closures shall be submitted by the contractor as required by the Engineer.

The Contractor shall provide and install barricades, delineators, warning devices and construction signs in accordance with the California Manual of Temporary Traffic Controls or W.A.T.C.H. Handbook. During adverse weather or unusual traffic or working conditions additional traffic devices shall be placed as directed by the Engineer. All traffic signs and devices shall also conform to the California Manual of Temporary Traffic Controls or W.A.T.C.H. Handbook.

The Contractor shall provide and maintain Type II barricades along excavation edges parallel to the flow of traffic at a maximum spacing of twenty-five feet. Type II barricades mounted with flashers shall be installed around work areas in parkways. Type II barricades shall have alternating reflective orange and reflective white stripes at an angle of 45 degrees. The strip width shall be in accordance with Table 5-1 "Barricade Characteristics" "Manual of Traffic Controls for Construction and Maintenance Work Zones".

During paving operations, barricades may be supplemented with minimum size eighteen-inch high traffic cones and delineators such that spacing between barricades and/or cones or delineators is no greater than twenty feet. Traffic cones and delineators used within State right-of-way shall be a minimum size of twenty-eight inches high. At all access points such as intersecting streets, alleys and driveways, barricades and/or cones shall be provided at five-foot intervals so as to prevent vehicular access to the paving area. Where access from an intersecting street is prohibited, a "Road Closed" sign shall be provided at the nearest prior intersection. "No Left Turn" signs shall be provided wherever required by the Engineer.

When one-way access from a side street or alley is permitted, barricades and cones shall be provided at five-foot intervals for a distance of fifty feet on either side of the centerline of the intersecting street, or alley.

Should the Contractor fail to furnish a sufficient number of traffic and/or pedestrian safety devices, the Agency will place such necessary items and the Contractor shall be liable to the Agency for providing such devices in accordance with the following provisions:

1. For placing of barricades: \$5.00 per barricade for the first day or any part thereof and \$2.00 per barricade, per day, for each day thereafter or any part thereof. For flashers: \$2.50 per flasher for the first day or any part thereof and \$1.00 per flasher, per day, for each day thereafter or any part thereof. For traffic cones: \$1.00 per cone for each day or any part thereof.

2. In the event that the services of the Agency are required between the hours of 5:00 P.M. and 8:00 A.M., during the normal week or at any time on Saturday, Sunday or a Agency holiday, there shall be an additional charge to the above set forth minimums of \$188.00 for each service trip required.

Contractor shall relocate, preserve and maintain the visibility of all existing signs within the project limits which affect the flow of traffic, as directed by the Engineer. Any signs which are damaged or found to be missing during the course of construction shall be replaced by the Contractor at his expense as directed by the Engineer. All other signs that interfere with the course of work and are not necessary for the safe flow of traffic will be removed and replaced by the Agency. Traffic control signs include Stop Signs, Speed Limit, Parking Restrictions and other regulatory signs.

**7-10.2.1 Traffic Control.** See Section 10 - Technical Provisions.

**7-10.4 Safety.**

**7-10.4.4 Hazardous Substances.** As required by Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify the Agency of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by the Agency; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon notification, the Agency shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all work to be performed under the Contract but shall retain all rights provided by the Contract and by law for making protests and resolving the dispute.

**7-10.4.4.1 Edison Energized Conductors.** Contractor hereby promises and agrees that in the performance of the work specified in this Contract, it will employ and utilized only qualified persons, as hereinafter defined, to work in proximity to Edison's secondary, primary and transmission facilities. The term "qualified person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: A person who by reason of experience or instruction is familiar with the operation to be performed and the hazards involved."

Contractor further promises and agrees that the provisions of this section shall be and are binding upon any subcontractor or subcontractors that may be retained by it, and that Contractor shall take such steps as are necessary to assure compliance by said subcontractor or subcontractors with the requirements of this section.

**7-10.4.4.2 Emergency Provisions.** Unusual conditions may arise on the work which will require that immediate and unusual provision be made to protect the public from danger or loss or damage to life and property, due directly or indirectly to the prosecution of the work, and it is part of the service required of the Contractor to make such provisions and to furnish such protection.

Whenever, in the opinion of the Agency, an emergency exists of which the Agency is aware and against which the Contractor has not taken sufficient precaution for the safety of the public or the protection of utilities or of adjacent structures or property which may be injured by the progress of construction; and whenever, in the opinion of the Agency, immediate action shall be

considered necessary in order to protect public or private personnel or property interests, or prevent likely loss of human life or damage on account of the operations under the Contract, then in that event the Agency may provide suitable protection to said interests by causing such work to be done and material to be furnished, as in the opinion of the Agency may seem reasonable and necessary, all at the expense of the Contractor.

**7-14 ANTITRUST CLAIMS.** By entry into this Contract, Contractor hereby acknowledges the terms of Section 7103.5 of the Public Contract Code and hereby offers and agrees to assign to the Agency all rights, title and interest in all causes of action it may have as outlined above.

## **SECTION 8 – FACILITIES FOR AGENCY PERSONNEL**

**8-2 FIELD OFFICE FACILITIES.** The Contractor shall provide the class of field office indicated below:

Class "A"

Class "B"

Class "C"

In the event none of the boxes are marked above, no specific field office will be required, and the use therefor of any field office will be at the Contractor's discretion. The location of any field office shall be as provided on the plans, in these Specifications or as designated by the Engineer.

## **SECTION 9- MEASUREMENT AND PAYMENT**

### **9-3 PAYMENT.**

**9-3.2 Partial and Final Payment.** The closure date for periodic progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the tenth day of the following month. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents.

**9-3.5 Work Performed Without Direct Payment.** Tools and materials of any class for which no price is fixed in the Proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance, or direct payment of any kind. The cost of performing such work or furnishing such equipment, labor, tools and materials shall be included in the unit bid prices in the Proposal and no additional compensation will be paid therefor.

### **9-4. DISPUTE RESOLUTION.**

**9-4.1 Requests for Contract Adjustments and Relief.** If either Contractor or the Agency believes that it is entitled to relief against the other for any event arising out of or related to the work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in the applicable sections of this Contract.

In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed fourteen (14) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such notice shall include sufficient information to advise the other party of the circumstances giving rise to the claim for relief, the specific

contractual adjustment or relief requested and the basis of such request.

**9-4.2 Dispute Avoidance and Resolution.** The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Contractor and the Agency each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the work under the Contract.

Contractor and the Agency will first attempt to resolve disputes or disagreements at the field level through discussions between Contractor's Representative and the Engineer.

If a dispute or disagreement cannot be resolved through the Contractor's Representative and the Engineer, Contractor's Chief Executive Officer or similar senior representative and the Gardena City Manager, or designee, upon the request of the other party, shall meet as soon as conveniently possible, but in no case later than twenty (20) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meeting between the parties' senior representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

If, after meeting, the senior representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties may submit the dispute to binding or non-binding mediation. The mediation shall be conducted in any manner and by any person or mediation association mutually acceptable to the parties.

**9-4.3 Arbitration.** Any claims, disputes or controversies between the parties arising out of or relating to the Contract, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 9-4.2 above may be decided by binding or non-binding arbitration. The arbitration shall be conducted in any manner and by any person or arbitration association mutually acceptable to the parties.

**9-4.4 Claims Disputes.** Any claims of Contractor, as "claims" are defined in California Public Contract Code Section 9204 shall be processed in accordance with that section. Section 9204 provides in relevant part that upon receiving a claim from a contractor, together with reasonable documentation to support the claim, a contracting public entity shall conduct a reasonable review of the claim and, within a period not to exceed 45 days [except as otherwise provided in Section 9204], shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, Section 9-4.3 shall apply. If the contractor disputes the public entity's written response, or if the public entity fails to respond to a claim within the time prescribed, the contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute.

Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60

days after the public entity issues its written statement. Any disputed portion of the claim of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the contractor sharing the associated costs equally. The public entity and contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to other applicable procedures.

**END OF SPECIAL PROVISIONS**

## SECTION 10 - TECHNICAL PROVISIONS

### 10-1 HAZARDOUS MATERIAL REMOVAL.

#### 10-1.1 Scope of Work.

Nakaoka Community Center - The identified HVAC silver tape shall be considered asbestos containing materials. All painted metal flashings shall be considered Lead-Containing Paint (LCP) but not Lead-Based Paint (LBP).

City Hall - The identified black roof mastic and silver vent putty shall be considered Asbestos Containing Materials (ACM). All painted stucco and metal shall be considered Lead-Containing Paint (LCP) but not Lead-Based Paint (LBP).

An asbestos and lead survey for the City Hall and Nakaoka Community Center, 1700 & 1670 W. 162<sup>nd</sup> Street, Gardena, CA 90247, dated February 3, 2021, was performed by CES Environmental Consultants.

The report consists of an investigation and testing of the location that is pertaining to the roof replacement project and includes removal of existing materials, additional roof drains. Eighteen (18) asbestos samples and two (2) paint chips samples taken for Nakaoka Community Center and twenty-four (24) asbestos samples and three (3) lead paint samples taken for City Hall.

**The Limited Asbestos and Lead Survey Report can be found in Appendix C.**

Based on the report and the results of the tests, the HVAC silver tapes at Nakaoka Community Center and the black roof mastic and silver vent putty are considered Asbestos-Containing Materials (ACM) and is to be treated and disposed as asbestos-containing materials as mandated by the USEPA if it is to be disturb. Removal of ACMs shall be completed by a licensed asbestos abatement contractor.

Based on the report and the results of the tests, painted metal flashings at Nakaoka Community Center and stucco column and metal flashings at City Hall are considered Lead-Containing Paint and is to be treated and disposed as LCP materials as mandated by Cal/OSHA if it is to be disturb. Removal of LCPs shall be completed by a certified lead abatement contractor.

The Contractor shall notify the South Coast Air Quality Management District (SCAQMD) Office of Operations of the intent to remove the asbestos in the buildings. Notifications shall be typewritten and postmarked or delivered no later than 10 days prior to commencement of asbestos removal work. No additional compensation or extension of working time shall be allowed for compliance with this item.

If applicable, asbestos material is less than 1%, which is not a hazardous waste, but needs to be removed or otherwise handled by employees with appropriate training and personal protective equipment pursuant to the State of California's carcinogen regulations for a carcinogen being present at or above 0.1 percent. Please refer to the report for details.

**Contractor shall provide manifest document to the City for all hazardous material disposals.**

The scope of work shall consist of furnishing all labor, materials, services, insurance, equipment, decontamination of facilities necessary to carry out the complete removal and disposal of all asbestos containing materials and lead containing paint identified in these Specifications and in the hazardous materials report for the sites.

The Contractor shall establish a regulated work area as required by the scope of this project and the related Health and Safety Regulations. After completing the asbestos and lead containing paint removal, the work area shall be decontaminated per requirements of applicable regulation.

The Contractor is responsible for notifying EPA and other concerned state agencies in writing. The Contractor must also obtain waste disposal and other permits as necessary to perform the work.

If the starting date is delayed, the Contractor shall notify the District Office of Operations, postmarked at least 5 calendar days prior to rescheduled start date. If the completion date is delayed, the Contractor shall notify the District of new completion date postmarked at least 2 calendar days before the original scheduled completion date.

All work shall be done in a neat, workmanlike manner, and shall conform with all federal, state and local building, fire, sanitary, CAL-OSHA, EPA, health and air pollution control ordinances and all of the applicable regulations which may apply, and the Contractor shall assume all responsibility therewith. If the Contractor performs any work contrary to such laws, ordinances, rules and regulations, he shall bear all costs incidental to its correction.

The Contractor shall furnish, erect, and maintain such fences, barricades, guards, lights, signs and other devices, as are necessary to prevent accidents and avoid damage or injury to the public. The Contractor shall also provide all permanent or temporary bracing, shoring and anchoring that the nature of the work may require in order to make all parts thereof stable and secure; and the Contractor will be held accountable for any damage resulting from his failure to furnish aid bracing, shoring, or anchoring. The Contractor shall be held responsible for damages to any building, fence, etc., or property not a part of the removal contract.

**10-1.2 Legal Relations and Responsibilities.** The Contractor shall perform the asbestos abatement including decontamination in accordance with Rule 1403 Asbestos Emissions from Demolition/Renovation Activities, adopted October 6, 1989 and its revision to date by the SCAQMD, Specifications, and the following governmental regulations:

Environmental Protection Agency (EPA) Regulation 40CFR 61 Subpart M, Occupational Safety and Health Administration (OSHA) Regulation 29 CFR 1926.58 and 29 CFR 1910.134 and California Code of Regulations Title 8 provisions and any other applicable Federal, State and Local regulations. Whenever conflict or overlap of the above occur, the most stringent provisions shall apply.

The Contractor shall keep himself fully informed of all existing and future State and Federal laws and county and municipal ordinances and regulations which in any manner affect those engaged or employed in the work, or the materials used in the work, or which in any way affect the conduct of the work, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the work; and shall protect and indemnify the City of Fullerton, its elected officials and all officers and employees, including, but not limited to, the Consultant and the Engineer, against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order, or decree, whether by himself or his employees. If any discrepancy or inconsistency is discovered in the Specifications or contract for the work in relation to any such law, ordinance, regulation, order or decree, the Contractor shall forthwith report the same to the Engineer in writing.

The Contractor shall assume all risk and bear any and all loss or injury (including death), alleged or actual, to property or person by any act or omission, (intentional or otherwise), by the Contractor or its subcontractors, agents or employees, including, but not limited to, (arising, directly or indirectly, from) the removal, handling, and disposal of any hazardous material,

including, but not limited to Asbestos Containing Material (ACM).

The Contractor shall be responsible for monitoring the exposure of the abatement workers via personnel air monitoring.

### **10-1.3 Asbestos Definitions.**

**Abatement:** Procedures to control fiber release from asbestos-containing materials. Includes removal, encapsulation, enclosure, repair, demolition and renovation activities.

**Airlock:** A system for permitting ingress and egress with minimum air movement between a contaminated area and an uncontaminated area, consisting of two (2) curtained doorways such that one passes through one doorway into the airlock, allowing the doorway sheeting to overlap and close off the opening before proceeding through the second doorway, thereby preventing flow-through contamination.

**Air Monitoring:** The process of measuring the fiber content of a known volume of air collected during specific periods of time. The procedure normally utilized for asbestos follows the NIOSH Standard Analytical Method for Asbestos in Air P&CAM 239 or Method 7400 or clearance air monitoring, electron microscopy methods may be utilized for lower detection and specific fiber identification.

**ACTIVE WASTE DISPOSAL SITE** is any disposal site that receives or has received or processed ACWM within the preceding 365 calendar days.

**ADEQUATELY WET** is the condition of being sufficiently mixed or penetrated with amended water to prevent the release of particulate or visible emissions. The process by which an adequately wet condition is achieved is by using a dispenser or water hose with a nozzle that permits the use of a fine, low-pressure spray or mist.

**AMENDED WATER** is water to which a chemical wetting agent or surfactant has been added to improve penetration into ACM.

**ASBESTOS** is the asbestiform varieties of serpentine (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite (amosite), anthophyllite, actinolite or tremolite.

**ASBESTOS-CONTAINING MATERIAL (ACM)** is both friable asbestos-containing material or Class I non-friable asbestos-containing material.

**ASBESTOS-CONTAINING WASTE MATERIAL (ACWM)** is any waste that contains commercial asbestos and that is generated by a source subject to the provisions of this rule. ACWM includes, but is not limited to, ACM which is friable, has become friable, or has a high probability of becoming friable, or has been subjected to sanding, grinding, cutting, or abrading, and the waste generated from its disturbance, such as asbestos waste from control devices, particulate asbestos material, asbestos slurries, bags or containers that previously contained asbestos, used asbestos-contaminated plastic sheeting and clothing, and clean-up equipment waste, such as cloth rags or mop heads.

**ASBESTOS CONTROL AREA:** An area where asbestos removal operations are performed. These areas are isolated by physical boundaries to prevent the spread of asbestos dust, fibers, or debris.

**ASBESTOS FIBERS:** This expression refers to asbestos fibers having an aspect ratio of 3:1 and longer than 5 micrometers:

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) is the act which legislates asbestos-related requirements for schools (40 CFR 763, Subpart E).

CAL-OSHA: California Division of Occupational  
Safety and Health  
525 Golden Gate Ave.  
P. O. Box 603  
San Francisco, CA 94101

CEILING CONCENTRATION: The concentration of an airborne substance that shall not be exceeded.

CLASS I NONFRIABLE ASBESTOS-CONTAINING MATERIAL is material containing more than one percent (1%) asbestos that, when dry, can be broken, crumbled, pulverized, or reduced to powder in the course of demolition or renovation activities. Actions which may cause material to be broken, crumbled, pulverized, or reduced to powder include physical wear and disturbance by mechanical force, such as, but not limited to, sanding, sandblasting, cutting or abrading, improper handling or removal or leaching of matrix binders. Class I nonfriable asbestos-containing material includes, but is not limited to, fractured or crushed asbestos cement products, transite materials, mastic, roofing felts, roofing tiles, cement water pipes and resilient floor covering.

CLASS II NONFRIABLE ASBESTOS-CONTAINING MATERIAL is all other material containing more than one percent (1%) asbestos, that is neither friable nor Class I nonfriable.

COMMERCIAL ASBESTOS is any material containing asbestos that is extracted from asbestos ore.

COMPETENT PERSON: (Also known as Contractor's site superintendent). Has successfully completed the EPA AHERA Qualified Supervisor's Training Course. This person having acted as supervisor/foreman of asbestos removal operations for at least 3 years. Duties and responsibilities include at least the following: establishing the negative-pressure enclosure, ensuring that all employees working within such an enclosure wear the appropriate personal protective equipment; are trained in the use of appropriate methods of exposure control; use the hygiene facilities and decontamination procedures specified in the standard; and ensuring that engineering controls in use are in proper operating condition and are functioning properly. In summary, the competent person shall be the Contractor's representative, responsible for knowledge, inspections and enforcement of all rules, regulations and specification requirements. At no time may he delegate any of these responsibilities when these actions are required by regulation or specification.

CONTRACTOR-ASBESTOS ABATEMENT CONTRACTOR: The Contractor is responsible for the proper completion of project activities in accordance with these contract specifications even where a subcontractor has been retained to perform the actual abatement.

CUTTING is penetrating with a sharp-edged instrument and includes sawing, but does not include shearing, slicing, or punching.

DEMOLITION is the wrecking or taking out of any load-supporting structural member of a facility and related handling operations.

DISPOSAL BAG: 6 mil thick, air-tight puncture resistant plastic bags used for transporting asbestos waste from work and to disposal site. Each is labeled as follows:

DANGER  
CONTAINS ASBESTOS FIBERS  
AVOID CREATING DUST  
CANCER AND LUNG DISEASE HAZARD

AND

CAUTION  
CONTAINS ASBESTOS FIBERS  
AVOID OPENING OR BREAKING CONTAINER  
BREATHING ASBESTOS IS HAZARDOUS TO YOUR HEALTH

RQ HAZARDOUS SUBSTANCE  
SOLID, N.O.S. (ASBESTOS)  
ORM-E, NA-9188

EMERGENCY DEMOLITION is any demolition or remedial action under order of a state or local governmental agency. Such an order is generally issued for a structurally unsound facility in danger of imminent collapse.

EMERGENCY RENOVATION is any renovation that was not planned and results from a sudden unexpected event that results in unsafe conditions. Such events include, but are not limited to, renovations necessitated by non-routine failures of equipment, earthquake or fire damage.

ENCAPSULANT: A material that surrounds or imbeds asbestos fibers in an adhesive matrix to prevent release of fibers.

ENCAPSULATE (BRIDGING): An encapsulant that forms a discrete layer on the surface of an in-situ asbestos matrix.

ENCAPSULANT (PENETRATING): A penetrating encapsulant specifically designed for removal of asbestos-containing materials rather than form in-situ encapsulation.

ENCAPSULATION is the treatment of ACM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers, as the encapsulant creates a membrane over the surface (bridging encapsulant) or penetrates the material and binds its components together (penetrating encapsulant).

EQUIPMENT DECONTAMINATION ENCLOSURE SYSTEM: That portion of a decontamination enclosure system designed for controlled transfer of materials and equipment into or out of the work area, consisting of a washroom/shower and holding area.

EQUIPMENT ROOM: A contaminated area or room which is part of the worker decontamination enclosure system with provisions for storage of contaminated clothing and equipment.

FACILITY is any institutional, commercial, public, industrial or residential structure, installation, or building; any ship; and any active waste disposal site. EPA: Environmental Protection Agency

FACILITY COMPONENT is any part of a facility including equipment. Enclosure: The construction of an airtight, impermeable, permanent barrier around asbestos-containing material to control the release of asbestos fibers into the air.

FRIABLE ASBESTOS-CONTAINING MATERIAL is material containing more than one percent (1%) asbestos when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

**GLOVEBAG:** is a sealed compartment with attached inner gloves used for handling ACM. When properly installed and used, glove bags provide a small work area enclosure used for small-scale asbestos stripping operations. Information on glove bag installation, equipment, and supplies, and work practices is contained in the Occupational Safety and Health Administration's final rule on occupational exposure to asbestos (Appendix G to 29 CFR 1926.58).

**GLOVE BAG TECHNIQUE:** A method with limited applications for removing small amounts of friable asbestos-containing material from HVAC ducts, short piping runs, valves, joints, elbows, and other non-planer surfaces in a non-contained work area. The glove bag assembly is a manufactured or fabricated device consisting of a glove bag (typically constructed of 6 mil transparent polyethylene or polyvinyl chloride plastic), two (2) inward projecting long sleeves, an internal tool pouch, and an attached, labeled receptacle for asbestos waste. The glove bag is constructed and installed in such a manner as to surround the object or material to be removed and contains all asbestos fibers released during the process. The glove bag operation shall be performed under negative air pressure. The operation shall meet both Call OSHA and SCAQMD requirements. All workers who are permitted to use the glove bag technique must be highly trained, experienced and skilled in this method.

**HIGH EFFICIENCY PARTICULATE AIR (HEPA) FILTER:** is a filter capable of trapping and retaining at least 99.97 percent of all monodispersed particles of 0.3 micrometer in diameter or larger.

**HOLDING AREA:** A chamber in the equipment decontamination enclosure located between the washroom and an uncontaminated area. The holding area comprises an airlock.

**HVAC:** Heating, ventilation, and air conditioning system

**INSTALLATION** is any building or structure or any group of buildings or structures at a single demolition or renovation site that are under the control of the same owner or operator (or owner or operator under central control).

**ISOLATED WORK AREA** is the immediate enclosed containment area in which the asbestos abatement activity takes place.

**LEAK-TIGHT** is the condition whereby any contained solids or liquids are prevented from escaping or spilling out.

**MICRON:** One millionth of a meter

**MONITORING:** May include;

- A. Visual inspection for the presence of visible emissions and/or;
- B. Air monitoring performed in accordance with accepted methods

**MSHA:** Mine Safety and Health Administration

**NEGATIVE PRESSURE VENTILATION SYSTEM:** A portable exhaust system utilizing HEPA filtration and capable of maintaining a pressure differential with the inside work area at a lower pressure than any adjacent area and which can recirculate air or generate air flow into contaminated areas from adjacent uncontaminated areas.

**NESHAP:** National Emissions Standard for Hazardous Air Pollutants (40 CFR Part 61).

NIOSH: National Institute for Occupational Safety and Health

NON-FRIABLE ASBESTOS MATERIAL: Material that contains asbestos in which the fibers have been locked in by a bonding agent, coating binder, or other material so that the asbestos is well bound and will not release fibers in excess of the asbestos control limit during any appropriate use, handling, demolition, storage, transportation, processing, or disposal.

NON-SCHEDULED RENOVATION OPERATION is a renovation operation necessitated by the routine failure of equipment, which is expected to occur within a given calendar year based on past operating experience, but for which an exact date cannot be predicted.

OSHA: Occupational Safety and Health Administration

PEL: Permissible Exposure Limit. The OSHA, 8-hour time-weighted average allowable exposure. For asbestos exposure, PEL: 0.1 fibers/cc of air.

PERSONAL MONITORING: Sampling of asbestos fiber concentrations within the breathing zone of an employee.

PLASTICIZE: To cover floors and walls with plastic sheeting or spray-on poly material as specified.

PROTECTION OF EXISTING WORK TO REMAIN: Perform removal, renovation and demolition work without damage or contamination of adjacent work or property. Where such work is damaged or contaminated, it shall be restored to its original condition.

OUTSIDE AIR is air outside of the facility or outside of the isolated work area.

OWNER or OPERATOR OF A DEMOLITION OR RENOVATION ACTIVITY is any person who owns, leases, operates, controls or supervises activities at the facility being demolished or renovated; the demolition or renovation operation; or both.

PERSON is any individual, firm, association, organization, partnership, business, trust, corporation, company, contractor, supplier, installer, user or owner, or any state or local government agency or public district or any other officer or employee thereof. PERSON also means the United States or its agencies to the extent authorized by Federal law.

PLANNED RENOVATION is a renovation operation, or a number of such operations, in which the amount of ACM that will be removed or stripped within a given period of time can be predicted. Individual nonscheduled renovation operations are included if a number of such operations can be predicted to occur during a given period of time based on operating experience.

PROJECT is any renovation or demolition activity, including site preparation and clean-up activity.

QUALIFIED LABORATORY: A laboratory that has been judged proficient in the counting of asbestos fibers by successful participation in the National Institute for Occupational Safety and Health (NIOSH), the Proficiency Analytical Testing (PAT) Program and is accredited by the American Industrial Hygiene Association or listed in the AIHA Asbestos Registry.

REMOVAL: Procedure necessary to strip all asbestos containing materials from the designated areas and to dispose of these materials at an approved, acceptable site.

**RENOVATION** is the altering of a facility or the removing or stripping of one or more facility components in any way, including, but not limited to, the stripping or removal of ACM from facility components, retrofitting for fire protection, and the installation or removal of heating, ventilation, air conditioning (HVAC) systems. Activity involving the wrecking or taking out of load-supporting structural members are demolitions.

**RESIDENTIAL SINGLE UNIT DWELLING** is a structure that contains only one residential unit. Apartment buildings, townhouses, and condominiums are not residential single unit dwellings.

**RESILIENT FLOOR COVERING** is asbestos-containing floor tile, including asphalt and vinyl floor tile, and sheet vinyl floor covering containing more than one percent (1%) asbestos.  
SCAQMD: South Coast Air Quality Management District

**SHOWER ROOM:** A room in the worker decontamination enclosure with hot and cold or warm running water controllable at the tap and suitably arranged for complete showering during decontamination.

**STAGING AREA:** Either the holding area or some area near the waste transfer airlock where containerized asbestos waste has been placed prior to removal from the work area.

**STRIPPING** is the taking off of ACM from any part of a facility or facility component.

**STRUCTURAL MEMBER** is any load-supporting member of a facility, such as beams and load-supporting walls; or any non-load supporting member, such as ceilings and non-load supporting walls.

**SURFACTANT:** A chemical wetting agent added to water to improve penetration, thus reducing the quantity of water required for given operation or area.

**TIME WEIGHTED AVERAGE (TWA):** The average concentration of a contaminant in air during a specific time period.

**VISIBLE EMISSIONS:** Any emissions containing particulate asbestos material that are visually detectable without the aid of instruments. This does not include condensed uncombined water vapor.

**WASTE GENERATOR** is any person who owns or operates a source subject to the provisions of this rule and whose act or process produces ACWM.

**WASTE SHIPMENT RECORD** is the shipping document, required to be originated and signed by the waste generator, used to track and substantiate the disposition of ACWM.

**WET CLEANING:** The process of eliminating asbestos contamination from the building surfaces and objects by using cloths, mops, or other cleaning utensils which have been dampened with amended water or diluted removal encapsulant and afterwards thoroughly decontaminated or disposed of as asbestos contaminated waste.

**WORK AREA:** Designated rooms, spaces, or areas of the project in which asbestos abatement actions are to be undertaken or which may become contaminated as a result of such abatement actions. A contained work area is a work area which has been sealed, plasticized and equipped with a negative pressure ventilation system and may or may not be directly attached to a worker decontamination enclosure. A non-contained work area is an isolated or controlled access work area which has not been plasticized nor equipped with negative pressure ventilation system.

WORKER DECONTAMINATION ENCLOSURE: A decontamination system consisting of a clean room, shower, and an equipment room separated from each other and from the work area airlocks and containment doorways. This system is used for all worker entrances and exits in the work area and for equipment and waste pass out.

**10-1.4 Codes and Regulations.** Applicable Codes, Regulations, and Standards: Except to the extent directly written into the contract documents, all applicable codes, regulations and standards listed below have the same force and effect (and are made a part of the contract documents by reference) as if copied directly into the contract documents or as if published copies are bound herewith.

Applicable Publications: The publications listed below form a part of this specification.

Occupational Safety and Health Administration:

- 29 CFR 1910 General Industry Standard
- 29 CFR 1910.1001 Asbestos
- 29 CFR 1910.134 Respiratory Protection
- 29 CFR 1910.1200 Hazard Communication
- 29 CFR 1910.145 Specifications for Accident Prevention Signs and Tags
- 29 CFR 1926 Construction Industry Standard
- 29 CFR 1926.1101 Asbestos
- CCR Title 8 Section 1529

Environmental Protection Agency:

- 40 CFR 61, Subpart A & B General Provisions
  - 40 CFR 61, Subpart M National Emission Standard for Asbestos
  - 40 CFR 762, Worker Protection Rule
  - 40 CFR 763, AHERA (Excluding air monitoring)
- American National Standard Institute (ANSI) Publications:

- 29.2-79 Fundamentals Governing the Design and Operation of Local Exhaust Systems
- 288.2-80 Practices for Respiratory Protection

State of California:

- Title 8, Chapter 4, Subchapters 1 through 21, California Administration Code, General Industry Safety Orders, Section 5208, "Asbestos", and Construction Safety Orders, Section 1529 "Asbestos"

**10-1.5 Notification Requirements.** Send written notification as required by US EPA National Emission Standards for Hazardous Air Pollutants (NESHAPS) Asbestos Regulations (40 CFR

61, Subpart M) to the regional Asbestos NESHAPS Contact at least 10 working days prior to beginning any work on asbestos-containing materials. Send required notification by certified mail to each of the following agencies.

USEPA Region 9

South Coast Air Quality Management District

California Occupational Safety and Health

Prior to sending, the notification shall be submitted to the City Engineer for approval.

**10-1.6 Contingency Plan.** Prior to start of work, the Contractor shall:

Prepare a contingency plan for emergencies including fire, accident, power failure, negative air system failure, supplied air system failure, and any other event that may require modification or abridgment of decontamination or work isolation procedures. Include in plan, specific procedures for decontamination of work area isolation. Note that nothing in this plan should impede safe exiting or providing of adequate medical attention in the event of an emergency. This contingency plan shall comply with the emergency action requirements of OSHA.

The Contractor shall provide the necessary number of fire extinguishers that are required by Federal and local codes for the job site.

**10-1.7 Temporary Power and Light.** Existing electrical services have been or will be removed prior to initiation of the Contractor's operations; therefore, Contractor shall be required to provide all electrical power needed for his operation, i.e., portable generators. The Contractor shall, at its own expense, furnish, install, maintain and remove all temporary light and power including wiring, lamps, and other equipment necessary for the work. The Contractor's attention is directed to establishment of negative ventilation system of Section 4014, whereby the maintenance of the negative- pressure ventilation system will require 24-hour power, thereby potentially requiring continuous portable generation operation. The cost associated with this 24-hour power requirement shall be included in the various items of work requiring this operation and no additional compensation will be allowed.

**10-1.8 Field Quality Control Inspection/Air Monitoring.** A Consultant will be retained by the City/Agency to inspect the removal process and perform the air monitoring throughout the removal and cleaning operations and conduct the clearance testing. Such observance and testing shall not imply approval or acceptance by the City/Agency or Consultant of the work in progress.

Analytical Testing Methods: The "ORM" and/or NIOSH 7400 Methods will be used as guidelines by the Consultant in analyzing filters used to collect air samples. A technician will be at the job site, and samples will be analyzed daily. Verbal reports on air samples can be obtained and reported to the Consultant within 24 hours. A complete record certified by the Consultant of all air monitoring tests and results will be furnished to the City/Agency and the Contractor.

The air monitoring by the Consultant shall not relieve the Contractor from conducting his own air monitoring and laboratory testing. The cost of such air monitoring and laboratory testing by the Contractor shall be borne by the Contractor and no additional compensation will be allowed. All results shall be made available to the City/Agency and Consultant within 24 hours of the tests.

Written reports of all air monitoring tests performed by the Contractor should be posted at the job site on a daily basis.

## STOP ACTION LEVELS

Inside Work Area: Contractor to maintain an average airborne count in the work area of less than 1.0 fiber per cubic centimeter. If the fiber counts rise above this figure for any sample taken, revise work procedures to lower fiber counts. If the Time Weighted Average (TWA) fiber count for any work shift or 8-hour period exceeds 1.0 fiber per cubic centimeter, stop all work and leave Pressure Differential System in operation and notify Engineer. After correcting cause of high fiber levels, do not recommence work for at least 24 hours unless authorized, in writing by Engineer.

If airborne fiber counts exceed 2.0 fibers per cubic centimeter, for any period of time, cease all work except corrective action until fiber counts fall below 1.0 fiber per cubic centimeter and notify Engineer. After correcting cause of high fiber levels, do not recommence work for 24 hours unless otherwise authorized, in writing, by the Engineer.

Outside Work Area: If any air sample taken outside of the work area exceeds the base line or 0.05 fiber per cubic centimeter, immediately and automatically stop all work except corrective action. The Consultant will determine the source of the high reading and so notify the Contractor.

If the high reading was the result of a failure of work area isolation measures, initiate the following actions:

Immediately erect new Critical Barriers to isolate the affected area from the balance of the building. Erect Critical Barriers at the next existing structural isolation of the involved space (e.g. wall, ceiling, and floor).

Leave Critical Barriers in place until completion of work and ensure that the operation of the pressure differential system in the work area results in a flow of air from the balance of the building to the affected area.

**AUTHORITY TO STOP WORK:** The Consultant shall have the authority to stop work at any time it becomes apparent that abatement work is not proceeding as required by these Specifications. If at any time the Consultant determines that conditions are not within specifications and applicable regulation, abatement can be stopped. The stoppage of work shall continue until conditions have been corrected to the satisfaction of the Consultant. Standby time required to resolve the problem shall be at the abatement Contractor's expense.

Those individuals who have been designated as "competent persons" by the Contractor may be removed at the Engineer's discretion for non-performance. The replacement individuals must meet the previous same standards and be approved by the Consultant.

Specifications and regulatory violations observed by the Consultant will be reported in writing to the site foreman and Engineer. Immediate corrective measures are expected. Uncorrected or repeat violations may result in work stoppage, change in removal methods, or personnel removal from the project.

Air monitoring for the City/Agency by the Consultant does not relieve the Contractor of providing necessary tests required by other regulations, codes, and standards for the protection of his workers (i.e. OSHA requirements), or for any other purpose.

Air monitoring results will be available to the Contractor. The Contractor is cautioned that interpretations made, opinions formed, and conclusions drawn as a result of examining the test results will be those made, formed and drawn solely by the Consultant.

Inspection and air monitoring tests will be made in the work area after final clean-up by the Consultant. The inspection will be the visual clearance and the air monitoring clearance.

Failure of the Contractor to comply with the requirements of the Consultant shall be grounds for determination by the City/Agency that the Contractor is not prosecuting the work in a safe and/or diligent manner. Upon such determination, the City/Agency shall have the right, without limiting any other right to terminate the Contractor's right to proceed with the work or any separable part thereof.

**10-1.9 Housekeeping/Protection of Work.** The Contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by their employees. Bags of asbestos material and other waste material shall be removed immediately at the completion of the work.

While it is the City/Agency's intent to demolish the structures following this asbestos abatement activity, the Contractor shall avoid unnecessary destruction and/or damage to adjacent existing improvements and property. If in the opinion of the Engineer, the Contractor DOES NOT USE reasonable care to protect the improvements to an acceptable condition, cost for any restorative work will be at the Contractor's expense.

**10-1.10 Protection of Workers.** Workers shall not be allowed to eat, drink, smoke, chew gum, or chew tobacco in the containment area.

Respiratory Protection: The Contractor shall instruct and train workers in proper respirator use. Respiratory protection is a function of the protection factor provided by the type of respirator in use and the concentration of the hazardous atmosphere outside the mask.

Select respirators and filter cartridges from those approved by or the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services. These respirators must be capable of being qualitatively tested using positive and negative methods. The Contractor must observe the following criteria for respirators from 29 CFR 1910.001 & 29 CFR 1926.58:

Air Purifying Respirators: A reusable purifying respirator, shall be used to reduce the concentrations of airborne asbestos fibers in the respirator below TLV/PEL 8-hour Time-Weighted Average (TWA), when the ceiling or the 8-hour TWA airborne concentrations of asbestos fibers are reasonably expected to exceed no more than 10 times those limits.

Determine both the short-term excursion limit (STEL) and the 8-hour Time-Weighted Average concentration of asbestos to which each of the employees is exposed during each type of removal operations.

The minimum acceptable respirator for use within the work area is the Powered Air Purifying Respirator (PAPR).

The nature of the encapsulant may affect the requirements for respiratory protection. Vapors that may be given off during encapsulant application must be taken into account when selecting respirators, if types other than air supplied are used.

The Contractor shall provide a sufficient quantity of filters approved for asbestos so that workers can change filters during the workday. Filters shall not be used any longer than one (1) workday or after they have been wetted (ex. in decontamination shower or during decontamination). The respirator filters may be stored at the job site but shall be totally protected from exposure to asbestos prior to their use.

Workers shall always wear a respirator properly fitted on the face while in the containment area. Workers wearing tight-fitting face pieces shall be clean-shaven to the extent that the hair does not interfere with the sealing surface of the respirator. This must be documented by a standard respirator fit test.

**Protective Clothing:** Workers shall wear disposable, full-body coveralls and disposable head covers and footwear suitable for asbestos work when in the work area.

**Entering:** Remove street clothes in the change room and put on new disposable coveralls, head covers, footwear and cleaned respirator. When work is to be performed in a non-contained work area, or modified enclosure area, workers shall wear two layers of disposable, full-body coveralls.

**Exiting:** Prior to leaving the work area, workers shall decontaminate each other, or themselves if working alone, with wet cloths or HEPA vacuums to capture any incidental asbestos that may have adhered to the disposable protective wear. If two layers are being utilized, the outside overall shall be removed and disposed of. The worker(s) shall then proceed to the workers decontamination unit. While in the equipment room, remove the disposable coveralls, head covers and footwear and dispose of in an appropriate asbestos waste container. Still wearing their respirators, workers shall proceed to the decontamination area and remove their respirators while showering with tempered water. Wetted HEPA respirator cartridges shall be disposed of in appropriate asbestos waste containers.

**Worker Decontamination Enclosure:** The Contractor must provide a minimum of one Worker Decontamination Enclosure for each site consisting of a serial arrangement of connected rooms or spaces, changing room, shower room, equipment room and airlocks. All persons without exception are required to pass through this Decontamination Unit for entry into and exiting from the work area for any purpose.

**Changing Room (clean room):** Provide a room that is physically and visually separated from the rest of the building for the purpose of changing into protective clothing.

Construct changing room using polyethylene sheeting of, at least 2 layers of 6-mil in thickness, to provide an airtight seal between the changing room and the rest of the building.

Locate so that access to work area from changing room is through shower room.

Separate changing room from the building by a sheet plastic flapped doorway.

Require workers to remove all street clothes in this room, dress in clean, disposable coveralls, and put on respiratory protection equipment. Do not allow asbestos-contaminated items to enter this room. Require workers to enter this room either from outside the structure dressed in street clothes, or naked from the showers.

Maintain floor of changing room dry and clean at all times. Do not allow overflow water from shower to wet floor in changing room.

Damp wipe all surfaces twice after each shift change with a disinfectant solution.

Provide posted information for all emergency phone numbers and procedures.

Shower Room: Provide a completely watertight operational shower to be used for transit by cleanly dressed workers heading for the work area from the changing room, or for showering by workers headed out of the work area after undressing in the equipment room.

Provide shower head and controls for the shower.

Provide temporary extensions of existing hot and cold water and drainage, as necessary for a complete and operable shower.

Provide a continuously adequate supply of liquid soap and maintain in sanitary condition.

Arrange so that water from showering does not splash into the changing or equipment rooms.

Arrange water shut off and drain pump operation controls so that a single individual can shower without assistance from either inside or outside of the work area.

Provide flexible hose shower head for the shower.

Pump wastewater to drain or to storage for use in amended water. If pumped to drain, provide 20 micron and 5-micron wastewater filters in line to drain or wastewater storage. Change filters daily or more often if necessary. Locate filters inside shower unit so that water lost during filter changes is caught by shower pan.

Equipment Room (contaminated area): Require work equipment, footwear and additional contaminated work clothing to be left here. This is a change and transit area for workers.

Separate this room from the work area by a 6-mil polyethylene flapped doorway.

Separate this room from the shower room and work area with airtight walls fabricated of 6-mil polyethylene.

Work Area: Separate work area from the equipment room by polyethylene barriers. If the airborne asbestos level in the work area is expected to be high, as in dry removal, add an intermediate cleaning space between the equipment room and the work area. Damp wipe clean all surfaces after each shift change. Provide one additional floor layer of 6 -mil polyethylene per shift change and remove contaminated layer after each shift.

Construction of the Decontamination Enclosures:

Walls and Ceiling: Construct airtight walls and ceiling using black, clear, or frosted flame-resistant polyethylene sheeting, at least 6-mil in thickness. Attach to existing building components or a temporary framework.

Floors: Use two layers (minimum of 6-mil) polyethylene sheeting to cover floors in all areas of the Decontamination Enclosure. Use only clear plastic to cover floors.

Flap Doors: Fabricated from three (3) overlapping flame resistant polyethylene sheets. Configure so that sheeting overlaps adjacent surfaces. Weigh sheet at bottoms as required so that they quickly close after being released. Put arrows on sheets to indicate direction of overlap and/or travel.

**10-1.11 Materials.** Selecting Products: The Contractor's options in selecting products are

limited by requirements of the contract documents and governing regulations. They are not controlled by industry traditions or procedures and include but are not limited to the various indicated materials.

The Contractor must submit a written request to the Engineer of the proposed materials to be used and for any proposed changes. These changes should keep with the general intent of the contract document and the requests must be timely and properly submitted. Otherwise, the requests will be returned without action except to record non-compliance with these requirements.

**Polyethylene Sheet:** Provide flame resistant polyethylene film that conforms to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-Resistant Textiles and Films. Provide largest size possible to minimize seams 6.0 mil thick frosted or black.

Where plastic sheet is the only separation between the work area and building exterior, provide translucent, nylon, laminated, flame-resistant polyethylene film that conforms to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-resistant Textiles and Films. Provide largest size possible to minimize seams 6.0 mil thick, frosted or black.

**Spray Adhesive:** Provide spray adhesive in aerosol cans which is specifically formulated to stick tenaciously to sheet polyethylene.

**Tape:** Glass fiber or other type capable of sealing joints of adjacent plastic sheets and for attachment of plastic sheet finished or unfinished surfaces of dissimilar materials under both dry and wet conditions.

**Tools/Equipment:** To the fullest extent possible, provide tools and equipment of the same generic kind, from a single source for each unit of work.

**Impermeable Containers:** Air and water-tight, suitable to receive and retain any asbestos-containing or contaminated materials until disposal at an approved site and labeled in accordance with OSHA Regulations 29 CFR 1910.1001 and 29 CFR 1916.58.

Minimal requirement for containers shall be 6-mil double bag.

**Warning Labels and Signs:** As set forth in Section 10-4, "Disposal Bag".

**Other Materials:** Provide all other materials, such as lumber, plastic pipe, nails and hardware, which may be required to construct and dismantle the decontamination area and the barriers that isolate the work area.

**Scaffolding:** As required to accomplish the specified work. The type, erection technique and use of all scaffolding shall comply with all applicable OSHA standards.

**10-1.12 Work Area Preparation/Insulation.** Prior to any abatement work in the area, seal off the entire area to anybody other than trained personnel and authorized visitors. Erect signs around the perimeter in accordance with EPA and OSHA regulations and these Specifications. Post all required on-site notifications and postings. Provide security against unauthorized entry during abatement process. The work area must be locked when the Contractor is not on-site. Maintain a log of all people entering and exiting the workplace.

Enclosure Set Up: Pre-clean the work area of visible dust and debris with a HEPA vacuum, or wet cleaning as appropriate. Do not use methods that raise dust such as broom sweeping or standard vacuuming. Seal off all doors, windows, etc., with 2 layers of 6-mil poly.

Ascertain that all HVAC systems are turned off in the work areas, and ducts related to the system are sealed with 2 layers of 6-mil poly. All remaining objects in the room are covered and sealed with 6-mil poly.

Seal off all openings to areas not receiving asbestos and/or lead removal and penetrations of the work areas with plastic sheeting sealed with tape. Seal electrical panels with 2 layers of 6-mil plastic prior to placement of wall plastic.

Place 2 layers of 6-mil minimum polyethylene on all exposed floor. Ground surfaces and minimum 6-mil polyethylene sheeting on all other surfaces of the containment area. All splices in the polyethylene shall be overlapped by at least 12 inches and sealed with water-resistant duct or fiber tape. Spray adhesive is recommended to assist handling of plastic.

Ensure that barriers and plastic enclosures remain effectively sealed and taped. Inadvertent tears in plastic shall be repaired with fiber tape and the tear covered by plastic applied with spray adhesive, overlapping the tear by 6 inches on all sides.

The Contractor shall then proceed with the setup of the Worker Decontamination Enclosure(s) and the Containment enclosure(s) as required.

Containment Enclosure Type Required:

A work area containment enclosure(s) is required as indicated for, under work practice on the Asbestos Abatement Bid Calculation sheets and are defined as follows:

Full Enclosure (FE): A completely elasticized area installed with a negative-pressure ventilation system and with an attached equipment room, but not directly attached Worker Decontamination Enclosure.

Modified Enclosure (ME): A completely plasticized area installed with a Pressure Differential that will cause a movement of air from outside to inside at any breach in the physical isolation of the work area.

Continuously maintain the work area at an air pressure that is lower than that in any surrounding space in the building, or at any location in the immediate proximity outside of the building envelope. This pressure differential when measured across any physical or critical barrier must equal or exceed a static pressure of 0.02 inches of water.

Determine the number of units required for pressure isolation by the following procedure:

Air Circulation Required in Cubic Feet of Air per Minute (CFM)=

Volume of work area (cu. ft.) x 4 air changes per hour (minimum)  
60 (minutes per hour)

Number of Units Needed = Air Circulation Requirement (CFM)  
Capacity of Unit with Loaded  
Filters (CFM)

Add one additional unit as backup in case of equipment failure or machine shutdown for filter changing.

Vent all HEPA filtered fan units to outside of building.

Continuously maintained, will require 24-hour operation of the negative-pressure ventilation system.

The number of units of HEPA filtered fan required will depend on machine characteristics, the seal at barriers, and required air circulation. The number of units will increase with increased make-up air or leak into the work area.

**10-1.13 Workplace Entry and Exit Procedures.** Personnel entry and exit: All workers and authorized personnel shall enter the work area through the worker decontamination enclosure system.

All personnel who enter the work area must sign the entry log located in the clean room upon entry and exit.

All personnel, before entering the work area, shall read and be familiar with all posted regulations, personnel protection requirements (including workplace entry and exit procedures) and emergency procedures. A sign-off sheet shall be used to acknowledge that these have been reviewed and understood by all personnel prior to entry.

All personnel shall proceed first to the clean room, remove all street clothes and appropriately done respiratory protection (as deemed adequate for the job conditions) and disposable coveralls, head covering and foot covering. Hard hats, eye protection and gloves shall also be utilized as required by law. Clean respirators and protective clothing shall be provided and utilized by each person for each separate entry into the work area.

Personnel wearing designated personal protective equipment shall proceed from the clean room through the shower room and equipment room to the main work area.

Before leaving the work area, all personnel shall remove gross contamination from the outside of respirators and protective clothing by brushing and/or wet wiping procedures. (Small HEPA vacuums with brush attachments may be utilized for this purpose as larger machines may tear the suits). Each person shall clean bottoms of protective footwear in the walk-off pan just prior to entering the equipment room.

The Contractor shall establish emergency exits and procedures for the containment area, in compliance with all local, state and federal regulations, laws, codes, or ordinances.

The Contractor shall post signs as required by OSHA regulations, 29 CFR 1926.58 and CCR Title 8.

**10-1.14 Sign-In/Out Log.** Contractor shall maintain a sign-in/out log in the immediate vicinity of the change room of any decontamination area or areas where asbestos removal is being performed. The log shall be maintained from the time the first activity is performed involving the disturbance of asbestos-containing material until acceptance of the final air test results. All persons entering the work or containment area, including the Contractor's workers, consultants, and government officials shall be required to sign in and out each time upon entering and leaving the work area. All persons shall indicate name, time, company or agency represented and reason for entering the containment area.

Two copies of all daily sign-in/out logs shall be provided to the City at the completion of the project.

Except for governmental inspectors having jurisdiction, no visitors shall be allowed in any work area.

**10-1.15 Roofing Material Removal Process.** Spray asbestos-containing roofing materials with a fine mist of amended water or removal encapsulant. Allow time for amended water or removal encapsulant to penetrate into materials. However, if the amended water or removal encapsulant penetrates to the sub-floor or sheathing, the affected area must be immediately wet wiped. This process shall continue until the work area(s) is visually inspected and approved by the Engineer/Consultant. Remove materials through a dust tight chute to a container lined with 6-mil polyethylene sheeting.

Place a layer of polyethylene sheeting around the perimeter of the buildings to catch any excess pieces of falling debris.

This strategy will eliminate the need for construction of a containment area. However, if it is determined by the Consultant that the Contractor is unsuccessful in removing the roofing materials without releasing asbestos fibers, the Consultant will then require the roofing materials to be removed within a full enclosure.

**10-1.16 Tar on Ductwork/Flexible Fabric Joint Removal Process.** Spray asbestos-containing materials with a fine mist of amended water or removal encapsulant. Allow time for amended water or removal encapsulant to penetrate into materials. Wrap the materials in 2 layers of 6-mil polyethylene sheeting. Dismantle the ductwork and flexible fabric joint from bases. Care must be exercised during the dismantling process.

This strategy will eliminate the need for construction of a containment area. However, if it is determined by the Consultant that the Contractor is unsuccessful in removing these materials without releasing asbestos fibers, the Consultant will then require these materials to be removed within a full enclosure.

**10-1.17 Final Cleanup and Post Abatement Procedure and Requirements.** All plastic sheeting tape, cleaning material, clothing, and all other disposable material used in the asbestos removal operation or items used in the work area shall be packed into sealable plastic bags (6-mil minimum). These bags must be marked with the OSHA label prescribed by the OSHA regulations and in accordance with waste regulations.

The Contractor's designated the "competent person" must perform a final inspection and request the Consultant conduct an inspection. Upon Consultant's approval of the site as clean, the Contractor shall apply an extensive application of encapsulant to the entire work area.

After showing a 24-hour settling period, work areas and all structural decontaminated areas and cleaned areas shall be considered clean when air testing performed by the Consultant shows 0.01 or less fibers/cc of air using standard test methods of phase contrast microscopy, NIOSH Analytical Method No. 7400. Air testing shall be performed with air environment agitated mechanical devices such as fans. Fans shall be provided by the Contractor as required by the Engineer.

Areas which do not comply with the standard of cleaning for final clearance shall continue to be cleaned by and at the Contractor's expense until the specified standard of cleaning is achieved as evidenced by results of air sampling tests by Consultants as previously specified. The cost of all follow-up tests performed by Consultant necessitated by the failure of the air tests to meet the cleaning criteria shall be borne by the Contractor; the City will deduct the cost of such follow-up tests from whatever monies remain due to the Contractor.

Following satisfactory completion of the application of the encapsulant, and when the air testing indicates that the 0.01f/cc or less asbestos concentration is achieved, the decontamination enclosure systems shall be removed, the area thoroughly wet cleaned, and materials from the equipment room and shower disposed of as contaminated waste. The remaining barriers between contaminated and clean areas and all seals on openings into the work area and fixtures shall be removed and disposed of as contaminated waste.

Site Close Out: When all barriers are removed, the Engineer/Consultant will visually inspect the affected surfaces for residual asbestos-containing materials and accumulated dust; the Contractor shall re-clean areas showing dust or residual asbestos containing materials. If re-cleaning is required, the Engineer/Consultant will monitor the airborne fiber concentration after re-cleaning. The re-cleaning and air monitoring shall be performed at no additional cost to owner. Upon satisfactory completion of the clean-up, the Consultant will certify the site as complete.

**10-1.18 Disposal.** The asbestos containing material shall be separately packed while still wet into sealable plastic bags (6-mil minimum). Initial bagging of waste shall be supplemented by use of a second bag (6-mil minimum) and/or the use of a fiber or metal drum. Large items, such as sections of pipe, may be removed intact and can be wrapped in 2 layers of 6-mil minimum polyethylene sheeting or bags, secured with tape. If it appears likely that the waste material will tear the plastic, the bag must be placed to a drum for disposal. Bags shall be marked with the OSHA label described by the OSHA regulations referenced in these Specifications and by applicable waste regulations. The outside of all containers shall be wet cleaned before leaving the work area.

The Contractor shall transport the sealed asbestos and/or lead materials to the approved waste disposal site. Undamaged sealed plastic bags may be removed from drums at the landfill site, subject to the disposal site regulations. Damaged bags shall be left in the drum and the entire contaminated drum shall be buried. Uncontaminated drums may be recycled. Workers unloading the sealed drums shall wear appropriate respirators and personal protective equipment when handling asbestos materials at the disposal site.

ACM waste taken from the work area shall be loaded into an enclosed truck for transportation, and the vehicle license plate number shall be written on the waste manifest.

The Contractor will also be responsible to dispose of all contaminated air filters and disposable protective clothing utilized by the Consultant.

The enclosed cargo area of the truck shall be free of debris and lined with 6-mil polyethylene sheeting to prevent contamination from leaking or spilled containers. Floor sheeting shall be installed first and extend up the side walls. Wall sheeting shall overlap by 12 inches and be taped into place.

Bags shall be placed on level surfaces in the cargo area and packed tightly together to prevent shifting and tipping. Large structural components shall be secured to prevent shifting of bags placed on top. Bags shall not be thrown into the truck cargo area.

Personnel loading asbestos-containing waste shall be protected by disposable clothing including head, body, and foot protection and at a minimum, half-face piece, air-purifying, dual cartridge respirators equipped with high efficiency filters.

Any debris or residues observed on containers or surfaces outside of the work area resulting from clean up or disposal activities shall be immediately cleaned up using HEPA filtered vacuum equipment and/or wet methods.

Asbestos-containing materials and lead waste shall be transported directly to the landfill. Temporary storage at a location other than the abatement project shall not be permitted. All manifests and disposal receipts from the asbestos disposal landfill must be submitted to the City within 5 working days after each shipment leaves the premises. Disposal manifests must include the following information:

- A. Company name and address of transporter; and the vehicles license plate number;
- B. Driver name and signature;
- C. Company name and address of the landfill and landfill owner;
- D. Name and signature of landfill operator;
- E. The date and amount (number of bags, cubic yards and weight) of ACM delivered;
- F. The name and address of the ACM and/or lead source.

Failure to provide these manifests may result in delaying the project, delaying payment to the Contractor and the proper authorities will be notified of any regulatory violations.

**10-1.19 Wastewater Treatment/Disposal.** Wastewater containing asbestos, including drainage from decontaminated showers, shall be either disposed of as contaminated waste or filtered with the following requirements prior to introduction into the sanitary sewer system.

- A. Filter water using multi-stage in-line filter cartridges capable of removing all asbestos fibers greater than 5-microns.
- B. When filters and pre-filters become clogged, remove and replace with new filters and dispose of the clogged filters as contaminated waste.
- C. Provide a holding tank for contaminated wastewater as required to prevent backup of water into sewer or structure when the amount of water generated exceeds the flow rate of the filters.
- D. Discharge shall be within the tolerable limits of the Orange County Sanitation District.

#### ASBESTOS ABATEMENT CALCULATION SHEETS

An Asbestos Survey Report will be prepared for this property and provided to the contractor prior to demolition of building. These reports are provided for the information of the Contractor and any conclusions or reliance on the formation contained therein is solely the responsibility of the Contractor.

The work practices indicated are the minimum acceptable containment practice to be employed by the Contractor in removing the applicable asbestos-containing construction material.

The Contractor's attention is directed to Section 10-2.10 of these Specifications as to the requirement of a minimum of one worker decontamination enclosure per site and to the

Engineer's/Consultant authority to require full Enclosure Containment when removal method utilized by Contractor is not successful in maintaining fiber count below acceptable level(s).

The work practice method abbreviations are as follows:

ABBREVIATION	WORK CONTAINMENT REMOVAL PROCESS
FE/Tile	Full Enclosure/Linoleum or Floor Tile Removal Process
ME/Tile	Modified Enclosure/Linoleum or Floor Tile Removal Process
US/Roof	Non-contained/Roofing Material Removal
UC/Transite	Not-contained/Transite Pipe Panel Removal Process
UC/Tar	Non-contained/Tar/or Flexible Fabric Joint Removal Process
UC/Paper Ins.	Non-contained/Paper Insulation Removal Process
GB/Pipe Ins.	Glove Bag/Pipe Insulation Removal
FE/Acoustic	Full Enclosure/Acoustic Removal Process
FE/Stucco	Full Enclosure/Stucco Removal Process

**10-1.20 Measurement and Payment.** Payment for all asbestos material and lead containing paint removal shall be at the contract lump sum price as shown in the bid schedule for each applicable bid. Payment shall include full compensation for furnishing all labor, material, equipment, tools, structure supports, permit fees, disposal fees and incidentals required to perform the work and dispose of the hazardous material and to conform with the project specifications and applicable regulations.

Whenever immediate action is required to prevent injury, death, or property damage, and precautions which are the Contractor's responsibility have not been taken, and are not reasonably expected to be taken, the City/Agency may, after reasonable attempt to notify the Contractor, cause such precautions to be taken and shall charge the cost thereof against the Contractor, or may deduct such cost from any amount due or becoming due from the City/Agency. City/Agency action or inaction under such circumstances shall not be construed as relieving the Contractor or its surety from liability.

**ROOF REHABILITATION - TECHNICAL SPECIFICATIONS**  
**MECHANICALLY ATTACHED PVC SINGLE-PLY ROOF SYSTEM**

PROJECT:     **GARDENA CITY HALL**  
                  1700 WEST 162<sup>ND</sup> STREET  
                  GARDENA, CALIFORNIA 90247

**PART 1 - GENERAL**

**1.01    Scope of Work and Special Project Conditions**

A.    Base Bid: The extent of the roofing system work is indicated on the drawings and by provisions of this section and is defined to include the preparation of the existing built-up roof system and flashings to receive a new mechanically attached recover-type 80-mil felt backed PVC single-ply roof membrane, flashings and roof accessories integrally related to the new roof system installation.

1.    Approximate Roof Size: 18,958 square feet.

*NOTE: Contractor must field verify dimensions as dimensions are provided in plan view.*

2.    Existing Roof System Description: The existing roof system is a built-up roof system comprised of a reflective aluminum coating over three (3) plies of fiberglass felt, each set into independent applications of asphalt emulsion or adhesive, over a fiberglass base sheet. The base sheet has been mechanically attached to the building's plywood roof deck.

3.    New Roof System Description: The new roof system shall be comprised of an Energy Star® rated and Cool Roof Rating Council (CRRC) approved tan/beige mechanically attached felt-backed, 80-mil-thick PVC single-ply membrane. The membrane is to be mechanically attached through the existing built-up roof system to the buildings plywood decking using Manufacturer approved screws and plates. The new roof system is to be constructed with asphalt-resistant membrane flashings at walls, curbs, platforms, and transitions.

4.    The general roof replacement scope of work shall include:

a.    Contractor shall provide a contained and locked staging area at a City approved location of the project. The staging area is to contain appropriate locked portable restroom facilities and sanitation stations. Approval of the staging area shall occur through the submittal process.

b.    The preparation of the existing built-up roof system to receive the specified new mechanically attached, recover-type PVC single-ply roof system in accordance with the Material Manufacturers published guidelines and these specifications.

- c. General preparation work is also to include:
- (i) The removal and disposal/recycling of all abandoned, unused mechanical equipment units, platforms, curbs, supports, penetrations, and flashings. Work is to include elimination of openings in substrate with the installation of new decking materials to match existing. Substrate replacement is to be performed per the standards established by the National Roofing Contractors Association (NRCA) published installation guidelines. Areas are to be repaired with new mineral-surfaced modified bitumen membrane prior to installation of the new recover roof system.
  - (ii) The removal and disposal of the existing roof system in drainage areas (around the perimeters of roof drain assemblies extending out approximately 24-inches from the center of drain).
  - (iii) The removal and proper disposal of all roof system membrane flashings (above the cant strip) at walls, curbs, and platforms.
  - (iv) The removal and disposal/recycling of all penetration and support flashings (excluding coping flashings that do not interface with the roof system installation), roof jacks, lead flashings, and vent flashings to facilitate the new roof systems flashing installations.
  - (v) The removal and disposal of all debris accumulations, including loose and cracked membrane seals and coating materials on the roof surface or other substances that may inhibit the proper installation of the new roof membrane or that may cause imperfections/undulations in the finished roof surface. This includes build-up of materials that may impede water flow to drain. Reference the Hazardous Materials Removal Provisions for additional requirements.
  - (vi) Reference the Hazardous Material Removal provisions for additional details.
- d. The PVC single-ply roof membrane shall be an extrusion coat type membrane. The membrane shall have a minimum of 22-mil of waterproofing polymers above the reinforcements as documented by a third-party source. Membranes with less than the 22-mil waterproofing polymers above the reinforcement may be subject to rejection.
- e. Follow Manufacturer's standard detail and installation procedures. If there are any unidentified details, Contractor shall submit a sketch of the proposed detail to the City's representative and Consultant for review and approval. Work conducted without such approval may result in removal and replacement at the Contractor's cost.

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- f. Contractor shall provide a 20-year Manufacturers guarantee including a 72 mile-per-hour coverage against wind uplift and a 2-year Contractor guarantee.
5. Special project conditions to be included in the base bid scope of work to include:
    - a. On the high sides of mechanical curbs and in low-lying areas of the roof deck where standing water occurs and positive drainage is required, the installation of new pre-tapered roof insulation crickets to facilitate positive drainage. The insulation boards are to be mechanically attached to the substrate. New cricket and taper systems are to be covered with a layer of the ¼-inch-thick gypsum underlayment board. Tapered edge strips may be required at perimeter edges of the insulation boards to provide for a smooth and uniform membrane transition.
    - b. At the steep-sloped roof section located at the northeast corner of the building, the completed membrane surface is to be equipped with vertical decorative décor type battens spaced between 18 and 24-inches on center or as necessary to create a uniform, consistent and aesthetically pleasing condition. No visible membrane seams are to be present in the completed installation.
    - c. At roof walls equipped with a sheet metal coping cap flashing assembly that does not interface with the roof system (masonry walls equipped with a counterflashing assembly), the restoration of sheet metal coping flashings to include; resealing of all flashing joints and transitions with a three-course application of white elastic cement and polyester reinforcing fabric, priming of flashing surfaces with rust inhibitive primer and coating of flashing surfaces with two (2) coats of exterior grade enamel paint. Color of paint to be approved by the City.
    - d. At roof edges, the fabrication and installation of new tan/beige 25-gauge PVC coated clad metal edge flashing assembly. The new clad-metal flashing is to be sized to provide a minimum of 1-inch coverage over the top edges of exterior walls/claddings. The horizontal flange of the clad-metal is to be secured at 3-inches on center, stagger-nailed with the flange incorporated into the membrane with a strip of PVC flashing membrane. Clad metal edge flashings are to be installed at all roof edges currently equipped with an edge flashing assembly (regardless of configuration) and areas where an existing coping flashing assembly interfaces with the roof system. This work is to include the installation of new pressure-treated, redwood or plywood nailers to create a smooth and level installation between irregular transitions. New edge flashing flanges are to be sized to accommodate these changes in elevations.

- e. The fabrication and installation of new 24-gauge galvanized sheet metal counterflashing skirts at the base of masonry building walls. Flashings are to mimic the size of existing flashing skirts and are to be constructed with closed corners, hemmed drip edges, and interlocking seams and are to be fastened with a minimum of three (3) 22-gauge galvanized sheet metal wind clips. Flashing skirts must properly engage existing counterflashing receivers. This work is to include the restoration of existing counterflashing receivers to include removal of all existing sealant and repair materials, cleaning of flashing surfaces of all foreign substances and contaminants, sealing of the top edges of the flashings with bond breaker tape and a tooled application of urethane-based sealant, priming of flashing surfaces with rust inhibitive primer and coating of surfaces with two (2) coats of exterior grade reflective aluminum paint.
- f. Vertical membrane flashing terminations are to be treated with vertical 25-gauge PVC clad metal termination flashings. Flashing flanges are to extend onto interfacing surfaces 3-inches and are to be sealed with a tooled application of urethane-based sealant. Color of sealant to closely match the color of surfaces applied to.
- g. At walls equipped with an oversized sheet metal counterflashing insert, the replacement of the inserts with new 24-gauge galvanized sheet metal counterflashing inserts to match existing size and configuration. Flashings are to be equipped with hemmed edges to facilitate interlocking seams and are to be installed over completed membrane flashing installations. Where applicable, insert flashings are to extend behind edge flashing flanges a minimum of 1-inch.
- h. The restoration of existing cast iron internal primary and overflow roof drains to include the replacement of damaged and missing components, the tapping-out and replacement of damaged and missing bolts, the priming and coating of drain assembly components with rust inhibitive primer and two (2) coats of Safety Orange exterior grade enamel paint. Work to include the cleaning and water testing of the first 10 lineal feet of each drain line with repairs made on an as needed basis to result in a fully functional and leak free drainage system.
- i. The installation of a new primary cast iron roof drain assembly at the location indicated on the roof plan detail. The new drain body is to match the existing primary roof drains in size, shape and dimensions and is to be fabricated by Jay R. Smith or Zurn. The new drain line is to be connected to the existing drain line of the adjacent roof drain. All work is to be conducted in accordance with the Uniform Plumbing Code (UPC). The new drain assembly is to be restored to match the restoration criteria for existing drains.

- j. The fabrication and installation of eleven (11) new through curb/wall PVC coated clad metal scupper flashings at areas indicated on the roof plan detail. Scupper flashings are to be fabricated with 4-inch by 6-inch openings and are to extend past the exterior side of the cladding/wall 2 inches. Exterior edges (unless interfacing with a clad metal flashing) are to be sealed with rigid foam backer rod, bond breaker tape and a tooled application of urethane-based sealant.
- k. Curbs, platforms, and penetrations less than 8-inches in height when measured above the finished roof surface are to be extended to meet this criterion as part of the base bid scope of work. This includes broken or damaged plumbing/electrical and ventilation penetrations.
- l. At all curbed openings, the new roof system's flashing terminations are to be covered with new 24-gauge, galvanized sheet metal counterflashing inserts fabricated with closed corners, hemmed drip edges, and interlocking seams and are to be fastened with screws through steel/neoprene washers.
- m. At the sleeper support mounted equipment and supports, the replacement of existing sleepers with new redwood/pressure treated supports equipped with PVC protection pads. New supports are to be size appropriate to create a level condition of the unit.
- n. The restoration of vent flashing assemblies is to include the removal of loose seals, proper sealing of flashing joints and transitions and coating of flashing surfaces with rust inhibitive primer and two (2) coats of white acrylic-based roof coating.
- o. At mechanical platforms, the removal and replacement of existing sheet metal pan flashings with a new minimum 22-gauge galvanized sheet metal pan flashing assembly. New flashings are to be constructed with fully soldered seams, 3-inch-wide hemmed vertical flanges and are to be installed over a PVC single-ply membrane waterproofing blanket.
- p. The removal and replacement of the existing roof hatch with new roof hatch assembly such as Bilco's model S-20 steel hatch assembly. The hatch is to be equipped with new self-closing safety railing system in compliance with OSHA Fall Protection regulations (29 CFR 1910.29) and telescoping safety posts/grab bars.
- q. The fabrication and installation of the following flashings with the roof assembly:
  - i) At all plumbing, electrical, ventilation, vertical and diagonal support penetrations, the installation of new boot flashings fabricated from PVC single-ply flashing material. Flashing collars are to be sealed with aluminum divorce tape, stainless steel cinch bands and continuous urethane caulking applications. Boot flashing collars are to be equipped with prefabricated rubberized storm collars or collars constructed from PVC flashing membrane.

- ii) At T-top vents, the fabrication and installation of new vents with 25 gauge, clad-metal bases, wire mesh screens over vent openings, and 24-gauge, galvanized sheet metal end caps.
- iii) At heater penetrations, the fabrication and installation of new oversized 25 gauge, clad-metal flashings. For heater stacks, flashings are to be constructed with a ½-inch gap around flashing collar edges to allow heat to dissipate. The interior of the flashing should be filled with heat resistant batt insulation. Flashing collars should be sealed with independent galvanized sheet metal storm collars. Storm collars are to be sealed with heat-resistant caulking applications.
- iv) At irregular-shaped supports or multiple penetration clusters where traditional boot flashings or a pelican hood flashing cannot be installed, the installation of new Manufacturer approved fluid-applied PMMA type and polyester fabric reinforced flashing system. The new flashing system is to be covered under the Manufacturers' specified 20-year warranty.
- v) At insulated plumbing line penetrations, the fabrication and installation of new PVC coated clad metal-based pelican hood flashings with galvanized sheet metal housings. Flashing covers are to be fabricated with independent removable cover plates, with flashing interiors sealed with spray-in-place polyurethane foam.
- r. All horizontal plumbing and electrical lines are to be supported with new prefabricated recycled rubber support blocks such as DuraBlocs® (or equal), at 5-foot on center intervals. Existing rubberized block supports found to be in good, sound condition can be salvaged for reuse.
- s. At gas lines traversing the roof membrane surface, the protection and restoration of the existing lines with a rust-prohibitive primer and acrylic enamel paint application (new paint is to be Caution Yellow in color). Painting is to be completed with protective slip sheet to avoid spillage onto new membrane surface.
- t. At roof access points and adjacent to mechanical service panels, the installation of 96-mil-thick PVC single-ply roof protection pads. Pads are to be properly heat-welded to the prepared membrane surface. At the roof hatch, pads are to be placed around all three accessible sides.
- u. The reinstallation of the satellite support stands over the completed roof surface and on proper 96-mil-thick roof protection pads.

- v. Contractor shall provide an Alternate price for the following:
  - i) **Alternate #1:** Provide a total Additive cost, on the bid proposal form, for the restoration of brick masonry walls (above the counterflashing elevations) using a VOC compliant, water-based, clear penetrating sealer specifically designed for the restoration of masonry surfaces such as, Sure Klean, Siloxane WB Concentrate as Manufactured by Prosoco, or approved equal.

### 1.02 Quality Assurance

- A. This roofing system shall be applied only by a Roofing Contractor authorized by Manufacturer prior to bid. The Roofing Contractor shall have at least five (5) years of experience as an approved Contractor with the submitted Manufacturer as certified in writing by the Manufacturer and submitted with their bid package.
- B. Upon completion of the installation and the delivery to Manufacturer by the Contractor of a certification that all work has been done in strict accordance with the contract specifications and Manufacturer's requirements, an inspection shall be made by a Technical Representative of Manufacturer and the City's representative to review the installed roof system.
- C. There shall be no deviation made from the Project Specification or the approved shop drawings without prior written approval by the City's representative.
- D. All work pertaining to the installation of PVC membrane and flashings shall only be completed by personnel trained and authorized by Membrane Manufacturer in those procedures.
- E. Membrane to have no formulation changes in the last ten (10) years as certified by the Manufacturer.
- F. Manufacturers warranty shall be "No Dollar Limit" for the replacement of defective materials and/or labor and shall not contain any exclusion's for ponding water.

### 1.03 Submittals

- A. Submittals of Specific Materials: At the time of contract award prior to the project start, the applicator shall submit to the City's representative electronic copies of the following:
  - 1. Manufacturer's current literature for each component.
  - 2. Sample copy of Manufacturer's 20-Year, NDL Material & Labor Warranty.
  - 3. Sample copy of applicator's 2-Year Workmanship Warranty.

4. Certifications by Manufacturers of roofing and insulating materials that all materials supplied comply with all requirements of the identified ASTM and industry standards or practices.
5. Certification from the Applicator that the system specified meets all identified code and insurance requirements as required by the Specification.
6. Material Safety Data Sheets (MSDS) for all products to be used on the project.
7. Provide shop drawings for membrane fastening pattern to meet Factory Mutual I-90 requirements and the roofing Material Manufacturer's 72 mile-per-hour wind related guarantee.
8. Provide shop drawings for any required tapered insulation and or cricket requirements behind mechanical curbs.
9. Contractor shall submit a work schedule breaking down the sequence of work for the duration of the project, including coordination of any subtrades necessary to complete the project.
10. Contractor shall submit a list of contact names and phone numbers including all subtrades.
11. Provide shop drawings for all sheet metal to be used in conjunction with the new roof membrane installation, i.e., copings, edge metal, gutters, downspouts, counterflashings, reglets, two-piece surface mounted counterflashings, custom transition and termination metal flashings, sheet metal platform covers, etc.

#### 1.04 **Referenced Standards**

ASTM	American Society for Testing and Materials Philadelphia, PA (215) 299-5585
CBC	California Building Code
FM	Factory Mutual Engineering and Research Norwood, MA (617) 762-4300
NEC	National Electric Code
NRCA	National Roofing Contractor Association Rosemont, IL (708) 299-9070
OSHA	Occupational Safety and Health Administration Washington, DC (202) 523-8036

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SMACNA	Sheet Metal and Air Conditioning Contractors National Association Chantilly, VA (703) 803-2980
SPRI	Single-Ply Roofing Institute
PC	Plumbing Code
UL	Underwriters' Laboratories Northbrook, IL (708) 272-8800

### 1.05 Code Requirements

- A. The contractor shall obtain all necessary permit(s) required by the city's community development department.
- B. The applicator shall submit evidence that the proposed roof system meets the requirements of the local building code and has been tested and approved or listed by the following test organizations. These requirements are minimum standards and no roofing work shall commence without written documentation of the system's compliance, as required in the "Submittals" section of this specification. The Contractor shall obtain all necessary permit(s) required by City's Community Development Department.
- C. Factory Mutual Research Corporation (FM) – Norwood, MA
  - 1. FM 1-90 - Design Criteria for Wind Uplift
- D. Underwriters Laboratories, Inc. – Northbrook, IL
  - 1. Class A assembly

### 1.06 Product Handling

- A. All products delivered to the job site shall be in the original unopened containers or wrappings bearing all seals and approvals.
- B. Handle all materials to prevent damage. Place all materials on pallets and fully protect from moisture.
- C. Membrane rolls shall be stored lying down on pallets and fully protected from the weather with clean canvas tarpaulins. Unvented polyethylene tarpaulins are not accepted due to the accumulation of moisture beneath the tarpaulin in certain weather conditions that may affect the ease of membrane weldability.

- D. All adhesives shall be stored at temperatures between 40-degrees Fahrenheit and 80-degrees Fahrenheit.
- E. All flammable materials shall be stored in a cool, dry area away from sparks and open flames. Follow precautions outlined on containers or supplied by Material Manufacturer/supplier.
- F. All materials which are determined to be damaged by the City's representatives' or Manufacturer are to be removed from the job site and replaced at no cost to the City.

#### 1.07 Job Conditions

- A. Roof materials may be installed under certain adverse weather conditions but only after consultation with Manufacturer, as installation time and system integrity may be affected.
- B. Only as much of the new roofing as can be made weathertight each day, including all flashing and detail work, shall be installed. All seams shall be cleaned and heat-welded before leaving the job site that day.
- C. All work shall be scheduled and executed without exposing the interior building areas to the effects of inclement weather. The existing building and its contents shall be protected against all risks.
- D. All surfaces to receive insulation, underlayment board, membrane or flashings shall be dry. Should surface moisture occur, the applicator shall provide the necessary equipment to dry the surface prior to application of the roof assembly.
- E. All new and temporary construction, including equipment and accessories, shall be secured in such a manner as to preclude wind blow-off and subsequent roof or equipment damage.
- F. Uninterrupted waterstops shall be installed at the end of each day's work and shall be completely removed before proceeding with the next day's work. Waterstops shall not emit dangerous or unsafe fumes and shall not remain in contact with the finished roof as the installation progresses. Contaminated membrane shall be replaced at no cost to the City.
- G. Arrange work sequence to avoid use of newly constructed roofing as a walking surface or for equipment movement and storage. Where such access is absolutely required, the applicator shall provide all necessary protection and barriers to segregate the work area and to prevent damage to adjacent areas. A substantial protection layer consisting of plywood over an 11-ounce polypropylene felt shall be provided for all new and existing roof areas that receive rooftop traffic during construction.
- H. Prior to and during application, all dirt, debris and dust shall be removed from surfaces by sweeping, blowing with compressed air and/or similar methods.

- I. The Applicator shall follow all safety regulations as required by OSHA and any other applicable authority having jurisdiction.
- J. All new roofing waste material (i.e., scrap roof membrane, empty cans of adhesive) shall be immediately removed from the site by the Applicator and properly transported to a legal dumping area authorized to receive such material. Reference the Hazardous Material Removal Provisions for additional details.
- K. The Applicator shall take precautions that storage and/or application of materials and/or equipment does not overload the roof deck or building structure.
- L. Flammable adhesives and deck primers shall not be stored and not be used in the vicinity of open flames, sparks and excessive heat.
- M. The Applicator shall conduct fastener pullout tests in accordance with the latest revision of the SPRI/ANSI Fastener Pullout Standard to help verify condition of deck/substrate and to confirm expected pullout values.

#### **1.08 Warranties/Guarantees**

- A. **Manufacturer's 20-Year System Warranty:** Upon successful completion of the work to the Roofing Manufacturer's and City's satisfaction, and receipt of final progress payment, the 20-Year System Warranty shall be issued prior to issuing final retention payment. Final retention payment to be made upon receiving the Warranty Certificate. The System Warranty shall provide for the roof membrane, all accessories that comprise a roof system, and Contractor labor. The Warranty shall be Non-Prorated provide for No Dollar Limit (NDL) and shall not exclude ponding water and no time limited shall be assigned for any such ponding water for the duration of the warranty period. The warranty shall also include a 72 mile-per-hours wind speed exposure covered within the guarantee.
- B. **Applicator/Roofing Contractor's 2 Year Warranty:** The Applicator shall supply the City with a separate two (2) year Workmanship Warranty. In the event any work related to roofing, flashing, or metal is found to be within the Applicator warranty term, defective or otherwise not in accordance with the Contract Documents, the Applicator shall repair that defect at no cost to the City. The Applicator's warranty obligation shall run directly to the City.
- C. **City's Responsibility:** City shall notify both Manufacturer and the Applicator of any leaks as they occur during the time period when both warranties are in effect.

#### **1.09 Pre-Roofing Conference**

- A. The Applicator, City's representative, related Subcontractors and Manufacturer(s) shall attend a pre-roofing conference. The pre-roofing conference should be scheduled a minimum two (2) weeks prior to commencement of roofing. All curbs and penetrations should be in place prior to scheduling of meeting so that all parties can review substrates and field conditions.

- B. The meeting shall discuss all aspects of the project including but not limited to:
1. Safety.
  2. Set-up.
  3. Construction schedule.
  4. Contract conditions.
  5. Coordination of the work.
  6. Review of roof system and installation.
  7. Field conditions noted during deck walk.

## PART 2 - PRODUCTS

### 2.01 General

- A. Components to be used that are other than those supplied or Manufactured by Manufacturer may be submitted for review and acceptance by the City's representative. Acceptance of any other product is only for a determination of compatibility with Manufacturer's products and not for inclusion in the Manufacturer's warranty.
- B. All products shall comply with the latest VOC requirements effective June 1, 2006.

### 2.02 Membrane

- A. Sarnafil® S327-80-mil with polyester reinforced membrane with lacquer coating, manufactured using an extrusion coating process, no known equal. Membrane shall conform to ASTM D4434-96 (or latest revision), "Standard for Polyvinyl Chloride Sheet Roofing". Classification: Type III.
- B. Color of all membrane shall be tan/beige. The membrane shall have an initial solar reflectance of 0.50% and a corresponding emissivity of .084%.

### 2.03 Flashing Materials

- A. Flashing Membrane ("G410" Flashing Membrane): A fiberglass reinforced membrane adhered to approved substrate using VOC compliant adhesive. Color of flashing membrane shall be light gray. The flashing membrane shall conform to ASTM D4434-96, and be a Type II, Grade 1 flashing membrane.
- B. Asphalt-Resistant Flashing Membrane ("G459"): An asphalt-resistant, fiberglass-reinforced membrane adhered to approved substrate using VOC compliant adhesive. Color of flashing membrane shall be light gray. The flashing membrane shall conform to ASTM D4434-96, and be a Type II, Grade 1 flashing membrane.

- C. Flanged Metal Flashings (PVC Clad Metal): A tan/beige PVC-coated, heat-weldable sheet metal capable of being formed into a variety of shapes and profiles. Clad is a 25-gauge G90 galvanized metal sheet with a 20-mil unsupported PVC membrane, laminated on one side.

#### 2.04 Insulation/Underlayment Board

- A. Underlayment Board: Gypsum fire-tested, hardboard with glass-mat facers such as DensDeck as Manufactured by Georgia-Pacific or approved equal. Underlayment board shall have a spread flame of zero and a smoke development of zero when tested, in accordance with ASTM E84 and it passes the E-136 non-combustibility test. Boards shall be provided in minimum 4-foot by 8-foot board size and in thicknesses of ¼-inch.
- B. Expanded Polystyrene (EPS) Insulation: A pre-tapered closed cell, rigid cellular plastic insulation made from petroleum derived products. The EPS insulation shall meet or exceed Federal Specification per ASTM C578 (Supersedes Federal Specification HH-I-524C) and shall be used for the construction of cricket assemblies.

#### 2.05 Attachment Components

- A. Insulation/Underlayment Board Plate: Used with approved fasteners to attach insulation boards to roof deck. Insulation plate is a 3-inch square or round, 26 gauge stamping of SAE 1010 steel with an AZ 55 Galvalume coating. Insulation plate shall meet Factory Mutual 4470 for corrosion resistance.
- B. Low-Rise Foam Adhesive: Used for the adhesion of subsequent layers of taper EPS insulation and gypsum underlayment board. Adhesive shall meet UL Standard for Safety for Uplift Tests for Roof Covering Systems.
- C. No. 12 Fastener: A #12 corrosion-resistant fastener used with insulation plates to attach insulation boards to metal or plywood roof decks. No. 12 fastener has a modified buttress thread, a shank diameter of approximately 0.168-inch and a thread diameter of approximately 0.214-inch. The driving head has a diameter of approximately 0.435-inch with a #3 Phillips recess for positive engagement. No. 12 fastener shall meet Factory Mutual 4470 for corrosion resistance.
- D. Max-Load Fastener: A specially designed, heavy-duty, corrosion-resistant fastener used with Max-Load to attach roof membrane to roof decks. Max-Load fastener has a shank diameter of approximately 0.26-inch and a thread diameter of approximately 0.26-inch. The driving head has a diameter of approximately 0.66-inch with a #3 Phillips recess for positive engagement and simplicity of application. Max-Load fastener shall meet Factory Mutual 4470 for corrosion resistance.
- E. Max-Load Seam Plate: Max-Load seam plate is a high strength, round barbed plate used with a Max-Load fastener to attach the roof membrane to the roof decks. Max-Load seam plate is a 20-gauge, 3-inch round corrosion resistant steel plate. Max-Load seam plate shall meet Factory Mutual 4470 for corrosion resistance.

- F. VOC Compliant Membrane Adhesive: A VOC compliant solvent-based reactivating-type specifically formulated adhesive used to attach the membrane to the substrate.

## 2.06 Accessories

- A. Eternabond: A self-adhering 100% solids formulation of synthetic resins, thermoplastics, and non-curing rubber (non-butyl) with a built-in primer, bonded to a woven polyester backing for maximum conformability.
- B. Eternabond WebSeal: A self-adhering 100% solids formulation of synthetic resins, thermoplastics, and non-curing rubber (non-butyl) with a built-in primer, bonded to a woven and paintable polyester backing for maximum conformability.
- C. Elastic Cement: A water-based, elastomeric flashing patching and sealing compound formulated with premium acrylic rubber resins, inert mineral pigments, and non-asbestos fibers to form a permanent elastomeric waterproofing and sealing compound such as WCP-800 elastic cement, as Manufactured by Weston Colloid or approved equal.
- D. Polyester Reinforcing Fabric: A 3-ounce, heavyweight stitch-bonded polyester fabric with medium-soft finish such as WCP-HS (4-inches-wide) as Manufactured by Western Colloid or approved equal.
- E. Aluminum Tape: A 2-inch-wide pressure-sensitive aluminum tape used as a separation layer between small areas of asphalt contamination and the membrane and as a bond-breaker under the coverstrip at PVC clad joints.
- F. Membrane Cleaner: A high quality solvent cleaner used for the general cleaning of residual asphalt, scuff marks, etc., from the membrane surface. Membrane cleaner is also used daily to clean seam areas prior to hot-air welding in tear off or dirty conditions or if the membrane is not welded the same day it is unrolled.
- G. Prefabricated PVC Cones: A prefabricated vent pipe flashing made from 48-mil-thick G410 membrane. The prefabricated PVC cones are available in five different sizes.
- H. Prefabricated PVC Corner: Prefabricated outside and inside flashing corners made of 60-mil-thick membrane that are heat-welded to membrane or PVC clad base flashings. Prefabricated corners are available in two outside sizes and one inside size.
- I. VOC Compliant Adhesive for Vertical Surfaces: A VOC compliant solvent-based reactivating-type adhesive used to attach the membrane to the flashing substrate.
- J. Walk Pads: 96-mil PVC walk treads with embossed surface as supplied by primary roofing Material Manufacturer.

**2.07 Sealants**

- A. Multi-Purpose Sealant: One-part, moisture curing, gun grade sealant used at certain flashing details for termination of the waterproofing assembly. The sealant is a polyurethane sealant and VOC compliant.
- B. Depending on substrates, the following sealant options are acceptable to construct temporary overnight water cut-offs:
  - 1. Spray-applied, water-resistant urethane foam.
  - 2. Mechanical attachment with Manufacturer approved rigid bars and compressed urethane sealant.

**2.08 Related Materials**

- A. Fasteners and Anchors: All fasteners, anchors, nails, straps, bars, etc. shall be post-galvanized steel, aluminum, or stainless steel. Mixing metal types and methods of contact shall be assembled in such a manner as to avoid galvanic corrosion. Fasteners for attachment of metal to masonry shall be expansion type fasteners with stainless steel pins. All miscellaneous wood fasteners and anchors used for flashings shall have a minimum embedment of 1-inch and shall be approved for such use by the fastener Manufacturer.
- B. Rust Prohibitive Primer, "Rust-Mort", for use over roof related metal components, as Manufactured by SEM Products.
- C. Sheet Metal Counterflashing Inserts/Skirts: Shall be made of 24-gauge galvanized sheet metal, in accordance with detail drawing.
- D. Pan Flashings: For use at specified encapsulated sleeper supports shall be made of 22-gauge galvanized sheet metal, in accordance with detail drawing.
- E. Custom Closed Corner Flashings: Shall be made of 24-gauge galvanized sheet metal, in accordance with detail drawing. All transition metal shall be fully soldered seams.
- F. Wood Blocking: All wood blocking for exposed support blocks shall be pressure-treated lumber or redwood, cut to size in accordance with detail drawing.
- G. Heater Stack Flashing Sleeves and Storm Collars: Shall be made of 24-gauge galvanized sheet metal, in accordance with detail drawing.

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**PART 3 - EXECUTION****3.01 Roof Preparation**

- A. Prior to installation of new roofing, Contractor shall inspect the existing roof conditions and verify that the new roof system may be installed in strict accordance with original design, the Manufacturer's current recommendations, the spirit and intent of these specifications and all other pertinent codes and regulations.
1. No new roofing will be applied until surfaces are reviewed jointly by the appointed Quality Controller and the Roofing Contractor.
  2. Any deteriorated or damaged decking noted shall be brought to the attention of the City. Replacement shall be at the discretion of the City with any necessary replacement costs to be borne by the City.
  3. Commencement of roofing application over any section will denote acceptability by the Contractor of that section and he will be responsible for any corrective work which may be occasioned by his having started over an unsatisfactory surface.
- B. Clean all surfaces of debris, and of any moisture, before proceeding with application of the new roof system.
- C. Absolutely no work shall be done unless an appointed Observer is present. Any work done without proper inspection will be rejected and subsequently ordered to be removed.
- D. The existing roofing materials and accessories are to be removed and discarded per Federal, State and Local regulations governing these procedures.
1. Contractor is to keep the roof and premises clean and free from accumulations of waste materials and rubbish at all times. He shall remove all debris, scrap, and rubbish from the work area daily.
  2. Materials shall not be stockpiled on the roof. The Contractor is responsible for all damage resulting from overloading the existing roof deck and its related structure.
  3. No unrestricted free-fall of debris into containers is permitted. Enclosed chutes must be used.
  4. All materials to be disposed of shall be loaded directly from the roof into trucks or disposal containers by means of approved methods that will prevent damage to building and grounds, and to preclude pollution.

5. Prior to the start of tear-off operations, Contractor is to cover all mechanical duct and vent openings with protective plastic sheeting to reduce debris infiltration into the building. Protective plastic is to be promptly removed upon completion of tear-off.
  6. Contractor shall provide a full-time person to supervise the demolition of the existing roof membrane and system related components. The person should provide a log of the demolition and ensure that the damage is not done to the components which will remain and be reused.
  7. Contractor shall only tear off as much roofing as set forth in and by Specification Section 02050, 1.01-B.
- E. Plug drains with properly sized drain plugs to prevent debris migrating into drain lines. Contractor shall remove drain plugs at the end of each workday.

### **3.02 Pre-Tapered Insulation Installation**

- A. On the high sides of curbs and platforms, construct and installed pre-tapered EPS insulation crickets. Crickets are to be installed over the prepared wood deck with the base layer mechanically fastened using specified screws and plates and with each subsequent layer set into a continuous application approved insulation adhesive. At the center (ridge) line, crickets shall extend beyond the projection a minimum of 50% of its width.

### **3.03 Underlayment Board Installation**

- A. Underlayment board shall be installed according to Manufacturer's instructions.
- B. Underlayment board shall be neatly cut to fit around penetrations and projections.
- C. Do not install more underlayment board than can be covered with membrane by the end of the day or the onset of inclement weather.
- D. The 1/4-inch gypsum underlayment board shall be mechanically fastened to the plywood deck with approved fasteners and plates at a rate according to the Manufacturer's and FM's recommendations for fastening rates and patterns. The quantity and locations of the fasteners and plates shall also cause the boards to rest evenly on the roof deck/substrate so that there are no significant and avoidable air spaces between the boards and the substrate. Each board shall be installed tightly against the adjacent boards on all sides.
- E. Use fastener tools with a depth locator and torque-limiting attachment as recommended or supplied by fastener Manufacturer to ensure proper installation.

**3.04 Installation of PVC Membrane****A. Mechanical Attachment to Wood Deck:**

1. Membrane is to be attached with fasteners and seam plates according to Manufacturer and Factory Mutual's 1-90 design criteria requirements. Membrane overlaps shall be shingled with the flow of water where possible. Full-width rolls shall be fastened perpendicular to the direction of the underlayment board where possible. The installation and design attachment of the roof membrane shall meet a minimum wind speed force of 72 miles-per-hour.

**B. Perimeter and Corner Areas:**

1. Over the properly installed and prepared substrate surface, half-width rolls are to be installed parallel with the entire perimeter edge. The number of adjacent half-rolls will be determined by building height and width and other conditions according to FM guidelines. Fasteners and seam plates are installed along the edge of the membrane on the fastening line at a spacing determined by Manufacturer. Seam plates are held back 1-inch from the outer edge of the membrane. The adjacent half-roll is positioned to overlap the fastened edge of the first half-roll by 5 ½-inches in accordance with the overlap lines marked on its edge. The 5 ½-inch overlap will allow the top membrane to extend 2 ½-inches past the seam plate for heat-welding.
2. Fasteners shall clamp the field membrane tightly to the substrate. In corner areas where perimeter half-rolls intersect, add rows of fasteners and seam plates over the top the half-rolls and weld a PVC coverstrip above them for watertightness. Consult with membrane Manufacturer for fastening and seam plates spacing for FM I90 requirements into plywood deck substrates.
3. Perimeter area is defined as the outer boundary of the roof. If the roof is broken into different levels, each roof area shall be treated as an individual roof with its outer boundary being treated as a perimeter. Typically, internal expansion joints and firewalls are not considered to be full perimeters. Refer to Factory Mutual's Data Sheet 1-28 for more information.
4. The ridge area is defined as the high point in the roof area formed by two intersecting planes. When the sum of the slope is 4-inches vertical, 12-inches horizontal (4:12) and greater, each side of the ridge shall be treated as a perimeter area.

**C. Interior Field Area:**

1. Over the properly installed and prepared substrate surface, full-width rolls are to be installed perpendicular to the slope of the deck. Fasteners and seam plates are installed along the edge of the membrane on the fastening line at a spacing determined by Manufacturer. Seam plates are held-back 1-inch from the outer edge of the membrane. The adjacent full-roll is positioned to overlap the fastened edge of the first full-roll by 5 ½-inches in accordance with the overlap lines marked on its edge. The 5 ½-inch overlap will allow the top membrane to extend 2 ½-inches past the seam plate for heat-welding. Fasteners shall clamp the membrane tightly to the substrate. Consult with membrane Manufacturer for fastener and seam plate spacing for FM I-90 design criteria requirement into wood and metal deck substrates.

**D. Attachment around Perimeter and Rooftop Penetrations:**

1. Around all perimeters, at the base of walls, drains, curbs, vent pipes, or any other roof penetrations, fasteners and seam plates shall be installed according to perimeter rate of attachment. Fasteners shall be installed according to the Manufacturer's instructions using the recommended torque-sensitive fastening tools with depth locators and shall clamp the membrane tightly to the substrate.
  - a. Membrane flashings shall extend 2 ½-inches past the seam plate and be hot-air welded to the deck membrane.

**3.05 Hot-Air Welding of Seam Overlaps**

- A. All seams shall be hot-air welded. Seam overlaps should be 3-inches-wide when automatic machine-welding and 4-inches-wide when hand-welding, except for certain details.
- B. Welding equipment shall be provided by or approved by Manufacturer. All mechanics intending to use the equipment shall have successfully completed a training course provided by a Manufacturer Technical Representative prior to welding.
- C. All membrane to be welded shall be clean and dry.
- D. Hand-welded seams shall be completed in two stages. Hot-air welding equipment shall be allowed to warm up for at least one minute prior to welding.
  1. The back edge of the seam shall be welded with a narrow but continuous weld to prevent loss of hot air during the final welding.

2. The nozzle shall be inserted into the seam at a 45-degree angle to the edge of the membrane. Once the proper welding temperature has been reached and the membrane begins to "flow," the hand roller is positioned perpendicular to the nozzle and pressed lightly. For straight seams, the 1 ½-inch-wide nozzle is recommended for use. For corners and compound connections, the ¾-inch-wide nozzle shall be used.

**E. Machine Welding:**

1. Machine welded seams are achieved by the use of automatic welding equipment. When using this equipment, instructions shall be followed and local codes for electric supply, grounding and over current protection observed. Dedicated circuit house power or a dedicated portable generator is recommended. No other equipment shall be operated off the generator.
2. Metal tracks may be used over the deck membrane and under the machine welder to minimize or eliminate wrinkles.

**F. Quality Control of Welded Seams:**

1. The Contractor shall check all welded seams for continuity using a rounded screwdriver. Visible evidence of proper welding is smoke during the welding operation, shiny membrane surfaces, and an uninterrupted flow of dark grey material from the underside of the top membrane. Evaluation of welded seams shall be made daily by the Contractor at locations directed by the City or Manufacturer's representative. One (1) inch wide cross-section samples of seams shall be taken at least three times a day. Correct welds display failure from shearing of the membrane prior to separation of the weld. Each test cut shall be patched by the Contractor at no extra cost to the City.

**3.06 Membrane Flashings**

- A. All flashings shall be installed concurrently with the roof membrane as the job progresses. If any water is allowed to enter under the newly completed roofing, the affected area shall be removed and replaced at the Contractor's expense. Flashing shall be adhered to compatible, dry, smooth, and solvent-resistant surfaces.
- B. VOC Compliant Adhesive for Membrane Flashings:
  1. Over the properly installed and prepared flashing substrate, adhesive shall be applied according to instructions found on the Product Data Sheet. The adhesive shall be applied in smooth, even coats with no inconsistencies. Only an area which can be completely covered in the same day's operations shall be flashed. The bonded sheet shall be pressed firmly in place with a hand roller.

2. No adhesive shall be applied in seam areas that are to be welded. All panels of membrane shall be applied in the same manner, overlapping the edges of the panels as required by welding techniques.
- C. All flashings shall extend a minimum of 8-inches above roofing level unless otherwise accepted in writing by the roofing Material Manufacturer.
- D. All flashing membranes shall be consistently adhered to substrates. All interior and exterior corners and miters shall be cut, and hot air welded into place. No bitumen shall be in contact with the membrane.
- E. Membrane flashings shall be terminated according to recommended detail drawings.
- F. At parapet walls, the single-ply roof membrane shall be fully adhered to acceptable substrate using an approved VOC compliant adhesive. The membrane shall extend up vertical surfaces and terminate along the top of the parapet walls' horizontal plane. The wall flashing assembly shall be installed in accordance with the Manufacturer's technical department for additional securement and assembly.
- G. At parapet walls over 30-inches, membrane flashings shall receive intermediate fastening in accordance with the Material Manufacturer's published installation criteria.

### 3.07 Flanged PVC Clad Metal Flashings

- A. All flashings shall be installed concurrently with the roof membrane as the job progresses. If any water is allowed to enter under the newly completed roofing due to incomplete flashings, the affected area shall be removed and replaced at the Contractor's expense.
- B. PVC clad metal flashings shall be formed and installed per the detail drawings.
  1. All metal flashings shall be fastened into the wood substrate with two rows of post galvanized flat head annular ring nails, 4-inches on center staggered. Fasteners shall penetrate the wood nailer a minimum of 1-inch.
  2. Metal shall be installed to provide adequate resistance to bending and allow for normal thermal expansion and contraction.
- C. Adjacent sheets of clad shall be spaced ¼-inch apart. The joint shall be covered with 2-inch-wide aluminum tape. A 4-inch minimum wide strip of flashing membrane shall be hot-air welded over the joint.

**3.08 Protection Pads**

- A. Contractor shall install new PVC 96-mil-thick walk tread from roof access to and around all serviceable mechanical units. The walk pads shall be installed in accordance with the Material Manufacturer's installation criteria over the 72-mil-thick membrane.

**3.09 Temporary Water Cut-Offs**

- A. All flashings shall be installed concurrently with the roof membrane in order to maintain a watertight condition as the work progresses. All temporary waterstops shall be constructed to provide a 100% watertight seal. The stagger of the insulation joints shall be made even by installing partial panels of insulation. The new membrane shall be carried into the waterstop. The waterstop shall be sealed to the deck and/or substrate so that water will not be allowed to travel under the new roofing. The edge of the membrane shall be sealed in a continuous heavy application of sealant as described in Section 2.07. When work resumes, the contaminated membrane shall be cut out. All sealant, contaminated membrane, insulation fillers, etc. shall be removed from the work area and properly disposed of off-site. None of these materials shall be used in the new work.
- B. If inclement weather occurs while a temporary waterstop is in place, the Contractor shall provide the labor necessary to monitor the situation to maintain a watertight condition.
- C. If any water is allowed to enter under the newly-completed roofing, the affected area shall be removed and replaced at the Contractor's expense.

**3.10 Final Roof Inspection**

- A. The work shall be reviewed by the Roofing Contractor's representative, Manufacturer's representative, City's representative and the Roofing Contractor. All defects noted and non-compliances with the Specifications or the recommendations of Consultant shall be itemized in a punch list. These items must be corrected within 10 work days of issuance of Punchlist. The Roofing Contractor shall perform this work to the satisfaction of the City's representative, and Manufacturer.

END OF SECTION

**ROOF REHABILITATION - TECHNICAL SPECIFICATION**  
**FULLY ADHERED PVC SINGLE PLY ROOF SYSTEM**

PROJECT: NAKAOKA COMMUNITY CENTER (NCC)  
1670 WEST 162<sup>ND</sup> STREET  
GARDENA, CA 90247

**PART 1 - GENERAL**

**1.01 Scope of Work and Special Project Conditions**

A. Base Bid: The extent of the roofing system work is indicated on the drawings and by provisions of this section and is defined to include the complete removal of the existing built-up roof system and flashings and installation of a new fully adhered 80-mil felt backed PVC single-ply roof membrane, flashings and roof accessories integrally related to the new roof system installation.

1. Approximate Roof Size: 15,012 square feet.

*NOTE: Contractor to field verify all dimensions as measurements are provided in "plan view".*

2. Existing Roof System Description: The existing roof system is a built-up roof system comprised of a reflective aluminum coating over three (3) plies of fiberglass felt, each set into independent applications of asphalt emulsion or adhesive, over a fiberglass base sheet. The base sheet has been adhered to the building's concrete roof deck.

3. New Roof System Description: The new roof system shall be comprised of an Energy Star® rated and Cool Roof Rating Council (CRRC) approved beige/tan fully adhered felt-backed, 80-mil thick PVC single-ply membrane. The membrane is to be adhered to the prepared concrete roof deck using ribbons of approved low-rise foam adhesive. The new roof system is to be constructed with asphalt-resistant membrane flashings at walls, curbs, platforms and transitions.

4. The General Roof Replacement Scope of Work Shall Include:

a. Contractor shall provide a contained and locked staging area at a City approved location of the project. The staging area is to contain appropriate locked portable restroom facilities and sanitation stations. Approval of the staging area shall occur through the submittal process.

b. The complete removal of the existing built-up roof system including all membrane and flashing assemblies down to the bare concrete substrate. Debris and flashings are to be off-loaded into contained dust free disposal containers by means of chutes. At no time will free falling materials be permitted on this project.

- 
- c. Demolition work is also to include:
- (i) The removal and disposal/recycling of all abandoned, unused mechanical equipment units, platforms, curbs, supports, penetrations, and flashings. Work is to include elimination of openings in substrate with the installation of new decking materials to match existing. Substrate replacement is to be performed per the standards established by the National Roofing Contractors Association (NRCA) published installation guidelines.
  - (ii) The removal and disposal/recycling of all penetration and support flashings (excluding coping flashings that do not interface with the roof system installation), roof jacks, lead flashings, and vent flashings to facilitate the new roof systems flashing installations.
  - (iii) The removal and disposal of all debris accumulations, including loose asphalt applications or foreign substances from the roof surface that may inhibit the proper bonding of the new roof membrane. Reference the Hazardous Material Removal Provisions for additional details.
- d. The PVC single-ply roof membrane shall be an extrusion coat type membrane. The membrane shall have a minimum of 22-mil of waterproofing polymers above the reinforcements as documented by a third-party source. Membranes with less than the 22-mil waterproofing polymers above the reinforcement may be subject to rejection.
- e. The Contractor shall follow manufacturer's standard detail and installation procedures. If there are any unidentified details, Contractor shall submit a sketch of the proposed detail to the City's representative and Consultant for review and approval. Work conducted without such approval may result in removal and replacement at the Contractor's cost.
- f. Contractor shall provide a 20-year manufacturer's guarantee including a 72 mile-per-hour coverage against wind uplift and a 2-year Contractor guarantee.

5. Special Project Conditions to be Included in the Base Bid Scope of Work:
  - a. On the high sides of mechanical curbs and in low-lying areas of the roof deck where standing water occurs and positive drainage is required, the installation of new pre-tapered roof insulation crickets to facilitate positive drainage. The insulation boards are to be adhered to the prepared concrete roof deck. New cricket and taper systems are to be covered with a layer of the ¼-inch-thick gypsum underlayment board. Tapered edge strips may be required at perimeter edges of the insulation boards to provide for a smooth and uniform membrane transition.
  - b. At perimeter edges and placed 6-feet out from low curb walls, the installation of a new 4-inch caution yellow warning line constructed from yellow PVC flashing membrane and provided by the primary material manufacturer. The warning line is to be heat-welded to the prepared PVC membrane.
  - c. At roof walls equipped with a sheet metal coping cap flashing assembly that does not interface with the roof system (masonry walls equipped with a counterflashing assembly), the restoration of sheet metal coping flashings to include; resealing of all flashing joints and transitions with a three-course application of white elastic cement and polyester reinforcing fabric, priming of flashing surfaces with rust inhibitive primer and coating of flashing surfaces with two (2) coats of exterior grade reflective aluminum enamel paint.
  - d. At roof edges, the fabrication and installation of new white 25-gauge PVC coated clad metal edge flashing assembly. The new clad-metal flashing is to be sized to provide a minimum of 1-inch coverage over the top edges of exterior walls/claddings. The horizontal flange of the clad-metal is to be secured at 3-inches on center, stagger-nailed with the flange incorporated into the membrane with a strip of PVC flashing membrane. Clad metal edge flashings are to be installed at all roof edges currently equipped with an edge flashing assembly (regardless of configuration) and areas where an existing coping flashing assembly interfaces with the roof system. This work is to include the installation of new pressure-treated, redwood or plywood nailers to create a smooth and level installation between irregular transitions. New edge flashing flanges are to be sized to accommodate these changes in elevations.

- e. The fabrication and installation of new 24-gauge galvanized sheet metal counterflashing skirts at the base of masonry building walls. Flashings are to mimic the size of existing flashing skirts and are to be constructed with closed corners, hemmed drip edges, and interlocking seams and are to be fastened with a minimum of three (3) 22-gauge galvanized sheet metal wind clips. Flashing skirts must properly engage existing counterflashing receivers. This work is to include the restoration of existing counterflashing receivers to include removal of all existing sealant and repair materials, cleaning of flashing surfaces of all foreign substances and contaminants, sealing of the top edges of the flashings with bond breaker tape and a tooled application of urethane-based sealant, priming of flashing surfaces with rust inhibitive primer and coating of surfaces with two (2) coats of exterior grade reflective aluminum paint.
- f. Vertical membrane flashing terminations are to be treated with vertical 25-gauge PVC clad metal termination flashings. Flashing flanges are to extend onto interfacing surfaces 3-inches and are to be sealed with a tooled application of urethane-based sealant. Color of sealant to closely match the color of surfaces applied to.
- g. At low (under 36-inches in height) building walls equipped with a counterflashing assembly, the removal and proper disposal/recycling of the flashings (including exposed edge flashings at the top edges of isolated walls) to facilitate the encapsulation of the interior sides of the walls with the specified asphalt resistant flashing membrane and PVC coated clad metal edge flashings. This work is to include the installation of new nailers to match existing. This may be necessary to accommodate elevation changes and create a smooth and level flashing condition.
- h. The restoration of existing cast iron internal primary, overflow and condensation roof drains to include; the replacement of damaged and missing components, the tapping-out and replacement of damaged and missing bolts, the priming and coating of drain assembly components with rust inhibitive primer and two (2) coats of Safety Orange exterior grade enamel paint. Work to include the cleaning and water testing of the first 10 lineal feet of each drain line with repairs made on an as needed basis to result in a fully functional and leak free drainage system.

- i. The installation of three (3) new primary cast iron roof drain assemblies at the locations indicated on the roof plan detail. The new drain bodies are to match the existing primary roof drains in size shape and dimensions and are to be fabricated by Jay R. Smith or Zurn. The new drain lines are to be connected to the existing drain lines of the adjacent/nearest roof drain. All work is to be conducted in accordance with the Uniform Plumbing Code (UPC). The new drain assembly is to be restored to match the restoration criteria for existing drains.
- j. Curbs, platforms, and penetrations less than 8-inches in height when measured above the finished roof surface are to be extended to meet this criterion as part of the base bid scope of work. This includes broken or damaged plumbing/electrical and ventilation penetrations.
- k. At all curbed openings, the new roof system's flashing terminations are to be covered with new 24-gauge, galvanized sheet metal counterflashing inserts fabricated with closed corners, hemmed drip edges, and interlocking seams and are to be fastened with screws through steel/neoprene washers.
- l. At the sleeper support mounted equipment and supports, the replacement of existing sleepers with new redwood/pressure treated supports equipped with PVC protection pads. New supports are to be size appropriate to create a level condition of the unit.
- m. The restoration of vent flashing assemblies is to include the removal of loose seals, proper sealing of flashing joints and transitions and coating of flashing surfaces with rust inhibitive primer and two (2) coats of exterior grade reflective aluminum enamel paint.
- n. The restoration of the sheet metal screen wall assembly using rust inhibitive primer and two (2) coats of exterior grade reflective aluminum enamel paint. Work to include the sealing of all openings and abandoned fastener holes in the screen or supports using a dab of urethane-based sealant.
- o. At mechanical platforms, the restoration of existing sheet metal flashing covers and related flashings with rust inhibitive primer and two (2) coats of exterior grade reflective aluminum enamel paint. Work to include resealing of all flashing joints and transitions with a three-course application of white elastic cement and polyester reinforcing fabric prior to coating application.

- p. The proper sealing of mechanical duct flashing joints and transitions (including duct to wall transitions), with a three-course application of white elastic cement and polyester reinforcing fabric. In the event damaged, deteriorated or torn duct bellows are discovered during this process, the damage shall be reported in writing to the City so they may conduct the necessary repairs.
- q. The fabrication and installation of the following flashings with the roof assembly:
- i) At all plumbing, electrical, ventilation, vertical and diagonal support penetrations, the installation of new boot flashings fabricated from PVC single-ply flashing material. Flashing collars are to be sealed with aluminum divorce tape, stainless steel cinch bands and continuous urethane caulking applications. Boot flashing collars are to be equipped with prefabricated rubberized storm collars or collars constructed from PVC flashing membrane.
  - ii) At T-top vents, the fabrication and installation of new vents with 25-gauge, clad-metal bases, wire mesh screens over vent openings, and 24-gauge, galvanized sheet metal end caps.
  - iii) At heater penetrations, the fabrication and installation of new oversized 25-gauge, clad-metal flashings. For heater stacks, flashings are to be constructed with a ½-inch gap around flashing collar edges to allow heat to dissipate. The interior of the flashing should be filled with heat resistant batt insulation. Flashing collars should be sealed with independent galvanized sheet metal storm collars. Storm collars are to be sealed with heat-resistant caulking applications.
  - iv) At irregular-shaped supports or multiple penetration clusters where traditional boot flashings or a pelican hood flashing cannot be installed, the installation of new manufacturer approved fluid-applied PMMA type and polyester fabric reinforced flashing system. The new flashing system is to be covered under the manufacturers' specified 20-year warranty.
  - v) At insulated plumbing line penetrations, the fabrication and installation of new PVC coated clad metal-based pelican hood flashings with galvanized sheet metal housings. Flashing covers are to be fabricated with independent removable cover plates, with flashing interiors sealed with spray-in-place polyurethane foam.

- r. All horizontal plumbing and electrical lines are to be supported with new prefabricated recycled rubber support blocks such as DuraBlocs® (or equal), at 5 foot on center intervals. Existing rubberized block supports found to be in good, sound condition can be salvaged for reuse.
  - s. At gas lines traversing the roof membrane surface, the protection and restoration of the existing lines with a rust-prohibitive primer and exterior grade enamel paint application (new paint is to be Caution Yellow in color). Painting is to be completed with protective slip sheet to avoid spillage onto new membrane surface.
  - t. At roof access points, ladder landings and adjacent to mechanical service panels, the installation of 96-mil-thick PVC single-ply roof protection pads. Pads are to be properly heat-welded to the prepared membrane surface. At the roof hatch, pads are to be placed around all three accessible sides.
  - u. The reinstallation of the satellite support stands over the completed roof surface and on proper 96-mil-thick roof protection pads.
  - v. At vertical walls of the mechanical well, the resealing of the base of through-wall penetrations, perimeter edges of door frames and vent flashings using rigid foam backer rod, bond breaker tape and a tooled application of urethane-based sealant. Color of sealant to closely match the color of surfaces applied.
- B. Contractor shall provide alternate prices for the following:
1. **Alternate #1:** Provide a total Deductive cost, on the bid proposal form, for the installation of a new recover-type roof system consisting of an Energy Star® rated and Cool Roof Rating Council (CRRRC) approved beige/tan fully adhered felt-backed, 80-mil-thick PVC single-ply membrane. The membrane is to be adhered to the prepared roof surface using ribbons of approved low-rise foam adhesive. The new roof system is to be constructed with asphalt-resistant membrane flashings at walls, curbs, platforms and transitions. Preparation work for this system is to include the removal of proper scarification of existing silicone-based coatings to ensure bonding of the new membrane installation. Manufacturer pull tests will be required over all coated roof areas.

2. **Alternate #2:** Provide a total Additive cost, on the bid proposal form, for the restoration of stucco-surfaced walls/claddings of interfacing building walls using a high-performance, acrylic-based, elastomeric coating system in a two (2) coat process for a total of three (3) gallons (24 dry mils) per every 100 square feet such as, RenuWall® A300 as Manufactured by National Coatings Corporation, or approved equal. New coating applications are to encapsulate stucco cladding surfaces within the mechanical well extending from the top edges of sheet metal counterflashings and terminating a minimum of 2-inches behind edge flashing flanges. Color of coating shall be approved by the City during the submittal review process.
3. **Alternate #3:** Provide a total Additive cost, on the bid proposal form, for the restoration of brick masonry walls (above the counterflashing elevations) using a VOC compliant, water-based, clear penetrating sealer specifically designed for the restoration of masonry surfaces such as, Sure Klean, Siloxane WB Concentrate as Manufactured by Prosoco, or approved equal.

#### 1.02 Quality Assurance

- A. This roofing system shall be applied only by a Roofing Contractor authorized by manufacturer prior to bid. The Roofing Contractor shall have at least five (5) years of experience as an approved Contractor with the submitted manufacturer as certified in writing by the manufacturer and submitted with their bid package.
- B. Upon completion of the installation and the delivery to manufacturer by the Contractor of a certification that all work has been done in strict accordance with the contract specifications and manufacturer's requirements, an inspection shall be made by a Technical Representative of Manufacturer and the City's representative to review the installed roof system.
- C. There shall be no deviation made from the Project Specification or the approved shop drawings without prior written approval by the City's representative.
- D. All work pertaining to the installation of PVC membrane and flashings shall only be completed by personnel trained and authorized by membrane manufacturer in those procedures.
- E. Membrane to have no formulation changes in the last ten (10) years as certified by the manufacturer.
- F. Manufacturer's warranty shall be "No Dollar Limit" for the replacement of defective materials and/or labor and shall not contain any exclusion's for ponding water.

**1.03 Submittals**

- A. Submittals of Specific Materials: At the time of contract award and prior to the project start, the applicator shall submit to the City's representative electronic copies of the following:
1. Samples of each primary component to be used in the roof system and the manufacturer's current literature for each component.
  2. Sample copy of Manufacturer's 20-Year, NDL Material & Labor Warranty.
  3. Sample copy of applicator's 2-Year Workmanship Warranty.
  4. Certifications by manufacturers of roofing and insulating materials that all materials supplied comply with all requirements of the identified ASTM and industry standards or practices.
  5. Certification from the Applicator that the system specified meets all identified code and insurance requirements as required by the Specification.
  6. Material Safety Data Sheets (MSDS) for all products to be used on the project.
  7. Provide shop drawings for membrane fastening pattern to meet Factory Mutual I-90 requirements and the roofing material manufacturer's 72 mile-per-hour wind related guarantee.
  8. Provide shop drawings for any required tapered insulation and or cricket requirements behind mechanical curbs.
  9. Contractor shall submit a work schedule breaking down the sequence of work for the duration of the project, including coordination of any subtrades necessary to complete the project.
  10. Contractor shall submit a list of contact names and phone numbers including all subtrades.
  11. Provide shop drawings for all sheet metal to be used in conjunction with the new roof membrane installation, i.e. copings, edge metal, gutters, downspouts, counterflashings, reglets, two-piece surface mounted counterflashings, custom transition and termination metal flashings, sheet metal platform covers, etc.

**1.04 Referenced Standards**

ASTM	American Society for Testing and Materials Philadelphia, PA (215) 299-5585
CBC	California Building Code
FM	Factory Mutual Engineering and Research Norwood, MA (617) 762-4300
NEC	National Electric Code
NRCA	National Roofing Contractor Association Rosemont, IL (708) 299-9070
OSHA	Occupational Safety and Health Administration Washington, DC (202) 523-8036
SMACNA	Sheet Metal and Air Conditioning Contractors National Association Chantilly, VA (703) 803-2980
SPRI	Single-Ply Roofing Institute
PC	Plumbing Code
UL	Underwriters' Laboratories Northbrook, IL (708) 272-8800

**1.05 Code Requirements**

- A. The contractor shall obtain all necessary permit(s) required by city's community development department.
- B. The applicator shall submit evidence that the proposed roof system meets the requirements of the local building code and has been tested and approved or listed by the following test organizations. These requirements are minimum standards, and no roofing work shall commence without written documentation of the system's compliance, as required in the "Submittals" section of this specification.

C. Factory Mutual Research Corporation (FM) – Norwood, MA

1. FM 1-90 - Design Criteria for Wind Uplift

D. Underwriters Laboratories, Inc. – Northbrook, IL

1. Class A assembly

#### **1.06 Product Handling**

A. All products delivered to the job site shall be in the original unopened containers or wrappings bearing all seals and approvals.

B. Handle all materials to prevent damage. Place all materials on pallets and fully protect from moisture.

C. Membrane rolls shall be stored lying down on pallets and fully protected from the weather with clean canvas tarpaulins. Unvented polyethylene tarpaulins are not accepted due to the accumulation of moisture beneath the tarpaulin in certain weather conditions that may affect the ease of membrane weldability.

D. All adhesives shall be stored at temperatures between 40-degrees Fahrenheit and 80-degrees Fahrenheit.

E. All flammable materials shall be stored in a cool, dry area away from sparks and open flames. Follow precautions outlined on containers or supplied by material manufacturer/supplier.

F. All materials which are determined to be damaged by the City's representatives' or manufacturer are to be removed from the job site and replaced at no cost to the City.

#### **1.07 Job Conditions**

A. Roof materials may be installed under certain adverse weather conditions but only after consultation with manufacturer, as installation time and system integrity may be affected.

B. Only as much of the new roofing as can be made weathertight each day, including all flashing and detail work, shall be installed. All seams shall be cleaned, and heat-welded before leaving the job site that day.

- C. All work shall be scheduled and executed without exposing the interior building areas to the effects of inclement weather. The existing building and its contents shall be protected against all risks.
- D. All surfaces to receive insulation, underlayment board, membrane or flashings shall be dry. Should surface moisture occur, the applicator shall provide the necessary equipment to dry the surface prior to application of the roof assembly.
- E. All new and temporary construction, including equipment and accessories, shall be secured in such a manner as to preclude wind blow-off and subsequent roof or equipment damage.
- F. Uninterrupted waterstops shall be installed at the end of each day's work and shall be completely removed before proceeding with the next day's work. Waterstops shall not emit dangerous or unsafe fumes and shall not remain in contact with the finished roof as the installation progresses. Contaminated membrane shall be replaced at no cost to the City.
- G. Arrange work sequence to avoid use of newly constructed roofing as a walking surface or for equipment movement and storage. Where such access is absolutely required, the applicator shall provide all necessary protection and barriers to segregate the work area and to prevent damage to adjacent areas. A substantial protection layer consisting of plywood over an 11 ounce polypropylene felt shall be provided for all new and existing roof areas that receive rooftop traffic during construction.
- H. Prior to and during application, all dirt, debris and dust shall be removed from surfaces by sweeping, blowing with compressed air and/or similar methods.
- I. The Applicator shall follow all safety regulations as required by OSHA and any other applicable authority having jurisdiction.
- J. All new roofing waste material (i.e., scrap roof membrane, empty cans of adhesive) shall be immediately removed from the site by the Applicator and properly transported to a legal dumping area authorized to receive such material. Reference the Hazardous Material Removal Provisions for additional details.
- K. The Applicator shall take precautions that storage and/or application of materials and/or equipment does not overload the roof deck or building structure.
- L. Flammable adhesives and deck primers shall not be stored and not be used in the vicinity of open flames, sparks and excessive heat.

- M. The Applicator shall conduct fastener pullout tests in accordance with the latest revision of the SPRI/ANSI Fastener Pullout Standard to help verify condition of deck/substrate and to confirm expected pullout values.

#### 1.08 Warranties/Guarantees

- A. Manufacturer's 20-Year System Warranty: Upon successful completion of the work to the roofing manufacturer's and City's satisfaction, and receipt of final payment, the 20-Year System Warranty shall be issued prior to issuing final retention payment. The System Warranty shall provide for the roof membrane, all accessories that comprise a roof system, and Contractor labor. The Warranty shall be Non-Prorated provide for No Dollar Limit (NDL) and shall not exclude ponding water and no time limited shall be assigned for any such ponding water for the duration of the warranty period. The warranty shall also include a 72 mile-per-hours wind speed exposure covered within the guarantee.
- B. Applicator/Roofing Contractor's 2 Year Warranty: The Applicator shall supply the City with a separate two (2) year Workmanship Warranty. In the event any work related to roofing, flashing, or metal is found to be within the Applicator warranty term, defective or otherwise not in accordance with the Contract Documents, the Applicator shall repair that defect at no cost to the City. The Applicator's warranty obligation shall run directly to the City.
- C. City's Responsibility: City shall notify both manufacturer and the Applicator of any leaks as they occur during the time period when both warranties are in effect.

#### 1.09 Pre-Roofing Conference

- A. The Applicator, City's representative, related Subcontractors and Manufacturer(s) shall attend a pre-roofing conference. The pre-roofing conference should be scheduled a minimum two (2) weeks prior to commencement of roofing. All curbs and penetrations should be in place prior to scheduling of meeting so that all parties can review substrates and field conditions.
- B. The meeting shall discuss all aspects of the project including but not limited to:
1. Safety.
  2. Set-up.
  3. Construction schedule.
  4. Contract conditions.
  5. Coordination of the work.
  6. Review of roof system and installation.
  7. Field conditions noted during deck walk.

**PART 2 – PRODUCTS****2.01 General**

- A. The components of the fully adhered single-ply roof system are indicated on the detail drawings and within the provisions of these specifications.
- B. Components to be used that are other than those supplied by or manufactured by Sarnafil (or approved equal manufacturer) are to be approved by the material manufacturer in writing as well as the City's Representative.

**2.02 Membrane**

- A. A beige/tan, 80-mil-thick, fiberglass-reinforced, PVC single-ply roof membrane with a 9-ounce factory applied felt backing and lacquer coating, conforming to ASTM DD4434-96 (or latest revision), "Standard for Polyvinyl Chloride Sheet Roofing," Classification: Type II, Grade 1.
  - 1. Sarnafil G410-80, 80-mil., thermoplastic membrane with fiberglass reinforcement and felt backing.
- B. Certified Polymer Thickness:
  - 1. Membrane manufacturer is to certify that the polymer thickness is of the polymer thickness specified (see 2.03, A-1). Certification is to be signed by the membrane manufacturer's quality control manager.
- C. Color of Membrane:
  - 1. EnergySmart (Beige/Tan), initial reflectivity of 0.83, initial emissivity 0.92, solar reflective index (SRI) of >104.

**2.03 Flashing Materials**

- A. Flashing Membrane ("G410" Flashing Membrane): A fiberglass reinforced membrane adhered to approved substrate using VOC compliant adhesive. Color of flashing membrane shall be beige/tan. The flashing membrane shall conform to ASTM D4434-96, and be a Type II, Grade 1 flashing membrane.
- B. Asphalt-Resistant Flashing Membrane ("G459"): An asphalt-resistant fiberglass reinforced membrane adhered to approved substrate using VOC compliant adhesive. Color of flashing membrane shall be beige/tan. The flashing membrane shall conform to ASTM D4434-96, and be a Type II, Grade 1 flashing membrane.

- C. Flanged Metal Flashings (PVC Clad Metal): A beige/tan PVC-coated, heat-weldable sheet metal capable of being formed into a variety of shapes and profiles. Clad is a 25-gauge G90 galvanized metal sheet with a 20-mil unsupported PVC membrane, laminated on one side.

#### 2.04 Pre-Tapered Insulation

- A. Tapered Insulation: Pre-tapered glass-reinforced and closed cell polyisocyanurate foam core insulation for use in the repair of membrane blisters and covering of new tapered roof insulation boards at low-lying deck locations and the high side of curbs and platforms: Insulation is to be Grade 3 (25 PSI) and shall meet or exceed FM® standards 4450/4470 and UL® Standard 790, 263 and 1256. Insulation shall also meet the requirements of CAN/ULC S704, Type 2 & 3. As manufactured by Johns Manville or approved similar.

#### 2.05 Attachment Components

- A. Low-Rise Foam Adhesive: Used for the adhesion of layers of tapered insulation board. Adhesive shall meet UL Standard for Safety for Uplift Tests for Roof Covering Systems.
- B. Max-Load Fastener: A specially designed, heavy-duty, corrosion-resistant fastener used with Max-Load to attach roof membrane to roof decks. Max-Load fastener has a shank diameter of approximately 0.26-inch and a thread diameter of approximately 0.26-inch. The driving head has a diameter of approximately 0.66-inch with a #3 Phillips recess for positive engagement and simplicity of application. Max-Load fastener shall meet Factory Mutual 4470 for corrosion resistance.
- C. Max-Load Seam Plate: Max-Load seam plate is a high strength, round barbed plate used with a Max-Load fastener to attach the roof membrane to the roof decks. Max-Load seam plate is a 20-gauge, 3-inch round corrosion resistant steel plate. Max-Load seam plate shall meet Factory Mutual 4470 for corrosion resistance.
- D. Bonding Adhesive: VOC compliant solvent-based flashing adhesive, as manufactured by membrane material manufacturer.
- E. VOC Compliant Membrane Adhesive: Water based adhesive or membrane 2121, as manufactured by membrane material manufacturer.
- F. VOC Compliant Adhesive for Vertical Surfaces: A VOC compliant solvent-based reactivating-type adhesive used to attach the membrane to the flashing substrate.

**2.06 Accessories**

- A. Roof Drains: Cast iron primary roof drains equipped with independent clamping ring and cast-iron domed strainer as manufactured by Jay R. Smith, Zurn or approved equal.
- B. Eternabond: A self-adhering 100% solids formulation of synthetic resins, thermoplastics and non-curing rubber (non-butyl) with a built-in primer, bonded to a woven polyester backing for maximum conformability.
- C. Eternabond WebSeal: A self-adhering 100% solids formulation of synthetic resins, thermoplastics and non-curing rubber (non-butyl) with a built-in primer, bonded to a woven and paintable polyester backing for maximum conformability.
- D. Elastic Cement: A water-based, elastomeric flashing patching and sealing compound formulated with premium acrylic rubber resins, inert mineral pigments and non-asbestos fibers to form a permanent elastomeric waterproofing and sealing compound such as WCP-800 elastic cement, as manufactured by Weston Colloid or approved equal.
- E. Polyester Reinforcing Fabric: A 3-ounce, heavyweight stitch-bonded polyester fabric with medium-soft finish such as WCP-HS (4-inches-wide) as manufactured by Western Colloid or approved equal.
- F. Aluminum Tape: A 2-inch-wide pressure-sensitive aluminum tape used as a separation layer between small areas of asphalt contamination and the membrane and as a bond-breaker under the cover strip at PVC clad joints.
- G. Membrane Cleaner: A high quality solvent cleaner used for the general cleaning of residual asphalt, scuff marks, etc., from the membrane surface. Membrane cleaner is also used daily to clean seam areas prior to hot-air welding in tear off or dirty conditions or if the membrane is not welded the same day it is unrolled.
- H. Prefabricated PVC Cones: A prefabricated vent pipe flashing made from 48-mil-thick G410 membrane. The prefabricated PVC cones are available in five different sizes.
- I. Prefabricated PVC Corner: Prefabricated outside and inside flashing corners made of 60-mil-thick membrane that are heat-welded to membrane or PVC clad base flashings. Prefabricated corners are available in two outside sizes and one inside size.
- J. Walk Pads: 96-mil PVC walk treads with embossed surface as supplied by primary roofing material manufacturer.
- K. Hatch Safety Railing: OSHA compliant caution yellow safety railing system with self-closing gate as manufactured by Babcock Davis or approved equal.

**2.07 Sealants**

- A. Multi-Purpose Sealant: One-part, moisture curing, gun grade sealant used at certain flashings details for termination of the waterproofing assembly. The sealant is a polyurethane sealant and VOC compliant.
- B. Depending on substrates, the following sealant options are acceptable to construct temporary overnight water cut-offs:
  - 1. Spray-applied, water-resistant urethane foam.
  - 2. Mechanical attachment with manufacturer approved rigid bars and compressed urethane sealant.

**2.08 Related Materials**

- A. Fasteners and Anchors: All fasteners, anchors, nails, straps, bars, etc. shall be post-galvanized steel, aluminum or stainless steel. Mixing metal types and methods of contact shall be assembled in such a manner as to avoid galvanic corrosion. Fasteners for attachment of metal to masonry shall be expansion type fasteners with stainless steel pins. All miscellaneous wood fasteners and anchors used for flashings shall have a minimum embedment of 1-inch and shall be approved for such use by the fastener manufacturer.
- B. Rust Prohibitive Primer: "Rust-Mort", for use over roof related metal components, as manufactured by SEM Products.
- C. Sheet Metal Counterflashing Inserts/Skirts: Shall be made of 24-gauge galvanized sheet metal, in accordance with detail drawing.
- D. Pan Flashings: For use at specified mechanical platforms and encapsulated sleeper supports shall be made of 22-gauge galvanized sheet metal, in accordance with applicable detail drawing.
- E. Custom Closed Corner Flashings: Shall be made of 24-gauge galvanized sheet metal, in accordance with applicable detail drawing. All transition flashings shall be constructed with fully soldered seams.
- F. Wood Blocking: All wood blocking for exposed support blocks shall be non-perforated pressure-treated lumber or redwood, cut to size in accordance with detail drawing.
- G. Heater Stack Flashing Sleeves and Storm Collars: Shall be made of 25-gauge PVC coated clad metal, in accordance with detail drawing.

**PART 3 - EXECUTION****3.01 Preparation**

## A. Deck Preparation:

1. Preparation work shall be conducted in accordance with the material manufactures published guidelines and recommendations and the criteria published in section 1.01 A, 4., items b. (i) thru b. (iii) of this specification.
2. Commencement of roof application over improperly prepared areas will denote acceptability by the City and the Contractor will be responsible for any corrective work, which may be occasioned by his having started over an unsatisfactory surface.

**3.02 Tapered Roof Insulation Installation**

- A. At low lying areas and over the prepared roof membrane surface, install the specified rigid tapered roof insulation into ribbon applications of low-rise foam adhesive complying with Factory Mutual I-60 wind uplift resistance requirements.
- B. Install tapered roof insulation panels to create crickets along the upper slope of all curb openings greater than 2-feet in width to facilitate positive drainage over clean, dry membrane surface. Insulation panels shall be adhered as defined above.
- C. Tapered insulation boards shall be installed with the thick sides placed back to back in such a manner as to lift low-lying areas of the substrate to ensure positive slope to drain while creating a smooth membrane transition along perimeter edges.
- D. Where necessary, additional layers of tapered insulation may be required to alleviate the low point in the application. Subsequent layers of insulation are to be installed with joints offset a minimum of 12-inches in all directions and are to be adhered in the manner described above.

**3.03 Installation of PVC Membrane**

- A. The surface of the protection board shall be inspected prior to installation of the roof membrane. The substrate shall be clean, dry, free from debris and smooth with no surface roughness or contamination. Broken, delaminated, wet or damaged protection boards shall be removed and replaced.

## B. Adhered PVC Membrane:

1. Over the properly installed protection board substrate, adhesive shall be poured out of the pail and spread using notched squeegees or ¾-inch nap paint roller. The adhesive shall be applied at a rate according to manufacturer's requirements (no adhesive is placed on back of the membrane). The formation of a film on the surface of the adhesive shall not be allowed to occur. The membrane shall be carefully unrolled into the wet adhesive while the edges are overlapped 3-inches. The membrane shall be pressed firmly into the adhesive layer with a water-filled, foam-covered lawn roller by frequent rolling in two directions.
2. Hot-air weld overlaps according to manufacturer's recommendations.
3. Adhesive shall not be used if temperatures below 40° F are expected during application or subsequent drying time. No adhesive shall be applied in seam areas. All membrane shall be applied in the same manner.

## C. Securement around perimeter and rooftop penetrations:

1. Around all perimeters, at the base of walls, drains, curbs, vent pipes or any other roof penetrations, fasteners and discs or peel stop shall be installed 12-inches on center. Fasteners shall be installed per manufacturer's instructions. Fasteners shall be installed into underlying nailers or vertical surface of curbs, platforms and walls.
2. PVC membrane flashings shall extend 3-inches past the discs and be hot-air welded to the PVC membrane sheet.

**3.04 Hot Air Welding of Membrane Seams**

## A. General:

1. All seams shall be hot-air welded. Seam overlaps shall be a minimum of 3-inches wide when automatic machine welding, and a minimum of 4-inches wide when hand welding.
2. Welding equipment shall be provided by or approved by the roofing system manufacturer. All mechanics intending to use the equipment shall have successfully completed a course of instruction provided by a roofing system manufacturer representative prior to welding.
3. All membrane to be welded shall be clean and dry. No adhesive shall be in the seam.

## B. Hand Welding:

1. Hand welded seams shall be completed in three stages. Hot-air welding equipment shall be allowed to warm up for at least one minute prior to welding.
  - a. The seam shall be tack welded every 3-feet to hold the membrane in place.
  - b. The back edge of the seam shall be welded with a narrow but continuous weld to prevent loss of hot air during the final welding.
  - c. The nozzle shall be inserted into the seam at a 45-degree angle. Once the proper welding temperature has been reached and the membrane begins to "flow," the hand roller is positioned perpendicular to the nozzle and pressed lightly. For straight seams, the 1 1/2-inch-wide nozzle shall be used. For corners and compound connections, the 3/4-inch-wide nozzle shall be used.

## C. Machine Welding:

1. Machine welded seams are achieved by the use of automatic welding equipment supplied or accepted by the roofing system manufacturer. When using this equipment, system manufacturer's instructions shall be followed and local codes for electric supply, grounding and over current protection shall be observed. The automatic welding machines require 218 to 230 volts at 30 amps. House power or a dedicated portable generator is recommended. No other equipment shall be operated off the generator.
2. When welding membrane adhered with water-based adhesive, metal tracks must be used over the deck sheet and under the machine welder to prevent wrinkles.

## D. Quality Control of Welded Seams:

1. The Contractor shall check all welded seams for continuity using a rounded screwdriver. Visible evidence that welding is proceeding correctly is smoke during the welding operation, shiny membrane surfaces, and an uninterrupted flow of dark gray material from the underside of the top membrane. On-site evaluation of welded seams shall be made daily by the Contractor to locations as directed by City or the roofing system manufacturer's representative. One-inch wide cross-section samples of welded seams shall be taken at least three (3) times a day. Correct welds display failure from shearing of the membrane prior to separation of the weld. Each test cut shall be patched by the contractor at no extra charge to City.

**3.05 Membrane Flashings**

- A. All flashings shall be installed concurrently with the roof membrane as the job progresses. No temporary flashings shall be allowed without the prior written approval of City and the roofing system manufacturer. If any water is allowed to enter under the newly completed roofing, the affected area shall be removed and replaced at the Contractor's expense. Flashings shall be adhered to compatible, dry, smooth surfaces.
- B. VOC Compliant Adhesive for Flashings:
1. Over the properly prepared flashing substrate, VOC compliant adhesive shall be applied using  $\frac{3}{4}$ -inch nap paint rollers. The adhesive shall be applied at a rate according to the roofing system manufacturer's requirements. The adhesive shall be applied in smooth, even coatings with no holidays, globs or similar irregularities. Only an area, which can be completely covered in the same day's operations, shall be coated with adhesive. The surface with adhesive coating shall be allowed to dry completely prior to installing the membrane. NOTE: Drying time increases with cooler temperatures.
  2. When the surface is dry, the flashing membrane is cut to a workable length and the underside shall be evenly coated with water-based adhesive at a rate according to the roofing system manufacturer's requirements. When the adhesive has dried sufficiently to produce strings when touched with a dry finger, the coated membrane shall be rolled onto the previously coated substrate being careful to avoid wrinkles. Do not allow adhesive on the underside of the PVC membrane to completely dry. The amount of membrane that can be coated with adhesive will be determined by ambient temperature, humidity, and the efficiency of the crew. Adjacent sheets shall be overlapped 3-inches. Membrane flashings shall extend 4-inches onto the roofing membrane. The bonded sheet shall be pressed firmly in place with a hand roller.
  3. No adhesives shall be applied in the seam areas that are to be welded. All panels of membrane shall be applied in the same manner, overlapping the edges of the panels as required by welding techniques.
- C. Install peel stop bar fastened 12-inches on center with acceptable fasteners or screw and plate fasteners at 12-inches on center into the structural deck at the base of parapets, walls, and curbs. Peel stop bar shall also be installed at the base of all tapered edge strips and at transitions, peaks, and valleys according to the roofing system manufacturer's details.
- D. The roofing system manufacturer's requirements and recommendations and the specifications shall be followed. All material submittals shall have been accepted by the roofing system manufacturer prior to installation.

- E. All flashings shall extend a minimum of 12-inches above roofing level unless restricted by existing curb height.
- F. All interior and exterior corners and miters shall be cut and hot-air welded into place. No bitumen shall be in contact with the PVC membrane.
- G. All flashings shall be hot-air welded at their joints and at their connections with the roof membrane.
- H. The roofing system flashings shall be terminated, secured and sealed per the standards reflected in the accompanying detail drawings.
- I. Apply separation felt over contaminated surfaces using an approved adhesive, prior to installing PVC flashing materials.

### 3.06 **PVC Clad Metal Flashings**

- A. All flashings shall be installed concurrently with the roof membrane as the job progresses. No temporary flashings shall be allowed without the prior written approval of the project manager and the roofing system manufacturer. If any water is allowed to enter under the newly completed roofing, the affected area shall be removed and replaced at the contractor's expense.
- B. PVC clad-metal flashings shall be formed and installed per the detail drawings.
- C. All metal flashings shall be fastened with two rows of fasteners at 4-inches on center, staggered. Fasteners shall penetrate the nailer, substrate or wall surface a minimum of one 1-inch.
- D. Metal shall be installed to provide adequate resistance to bending and allow for normal thermal expansion and contraction.
- E. Adjacent sheets of PVC clad metal shall be spaced  $\frac{1}{4}$  inch apart. The joint shall be covered with 2-inch-wide aluminum tape. A 4-inch-wide strip of PVC flashing membrane shall be hot-air welded over the joint.

**3.07 Temporary Water Cut-Off**

- A. All flashings shall be installed concurrently with the roof membrane in order to maintain a watertight condition as the work progresses. All temporary waterstops shall be constructed to provide a 100% watertight seal. The stagger of the insulation joints shall be made even by installing partial panels of insulation. The new membrane shall be carried into the waterstop. The waterstop shall be sealed to the deck and/or substrate so that water will not be allowed to travel under the new or existing roofing. The edge of the membrane shall be sealed in a continuous heavy application of sealant.
- B. When work resumes, the contaminated membrane shall be cut out. All sealant, contaminated membrane, insulation fillers, etc. shall be removed from the work area and properly disposed of offsite. None of these materials shall be used in the new work.
- C. If inclement weather occurs while a temporary waterstop is in place, the Contractor shall provide the labor necessary to monitor the situation to maintain a watertight condition.
- D. If any water is allowed to enter under the newly completed roofing, the affected area shall be removed and replaced at the Contractor's expense.

**3.08 Final Roof Inspection**

- A. The work shall be reviewed by the Roofing Contractor's representative, Manufacturer's representative, City's representative and the Roofing Contractor. All defects noted and non-compliances with the Specifications or the recommendations of Consultant shall be itemized in a punch list. These items must be corrected within 10 work days of issuance of Punchlist. The Roofing Contractor shall perform this work to the satisfaction of the City's representative, and Manufacturer.

END OF SECTION

**APPENDIX “A”:  
PROJECT  
LOCATION MAP**

(1 Page)

W 162nd St



NAKAOKA COMMUNITY CENTER  
(1670 W. 162ND STREET)

PREBID JOBWALK  
MEET HERE

CITY HALL  
(1700 W. 162ND STREET)

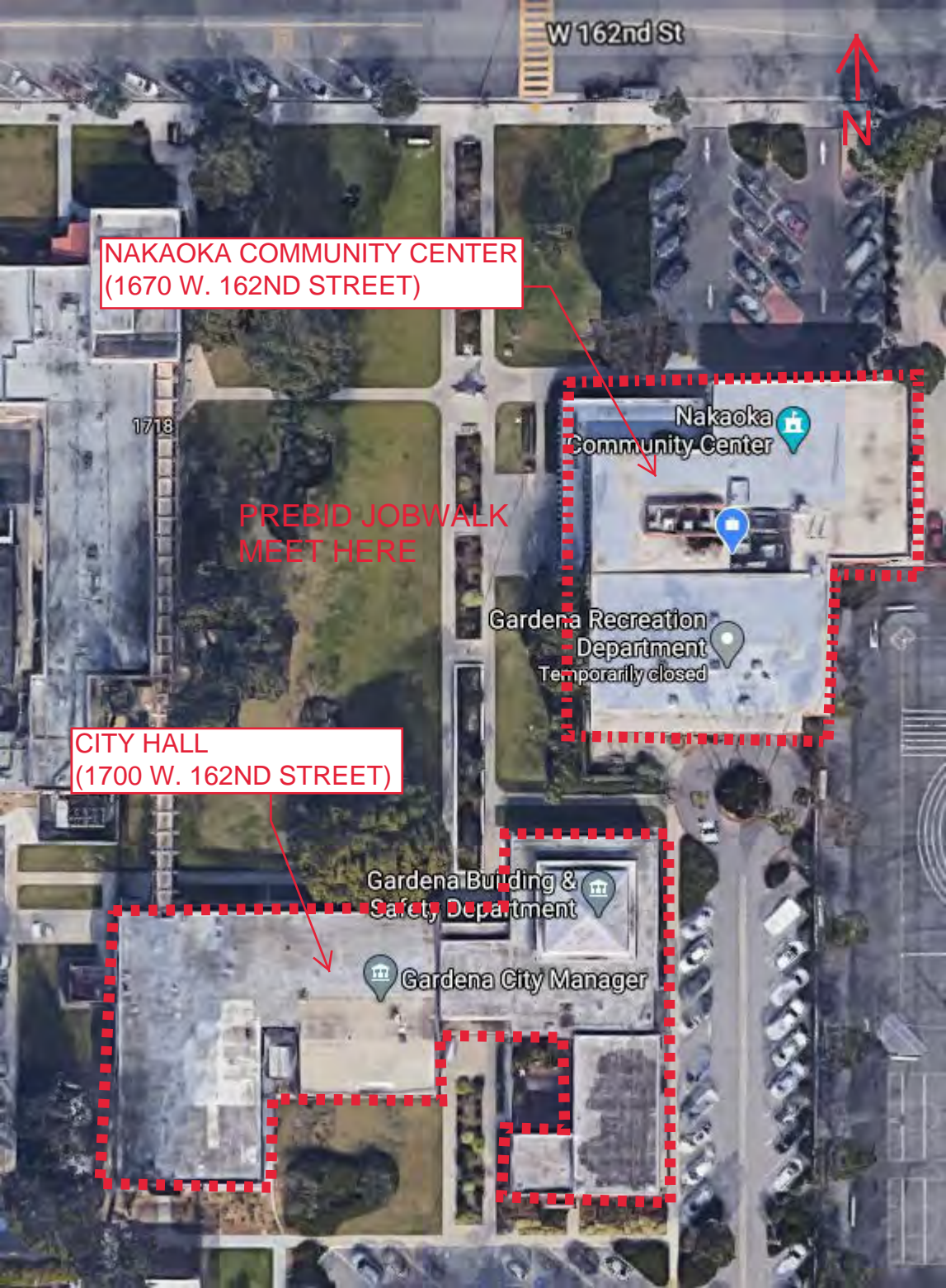
Nakaoka  
Community Center

Gardena Recreation  
Department  
Temporarily closed

Gardena Building &  
Safety Department

Gardena City Manager

1718



**APPENDIX “B”:  
DESIGN PLANS &  
DETAILS**

CITY HALL -

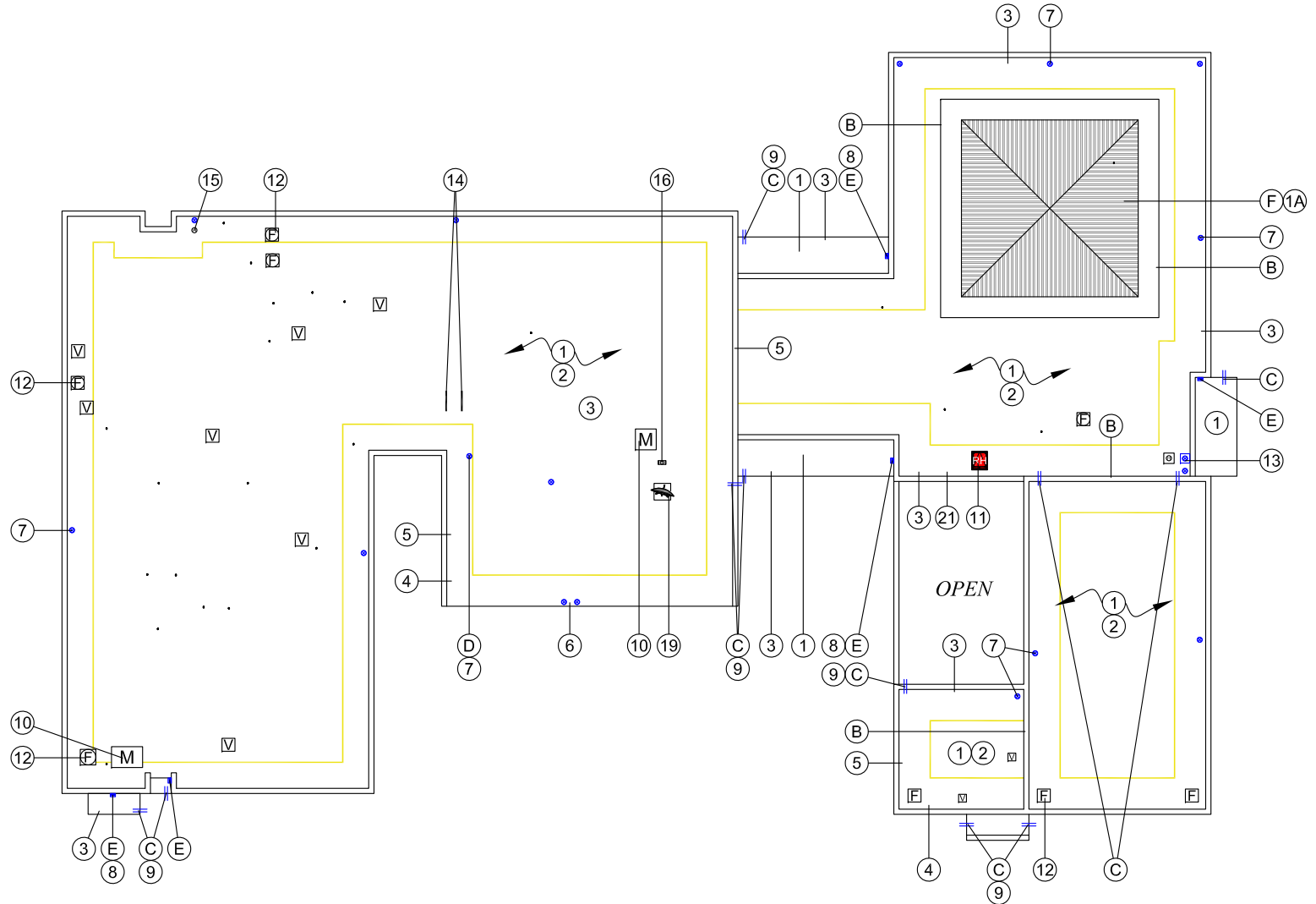
(18 Pages)

NAKAOKA COMMUNITY CENTER -

(23 Pages)

**NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS INDURATE ON DETAIL DRAWINGS.
- B. EXISTING SHEET METAL COUNTERFLASHING ASSEMBLY TO BE RESTORED AS SPECIFIED.
- C. INSTALLATION OF NEW OVERFLOW SCUPPER FLASHING.
- D. INSTALLATION OF NEW CAST IRON ROOF DRAIN, DRAIN LINE TO CONNECT TO EXISTING DRAIN LINE IN ACCORDANCE WITH THE UPC.
- E. EXISTING CAST IRON WALL MOUNTED PRIMARY DRAIN TO BE RESTORED AS SPECIFIC.
- F. NEW DECOR PROFILE INSTALLATION TO SIMULATE A STANDING SEAM METAL PANEL ROOF SYSTEM.



# ROOF PLAN

1/32" = 1' - 0"

LEGEND		ROOF STATISTICS
M	D	MECH. UNIT / DUCT
RH	S	ROOF HATCH/SKYLIGHT
F	V	EXHAUST FAN/VENT
⊗		DRAIN
⊕	V	T-TOP VENT/VENT
—		SCUPPER
EJ		EXPANSION JOINT
		YEAR OF INSTALLATION: ?
		ROOF SIZE: 18,958 SQ. FT.

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**I**NDPENDENT **R**OOFING **C**ONSULTANTS

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## GARDENA CITY HALL

1700 WEST 162ND STREET - GARDENA, CA 90247

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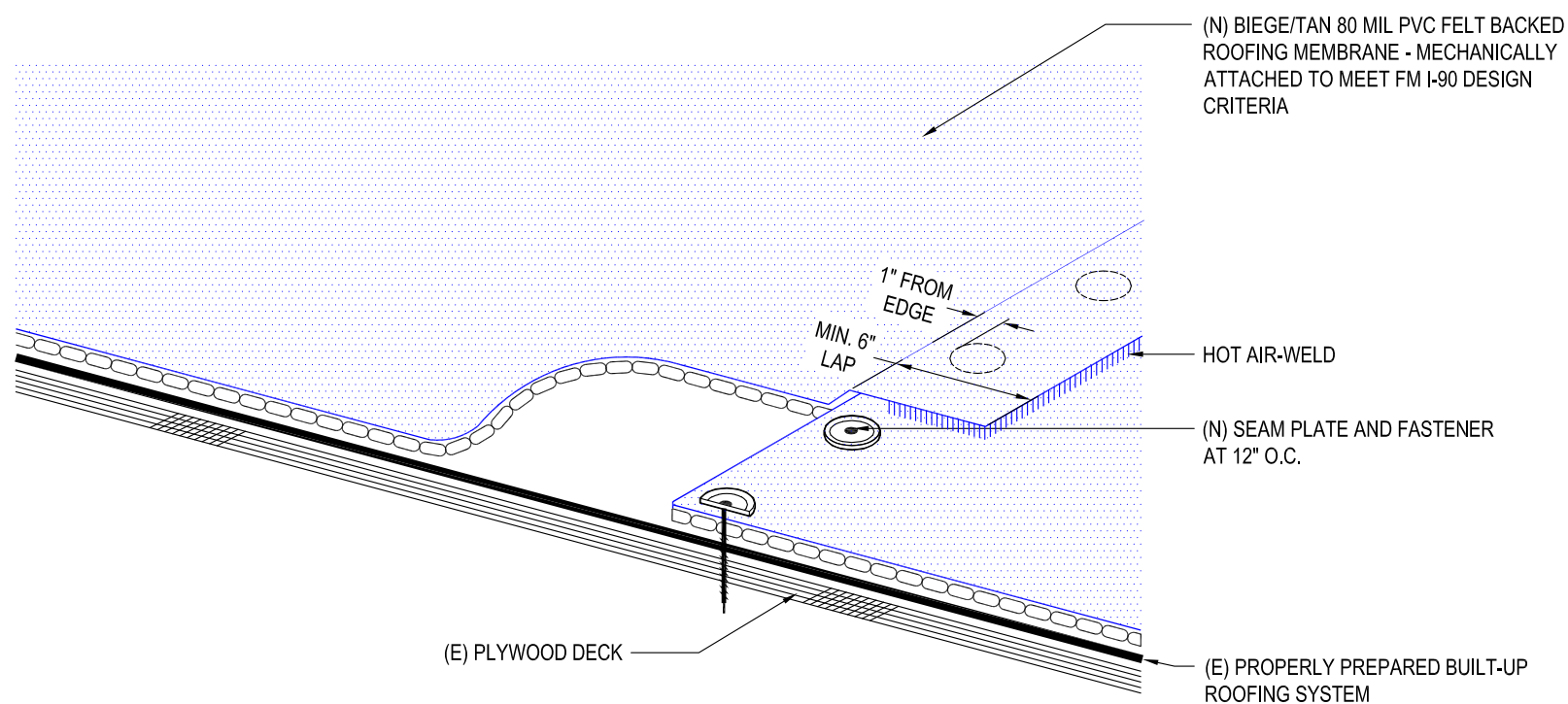
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DB: KL RB: BN

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(800) 666-7663

[WWW.IRCTECH.COM](http://WWW.IRCTECH.COM)



PROJECT NAME:

**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## TYPICAL PVC ROOFING CROSS SECTION

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737TS01

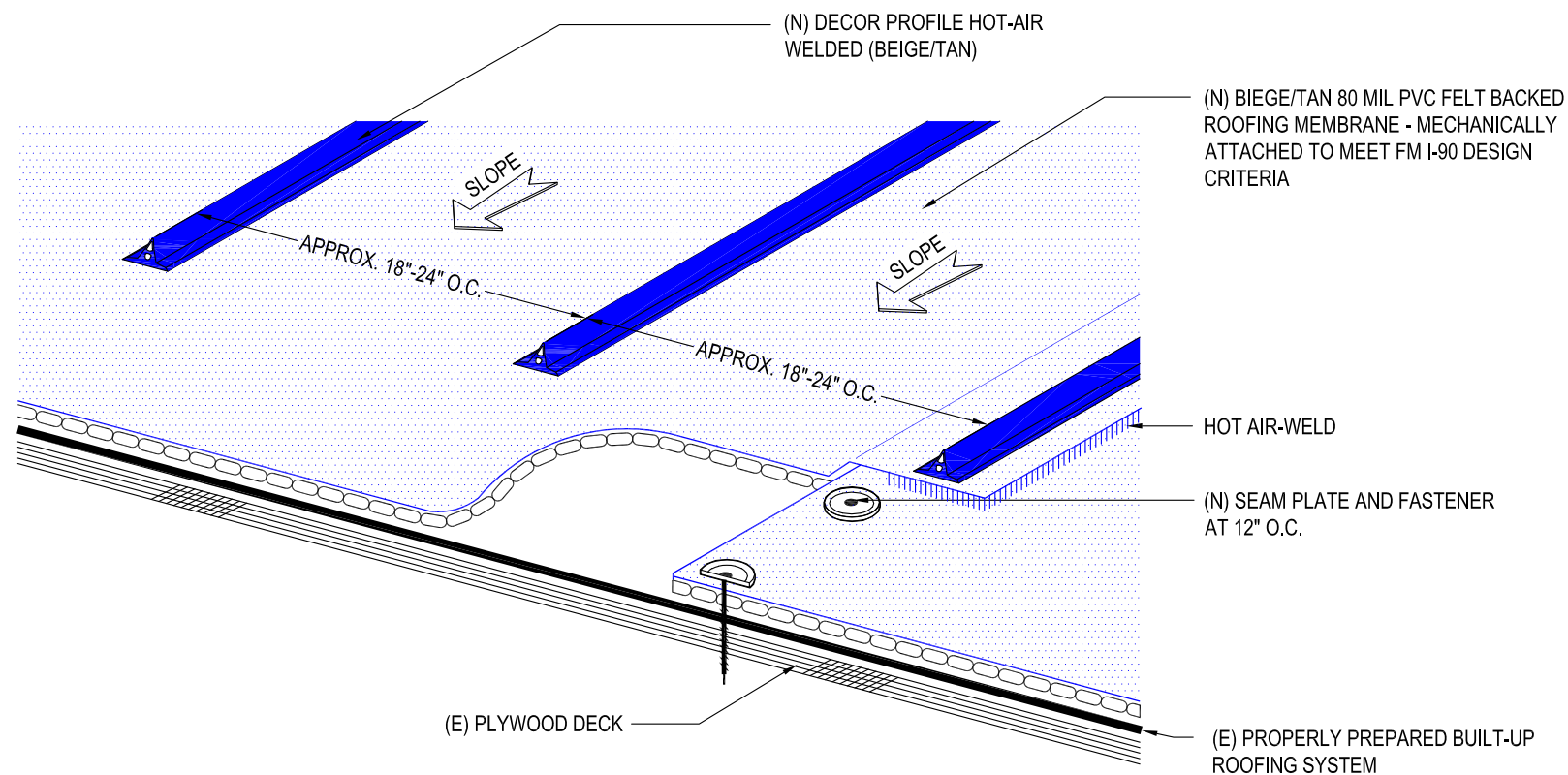
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**01**

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GARDENA, CA 90247

DETAIL DESCRIPTION:

## TYPICAL PVC ROOFING CROSS SECTION

IRC PROJECT NO: 00000.00

DATE: 01/18/21

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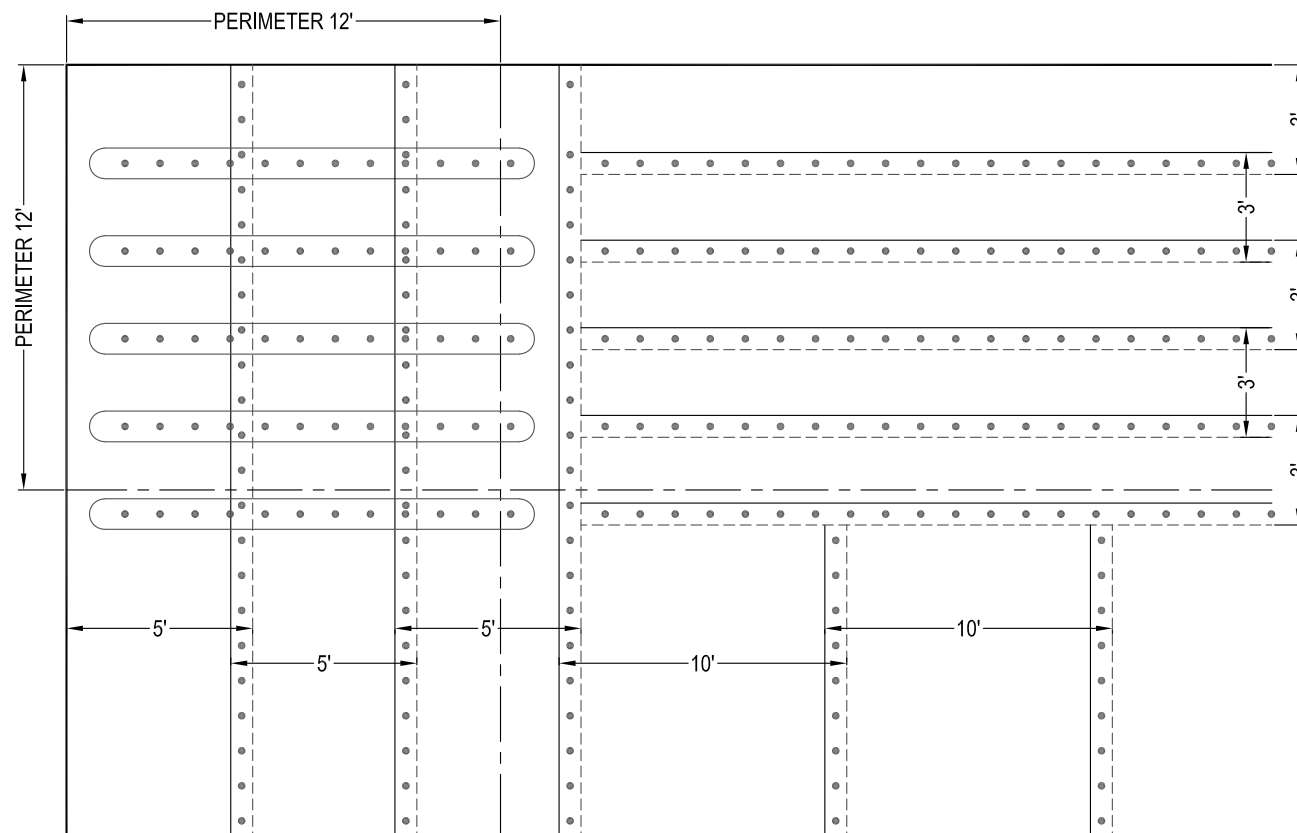
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# 01A

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### NOTES:

1. PERIMETER DETERMINED AS 0.10 X LEAST PLAN WIDTH OR 0.40 X BUILDING HEIGHT, WHICH EVER IS LESS. MINIMUM OF 3 PERIMETER HALF SHEETS.
2. CORNER AREA IS FASTENED WITH HALF SHEETS IN BOTH DIRECTIONS. WHEN MEMBRANE OVERLAPS IN CORNERS, FASTENERS SHOULD BE INSTALLED FROM THE UPPER MOST LAYER.

PROJECT NAME:

**GARDENA CITY HALL**

1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

### 1-90 FASTENING

IRC PROJECT NO: 00000.00

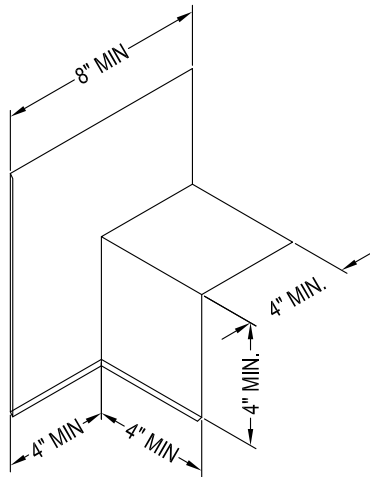
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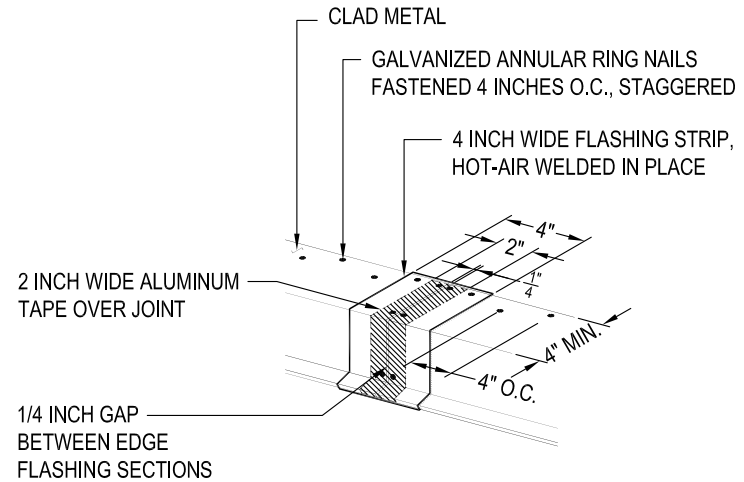
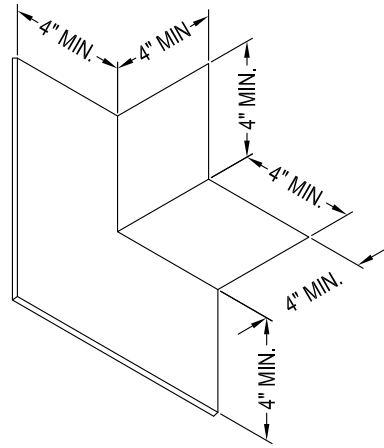
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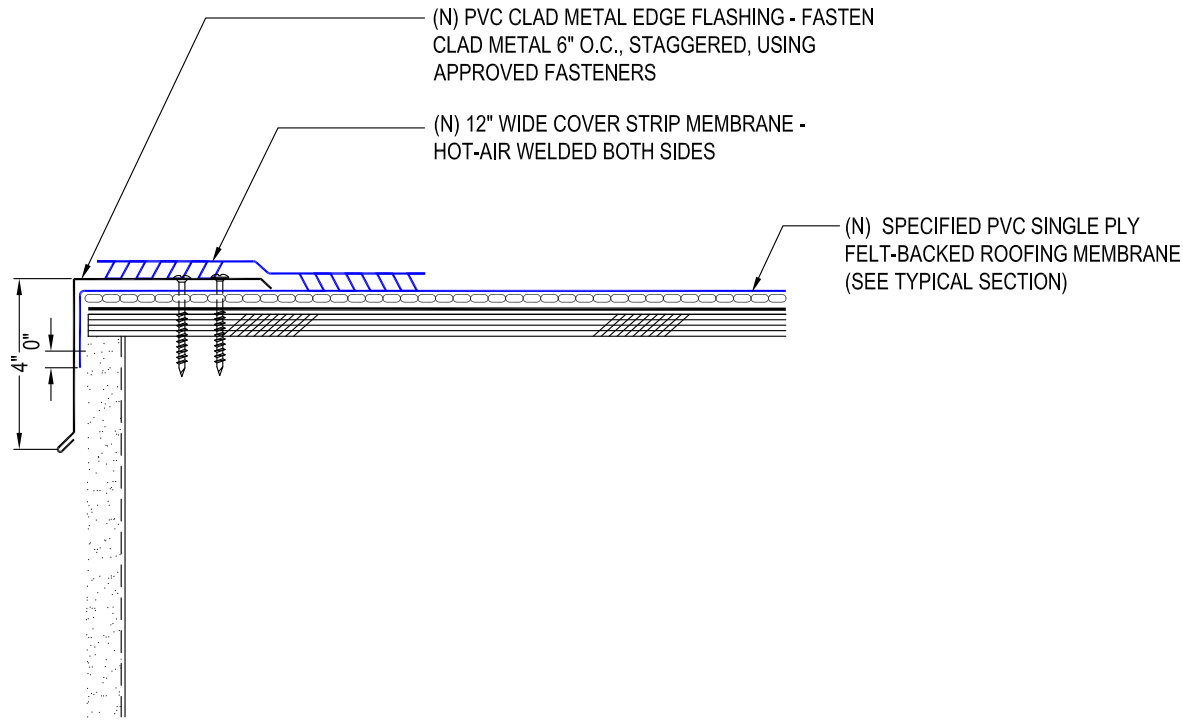
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**PVC CLAD METAL  
EDGE-TO-WALL TRANSITION**



**FLASHING AT CLAD METAL JOINTS**



(N) PVC CLAD METAL EDGE FLASHING - FASTEN CLAD METAL 6" O.C., STAGGERED, USING APPROVED FASTENERS

(N) 12" WIDE COVER STRIP MEMBRANE - HOT-AIR WELDED BOTH SIDES

(N) SPECIFIED PVC SINGLE PLY FELT-BACKED ROOFING MEMBRANE (SEE TYPICAL SECTION)

# Independent Roofing Consultants

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(949) 476-9810 FAX  
(800) 666-7663

[WWW.IRCTECH.COM](http://WWW.IRCTECH.COM)

PROJECT NAME:

**GARDENA CITY HALL**

1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**PVC CLAD METAL  
EDGE FLASHING**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

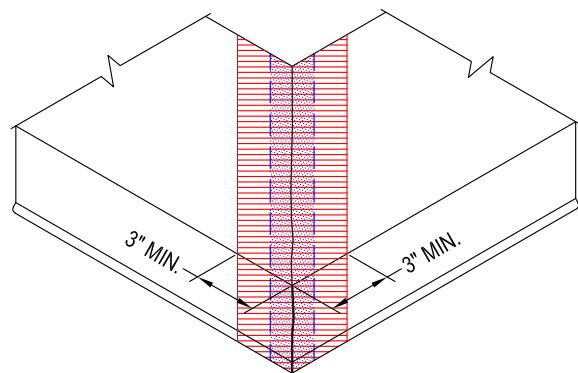
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SCALE: N.T.S

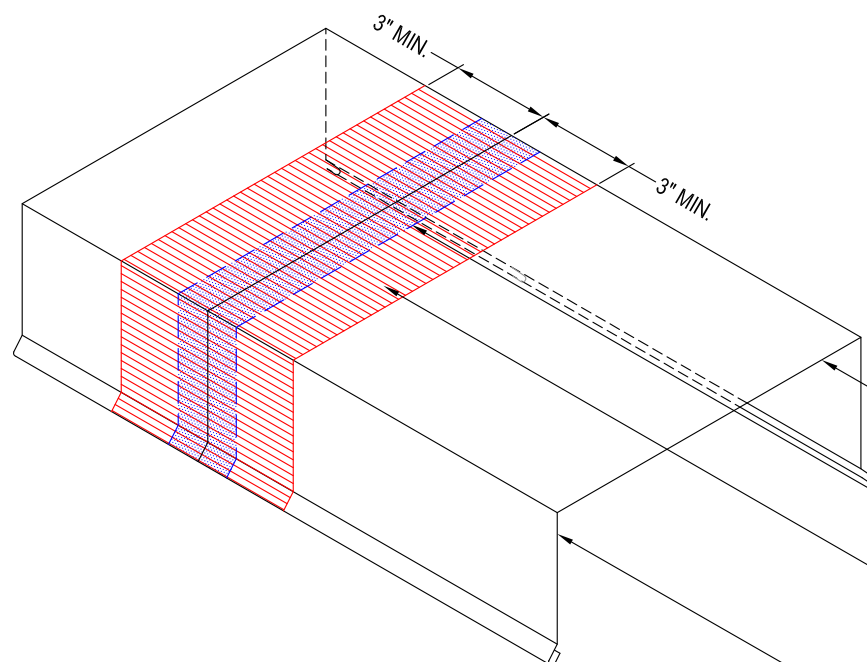
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(949) 476-9810 FAX  
(800) 666-7663  
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**NOTES:**

1. THIS DETAIL PROVIDES A GENERAL REPRESENTATION OF THE REQUIRED INSTALLATION. CONTRACTOR SHALL PROVIDE SHOP DRAWINGS TO ILLUSTRATE EXACT PROPOSED INSTALLATION FOR EACH OCCURRENCE OF THIS CONDITION.



(E) COPING ASSEMBLY

(N) BOND BREAKER TAPE CENTERED OVER THE SOFFIT PANEL JOINT

(N) THREE-COURSE APPLICATION OF WHITE ELASTIC CEMENT AND POLYESTER REINFORCING FABRIC EXTENDING 3 INCHES BEYOND THE JOINT IN ALL DIRECTIONS.

RESTORATION OF FLASHINGS SURFACES W/RUST INHIBITIVE PRIMER & 2 COATS OF EXTERIOR GRADE REFLECTIVE ALUMINUM ENAMEL PAINT

PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**COPING FLASHING RESTORATION**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

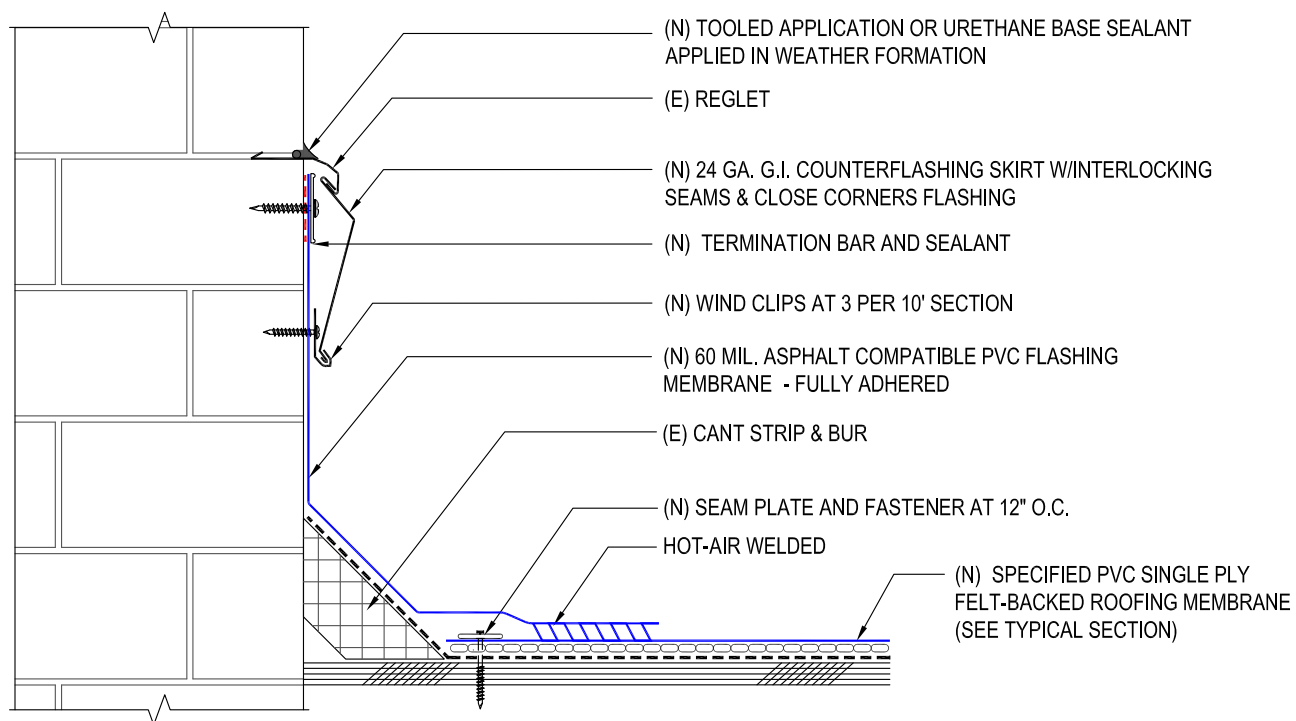
CHECKED BY: GE

CAD DRAWING NO: 6737CJ01

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**MEMBRANE FLASHING  
@ WALL**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737BF01

SCALE: N.T.S

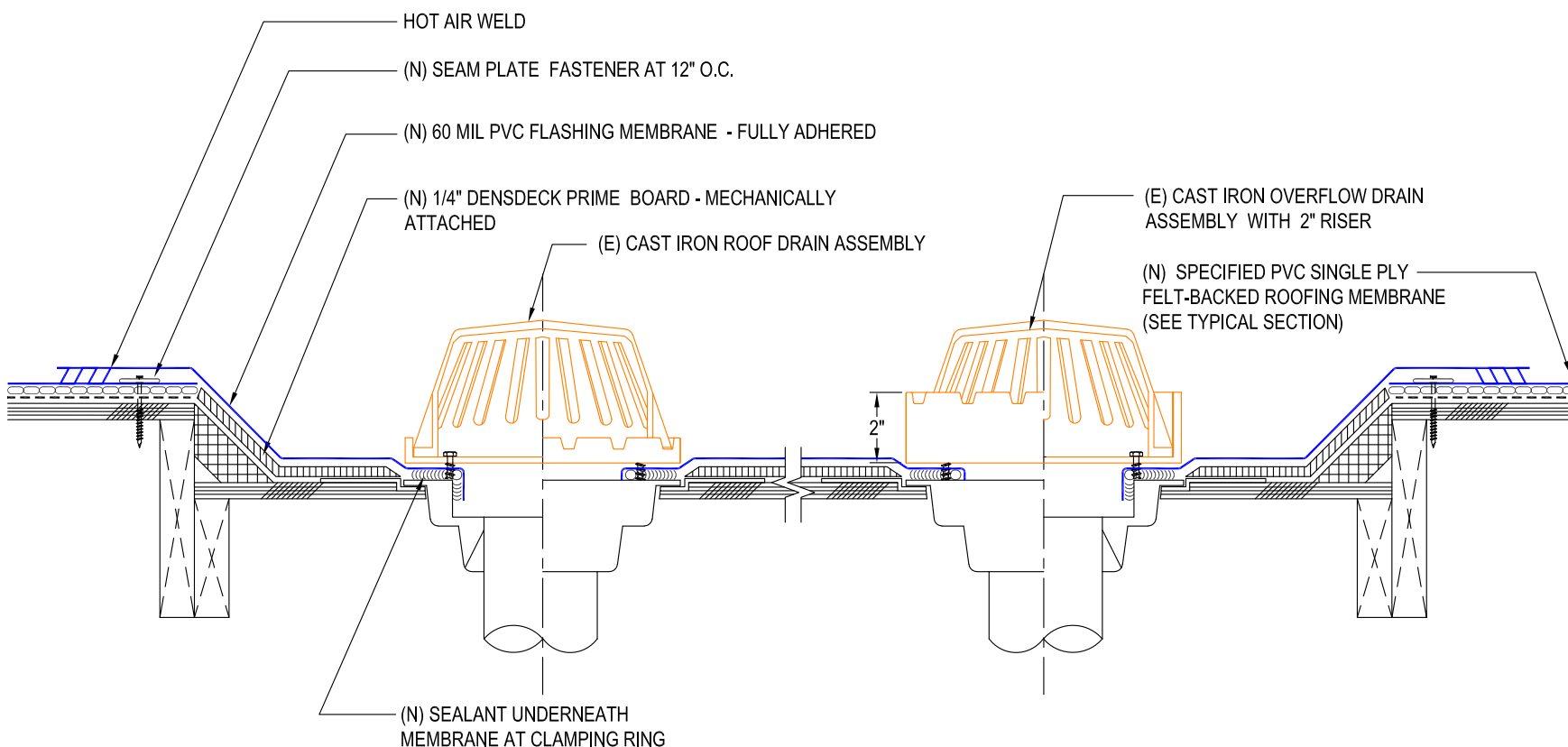
**05**

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## NOTES:

- RESTORE EXISTING CAST IRON ROOF DRAINS AND OVERFLOW DRAINS WITH RUST INHIBITIVE PRIMER AND 2 COATS OF EXTERIOR GRADE HUNTER OR SAFETY ORANGE ENAMEL PAINT.
- INSPECT & REPLACE ALL BROKEN/MISSING PARTS INCLUDING DOMES, CLAMPING RINGS & BOLTS (WITH WASHERS).
- AFTER COMPLETION OF THE NEW ROOFING SYSTEM, CONTRACTOR SHALL INSPECT AND TEST ALL ROOF DRAINS TO ASSURE THAT NO CLOGGING OF THE DRAINAGE SYSTEM IS PRESENT. THE ROOF DRAIN LEADER SHOULD BE IN SUCH CONDITION THAT THE FULL DIAMETER OF THE DRAIN LEADER IS CLEAR.
- INSPECT AND CLEAN-OUT FIRST 10 LINEAL FEET OF EACH DRAIN LINE TO ENSURE PROPER UNINTERRUPTED FLOW TO DRAIN IS OCCURRING.



PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**FLASHING @ PRIMARY  
& OVERFLOW ROOF  
DRAINS**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737RD01

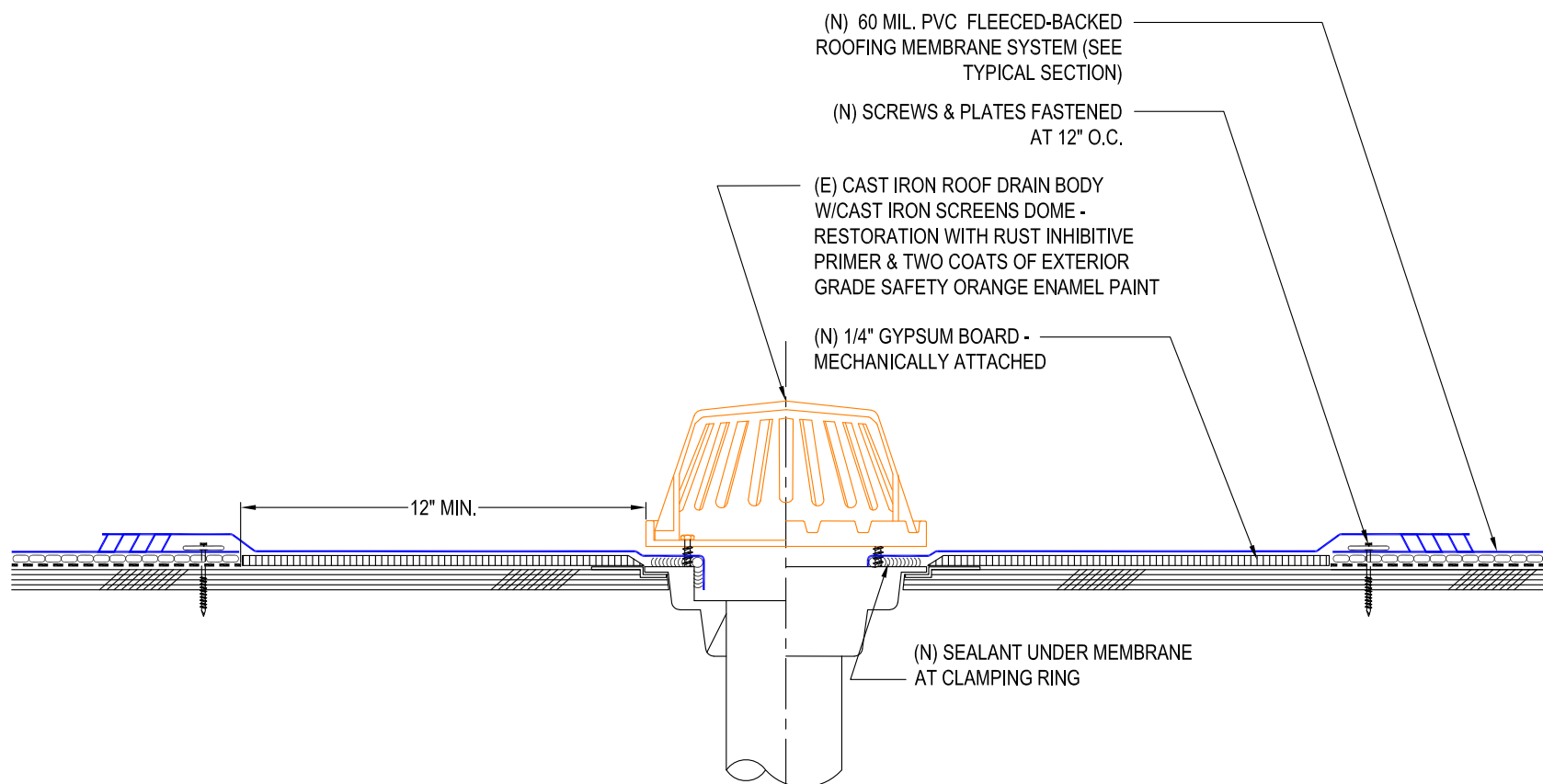
SCALE: N.T.S

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## NOTES:

1. REMOVE EXISTING BUR MEMBRANE, LEAD FLASHING AND ROOF CEMENT AROUND AND OVER DRAIN BOWL.
2. INSPECT & REPLACE ALL BROKEN/MISSING PARTS INCLUDING DOMES, CLAMPING RINGS & BOLTS (WITH WASHERS).
3. INSTALL 12" WIDE NEW 1/4" GYPSUM ROOF BOARD AROUND DRAIN AREA.
4. AFTER COMPLETION OF THE NEW ROOFING SYSTEM, CONTRACTOR SHALL INSPECT AND TEST ALL ROOF DRAINS TO ASSURE THAT NO CLOGGING OF THE DRAINAGE SYSTEM IS PRESENT. THE ROOF DRAIN LEADER SHOULD BE IN SUCH CONDITION THAT THE FULL DIAMETER OF THE DRAIN LEADER IS CLEAR.



PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

### FLASHING @ PRIMARY DRAIN

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737RD01

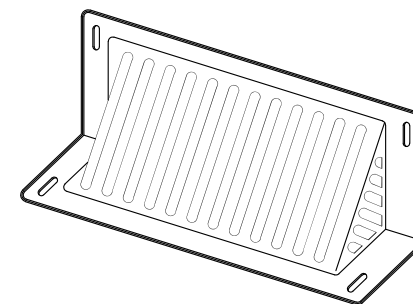
SCALE: N.T.S

**07**

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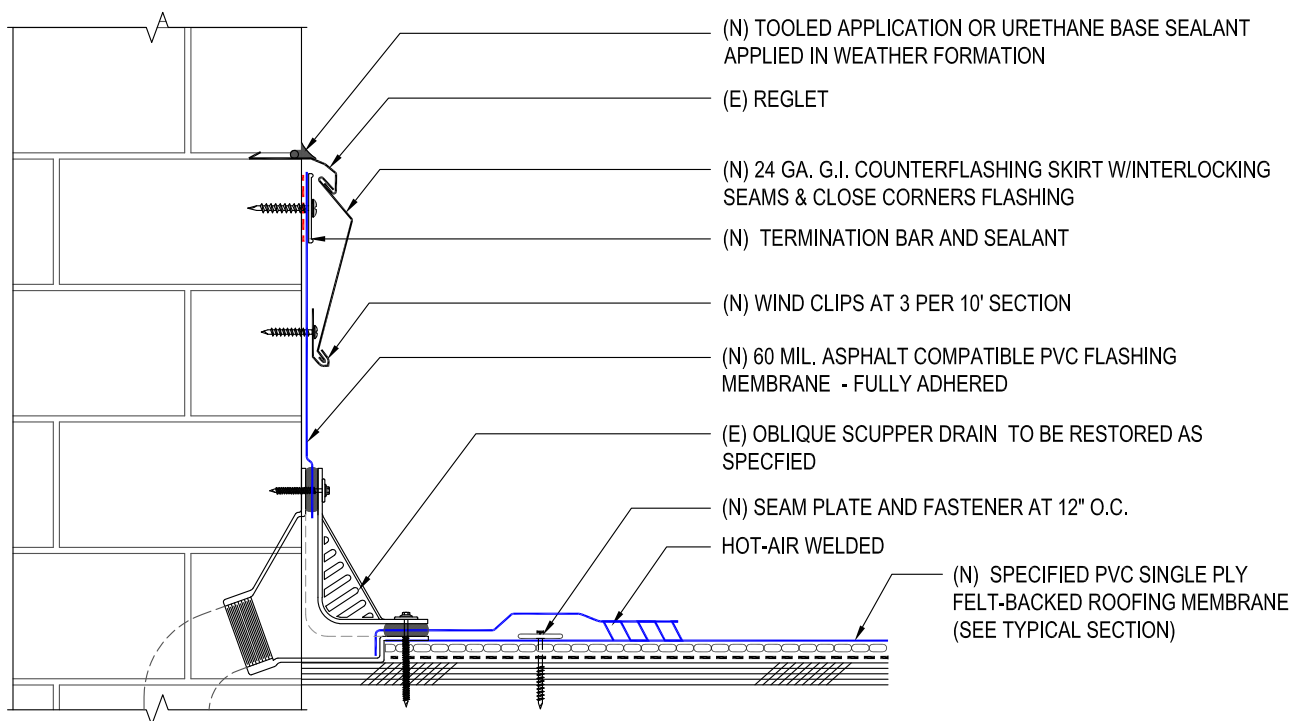
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**OBLIQUE SCUPPER DRAIN**

**NOTES:**

1. ALL WORK TO BE CONDUCTED IN STRICT ACCORDANCE WITH THE UPC.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS.



PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**MEMBRANE FLASHING  
@ WALL/SCUPPER  
DRAIN**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737WD01

SCALE: N.T.S

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## NOTES:

1. *DETAIL IS NOT TO SCALE.*
2. *FIELD VERIFY ALL DIMENSIONS.*
3. *SEALED OUTSIDE EDGES OF FLASHING WITH RIGID FOAM BACKER ROD, BOND BREAKER TAPE AND A TOOLED APPLICATION OF URETHANE SEALANT.*
4. *REFER TO ROOF PLAN FOR GENERAL INSTALLATION LOCATIONS, SCUPPER FLASHING TO BE INSTALLED IN LOWEST POINT OF SUBSTRATE.*

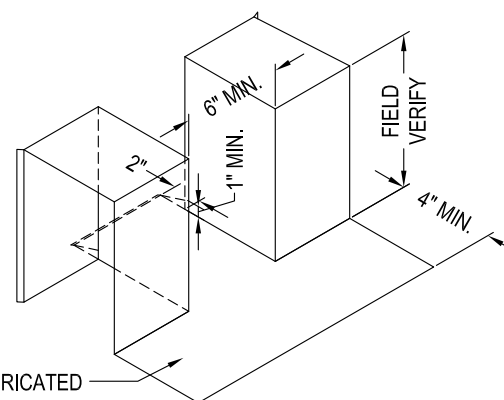
(N) PVC CLAD METAL SCUPPER -  
SECURE FLANGES AT 4" O.C.

(N) 4"X4" PVC CLAD METAL EDGE  
FLASHING FASTENED AT 4" O.C.,  
STAGGERED

(N) PVC FLASHING MEMBRANE -  
FULLY ADHERED

(E) WALL STRUCTURE

(N) SPECIFIED PVC SINGLE PLY FELT-BACKED  
ROOFING MEMBRANE (SEE TYPICAL SECTION)



(N) CLAD METAL PREFABRICATED  
SCUPPER SADDLE FLASHING

PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

### PVC CLAD METAL SCUPPER FLASHING

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737SS01

SCALE: N.T.S

**09**

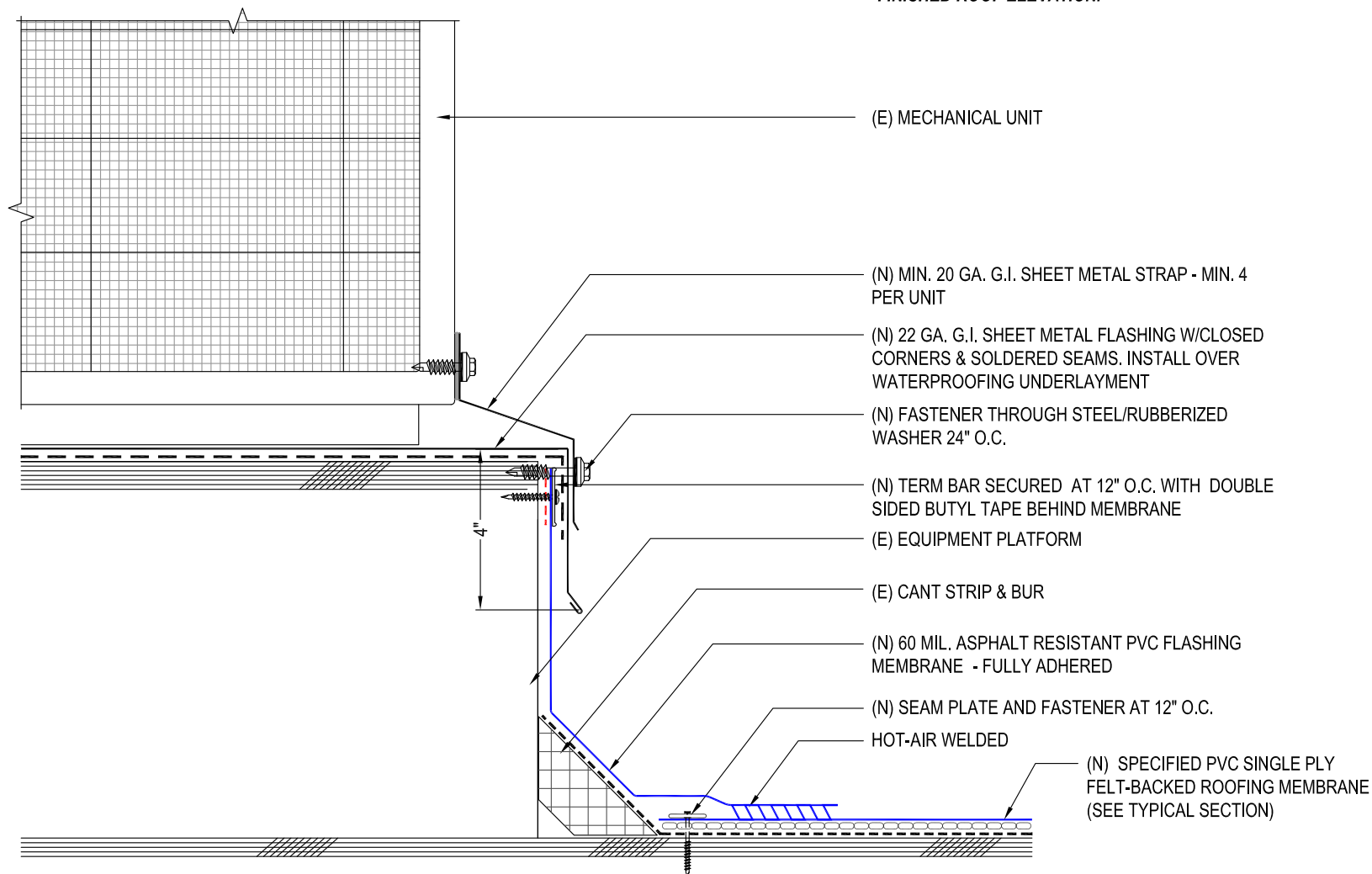
# Independent Roofing Consultants

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(949) 476-9810 FAX  
(800) 666-7663

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## NOTES:

1. ANY SECUREMENT OF UNITS OR SUPPORTS INTO THE HORIZONTAL PLATFORM SURFACE SHALL BE THROUGH SOLID 1/4" NEOPRENE GASKET TO CREATE A PRESSURE SEAL. APPLY ELASTOMERIC SEALANT ON THE UNDERSIDE AND TOP OF GASKET IMMEDIATELY AND FILL BOLT HOLES WITH SEALANT PRIOR TO INSTALLING BOLTS (BY OTHERS).
2. PLATFORM HEIGHTS ARE TO BE A MINIMUM OF 8" ABOVE THE NEW FINISHED ROOF ELEVATION.



PROJECT NAME:

**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**FLASHING @  
PLATFORM MOUNTED  
CONDENSER UNIT**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6737EP01

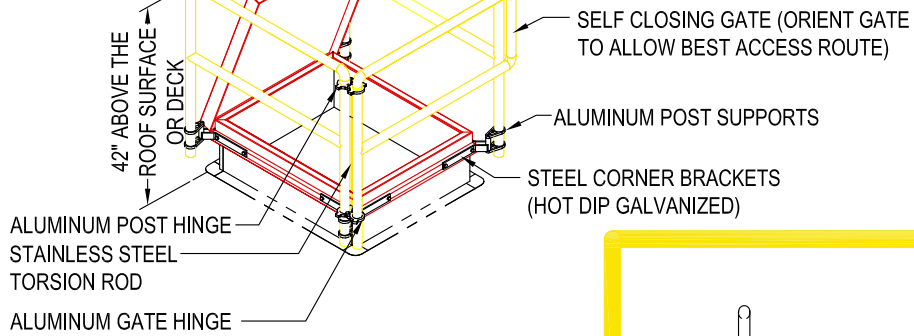
SCALE: N.T.S

FIBERGLASS REINFORCED POLYMER (FRP), YELLOW, UV RESISTANT & FIRE RETARDANT (Ø1.91)

**BILCO BI-GUARD TYPE S E F HATCH RAIL SYSTEM SINGLE LEAF ROOF SCUTTLE**

**NOTES:**

1. TRIM FLUSH ANY FASTENERS THAT EXTEND THROUGH ROOF HATCH CURB.



(N) SELF CLOSING OSHA COMPLIANT GATED FALL PROTECTION GUARD (MODEL 29 CFR 1910.29)

(N) ROOF HATCH ASSEMBLY (BILCO'S MODEL S-20 OR APPROVED EQUAL) TO BE PAINTED WITH RUST INHIBITIVE PRIMER & 2 COATS OF EXTERIOR GRADE FEDERAL SAFETY RED PAINT

(N) TELESCOPING GRAB BAR

HATCH FLANGE

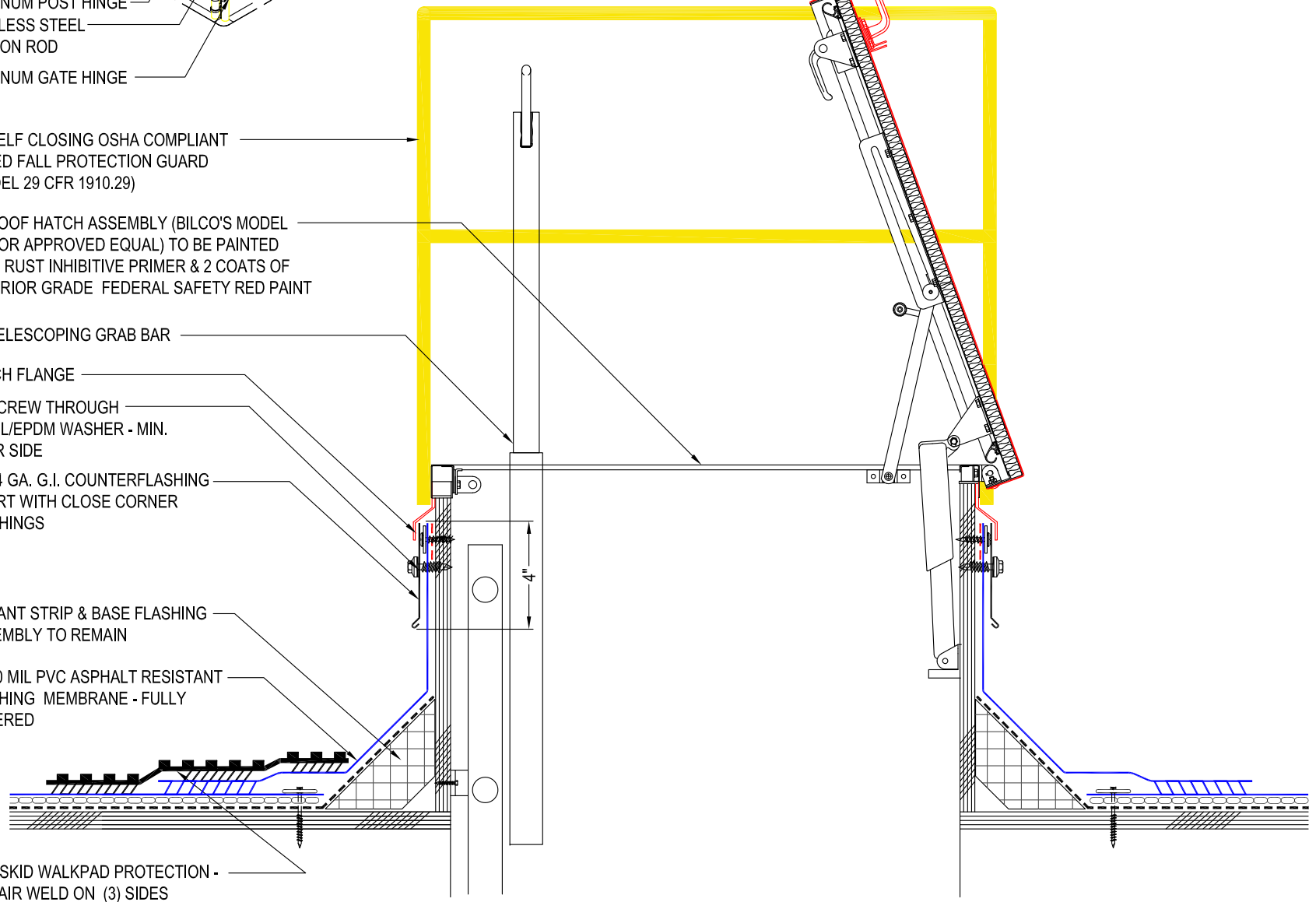
(N) SCREW THROUGH STEEL/EPDM WASHER - MIN. 3 PER SIDE

(N) 24 GA. G.I. COUNTERFLASHING INSERT WITH CLOSE CORNER FLASHINGS

(E) CANT STRIP & BASE FLASHING ASSEMBLY TO REMAIN

(N) 60 MIL PVC ASPHALT RESISTANT FLASHING MEMBRANE - FULLY ADHERED

NON-SKID WALKPAD PROTECTION - HOT-AIR WELD ON (3) SIDES



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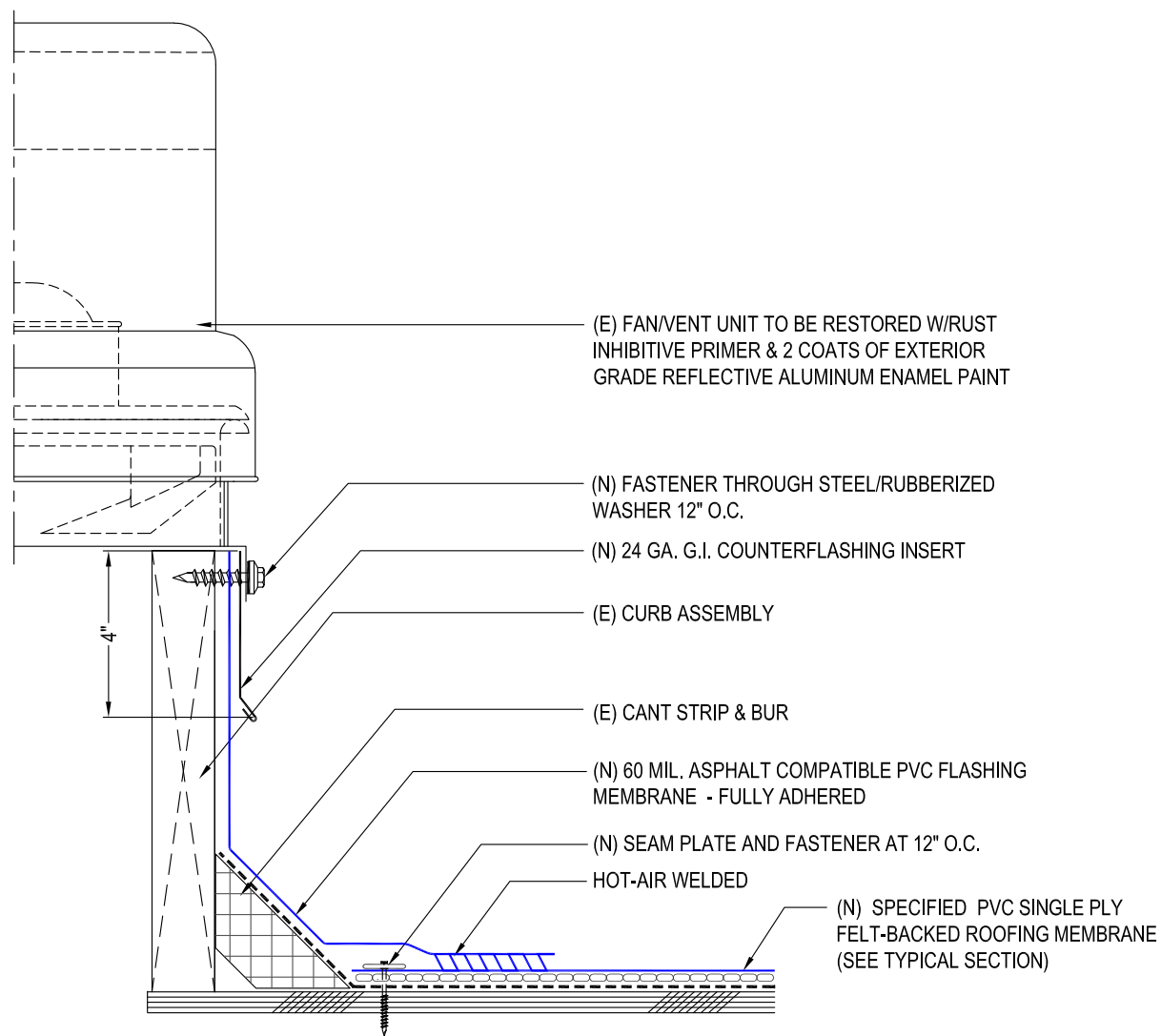
PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**FLASHING @ ROOF HATCH**

IRC PROJECT NO:	00000.00
DATE:	01/18/21
DRAWN BY:	BN
CHECKED BY:	GE
CAD DRAWING NO:	6737RH01
SCALE:	N.T.S

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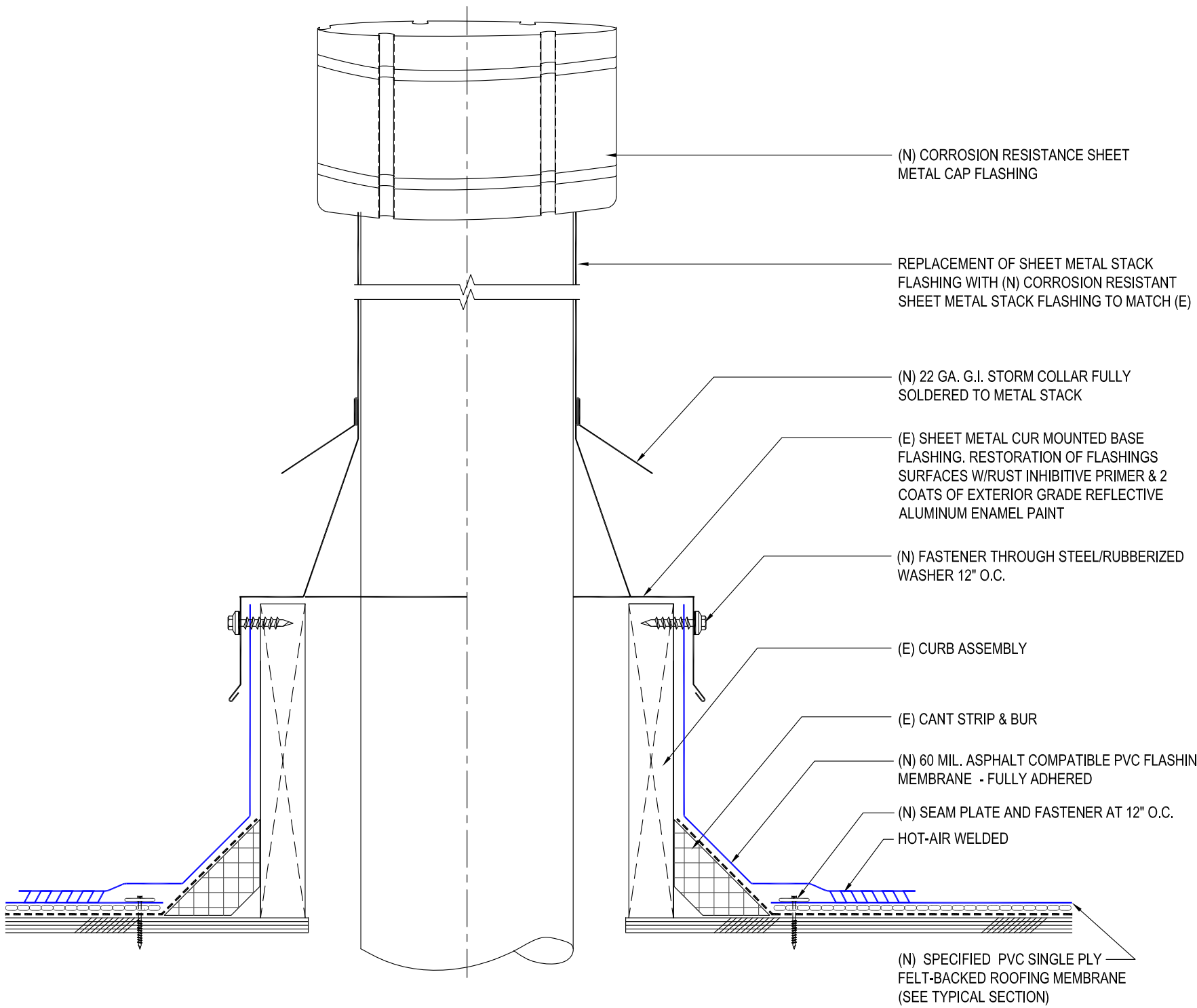
PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**FLASHING @ TYPICAL  
CURB MOUNTED  
EXHAUST VENT**

IRC PROJECT NO: 00000.00  
DATE: 01/18/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6737TC01  
SCALE: N.T.S

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(N) CORROSION RESISTANCE SHEET  
METAL CAP FLASHING

REPLACEMENT OF SHEET METAL STACK  
FLASHING WITH (N) CORROSION RESISTANT  
SHEET METAL STACK FLASHING TO MATCH (E)

(N) 22 GA. G.I. STORM COLLAR FULLY  
SOLDERED TO METAL STACK

(E) SHEET METAL CUR MOUNTED BASE  
FLASHING. RESTORATION OF FLASHINGS  
SURFACES W/RUST INHIBITIVE PRIMER & 2  
COATS OF EXTERIOR GRADE REFLECTIVE  
ALUMINUM ENAMEL PAINT

(N) FASTENER THROUGH STEEL/RUBBERIZED  
WASHER 12" O.C.

(E) CURB ASSEMBLY

(E) CANT STRIP & BUR

(N) 60 MIL. ASPHALT COMPATIBLE PVC FLASHING  
MEMBRANE - FULLY ADHERED

(N) SEAM PLATE AND FASTENER AT 12" O.C.  
HOT-AIR WELDED

(N) SPECIFIED PVC SINGLE PLY  
FELT-BACKED ROOFING MEMBRANE  
(SEE TYPICAL SECTION)

PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**FLASHING @ CURB  
MOUNTED HEATER  
STACK**

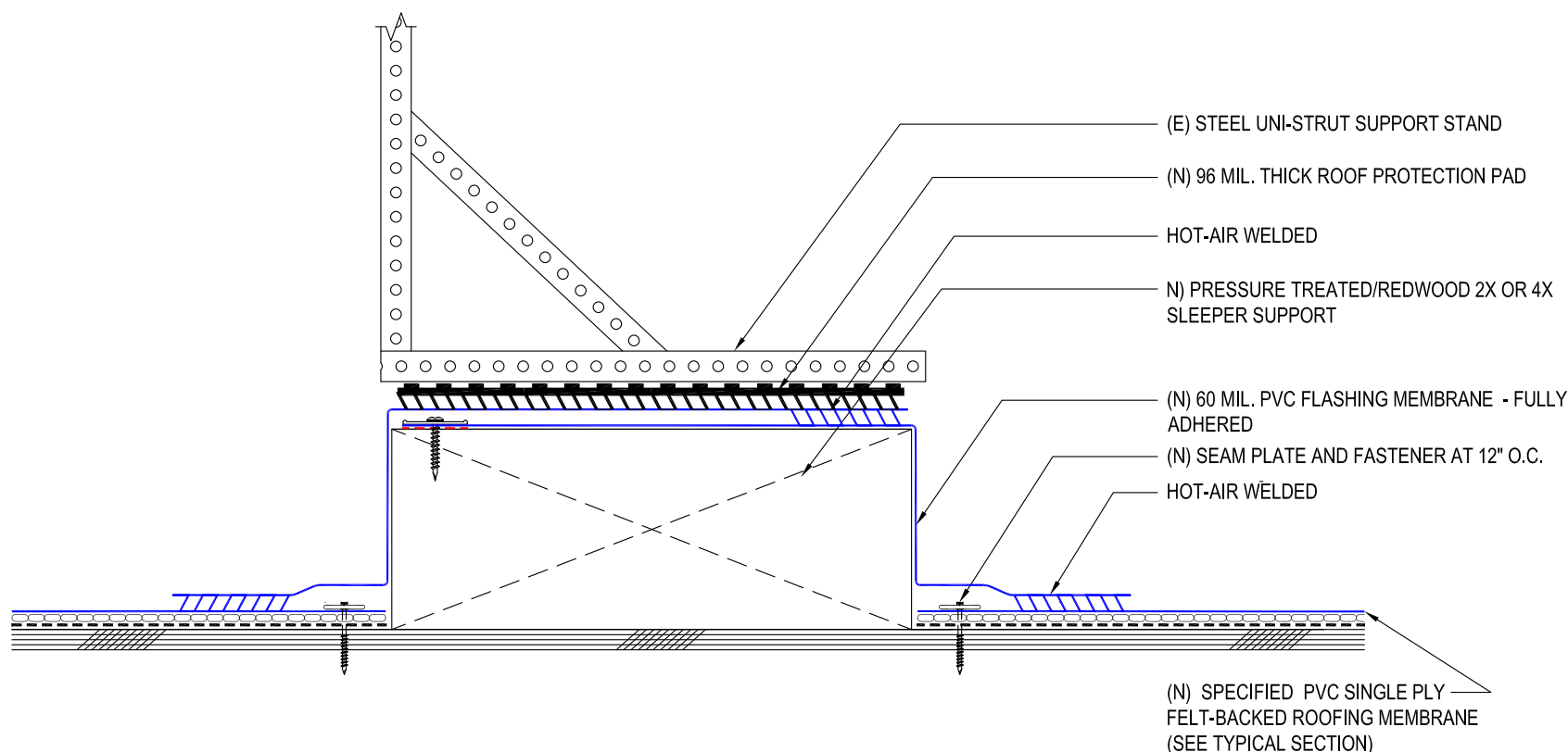
IRC PROJECT NO:	00000.00
DATE:	01/18/21
DRAWN BY:	BN
CHECKED BY:	GE
CAD DRAWING NO:	6737HV01
SCALE:	N.T.S

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## NOTES:

1. ANY SECUREMENT OF UNITS OR SUPPORTS INTO THE HORIZONTAL PLATFORM SURFACE SHALL BE THROUGH SOLID 1/4" NEOPRENE OR EPDM RUBBER GASKET. APPLY ELASTOMERIC SEALANT ON THE UNDERSIDE AND TOP OF GASKET IMMEDIATELY PRIOR TO INSTALLING BOLTS.
2. ORIENT ENCAPSULATED SLEEPERS IN DIRECTION OF DRAINAGE TO PREVENT PONDING DUE TO THIS SUPPORT METHOD.
3. FASTENERS SET IN AND COVERED IN URETHANE SEALANT.



PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**FLASHING @  
ENCAPSULATED  
SLEEPER SUPPORT**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

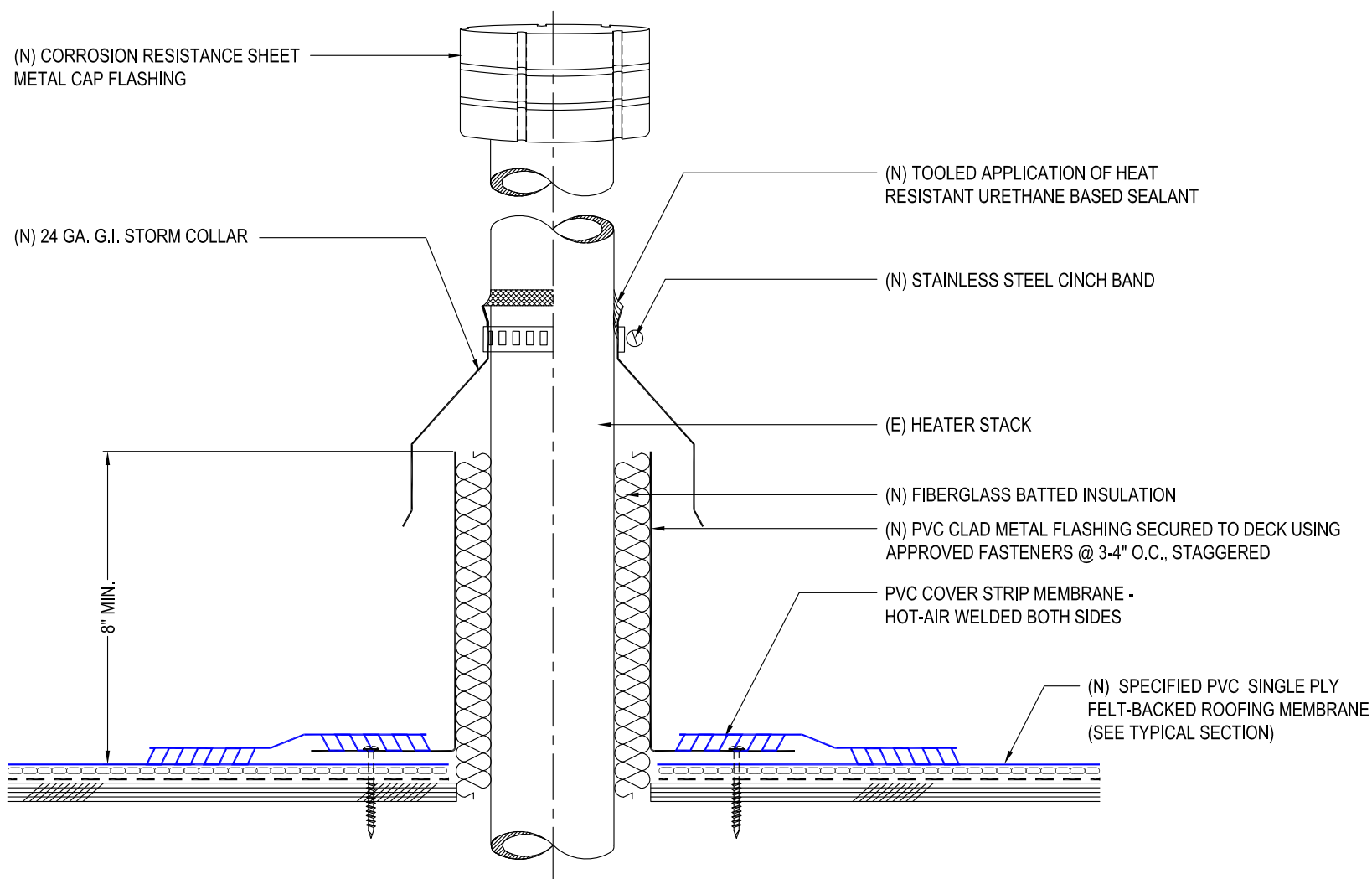
CHECKED BY: GE

CAD DRAWING NO: 6737FS01

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## HEATER STACK/PIPE FLASHING

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

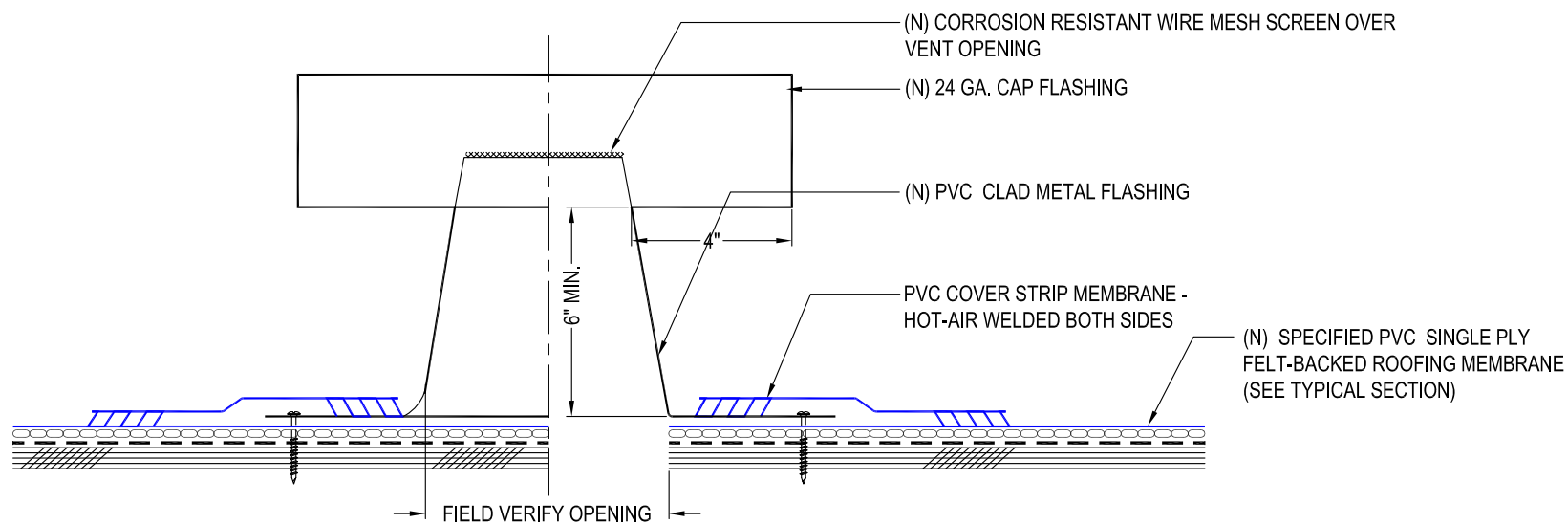
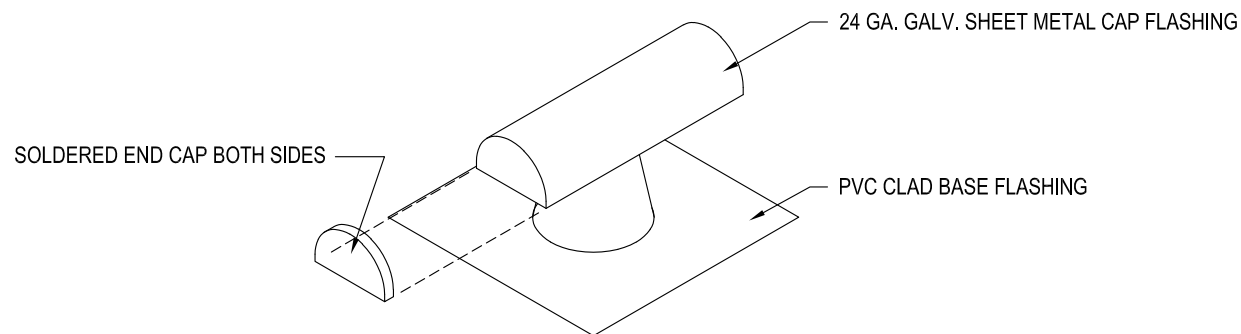
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CAD DRAWING NO: 6737HV01

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## T-TOP / FLANGED VENT

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

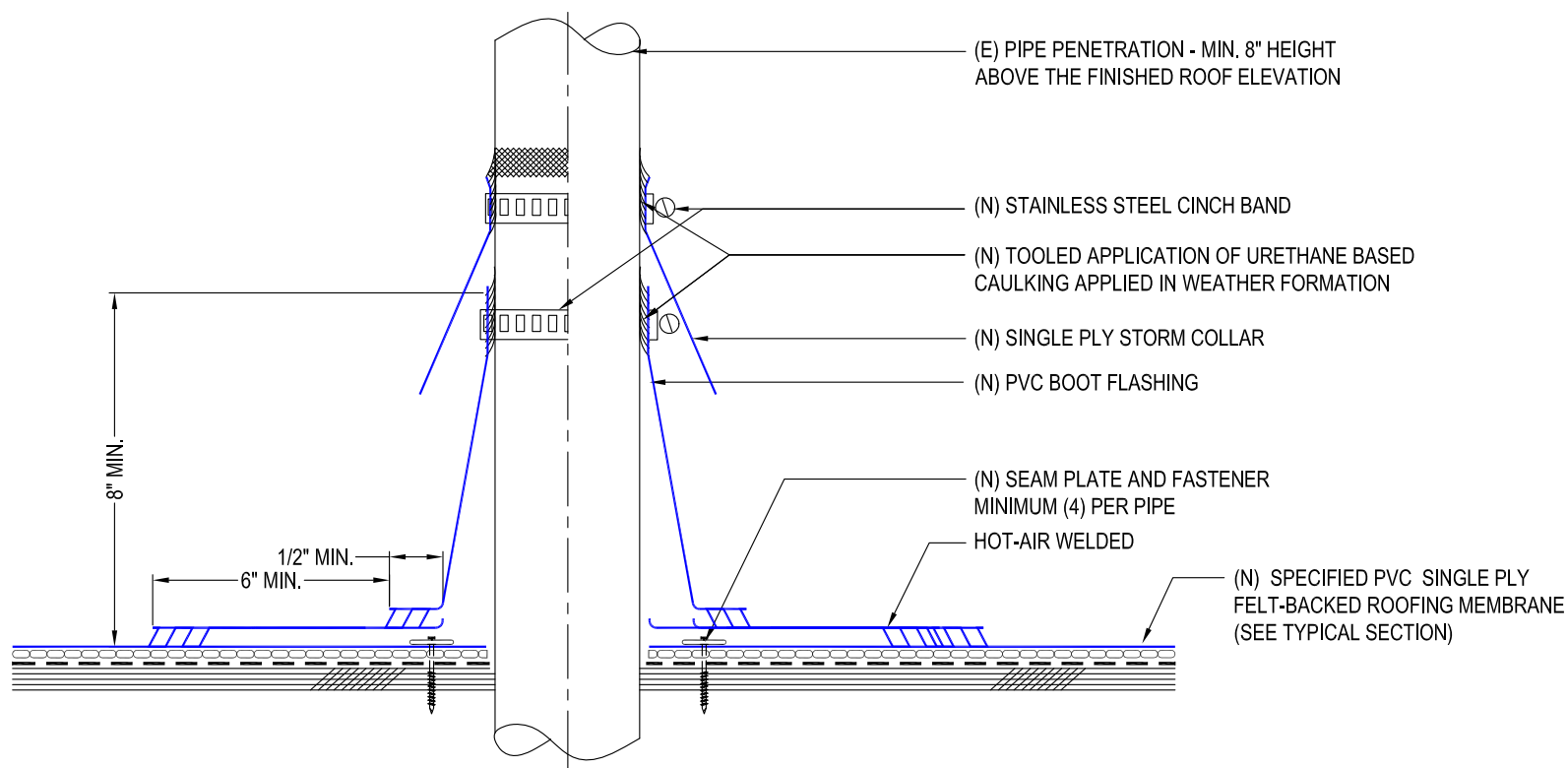
CHECKED BY: GE

CAD DRAWING NO: 6737FV01

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**CONE  
(PRE-FABRICATED)  
PIPE PENETRATION**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

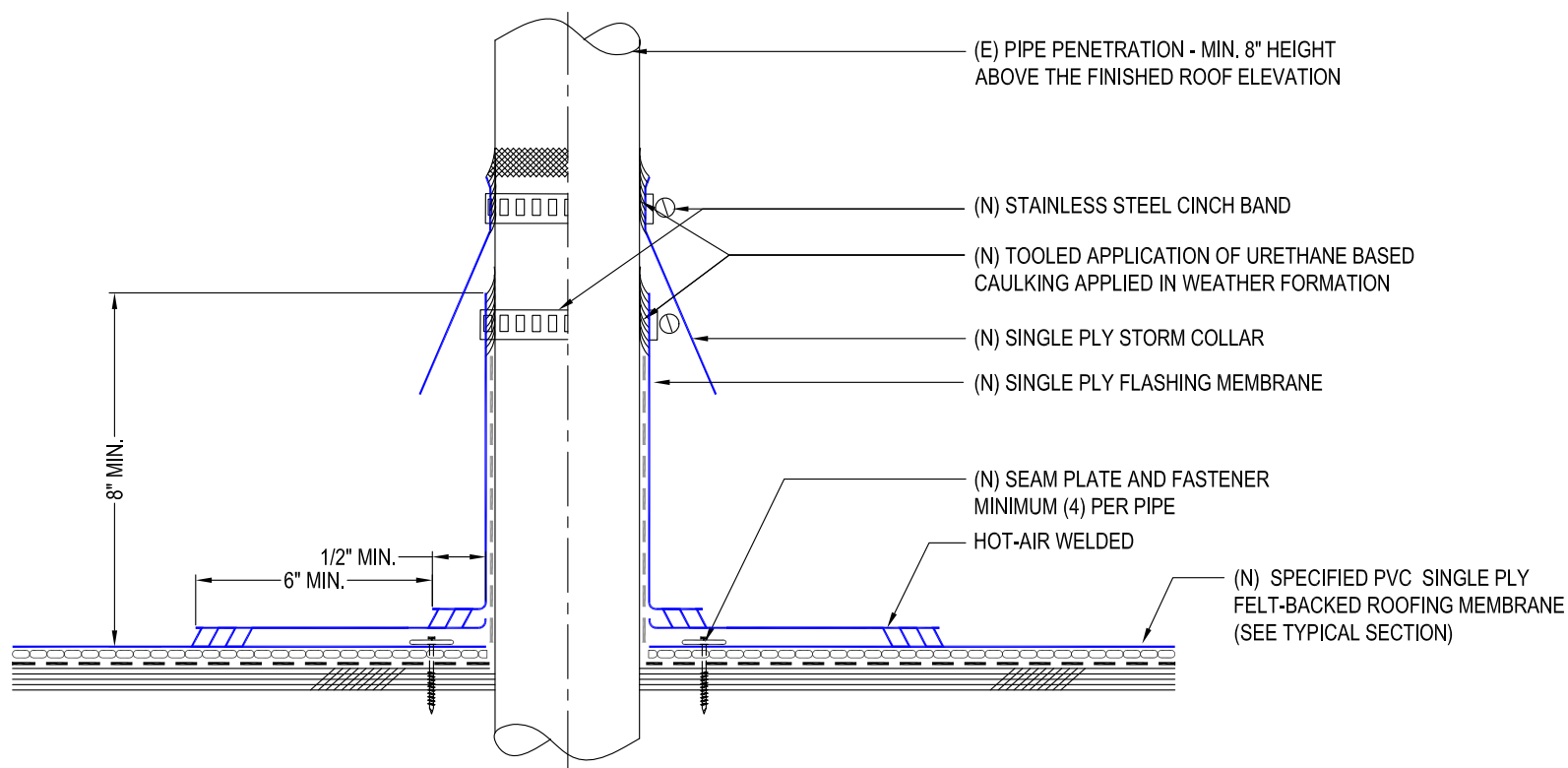
CHECKED BY: GE

CAD DRAWING NO: 6737CL01

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## PIPE PENETRATION - FIELD WRAPPED

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

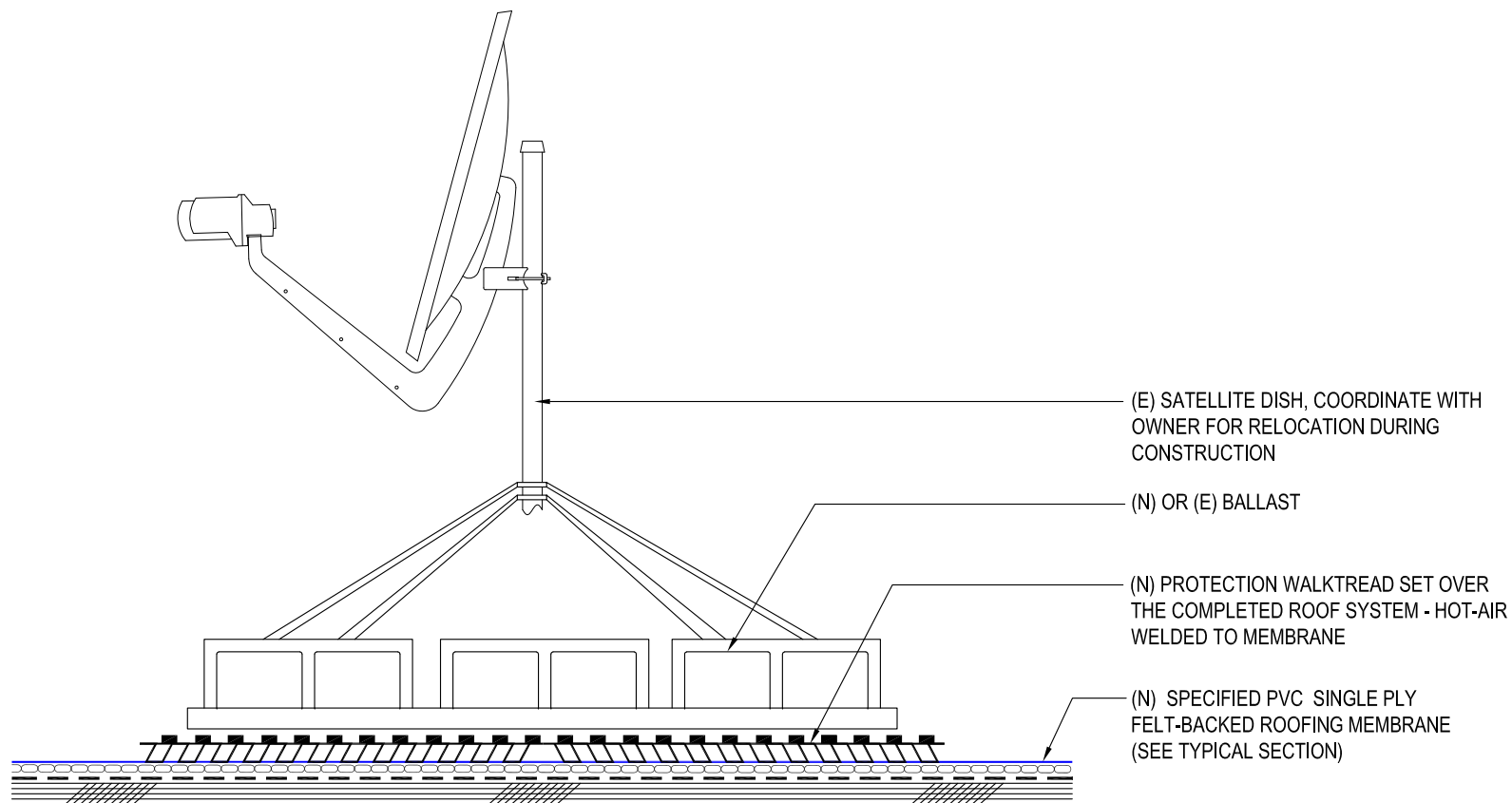
CHECKED BY: GE

CAD DRAWING NO: 6737CL02

SCALE: N.T.S

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PROJECT NAME:  
**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## SATELLITE DISH DETAIL

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

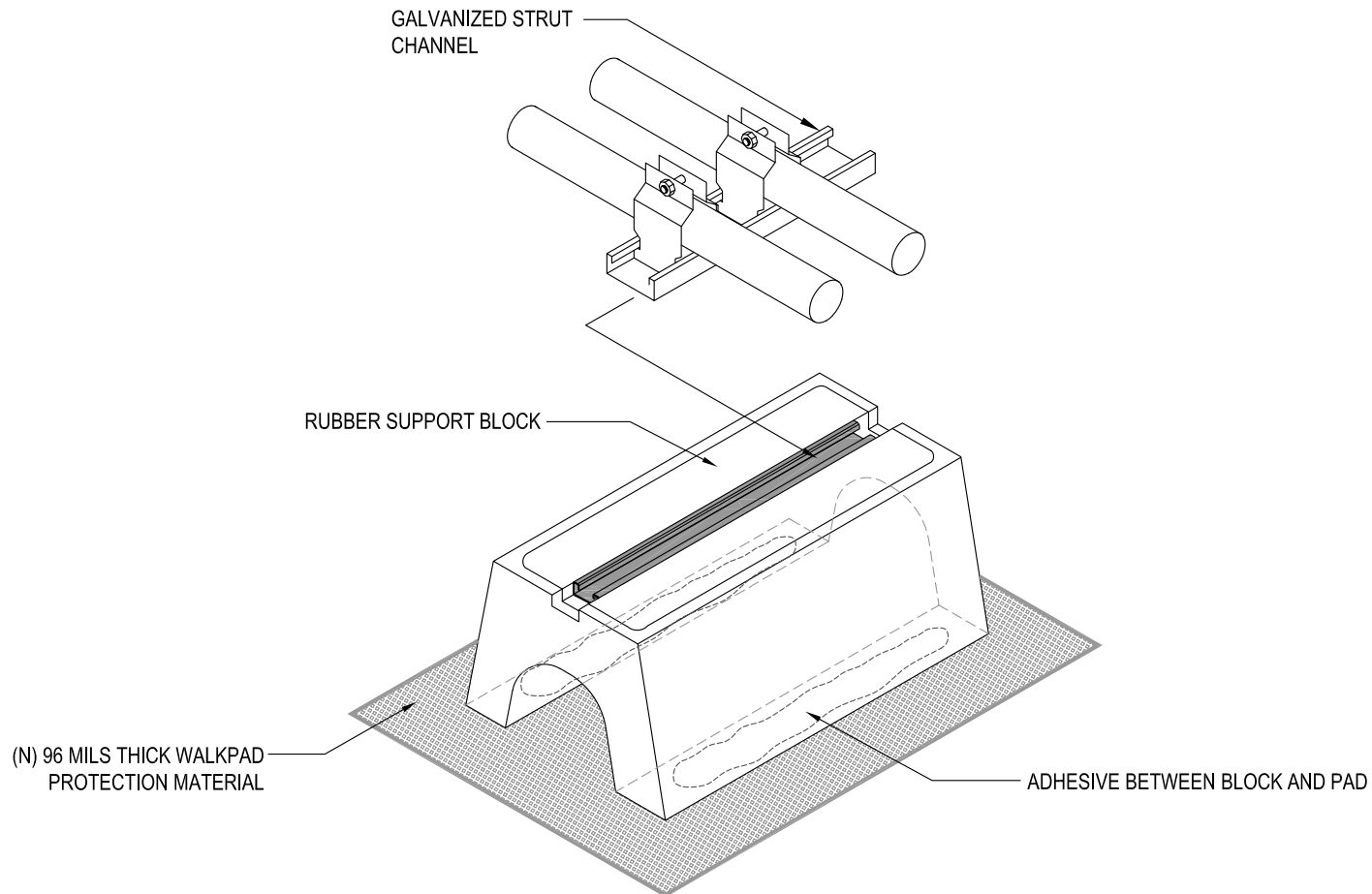
CHECKED BY: GE

CAD DRAWING NO: 6737SD01

SCALE: N.T.S

**NOTES:**

1. REFER TO SUPPORT BLOCK MANUFACTURER FOR SUPPORT SYSTEMS AND LOAD CAPACITY.
2. THE LOAD SHOULD BE CENTERED ON THE STRUT TO DISTRIBUTE THE WEIGHT EVENLY ACROSS THE ASSEMBLY.
3. PIPING SHOULD BE ATTACHED USING STANDARD STRUT CLAMPS AND ACCESSORIES.
4. FIELD VERIFY OR USE VERTICAL EXTENSION ASSEMBLY TO PROVIDE SLOPE TO DRAIN FOR CONDENSATE LINES.
5. INSTALL PROTECTION MATERIAL UNDERNEATH ALL SUPPORT BLOCKS AND ADHERE BLOCKS TO PROTECTION MATERIAL PIECES.
6. SUPPORT BLOCK TO BE SPACED AT 5'-0" O.C.



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PROJECT NAME:

**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## PRE-FABRICATED PIPE SUPPORT

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

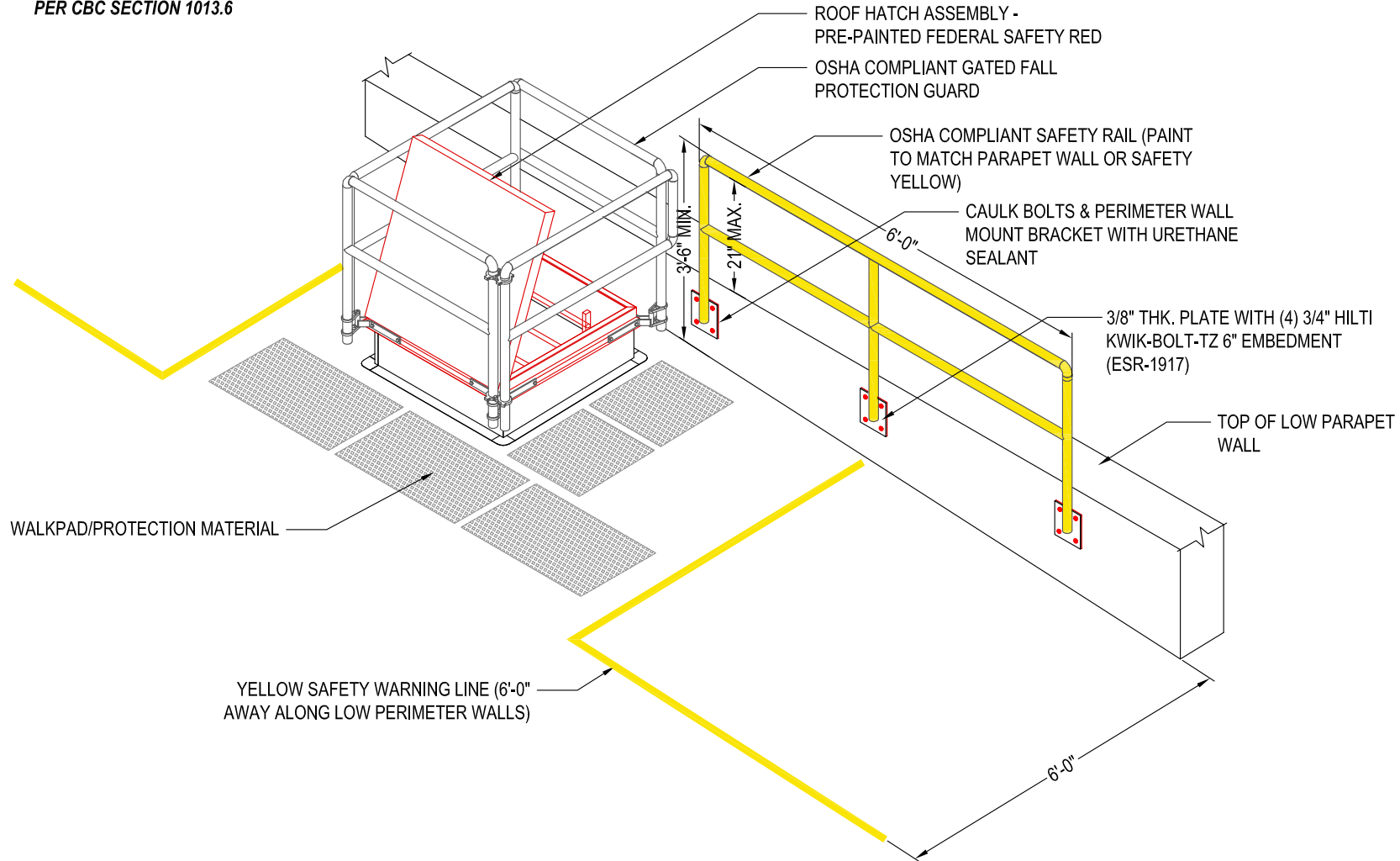
CHECKED BY: GE

CAD DRAWING NO: 6737WP01

SCALE: N.T.S

**NOTES:**

1. **PAIN**T RAIL TO MATCH PARAPET WALL OR SAFETY YELLOW.
2. RAIL SHALL BE DESIGNED TO PREVENT THE PASSAGE OF A 21" DIA. SPHERE PER CBC SECTION 1013.4
3. RAIL TO EXTEND MIN. 30" IN BOTH DIRECTIONS MEASURES FROM EDGE OF THE ROOF HATCH, PER CBC SECTION 1013.6



# Independent Roofing Consultants

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(800) 666-7663  
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PROJECT NAME:

**GARDENA CITY HALL**  
1700 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**SAFETY HAND RAIL @  
ROOF HATCH &  
SAFETY WARNING  
LINE**

IRC PROJECT NO: 00000.00

DATE: 01/18/21

DRAWN BY: BN

CHECKED BY: GE

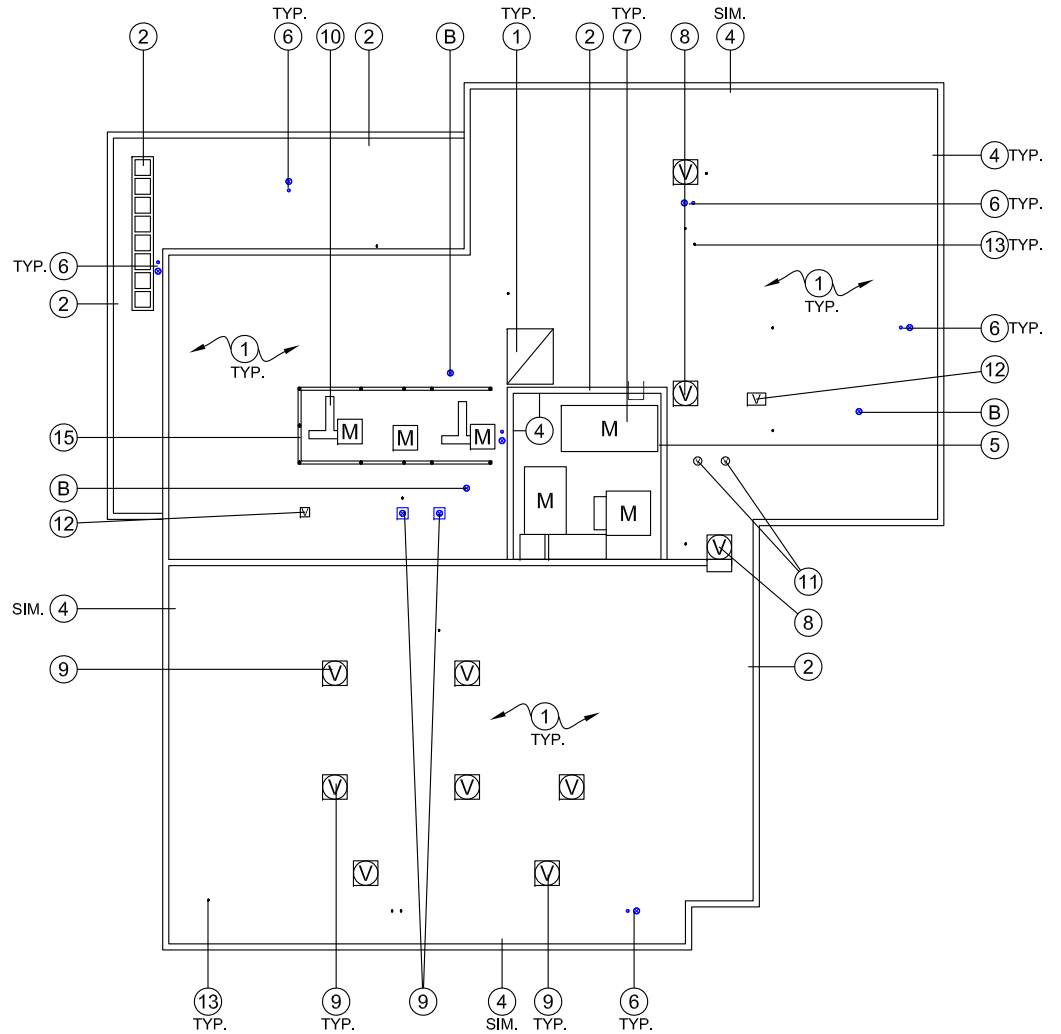
CAD DRAWING NO: 6737HR01

SCALE: N.T.S

NAKAOKA COMMUNITY CENTER  
DESIGN PLANS & DETAILS  
(23 Pages)

**NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS INDICATED ON DETAIL DRAWINGS.
- B. INSTALLATION OF NEW CAST IRON ROOF DRAIN. DRAIN LINE TO CONNECT TO EXISTING DRAIN LINE PER THE UPC.



# ROOF PLAN

1/32" = 1' - 0"

LEGEND		ROOF STATISTICS
M	D	MECH. UNIT / DUCT
RH	S	ROOF HATCH/SKYLIGHT
F	V	EXHAUST FAN/VENT
D		DRAIN
T	V	T-TOP VENT/VENT
—		SCUPPER
EJ		EXPANSION JOINT
		YEAR OF INSTALLATION: ?
		ROOF SIZE: 15,012 SQ. FT.

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**I**NDPENDENT **R**OOFING **C**ONSULTANTS

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## NAKAOKA COMMUNITY CENTER

1670 WEST 162ND STREET - GARDENA, CA 90247

DWG.NO.10382BW01

LAST REV: 01/26/21

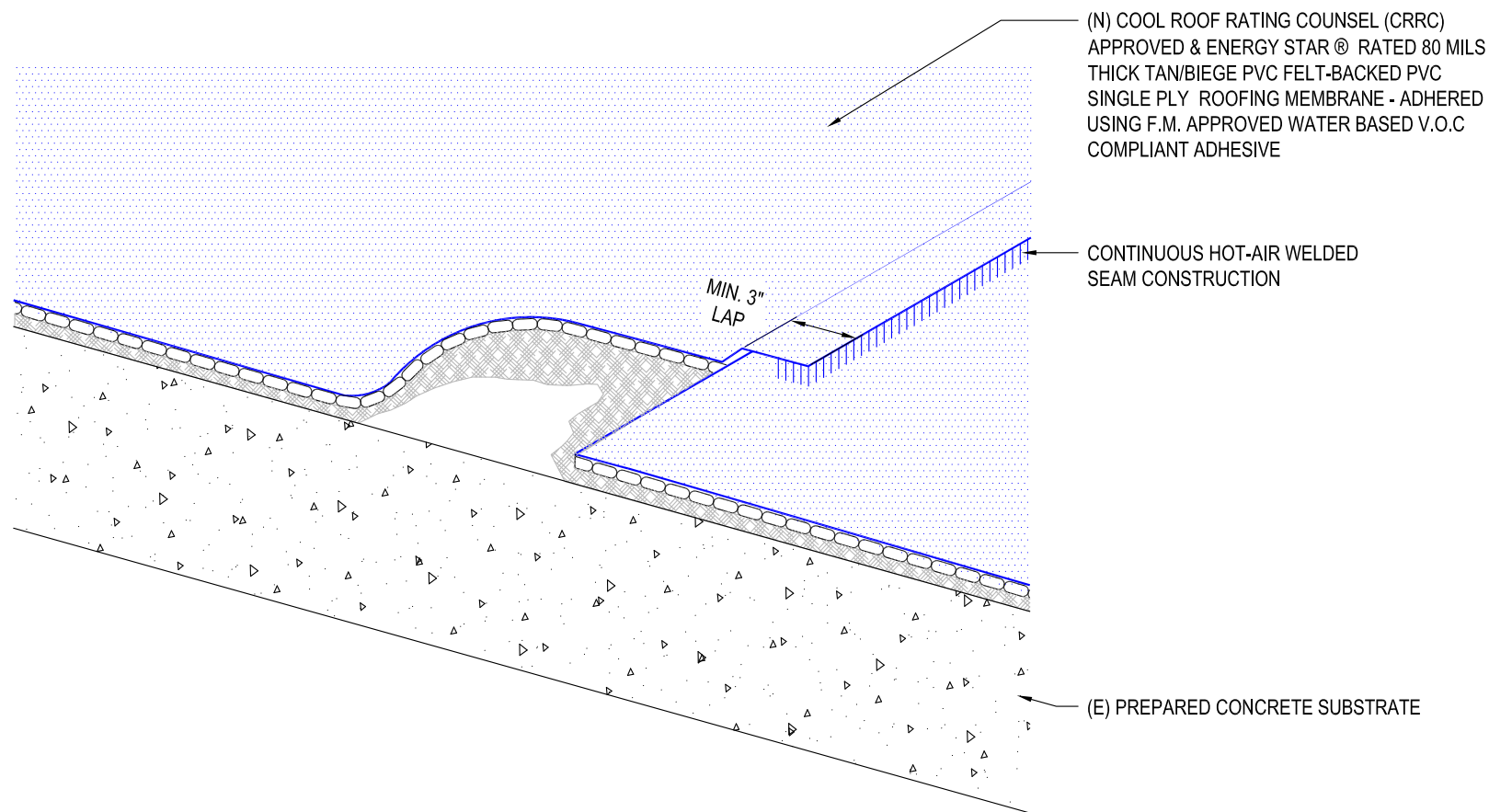
DB: KL RB: BN

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**NOTES:**

1. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS.



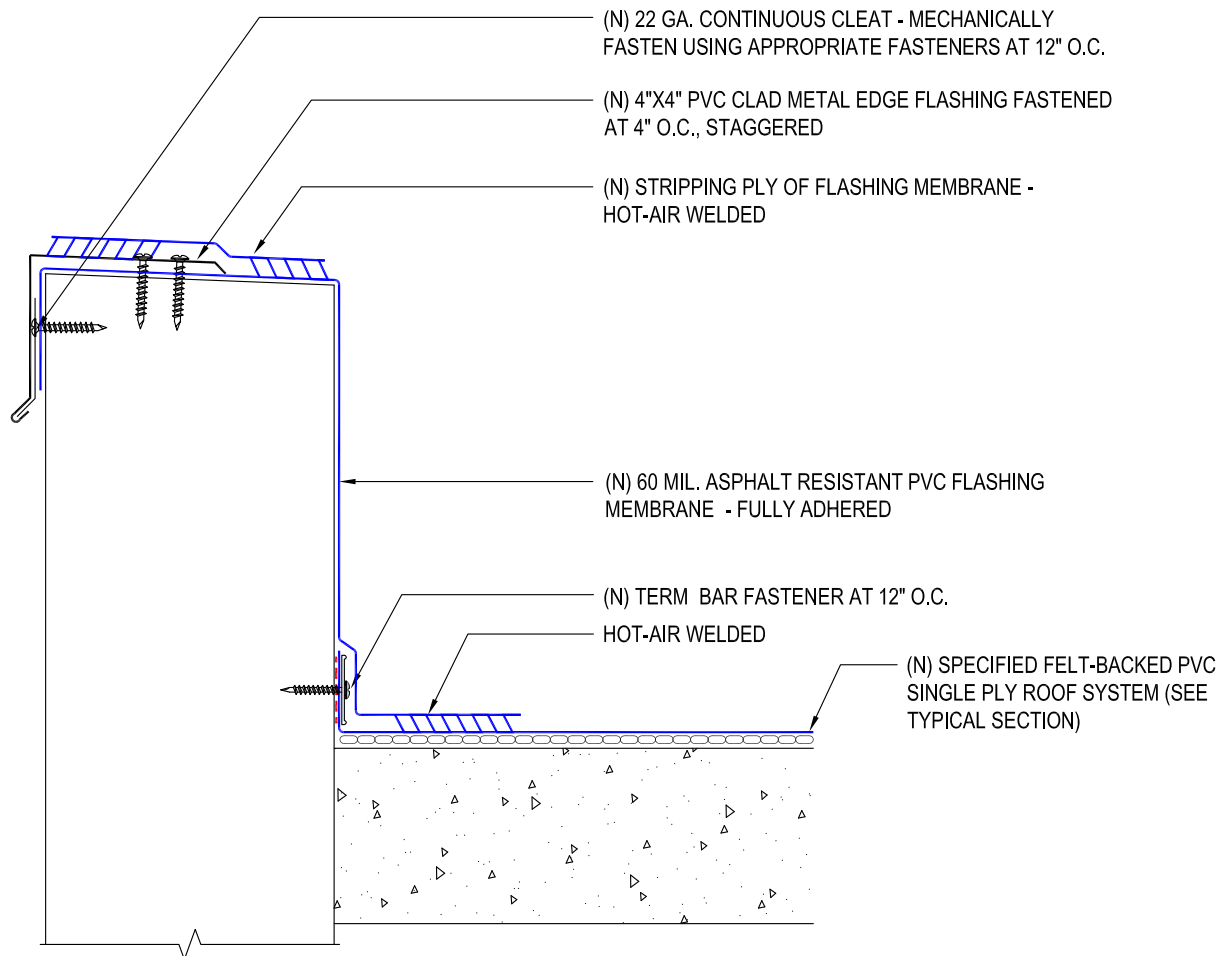
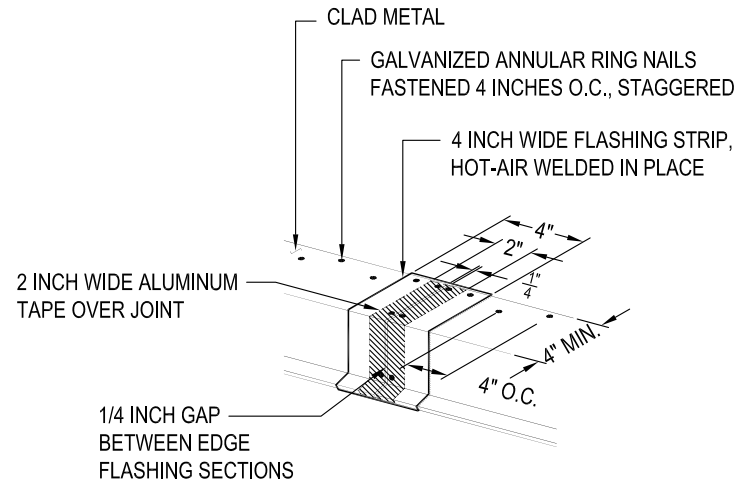
PROJECT NAME:  
**NAKAOKA COMMUNITY CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**TYPICAL SINGLE PLY ROOF CROSS SECTION**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738TS01  
SCALE: NOT TO SCALE

**NOTES:**

1. AT LOW ALL EQUIPPED WITH SHEET METAL COUNTERFLASHING ASSEMBLY, THE EXISTING FLASHING ARE TO BE REMOVED AND THE WALL IS TO BE ENCAPSULATED WITH THE SPECIFIED MEMBRANE FLASHING AND PVC COATED CLAD METAL EDGE FLASHING.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS.



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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**(N) CLAD METAL EDGE  
FLASHING @ LOW  
WALL**

IRC PROJECT NO: 00000.00

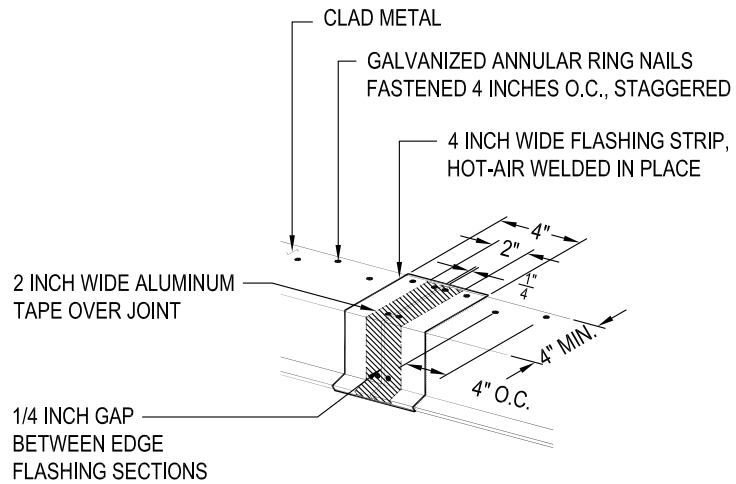
DATE: 01/26/21

DRAWN BY: BN

CHECKED BY: GE

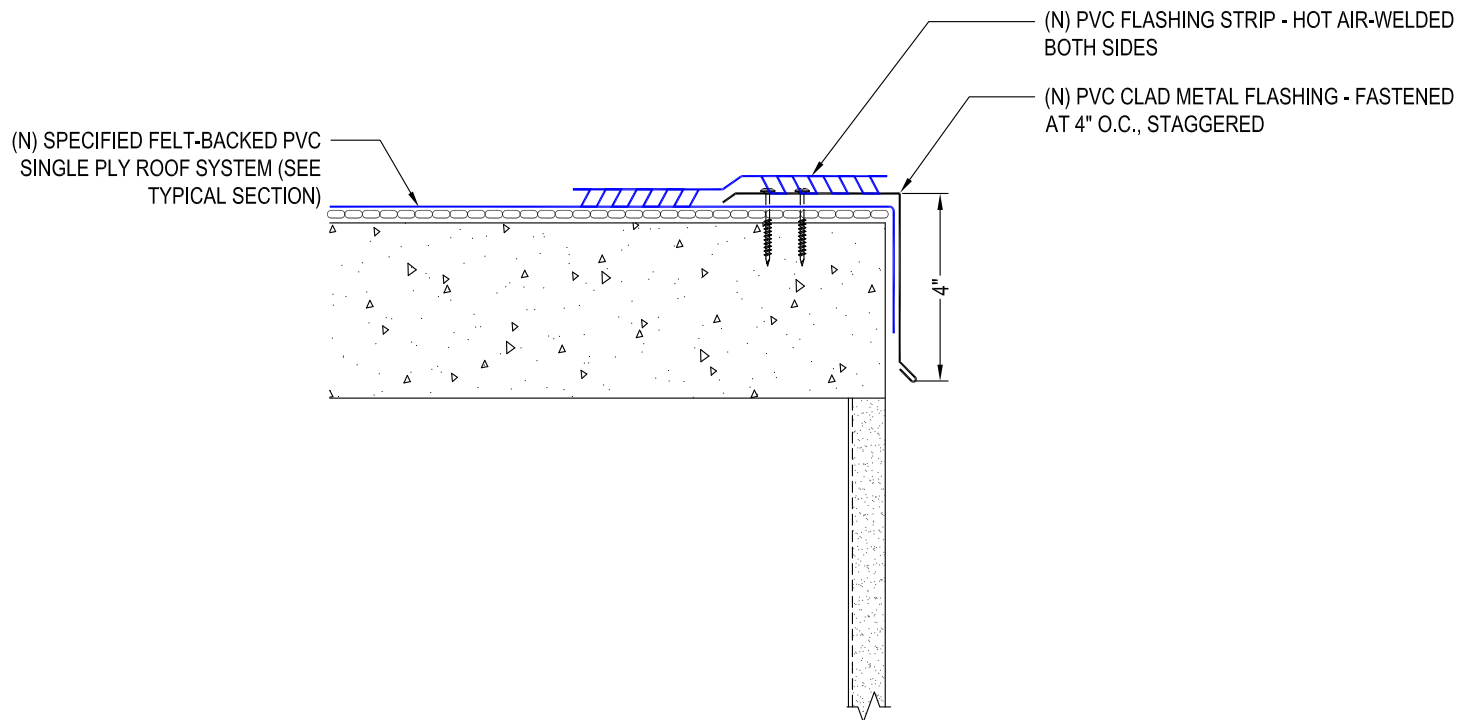
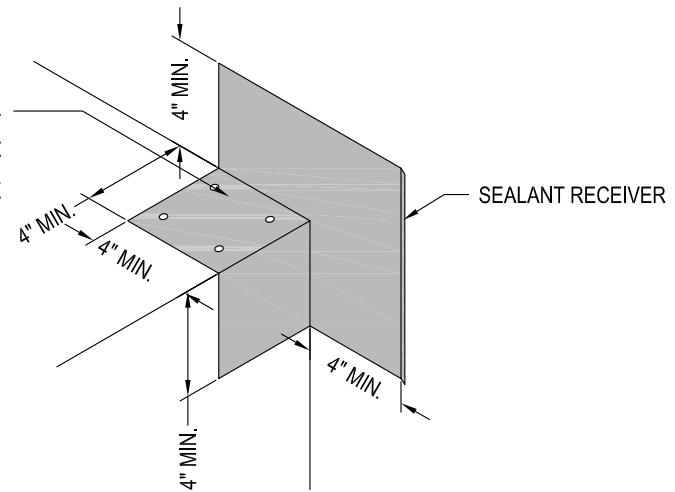
CAD DRAWING NO: 6738BF01

SCALE: NOT TO SCALE



**FLASHING AT CLAD METAL JOINTS**

PVC CLAD EDGE TO WALL  
TRANSITION FLASHING - ALL  
JOINTS SEALED WITH HEAT  
WELDED MEMBRANE



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PROJECT NAME:  
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CENTER**  
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GARDENA, CA 90247

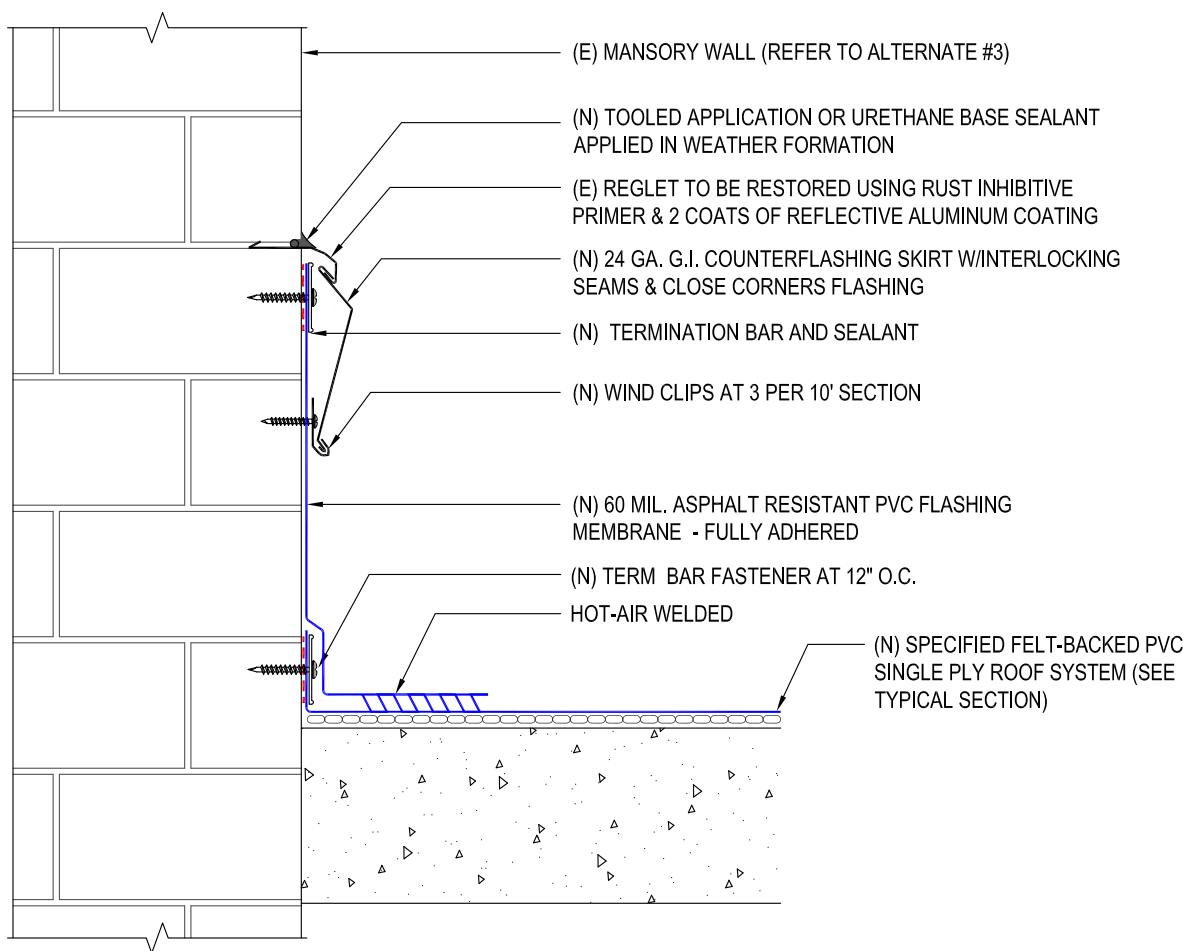
DETAIL DESCRIPTION:  
**(N) CLAD METAL EDGE  
FLASHING**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738BF01  
SCALE: NOT TO SCALE

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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## COUNTERFLASHING @ MASONRY WALL

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

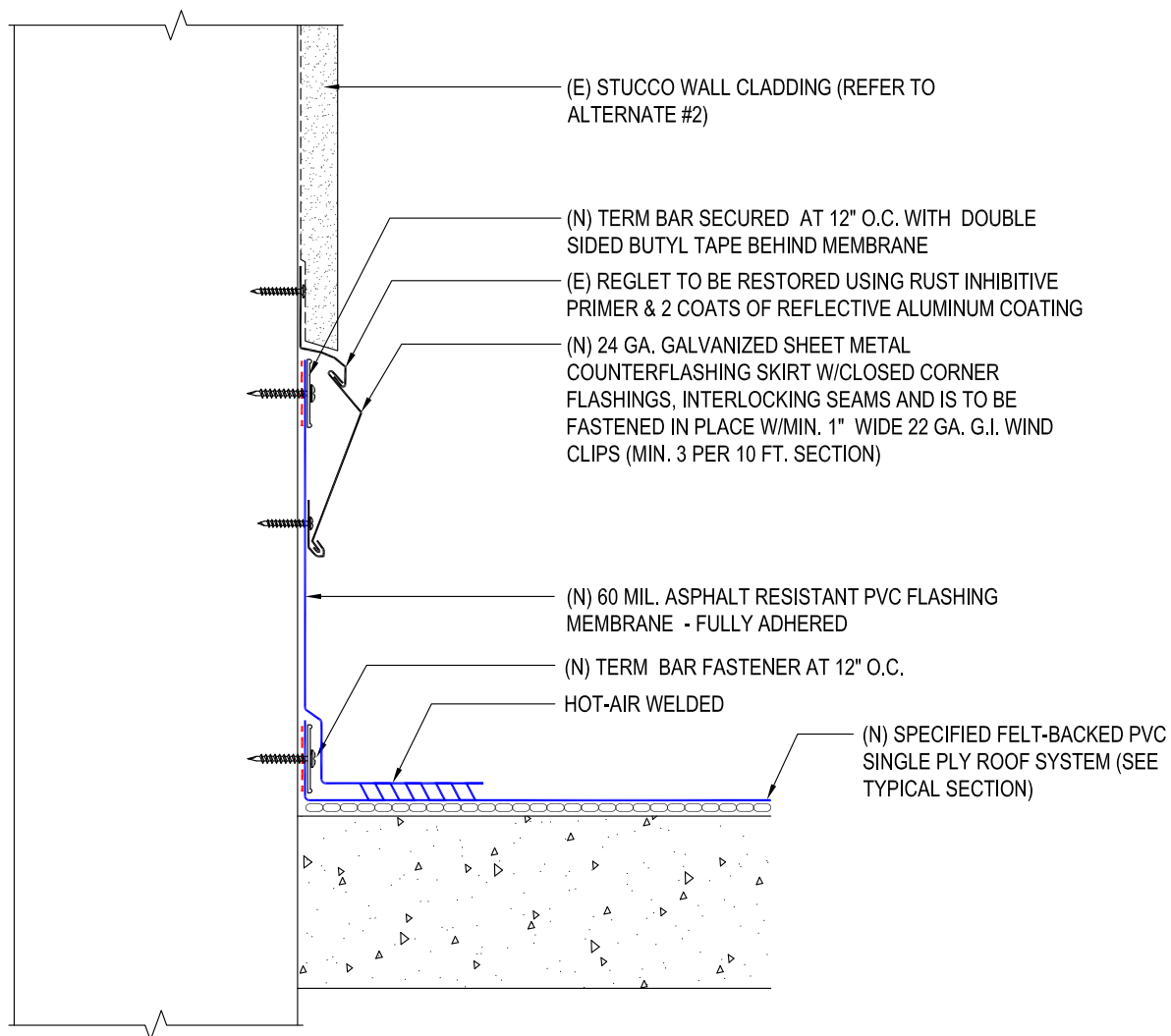
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CAD DRAWING NO: 6738BF02

SCALE: NOT TO SCALE

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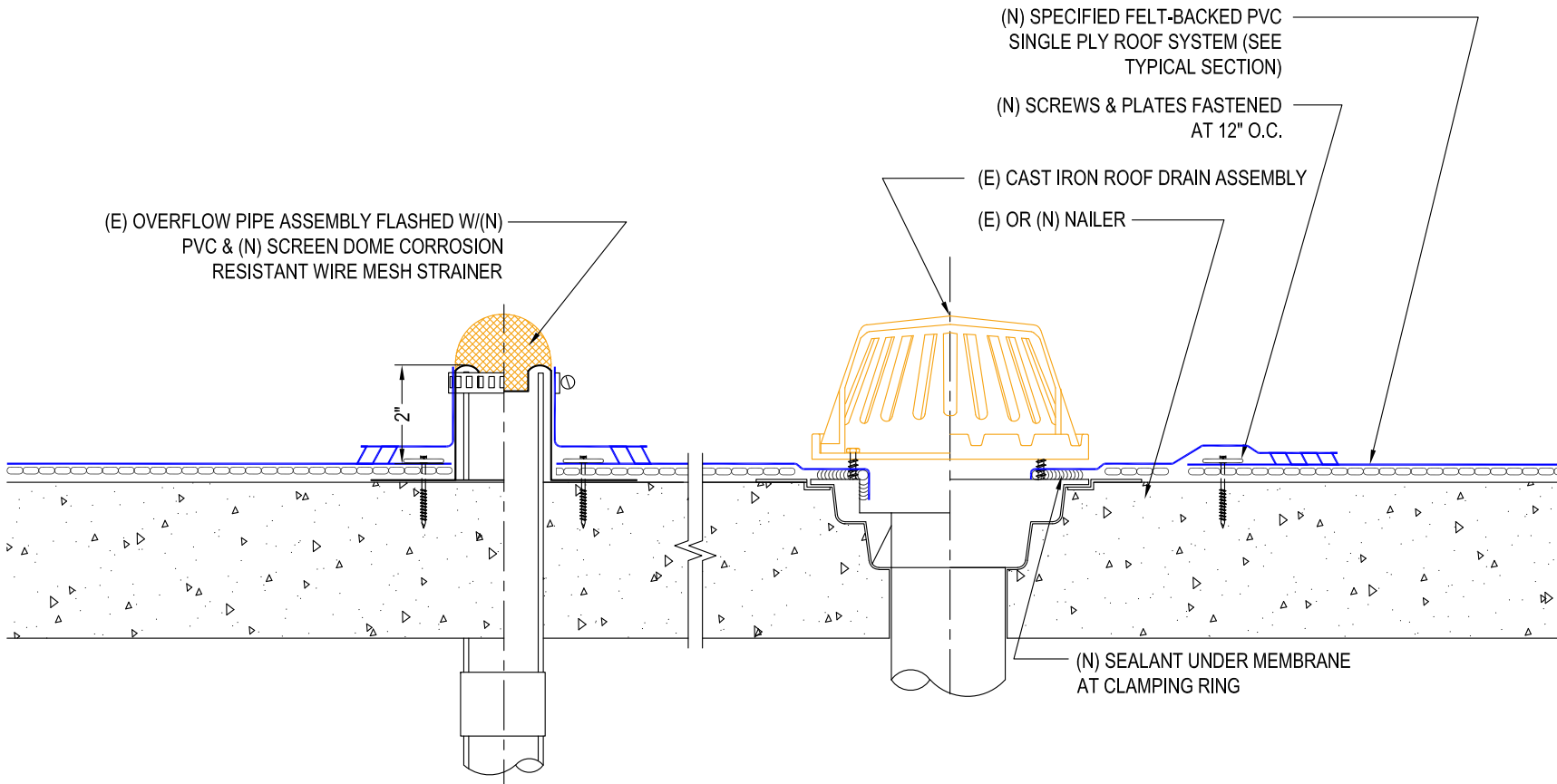
PROJECT NAME:  
**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**COUNTERFLASHING @  
STUCCO WALL**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738BF03  
SCALE: NOT TO SCALE

**NOTES:**

1. RESTORE EXISTING CAST IRON ROOF DRAIN AND NEW SCREEN DOME MESH WITH RUST INHIBITIVE PRIMER AND 2 COATS OF EXTERIOR GRADE SAFETY ORANGE ENAMEL PAINT.
2. INSPECT & REPLACE ALL BROKEN/MISSING PARTS INCLUDING DOMES, CLAMPING RINGS & BOLTS (WITH WASHERS).
3. AFTER COMPLETION OF THE NEW ROOFING SYSTEM, CONTRACTOR SHALL INSPECT AND TEST ALL ROOF DRAINS TO ASSURE THAT NO CLOGGING OF THE DRAINAGE SYSTEM IS PRESENT. THE ROOF DRAIN LEADER SHOULD BE IN SUCH CONDITION THAT THE FULL DIAMETER OF THE DRAIN LEADER IS CLEAR.
4. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS.



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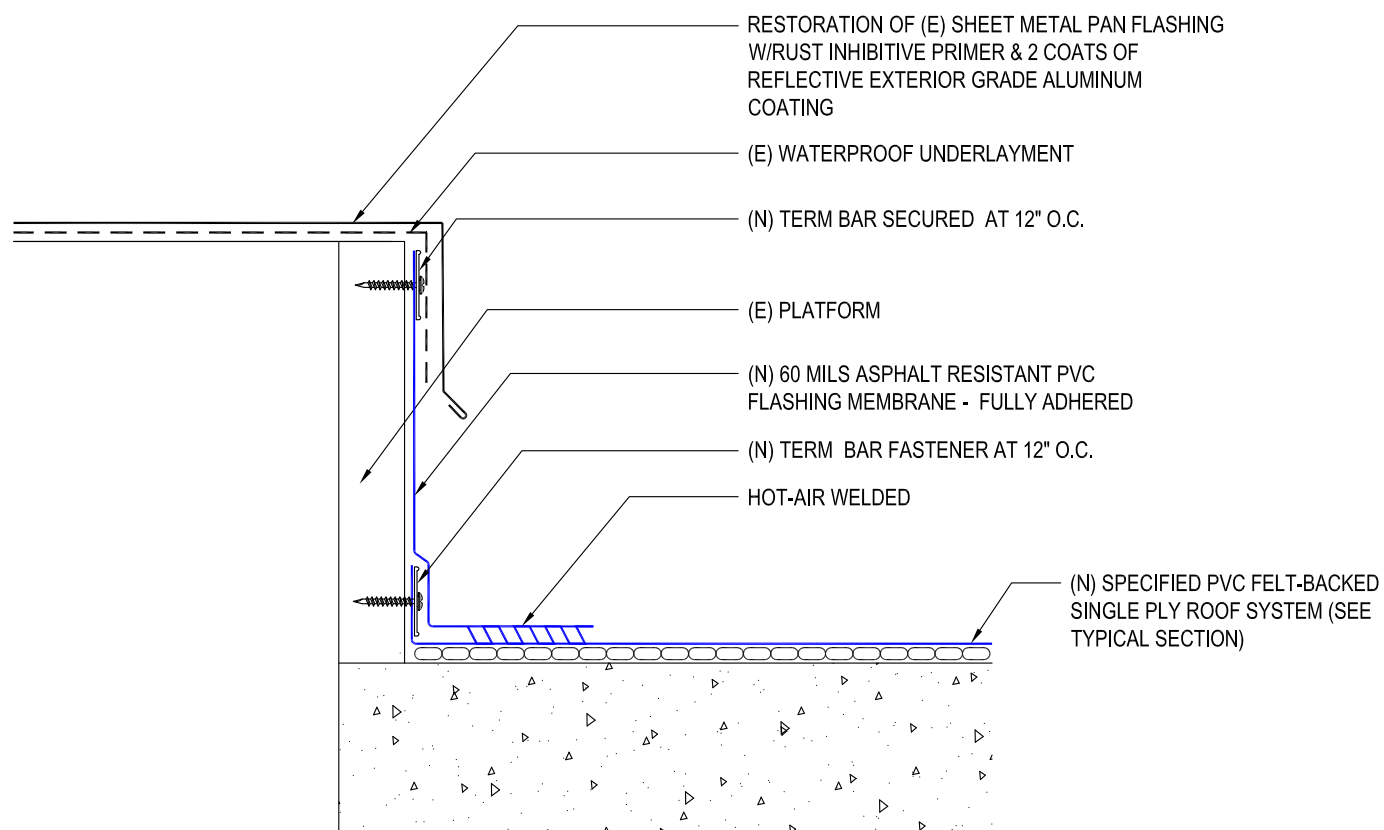
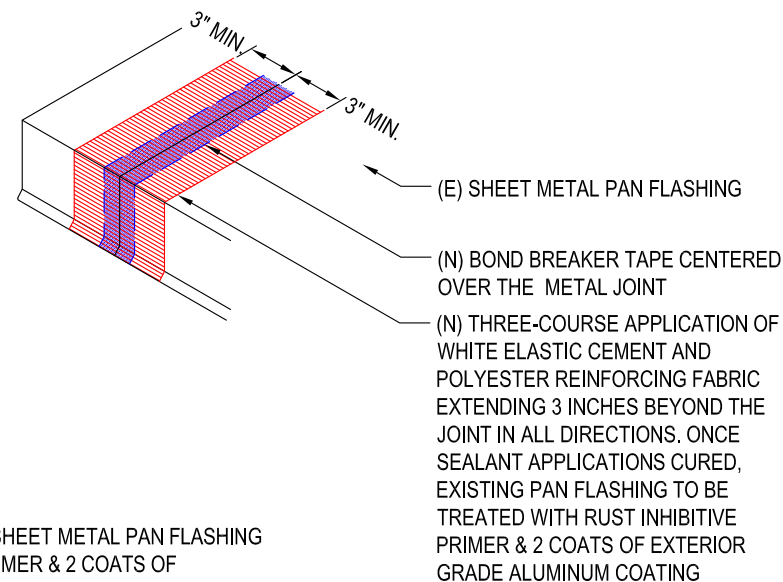
PROJECT NAME:  
**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**PRIMARY DRAIN  
W/FLASHED  
OVERFLOW PIPE**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738RD01  
SCALE: NOT TO SCALE

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PROJECT NAME:  
**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## FLASHING @ (E) PLATFORM

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

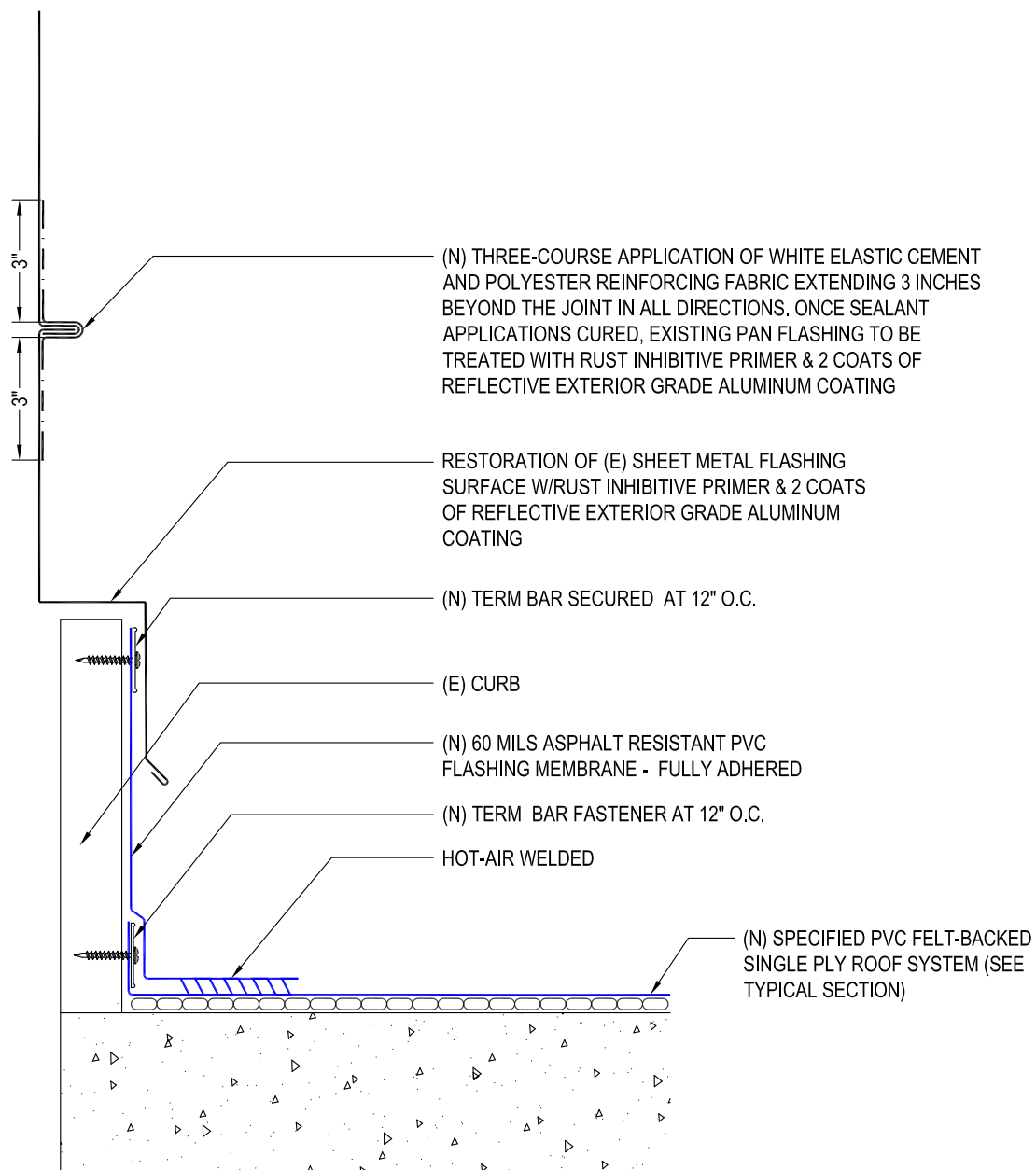
CHECKED BY: GE

CAD DRAWING NO: 6738EP01

SCALE: NOT TO SCALE

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PROJECT NAME:  
**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

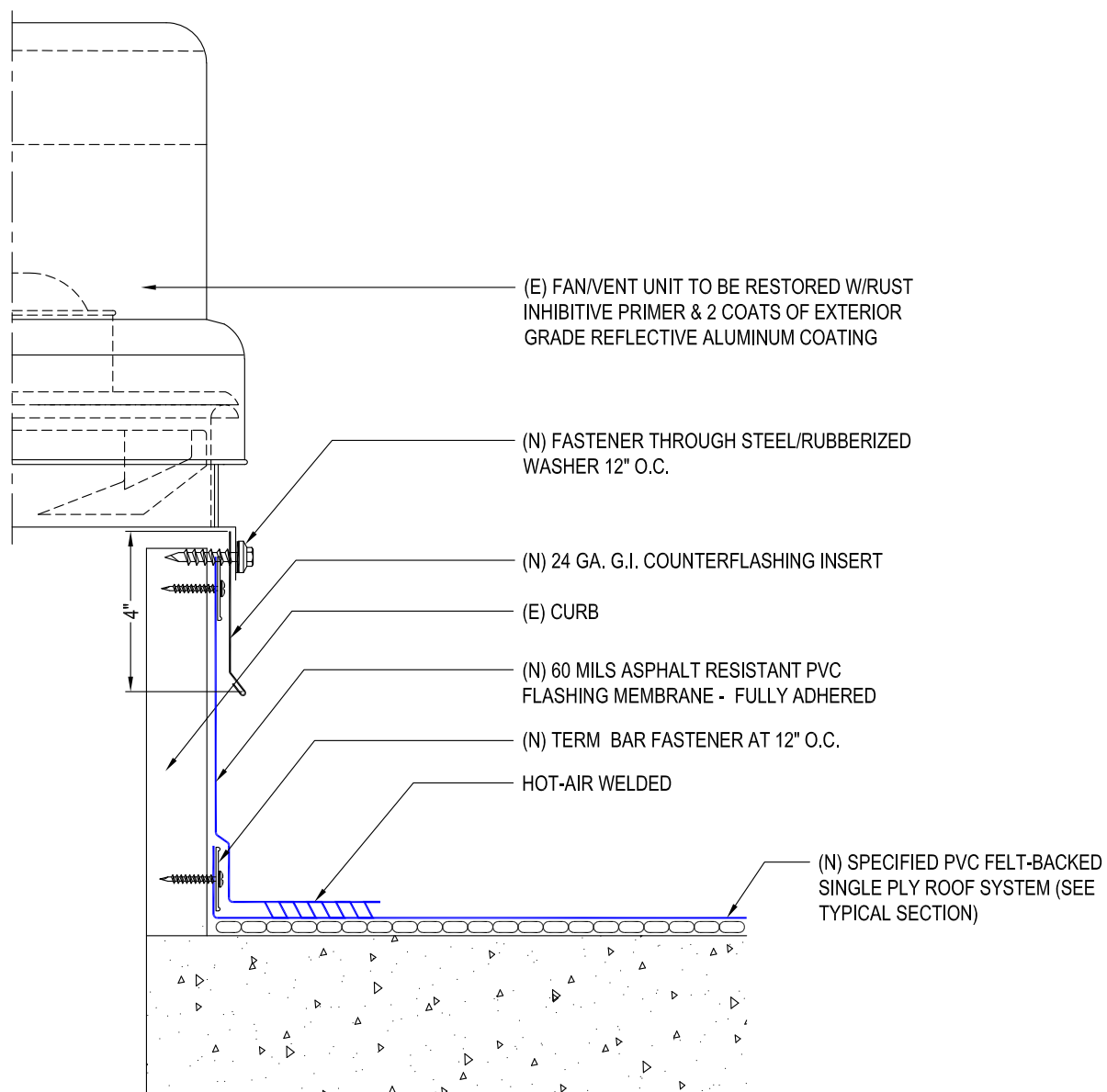
DETAIL DESCRIPTION:  
**FLASHING @ (E)  
MECHANICAL CURB**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738TC01  
SCALE: NOT TO SCALE

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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**FLASHING @ (E)  
EXHAUST VENT CURB**

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

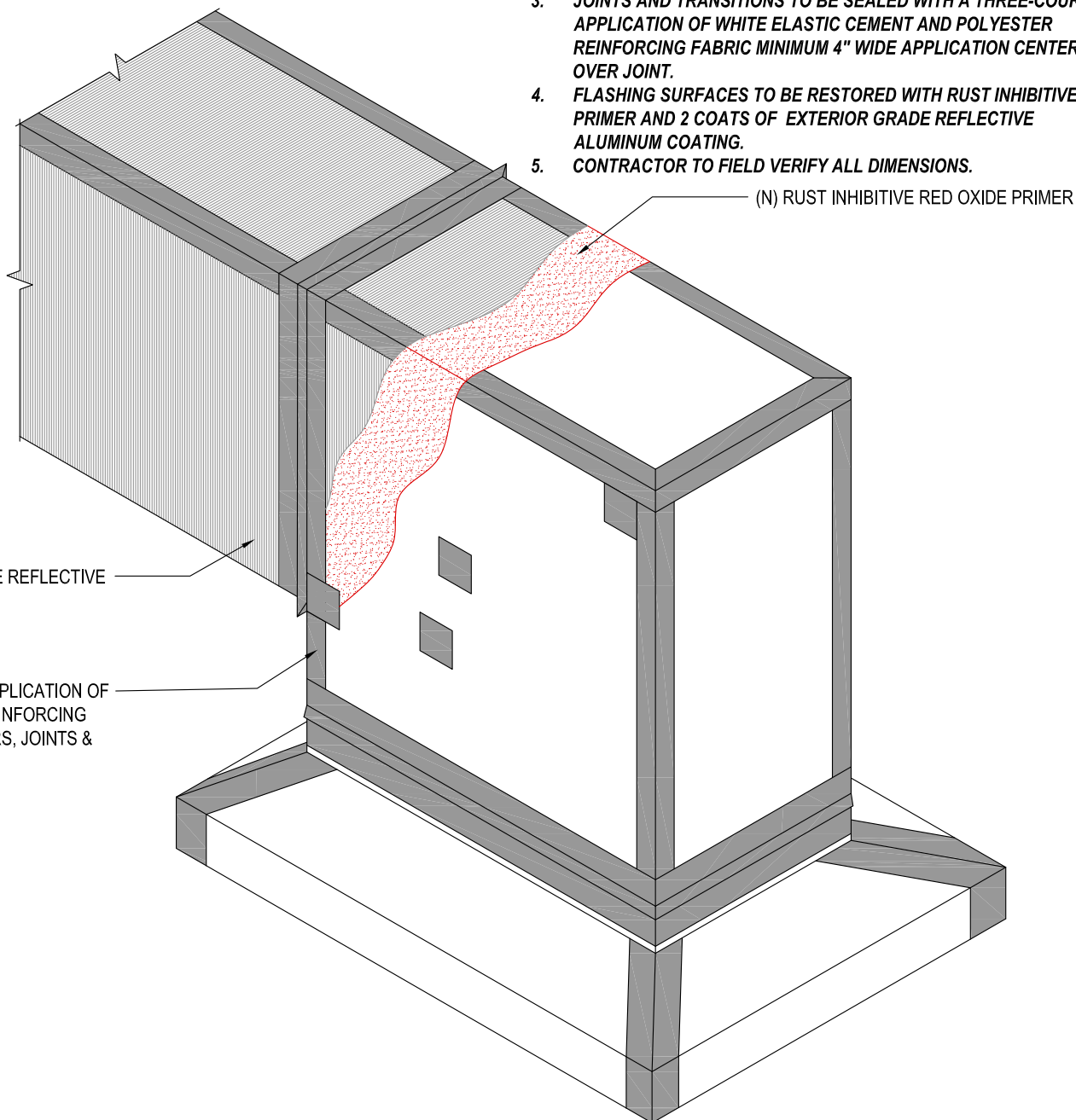
CHECKED BY: GE

CAD DRAWING NO: 6738TC02

SCALE: NOT TO SCALE

**NOTES:**

1. **ABANDONED FASTENER HOLES AND TESTING PORTS ARE TO BE RESEALED AS PART OF THIS WORK.**
2. **ALL LOOSE AND DETERIORATE SEALANT MATERIALS TO BE REMOVE AND PROPERLY DISPOSED OF.**
3. **JOINTS AND TRANSITIONS TO BE SEALED WITH A THREE-COURSE APPLICATION OF WHITE ELASTIC CEMENT AND POLYESTER REINFORCING FABRIC MINIMUM 4" WIDE APPLICATION CENTERED OVER JOINT.**
4. **FLASHING SURFACES TO BE RESTORED WITH RUST INHIBITIVE PRIMER AND 2 COATS OF EXTERIOR GRADE REFLECTIVE ALUMINUM COATING.**
5. **CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS.**



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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**

1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**TREATMENT OF (E)  
MECHANICAL DUCT  
FLASHING/JOINT**

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6738DF01

SCALE: NOT TO SCALE

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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## HEAT STACK FLASHING

IRC PROJECT NO: 00000.00

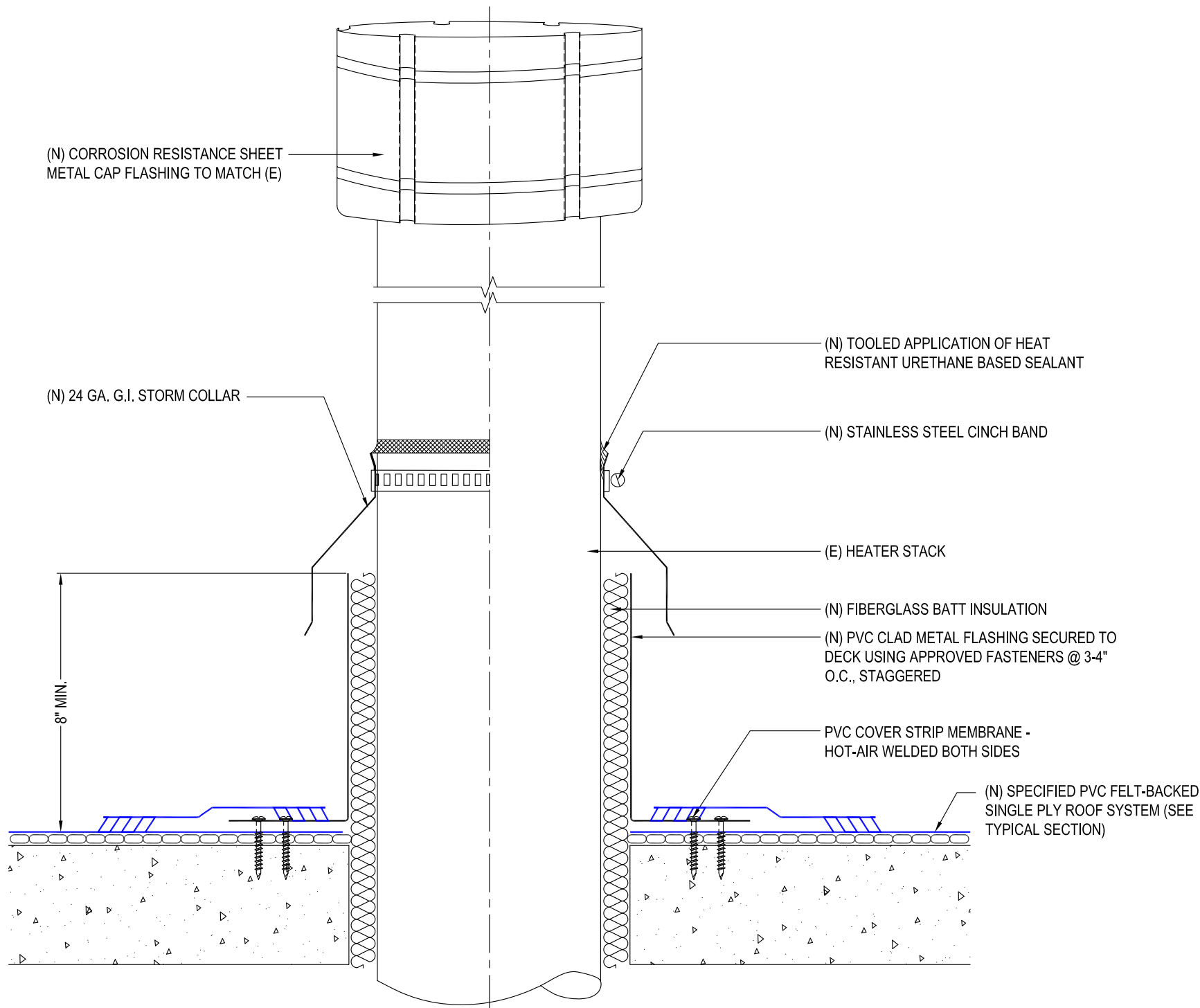
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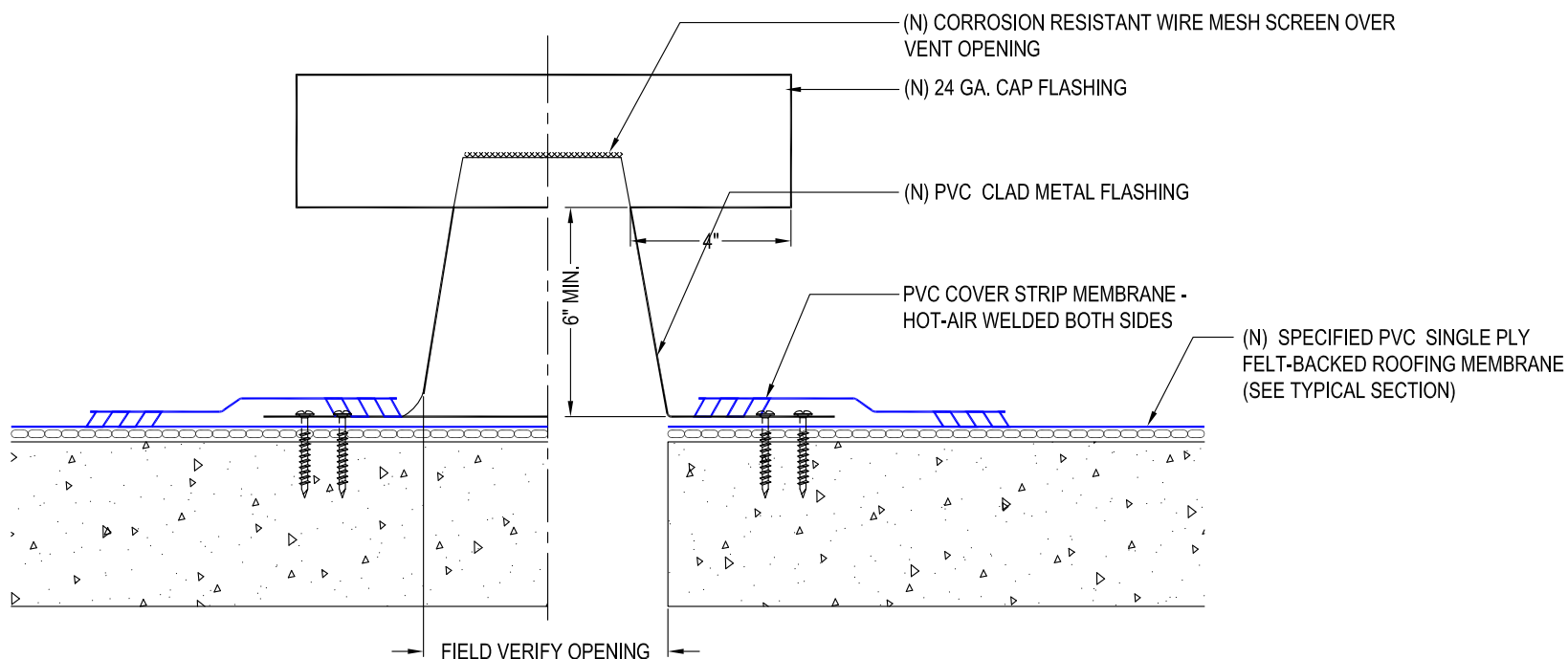
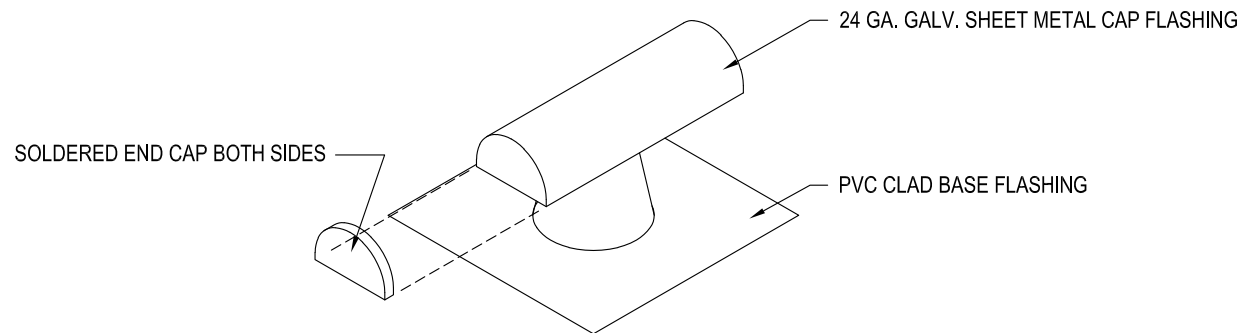
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SCALE: NOT TO SCALE



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PROJECT NAME:  
**NAKAOKA COMMUNITY CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

## T-TOP VENT FLASHING

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

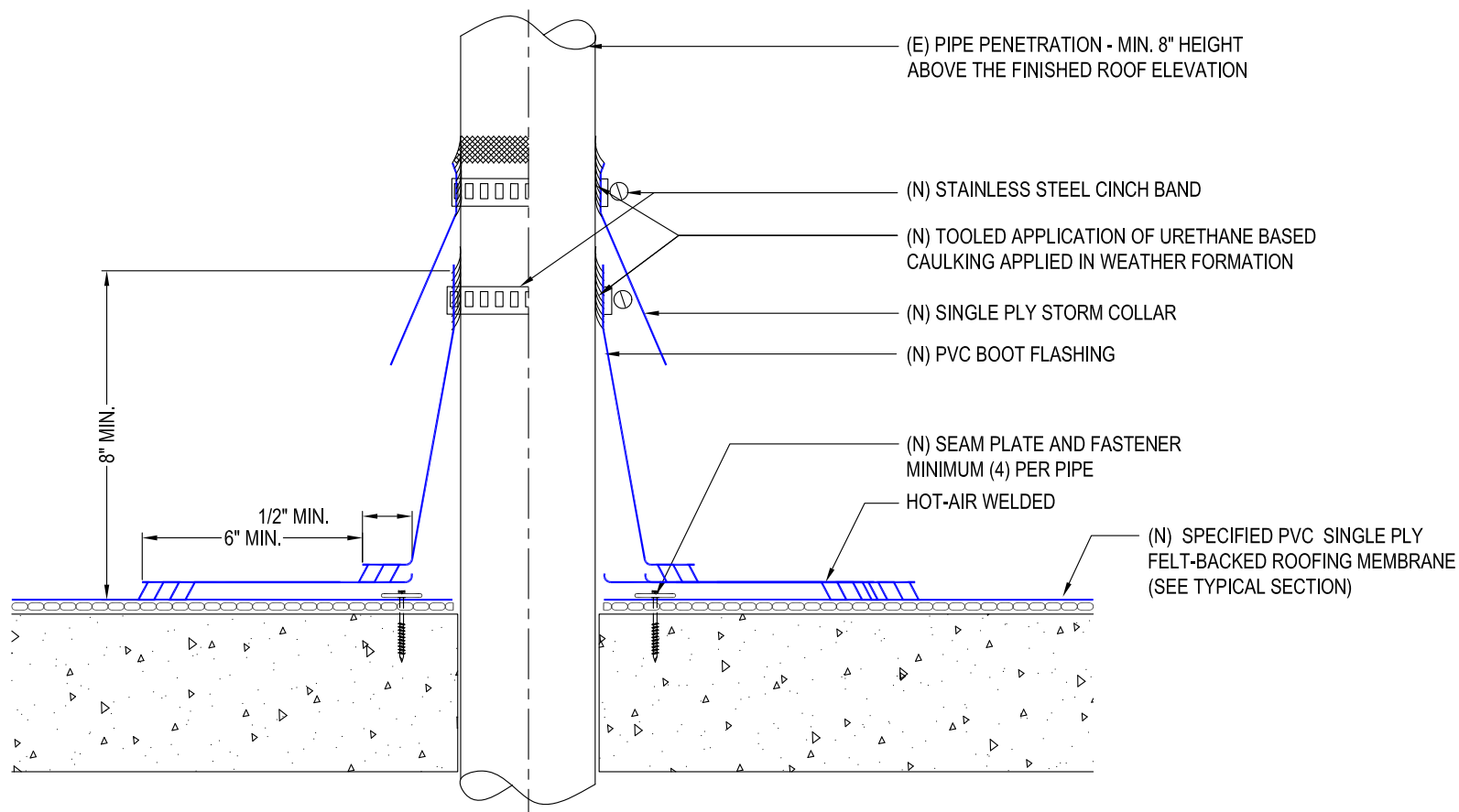
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CAD DRAWING NO: 6738FV01

SCALE: NOT TO SCALE

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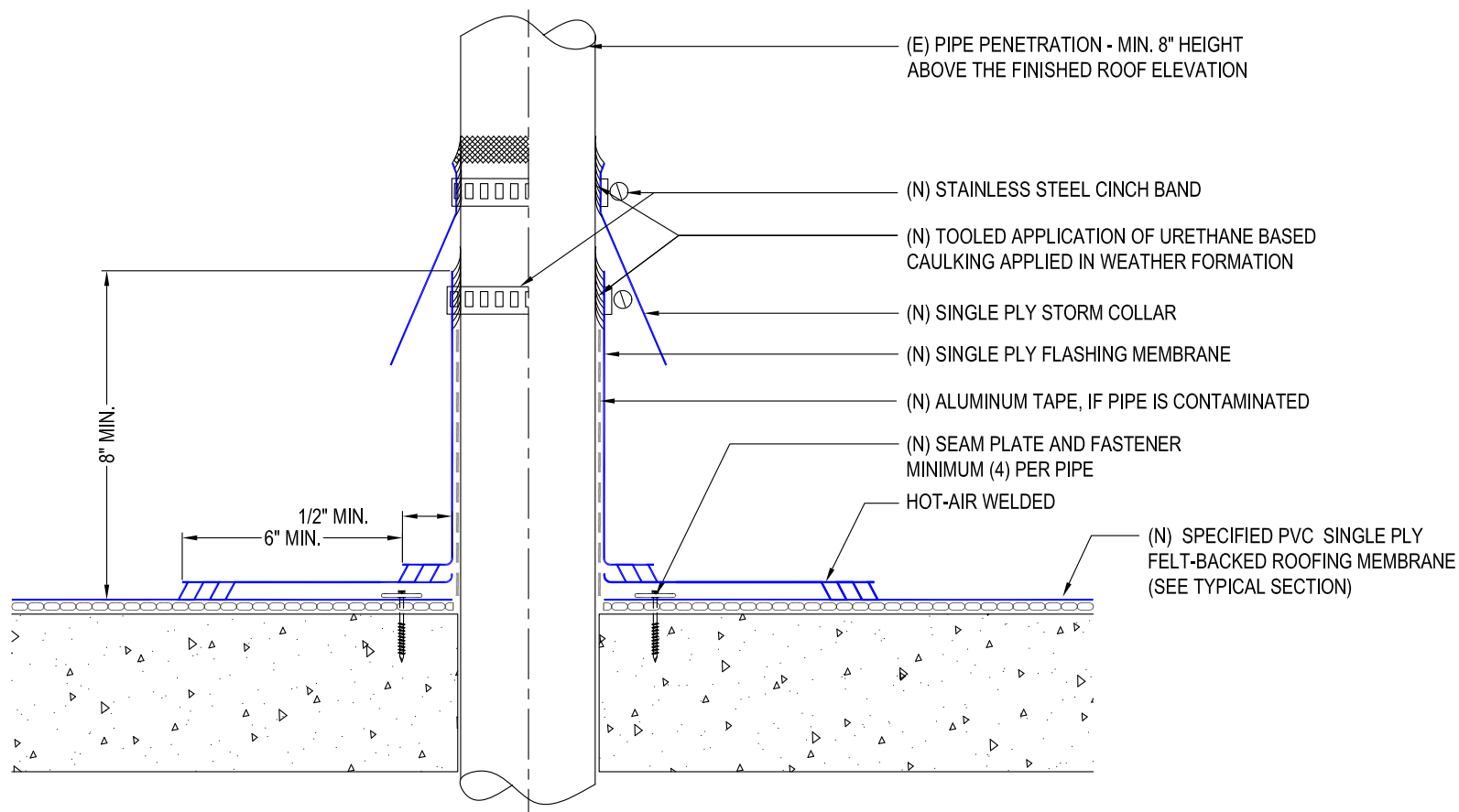
PROJECT NAME:  
**NAKAOKA COMMUNITY CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**CONE  
(PRE-FABRICATED)  
PIPE PENETRATION**

IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
CAD DRAWING NO: 6738CL01  
SCALE: NOT TO SCALE

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PROJECT NAME:  
**NAKAOKA COMMUNITY CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:  
**PIPE PENETRATION - FIELD WRAPPED**

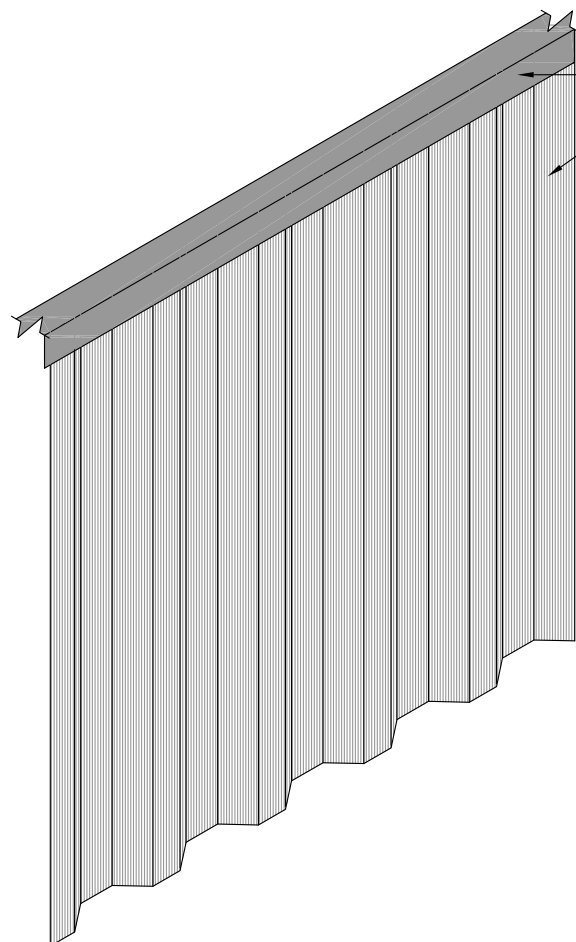
IRC PROJECT NO: 00000.00  
DATE: 01/26/21  
DRAWN BY: BN  
CHECKED BY: GE  
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SCALE: NOT TO SCALE

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## NOTES:

1. EXCESSIVE RUST IS TO BE REMOVED FROM SUPPORTS AND PANEL SURFACES BY MEANS OF MECHANICAL GRINDING.



SUPPORT & PANEL SURFACES (INTERIOR & EXTERIOR) ARE TO BE RESTORED W/RUST INHIBITIVE PRIMER & 2 COATS OF EXTERIOR GRADE REFLECTIVE ALUMINUM COATING

PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**RESTORATION OF  
SCREEN WALL**

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

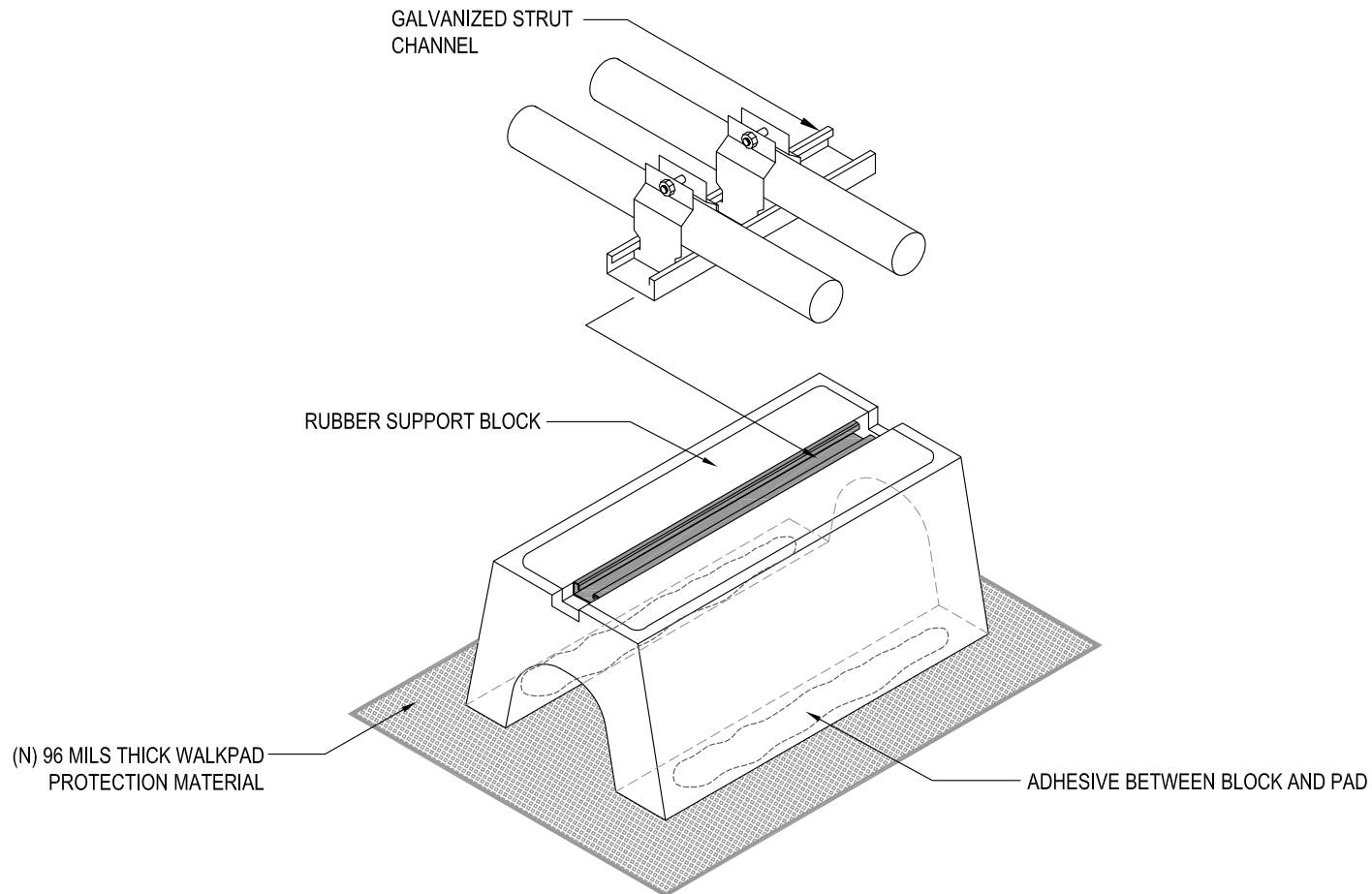
CHECKED BY: GE

CAD DRAWING NO: 6738SW01

SCALE: NOT TO SCALE

**NOTES:**

1. REFER TO SUPPORT BLOCK MANUFACTURER FOR SUPPORT SYSTEMS AND LOAD CAPACITY.
2. THE LOAD SHOULD BE CENTERED ON THE STRUT TO DISTRIBUTE THE WEIGHT EVENLY ACROSS THE ASSEMBLY.
3. PIPING SHOULD BE ATTACHED USING STANDARD STRUT CLAMPS AND ACCESSORIES.
4. FIELD VERIFY OR USE VERTICAL EXTENSION ASSEMBLY TO PROVIDE SLOPE TO DRAIN FOR CONDENSATE LINES.
5. INSTALL PROTECTION MATERIAL UNDERNEATH ALL SUPPORT BLOCKS AND ADHERE BLOCKS TO PROTECTION MATERIAL PIECES.
6. SUPPORT BLOCK TO BE SPACED AT 5'-0" O.C.



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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**PRE-FABRICATED PIPE  
SUPPORT**

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

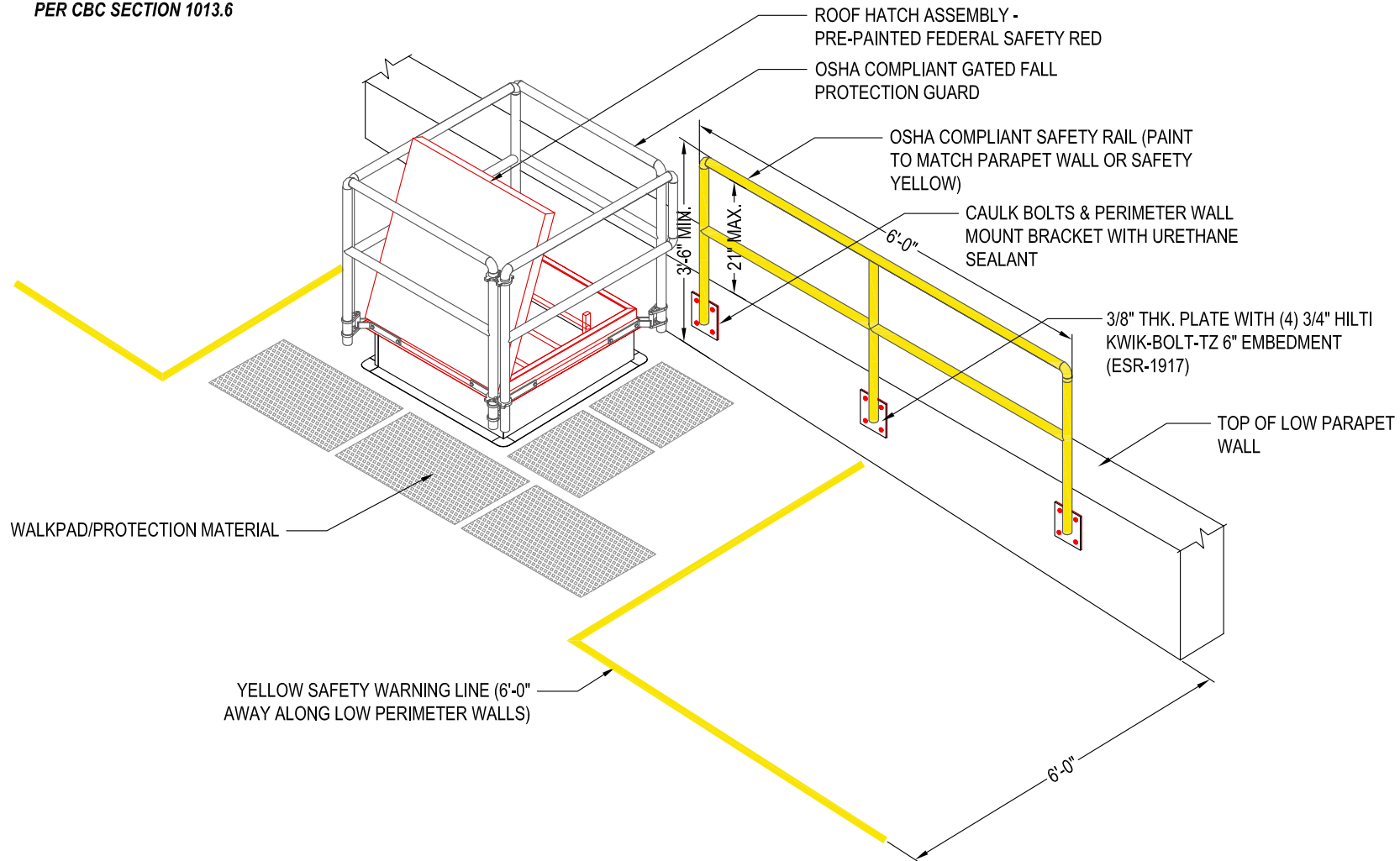
CHECKED BY: GE

CAD DRAWING NO: 6738WP01

SCALE: NOT TO SCALE

**NOTES:**

1. **PAIN**T RAIL TO MATCH PARAPET WALL OR SAFETY YELLOW.
2. **RAIL** SHALL BE DESIGNED TO PREVENT THE PASSAGE OF A 21" DIA. SPHERE PER CBC SECTION 1013.4
3. **RAIL** TO EXTEND MIN. 30" IN BOTH DIRECTIONS MEASURES FROM EDGE OF THE ROOF HATCH, PER CBC SECTION 1013.6



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PROJECT NAME:

**NAKAOKA COMMUNITY  
CENTER**  
1670 WEST 162nd STREET  
GARDENA, CA 90247

DETAIL DESCRIPTION:

**SAFETY HAND RAIL @  
ROOF HATCH &  
SAFETY WARNING  
LINE**

IRC PROJECT NO: 00000.00

DATE: 01/26/21

DRAWN BY: BN

CHECKED BY: GE

CAD DRAWING NO: 6738HR01

SCALE: NOT TO SCALE

# **APPENDIX “C”**

(Asbestos & Lead in Paint Survey Report)

CITY HALL -

(30 Pages)

NAKAOKA COMMUNITY CENTER -

(27 Pages)



February 17, 2021

Mr. Kevin Kwak  
City of Gardena  
1717 West 162<sup>nd</sup> Street  
Gardena, California 90247

**RE: Limited Asbestos and Lead Survey Report**

Gardena City Hall- Roof Area  
1700 West 162<sup>nd</sup> Street  
Gardena, California 90247

CES Project No.: 21-CGAR.01

Dear Mr. Kwak:

On January 19, 2021, CES Environmental Consultants (CES) conducted limited asbestos and lead sampling in the Roof Area of Gardena City Hall.

**Summary of Findings:**

- Asbestos-containing materials (ACMs) were detected in the samples collected. Removal of ACMs is subject to the South Coast Air Quality Management District, Rule 1403.
- Lead-containing paint was detected in the samples collected. Disturbances to these paints are subject to CAL-OSHA worker exposure requirements when disturbed for construction purposes.

**This report was prepared by:**

A handwritten signature in black ink, appearing to read 'Elmer Castro', is written over a horizontal line.

Elmer Ivan Castro  
Certified Asbestos Consultant No. 13-5074  
CDPH Lead Inspector/Risk Assessor  
CES Environmental Consultants, Inc.  
6741 Friends Avenue, Suite B  
Whittier, California 90601



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## **1.0 PROJECT INFORMATION**

Gardena City Hall- Roof Area  
1700 West 162<sup>nd</sup> Street  
Gardena, California 90247

## **2.0 INTRODUCTION AND BACKGROUND**

On January 19, 2021, CES Environmental Consultants (CES) conducted a limited asbestos and lead sampling in the Roof Area of Gardena City Hall.

The property is a City Hall Building with multiple city and council administrations conducting operations routinely throughout the week. At the time of the survey, the roof area was observed to be in good condition, there was no visible fire or structural damage observed.

## **3.0 PROJECT SURVEY**

CES representative Mr. Tyler J. Fetty, a State of California, Division of Occupational Safety and Health (DOSH), Certified Site Surveillance Technician (No.: 17-5855) and CDPH Lead Sampling Technician, working under the direction of Mr. Cesar Ruvalcaba, a State of California, DOSH Certified Asbestos Consultant (No.: 95-1799) and CDPH Lead Inspector/Risk Assessor conducted the limited sampling.

CES's objective was to conduct a survey and sampling of suspect asbestos-containing materials (ACM) and lead in paint in the areas affected. The survey included the following:

- Survey of the affected areas to locate suspect ACM and painted surfaces;
- Physical assessment of suspect ACM and painted surfaces;
- Collection of bulk samples from suspect ACM materials and painted surfaces;
- Submitted samples collected for laboratory analysis of all suspect ACM and lead paint;

## **4.0 ASBESTOS SURVEY AND SAMPLING**

### **4.1 Asbestos Laboratory Accreditation & Analytical Method**

Collected bulk samples were analyzed using polarized light microscopy (PLM) for asbestos content in accordance with the United States Environmental Protection Agency's (USEPA) *Determination of Asbestos in Bulk Building Materials: EPA/600/R-93/116, July 1993*.

The sample analysis was conducted by AIH Laboratory, an NVLAP accredited laboratory (NVLAP Lab Code 500079-0) located at 2556 West Woodland Drive in Anaheim, California 92801, Phone Number (562) 860-2201.

### **4.2 Asbestos Sampling Protocol**

The sampling was conducted using guidelines set forth in US Environmental Protection Agency (EPA) *Federal Register 40 CFR Part 763*. Based on the requirements of the EPA, (40 CFR 763), a homogeneous material is defined as "an area of surfacing material, thermal system insulation material or miscellaneous material that is uniform in color and texture." The regulation requires that a minimum number of samples be collected from each homogeneous material. If one sample in a homogeneous material is found to contain asbestos, the entire homogeneous material should be considered to be asbestos-containing.

The EPA and California Occupational Safety and Health Administration (Cal-OSHA) have defined building materials containing asbestos as follows:

- **Asbestos-Containing-Material (ACM)** – any material containing greater than 1 percent (>1%) asbestos as determined by PLM, *40 Code of Federal Regulations (CFR) Part 61, Subpart M and The South Coast Air Quality Management District (SCAQMD) Rule 1403*.
- **Asbestos-Containing-Construction-Material (ACCM)** – any material containing less than one percent (<1%) asbestos and greater than one tenth of one percent (>0.1%) asbestos by weight, *California Code of Regulations (CCR), Title 8, Section 1529*.

### 4.3 Asbestos Sample Results

**Table I: Summary of ACMs and or ACCMs**

Sample No.:	Material	Material Location	Asbestos Content	Condition	Friable	Est. Quantity
04, 05, 06	Black Roof Mastic	City Hall Roof	Chrysotile-2%	Intact	No	200 Square Feet
13, 14, 15	Silver Vent Putty	City Hall Roof (Vent areas)	Chrysotile-2%	Intact	No	200 Square Feet

**Table II: Summary of Materials Reported as None-Detected**

Sample No.:	Material	Material Location
01, 02, 03	Black/Brown Roof Core	City Hall Roof
07, 08, 09	Silver Roof Mastic	City Hall Roof
10, 11, 12	Beige Roof Mastic	City Hall Roof
16, 17, 18	Black Flashing Mastic	City Hall Roof
19, 20, 21	Black Flashing Mastic	City Hall Roof
22, 23, 24	Beige Stucco (by 1,000 point count analysis)	City Hall Roof

### 4.4 ASBESTOS RESULTS

Removal of ACMs should be conducted by a licensed asbestos abatement contractor utilizing isolation control methods and dispose of properly. Workers handling ACMs shall be asbestos trained and shall wear the appropriate personal protective equipment.

The USEPA (locally enforced by South Coast Air Quality Management District (SCAQMD), Rule 1403 requires that all asbestos materials be removed prior to any renovation or demolition activities that may impact the material. Furthermore, SCAQMD requires that damaged ACMs be removed in accordance with SCAQMD Rule 1403, Procedure 5 requirements. The USEPA recommends that a proactive, in-place management program be put in place whenever asbestos is discovered in a building. Asbestos materials that are not damaged may be managed in place with a good operations and maintenance (O&M) program.

For materials reported below the Cal-OSHA asbestos regulated level of less than <0.1% by 1,000-point count analysis, the laboratory reported "Asbestos fibers were observed in the field of view but not counted as points". Although the results are reported to be below the Cal-OSHA regulated level of <0.1% but considering that asbestos fibers were observed by the laboratory, CES recommends that any work activities which disturbs the material be conducted using appropriate worker protection and engineering controls.

## 5.0 LEAD SURVEY AND SAMPLING

Three paint samples of representative painted surface were collected during this survey.

### 5.1 Lead Paint Chip Sampling

### 5.2. Lead Laboratory Accreditation Analytical Method

Collected paint samples were analyzed by AIH Laboratory, located at 2556 West Woodland Drive, Anaheim, California 92801.

AIH is an accredited laboratory for Environmental Lead Analysis ISO/IEC 17025:2005, Lab ID# 203769. The samples were analyzed using the Modified EPA 7420 method.

### 5.3 Lead Paint Chip Sampling Protocol

Paint chip samples were collected to determine the weight percent concentration in the painted surface. Limited survey consisted of the following:

- Collection of paint chip samples down to the substrate
- Documentation of the physical condition and location of suspect materials
- Submitting paint chip samples to a laboratory for analysis on lead content
- Preparing a report of findings and conclusions.

### 5.4 Lead Paint Chip Results

- **Lead-Based Paint (LBP)**, according to, the California Department of Public Health, US Environmental Protection Agency (EPA), and US Department of Housing and Urban Development (HUD) is defined as paint or other surface coating with lead content equal to or greater than 1.0 mg/cm<sup>2</sup> of surface area using X-Ray Fluorescence (XRF) testing or 5,000 parts per million (ppm) (0.5 percent by weight) by paint chip analysis.
- **Lead-Containing Paints (LCP)** according to Cal/OSHA *Title 8 CCR, Section 1532.1(d)* are defined as paints reported with any detectable levels of lead by paint chip analysis. When disturbed for construction purposes, these surfaces are subject to Cal/OSHA exposure assessment requirements.

**Table III: Summary of LBP**

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
No LBP was detected in the samples collected						

**Table IV: Summary of LCP**

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
01	Beige	Stucco	Column	City Hall Roof (Columns at north east raised area)	3,263	Intact
02	Silver	Metal	Flashing	City Hall Roof	<300	Intact
03	Red	Metal	Flashing	City Hall Roof	<200	Intact

## 5.5 Lead Recommendations

Lead-containing paint (LCP) listed in Tables IV above, for construction purposes, workers who disturb surfaces with LCP are subject to regulation under *Title 8 CCR, Section 1532.1 (d)*. Employer who has a workplace or operation covered by this standard shall initially determine if any employee may be exposed to lead at or above the action level. The employer shall assure that no employee is exposed to lead at concentrations greater than fifty micrograms per cubic meter of air (50µg/m<sup>3</sup>) averaged over an 8-hour period. If the exposure levels are likely or exceed the Permissible Exposure levels (PEL), or if a Lead Abatement Hazard is being conducted, the work may also be subject to the California Childhood Lead Poisoning Prevention Branch regulations (Title 17, Division 1, Chapter 8) which requires certifications of workers and project supervisors.

CES recommends that engineering controls, respiratory protection and personal protective equipment be used at the start of any project that disturbs painted surfaces until compliance with 1532.1 can be documented through the use of representative air sampling data.

## 5.6 Lead Waste Disposal

For painted surfaces reported as lead-containing paints listed in Tables IV above, waste characterization sampling will be required prior to waste disposal. The waste shall be segregated into separate waste streams. A sufficient number of samples should be collected to adequately characterize the waste stream. Sample analysis will include at a minimum, Total Threshold Limit Concentration (TTLC), Soluble Threshold Limit Concentration (STLC) and Toxicity Characteristic Leaching Procedure (TCLP) to determine if waste is non-hazardous, RCRA or California hazardous waste in accordance with regulations in the state of California.

## 6.0 LIMITATIONS

The intent of this survey was to identify ACM, LBP and LCP which may have been impacted or are anticipated to be impacted by the future project and was limited ONLY to the area and materials impacted. This is a limited survey and applies only to the areas and materials tested, is not intended to be used for other areas, or materials which were not included in our scope. The survey is intended to be used for construction purposes only.

CES has applied our best effort to locate all suspect ACMs, LBP AND LCP in the areas included in our survey scope of work.

Additional suspect materials could be located between walls, in voids, or in other concealed areas previously inaccessible. If any suspect materials or painted surfaces are found which have not been represented in this report, CES recommends that work stops until those materials can be sampled for asbestos and/or lead content. Furthermore, this is a limited survey. Additional suspect materials and paints may be present outside of the affected areas sampled. Confined spaces, and areas determined by CES's personnel as unsafe to access, were not included in this survey scope of work.

CES interpreted the results provided by the laboratory analysis and compared the results to the relevant regulatory levels. We have relied on the laboratory to conduct the quality controls required for the analysis, as required to maintain their accreditation. It is our understanding that the laboratory QA/QC limits were within the acceptable levels for the samples analyzed. We will not accept any liability for loss, injury claim, or damage arising directly or indirectly from any use or reliance on this report, expressed or implied.

CES does not guarantee or warrant that the facility or workplace is safe; nor does CES's involvement in this property relieve the Client, building owner/operator or tenant of any continuing responsibility of providing a safe facility or living space.

This report was based on those conditions observed on the day the field evaluation was accomplished. In the event that changes in the nature of the property have occurred, or additional relevant information about the property is subsequently discovered, the findings contained in this report may not be valid unless these changes and additional relevant information are reviewed, and the conclusion of this report is modified and verified in writing.

Material quantities included in this report are of observed material and provided as a best estimate for information only and shall not be used as a reliable quantity by any contractor for preparing removal bids. The contractor shall be solely responsible for assessing the type, extent, and quantity of material to be removed in each area of the project in preparing each project bid.

The property owner is responsible for ensuring that the information, conclusions, and recommendations disclosed in this report are brought to the attention of all appropriate staff, contractors, regulatory agencies etc. as required.

**APPENDIX A:**

**ASBESTOS ANALYTICAL DATA/CHAIN OF CUSTODY**



# BULK ASBESTOS FIBER ANALYSIS

Point Count Method (1000 Points)



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101777  
**Samples Submitted:** 3  
**Samples Analyzed:** 3  
**Analysis Method:** EPA Method  
600/R-93/116

Laboratory Sample ID: 210177701 Client Sample ID: 22

**Sample Description:** Layer 1 of 1: Grey sandy material with green/cream paint

Note: This sample was previously analyzed for asbestos content using Polarized Light Microscopy (PLM). The concentration of asbestos content was determined using visual estimation. The sample was reported to have <1% asbestos in Layer 1 and the corresponding Lab ID is 210109722.

Slide Prep Number	1	2	3	4	5	6	7	8	Total
<b>Asbestos Points</b>	0	0	0	0	0	0	0	0	0
Non-Asbestos Points	125	125	125	125	125	125	125	125	1000
Total Points Counted	125	125	125	125	125	125	125	125	1000

Asbestos Concentration: <0.1%

**Conclusion:**This sample contains <0.1% asbestos.

**Comment:** Asbestos fibers were observed in the field of view but not counted as points.

Laboratory Sample ID: 210177702 Client Sample ID: 23

**Sample Description:** Layer 1 of 1: Grey sandy material with green/cream paint

Note: This sample was previously analyzed for asbestos content using Polarized Light Microscopy (PLM). The concentration of asbestos content was determined using visual estimation. The sample was reported to have <1% asbestos in Layer 1 and the corresponding Lab ID is 210109723.

Slide Prep Number	1	2	3	4	5	6	7	8	Total
<b>Asbestos Points</b>	0	0	0	0	0	0	0	0	0
Non-Asbestos Points	125	125	125	125	125	125	125	125	1000
Total Points Counted	125	125	125	125	125	125	125	125	1000

Asbestos Concentration: <0.1%

**Conclusion:**This sample contains <0.1% asbestos.

**Comment:** Asbestos fibers were observed in the field of view but not counted as points.



**BULK ASBESTOS FIBER ANALYSIS**

Point Count Method (1000 Points)



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101777  
**Samples Submitted:** 3  
**Samples Analyzed:** 3  
**Analysis Method:** EPA Method  
600/R-93/116

Laboratory Sample ID: 210177703

Client Sample ID: 24

**Sample Description:** Layer 1 of 1: Grey sandy material with green paint

Note: This sample was previously analyzed for asbestos content using Polarized Light Microscopy (PLM). The concentration of asbestos content was determined using visual estimation. The sample was reported to have <1% asbestos in Layer 1 and the corresponding Lab ID is 210109724.

Slide Prep Number	1	2	3	4	5	6	7	8	Total
<b>Asbestos Points</b>	0	0	0	0	0	0	0	0	0
Non-Asbestos Points	125	125	125	125	125	125	125	125	1000
Total Points Counted	125	125	125	125	125	125	125	125	1000

Asbestos Concentration: <0.1%

**Conclusion:** This sample contains <0.1% asbestos.

**Comment:** Asbestos fibers were observed in the field of view but not counted as points.

**Analyzed by:** Manar Ahmad

**Signature:**

**Date:** 02-05-2021

**Reviewed by:** Zubair Ahmed

**Signature:**

**Date:** 02-05-2021

Reporting limit is 0.1%. "<" denotes presence of asbestos below reporting limit. ND=None Detected. If the sample was not collected by AIH Laboratory then the accuracy of the results is limited by the methodology and experience of the sample collector. Clients can verify specific reporting limit requirement from local regulatory agencies. Liability limited to cost of samples analysis. This report shall not be reproduced except in full, without written approval of AIH Laboratory. It shall not be used to claim product endorsement by NVLAP or any other agency of the government. Reported results relate only to the samples tested and may not be the representative of the sample area. AIH Laboratory shall dispose of the Customer's samples 30 days after receiving the samples unless instructed to store them for an alternate period of time in writing.



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101097  
**Samples Submitted:** 24  
**Samples Analyzed:** 24  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109701**

**Client ID: 01**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic material with coating	None Detected	Glass Fibers 15%	Asphalt/Binder

**Lab ID: 210109702**

**Client ID: 02**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic material with coating	None Detected	Glass Fibers 15%	Asphalt/Binder
2.	Trace of brown fibrous material	None Detected	Cellulose 75%	Binder/Filler

**Lab ID: 210109703**

**Client ID: 03**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic material with coating	None Detected	Glass Fibers 15%	Asphalt/Binder
2.	Trace of brown fibrous material	None Detected	Cellulose 75%	Binder/Filler

**Lab ID: 210109704**

**Client ID: 04**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	Chrysotile 2%	Cellulose 5%	Asphalt/Binder

**Lab ID: 210109705**

**Client ID: 05**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic	None Detected	Cellulose 5%	Asphalt/Binder

**Lab ID: 210109706**

**Client ID: 06**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic	None Detected	Cellulose 5%	Asphalt/Binder



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101097  
**Samples Submitted:** 24  
**Samples Analyzed:** 24  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109707**

**Client ID: 07**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 2%	Asphalt/Binder

**Lab ID: 210109708**

**Client ID: 08**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 2%	Asphalt/Binder

**Lab ID: 210109709**

**Client ID: 09**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 2%	Asphalt/Binder

**Lab ID: 210109710**

**Client ID: 10**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Cream/black mastic	None Detected	Cellulose 2%	Mastic/Binder

**Lab ID: 210109711**

**Client ID: 11**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Cream/black mastic	None Detected	Cellulose 2%	Mastic/Binder

**Lab ID: 210109712**

**Client ID: 12**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Cream/black mastic	None Detected	Cellulose 2%	Mastic/Binder



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101097  
**Samples Submitted:** 24  
**Samples Analyzed:** 24  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID:** 210109713

**Client ID:** 13

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Silver/black asphaltic mastic with coating	<b>Chrysotile 2%</b>	Cellulose 5%	Asphalt/Binder

**Lab ID:** 210109714

**Client ID:** 14

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Silver/black asphaltic mastic with coating	<b>Chrysotile 2%</b>	Cellulose 5%	Asphalt/Binder

**Lab ID:** 210109715

**Client ID:** 15

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Silver/black asphaltic mastic with coating	<b>Chrysotile 2%</b>	Cellulose 5%	Asphalt/Binder

**Lab ID:** 210109716

**Client ID:** 16

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic	<b>None Detected</b>	Cellulose 3%	Asphalt/Binder

**Lab ID:** 210109717

**Client ID:** 17

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic	<b>None Detected</b>	Cellulose 3%	Asphalt/Binder

**Lab ID:** 210109718

**Client ID:** 18

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic	<b>None Detected</b>	Cellulose 3%	Asphalt/Binder



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101097  
**Samples Submitted:** 24  
**Samples Analyzed:** 24  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID:** 210109719

**Client ID:** 19

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with coating	None Detected	Cellulose 3%	Asphalt/Binder, Fine Particles

**Lab ID:** 210109720

**Client ID:** 20

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with coating	None Detected	Cellulose 3%	Asphalt/Binder, Fine Particles

**Lab ID:** 210109721

**Client ID:** 21

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with coating	None Detected	Cellulose 3%	Asphalt/Binder, Fine Particles

**Lab ID:** 210109722

**Client ID:** 22

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Grey sandy material with green/cream paint	Chrysotile <1%	None Detected	Binder/Filler, Paint

**Lab ID:** 210109723

**Client ID:** 23

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Grey sandy material with green/cream paint	Chrysotile <1%	None Detected	Binder/Filler, Paint

**Lab ID:** 210109724

**Client ID:** 24

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Grey sandy material with green paint	Chrysotile <1%	None Detected	Binder/Filler, Paint



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.01  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101097  
**Samples Submitted:** 24  
**Samples Analyzed:** 24  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Analyzed by:** Hanaa Armanious

**Signature:**

**Date:** 01-27-2021

**Reviewed by:** Zubair Ahmed

**Signature:**

**Date:** 01-27-2021

Reporting limit is 1%. If the sample was not collected by AIH Laboratory then the accuracy of the results is limited by the methodology and experience of the sample collector. Clients can verify specific reporting limit requirement from local regulatory agencies. Liability limited to cost of samples analysis. This report shall not be reproduced except in full, without written approval of AIH Laboratory. It shall not be used to claim product endorsement by NVLAP or any other agency of the government. Reported results relate only to the samples tested and may not be the representative of the sample area. AIH Laboratory shall dispose of the Customer's samples 30 days after receiving the samples unless instructed to store them for an alternate period of time in writing.





BULK SAMPLE INVENTORY AND COC-ASBESTOS

Client: City of Gardena Project Location: Roof of City Hall  
 Inspector: Tyler Fetty Address: Gardena, CA  
 Date: Jan 19, 2021 Project Number Z1-CGAR.01

Sample #	Material Sampled	Sample Location	Material Location	Est. Qty	Friable	Condition
01	Black/Brown Roof Core Sample	City Hall Roof East Side	Floor for Roof	~10,000ft	Yes	Good
02	↓	Center	↓	↓	↓	↓
03	↓	N.W. Side	↓	↓	↓	↓
04	Black Roof Mastic	N.W. Side	Several Areas on Roof	~200ft	No	Good
05	↓	North Side	↓	↓	↓	↓
06	↓	East side	↓	↓	↓	↓
07	Silver Roof Mastic	S.W. Side	Several Areas on Roof	~200ft	No	Good
08	↓	N.W. Side	↓	↓	↓	↓
09	↓	S.E. Side	↓	↓	↓	↓
10	Beige Roof Mastic	West Side	Several Areas on Roof	~200ft	No	Good
11	↓	South Side	↓	↓	↓	↓
12	↓	N.W. Side	↓	↓	↓	↓
13	Vent Putty Silver	N.W. Side	Mastic Sealing Opening in	~200ft	No	Good
14	↓	West Side	Roof to Vents	↓	↓	↓
15	↓	East Side	↓	↓	↓	↓

CHAIN OF CUSTODY

Requested Analysis: PLM

Turnaround

3 days

Relinquished by: Tyler Fetty

Date and Time:

Jan 22, 2021

Received by: Ryan Small

Date and Time:

1/22/2021 2:00p



ENVIRONMENTAL CONSULTANTS

**BULK SAMPLE INVENTORY AND COC-ASBESTOS**

Client: See Front Project Location: \_\_\_\_\_  
 Inspector: See Front Address: \_\_\_\_\_  
 Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Sample #	Material Sampled	Sample Location	Material Location	Est. Qty	Friable	Condition
16	Black Flashing Mastic	City Hall Roof N.E. Flashing	Flashing Mastic for Roof in	~200 <sup>2</sup> ft	No	Good
17	↓	↓	South Flashing Parts	↓	↓	↓
18	↓	↓	North Flashing W.	↓	↓	↓
19	Beige Flashing Mastic	S.W. Flashing	Flashing Mastic for Roof	~400 <sup>2</sup> ft	No	Good
20	↓	↓	West Flashing in Parts	↓	↓	↓
21	↓	↓	S.E. Flashing	↓	↓	↓
22	Beige Stucco Columns & Ceiling	N.E. Column S.W.	Columns & Ceiling for N.E.	~250 <sup>2</sup> ft	No	Good
23	↓	↓	N.E. Column N.E.	↓	↓	↓
24	↓	↓	N.E. Side Ceiling	↓	↓	↓

CHAIN OF CUSTODY

Requested Analysis: PLM Turnaround: 3 days  
 Relinquished by: Tyler Fetty Date and Time: Jan 22, 2021  
 Received by: Ryan Small Date and Time: 1/22/2021 2:20p

**APPENDIX B:**

**LEAD PAINT CHIP LABORATORY ANALYSIS / CHAIN OF CUSTODY /  
CDPH FORM 8552**



# Analysis Report

## Total Lead (Pb)

**Client:** CES Environmental Consultants, Inc  
**Address:** 6741 Friends Avenue, Suite B, Whittier, CA 90601

**Report Status:** Final Report

**Lab Batch #:** 2101099

**Matrix:** Paint

**Method:** EPA 7000B

**Project Manager:** Cesar Ruvalcaba

**Samples Submitted:** 3

**Project #:** 21-CGAR.01

**Samples Analyzed:** 3

**Project Location:** Gardena, CA

**Bench Run No:** 55655

Lab ID	Client Sample ID	Sample Weight (g)	RL in percent	Results in mg/kg	Results in percent
210109901	01	0.1012	0.02	3263	0.33
210109902	02	0.0646	0.03	<300	<0.03
210109903	03	0.1011	0.02	<200	<0.02

Sampled By: Client

**Analyzed by:** Watit Sontising

**Signature:** 

**Date:** 01-25-2021

**Reviewed by:** Watit Sontising

**Signature:** 

**Date:** 01-25-2021

Notes:  
Units: mg/kg = milligrams per kilogram; percent = milligrams per kilogram/10000  
RL = Reporting limit; "<" = below the reporting limit; mg/kg = ppm  
Samples were prepared in accordance with EPA 3050B and analyzed with **EPA 7420** unless stated otherwise. Condition of all samples and method QC results are acceptable unless stated otherwise. Reported results relate only to the samples tested and may not be the representative of the sample area.  
AIHA LAP, LLC Accredited Laboratory for Environmental Lead Laboratory ISO/IEC 17025:2005, Lab ID# 203769





## LEAD HAZARD EVALUATION REPORT

**Section 1 – Date of Lead Hazard Evaluation** 1.19.2021

**Section 2 – Type of Lead Hazard Evaluation (Check one box only)**
 Lead Inspection     Risk assessment     Clearance Inspection     Other (specify) \_\_\_\_\_

**Section 3 – Structure Where Lead Hazard Evaluation Was Conducted**


Address [number, street, apartment (if applicable)] 1700 West 162nd Street		City Gardena	County Los Angeles	Zip Code 90247
Construction date (year) of structure  	Type of structure <input type="checkbox"/> Multi-unit building <input type="checkbox"/> School or daycare <input type="checkbox"/> Single family dwelling <input checked="" type="checkbox"/> Other Court		Children living in structure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know	

**Section 4 – Owner of Structure (if business/agency, list contact person)**

Name City of Gardena		Telephone number 310-217-9643		
Address [number, street, apartment (if applicable)] 1717 West 162nd Street		City Gardena	State California	Zip Code 90247

**Section 5 – Results of Lead Hazard Evaluation (check all that apply)**
 No lead-based paint detected     Intact lead-based paint detected     Deteriorated lead-based paint detected  
 No lead hazards detected     Lead-contaminated dust found     Lead-contaminated soil found     Other \_\_\_\_\_

**Section 6 – Individual Conducting Lead Hazard Evaluation**

Name Tyler J. Fetty/Elmer Ivan Castro		Telephone number 323-399-3875		
Address [number, street, apartment (if applicable)] 6741 Friends Ave		City Whittier	State California	Zip Code 90601
CDPH certification number LRC-00004617	Signature 			Date 1.19.2021

 Name and CDPH certification number of any other individuals conducting sampling or testing (if applicable)
   
 \_\_\_\_\_

**Section 7 – Attachments**

- A. A foundation diagram or sketch of the structure indicating the specific locations of each lead hazard or presence of lead-based paint;
- B. Each testing method, device, and sampling procedure used;
- C. All data collected, including quality control data, laboratory results, including laboratory name, address, and phone number.

First copy and attachments retained by inspector

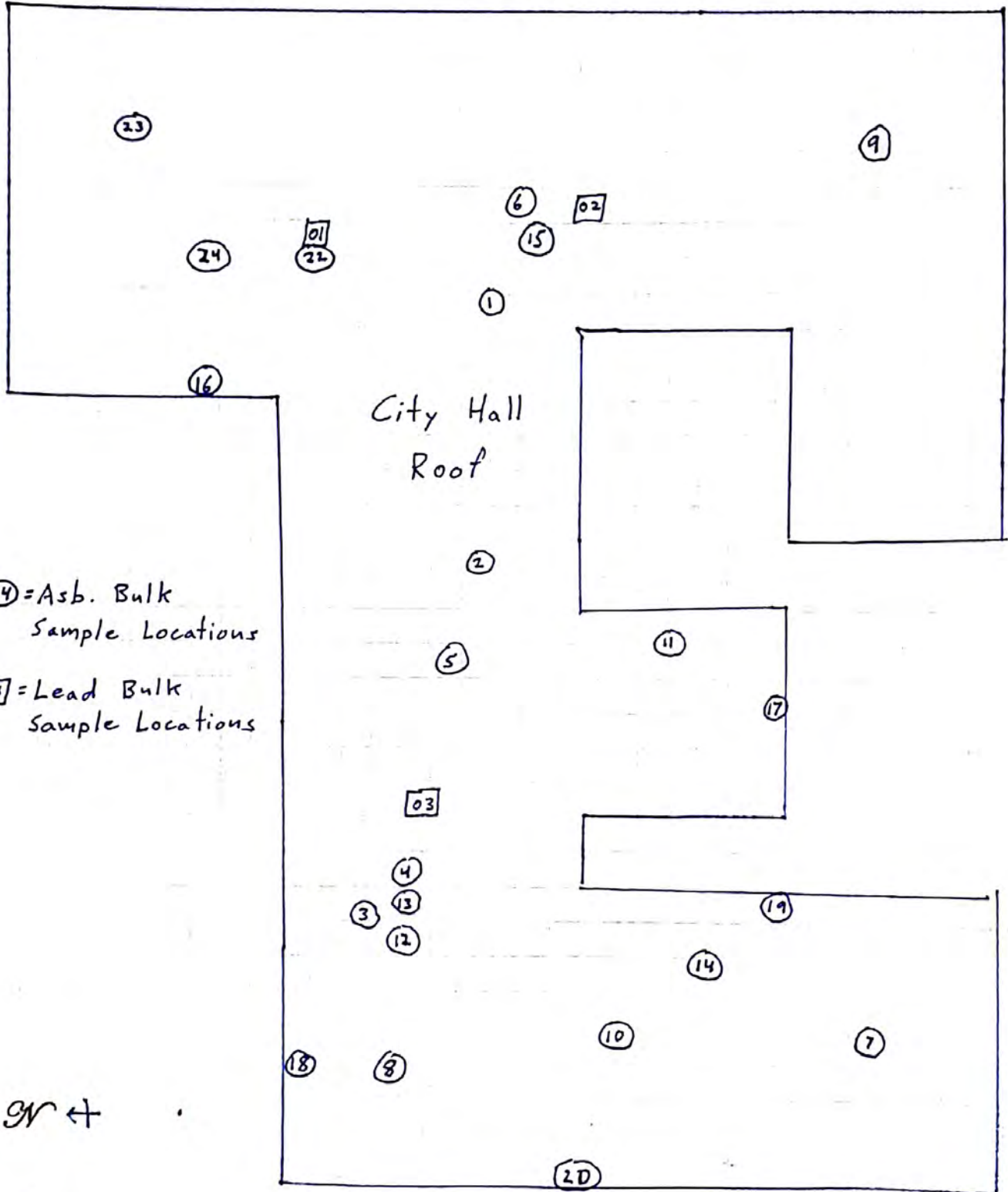
Second copy and attachments retained by owner

Third copy only (no attachments) mailed or faxed to:

 California Department of Public Health  
 Childhood Lead Poisoning Prevention Branch Reports  
 850 Marina Bay Parkway, Building P, Third Floor  
 Richmond, CA 94804-6403  
 Fax: (510) 620-5656

**APPENDIX C:**  
**SAMPLE DIAGRAM**

Client: City of Gardena	Technician: Tyler Fetty	
Project Name: Roof City Hall	Project Number: 21-CGAR.01	
Project Address: Gardena, CA	Date: Jan 19, 2021	SWO Number:



**APPENDIX D:**  
**INSPECTOR CERTIFICATIONS**



STATE OF CALIFORNIA  
DEPARTMENT OF PUBLIC HEALTH



# LEAD-RELATED CONSTRUCTION CERTIFICATE

INDIVIDUAL:	CERTIFICATE TYPE:	NUMBER:	EXPIRATION DATE:
	Lead Inspector/Assessor	LRC-00003922	1/16/2022
<b>Cesar Ruvalcaba</b>	Lead Project Monitor	LRC-00003921	1/16/2022

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Asbestos Consultant**

**Cesar Ruvalcaba**

Name

**Certification No. 95-1799**

**Expires on 10/27/21**

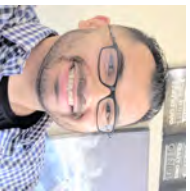


This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



# LEAD-RELATED CONSTRUCTION CERTIFICATE

**INDIVIDUAL:**



**Elmer Castro**

**CERTIFICATE TYPE:**

Lead Inspector/Assessor

**NUMBER:**

LRC-00005741

**EXPIRATION DATE:**

4/11/2021

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Asbestos Consultant**

**Elmer I Castro**

Name

Certification No. **13-5074**

Expires on **07/17/21**



This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



# LEAD-RELATED CONSTRUCTION CERTIFICATE

**INDIVIDUAL:**



**Tyler Fetty**

**CERTIFICATE TYPE:**

Lead Sampling Technician

**NUMBER:**

LRC-00004617

**EXPIRATION DATE:**

1/30/2021

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Site Surveillance Technician**

**Tyler J Fetty**

Name



Certification No. 17-5855

Expires on 02/15/21

This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



February 5, 2021 (Revised)

Mr. Kevin Kwak  
City of Gardena  
1717 West 162<sup>nd</sup> Street  
Gardena, California 90247

**RE: Limited Asbestos and Lead Survey Report**

Nakaoka Community Center- Roof Area  
1670 West 162<sup>nd</sup> Street  
Gardena, California 90247

CES Project No.: 21-CGAR.02

Dear Mr. Kwak:

On January 19, 2021, CES Environmental Consultants (CES) conducted limited asbestos and lead sampling in the Roof Area of the Nakaoka Community Center.

**Summary of Findings:**

- Asbestos-containing materials were detected in the samples collected. Removal of ACMs is subject to the South Coast Air Quality Management District, Rule 1403.
- Lead-containing paint was detected in the samples collected. Disturbances to these paints are subject to CAL-OSHA worker exposure requirements when disturbed for construction purposes.

**This report was prepared by:**

A handwritten signature in black ink, appearing to read "Elmer Castro", is written over a horizontal line.

Elmer Ivan Castro  
Certified Asbestos Consultant No. 13-5074  
CDPH Lead Inspector/Risk Assessor  
CES Environmental Consultants, Inc.  
6741 Friends Avenue, Suite B  
Whittier, California 90601



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## **1.0 PROJECT INFORMATION**

Nakaoka Community Center- Roof Area  
1670 West 162<sup>nd</sup> Street  
Gardena, California 90247

## **2.0 INTRODUCTION AND BACKGROUND**

On January 19, 2021, CES Environmental Consultants (CES) conducted limited asbestos and lead sampling in the Roof Area of the Nakaoka Community Center building.

The property is a community center building used for events and gatherings. At the time of the survey, the roof area was observed to be in good condition, there was no visible fire or structural damage observed.

## **3.0 PROJECT SURVEY**

CES representative Mr. Tyler J. Fetty, a State of California, Division of Occupational Safety and Health (DOSH), Certified Site Surveillance Technician (No.: 17-5855) and CDPH Lead Sampling Technician, working under the direction of Mr. Cesar Ruvalcaba, a State of California, DOSH Certified Asbestos Consultant (No.: 95-1799) and CDPH Lead Inspector/Risk Assessor conducted the limited sampling.

CES's objective was to conduct a survey and sampling of suspect asbestos-containing materials (ACM) and lead in paint of roofing materials only. The survey included the following:

- Survey of the affected areas to locate suspect ACM and painted surfaces;
- Physical assessment of suspect ACM and painted surfaces;
- Collection of bulk samples from suspect ACM materials and painted surfaces;
- Submitted samples collected for laboratory analysis of all suspect ACM and lead paint;

## **4.0 ASBESTOS SURVEY AND SAMPLING**

### **4.1 Asbestos Laboratory Accreditation & Analytical Method**

Collected bulk samples were analyzed using polarized light microscopy (PLM) for asbestos content in accordance with the United States Environmental Protection Agency's (USEPA) *Determination of Asbestos in Bulk Building Materials: EPA/600/R-93/116, July 1993*.

The sample analysis was conducted by AIH Laboratory, an NVLAP accredited laboratory (NVLAP Lab Code 500079-0) located at 2556 West Woodland Drive in Anaheim, California 92801, Phone Number (562) 860-2201.

### **4.2 Asbestos Sampling Protocol**

The sampling was conducted using guidelines set forth in US Environmental Protection Agency (EPA) *Federal Register 40 CFR Part 763*. Based on the requirements of the EPA, (40 CFR 763), a homogeneous material is defined as "an area of surfacing material, thermal system insulation material or miscellaneous material that is uniform in color and texture." The regulation requires that a minimum number of samples be collected from each homogeneous material. If one sample in a homogeneous material is found to contain asbestos, the entire homogeneous material should be considered to be asbestos- containing.

The EPA and California Occupational Safety and Health Administration (Cal-OSHA) have defined building materials containing asbestos as follows:

- **Asbestos-Containing-Material (ACM)** – any material containing greater than 1 percent (>1%) asbestos as determined by PLM, *40 Code of Federal Regulations (CFR) Part 61, Subpart M and The South Coast Air Quality Management District (SCAQMD) Rule 1403.*
- **Asbestos-Containing-Construction-Material (ACCM)** – any material containing less than one percent (<1%) asbestos and greater than one tenth of one percent (>0.1%) asbestos by weight, *California Code of Regulations (CCR), Title 8, Section 1529.*

#### 4.3 Asbestos Sample Results

**Table I: Summary of ACMs**

Sample No.:	Material	Material Location	Asbestos Content	Condition	Friable	Est. Quantity
16, 17, 18	HVAC Silver Tape	Nakaoka Community Center Roof (At lower portion)	Chrysotile-2%	Intact	No	100 Square Feet

**Table II: Summary of Materials Reported as None-Detected**

Sample No.:	Material	Material Location
01, 02, 03	Black/White Roof Core	Nakaoka Community Center Roof
04, 05, 06	Silver Roof Mastic	Nakaoka Community Center Roof
07, 08, 09	Beige Roof Mastic	Nakaoka Community Center Roof
10, 11, 12	Silver Flashing Mastic	Nakaoka Community Center Roof
13, 14, 15	Roofing material on White Parapet Wall	Nakaoka Community Center Roof

#### 4.4 ASBESTOS RESULTS

Removal of ACMs should be conducted by a licensed asbestos abatement contractor utilizing isolation control methods and dispose of properly. Workers handling ACMs shall be asbestos trained and shall wear the appropriate personal protective equipment.

The USEPA (locally enforced by South Coast Air Quality Management District (SCAQMD), Rule 1403 requires that all asbestos materials be removed prior to any renovation or demolition activities that may impact the material. Furthermore, SCAQMD requires that damaged ACMs be removed in accordance with SCAQMD Rule 1403, Procedure 5 requirements. The USEPA recommends that a proactive, in-place management program be put in place whenever asbestos is discovered in a building. Asbestos materials that are not damaged may be managed in place with a good operations and maintenance (O&M) program.

#### 5.0 LEAD SURVEY AND SAMPLING

Two paint samples of representative painted surface were collected during this survey.

##### 5.1 Lead Paint Chip Sampling

##### 5.2. Lead Laboratory Accreditation Analytical Method

Collected paint samples were analyzed by AIH Laboratory, located at 2556 West Woodland Drive, Anaheim, California 92801.

AIH is an accredited laboratory for Environmental Lead Analysis ISO/IEC 17025:2005, Lab ID# 203769. The samples were analyzed using the Modified EPA 7420 method.

### 5.3 Lead Paint Chip Sampling Protocol

Paint chip samples were collected to determine the weight percent concentration in the painted surface. Limited survey consisted of the following:

- Collection of paint chip samples down to the substrate
- Documentation of the physical condition and location of suspect materials
- Submitting paint chip samples to a laboratory for analysis on lead content
- Preparing a report of findings and conclusions.

### 5.4 Lead Paint Chip Results

- **Lead-Based Paint (LBP)**, according to, the California Department of Public Health, US Environmental Protection Agency (EPA), and US Department of Housing and Urban Development (HUD) is defined as paint or other surface coating with lead content equal to or greater than 1.0 mg/cm<sup>2</sup> of surface area using X-Ray Fluorescence (XRF) testing or 5,000 parts per million (ppm) (0.5 percent by weight) by paint chip analysis.
- **Lead-Containing Paints (LCP)** according to Cal/OSHA *Title 8 CCR, Section 1532.1(d)* are defined as paints reported with any detectable levels of lead by paint chip analysis. When disturbed for construction purposes, these surfaces are subject to Cal/OSHA exposure assessment requirements.

**Table III: Summary of LBP**

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
No LBP was detected in the samples collected						

**Table IV: Summary of LCP**

Sample No.	Color	Substrate	Component	Location	Level of Lead (ppm)	Condition
01	Silver	Metal	Flashing	Painted metal flashings on North half of the Building on parapet wall	247	Intact
02	Beige	Metal	Flashing	Painted metal flashings on South half of the Building on parapet wall	<200	Intact

### 5.5 Lead Recommendations

Lead-containing paint (LCP) listed in Tables IV above, for construction purposes, workers who disturb surfaces with LCP are subject to regulation under *Title 8 CCR, Section 1532.1 (d)*. Employer who has a workplace or operation covered by this standard shall initially determine if any employee may be exposed to lead at or above the action level. The employer shall assure that no employee is exposed to lead at concentrations greater than fifty micrograms per cubic meter of air (50µg/m<sup>3</sup>) averaged over an 8-hour period. If the exposure levels are likely or exceed the Permissible Exposure levels (PEL), or if a Lead Abatement Hazard is being conducted, the work may also be subject to the California Childhood Lead Poisoning Prevention Branch regulations (Title 17, Division 1, Chapter 8) which requires certifications of workers and project supervisors.

CES recommends that engineering controls, respiratory protection and personal protective equipment be used at the start of any project that disturbs painted surfaces until compliance with 1532.1 can be documented through the use of representative air sampling data.

## 5.6 Lead Waste Disposal

For painted surfaces reported as lead-containing paints listed in Tables IV above, waste characterization sampling will be required prior to waste disposal. The waste shall be segregated into separate waste streams. A sufficient number of samples should be collected to adequately characterize the waste stream. Sample analysis will include at a minimum, Total Threshold Limit Concentration (TTLC), Soluble Threshold Limit Concentration (STLC) and Toxicity Characteristic Leaching Procedure (TCLP) to determine if waste is non-hazardous, RCRA or California hazardous waste in accordance with regulations in the state of California.

## 6.0 LIMITATIONS

The intent of this survey was to identify ACM, LBP and LCP on the roof of the building only. This is a limited survey and applies only to the roof materials tested, and is not intended to be used for other areas, or materials which were not included in our scope. The survey is intended to be used for construction purposes only.

CES has applied our best effort to locate all suspect ACMs, LBP AND LCP in the areas included in our survey scope of work.

Additional suspect materials could be located between walls, in voids, or in other concealed areas previously inaccessible. If any suspect materials or painted surfaces are found which have not been represented in this report, CES recommends that work stops until those materials can be sampled for asbestos and/or lead content. Furthermore, this is a limited survey. Additional suspect materials and paints may be present outside of the affected areas sampled. Confined spaces, and areas determined by CES's personnel as unsafe to access, were not included in this survey scope of work.

CES interpreted the results provided by the laboratory analysis and compared the results to the relevant regulatory levels. We have relied on the laboratory to conduct the quality controls required for the analysis, as required to maintain their accreditation. It is our understanding that the laboratory QA/QC limits were within the acceptable levels for the samples analyzed. We will not accept any liability for loss, injury claim, or damage arising directly or indirectly from any use or reliance on this report, expressed or implied.

CES does not guarantee or warrant that the facility or workplace is safe; nor does CES's involvement in this property relieve the Client, building owner/operator or tenant of any continuing responsibility of providing a safe facility or living space.

This report was based on those conditions observed on the day the field evaluation was accomplished. In the event that changes in the nature of the property have occurred, or additional relevant information about the property is subsequently discovered, the findings contained in this report may not be valid unless these changes and additional relevant information are reviewed, and the conclusion of this report is modified and verified in writing.

Material quantities included in this report are of observed material and provided as a best estimate for information only and shall not be used as a reliable quantity by any contractor for preparing removal bids. The contractor shall be solely responsible for assessing the type, extent, and quantity of material to be removed in each area of the project in preparing each project bid.

The property owner is responsible for ensuring that the information, conclusions, and recommendations disclosed in this report are brought to the attention of all appropriate staff, contractors, regulatory agencies etc. as required.

**APPENDIX A:**

**ASBESTOS ANALYTICAL DATA/CHAIN OF CUSTODY**



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.02  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101098  
**Samples Submitted:** 18  
**Samples Analyzed:** 18  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109801**

**Client ID: 01**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic material with silver coating	None Detected	Cellulose 2%	Asphalt/Binder
2.	Black multilayered fibrous asphaltic felt with white coating	None Detected	Glass Fibers 40%	Asphalt/Binder
3.	Grey soft sandy material	None Detected	None Detected	Binder/Filler, Vermiculite

**Lab ID: 210109802**

**Client ID: 02**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic material with silver coating	None Detected	Cellulose 2%	Asphalt/Binder
2.	Black multilayered fibrous asphaltic felt with white coating	None Detected	Glass Fibers 40%	Asphalt/Binder
3.	Grey soft sandy material	None Detected	None Detected	Binder/Filler, Vermiculite

**Lab ID: 210109803**

**Client ID: 03**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black multilayered fibrous asphaltic felt with white rubbery coating	None Detected	Glass Fibers 40%	Asphalt/Binder
2.	Grey soft sandy material	None Detected	None Detected	Binder/Filler, Vermiculite

**Lab ID: 210109804**

**Client ID: 04**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 4%	Asphalt/Binder

**Lab ID: 210109805**

**Client ID: 05**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 4%	Asphalt/Binder



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.02  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101098  
**Samples Submitted:** 18  
**Samples Analyzed:** 18  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109806**

**Client ID: 06**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver coating	None Detected	Cellulose 4%	Asphalt/Binder

**Lab ID: 210109807**

**Client ID: 07**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material	None Detected	None Detected	Binder/Filler
2.	Black asphaltic mastic with silver paint	None Detected	Cellulose 2%	Asphalt/Binder, Paint

**Lab ID: 210109808**

**Client ID: 08**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material	None Detected	None Detected	Binder/Filler
2.	Black asphaltic mastic with silver paint	None Detected	Cellulose 2%	Asphalt/Binder, Paint

**Lab ID: 210109809**

**Client ID: 09**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material	None Detected	None Detected	Binder/Filler
2.	Black asphaltic mastic with silver paint	None Detected	Cellulose 2%	Asphalt/Binder, Paint

**Lab ID: 210109810**

**Client ID: 10**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black mastic with silver paint	None Detected	Cellulose 2%	Mastic/Binder, Paint



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.02  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101098  
**Samples Submitted:** 18  
**Samples Analyzed:** 18  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109811**

**Client ID: 11**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black mastic with silver paint	None Detected	Cellulose 2%	Mastic/Binder, Paint

**Lab ID: 210109812**

**Client ID: 12**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black mastic with silver paint	None Detected	Cellulose 2%	Mastic/Binder, Paint

**Lab ID: 210109813**

**Client ID: 13**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material with silver paint	None Detected	None Detected	Binder/Filler, Paint
2.	Black asphaltic material with granules	None Detected	Cellulose 3%, Glass Fibers 3%	Asphalt/Binder, Mineral Grains

**Lab ID: 210109814**

**Client ID: 14**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material with silver paint	None Detected	None Detected	Binder/Filler, Paint
2.	Black asphaltic material with granules	None Detected	Cellulose 3%, Glass Fibers 3%	Asphalt/Binder, Mineral Grains

**Lab ID: 210109815**

**Client ID: 15**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	White rubbery material with silver paint	None Detected	None Detected	Binder/Filler, Paint
2.	Black asphaltic material with granules	None Detected	Cellulose 3%, Glass Fibers 3%	Asphalt/Binder, Mineral Grains



**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.02  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101098  
**Samples Submitted:** 18  
**Samples Analyzed:** 18  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Lab ID: 210109816**

**Client ID: 16**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Silver mastic	None Detected	Cellulose 2%	Mastic/Binder
2.	White woven fibrous material	None Detected	Cellulose 85%	Binder/Filler
3.	Cream mastic	None Detected	Cellulose 2%	Mastic/Binder
4.	Black asphaltic mastic	Chrysotile 2%	Cellulose 2%	Asphalt/Binder

**Lab ID: 210109817**

**Client ID: 17**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Silver mastic	None Detected	Cellulose 2%	Mastic/Binder

**Lab ID: 210109818**

**Client ID: 18**

Layer	Layer Description	Asbestos Type %	Other Fibrous Material %	Other Non Fibrous Material
1.	Black asphaltic mastic with silver paint	Chrysotile 2%	Cellulose 2%	Asphalt/Binder, Paint





**BULK ASBESTOS FIBER ANALYSIS**  
BY POLARIZED LIGHT MICROSCOPY



2556 W Woodland Dr Anaheim, CA 92801

**Client Name:** CES Environmental Consultants, Inc  
**Project Manager:** Cesar Ruvalcaba  
**Client Address:** 6741 Friends Avenue, Suite B,  
Whittier, CA 90601  
**Project Number:** 21-CGAR.02  
**Project Location:** Gardena, CA

**Lab Batch Number:** 2101098  
**Samples Submitted:** 18  
**Samples Analyzed:** 18  
**Analysis Method:** EPA 600/R-93-116 &  
EPA 600/M4-82-020

**Analyzed by:** Cameron  
Zimmerman

**Signature:** 

**Date:**  
01-26-2021

**Reviewed by:** Zubair Ahmed

**Signature:** 

**Date:**  
01-26-2021

Reporting limit is 1%. If the sample was not collected by AIH Laboratory then the accuracy of the results is limited by the methodology and experience of the sample collector. Clients can verify specific reporting limit requirement from local regulatory agencies. Liability limited to cost of samples analysis. This report shall not be reproduced except in full, without written approval of AIH Laboratory. It shall not be used to claim product endorsement by NVLAP or any other agency of the government. Reported results relate only to the samples tested and may not be the representative of the sample area. AIH Laboratory shall dispose of the Customer's samples 30 days after receiving the samples unless instructed to store them for an alternate period of time in writing.





ENVIRONMENTAL CONSULTANTS

BULK SAMPLE INVENTORY AND COC-ASBESTOS

Client: City of Gardena Project Location: Community Center Roof  
 Inspector: Tyler Fetty Address: Gardena, CA  
 Date: Jan 19, 2021 Project Number: 21-CGAR.02

Sample #	Material Sampled	Sample Location	Material Location	Est. Qty	Friable	Condition
01	Black/White Roof Core Sample	Community Center Roof Center	Floor of Roof	>10,000 <sup>sq</sup> ft	Yes	Good
02	↓	S.W. Side	↓	↓	↓	↓
03	↓	N.E. Side	↓	↓	↓	↓
04	Silver Roof Mastic	Center	Several Areas on Roof	~200 <sup>sq</sup> ft	No	Good
05	↓	South Side	↓	↓	↓	↓
06	↓	N.E. Side	↓	↓	↓	↓
07	Beige Roof Mastic	N.E. Side	Several Areas on Roof	~150 <sup>sq</sup> ft	No	Good
08	↓	East Side	↓	↓	↓	↓
09	↓	West Side	↓	↓	↓	↓
10	Silver Flashing Mastic	South Flashing	Flashing Mastic on Roof	~500 <sup>sq</sup> ft	No	Good
11	↓	West Flashing	↓	↓	↓	↓
12	↓	North Flashing	↓	↓	↓	↓
13	Red material of White Partition Wall	East/South Wall	Partition Wall on Roof	~400 <sup>sq</sup> ft	No	Good
14	↓	East Wall	↓	↓	↓	↓
15	↓	West Wall	↓	↓	↓	↓

CHAIN OF CUSTODY

Requested Analysis: PLM Turnaround: 3 days  
 Relinquished by: Tyler Fetty Date and Time: Jan 23, 2021  
 Received by: Ryan Swell Date and Time: 1/23/2021 2:20p



**APPENDIX B:**

**LEAD PAINT CHIP LABORATORY ANALYSIS / CHAIN OF CUSTODY /  
CDPH FORM 8552**



# Analysis Report

## Total Lead (Pb)

**Client:** CES Environmental Consultants, Inc  
**Address:** 6741 Friends Avenue, Suite B, Whittier, CA 90601

**Report Status:** Final Report

**Lab Batch #:** 2101095

**Matrix:** Paint

**Method:** EPA 7000B

**Project Manager:** Cesar Ruvalcaba

**Samples Submitted:** 2

**Project #:** 21-CGAR.02

**Samples Analyzed:** 2

**Project Location:** Garden, CA

**Bench Run No:** 55655

Lab ID	Client Sample ID	Sample Weight (g)	RL in percent	Results in mg/kg	Results in percent
210109501	01	0.0997	0.02	247	0.02
210109502	02	0.1009	0.02	<200	<0.02

Sampled By: Client

**Analyzed by:** Watit Sontising

**Signature:**

**Date:** 01-25-2021

**Reviewed by:** Watit Sontising

**Signature:**

**Date:** 01-25-2021

Notes:  
 Units: mg/kg = milligrams per kilogram; percent = milligrams per kilogram/10000  
 RL = Reporting limit; "<" = below the reporting limit; mg/kg = ppm  
 Samples were prepared in accordance with EPA 3050B and analyzed with **EPA 7420** unless stated otherwise. Condition of all samples and method QC results are acceptable unless stated otherwise. Reported results relate only to the samples tested and may not be the representative of the sample area.  
 AIHA LAP, LLC Accredited Laboratory for Environmental Lead Laboratory ISO/IEC 17025:2005, Lab ID# 203769





## LEAD HAZARD EVALUATION REPORT

**Section 1 – Date of Lead Hazard Evaluation** 1.19.2021

**Section 2 – Type of Lead Hazard Evaluation (Check one box only)**

Lead Inspection     Risk assessment     Clearance Inspection     Other (specify) \_\_\_\_\_

**Section 3 – Structure Where Lead Hazard Evaluation Was Conducted**

Address [number, street, apartment (if applicable)] <span style="background-color: yellow;">1670 West 162nd Street</span>		City <span style="background-color: yellow;">Gardena</span>	County <span style="background-color: yellow;">Los Angeles</span>	Zip Code <span style="background-color: yellow;">90247</span>
Construction date (year) of structure <span style="background-color: yellow;">_____</span>	Type of structure <input type="checkbox"/> Multi-unit building <input type="checkbox"/> School or daycare <input type="checkbox"/> Single family dwelling <input checked="" type="checkbox"/> Other <span style="background-color: yellow;">Court</span>		Children living in structure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know	


**Section 4 – Owner of Structure (if business/agency, list contact person)**

Name <span style="background-color: yellow;">City of Gardena</span>		Telephone number <span style="background-color: yellow;">310-217-9643</span>		
Address [number, street, apartment (if applicable)] <span style="background-color: yellow;">1717 West 162nd Street</span>		City <span style="background-color: yellow;">Gardena</span>	State <span style="background-color: yellow;">California</span>	Zip Code <span style="background-color: yellow;">90247</span>

**Section 5 – Results of Lead Hazard Evaluation (check all that apply)**

No lead-based paint detected     Intact lead-based paint detected     Deteriorated lead-based paint detected  
 No lead hazards detected     Lead-contaminated dust found     Lead-contaminated soil found     Other \_\_\_\_\_

**Section 6 – Individual Conducting Lead Hazard Evaluation**

Name <span style="background-color: yellow;">Tyler J. Fetty/Elmer Ivan Castro</span>		Telephone number <span style="background-color: yellow;">323-399-3875</span>		
Address [number, street, apartment (if applicable)] <span style="background-color: yellow;">6741 Friends Ave</span>		City <span style="background-color: yellow;">Whittier</span>	State <span style="background-color: yellow;">California</span>	Zip Code <span style="background-color: yellow;">90601</span>
CDPH certification number <span style="background-color: yellow;">LRC-00004617</span>	Signature 		Date <span style="background-color: yellow;">1.19.2021</span>	

Name and CDPH certification number of any other individuals conducting sampling or testing (if applicable)

**Section 7 – Attachments**

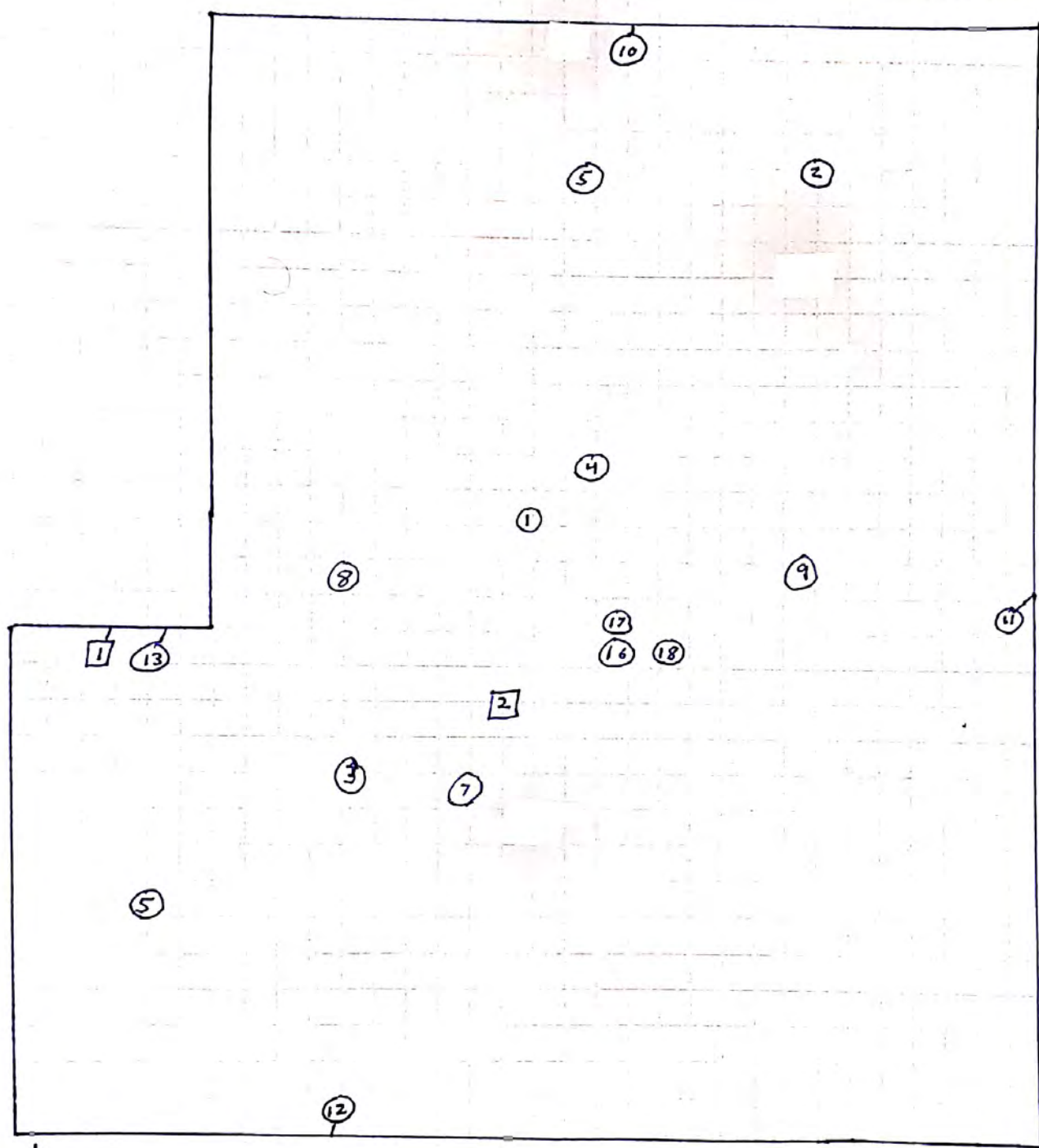
- A. A foundation diagram or sketch of the structure indicating the specific locations of each lead hazard or presence of lead-based paint;
- B. Each testing method, device, and sampling procedure used;
- C. All data collected, including quality control data, laboratory results, including laboratory name, address, and phone number.

First copy and attachments retained by inspector  
 Second copy and attachments retained by owner

Third copy only (no attachments) mailed or faxed to:  
 California Department of Public Health  
 Childhood Lead Poisoning Prevention Branch Reports  
 850 Marina Bay Parkway, Building P, Third Floor  
 Richmond, CA 94804-6403  
 Fax: (510) 620-5656

**APPENDIX C:**  
**SAMPLE DIAGRAM**

Client: <i>City of Gardena</i>	Technician: <i>Tyler Fetty</i>	
Project Name: <i>Roof of Community Center</i>	Project Number: <i>21-CGAR.02</i>	
Project Address: <i>Gardena, CA</i>	Date: <i>Jan 19, 2021</i>	SWO Number:



↓  
GR



**APPENDIX D:**  
**INSPECTOR CERTIFICATIONS**



STATE OF CALIFORNIA  
DEPARTMENT OF PUBLIC HEALTH



# LEAD-RELATED CONSTRUCTION CERTIFICATE

INDIVIDUAL:	CERTIFICATE TYPE:	NUMBER:	EXPIRATION DATE:
 <b>Cesar Ruvalcaba</b>	Lead Inspector/Assessor	LRC-00003922	1/16/2022
	Lead Project Monitor	LRC-00003921	1/16/2022

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Asbestos Consultant**

**Cesar Ruvalcaba**

Name

Certification No. **95-1799**

Expires on **10/27/21**

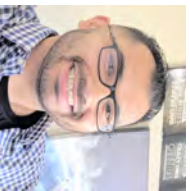


This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



# LEAD-RELATED CONSTRUCTION CERTIFICATE

**INDIVIDUAL:**



**Elmer Castro**

**CERTIFICATE TYPE:**

Lead Inspector/Assessor

**NUMBER:**

LRC-00005741

**EXPIRATION DATE:**

4/11/2021

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Asbestos Consultant**

**Elmer I Castro**

Name

Certification No. **13-5074**

Expires on **07/17/21**



This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.



# LEAD-RELATED CONSTRUCTION CERTIFICATE

**INDIVIDUAL:**



**Tyler Fetty**

**CERTIFICATE TYPE:**

Lead Sampling Technician

**NUMBER:**

LRC-00004617

**EXPIRATION DATE:**

1/30/2021

Disclaimer: This document alone should not be relied upon to confirm certification status. Compare the individual's photo and name to another valid form of government issued photo identification. Verify the individual's certification status by searching for Lead-Related Construction Professionals at [www.cdph.ca.gov/programs/clppb](http://www.cdph.ca.gov/programs/clppb) or calling (800) 597-LEAD.

State of California  
Division of Occupational Safety and Health  
**Certified Site Surveillance Technician**

**Tyler J Fetty**

Name

Certification No. 17-5855

Expires on 02/15/21



This certification was issued by the Division of Occupational Safety and Health as authorized by Sections 7180 et seq. of the Business and Professions Code.

# **APPENDIX “D”**

(Department of Community  
Development – Permit Requirements)

(11 Pages)



**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

## Form CD-1: Waste Management and Recycling Plan

The City of Gardena (City) requires all construction and demolition permit applicants to prepare a waste management and recycling plan in accordance with Ordinance Number 1649 (Municipal Code Chapter 8.20). By completing this form, you are complying with the plan requirement to estimate project disposal tonnage, and identify job site practices for collection and disposition of wastes. If your project is exempt, please complete a separate Form CD-1a. If you have questions, please contact the Department of Community Development for assistance at (310) 217-9530. The completed plan is to be submitted to the City at the time your building permit application is submitted. The diversion deposit and administrative fee is paid directly to the Building & Safety Division. Be sure to retain your copy of this plan and the payment receipt for reimbursement. Please note that no hauler, other than WRG, may be used to transport debris and waste to disposal. Contractors are required to prepare and submit a C&D Waste Diversion Report within 60 days of completion of the project to the City for review and approval.

Job Site Address	
Applicant's Name	Title
Company	Telephone No.
Company Address	
Fax No.	Email Address
Type of Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Renovation	
Type of Building: <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence	

How will waste be handled during your project? (Please check all that apply)

- Job site separation.** Material will be segregated into two or more material-specific bins. For example, one bin for concrete, one bin for metals, one bin for wood, one bin for trash, etc.
- Collection and delivery of mixed loads to a materials recovery facility.** Clean construction and demolition material is commingled into a bin. The mixed loads are then delivered to a materials recovery facility for sorting. Trash should be collected in a separate bin and delivered to a landfill.
- Green Building.** The applicant is planning to construct its project using “green building” methods to reduce waste, use recycled content materials, incorporate energy conservation, and plan for deconstruction.
- WRG.** The applicant will contact WRG at (310) 366-7600 to use WRG as hauler. **WRG is the City of Gardena’s only authorized hauler. Failure to use WRG will result in denial of deposit refund.**

How much waste do you expect to generate for disposal through your project? (Specify) \_\_\_\_\_ tons.



**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Unless categorically exempt, each applicant who applies for a building and/or demolition permit shall post a deposit in an amount based on square footage of the project, but not less than \$5,000.

Project Value	Deposit Paid
Project Sq. Footage	Project Acres

**I hereby certify that the information submitted is true and accurate**

Signature	Date
-----------	------

<b>Office Use Only</b>	
<input type="checkbox"/> Exempt	<input type="checkbox"/> Approved, Building Permit No.
Received by	Date



## Construction and Inspection Guide

### Construction Inspections

Once a building permit has been issued, inspections for the work are required. This process helps assure that the work is being done according to building code safety and seismic standards. You or your contractor must request an inspection when the work has progressed to any of the required inspection points indicated on your permit. Do not cover anything before it is inspected.

**To request INSPECTION BY PHONE**, please call the Building & Safety Department at (310) 217-9510. Any request for an inspection must be made at least 24 hours in advance. Inspections are available in the morning or in the afternoon. A morning inspection will occur between the hours of 9:00 a.m. and 12:00 p.m. An afternoon inspection will occur between the hours of 1:00 p.m. and 4:00 p.m. When calling to request an inspection, please provide the following information:

1. Name and telephone number where you can be reached between 8 a.m. and 5 p.m.
2. Address of the job
3. Permit number
4. Type of inspection needed
5. Date and time preferred

### Construction Debris and Other Building Materials Removal

Waste Resource of Gardena (WRG) is the only authorized hauler for construction/demolition/grading projects in the City of Gardena. Using any other hauler for any construction related project listed above will result in legal action and fines. WRG's customer service number is (310) 366-7600.

### Construction Hours

All construction related activity is restricted to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, and 9:00 a.m. to 6:00 p.m. on Saturday. No construction activity is permitted on Sundays or any of the following legally observed holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day and New Year's Day.

### Construction Site Signage

Prior to the beginning of grading, demolition, or construction activity, at least one 12"X18" weatherproof sign must be posted on each street frontage of the project site at a location acceptable to the Building Inspector that displays the working hours and the name and emergency phone number of the contractor.

### Construction Site Security

All construction sites are required to be secured from unauthorized access with an eight foot (8') chain link fence covered with a windscreen.

### Best Practices for Construction Activities:

1. All persons working at the site should obtain, read, and understand the Best Management Practices pamphlet for the type(s) of construction being done.
2. Stockpiles of soil, demolition debris, cement, sand, top soil, etc. must be covered with waterproof material or bermed to prevent being washed off site.



## DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

3. Fuels, oils, paints, solvents, and other liquid materials must be kept inside bermed areas. Spills must not be washed to the street.
4. Waste concrete cannot be washed into street, storm drain catch basins, or public right-of-way. All dust and slurry from concrete cutting must be removed using a wet-dry vacuum or equivalent.
5. Trash and other construction solid wastes must be placed in a covered trash receptacle.
6. Eroded soil from disturbed slopes must be contained using berms, silt fences, setting basins, or good erosion management practices such as reseeding.
7. Wash water from cleaning construction vehicles and equipment must be kept on-site within a containment area.



Construction and  
Demolition  
Diversion Program  
City of Gardena



Community Development Department  
1700 W. 162nd Street  
Gardena, CA 90247

In 2003, the City of Gardena (City) adopted a diversion program for construction and demolition wastes. The purpose of the program is to provide an incentive to encourage the diversion (recycling or reuse) of specific materials that represent a large percentage of the City's overall municipal waste stream. Any contractor or builder that applies for a building permit is required to remit a diversion deposit in an amount set by resolution of the City Council (exceptions do exist, and are described below). The deposit is fully refundable if at least 65% of all wastes generated during construction and demolition are diverted from landfills, and appropriate documentation is provided to the City. This booklet will guide you through this process, and explain the amount of the deposit, the mechanism for refund, and the documentation required. There are four easy steps to follow to assure compliance with the program, and to ultimately save you money through reduced waste disposal cost.

## Step 1 **DETERMINE APPLICABILITY & COMPLETE FORM CD-1**

**Determine Applicability**— Unless specifically exempted, each person (applicant) who applies for a building or demolition permit must fulfill the requirements of the construction and demolition program described in this package.

See next page for CALGreen Construction Waste Reduction Requirements and Applications.

**Form CD-1**—Unless exempt, an applicant is required to prepare a Waste Management and Recycling Plan by completing Form CD-1 (Form CD-1 is included in this booklet). On this form, the applicant will estimate the amount of waste they expect to generate through their construction and/or demolition project. Waste materials include, but are not limited to, soil, wood, wallboard, concrete, and mixed trash. As part of the waste management and recycling plan, the applicant should decide how they intend to assure that at least 65% of the waste that the project will generate, will be diverted from landfill. Wood, concrete, asphalt, metal, glass, drywall, ceramic, brick, and many other materials are all readily recyclable (or reusable if segregated properly). Please note that submittal and approval of an accurate and complete waste management and recycling plan is a precondition to issuance of any building permit. Submit your completed Form CD-1 to the City with your completed building permit application.

The following table contains the 2016 CALGreen Construction Waste Reduction Requirements:

Occupancy	2016 CALGreen State Code Requirements and Applications
	Effective 1/1/2017
Non-Residential Compliance Methods (5.408)	≥ 65% C&D Waste Diversion of non-hazardous materials are required to submit a construction waste management plan (5.408.1.1) and utilize a City approved waste management company (5.408.1.2)
New Construction	All newly constructed buildings.
Demolition	100% of all concrete and dirt . — 65% of all non-hazardous materials.
Addition (301.3)	All structures 1000 sq ft or more.
Alterations (301.3)	All structures \$200,000 or more.
Tier 1 (Voluntary) (A5.408.3.1)	≥ 80% Construction Waste Diversion
Tier 2 (Voluntary ) (A5.408.3.1.1)	≥ 95% Construction Waste Diversion
Residential Compliance Methods (4.408)	≥ 65% C&D Waste Diversion and may be required to submit a construction waste management plan (4.408.2) and utilize a City approved waste management company (4.408.3)
Low-Rise-3 stories or less (4.408.4)	≥ 65% C&D Waste Diversion
High-Rise-4 stories or more (4.408.4.1)	All permitted structures.
New Construction	All permitted structures
Demolition	100% of all concrete and dirt. - 65% of all non-hazardous materials.
Additions (301.1)	All permitted structures.
Alterations (301.1)	All permitted structures.
Tier 1 (Voluntary) (A4.408.1)	≥ 80% C&D Waste Diversion
Tier 2 (Voluntary)	≥ 95% C&D Waste Diversion

# Step 2

## PAY YOUR DIVERSION DEPOSIT & YOUR ADMINISTRATIVE FEE

Project Value	Deposit Amount
> \$50,000—\$99,999	\$5,000
\$100,000—\$249,999	\$7,500
\$250,000—\$499,999	\$10,000
\$500,000 +	\$15,000

**Diversion Deposit**— Unless specifically exempted by one of the project types listed under step 1, each person (applicant) who applies for a building and/or demolition permit shall post a cash deposit in an amount as specified in the table above, but will not exceed \$15,000.

The diversion deposit will be refunded in full upon proof that at least 65% of the project waste was recycled and/or diverted . Waste Resource Management (WRG) is the only authorized hauler for the City of Gardena. You can contact them at 310-366-7600. Failure to use WRG will result in denial of deposit refund.

**Administrative Fee**— In addition to the diversion deposit, an administrative fee must also be paid to the City. The fee will compensate the City for all expenses incurred in administering the construction and demolition program, including site inspections, document review, and processing. The administrative fee is non-refundable and is calculated based on one percent (1%) of the dollar value of a project, but not to exceed \$5,000. If your project is exempt, there is no administrative fee.

Deposit and administrative fee payments can be made in the form of cash, check, cashier's check, money order, or credit card (VISA, Mastercard, or Discover Card). Payments should be made to the **City of Gardena**.

Make your payments when you submit your completed Form CD-1 and building permit application. If desired, a single payment can be issued to the City for both the diversion deposit and the administrative fee.

# Step 3

## **DIVERT C&D WASTES THROUGH RECYCLING OR REUSE**

It is the responsibility of every owner, general contractor, subcontractor, and developer to divert the maximum amount of salvageable and reusable materials away from landfilling. Materials diverted prior to demolition and during and after construction are equally eligible for diversion "credit." "Divert" or "diversion" means a reduction in the amount of waste being disposed in landfills by any of the following methods: use of new construction methods that reduce the amount of waste generated, onsite reuse of waste, job site separation and delivery to a recycling facility, delivery of mixed but clean materials to an approved materials recovery facility, and other methods as approved in advance by the City. All waste diversion methods that qualify for a refund of the diversion deposit are subject to restrictions and documentation requirements set forth in the City's Municipal Code.

Be sure to keep all weight receipts issued by any recycling facility and maintain records or logs of the volume and weight of materials reused on the job site.

To help you make decision about waste management and recycling, the City has prepared a separate booklet entitled "Recycling Practices for Construction and Demolition Projects" describing methods of diversion, local outlets for materials, and hints about best management practices for recycling and reuse.

The City will monitor and evaluate each construction and demolition project to gauge the project and progress toward the diversion requirements.



**Why  
Recycle**

## Step

# 4

## APPLY FOR DEPOSIT REFUND

At the completion, and prior to, the final inspection and issuance of any certificate of occupancy of the demolition and/or construction project, the applicant shall submit documents to the Building and Safety Department, which proves compliance with the diversion requirements of this program. The documentation shall consist of:

1. A completed Form CD-2, "Recycling and Reuse Summary Report," summarizing the weight data of materials diverted and disposed (Form CD-2 is included in this booklet).
2. Originals or photocopies of receipts, weight tickets, or other records of measurement from recycling facilities, salvage companies, deconstruction contractors, waste haulers, processors, transfer stations, and landfills.

A properly completed "Recycling and Reuse Summary Report", and all receipts, must be submitted to the City at least five day prior to a request for final inspection and issuance of a certificate of occupancy.

Deposits will not be refunded to applicants who do not meet the timely reporting requirements of the Municipal Code. Also, failure to conform to the diversion requirements could affect approval of future permits. A deposit refund will be issued for any project where a building permit was withdrawn or cancelled before any work was begun.

### What is a "green" building, and why should I care?

A green building is a sustainable building; that is, a structure designed, built, operated and reused in a resource efficient manner. Of the total expenditures owner may make over the course of the building's service lifetime, the design and construction cost (the so-called first costs) will account for 5 to 10% of the total life cycle cost. In contrast, operations and maintenance cost will account for 60 to 80% of the total life cycle cost.

Some easy tips: 1) minimize wastewater by using ultra low-flush toilets, and incorporate hot water re-circulating systems, and self-closing nozzles on hoses; 2) reuse and recycle C&D waste onsite such as inert wastes for base material for a parking lot; 3) protect and retain existing landscaping; and 4) take advantage of natural features including the use of plants that have low water and pesticide needs, and generate minimum plant trimmings.



## Construction and Demolition Debris Removal



The City of Gardena has an Exclusive Franchise Agreement with Waste Resources to collect all solid waste generated within city limits. For construction and/or renovation projects, this means that all contractors, sub-contractors, business owners, and residents that are going to rent or contract for temporary hauling services, **must** hire Waste Resources to perform this service<sup>1</sup>. Waste Resources will deliver the material to a recycling facility in order to assist with recycling mandates and local ordinances.

Bins are available in the following sizes:

### One-Time or Temporary Service<sup>2</sup>

3 cubic yard



Price for temporary service is based on number of pickups per week.

10, 15, 25, and 40 cubic yards



Price includes service + dump fee and may include demurrage charges for bins that are not serviced regularly.

For contractors with their own bins, we encourage them to deliver all construction and demolition debris to a recycling facility for processing. A list of local facilities can be found at:

<http://ladpw.org/epd/brtap/recyclingsite/results.cfm?search=construction>.

<sup>1</sup> The only exception is when a prime general contractor owns their own bin and the debris is hauled by employees of the prime contractor.

<sup>2</sup> Prices quoted will include all City taxes and fees.



**Waste Resources, Inc.**

Today's Waste, Tomorrow's Resource

P.O. Box 2410  
Gardena, CA 90247

Toll Free #: (888) 467-7600  
www.wasteresources.com  
info@wasteresources.com

T: (310) 366-7600  
F: (310) 366-7600



**DEPARTMENT of GENERAL SERVICES**

1717 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3778 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9568

## NOTICE OF EXEMPTION

TO: Office of Planning & Research County Clerk / Registrar Recorder  
1400 Tenth Street ATTN: Environmental Filings Clerk  
Sacramento, CA 95814 12400 East Imperial Highway, Room 1101  
Norwalk, CA 90650

**Project Title:** City Hall and Nakaoka Community Center Roof Rehabilitation (JN 501 & 502)

**Project Location (Specific):** 1700 & 1670 West 162<sup>nd</sup> Street, Gardena CA 90249

**Project Location (City):** Gardena **Location (County):** Los Angeles County

**Description of nature, purpose and beneficiaries of project:** Rehab existing roof system of two city facilities; repair the existing roof system that exceeded its life expectancy and to eliminate/reduce maintenance frequency; and employees & public.

**Name of public agency approving project:** City of Gardena

**Name of person or agency carrying out project:** City of Gardena

**Exempt Status:** (Check One)

Ministerial: (P.R.C. Sec. 21080[b][1]; Guidelines Sec. 15268)

Declared Emergency: (P.R.C. Sec. 21080[b][3]; Guidelines Sec. 15269[a])

Emergency Project (P.R.C. Sec. 21080[b][4]; Guidelines Sec. 15269[b][c])

**Categorical Exemption:** Section 15301 Class 1, Existing Facilities

Other: \_\_\_\_\_ Guidelines \_\_\_\_\_ Sec. \_\_\_\_\_ 15061):

**Reason why project is exempt:** Rehabilitation of deteriorated existing roof facilities.

**Contact person:** Kevin Kwak **Telephone:** 310-217-9643

**If filed by applicant:**

1. Attach certified document of exempting finding.
2. Has a notice of exemption been filed by the public agency approving the project? Yes No

**Date received for filing:**

Clint Osorio 4/27/21  
Clint Osorio Date  
Environmental Quality Officer

NOTE: Exempt from Dept. of Fish & Game Wildlife Fee in accordance with de minimis impact finding (735.5[c])