



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, March 28, 2023

Closed Session 7:00 p.m.

Open Session 7:30 p.m.

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

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

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
- 2. PARTICIPATE BEFORE THE MEETING** by emailing the Deputy City Clerk at publiccomment@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line.
- 3. ATTEND THE MEETING IN PERSON**

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

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

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

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

STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS

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

Thank you for your attendance and cooperation

1. ROLL CALL

PUBLIC COMMENT ON CLOSED SESSION

2. CLOSED SESSION

2.A CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Gov. Code Section 54956.9(d)(1)

Clarence Cecil IV Davis v. City of Gardena, et al.

L.A. Sup. Ct. Case No.: BC719909

2.B CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation, pursuant to Gov. Code Section 54956.9(d)(2) & (e)(3)

One Potential Case: Claim No. T11-2022, filed June 22, 2022, by George Van Heel

(Copy of Claim available in City Clerk's office)

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

3. PLEDGE OF ALLEGIANCE

Desirae Jourdan and Tyler Chin

Denker Elementary School

4. INVOCATION

Pastor Christopher Codrington

Gardena-Torrance Baptist Church

5. PRESENTATIONS

5.A Certificate of Commendation in Special Recognition of Retirement and Long-Time Service to the City of Gardena:

(a) David McMichael, Building Maintenance Lead - 39 years - (Public Works Department)

[David McMichael retiree.pdf](#)

- 5.B Certificates of Recognition to Gerrie Noel in appreciation of her service to the community as a Tenant Representative Member of the Rent Mediation Board
[Gerri E. Noel - Commisioner Cert.pdf](#)
- 5.C Certificate of Commendation to the students of Junipero Serra High School's National Society of Black Engineers for their accomplishments in the International Space Program.
- 5.D Gardena Events Video Presentation

6. **PROCLAMATIONS**

- 6.A "Fair Housing Month," April 2023
[FHF_Proclamation.pdf](#)
- 6.B "DMV / DONATE LIFE MONTH," April 2023
[Donate Life Month Proclamation.pdf](#)

7. **APPOINTMENTS**

8. **CONSENT CALENDAR**

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

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

PUBLIC COMMENT ON CONSENT CALENDAR

- 8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only
CONTACT: CITY CLERK
- 8.B Approve Minutes:
Amended Regular Meeting of the City Council, February 28, 2023
Regular Meeting of the City Council, March 14, 2023
CONTACT: CITY CLERK
[02282023 Amended REGULAR Minutes CC Meeting - FINAL.pdf](#)
[03142023 REGULAR Minutes Gardena CC Meeting - FINAL.pdf](#)
- 8.C Receive and File of Minutes:
Planning & Environmental Quality Commission, March 7, 2023
CONTACT: COMMUNITY DEVELOPMENT
[23_03_07 PCMIN](#)
- 8.D Approval of Warrants/Payroll Register, March 28, 2023
CONTACT: CITY TREASURER
[Warrant-Payroll Register 03-28-23.pdf](#)

8.E Monthly Investment Report, February 2023

CONTACT: CITY TREASURER

[February 2023 Investment Report.pdf](#)

8.F Personnel Report P-2023-5 3-28-23

CONTACT: HUMAN RESOURCES

[PERS RPT P-2023-5 3-28-23.pdf](#)

[Attachment 1 - Salary Schedule - eff. March 28 2023.pdf](#)

[Attachment 2 - Job Specification Payroll Specialist.pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

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

10.A MARCH 21, 2023 MEETING

Conditional Use Permit #7-21, Site Plan Review #9-21, and Environmental Assessment #18-21

The applicant is requesting the following to construct a new 190,860 square foot industrial building on an 8.46 acre property:

1. Conditional Use Permit (CUP #7-21) - To permit the operations of a warehouse facility in the General Industrial (M-2) zone in accordance with Section 18.46.030.C.18 of the Gardena Municipal Code; and
2. Site Plan Review (SPR #9-21) - Demolition of all existing on-site buildings to construct a new 190,860 square foot tilt-up industrial building, with 22 dock doors, a new parking area, lighting, and landscaping site improvements; and
3. Environmental Assessment (EA #18-21) - Adoption of a Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP).

Project Location: 1600 W. 135th Street, Gardena

Applicant: Gardena Owner LP

Commission Action: The Planning Commission approved Resolution No. PC 4-23, by a vote of 3-0-1.

City Council Action: Receive and file or Call for Review (By way of two votes from the City Council)

10.B MARCH 21, 2023 MEETING

General Plan Consistency for the Acquisition of a 0.11 Acre Parcel Located at 1731 W. 162nd St.

Commission Action: The Planning Commission approved Resolution No. PC 5-23, by a vote of 3-0-0.

City Council Action: Receive and file or Call for Review (By way of two votes from the City Council)

To view the complete Planning Commission packet [CLICK HERE](#).
[2023_03-21 PCAX](#)

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

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

12. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

12.A **PUBLIC HEARING:** Proposed Substantial Amendment to the Fiscal Year 2021-2022 US Department of Housing and Urban Development (HUD) Annual Action Plan to Accept HOME - ARP Funding from the American Rescue Plan Act of 2021 in the amount of \$1,040,280.

- [HOME-ARP Allocation Plan](#)
- [Substantial Amendment to FY 2021-2022 HUD Annual Allocation Plan - CDBG Program](#)

Staff Recommendation: Conduct a Public Hearing (limit comments to no more than three (3) minutes); Approve the Substantial Amendment to include the Home-ARP Allocation Plan; Authorize City Manager, or his designee, to take all actions necessary or desirable to implement the HOME-ARP Program.

[Home ARP_Staff Report 3.24.28.pdf](#)
[HOME-ARP Allocation Plan- Final Substantial Amendment FY 2021 2.28.23 HOME-ARP City Council Presentation](#)

12.B Single Audit Report Required for Federally Funded Programs for Fiscal Year Ended June 30, 2022

Staff Recommendation: Receive and File
[2022_Gardena_Single_Audit_FINAL_03.22.2023_.pdf](#)
[Single_Audit_2022_PPT_3-23-23.pdf](#)

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

13.A [URGENCY ORDINANCE NO. 1850](#) – A Moratorium Prohibiting New Significant Tobacco Retailers from Establishing in the City

Staff Recommendation: Staff respectfully recommends that the Council adopt as Urgency Ordinance No. 1850, a moratorium prohibiting any new Significant Tobacco Retailer businesses from establishing in the City.

[Staff Report - Tobacco Retail Urgency Ordinance 1850.pdf](#)
[Urgency Ordinance_No._1850_Tobacco_Moratorium.pdf](#)

13.B Annual Housing Element Progress Report 2022, of the 6th Cycle 2021-2029 Housing Element

Staff Recommendation: Receive and File.

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

15. **DEPARTMENTAL ITEMS - POLICE**

16. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

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

- 17.A [Award the Parks and Recreation Master Plan Contract to RJM Design Group, Inc. in the amount of \\$273,970.](#)

Staff Recommendation: Award Contract to RJM Design Group, Inc.

[FINAL_RJM_CV_Agreement.pdf](#)

[Attachment A RJM-Gardena Master Plan Proposal-andFeeProposal 03-09-23.pdf](#)

18. **DEPARTMENTAL ITEMS - TRANSPORTATION**

- 18.A [Approve Purchase and Installation of Upgraded Fuel Terminals and Software from E.J. Ward at a cost of \\$138,320.16](#)

Staff Recommendation: Approve Purchase

[Contract Package with EJ Ward 3_2023.pdf](#)

19. **COUNCIL ITEMS**

20. **COUNCIL DIRECTIVES**

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

22. **COUNCIL REMARKS**

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

23. **ANNOUNCEMENT(S)**

24. **REMEMBRANCES**

Mr. Wayne Spencer: Chairman of the South Bay Workforce Investment Board for over 20 years. He will be greatly missed.

25. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00 p.m. followed by the Regular City Council Meeting at 7:30 p.m. on Tuesday, April 11, 2023.

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

Dated this 24th day of March 2023

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk

Certificate of Commendation

presented to

David McMichael

In official acknowledgment and with deep appreciation for an exemplary, outstanding 39 years of service to

the **City of Gardena** as a

Building Maintenance Lead

with the

Recreation &

Human Services Department

We, the Mayor and Members of the City Council of the City of Gardena, California, are pleased to present this special recognition to you for your long-time City service, and express our sincere, best wishes for a healthy, enjoyable, and rewarding retirement, effective March 16, 2023.



Presented ✦ 28th day of March, 2023.



Tasha Cerda
Mayor Tasha Cerda

Paulette C. Francis
Councilmember Paulette C. Francis

Mark E. Henderson
Councilmember Mark E. Henderson

Rodney G. Tadaka
Councilmember Rodney G. Tadaka

Wanda Love
Councilmember Wanda Love

Certificate of Recognition

presented to

Gerri E. Noel

*In official acknowledgment and genuine appreciation of over 17 years
of exemplary, dedicated community leadership and service as a*

Rent Mediation Board
Tenant Representative

*We, the Mayor and Members of the City Council of the City of Gardena, California,
do hereby deem it a distinct honor and pleasure to commend you for your efforts and to extend
sincere best wishes for good health, happiness, and well-deserved success in all future endeavors.*

Presented this 28th day of March, 2023

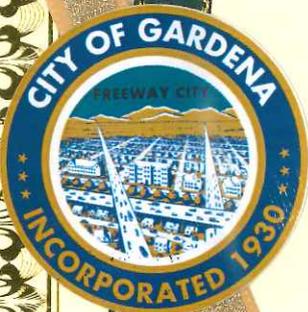
Tasha Cerda
Mayor Tasha Cerda

Paulette C. Francis
Councilmember Paulette C. Francis

Mark E. Henderson
Councilmember Mark E. Henderson

Rodney G. Tanaka
Councilmember Rodney G. Tanaka

Wanda Love
Councilmember Wanda Love





PROCLAMATION

Whereas, one of the greatest freedoms enjoyed by Americans is the freedom to live in a home of one's choice; and

Whereas, this promise made to us by the Nation's Fair Housing Law, requires that all people be treated equally in connection with the sale or rental of housing, regardless of race, color, national origin, sex, gender identity, disability, sexual orientation, marital status, age, familial status, or religion; and

Whereas, 2023 marks the 55th Anniversary of the Federal Fair Housing Act – this original legislation targeted the elimination of housing discrimination in America; and

Whereas, since the adoption of the fair housing legislation in April 1968, the month of April has been designated as Fair Housing Month; and further, each year, the U.S. Department of Housing and Urban Development and the Fair Housing Foundation have organized events and activities to focus attention on the issue of equal opportunity in housing; and

Now, Therefore, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, do hereby proclaim **APRIL 2023**, to be

FAIR HOUSING MONTH

in the City of Gardena and call upon each citizen of this community to support fair housing and equal opportunity in housing efforts by putting into practice the principles of freedom, justice, and equality upon which this great nation was founded.

Dated: 28th day of March, 2023

Tasha Cerda

MAYOR



PROCLAMATION

Whereas, organ, eye, tissue, marrow, and blood donations are life-giving acts recognized worldwide as expressions of compassion to those in need; and millions of lives are saved and healed each year because of these donations; and

Whereas, more than 100,000 individuals nationwide and more than 20,000 in California are currently on the national organ transplant waiting list and, on average, 17 people die each day while waiting due to the shortage of donated organs; and

Whereas, the need for donated organs is especially urgent in Hispanic, Latino, and African American communities, and a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; and

Whereas, donations of tissue can save and heal the lives of more than 75 people, and deceased organ donors saved more than 42,000 lives last year, the most ever; and

Whereas, any person can register to be an organ, eye and tissue donor regardless of age or medical conditions, being a registered donor does not impact the quality of life-saving medical care a person receives in an emergency; and

Whereas, California residents can sign up with the Donate Life California Donor Registry online, or when applying for or renewing their driver's licenses or I.D. cards at the California Department of Motor Vehicles.

Now, Therefore, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, do hereby proclaim **APRIL 2023**, to be

DMV/Donate Life Month

in the City of Gardena and encourage all Californians to check "YES!" when applying for or renewing their driver's license or I.D. card, or by signing up at www.donateLIFecalifornia.org or www.doneVIDAcalifornia.org

Tasha Cerda

MAYOR

Dated: **28th Day of March, 2023**

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, February 28, 2023

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:04 PM on Tuesday, February 28, 2023, 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 Paulette C. Francis; Council Member Mark E. Henderson; Council Member Rodney G. Tanaka; Council Member Wanda Love was away on an excused absence; Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Treasurer Guy H. Mato; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

PUBLIC COMMENT ON CLOSED SESSION - None

2. CLOSED SESSION

2.A CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code Section 54956.8

Property: 1731 W. 162nd Street, Gardena, CA 90247

Agency Negotiator: Clint Osorio, City Manager and Greg S. Tsujiuchi, Director of Community Development

Negotiating Parties: Gary J. Uyeda and his agent Glen Higuchi

Under Negotiation: Price and Terms of Payment

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

Mayor Cerda reconvened the meeting to the Regular Open Session at 7:45 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 was any reportable action from Closed Session, she stated that direction was provided to staff, but no reportable action was taken.

3. PLEDGE OF ALLEGIANCE

Kristinah Silva led the Pledge of Allegiance. She attends Serra High School. Kristina is the Vice President of her class and is currently a Cadette in training with the Hawthorne Police Department.

4. INVOCATION

Presented by Pastor, Larry Dozier, The New Earth Christian Church, gave the Invocation.

5. PRESENTATIONS

- 5.A Gardena Military Veteran Recognition to Honor Gary N. Sakata, who served in the U.S. Army. He was chosen at the recommendation of Mayor Pro Tem Paulette C. Francis *(to be accepted by Mr. Gary Sakata)*

Mayor Cerda read a brief Biography; then Mayor Pro Tem Francis presented Mr. Sakata with a City of Gardena Veterans Commemorative Coin. Mr. Sakata was given an opportunity to speak and appropriate photos were taken.

- 5.B Boards and Commissions Update - Human Services Commission
- ***Jackie Arcos, Liaison for the Human Services Commission, provided a Presentation.***

- 5.C Los Angeles Community College District (LACCD) Presentation
- ***Robert Urtega, Local Advocate for the Los Angeles Community College District introduced President of Southwest College, Dr. Anthony Culpepper, who provided a Presentation.***

Council Member Henderson stated, as a former student, he is proud to see how the college is progressing and how our bond dollars are at work with the new facilities. He encourages everyone to visit the college and thanked Dr. Culpepper for the presentation.

Mayor Pro Tem Francis mentioned, as a former student, also thanked him for his presentation and is excited to hear about all the good things and the growth of the college.

Mayor Cerda, being an alumni, also thanked and commended him for such a great campus. She is pleased to hear about all the great things that they are doing at the college.

- 5.D Homeless Strategic Plan Overview Presentation
- ***Director of Recreation and Human Services, Stephany Santin and Homeless Coordinator, Diana Espinoza, co-presented the PowerPoint Presentation.***

There was a discussion which included Council; Director Santin & Homeless Coordinator Espinoza answered all of their questions; Director Santin acknowledged all participants who were involved in the creation of the Homeless Strategic Plan.

- 5.E Certificate of Commendation in Special Recognition of Retirements and Long-Time Service to the City of Gardena:
(a) Walter Hill, Custodian - Lead - 32 years - (Recreation & Human Services Department)

Director of Recreation and Human Services, Stephany Santin thanked Mr. Hill for all his hard work and dedication.

Mayor Cerda read Mr. Hill's Certificate of Commendation and expressed her appreciation for Mr. Hill.

6. **PROCLAMATIONS**

Mayor Cerda announced the Gardena Events Video Presentation that is highlighting the Recreation and Human Services Department current and future events.

6.A "WOMEN'S HISTORY MONTH" March 2023
- *was proclaimed by Mayor Cerda*

6.B "BLACK HISTORY MONTH" February 2023
- *was proclaimed by Mayor Cerda*

7. **APPOINTMENTS** - *No Appointments were made*

8. **CONSENT CALENDAR**

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

8.B Approve Minutes:
Regular Meeting of the City Council, January 24, 2023
Special Meeting of the Gardena City Council, February 15, 2023
CONTACT: CITY CLERK

8.C Receive and File of Minutes:
Planning & Environmental Quality Commission, December 6, 2022
Planning & Environmental Quality Commission, January 31, 2023
CONTACT: COMMUNITY DEVELOPMENT

8.D Approval of Warrants/Payroll Register, February 14, 2023
CONTACT: CITY TREASURER

February 14, 2023: Wire Transfer: 12312-12320; Checks Voided: 170431-170643– for a total Warrants issued in the amount of \$4,032,799.30; Total Payroll Issued for January 27, 2023: \$2,063,008.03; February 10, 2023: \$1,698,182.40.

8.E Approval of Warrants/Payroll Register, February 28, 2023
CONTACT: CITY TREASURER

February 28, 2023: Wire Transfer: 12321-12334; Checks Voided: 170644-170838– for a total Warrants issued in the amount of \$1,614,395.70; Total Payroll Issued for February 24, 2023: \$2,251,874.16.

8.F Monthly Investment Report, December 2022
CONTACT: CITY TREASURER

8.G Personnel Report P-2023-3 2-28-23
CONTACT: HUMAN RESOURCES

8.H RESOLUTION NO. 6622, Authorizing Execution of Administering Agency-State Master Agreements for State and Federal-Aid Funded Projects
CONTACT: ADMINISTRATIVE SERVICES

RESOLUTION NO. 6622

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AUTHORIZING EXECUTION OF ADMINISTERING AGENCY-STATE MASTER AGREEMENTS FOR STATE AND FEDERAL-AID FUNDED PROJECTS

- 8.I RESOLUTION NO. 6623, Amending the List of Authorized Games and Authorizing the Play of Certain Games in Licensed Card Clubs
CONTACT: CITY MANAGER

RESOLUTION NO. 6623

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING THE LIST OF AUTHORIZED GAMES AND AUTHORIZING THE PLAY OF CERTAIN GAMES IN LICENSED CARD CLUBS

- 8.J Second Reading and Adoption of ORDINANCE NO. 1848, Amending Title 18 of the Gardena Municipal Code Primarily Relating to the Establishment of Housing Overlays and Development Standards Pertaining Thereto and Revising the City's Zoning Map and Finding the Adoption to be Exempt from CEQA Pursuant to CEQA Guidelines Sections 15061(B)(3) and 15308.
CONTACT: COMMUNITY DEVELOPMENT

ORDINANCE NO. 1848

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA AMENDING TITLE 18 OF THE GARDENA MUNICIPAL CODE PRIMARILY RELATING TO THE ESTABLISHMENT OF HOUSING OVERLAYS AND DEVELOPMENT STANDARDS PERTAINING THERETO AND REVISING THE CITY'S ZONING MAP AND FINDING THE ADOPTION TO BE EXEMPT FROM CEQA PURSUANT TO CEQA GUIDELINES SECTIONS 15061(b)(3) and 15308

- 8.K California Energy Commission Grant Agreement
CONTACT: COMMUNITY DEVELOPMENT

- 8.L RESOLUTION NO. 6613, Artesia Boulevard Landscaping Assessment District Renewal for the Fiscal Year Commencing July 1, 2023 and Ending June 30, 2024.
CONTACT: PUBLIC WORKS

RESOLUTION NO. 6613

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ARTESIA BOULEVARD LANDSCAPING ASSESSMENT DISTRICT RENEWAL FOR THE FISCAL YEAR COMMENCING JULY 1ST, 2023 AND ENDING JUNE 30TH, 2024

- 8.M RESOLUTION NO. 6614, Consolidated Street Lighting District Renewal for the Fiscal Year Commencing July 1, 2023, and Ending June 30, 2024.
CONTACT: PUBLIC WORKS

RESOLUTION NO. 6614

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONSOLIDATED STREET LIGHTING DISTRICT RENEWAL FOR THE FISCAL YEAR COMMENCING JULY 1ST, 2023 AND ENDING JUNE 30TH, 2024

- 8.N Approve Carnival Agreement with Baque Bros/Classic Rides for Spring Carnival at Mas Fukai on Friday, April 7, Saturday, April 8, and Sunday, April 9, 2023.
CONTACT: RECREATION & HUMAN SERVICES
- 8.O Approve Fuel Contract Increase with Clean Energy for the Purchase of Compressed Natural Gas (CNG)
CONTACT: TRANSPORTATION

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

Ayes: Council Member Henderson, Mayor Pro Tem Francis, Council Member Tanaka, and Mayor Cerda
Noes: None
Absent: Council Member Love

9. EXCLUDED CONSENT CALENDAR

- 8.J COMMUNITY DEVELOPMENT - Second Reading and Adoption of ORDINANCE NO. 1848, Amending Title 18 of the Gardena Municipal Code Primarily Relating to the Establishment of Housing Overlays and Development Standards Pertaining Thereto and Revising the City's Zoning Map and Finding the Adoption to be Exempt from CEQA Pursuant to CEQA Guidelines Sections 15061(B)(3) and 15308.
- Item pulled by Mayor Pro Tem Francis

Mayor Pro Tem Francis brought forth her concerns for pulling Ordinance No. 1848 for its Second Reading.

Senior Planner, Amanda Acuna explained in detail that this ordinance has to do with amending the GMC relating to the establishments of the Housing Overlays and Housing Standards pertaining to revising the City's Zoning Map.

City Attorney Vasquez then stated that in our last meeting we adopted Urgency Ordinance No. 1847 which adopted the Zoning. She further explained it was recommended by our City Attorney's office in an abundance of caution that this ordinance have a first and second reading, because of the legal potential challenge that was received; as a result of adopting Urgency Ordinance No. 1847, we received a letter today that stated we have a compliant Housing Element.

City Attorney Vasquez noted for the record – Tonight because this is a regular Ordinance it only requires three (3) out of the five (5) votes to pass.

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

Ayes: Council Members Tanaka and Henderson, and Mayor Cerda

Noes: Mayor Pro Tem Francis

Absent: Council Member Love

**8.K COMMUNITY DEVELOPMENT - California Energy Commission Grant Agreement.
- *Item pulled by Mayor Pro Tem Francis***

Mayor Pro Tem Francis asked for confirmation of this grant agreement. City Manager Osorio replied that the State has asked that we automate the permit process when it comes to solar panels; we are required to have an application be processed through an app. She then asked how much the grant was for and he replied \$60,000.

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

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

Noes: None

Absent: Council Member Love

Mayor Cerda noted for the record that – Oral Communication will be taken out of order and shall be heard by a specific time as stated on our Agenda. She allowed for all individuals to speak at this time and informed everyone that once finished with Oral Communications the meeting will resume with Item 8.O.

11. ORAL COMMUNICATIONS

- 1) John Bradley, John Hilario, Ken Virzi, Dot Lin, Charisma DeBerry; Bryon Young and Sam Steward, residents of Rosecrans Place in Gardena expressed their concerns and spoke in opposition of the U-Haul Development Plan.

Mayor Cerda thanked everyone for coming out and expressing their concerns and making all Council Members aware of the impact that the project can have on their residence.

- 2) Hector Vargas, Board Member for Grandeza Mexicana Folk Ballet Company; came to announce their upcoming events and are looking to partner with the City of Gardena.
- 3) Sarah Harper, from Mayme Dear Library; came to announce library upcoming events happening at the Mayme Dear and Satow Libraries.

11.A PUBLIC COMMENT

- 1) City Clerk Mina Semenza, noted for the record the email that was received from the public.

Mayor Cerda resume the meeting with Consent Calendar Item 8.O.

Mayor Pro Tem Francis asked to pulled Item 8.N – noted for the record this Item was not pulled during the initial Consent Calendar roll call.

City Attorney Vasquez informed Mayor Cerda that with her permission Mayor Pro Tem Francis can ask her question, but the motion has been voted on already.

- 8.N RECREATION AND HUMAN SERVICES - Approve Carnival Agreement with Baque Bros/Classic Rides for Spring Carnival at Mas Fukai on Friday, April 7, Saturday, April 8, and Sunday, April 9, 2023.

Mayor Pro Tem Francis brought forth her concern about safety, same as last year; and asked if there is a plan. City Manager Osorio explained that one security guard will be paid by the City, and two of our Police Officers will be present from 2:00p.m. to closing on Friday, Saturday and Sunday; he continued to say that this same plan worked last year.

- 8.O TRANSPORTATION - Approve Fuel Contract Increase with Clean Energy for the Purchase of Compressed Natural Gas (CNG) - **Item pulled by Mayor Pro Tem Francis**

Mayor Pro Tem Francis asked for confirmation about the increase in the cost of natural gas, and also asked what happens if the gas prices go down. She then asked which of our buses does this affect and asked if we were going to install gas tanks at GTrans; she also asked if there is money left over, does it just roll over to the fund and asked for confirmation that this does not affect the general fund.

City Manager Osorio and Director of Transportation Ernie Crespo answered all of her questions.

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

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

Noes: None

Absent: Council Member Love

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

- 10.A FEBRUARY 7, 2023 MEETING - **Meeting Cancelled**

- 10.B FEBRUARY 21, 2023 MEETING

Conditional Use Permit #7-21, Site Plan Review #9-21, and Environmental Assessment #18-21

The Planning Commission reviewed the applicant's request to continue the project to the next Planning and Environmental Quality Commission meeting on March 7, 2023.

APPLICANT: Gardena Owner LP

LOCATION: 1600 West 135th Street

Commission Action: The Planning Commission motioned to continue the public hearing of Conditional Use Permit #7- 21, Site Plan Review #9-21, and Environmental Assessment #18 -21 to the next Planning and Environmental Quality Commission meeting on March 7, 2023, as requested by the applicant.

City Council Action: No City Council action needed. The Planning Commission had not approved an item resolution and motioned to continue the public hearing to March 7, 2023.

Mayor Pro Tem Francis asked what this was for?

Community Development Director Greg Tsujiuchi came up to the podium and answered her question.

10.C FEBRUARY 21, 2023 MEETING

Conditional Use Permit #3-22 and Site Plan Review #3-22

The Planning Commission considered a request for approval of the following entitlements to allow the use of an indoor firearm shooting range located on a 0.46-acre site:

- Conditional Use Permit (CUP #3- 22), per section 18.46.030.C.9 of the Gardena Municipal Code (GMC), for the operation of an indoor firearm shooting range facility located at the Industrial (M-1) zone; and
- Site Plan Review (SPR #5-22) required for any development project for which a Conditional Use Permit is being sought; and
- Determination that the project is exempt from CEQA pursuant to the existing facility exemption, CEQA Section 15301.

APPLICANT: Edmund Tan

LOCATION: 1435 West 130th Street

Commission Action: The Planning Commission directed Planning Staff to draft a Resolution of Denial for Conditional Use Permit #3-22 and Site Plan Review #5-22.

City Council Action: No City Council action needed.

12. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES - No Items

13. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT - No Items

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

15. DEPARTMENTAL ITEMS - POLICE

15.A Execution of One-Year Agreement with JL Group, LLC for Background Investigation Services Not to Exceed \$77,000

City Manager Osorio presented the Staff Report.

Mayor Pro Tem Francis asked the following questions: is this the same vendor we used last year, and we just renew the contract, why aren't we looking for a new vendor?

City Manager Osorio explained the contract details.

It was moved by Council Member Tanaka, seconded by Council Member Henderson, and carried by the following roll call vote to Authorize and Execute Contract:

Ayes: Council Member Tanaka and Henderson, Mayor Pro Tem Francis, and Mayor Cerda
Noes: None
Absent: Council Member Love

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

17. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

17.A Approval of a Fourth of July Fireworks Agreement in the amount of \$38,500 with Pyro Spectaculars Inc.

City Manager Osorio presented the Staff Report.

No Public Speakers.

Mayor Cerda asked if the display time was shortened; or was it the same amount time last year?

Mayor Pro Tem Francis asked if there was anything we could do to be comparable to the fireworks in our neighborhoods, such as being the same height, or level?

Mayor Cerda stated that she was unsure if we could be comparable; those may be illegals, but we can assure our residents that it will be safer at ours cause it will be done by a professional, and we have our Fire Department there.

Director of Recreation and Human Services, Stephany Santin and City Manager Osorio answered all questions.

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

Ayes: Council Member Henderson, Mayor Pro Tem Francis, Council Member Tanaka, and Mayor Cerda
Noes: None
Absent: Council Member Love

18. DEPARTMENTAL ITEMS – TRANSPORTATION - *No Items*

19. COUNCIL ITEMS – *No Items*

20. COUNCIL DIRECTIVES

Mayor Pro Tem Francis

- 1) Asked for a report of how many tobacco stores sells tobacco and asked for a moratorium. Would like to know if any rules or regulations can be implemented to limit the amount. Mayor Cerda suggested we determine the number of stores first. – **Mayor Cerda seconded it.**

Mayor Cerda

- 1) Asked if we could look into a grant for business façade improvements – **Council Member Henderson seconded it.**

21. 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) Full compliance letter received from HCD – Approving the city 6th Cycle Housing Element from 2021-2029.

22. COUNCIL REMARKS

- 1) COUNCIL MEMBER TANAKA- Since the last meeting Council Member Tanaka attended the COG Finance Committee, Cookies with the Rookies, The Student Leadership Program hosted by Kiwanis Key Club. Council Member Tanaka also attended the COG Board Meeting. Lastly, Council Member Tanaka acknowledges women for Women’s History Month.
- 2) COUNCIL MEMBER HENDERSON- Since the last meeting Council Member Henderson attended the special meeting of the Housing Element. Council Member Henderson also attended the ICA Conference, the Advocacy Committee, Responsible Governance Committee, AQM Tach meeting, LA Chamber of Commerce event at the SOFI Stadium and obtained information regarding Digital Billboards, attended the viewing of Jessica Randell that took place at the Inglewood Mortuary. Council Member Henderson stated that he is no longer a Chair Responsible Governance. Council Member Henderson is now on the Advocacy Committee. Council Member Henderson stated that City of South Pasadena is looking into electrifying their police fleet. Council Member Henderson sends a special congratulations to Gardena resident Mrs. Yoshiko Miwa on the age of 109. Lastly, Council Member Henderson acknowledges women for Women’s History Month.
- 3) MAYOR CERDA- Since the last meeting Mayor Cerda attended a Neighborhood watch meeting for 129th and Wilton Place which was held at the Senior Center. Mayor Cerda also attended Southern California Mayor’s Leadership Conference that was held in the City of Claremont School of Management, a grand opening for a fast-food restaurant called Dirt Dog, and the ICA Conference. Mayor Cerda was also in attendance for the City Selection Meeting for the southwest sector where a rep for small cities affordable housing was selected. Mayor Cerda was also in attendance of her monthly CCGA meeting as well as the monthly Sanitation meeting, the Teen night that was held at

Nakaoka Community Center, and The Special City Council Meeting on the Housing Element. Mayor Cerda also attended a dinner with the Consulate General of Korea and several other mayors from South Bay Cities were also in attendance, Second City Selection meeting where the rep that was chosen for housing for small cities had to be ratified and a second vote had to be taken within a week and a half of each other, also in attendance of the retirement banquet for the L.A County Fire Department Chief Daryl Osby, The Miss Los Angeles County Pageant which was held at the Nakaoka Community center, Attended the City of Carson 55th anniversary of their city being incorporated, City Selection Meeting for AQMD Rep whom City Council Member Jose Salachi from the City of Lynwood will represent for the upcoming 2 years. Lastly, Mayor Cerda attended the funeral service for Jessica Randell who served as a Senior Citizens Commission, Cop Cat rep, member of MLK Committee, and Holly Park Homeowners Association. Mayor Cerda mentioned a call she received about a resident who had a stroke and sheds light on Brian Tanaka for a great deal of service to the customer who called. Mayor Cerda asked a representative from the Southern California Gas Company to do a presentation on the increase of gas. Mayor Cerda provides information on an app that you can download that display's the amount of gas has being used.

- 4) MAYOR PRO TEM FRANCIS - Mayor Pro Tem Francis also mentioned the notice of gas bill and rate increase and encourages those to participate in the hearing held virtually on March 6th regarding the gas bill. Since the last meeting Mayor Pro Tem Francis attended the West Basin Director's Installation Ceremony, Community meetings for the homeless plan, Los Angeles County Vector Control meeting, Beautification Commission meeting and reported that there are 168 Graffiti incidents and 168 illegal dumping incidents that were reported by Officer Bazan and was handled by our Public Works Department, attended the Black History Month Celebration called the Historical Africa Cultural Center located on Gardena Boulevard and Cookies with Rookies. Mayor Pro Tem Francis mentioned on March 18th there will be a hands-on gardening workshop that touches on drought gardening. Mayor Pro Tem Francis mentioned the reason the MLK parade was being held during Black History Month was due to it being postponed due to weather from January 14th to February 25th, but it is not really part of the Black History Month program, while also stating that Gardena is the first city west of the Mississippi to honor Dr. Martin Luther King with an official celebration. Mayor Pro Tem Francis stated that the MLK program was started by Arthur Johnson in 1972, which was approved by Council to have the program with the help of Rosemary Zucconi. Mayor Pro Tem Francis also mentioned that she attended the MLK Commemorative Youth Program on March 11th at Nakaoka Community Center. Lastly, Mayor Pro Tem Francis mentioned the reason she pulls the consent calendar items for the significance to discuss any time we are spending money, receiving money, or a new program is introduced; that way the community is updated on the information on what we do and why it is being done.

23. ANNOUNCEMENT(S)

Mayor Cerda announced:

- 1) Battle of the Badges Blood Drive, Thursday, March 2, 2023; 10:00 a.m.-4:00 p.m. at Rush Gymnasium, 1651 W. 162nd Street. Save a life for a chance to win a pair of Gardena Dodgers Day Tickets!
- 2) Shamrockin' & Rollin' Dance, Friday, March 10, 2023; 6:30 p.m.-9:00 p.m. at the Nakaoka Community Center. This is a Therapeutic Recreation Program (TRP).

- 3) Hands On Gardening Workshop, Saturday, March 18, 2023 – from 9:30 a.m. – 11:00 a.m. Workshop will be held at Rowley Park. You will learn about native and climate appropriate plants; proper plant installation and maintenance; water efficient irrigation devices.
- 4) Semi- Annual Clean Up Event - Bulky item pickup, leave items out Event Schedule:
 If your normal trash day is: Monday Tuesday Wednesday Thursday Friday
 Then your cleanup day is: Feb. 18 Feb. 25 Mar. 4 Mar. 11 Mar. 18
 Please contact WR for more information at (888)467-7600.
- 5) Free Shredding Event for Gardena Residents, Saturday, April 29, 2023; 8:00 a.m.-12:00 p.m. at City Hall Complex. Proof of Residency Required. Maximum of 5 boxes (12x16x10 in) per household.

24. REMEMBRANCES

Mrs. Florence Needham, 98 years of age, beloved grandmother of Richard Gray, Home Improvement Helper from the Public Works Department.

Mrs. Barbara Robinson, 87 years of age, former Administrative Secretary with the City Clerk's Department. She provided over 16 years of service to the City of Gardena.

Mr. Hershel Clady, 81 years of age, Mr. Clady was a retired Assistant Fire Chief for the County of Los Angeles Fire Department. Mr. Clady retired in 2001 and provided over 32 years of service to the Department. He worked in Gardena for a short period of time as well.

Mrs. Betty Ann Hinds, 89 years of age, longtime Gardena resident and active member of the community.

Officer Thomas Martinez, former retired Police Officer with the Gardena Police Department.

25. ADJOURNMENT

At 10:31 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, March 14, 2023.

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

APPROVED:

 Tasha Cerda, Mayor

By: _____
 Becky Romero, Deputy City Clerk

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, March 14, 2023

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:40 PM on Tuesday, March 14, 2023, 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 Paulette C. Francis; Council Member Mark E. Henderson; Council Member Rodney G. Tanaka; and Council Member Wanda Love; Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

2. CLOSED SESSION - None

PUBLIC COMMENT ON CLOSED SESSION - None

CITY ATTORNEY REPORT OUT OF CLOSED SESSION - None

3. PLEDGE OF ALLEGIANCE

Drew Jackson and Chioma Obinwa led the Pledge of Allegiance. Drew is a charismatic 4th grader, who excels at creative writing and is an avid reader and especially enjoys fantasy novels. Chioma is an exemplary 6th grader, as a co-founder of her school's Reading club and a dedicated big sister to her siblings. She is an example of excellent leadership at school, as well as at home.

4. INVOCATION

Presented by Pastor Dwight Dudley, Calvary Chapel South Bay, gave the Invocation.

5. PRESENTATIONS

5.A Gardena Events Video Presentation
- ***Video presentation was presented highlighting the Recreation and Human Services Department current and future events.***

Mayor Cerda announced that Item 5.B is being added to the Agenda. City Attorney confirmed that the Item is not being added, the Item is just simply a presentation.

5.B Wayfinder Signs Presentation
- ***City Manager Osorio announced the quick preview of the proposed entrance Wayfinding signs. Director of Public Works, Allan Rigg and Principal Engineer, Kevin Kwak were present and unveiled the proposed signs to all Members of the Council and members of the public.***

City Manager Osorio informed everyone at this time that we are not asking for comments, we are only viewing the signs.

Mayor Cerda explained that if anyone has questions or comments to please see the Director of Public Works and or City Manager after the meeting or at a later time to discuss it, until we can bring it back as an agendized item.

6. **PROCLAMATIONS** - None

7. **APPOINTMENTS** - No Appointments were made

8. **CONSENT CALENDAR**

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

CONTACT: CITY CLERK

8.B Approve Minutes:
Regular Meeting of the City Council, February 28, 2023

CONTACT: CITY CLERK

8.C Receive and File of Minutes:
Planning & Environmental Quality Commission, February 21, 2023

CONTACT: COMMUNITY DEVELOPMENT

8.D Approval of Warrants/Payroll Register, March 14, 2023

CONTACT: CITY TREASURER

March 14, 2023: Wire Transfer: 12335-12346; Prepay: 170839-170844; Check Numbers: 170845-171012– for a total Warrants issued in the amount of \$8,047,992.37; Total Payroll Issued for March 10, 2023: \$1,681,941.68.

8.E Monthly Investment Report, January 2023

CONTACT: CITY TREASURER

8.F Personnel Report P-2023-4 3-14-23

CONTACT: HUMAN RESOURCES

8.G Acceptance and Notice of Completion for the Pedestrian Safety Improvements FY 2022-2023 - Sidewalk Trip Hazard Removal Phase, JN 513 (a.k.a. On-call services for Concrete Remediation)

CONTACT: PUBLIC WORKS

8.H Acceptance and Notice of Completion for the 170th St. Street Improvement Project from Normandie Avenue to Vermont Avenue, JN 944

CONTACT: PUBLIC WORKS

It was moved by Mayor Pro Tem Francis, seconded by Council Member Love, and carried by the following roll call vote to Approve all Items on the Consent Calendar with the exception of Items 8.B, 8.E, 8.G and 8.H:

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

Noes: None

Absent: None

9. EXCLUDED CONSENT CALENDAR

- 8.B CITY CLERK - Approve Minutes: Regular Meeting of the City Council, February 28, 2023 - *Item pulled by Mayor Pro Tem Francis*

Mayor Pro Tem Francis had concerns and asked for corrections to be made to certain sections of the minutes: under Departmental Items, her Council Directives and certain information under her Council Remarks.

It was moved by Mayor Pro Tem Francis, seconded by Mayor Cerda, and carried by the following roll call vote to Amend the Minutes with the corrections made as stated by Mayor Pro Tem Francis and bring the Amended Minutes back for Approval at the March 28, 2023 Council Meeting:

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

Noes: None

Absent: None

- 8.E CITY TREASURER - Monthly Investment Report, January 2023
- *Item pulled by Mayor Pro Tem Francis*

Mayor Pro Tem Francis asked why the monthly report is not done on a monthly basis? City Manager Osorio explained the process.

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

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

Noes: None

Absent: None

- 8.G PUBLIC WORKS - Acceptance and Notice of Completion for the Pedestrian Safety Improvements FY 2022-2023 - Sidewalk Trip Hazard Removal Phase, JN 513 (a.k.a. On-call services for Concrete Remediation) - *Item pulled by Mayor Pro Tem Francis*

Mayor Pro Tem Francis asked was it 1,000 square feet of sidewalks that was repaired. If I notice a trip hazard on my street, how do I report it? Director Rigg came up and confirmed her first question; and then explained the use of Gardena Direct.

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

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

Noes: None

Absent: None

8.H PUBLIC WORKS - Acceptance and Notice of Completion for the 170th St. Street Improvement Project from Normandie Avenue to Vermont Avenue, JN 944 - **Item pulled by Mayor Pro Tem Francis**

Mayor Pro Tem Francis stated that there were an amazing number of improvements and asked for confirmation. Director Rigg came up and explained the work that was performed.

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

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

Noes: None

Absent: None

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

10.A MARCH 7, 2023 MEETING

Conditional Use Permit #7-21, Site Plan Review #9-21, and Environmental Assessment #18-21

The Planning Commission reviewed the applicant's request to continue the project at the next Planning and Environmental Quality Commission meeting on March 21, 2023.

APPLICANT: Gardena Owner LP

LOCATION: 1600 West 135th Street

Commission Action: The Planning Commission motioned to continue the public hearing of Conditional Use Permit #7- 21, Site Plan Review #9-21, and Environmental Assessment #18 -21 to the next Planning and Environmental Quality Commission meeting on March 21, 2023, as requested by the applicant.

City Council Action: No City Council action is needed.

10.B MARCH 7, 2023 MEETING

Conditional Use Permit #3-22 and Site Plan Review #3-22

The Planning Commission reviewed a Resolution of Denial for the use of an indoor firearm shooting range located on a 0.46-acre site, for the following:

- Conditional Use Permit (CUP #3- 22), per section 18.46.030.C.9 of the Gardena Municipal Code (GMC), for the operation of an indoor firearm shooting range facility located at the Industrial (M-1) zone; and
- Site Plan Review (SPR #5-22) required for any development project for which a Conditional Use Permit is being sought; and
- Determination that the project is exempt from CEQA pursuant to the existing facility exemption, CEQA Section 15301.

APPLICANT: Edmund Tan

LOCATION: 1435 West 130th Street (APN:6102-003-020)

Commission Action: The Planning Commission approved Resolution No. PC 3-23, by a vote of 4-0-0, denying Conditional Use Permit #3-22.

City Council Action: Receive and file or Call for Review (By way of two votes from the City Council)

This Item was Received and Filed.

Mayor Cerda made a motion to take Item 20. Council Directives and Item 21. City Manager Remarks Re: Directive/Council Items out of order.

20. COUNCIL DIRECTIVES

Council Member Henderson

- 1) Asked if we could have staff do some research on establishing a Gardena Historical Society – ***Mayor Pro Tem Francis seconded it.***

Mayor Pro Tem Francis

- 1) Asked if we could bring back a moratorium regarding significant tobacco retailers only to be discussed and/or agendized at our 3/28/2023 Council Meeting – ***Mayor Cerda seconded it.***

21. 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 Council Directive made at the February 28, 2023, meeting, regarding regulating or prohibiting businesses that primarily sale tobacco and related products.
- 2) Memo – response to Council Member Henderson’s directive made at the January 10, 2023, council meeting regarding innovative enforcement efforts to combat intersection takeovers.

Mayor Cerda resumed the meeting with Oral Communications.

11. ORAL COMMUNICATIONS

- 1) Melissa Loza – a community organizer for ADAAP, Gardena High School Drug and Alcohol Prevention Taskforce; and a resident – spoke in favor of a moratorium in strengthening to prohibit the sale of tobacco in our City.
- 2) Nital Patel, representative for Senator Steve Bradford – came out to announce an event Senator Bradford is hosting called “Tacos and Taxes” for all residents at the Nakaoka Community Center; taxes will be done for free if you make under \$66,000; she also mentioned that no appointment is required for the community resource fair.

- 3) Dr. Rachel Johnson, representative of Gardena Holly Park Homeowners Association; spoke in favor of a moratorium and asked if buffer zones and density caps could be explored on these types of new businesses.
- 4) Hayley Hutt representative of Assembly Member Tina McKinnor's office; she is a new field representative – came out to introduce herself and to let Council know that she is looking forward to working with you all.
- 5) Andrea Simental – Manager of Masao Library; came to announce library events for Masao W. Satow Library.
- 6) Traci Saruwatari - community organizer working for ADAAP, GDAAP, and the youth at Gardena High School; concerned about the number of smoke shops in the city and two doors down from ADAAP youth treatment center; asked Council to put a moratorium on the sale of tobacco products.
- 7) Princes Alexis Evangelista Griffen - Owner of Medusa Tears which is a tattoo studio as well as a creative center; trying to obtain a business license and is having difficulty obtaining one because of the planning parameters there are not enough parking spaces the building is at 2094 W. Rosecrans
- 8) Jessica Abaya, community organizer for ADAAP and longtime resident of Gardena; spoke in favor of a moratorium in strengthening to prohibit the sale of tobacco in our City; she read a former high school task member's (Valentina Garcia) public comment, who is also in favor of a moratorium.
- 9) Victor Ibarra, Public Affairs Manager of SoCal Gas – came out to give an update and send a message to our residents regarding the high prices of natural gas; he oversees 14 cities; he mentioned a \$50.77 credit that will be appearing on our customer's bills; and pointed out that we will not be disconnecting any services for non-payment until further notice. He spoke about the Bill Home and Assistance Program; he gave a whole explanation of their plan and how they will help our community. He then said to make sure everyone has the latest updates, they can go to www.socalgas.com/newsroom; he mentioned he can be reached at 310-971-1517 or at vibarra@socalgas.com.

Mayor Cerda asked him about an app to help you gage or project future bills; it turns out it is a website called socalgas.com/managehigherbills.com. He stated that they will try to be more proactive.

City Clerk Mina Semenza stated for the record we received 7 public comment email communications; Council has received these emails, and they have also been placed in the Public Review binder at the back of the room, and have been made part of the public record.

12. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES - No Items

13. DEPARTMENTAL ITEMS – COMMUNITY DEVELOPMENT - No Items

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

- 14.A Renewal of the General Services Agreement (GSA) with the County of Los Angeles for a Five-Year Period, July 1, 2023 through June 30, 2028

City Manager Osorio presented the Staff Report. There were no public comments.

Council Member Henderson asked what's the service level agreement once we make the call to the County and what's our expectations; he also asked about the pick up of dead animals and what the timeline was.

Mayor Pro Tem Francis asked if it was common practice to have a service level agreement; she then asked what happens when things go wrong; she indicated she just wants to make sure we get the best service.

City Manager Osorio and City Attorney Vasquez answered all questions.

It was moved by Council Member Love, seconded by Council Member Henderson, and carried by the following roll call vote to Approve Agreement:

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

Noes: None

Absent: None

15. DEPARTMENTAL ITEMS - POLICE

- 15.A Authorization of Ammunition Purchases from Dooley Enterprises, Inc. Not to Exceed \$60,000 for Fiscal Year 2022-23

City Manager Osorio presented the Staff Report. There were no public comments.

Mayor Pro Tem Francis asked how often are we purchasing ammunition; how many bullets does \$60,000 buy; she then asked about the hollow point bullet and is it common among other agencies? She mentioned its known for doing a lot of damage; and then asked about the amount of bullets used in a year; she asked about hand guns and rifles; she then asked if we were buying ammunition for the academy, and if the \$60,000 will take care of all that?

Chief Saffell came up and answered all of her questions.

It was moved by Council Member Love, seconded by Council Member Tanaka, and carried by the following roll call vote to Authorize Ammunition Purchases:

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

Noes: None

Absent: None

16. DEPARTMENTAL ITEMS - PUBLIC WORKS

- 16.A Authorize the Director of Public Works to Enter into Exchange Agreement and Assignment of Federal Surface Transportation Program-Local (STP-L) and Highway Infrastructure Program (HIP) Funds with Los Angeles County Metropolitan Transportation Authority (LACMETRO), in a form approved by the City Attorney

City Manager Osorio presented the Staff Report.

City Clerk Semenza stated there was a public comment email that was received; it has been distributed to Council; a copy has been placed in the Public Review binder and has been made part of the record.

It was moved by Council Member Henderson, seconded by Mayor Pro Tem Francis, and carried by the following roll call vote to Authorize Funding Exchange:

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

Noes: None

Absent: None

- 16.B Award Construction Contract for the Gardena Community Aquatic and Senior Center Project – Underground Utility Phase, JN 978, to Doty Bros. Equipment Company, in the amount of \$157,038, approve the Project Plans & Specifications and Budget Contingency.

City Manager Osorio presented the Staff Report. There were no public comments.

Council Member Tanaka recused himself due to his residence being within the proximity of the project.

Mayor Pro Tem Francis asked once the undergrounding of the utilities is completed, what's next? She mentioned it seems like it is taking a long time; our seniors are looking forward to it.

Public Works Director Rigg came up and gave an explanation and overview of what has taken place and what we can expect in the near future.

It was moved by Mayor Pro Tem Francis, seconded by Council Member Love, and carried by the following roll call vote to Award Construction Contract, Approve the Project Plans and Specifications and Approve Budget Contingency:

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

Noes: None

Absent: None

Abstain: Council Member Tanaka

17. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

17.A Approval of the City of Gardena Homeless Strategic Plan from March 2023-December 31, 2025

City Manager Osorio presented the Staff Report. There were no public comments.

Council Member Tanaka made a comment, as a member of the COG, and all the things were doing with our homeless task force; everything staff did for this plan, I appreciate all the work and all the effort you put into this, thank you, it is a good plan.

Mayor Pro Tem Francis asked if the plan will grow as our resources grow. She continued to say that it is a good plan.

Recreation and Human Services Director Santin came up and answered Mayor Pro Tem Francis' question.

It was moved by Council Member Love, seconded by Council Member Tanaka, and carried by the following roll call vote to Approve the City of Gardena Homeless Strategic Plan:

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

Noes: None

Absent: None

18. DEPARTMENTAL ITEMS – TRANSPORTATION - No Items

19. COUNCIL ITEMS

19.A 12-Month Pilot Commercial Façade Improvement Program

City Manager Osorio presented the Staff Report..

Jackie Choi, our Economic Development Manager made a PowerPoint presentation.

It was noted by City Clerk Semenza that a public comment email was received; it was distributed to Council, put in the Public Review binder and made part of the record.

Mayor Cerda spoke about the program and suggested she was hoping we could make the target area Rosecrans Avenue between Crenshaw and Van Ness or even to Western Avenue. She mentioned for the first year we should just focus on a particular area. Once businesses know that there is money out there, just with signage, landscaping, lighting, and window changes; she thinks the amount is good, normally I don't like the fact that we are using our general fund, but when we did pass Measure G, we said we would use it to improve the community; if the Council is open to focusing on Rosecrans and then year two we could look at CDBG. She mentioned one of the things that we have to take into consideration is Gardena is already a built-out city, we kind of have to piece it together.

Council Member Henderson commented about the consultancy fee if it was up to 20%; when the Consultant comes on board could they investigate including cameras on the exteriors. He then stated he wanted to remind everyone that we do have a process in dealing with abandoned commercial properties, so we may have to have a discussion about that.

Mayor Pro Tem Francis asked if we were going to do research or is it going to include development standards, like paint colors, or are we going to just do the work; if we go with the target area of Rosecrans, is it going to be for specific areas? How do you decipher if it's a strip mall and only one of the owners wants to make improvements, but the other one doesn't. Is there any plans of meeting with the business owners to inform them of this pilot program? What's the objective and goal of the program, and how do you know you've done a good job? She indicated she would like to get the project approved before we designate an area; and said it was important to improve our commercial corridor image. She continued to say let's see what our feasibility is; has a feasibility study been done.

Council Member Love commented and wanted to suggest other areas that we need to look at would be: Rosecrans and Normandie, at the Dollar Tree, all those buildings could use some revitalization, all up and down Crenshaw from El Segundo to Redondo Beach Boulevard, and at Rosecrans and Vermont as you come into the City. She then asked about the matching funds; will there be an agreement, and can we ask these businesses if they would stay in business once we invest in this program. She then asked if the agreement is with the property owner. She then asked if we could pull funding from another funding source and not the general funds. If the City decides to continue the program, can it be funded by other resources; did you do your research to see what other cities were doing; how would you determine which location we would choose.

Economic Development Manager Jackie Choi and Community Development Director Greg Tsujiuchi answered all of Council's questions.

Public Speaker: Princes Alexis Evangelista Griffen, came out to voice her opinion and gave her recommendations on the pilot program.

It was moved by Mayor Cerda, seconded by Mayor Pro Tem Francis, and carried by the following roll call vote to Approve Establishing a 12-month Pilot Commercial Façade Improvement Program with the Recommendations of doing Rosecrans from Vermont to Crenshaw – with no murals:

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

Noes: None

Absent: None

22. COUNCIL REMARKS

- (1) MAYOR PRO TEM FRANCIS- Attended the Serra High School event honoring women of Serra; it's a big deal and means so much that they are now a co-ed school; it was a very nice event and nice to see all the women from all professions; she also attended the Vector Control meeting; See's Candy grand opening, and MLK Commemorative Youth Program for the essay presentation; it was rescheduled from February 25th and gave a shout out to Director Stephany Santin and Ms. Amber, and all the staff that worked, and Senator Bradford who provided certificates. Mayor Pro Ms. Amber showcased a video montage of all the parades that have taken place in the past. Mayor Pro Tem Francis attended the Cinco de Mayo Spring dinner fundraiser and invited all to the Beautification Commission is hosting a Hands On Gardening Workshop at Rowley Park on Saturday, March 18, 2023. Mayor Pro Tem Francis thanked her colleagues for all the contributions of what we would like to do to improve the city. Lastly, Mayor Pro Tem Francis mentioned that it is Women's History Month and would like to thank all the women who make the City go, every department; Happy Women's History Day.
- (2) COUNCIL MEMBER TANAKA – hosted the South Bay COG's homeless task force meeting. Attended and donated blood at GPD blood drive. Attended the Serra High School tribute to women and stated, it was a really great event to celebrate the women who have gone through the trials and tribulations of an all boy school; active shooter presentation by Captain Osorio and stated, I believe our city staff are way more protected and prepared; Council Member Tanaka also attended Serra High School International Space Station presentation that was put on by 5 young men who belonged to the National Society of Black Engineers; Council Member Tanaka stated, these young men have been working on this experiment for months and are one of eight schools that were awarded this project; everything will be done remotely from here and looking forward to see what transpires out of this experiment; really proud that these young men took this on, I've asked the City Manager to invite them to our City Council meeting to recognize them with a certificate. Council Member Tanaka also attended the Nakaoka Youth Mixer that the staff put on and met some great students; Council Member Tanaka is waiting to see what students applied for the Youth Commission spots. He also attended the SBCOG legislative get together held at Cal State Dominguez Hills and this was the first in person meeting since COVID, in attendance was Senator Gibson, Senator Bradford, and Supervisor Hahn; the Gardena Police Department Hiring Information Event at Nakaoka put on by Officer Bazan and Officer Carter had 8 or 9 candidates show up; See's Candy grand opening and states, what a great thing, in attendance was their CEO, Congresswoman Maxine Waters, Senator Bradford; attended the COG's transportation and steering committee meeting. Lastly, congratulates all the woman for Women's History Month.
- (3) COUNCIL MEMBER LOVE –Opened with adding on to Senator Bradford's field deputies that the taxes would be done by professionals; she attended Serra High Schools tribute to women and stated, it was a pleasant surprise that some of the women that attended Serra shared their struggles that they went through and it kind of motivated me to do something and it was great to be a key note speaker; Council

Member Love attended Friends of the Library, St Patrick's Day meet and greet; Youth Mixer; was amazing to decorate cakes and work with the youth; See's Candy grand opening talked to Pat the CEO; Torrance store is worth \$5M and in 21 days the store in Gardena made \$80,000 and they were really excited that we got our Congresswoman and State Assembly and elected officials to be present; See's had a grand opening in Dana Point but said that Gardena was the best. Council Member Love thanked her colleagues who came out in the rain and attended the LA County women of the year with Holly Mitchell. Council Member Love stated, I had the privilege to sit with an 89 year old women engineer who designed Marina Del Rey harbor and said it was kind of like the Hidden Figures movie, to be recognized as a women of the year. Council Member Love attended the Speak Up event at Rowley Park. Council Member Love mentioned the death of her mother and thanks her colleagues, City Department heads, staff, community residents, and local businesses. Lastly, Council Member Love closes with, there was no way I could write something up about my mom to be placed on our agenda, I just wanted to take this time to thank you all from the bottom of my heart.

- (4) MAYOR CERDA offered condolences from the entire council to Council Member Love; Mayor Cerda attended KIPP generations school student council 4th and 5th graders had questions for her and was impressed by the questions that they asked, stated, really a lot of fun; Holly Park Homeowners Association meeting and able to get a lot of good information from ADAAP related to flavored tobacco shops and will be moving forward as it relates to the moratorium; the South Bay Association of Realtors had their elections, thanked Mina Semenza for the invitation that was a Woodstock theme, it was a great event; Mayor Cerda was invited to be a key note speaker at Serra High School but had to decline to attend a family member's funeral; Youth Mixer with the Youth Commission talked about the games and activities they did; grand opening of See's Candy and stated, for the residents that are watching thank you for coming out everyone was happy to be there; you heard all of the elected that were there such a happy occasion it was such a pleasure working with our city staff and thanked the Economic Development Manager and Community Development; Lastly, apologized for missing MLK Youth Essay event and thanked her colleagues and appreciates everything that they all attended.
- (5) COUNCIL MEMBER HENDERSON gave condolences to Council Member Love; thanked Chief Saffell for the report on the intersection takeovers and the safety; Council Member Henderson stated, we've done a lot since this city was incorporated in 1930; which was one of the drives for asking for the Gardena Historical Society, Gardena has a major impact in LA County and it's something we should all be proud of. Council Member Henderson attended the Youth Mixer and enjoyed the activities as well as the games, attended the Serra High School tribute to women for it to go co-ed and just hearing those stories it was a akin to the civil rights experience for some of the girls there; took that as a lesson making sure I have different lenses or be empathetic and encourages all to think about others as we go through life. Council Member Henderson attended the USC Sole Prize Executive Education Forum and stated, which he is a member of the Curriculum Development Board and it was a great two days of learning experience; the City Manager of Lakewood and City

Manager of Rolling Hill Estates gave a lot of the new council folks some understanding on working with City Managers and staff working collaboratively; Council Member Henderson attended SCAG Joint Policy meeting, did his committees presentation on racial equity in housing in the regions, included a bullet point on economics and everyone is inclusive; Council Member Henderson attended See's candy and stated it was awesome; thanked his colleagues to have the courage and strength for looking into the historical society; we've done a lot culturally and make sure we are recognized. Lastly, Council Member Henderson mentioned the newly elected are women which is great for Women's History Month.

23. ANNOUNCEMENT(S)

Mayor Cerda announced:

- 1) Hands On Gardening Workshop, Saturday, March 18, 2023 – from 9:30 a.m. – 11:00 a.m. Workshop will be held at Rowley Park.
- 2) 1st ZNA USA – Koi Show, March 18-19, 2023, at City Hall Complex: Saturday, 10:00 a.m. - 5:00 p.m. and Sunday, 10:00 a.m. – 3:00 p.m.
- 3) Painting Workshop for Seniors, Wednesday, March 22, 2023; 10:00 a.m. to 11:00 a.m. at the Nakaoka Community Center.
- 4) Girls Night, Friday, March 24, 2023, at the Nakaoka Community Center: Doors open at 6:00 p.m.; Activities start at 6:30 p.m.
- 5) 2023 Mayor's State of the City, Thursday, March 30, 2023, at the Nakaoka Community Center: Meet, Greet & Eat 6:00 p.m. and Program 7:00 p.m.
- 6) Tacos & Taxes Community Resources Fair hosted by CA State Senator Steven Bradford, April 1, 2023, from 10:00 a.m. – 2:00 p.m. To make an appointment, call (626)545-9351.
- 7) Spring Carnival, April 7-9, 2023: Friday, 5:00 p.m. – 10:00 p.m.; Saturday, 2:00 p.m. – 10:00 p.m.; Sunday, 2:00 p.m. – 10:00 p.m., at Mas Fukai Park at 158th and Brighton Ave., in the City of Gardena.
- 8) Spring Youth Camp, April 3 – April 7, 2023; Ages 5 to 12 and camp locations are Freeman Park and Johnson Park.
- 9) Easter Eggstravaganza, Saturday, April 8, 2023, from 8:30 a.m. – 11:30 a.m., at the Nakaoka Community Center.
- 10) Free Shredding Event for Gardena Residents, Saturday, April 29, 2023; 8:00 a.m.-12:00 p.m. at City Hall Complex.

24. REMEMBRANCES

Officer Thomas Martinez, former retired Police Officer with the Gardena Police Department.

John Jimenez, 91 years of age, life-long resident of Gardena; he is survived by his wife Florence, and children Connie, Irene, Robert and Susan, grandchildren, and great grandchildren; he will be dearly missed by his family.

In memory of Councilmember Love's mother.

25. ADJOURNMENT

At 10:41 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, March 28, 2023.

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

APPROVED:

Tasha Cerda, Mayor

By: _____
Becky Romero, Deputy City Clerk

**Regular PEQC Meeting Notice and Agenda of the
Planning and Environmental Quality Commission
Tuesday, March 7, 2023**

The Regular PEQC Meeting Notice and Agenda of the Planning and Environmental Quality Commission of the City of Gardena, California, was called to order at 7:00 PM on Tuesday, March 7, 2023, in the Council Chambers at 1700 W. 162nd Street, Gardena, California.

PARTICIPATE BEFORE THE MEETING by emailing the Planning Commission at planningcommissioner@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line.

1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:00PM

2. **ROLL CALL**

Present: Chair Stephen P Langley; Vice Chair Deryl Henderson; Commissioner Steve Sherman; Commissioner Jules Kanhan

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF MINUTES**

4. A February 21, 2023 MEETING

A motion was made by Vice Chair Henderson and seconded by Commissioner Sherman to approve the minutes of the meeting on February 21, 2023.

The motion passed by the following roll call vote:

Ayes: Kanhan, Henderson, Sherman, Langley

Noes:

5. **ORAL COMMUNICATIONS**

No members of the public wished to speak to the Planning Commission under oral communications.

6. **CONTINUED BUSINESS**

6.A **CONDITIONAL USE PERMIT #3-22 AND SITE PLAN REVIEW #5-22**

Resolution of Denial to be presented to the Planning Commission, for the use of an indoor firearm shooting range located on a 0.46-acre site, for the following:

- Conditional Use Permit (CUP #3-22), per section 18.46.030.C.9 of the Gardena Municipal Code (GMC), for the operation of an indoor firearm shooting range facility located at the Industrial (M-1) zone; and
- Site Plan Review (SPR #5-22) required for any development project for which a Conditional Use Permit is being sought; and
- Determination that the project is exempt from CEQA pursuant to the existing facilities exemption, CEQA Section 15301.

APPLICANT: Edmund Tan

LOCATION: 1435 West 130th Street (APN: 6102-003-020) Staff Report 03.07.2023.pdf

Resolution No. PC 3-23.pdf

Senior Planner, Amanda Acuna, had elaborated to the Planning Commission about the previous decision, at the February 21, 2023, PEQC meeting, to present a Resolution of Denial, based on the fact that the use of an indoor firearm shooting range will be detrimental due to the existing residential properties and the newly adopted housing overlay in the proposed location of 1435 West 130th St.

MOTION: It was moved by Commissioner Kanhan, and seconded by Vice Chair Henderson, to approve Resolution No. PC 3-23, to deny Conditional Use Permit #3-22 for the use of an indoor firearm shooting range at 1435 West 130th Street.

The motion passed by the following roll call vote:

Ayes: Kanhan, Sherman, Henderson, Langley

Noes:

7. **PUBLIC HEARING ITEMS**

7.A **CONDITIONAL USE PERMIT #7-21 AND SITE PLAN REVIEW #9-21 ENVIRONMENTAL ASSESSMENT #18-21**

Continuation to the March 21, 2023, Planning Commission Meeting.

Project Location: 1600 W. 135th Street, Gardena

Applicant: Gardena Owner LP

Continuation_Memo3.07.2023.pdf

Ms. Acuna informed the Planning Commission that the item will be moved to the next Planning and Environmental Quality Commission meeting on March 21, 2023, at the applicant's request, and that the public hearing period will be continued to the respective date.

MOTION: It was moved by Vice Chair Henderson and seconded by Commissioner Sherman, to continue the public hearing of Conditional Use Permit #7-21, Site Plan Review #9-21, and Environmental Assessment #18-21 to the following Planning and Environmental Quality Commission meeting on March 21, 2023.

The motion passed by the following roll call vote:

Ayes: Henderson, Sherman, Kanhan, Langley

Noes:

8. **ELECTION OF COMMISSION OFFICERS**

PLANNING AND ENVIRONMENTAL QUALITY COMMISSION CHAIR ELECTION

MOTION: Chair Langley motioned and seconded by Commissioner Kanhan, to nominate and appoint Deryl Henderson as the new Chair of the Planning and Environmental Quality Commission.

The motion passed by the following roll call vote:

Ayes: Langley, Kanhan, Sherman, Henderson

Noes:

PLANNING AND ENVIRONMENTAL QUALITY COMMISSION VICE CHAIR ELECTION

MOTION: Commissioner Sherman motioned and seconded by Chair Langley to elect Stephen Langley to be the new Vice Chair of the Planning and Environmental Quality Commission.

The motion passed by the following roll call vote:

Ayes: Sherman, Langley, Kanhan, Henderson

Noes:

9. **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

Community Development Director, Greg Tsujiuchi, had announced that Gardena's State of the City will be held at the Nakaoka Community Center on March 30, 2023, from 5 P.M. to 8 P.M.

Mr. Tsujiuchi reminded the Planning Commission that there will be a Planning Commissioners Academy held at Gardena Grove from March 29 to 31, 2023.

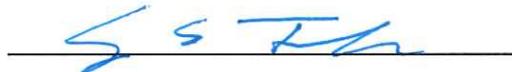
10. **PLANNING & ENVIRONMENTAL QUALITY COMMISSIONERS' REPORTS**

No commissioners had items to report.

11. **ADJOURNMENT**

Chair Langley adjourned the meeting at 7:22 P.M.

Respectfully submitted,



GREG TSUJIUCHI, SECRETARY
Planning and Environmental Quality Commission



STEPHEN LANGLEY, CHAIR
Planning and Environmental Quality Commission

MEMORANDUM

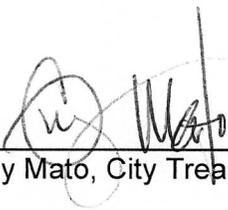
TO: Honorable Mayor and City Council
FROM: City Treasurer's Office
DATE: March 23, 2023
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

March 28, 2023 TOTAL WARRANTS ISSUED: \$1,629,695.16

Wire Transfer: 12347-12351
Prepay: 171013-171014
Check Numbers: 171015-171201
Checks Voided:

Total Pages of Register: 21

March 24, 2023 TOTAL PAYROLL ISSUED: \$2,387,500.63



Guy Mato, City Treasurer

cc: City Clerk

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12347	3/7/2023	112326 LWP CLAIMS SOLUTIONS INC.	030723		WORKERS' COMP CLAIMS	15,670.90
					Total :	15,670.90
12348	3/9/2023	112326 LWP CLAIMS SOLUTIONS INC.	030923		WORKERS' COMP CLAIMS	5,605.63
					Total :	5,605.63
12349	3/10/2023	111894 HEALTHNOW ADMINISTRATIVE, SERVICES	U4769		HEALTH INSURANCE CLAIMS	4,822.54
					Total :	4,822.54
12350	3/13/2023	112326 LWP CLAIMS SOLUTIONS INC.	031323		WORKERS' COMP CLAIMS	21,319.00
					Total :	21,319.00
12351	3/15/2023	112326 LWP CLAIMS SOLUTIONS INC.	031523		WORKERS' COMP CLAIMS	10,503.39
					Total :	10,503.39
171013	3/13/2023	619003 SOUTHERN CALIFORNIA EDISON	030123		LIGHT & POWER	3,365.52
					Total :	3,365.52
171014	3/13/2023	111467 LOVE, WANDA	02/01-02/03		LEAGUE OF CA CITIES ACADEMY	79.20
					Total :	79.20
171015	3/28/2023	107290 ACOSTA, NOLBERTO	03/06-03/07		PRE-PRODUCTION BUS MEETING - PE	50.00
					Total :	50.00
171016	3/28/2023	112177 ADVANCE AUTO PARTS	8655306154872		GTRANS AUTO PARTS	125.03
					Total :	125.03
171017	3/28/2023	101748 AFTERMARKET PARTS COMPANY LLC, THE	82949353	037-10167	GTRANS AUTO PARTS	826.50
			82949370	037-10167	GTRANS AUTO PARTS	402.59
			82956030	037-10167	GTRANS AUTO PARTS	630.99
			82956127	037-10167	GTRANS AUTO PARTS	1,540.69
			82960918	037-10167	GTRANS AUTO PARTS	1,219.94
			82960959	037-10167	GTRANS AUTO PARTS	4.19
			82962633	037-10167	GTRANS AUTO PARTS	646.15
					Total :	5,271.05
171018	3/28/2023	111725 AKOPYAN, MARINE	PERMIT #16586		PERMIT DEPOSIT REFUND - 15212 S W	1,000.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171018	3/28/2023	111725 111725 AKOPYAN, MARINE	(Continued)			Total : 1,000.00
171019	3/28/2023	101628 AQUA-FLO SUPPLY	SI2070292 SI2072288		PARK MAINT SUPPLIES PARK MAINT SUPPLIES	426.25 32.84 Total : 459.09
171020	3/28/2023	105293 ARC DOCUMENT SOLUTIONS, LLC	11390647 11430027 11430936		REPROGRAPHIC SERVICES - JN 985, E REPROGRAPHIC SERVICES - JN 978, C REPROGRAPHIC SERVICES - TRAFFIC	23.81 180.31 41.16 Total : 245.28
171021	3/28/2023	104687 AT&T	19598984 19652215 19652216 19652526 19655335		TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE	1,057.07 411.19 430.43 20,158.77 530.12 Total : 22,587.58
171022	3/28/2023	616090 AT&T	3103232408 03/01/23		TELEPHONE	4,032.43 Total : 4,032.43
171023	3/28/2023	111170 AT&T FIRSTNET	287290885074X3102023 287298156560X3102023 287303490376X3102023 287324972943X3102023		CITYWIDE CELL PHONE ACCT #287290 COVID-19 FIRSTNET COMMUNICATION BUS CELL PHONE ACCT #28730349037 GTRANS CELL PHONE ACCT #2873249	1,732.33 1,722.12 1,711.82 51.49 Total : 5,217.76
171024	3/28/2023	100474 AT&T LONG DISTANCE	031223		TELEPHONE	68.78 Total : 68.78
171025	3/28/2023	100964 AT&T MOBILITY	828667974X03162023		CM CELL PHONE ACCT #828667974	86.46 Total : 86.46
171026	3/28/2023	102880 AUTOPLEX, INC.	14736 14759		2020 FORD INTRCPTR #1591741 OIL & 2022 FORD EXPLR #1630458 OIL & FILT	82.53 89.26 Total : 171.79
171027	3/28/2023	110686 AZTECH ELEVATOR COMPANY	AZ17651	024-00844	ELEVATOR MAINTENANCE - NCC	285.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171027	3/28/2023	110686 AZTECH ELEVATOR COMPANY	(Continued) AZ17652 AZ17653 AZ17654	024-00844 024-00844 024-00844	ELEVATOR MAINTENANCE - PW ELEVATOR MAINTENANCE - CITY HALL ELEVATOR MAINTENANCE - NCC	285.00 100.00 100.00 Total : 770.00
171028	3/28/2023	110190 BASNET FAMILY CHILD CARE	FEBRUARY 2023		CHILD CARE PROVIDER	11,252.00 Total : 11,252.00
171029	3/28/2023	103641 BECNEL UNIFORMS	55193		BUS UNIFORM SUPPLIES	528.29 Total : 528.29
171030	3/28/2023	109037 BEEMAN, RAYMOND	02/07-02/10.		2023 PA RISK MGMT CONFERENCE	225.00 Total : 225.00
171031	3/28/2023	102135 BEHREND, KENT	170	023-01401	IT NETWORK SUPPORT	3,400.00 Total : 3,400.00
171032	3/28/2023	102243 BISHOP COMPANY	837970		TREE PROGRAM SUPPLIES	862.11 Total : 862.11
171033	3/28/2023	109377 BOB BARKER COMPANY, INC.	INV1876607 INV1876981		JAIL PROGRAM SUPPLIES JAIL PROGRAM SUPPLIES	310.92 12.96 Total : 323.88
171034	3/28/2023	108715 BOBBS FAMILY CHILDCARE	FEBRUARY 2023		CHILD CARE PROVIDER	4,486.60 Total : 4,486.60
171035	3/28/2023	110313 CALTIP	94-2023-FEB	037-10137	INSURANCE CLAIMS DEDUCTIBLE - FE	20,434.07 Total : 20,434.07
171036	3/28/2023	110538 CANNON COMPANY	81673 81999 82553 82953 83098 83388 83549	024-00927 024-00927 024-00927 024-00927 024-00927 024-00927 024-00788	ARTESIA BLVD. STREET IMPROVEMEN ARTESIA BLVD. STREET IMPROVEMEN STORM DRAIN CATCH BASIN SCREEN	2,231.25 5,876.25 17,287.65 5,767.03 1,636.40 307.50 1,559.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171036	3/28/2023	110538 110538 CANNON COMPANY	(Continued)			Total : 34,665.08
171037	3/28/2023	112073 CAROLLO ENGINEERS, INC	FB33119	024-00828	SEWER MASTER PLAN PROJECT	34,233.00
						Total : 34,233.00
171038	3/28/2023	111731 CARPENTER, CHAD	GTR030123	037-10220	PROFESSIONAL SERVICES	3,945.00
						Total : 3,945.00
171039	3/28/2023	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	43165		LEGAL SERVICES	409.99
			43166		LEGAL SERVICES	683.35
			43167		LEGAL SERVICES	7,176.68
			43168		LEGAL SERVICES	90.00
			43171		LEGAL SERVICES	694.78
			43172		LEGAL SERVICES	1,814.76
			43173		LEGAL SERVICES	385.17
			43175		LEGAL SERVICES	2,817.21
						Total : 14,071.94
171040	3/28/2023	111612 CHARTER SPECTRUM	PERMIT #16582		PERMIT DEPOSIT REFUND - 14105 VEF	1,000.00
						Total : 1,000.00
171041	3/28/2023	112138 CHAUHAN, MINESH	03/06-03/07		PRE-PRODUCTION BUS MEETING - PE	86.47
						Total : 86.47
171042	3/28/2023	103127 CHILD 2 CHILD CONNECTION, FAMILY DAY C/ FEBRUARY 2023			CHILD CARE PROVIDER	3,215.00
						Total : 3,215.00
171043	3/28/2023	103003 CITY OF LAWNSDALE	031323		SENIOR NUTRITION MEALS	207.21
						Total : 207.21
171044	3/28/2023	312105 CITY OF LOS ANGELES	MA230000051		TRAFFIC SIGNAL MAINTENANCE & OPI	852.83
						Total : 852.83
171045	3/28/2023	111416 COLANTUONO, HIGHSMITH &, WHATLEY, PC	55328		LEGAL SERVICES	333.22
						Total : 333.22
171046	3/28/2023	102388 COPYLAND, INC.	81818	037-10175	GTRANS - 30"X42" BLUEPRINTS	253.11

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Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171046	3/28/2023	102388 102388 COPYLAND, INC.	(Continued)			Total : 253.11
171047	3/28/2023	102791 CPAC, INC.	1296624	023-01436	(82) 27" ASUS MONITORS	30,285.89
						Total : 30,285.89
171048	3/28/2023	103461 CPS	INV13249		TESTING MATERIALS	790.00
						Total : 790.00
171049	3/28/2023	109005 CRESPO, ERNIE	03/06-03/07		PRE-PRODUCTION BUS MEETING - PE	201.79
						Total : 201.79
171050	3/28/2023	103353 CRM COMPANY, LLC.	LA22137		SCRAP TIRE DISPOSAL FEE	69.50
						Total : 69.50
171051	3/28/2023	108799 CSTARS NURSERY, INC.	45493		PARK MAINT SUPPLIES	356.49
						Total : 356.49
171052	3/28/2023	106193 CUMMINS SALES AND SERVICE	X4-33390 X4-36607 X4-36814 X4-37263	024-00919	GTRANS AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS STREET SWEEPER #79 REPAIRS	-78.80 103.34 452.44 22,758.31
						Total : 23,235.29
171053	3/28/2023	110319 CWE DIRECTOR	23102 23104	024-00766 024-00846	MS4 & NPDES - MONITORING & COMPI MS4 & NPDES - MONITORING & COMPI	331.25 1,562.19
						Total : 1,893.44
171054	3/28/2023	104736 D&R OFFICE WORKS, INC.	0126925	034-00564	NCC REMODEL - STORAGE CABINETS	7,375.29
						Total : 7,375.29
171055	3/28/2023	102228 DAILY BREEZE	0011588284		NOTICE OF 30-DAY PUBLIC REVIEW - F	1,228.66
						Total : 1,228.66
171056	3/28/2023	112439 DDS LEGAL SUPPORT SYSTEMS INC	030723		REFUND - DEPOSITION COURT APPEA	275.00
						Total : 275.00
171057	3/28/2023	105951 DECALS BY DESIGN, INC.	17366 17371		GTRANS BUS DECALS GTRANS BUS DECALS	343.03 243.20

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171057	3/28/2023	105951	105951 DECALS BY DESIGN, INC.		(Continued)	Total : 586.23
171058	3/28/2023	112415	DEPARTMENT OF HUMAN RESOURCES		MARCH 2023	918.40
						Total : 918.40
171059	3/28/2023	105182	DIRECTV		017280777X230315	2,031.02
						Total : 2,031.02
171060	3/28/2023	108367	DIVERSIFIED COMMUNICATIONS, SERVICES, PERMIT #17652			1,712.00
					PERMIT FEES & DEPOSIT REFUND - 17	Total : 1,712.00
171061	3/28/2023	110534	EL DORADO NATIONAL			117.20
			90786774		GTRANS BUS VEHICLE SUPPLIES	59.60
			90787252		GTRANS BUS VEHICLE SUPPLIES	Total : 176.80
171062	3/28/2023	107690	ENLIGHTENMENT CHILD, DEVELOPMENT CEI		FEBRUARY 2023	10,122.00
					CHILD CARE PROVIDER	Total : 10,122.00
171063	3/28/2023	105392	ENTENMANN-ROVIN COMPANY		0171978	343.16
					PD UNIFORM SUPPLIES	Total : 343.16
171064	3/28/2023	107510	ESCALANTE, WENDY E.		FEBRUARY 2023	9,290.00
					CHILD CARE PROVIDER	Total : 9,290.00
171065	3/28/2023	105650	EWING IRRIGATION PRODUCTS		15261556	17.28
					PARK MAINT SUPPLIES	Total : 17.28
171066	3/28/2023	110320	EYEDEAL INTERIORS INC			7,014.00
			CG300010	034-00565	REC ROOM G REMODEL- FLOORING IN	4,980.00
			CG300035	034-00566	NCC REMODEL - WINDOW SHADE INS	Total : 11,994.00
171067	3/28/2023	100055	FAIR HOUSING FOUNDATION		FEBRUARY 2023	1,568.79
					CDBG CONSULTANT	Total : 1,568.79
171068	3/28/2023	106129	FEDEX			37.90
			8-056-19684		SHIPPING SERVICES	110.55
			8-064-72937		SHIPPING SERVICES	55.60
			8-071-75675		SHIPPING SERVICES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171068	3/28/2023	106129 106129 FEDEX			(Continued)	Total : 204.05
171069	3/28/2023	103083 FIRST ADVANTAGE LNS OCC HEALTH, SOLUT	2503912302		DRUG TEST/ADMIN FEE	413.40
			2510812302		DRUG TEST/ADMIN FEE	52.38
					Total :	465.78
171070	3/28/2023	106334 FLORENCE FILTER CORPORATION	0116005		TRAFFIC SIGNAL MAINT SUPPLIES	1,539.31
					Total :	1,539.31
171071	3/28/2023	112329 FM THOMAS AIR CONDITIONING INC	44952		HVAC REPAIRS FOR RUSH GYM	853.43
			44953		HVAC REPAIRS FOR JUSTIN PLAZA	1,092.83
					Total :	1,946.26
171072	3/28/2023	112301 FOCUS STRATEGIES	INV01754	034-00556	CONSULTING SERVICES - HOMELESS	10,720.00
					Total :	10,720.00
171073	3/28/2023	106465 FOX FIRST AID & SAFETY INC	69490		TREE MAINT SUPPLIES	26.46
			69493		STREET MAINT SUPPLIES	41.90
			69515		PARK MAINT SUPPLIES	19.85
					Total :	88.21
171074	3/28/2023	112566 GALLS, LLC	BC1816686		PD UNIFORM SUPPLIES	235.46
			BC1822740		PD UNIFORM SUPPLIES	947.91
			BC1824265		PD UNIFORM SUPPLIES	623.99
					Total :	1,807.36
171075	3/28/2023	107724 GARCIA, CLAUDIA CRISTINA	FEBRUARY 2023		CHILD CARE PROVIDER	10,216.00
					Total :	10,216.00
171076	3/28/2023	207133 GARCIA, NANCY C.	FEBRUARY 2023		CHILD CARE PROVIDER	11,069.00
					Total :	11,069.00
171077	3/28/2023	207303 GARCIA, PEGGY	FEBRUARY 2023		VOLUNTEER DRIVER	49.00
					Total :	49.00
171078	3/28/2023	107030 GARDENA AUTO PARTS	164605		SEWER PROGRAM SUPPLIES	46.29
			164920		PW AUTO PARTS	120.37
			164985		PW AUTO PARTS	116.84

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171078	3/28/2023	107030 GARDENA AUTO PARTS	(Continued) 165384 165439 165576 165697 165859		PD AUTO PARTS SEWER PROGRAM SUPPLIES PW AUTO PARTS PD AUTO PARTS PD AUTO PARTS	304.07 -46.29 321.89 124.71 93.54
Total :						1,081.42
171079	3/28/2023	107011 GARDENA VALLEY NEWS, INC.	00128163 00128533 00128544		NOTICE OF 30-DAY PUBLIC REVIEW - F SUMMARY OF ORDINANCE NO. 1848- A REQUEST FOR PROPOSALS 2022-04 -	500.50 507.50 108.50
Total :						1,116.50
171080	3/28/2023	107034 GARDENA WELDING SUPPLY CO INC.	95 124994		PW MAINT SUPPLIES	417.30
Total :						417.30
171081	3/28/2023	619005 GAS COMPANY, THE	030723		CNG FUEL	1,354.00
Total :						1,354.00
171082	3/28/2023	111964 GCAP SERVICES, INC.	11	037-10116	CNG PROJECT LABOR COMPLIANCE A	961.25
Total :						961.25
171083	3/28/2023	619004 GOLDEN STATE WATER CO.	030623 031623		WATER WATER	4,185.64 138.44
Total :						4,324.08
171084	3/28/2023	107284 GOLDEN WEST COLLEGE	RBC 169-08	035-01201	ENROLLMENT FEES - POLICE ACADEM	11,505.00
Total :						11,505.00
171085	3/28/2023	112416 GOTTSANKER, GREGORY	FEBRUARY 2023		VOLUNTEER DRIVER	21.00
Total :						21.00
171086	3/28/2023	107513 GRAINGER	9268206089 9624159852 9624908282 9627451686 9627898795 9628085632		BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES	172.73 81.10 32.61 238.52 166.65 69.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171086	3/28/2023	107513 GRAINGER	(Continued)			
			9630762707		BUS FACILITY SUPPLIES	118.21
			9631159317		BUS FACILITY SUPPLIES	51.95
			9631159325		BUS FACILITY SUPPLIES	124.08
			9631159333		BUS FACILITY SUPPLIES	30.70
			9636437809		BUS FACILITY SUPPLIES	354.73
			9637491284		BUS FACILITY SUPPLIES	-770.94
				GG		
				G		
					Total :	669.53
171087	3/28/2023	112413 GRBCON, INC	23ESR01-01	024-00920	EMERGENCY SEWER REPAIRS	6,194.94
					Total :	6,194.94
171088	3/28/2023	112374 GRIFFIN STRUCTURES, INC.	GSI-GCASC-02	024-00910	AQUATIC & SENIOR CENTER JN978	6,938.70
					Total :	6,938.70
171089	3/28/2023	111484 HANNA, BROPHY, MACLEAN,, MCALEER & JET	2120920		PROFESSIONAL SERVICES	27.00
					Total :	27.00
171090	3/28/2023	108246 HARRIS & ASSOCIATES	56614	032-00104	CEQA REPORT - HITCO PROJECT - 160	7,140.00
					Total :	7,140.00
171091	3/28/2023	108949 HELM, SUSAN	FEBRUARY 2023		VOLUNTEER DRIVER	28.00
					Total :	28.00
171092	3/28/2023	108607 HENDERSON-BATISTE, TANEKA	FEBRUARY 2023		CHILD CARE PROVIDER	6,533.00
					Total :	6,533.00
171093	3/28/2023	112076 HERNANDEZ, ROSA	006		INTERN SERVICES - 03/02-03/14/23	1,291.50
					Total :	1,291.50
171094	3/28/2023	111549 HF & H CONSULTANTS, LLC	9719947		CONSULTING SERVICES - SOLID WAS1	10,158.00
					Total :	10,158.00
171095	3/28/2023	108434 HOME DEPOT CREDIT SERVICES	0535274		PARK MAINT SUPPLIES	112.70
			1024436		HOME IMPROVEMENT PROGRAM	5.80
			1314547		HOME IMPROVEMENT PROGRAM	255.45

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171095	3/28/2023	108434 HOME DEPOT CREDIT SERVICES	(Continued)			
			1353251		GTRANS MAINT SUPPLIES	98.52
			4320925		HOME IMPROVEMENT PROGRAM	117.97
			6463867		REC PROGRAM SUPPLIES	39.89
			7022375		GTRANS MAINT SUPPLIES	396.51
			7314767		HOME IMPROVEMENT PROGRAM	37.67
			8531111		SIGNS/SIGNALS SUPPLIES	95.27
					Total :	1,159.78
171096	3/28/2023	108430 HOME PIPE & SUPPLY	F02485		BLDG MAINT SUPPLIES	19.51
			F12541		BLDG MAINT SUPPLIES	11.21
			F22208		BLDG MAINT SUPPLIES	19.39
			F41681		BLDG MAINT SUPPLIES	193.70
			F42381		BLDG MAINT SUPPLIES	9.38
					Total :	253.19
171097	3/28/2023	112385 INGRAM, PRESCILLA R.	FEBRUARY 2023		VOLUNTEER DRIVER	126.00
					Total :	126.00
171098	3/28/2023	111593 INTER-CON SECURITY SYSTEMS INC	BD0121007	037-10211	GTRANS SECURITY SERVICES - FEBRI	6,540.71
					Total :	6,540.71
171099	3/28/2023	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	140073867		GTRANS AUTO PARTS	165.18
			140074368		GTRANS AUTO PARTS	1,178.98
			140074453		GTRANS AUTO PARTS	707.39
			140074509		GTRANS AUTO PARTS	507.38
			140074620		GTRANS AUTO PARTS	943.18
			140074696		GTRANS AUTO PARTS	1,604.34
					Total :	5,106.45
171100	3/28/2023	110733 J & S PROPERTY MANAGEMENT AND, MAINTI	7212	037-10138	LANDSCAPE MAINTENANCE SERVICE	2,112.66
					Total :	2,112.66
171101	3/28/2023	108555 JALISCO TIRE & AUTO REPAIR	02072023		(1) FLAT REPAIR	10.00
			020723		(1) FLAT REPAIR	10.00
			030723		(4) TIRES MOUNT & BALANCE	80.00
			030823		(4) TIRES MOUNT & BALANCE	80.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171101	3/28/2023	108555 108555 JALISCO TIRE & AUTO REPAIR	(Continued)			Total : 180.00
171102	3/28/2023	105226 JEKAL FAMILY CHILD CARE	FEBRUARY 2023		CHILD CARE PROVIDER	10,306.00
						Total : 10,306.00
171103	3/28/2023	110853 JONES & MAYER	114816		ATTORNEY SERVICES	189.10
			114817		ATTORNEY SERVICES	108.06
			114818		ATTORNEY SERVICES	44.30
			114819		ATTORNEY SERVICES	221.52
			114820		ATTORNEY SERVICES	1,972.02
			114821		ATTORNEY SERVICES	162.08
			114822		ATTORNEY SERVICES	108.05
			114823		ATTORNEY SERVICES	1,053.54
			114824		ATTORNEY SERVICES	2,170.89
			114825		ATTORNEY SERVICES	1,836.95
			114826		ATTORNEY SERVICES	6,456.36
			114827		ATTORNEY SERVICES	8,395.60
			114828		ATTORNEY SERVICES	664.57
			114829		ATTORNEY SERVICES	9,400.89
			114830		ATTORNEY SERVICES	1,404.73
			115064	020-00042	ATTORNEY SERVICES	10,589.49
						Total : 44,778.15
171104	3/28/2023	112444 KEITH FLORES ELECTRIC	64249260794		REFUND - CC PROCESSING FEE	2.75
						Total : 2.75
171105	3/28/2023	105098 KENNELLY, JOANN	FEBRUARY 2023		VOLUNTEER DRIVER	21.00
						Total : 21.00
171106	3/28/2023	110456 KHAIRZADA FAMILY CHILD CARE	FEBRUARY 2023		CHILD CARE PROVIDER	4,936.00
						Total : 4,936.00
171107	3/28/2023	112456 KIRKWOOD, DAVID	03/14-03/16		CONEXPO EQUIPMENT CONFERENCE	100.00
						Total : 100.00
171108	3/28/2023	111045 KJ SERVICES	2618	024-00928	USED OIL PROGRAM EXPENSE	3,315.00
			2627		BOTTLE & CAN RECYCLING PROGRAM	1,020.00
			2628		USED OIL PROGRAM EXPENSE - FEBR	1,310.00

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171108	3/28/2023	111045	111045 KJ SERVICES		(Continued)	Total : 5,645.00	
171109	3/28/2023	112357	KLASSIC ENGINEERING &, CONSTRUCTION II 022423	024-00902	FIRE STATION #158 ROOF REPLACEME	148,413.75	
					Total :	148,413.75	
171110	3/28/2023	110677	KOFF & ASSOCIATES, INC		PROFESSIONAL SERVICES -JOB CLAS	212.50	
			015417		PROFESSIONAL SERVICES - JOB CLAS	637.50	
			015517		Total :	850.00	
171111	3/28/2023	312240	L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	024-00878	INDUSTRIAL WASTE SERVICES	5,523.66	
			23021303862	024-00878	TRAFFIC SIGNAL MAINT-HIGHWAY SAF	2,714.32	
			23021304160		Total :	8,237.98	
171112	3/28/2023	109939	LA UNIFORMS & TAILORING		PD UNIFORM SUPPLIES	482.82	
			15376		PD UNIFORM SUPPLIES	42.94	
			15587		PD UNIFORM SUPPLIES	293.04	
			15610		PD UNIFORM SUPPLIES	12.72	
			15689		PD UNIFORM SUPPLIES	725.94	
			15706		Total :	1,557.46	
171113	3/28/2023	112015	LACERDA, DALVANICE		FEBRUARY 2023	CHILD CARE PROVIDER	10,760.00
					Total :	10,760.00	
171114	3/28/2023	112014	LAKESHORE LEARNING MATERIALS	289650030723	331-00064	FCC PROGRAM SUPPLIES	99.19
					Total :	99.19	
171115	3/28/2023	110777	LEARN N PLAY FAMILY DAYCARE		FEBRUARY 2023	CHILD CARE PROVIDER	199.00
					Total :	199.00	
171116	3/28/2023	102376	LEXISNEXIS RISK SOLUTIONS	1328345-20230228		MONTHLY SUBSCRIPTION FEE	1,881.46
					Total :	1,881.46	
171117	3/28/2023	110920	LIBERTY MANUFACTURING, INC	566		PD RANGE SERVICES	396.00
					Total :	396.00	
171118	3/28/2023	102233	LITTLE PEOPLE DAY CARE		FEBRUARY 2023	CHILD CARE PROVIDER	6,117.00
					Total :	6,117.00	

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171119	3/28/2023	109563 LUCKY LADY CASINO	0850000194		ECONOMIC ASSISTANCE - FEBRUARY	26,792.25
					Total :	26,792.25
171120	3/28/2023	112426 MAI, VEASNA	RECEIPT #46121759		REFUND - MLK PARADE CANCELLED	65.00
					Total :	65.00
171121	3/28/2023	113036 MANERI SIGN CO., INC.	40013549		SIGN - 18"X6" "R1-4 ALL WAY"	54.73
			40013550		SIGN - 12"X18" "2 HOUR PARKING", "2	410.56
			40013624		SIGN - 40"X55" "WECOME TO THE CITY	438.73
			40013645		SIGN - 12"X18" "1 HOUR PARKING 8AM	82.12
			40013646		SIGNS - 30"X9" "149TH ST 1800"	209.48
			40013647		SIGN - 18"X24" "NO PARKING WED 9AM	410.46
			40013681		SIGN - 48"X9" "MCMICHAEL'S WAY	104.74
			40013682		SIGN - 48"X9" "GUALOTUNA CT 2100"	104.74
					Total :	1,815.56
171122	3/28/2023	107644 MARTINEZ, CHERYL NAOMI	FEBRUARY 2023		CHILD CARE PROVIDER	10,478.00
					Total :	10,478.00
171123	3/28/2023	112337 MARTINEZ, DANIEL	FEBRUARY 2023		VOLUNTEER DRIVER	28.00
					Total :	28.00
171124	3/28/2023	104773 MARTINEZ, KAMBY	FEBRUARY 2023		CHILD CARE PROVIDER	10,100.00
					Total :	10,100.00
171125	3/28/2023	112405 MARTINEZ, LILIANA	02/26-03/01.		APTA MARKETING & COMMUNICATION	258.78
					Total :	258.78
171126	3/28/2023	101029 MATTHEW BENDER & CO., INC.	35317728		CA CODES 4-IN-1 2023 EDITION	249.28
					Total :	249.28
171127	3/28/2023	112432 MCKINNEY-LAWRENCE, THERESA	RECEIPT #48194300		REFUND - MLK PARADE CANCELLED	65.00
					Total :	65.00
171128	3/28/2023	113064 MCMASTER-CARR SUPPLY COMPANY	93628969		GTRANS SHOP SUPPLIES	38.29
			93633668		GTRANS SHOP SUPPLIES	68.26
			93709282		GTRANS SHOP SUPPLIES	29.39
			93872052		GTRANS SHOP SUPPLIES	34.16

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171128	3/28/2023	113064 MCMaster-CARR SUPPLY COMPANY	(Continued) 93959145 94122835		GTRANS SHOP SUPPLIES GTRANS SHOP SUPPLIES	176.73 287.71 Total : 634.54
171129	3/28/2023	109331 MGT OF AMERICA CONSULTING, LLC	50048	023-01434	SB 90 CLAIMS SERVICES	1,725.00 Total : 1,725.00
171130	3/28/2023	112442 MIZUNO, DARREN	PERMIT #50021-1031		PERMIT DEPOSIT REFUND - 15206 CA\$	5,000.00 Total : 5,000.00
171131	3/28/2023	107505 MOUSER ELECTRONICS, INC.	72481539		GTRANS AUTO SUPPLIES	6.95 Total : 6.95
171132	3/28/2023	113355 MR. HOSE INC.	218656		SEWER PROGRAM SUPPLIES	9.92 Total : 9.92
171133	3/28/2023	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	55341 653760		PW MAINT SUPPLIES PROPANE GAS	246.70 1,050.05 Total : 1,296.75
171134	3/28/2023	105622 N/S CORPORATION	0116057	037-10165	GTRANS BUS WASH EQUIPMENT MAIN	550.00 Total : 550.00
171135	3/28/2023	101063 NGUYEN, ANDREW	PERMIT #50018-0807		PERMIT DEPOSIT REFUND - 15012 VAN	5,000.00 Total : 5,000.00
171136	3/28/2023	112059 OC PUMP COMPANY	154958		PD WASTE LINE MODIFICATIONS	1,950.00 Total : 1,950.00
171137	3/28/2023	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	78352259 78424106 78497295		RANDOM TESTS RANDOM TESTS RANDOM TESTS & PHYSICALS	161.00 1,573.00 866.00 Total : 2,600.00
171138	3/28/2023	115168 OFFICE DEPOT	288591381 295587231 300354337		FCC OFFICE SUPPLIES FINANCE OFFICE SUPPLIES PD OFFICE SUPPLIES	55.54 361.70 69.18

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171138	3/28/2023	115168 OFFICE DEPOT	(Continued) 300597980 300718801 301761482 301909837		BUS OFFICE SUPPLIES CM OFFICE SUPPLIES FCC OFFICE SUPPLIES HR OFFICE SUPPLIES	283.82 33.28 47.33 95.12
Total :						945.97
171139	3/28/2023	110846 ORDORICA, ANTHONY	FEBRUARY 2023		VOLUNTEER DRIVER	84.00
Total :						84.00
171140	3/28/2023	111358 O'REILLY AUTO PARTS	283610 305472 309423 309730		GTRANS AUTO PARTS PW AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS	28.43 112.55 264.59 122.87
Total :						528.44
171141	3/28/2023	112447 PADILLA, JESSICA	RECEIPT #50457670		REFUND - KARATE CLASS CANCELLED	78.00
Total :						78.00
171142	3/28/2023	112431 PEGUES, LEAH	RECEIPT #48377320		REFUND - MLK PARADE CANCELLED	65.00
Total :						65.00
171143	3/28/2023	112425 PERRY, JYREN	RECEIPT #48338480		REFUND -MLK PARADE CANCELLED	65.00
Total :						65.00
171144	3/28/2023	105574 PINNACLE PETROLEUM, INC.	0302421 0302422	037-10173 037-10173	87 OCTANE REGULAR UNLEADED CAR 87 OCTANE REGULAR UNLEADED CAR	35,181.69 35,070.43
Total :						70,252.12
171145	3/28/2023	116225 PLUMBERS DEPOT, INC.	PD-53177		SEWER PROGRAM SUPPLIES	1,633.07
Total :						1,633.07
171146	3/28/2023	105271 POZ, MARVIN JOEL	03/14-03/16		CONEXPO EQUIPMENT CONFERENCE	100.00
Total :						100.00
171147	3/28/2023	111883 PROJECT PARTNERS, INC.	11056	024-00890	PROJECT MANAGEMENT SERVICES	6,930.00
Total :						6,930.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171148	3/28/2023	106092 PRUDENTIAL OVERALL SUPPLY	41036550 41036567 42800321 42814892 42814893 42814894	S	UNIFORM & SUPPLY RENTAL SUPPLY RENTAL - MATS - GTRANS UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL SUPPLY RENTAL - MATS - GTRANS	-129.21 -51.67 903.00 139.33 41.30 50.10 Total : 952.85
171149	3/28/2023	107419 PULSAR	28883 28884	037-10153 037-10153	MARKETING SERVICES - NEW SERVIC MARKETING SERVICES - NEW SERVIC	1,996.75 1,939.00 Total : 3,935.75
171150	3/28/2023	109466 PYNN, DANA	03/06-03/07		PRE-PRODUCTION BUS MEETING - PE	369.09 Total : 369.09
171151	3/28/2023	112449 RAYA, ADRIAN	RECEIPT #50275791		REFUND - KARATE CLASS CANCELLED	118.00 Total : 118.00
171152	3/28/2023	100147 RCI IMAGE SYSTEMS	77227 77239		MICROFICHE SCANNING - 16417 S HOE MICROFICHE SCANNING - 13630 CIMAI	82.69 137.81 Total : 220.50
171153	3/28/2023	103072 REACH	0323986		EAP SERVICES/REACHLINE NEWSLET	902.00 Total : 902.00
171154	3/28/2023	108886 REDMON GROUP INC.	RG2021671	037-10206	GTRANS WEBSITE SUPPORT	2,500.00 Total : 2,500.00
171155	3/28/2023	100387 RIVERA, ALEXANDER J.	03/20-03/23		TRAINING - POST MANAGEMENT COUFI	200.00 Total : 200.00
171156	3/28/2023	100585 RKA CONSULTING GROUP	33188 33189		ENGINEERING & SURVEYING SERVICE ENGINEERING & SURVEYING SERVICE	560.00 1,470.00 Total : 2,030.00
171157	3/28/2023	119126 S.B.R.P.C.A.	04300	023-01388	4TH QUARTER ASSESSMENT	335,071.65 Total : 335,071.65

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171158	3/28/2023	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	94736		PD PROGRAM SUPPLIES	83.46
					Total :	83.46
171159	3/28/2023	119015 SAFETY-KLEEN CORPORATION	91273418	024-00923	CLEANING OF PW CLARIFIERS	3,189.00
					Total :	3,189.00
171160	3/28/2023	112327 SAMI'S REFEREES LLC	03/01-03/15/23		REFEREE SERVICES	1,200.00
					Total :	1,200.00
171161	3/28/2023	119016 SAM'S CLUB	9791		FCC PROGRAM SUPPLIES	51.77
					Total :	51.77
171162	3/28/2023	110772 SANTOS, VICTOR D.	03/06-03/07		PRE-PRODUCTION BUS MEETING - PE	50.00
					Total :	50.00
171163	3/28/2023	105685 SCHNUR, DIANA	02/07-02/10.		2023 PA RISK MGMT CONFERENCE	150.00
					Total :	150.00
171164	3/28/2023	108654 SECTRAN SECURITY INC.	23030800 23030801		ARMORED TRANSPORTATION SERVICE ARMORED TRANSPORTATION SERVICE	808.93 241.58
					Total :	1,050.51
171165	3/28/2023	107006 SHAMROCK COMPANIES	2649443		BLDG MAINT SUPPLIES	88.98
					Total :	88.98
171166	3/28/2023	106050 SHEHATA, AMY	FEBRUARY 2023		CHILD CARE PROVIDER	6,623.00
					Total :	6,623.00
171167	3/28/2023	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8093944 8093968 8094006 8094040 8094043	035-01176 035-01176 035-01176 035-01176 035-01176	2016 FORD INTRCPTR #1488057 SERVI 2007 CHEVY TAHOE #5TGA952 SERVIC 2011 FORD CROWN VICTORIA #149034 2011 FORD CROWN VICTORIA #137657 2022 FORD INTRCPTR #1630468 SERVI	2,736.45 783.44 264.87 264.87 125.95
					Total :	4,175.58
171168	3/28/2023	101649 SILVIA ESPINOZA FAMILY CHILD, CARE	FEBRUARY 2023		CHILD CARE PROVIDER	9,465.00
					Total :	9,465.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171169	3/28/2023	112446 SLOBOJAN, DEBBIE	031723		REIMBURSEMENT - CHILD CARE LICEN	104.50
					Total :	104.50
171170	3/28/2023	119378 SMARDAN SUPPLY CO.	S3908388 S3908781 S3913167	024-00929	BUS FACILITY MAINT SUPPLIES BUS FACILITY MAINT SUPPLIES RUSH GYM DRINKING FOUNTAIN	32.70 145.03 6,132.11
					Total :	6,309.84
171171	3/28/2023	109531 SMILLIN, MAGE	FEBRUARY 2023		CHILD CARE PROVIDER	9,164.00
					Total :	9,164.00
171172	3/28/2023	119447 SOUTH BAY FORD	514808 514989		2021 FORD EXPLR SERVICE & REPAIR 2018 FORD EXPLR SERVICE & REPAIR	107.17 1,267.13
					Total :	1,374.30
171173	3/28/2023	119447 SOUTH BAY FORD	424862 424868		PW AUTO PARTS PW AUTO PARTS	92.46 184.91
					Total :	277.37
171174	3/28/2023	119719 SOUTH BAY THEME PARTIES, INC.	2023-064	034-00569	CASINO NIGHT - EQUIPMENT RENTAL	2,410.00
					Total :	2,410.00
171175	3/28/2023	619003 SOUTHERN CALIFORNIA EDISON	031523		LIGHT & POWER	52,777.12
					Total :	52,777.12
171176	3/28/2023	104126 SPECTRUM	0027122031123 0851122021223		CABLE & BACKUP INTERNET SERVICE CABLE SERVICES - PD	4,138.54 75.85
					Total :	4,214.39
171177	3/28/2023	109892 STANTEC CONSULTING SERVICES	2051149	037-10002	GTRANS DISPATCH AREA MODIFICATI	883.65
					Total :	883.65
171178	3/28/2023	119010 STAPLES ADVANTAGE	3524883666		SR BUREAU OFFICE SUPPLIES	95.12
					Total :	95.12
171179	3/28/2023	112440 STARKS, MARCUS S.	CIT #366126918		REFUND - INTERCEPTED WRONG TAX	185.00
					Total :	185.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171180	3/28/2023	110877 TAYLORING MINDS FAMILY CHILD, CARE	FEBRUARY 2023		CHILD CARE PROVIDER	2,640.00
					Total :	2,640.00
171181	3/28/2023	111487 TERACAI CORPORATION	8085178	023-01430	CISCO PHONE SYSTEM RENEWAL	19,188.00
					Total :	19,188.00
171182	3/28/2023	109935 THOMAS, KEVIN	03/14-03/16		CONEXPO EQUIPMENT CONFERENCE	1,526.27
					Total :	1,526.27
171183	3/28/2023	110238 TIREHUB, LLC	33096052		TIRES - PX HIGH COUNTRY HT2 BW 11	1,318.38
					Total :	1,318.38
171184	3/28/2023	109775 TOMS TRUCK CENTER NORTH COUNTY	1292062		GTRANS AUTO PARTS	1,326.00
					Total :	1,326.00
171185	3/28/2023	105556 TRIANGLE SPORTS, INC.	41656		REC SPORTS SUPPLIES	250.76
					Total :	250.76
171186	3/28/2023	111481 TRIO COMMUNITY MEALS, LLC	INV2230024493	034-00544	SENIOR FEEDING PROGRAM	5,048.87
			INV2230024959	034-00544	SENIOR FEEDING PROGRAM	1,641.48
			INV2230024960	034-00544	SENIOR FEEDING PROGRAM	2,299.83
			INV2230025819	034-00544	SENIOR FEEDING PROGRAM	5,157.07
					Total :	14,147.25
171187	3/28/2023	112445 TSUJIUCHI, GREG	022323		MGMT ANNUAL HEALTH BENEFIT	500.00
					Total :	500.00
171188	3/28/2023	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	FOX 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	66.00
			MACIEL 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	930.36
			ROMERO 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	1,777.58
			SAFFELL 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	29.00
			SWEENEY 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	774.65
			V.OSORIO 02/22/23		CAL CARD STATEMENT 01/24-02/22/23	1,290.81
					Total :	4,868.40
171189	3/28/2023	104692 ULINE	159725254		PD PROGRAM SUPPLIES	332.54
			160371756		BUS SHOP SUPPLIES	189.32

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171189	3/28/2023	104692 104692 ULINE			(Continued)	Total : 521.86
171190	3/28/2023	121275 UNDERGROUND SERVICE ALERT, OF SC	220230277 22-2302979		NEW TICKETS NEW TICKETS	223.50 45.50 Total : 269.00
171191	3/28/2023	105549 VALDEZ, MATILDE	FEBRUARY 2023		CHILD CARE PROVIDER	11,120.00 Total : 11,120.00
171192	3/28/2023	122050 VERIZON WIRELESS	9913742320 9916093187 9927989457 9928149706		BUS CELL PHONE SERVICE~ BUS CELL PHONE SERVICE~ BUS CELL PHONE SERVICE~ REC CELL PHONE SERVICE~	96.52 136.56 117.28 1,103.35 Total : 1,453.71
171193	3/28/2023	122435 VISTA PAINT CORPORATION	20223-904874-00		GTRANS FACILITY PAINT	279.45 Total : 279.45
171194	3/28/2023	101195 WASTE RESOURCES GARDENA	032023		WASTE COLLECTION	264,415.82 Total : 264,415.82
171195	3/28/2023	104107 WAXIE SANITARY SUPPLY	81567246		BUS WASH SUPPLIES	129.32 Total : 129.32
171196	3/28/2023	112438 WILLIS, MADDISYN R.	CIT #111130936 CIT #144132908		REFUND - INTERCEPTED WRONG TAX REFUND - INTERCEPTED WRONG TAX	120.00 120.00 Total : 240.00
171197	3/28/2023	105568 WORTHY, PATRICIA	FEBRUARY 2023		VOLUNTEER DRIVER	49.00 Total : 49.00
171198	3/28/2023	125001 YAMADA COMPANY, INC.	82135 82817 82843		PARK MAINT SUPPLIES PARK MAINT SUPPLIES TREE PROGRAM SUPPLIES	23.98 121.67 67.97 Total : 213.62
171199	3/28/2023	107051 ZAVALETA, MARITZA	FEBRUARY 2023		CHILD CARE PROVIDER	6,691.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
171199	3/28/2023	107051 107051 ZAVALETA, MARITZA	(Continued)			Total : 6,691.00
171200	3/28/2023	126122 ZEP SALES & SERVICE	9008324822		BUS SHOP SUPPLIES	905.09
						Total : 905.09
171201	3/28/2023	104934 ZUMAR INDUSTRIES, INC.	98897		GTRANS BUS SIGNAGE	170.18
						Total : 170.18
194 Vouchers for bank code : usb						Bank total : 1,629,695.16
194 Vouchers in this report						Total vouchers : 1,629,695.16

CITY OF GARDENA



INVESTMENT REPORT

February 2023

Prepared by Danny Rodriguez, Deputy City Treasurer
Reviewed by Ray Beeman, Director of Administrative Services



City of Gardena Consolidated - Account #10647

MONTHLY ACCOUNT STATEMENT

FEBRUARY 1, 2023 THROUGH FEBRUARY 28, 2023

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact operations@chandlerasset.com

CHANDLER ASSET MANAGEMENT
chandlerasset.com

Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.



PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.67
Average Coupon	2.34%
Average Purchase YTM	2.40%
Average Market YTM	3.70%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	0.78 yrs
Average Life	0.71 yrs

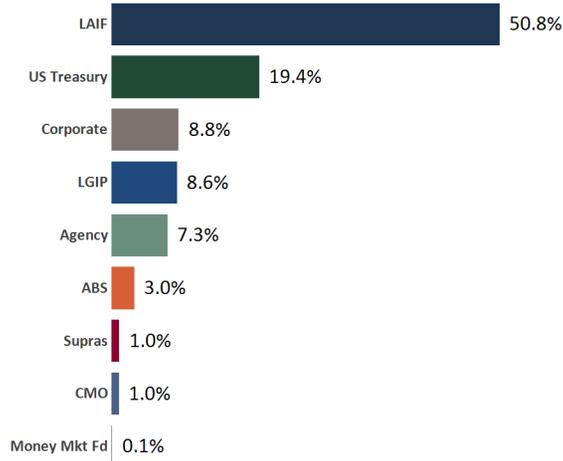
ACCOUNT SUMMARY

	Beg. Values as of 1/31/23	End Values as of 2/28/23
Market Value	75,152,516	74,922,377
Accrued Interest	222,691	307,596
Total Market Value	75,375,206	75,229,973
Income Earned	147,412	131,976
Cont/WD		
Par	70,409,006	70,463,590
Book Value	76,416,836	76,463,907
Cost Value	76,584,077	76,635,385

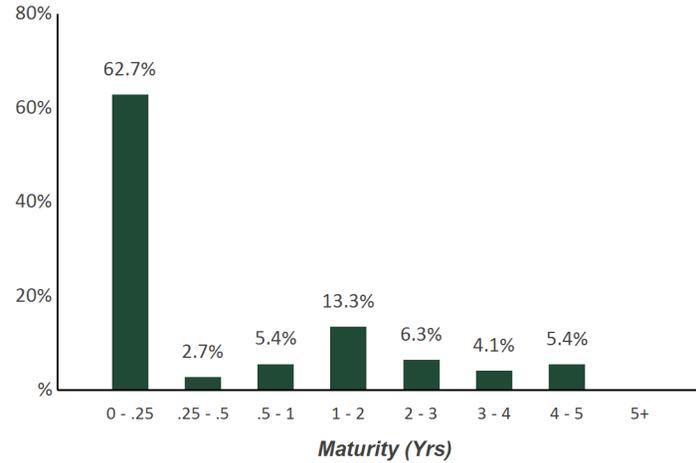
TOP ISSUERS

Local Agency Investment Fund	50.8%
Government of United States	19.4%
CalTrust	8.6%
Federal Home Loan Mortgage Corp	3.3%
Federal Home Loan Bank	2.1%
Federal National Mortgage Assoc	1.5%
Federal Farm Credit Bank	1.5%
John Deere ABS	0.8%
Total	87.8%

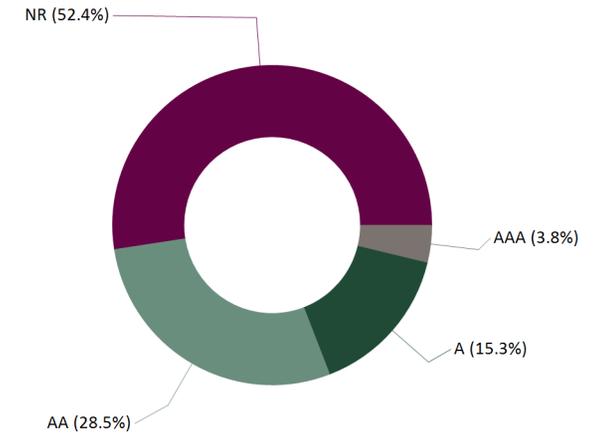
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)



Holdings Report

As of February 28, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
89232HAC9	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	24,696.07	07/06/2020 0.70%	25,240.16 24,866.61	99.63 2.37%	24,604.25 18.22	0.03% (262.36)	Aaa / AAA NR	1.21 0.54
65479JAD5	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	6,525.76	10/16/2019 1.94%	6,525.41 6,525.66	99.79 2.25%	6,512.15 5.60	0.01% (13.51)	Aaa / AAA NR	1.38 0.70
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	34,360.29	09/22/2020 0.38%	34,355.24 34,359.13	98.05 5.60%	33,691.79 4.59	0.04% (667.34)	NR / AAA AAA	1.64 0.37
58769KAD6	Mercedes-Benz Auto Lease Trust 2021- B A3 0.4% Due 11/15/2024	78,297.61	06/22/2021 0.40%	78,291.70 78,295.58	97.67 5.65%	76,473.76 13.92	0.10% (1,821.82)	NR / AAA AAA	1.72 0.44
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	39,939.60	09/08/2021 0.34%	39,935.48 39,938.12	98.02 4.91%	39,148.58 2.20	0.05% (789.54)	Aaa / NR AAA	1.83 0.43
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	26,501.55	10/06/2020 0.36%	26,496.62 26,499.38	98.32 2.17%	26,055.16 4.12	0.03% (444.22)	NR / AAA AAA	1.88 0.93
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	47,673.91	08/04/2020 0.48%	47,663.90 47,669.54	98.82 1.65%	47,111.83 6.85	0.06% (557.71)	Aaa / NR AAA	1.98 1.00
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	85,000.00	01/11/2022 1.11%	84,987.29 84,993.77	97.26 5.43%	82,673.56 15.58	0.11% (2,320.21)	NR / AAA AAA	2.07 0.63
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	47,815.59	02/17/2021 0.27%	47,814.72 47,815.29	97.13 5.59%	46,443.46 3.59	0.06% (1,371.83)	Aaa / NR AAA	2.15 0.54
47788UAC6	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	44,998.00	03/02/2021 0.37%	44,989.36 44,994.10	96.51 4.71%	43,427.96 7.20	0.06% (1,566.14)	Aaa / NR AAA	2.55 0.80
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	40,000.00	02/07/2023 5.22%	39,999.05 39,999.07	99.88 5.31%	39,950.30 91.73	0.05% (48.77)	Aaa / AAA NR	2.74 1.58
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	85,000.00	11/16/2021 0.89%	84,982.08 84,989.07	94.96 5.72%	80,717.44 20.78	0.11% (4,271.63)	Aaa / NR AAA	2.90 1.05
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	70,000.00	07/13/2021 0.52%	69,993.76 69,996.51	95.40 4.80%	66,779.29 16.18	0.09% (3,217.22)	Aaa / NR AAA	3.05 1.08
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	65,000.00	11/09/2021 0.71%	64,998.62 64,999.17	94.64 5.93%	61,518.45 20.51	0.08% (3,480.72)	NR / AAA AAA	3.13 1.04

Holdings Report

As of February 28, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
ABS									
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	165,000.00	02/15/2022 1.89%	164,975.18 164,983.00	95.27 5.41%	157,196.74 137.87	0.21% (7,786.26)	Aaa / AAA NR	3.21 1.36
43815PAC3	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	105,000.00	08/15/2022 3.76%	104,993.74 104,994.80	97.47 5.28%	102,346.15 141.43	0.14% (2,648.65)	NR / AAA AAA	3.39 1.69
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	300,000.00	01/05/2023 5.44%	292,136.72 292,583.30	97.17 5.94%	291,511.11 160.50	0.39% (1,072.19)	Aaa / AAA NR	3.49 1.06
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	115,000.00	04/07/2022 2.95%	114,997.31 114,998.04	96.57 5.32%	111,057.26 149.76	0.15% (3,940.78)	Aaa / AAA NR	3.55 1.46
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	130,000.00	03/10/2022 2.34%	129,971.24 129,979.11	95.63 5.28%	124,313.19 134.04	0.17% (5,665.92)	Aaa / NR AAA	3.55 1.51
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	135,000.00	07/12/2022 3.77%	134,987.11 134,989.32	96.74 5.54%	130,602.69 224.40	0.17% (4,386.63)	Aaa / NR AAA	3.97 1.87
36265WAD5	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	90,000.00	07/06/2022 3.67%	89,999.38 89,999.50	97.42 5.18%	87,675.96 136.50	0.12% (2,323.54)	Aaa / NR AAA	4.13 1.73
43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	70,000.00	02/16/2023 5.10%	69,986.99 69,987.05	99.81 5.19%	69,867.30 68.60	0.09% (119.75)	Aaa / NR AAA	4.15 2.20
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	185,000.00	05/17/2022 3.42%	184,959.08 184,969.66	96.42 5.17%	178,380.20 278.73	0.24% (6,589.46)	NR / AAA AAA	4.22 2.07
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	220,000.00	10/12/2022 5.15%	219,982.93 219,984.63	99.92 5.20%	219,816.28 497.69	0.29% (168.35)	Aaa / NR AAA	4.30 2.14
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	105,000.00	01/18/2023 4.56%	104,987.40 104,987.75	98.80 5.09%	103,738.11 210.47	0.14% (1,249.64)	NR / AAA AAA	4.72 2.27
Total ABS		2,315,808.38	3.03%	2,308,250.47 2,308,397.16	5.24%	2,251,612.97 2,371.06	3.00% (56,784.19)	Aaa / AAA AAA	3.39 1.43
AGENCY									
3130ADRG9	FHLB Note 2.75% Due 3/10/2023	350,000.00	04/11/2019 2.34%	355,330.50 350,033.60	99.95 4.09%	349,837.60 4,571.88	0.47% (196.00)	Aaa / AA+ NR	0.03 0.03
3137EAER6	FHLMC Note 0.375% Due 5/5/2023	305,000.00	05/05/2020 0.39%	304,871.90 304,992.38	99.20 4.72%	302,550.85 368.54	0.40% (2,441.53)	Aaa / AA+ AAA	0.18 0.18

Holdings Report

As of February 28, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
AGENCY									
3135G04Q3	FNMA Note 0.25% Due 5/22/2023	245,000.00	05/20/2020 0.35%	244,262.55 244,944.78	98.95 4.79%	242,433.87 168.44	0.32% (2,510.91)	Aaa / AA+ AAA	0.23 0.23
3137EAES4	FHLMC Note 0.25% Due 6/26/2023	300,000.00	06/24/2020 0.35%	299,124.00 299,906.40	98.44 5.08%	295,326.60 135.42	0.39% (4,579.80)	Aaa / AA+ AAA	0.32 0.32
3135G05G4	FNMA Note 0.25% Due 7/10/2023	250,000.00	07/08/2020 0.32%	249,462.50 249,935.70	98.32 4.93%	245,788.00 88.54	0.33% (4,147.70)	Aaa / AA+ AAA	0.36 0.36
3137EAEV7	FHLMC Note 0.25% Due 8/24/2023	300,000.00	08/19/2020 0.28%	299,694.00 299,950.95	97.66 5.15%	292,983.00 14.58	0.39% (6,967.95)	Aaa / AA+ AAA	0.48 0.48
3137EAEW5	FHLMC Note 0.25% Due 9/8/2023	300,000.00	09/11/2020 0.24%	300,093.00 300,016.31	97.44 5.23%	292,320.30 360.42	0.39% (7,696.01)	Aaa / AA+ AAA	0.53 0.51
3135G0U43	FNMA Note 2.875% Due 9/12/2023	350,000.00	09/25/2019 1.63%	366,702.00 352,250.79	98.77 5.21%	345,711.80 4,723.78	0.47% (6,538.99)	Aaa / AA+ AAA	0.54 0.52
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	225,000.00	10/14/2020 0.25%	224,160.75 224,824.49	96.91 5.15%	218,044.35 105.47	0.29% (6,780.14)	Aaa / AA+ AAA	0.63 0.62
3137EAEZ8	FHLMC Note 0.25% Due 11/6/2023	335,000.00	11/03/2020 0.28%	334,698.50 334,931.23	96.74 5.13%	324,064.59 267.53	0.43% (10,866.64)	Aaa / AA+ AAA	0.69 0.67
3130A0F70	FHLB Note 3.375% Due 12/8/2023	350,000.00	10/30/2019 1.72%	372,781.50 354,285.78	98.59 5.24%	345,057.30 2,723.44	0.46% (9,228.48)	Aaa / AA+ AAA	0.78 0.75
3130AT3H8	FHLB Note 3.375% Due 3/8/2024	700,000.00	08/25/2022 3.46%	699,160.00 699,440.50	98.05 5.35%	686,357.00 12,271.88	0.93% (13,083.50)	Aaa / AA+ NR	1.02 0.98
3130A1XJ2	FHLB Note 2.875% Due 6/14/2024	155,000.00	03/24/2020 0.99%	167,010.95 158,668.71	97.02 5.28%	150,380.23 953.14	0.20% (8,288.48)	Aaa / AA+ NR	1.29 1.24
3133ENKS8	FFCB Note 1.125% Due 1/6/2025	750,000.00	Various 1.60%	740,054.10 743,615.36	93.32 4.94%	699,874.50 1,289.07	0.93% (43,740.86)	Aaa / AA+ AAA	1.86 1.79
3133ENPG9	FFCB Note 1.75% Due 2/14/2025	415,000.00	02/10/2022 1.84%	413,891.95 414,275.47	94.18 4.90%	390,851.57 342.95	0.52% (23,423.90)	Aaa / AA+ AAA	1.96 1.89
3135G06G3	FNMA Note 0.5% Due 11/7/2025	350,000.00	11/18/2020 0.52%	349,639.50 349,804.85	89.65 4.63%	313,790.40 554.17	0.42% (36,014.45)	Aaa / AA+ AAA	2.69 2.61
Total Agency		5,680,000.00	1.30%	5,720,937.70 5,681,877.30	5.00%	5,495,371.96 28,939.25	7.34% (186,505.34)	Aaa / AA+ AAA	0.95 0.92

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CMO									
3137B4GY6	FHLMC K032 A2 3.31% Due 5/25/2023	256,634.60	07/23/2019 2.21%	266,789.71 257,251.60	99.45 5.25%	255,223.11 141.58	0.34% (2,028.49)	NR / NR AAA	0.24 0.17
3137BNGT5	FHLMC K054 A2 2.745% Due 1/25/2026	500,000.00	02/15/2023 4.92%	474,785.16 474,978.19	94.40 4.90%	472,014.77 1,143.75	0.63% (2,963.42)	NR / AAA NR	2.91 2.60
Total CMO		756,634.60	3.97%	741,574.87 732,229.79	5.02%	727,237.88 1,285.33	0.97% (4,991.91)	NR / AAA AAA	1.97 1.75
CORPORATE									
037833AK6	Apple Inc Note 2.4% Due 5/3/2023	200,000.00	03/11/2019 2.79%	196,968.00 199,873.67	99.53 5.00%	199,056.20 1,573.33	0.27% (817.47)	Aaa / AA+ NR	0.18 0.18
90331HNV1	US Bank NA Callable Note Cont 6/23/2023 3.4% Due 7/24/2023	250,000.00	05/17/2019 2.70%	256,695.00 250,510.86	99.28 5.19%	248,207.00 873.61	0.33% (2,303.86)	A1 / AA- AA-	0.40 0.40
06406FAD5	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.2% Due 8/16/2023	200,000.00	04/11/2019 2.90%	194,298.00 199,395.24	98.61 5.25%	197,218.60 183.33	0.26% (2,176.64)	A1 / A AA-	0.46 0.46
594918BX1	Microsoft Callable Note Cont 12/6/2023 2.875% Due 2/6/2024	200,000.00	03/05/2020 1.06%	213,320.00 202,728.31	97.83 5.27%	195,659.80 399.31	0.26% (7,068.51)	Aaa / AAA NR	0.94 0.91
89114QCB2	Toronto Dominion Bank Note 3.25% Due 3/11/2024	500,000.00	Various 1.53%	523,124.00 508,644.17	97.84 5.42%	489,215.50 7,673.61	0.66% (19,428.67)	A1 / A AA-	1.03 0.98
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	245,000.00	Various 0.58%	246,097.00 245,389.77	95.36 5.33%	233,630.04 831.98	0.31% (11,759.73)	A2 / A A	1.05 1.02
023135BW5	Amazon.com Inc Note 0.45% Due 5/12/2024	130,000.00	05/10/2021 0.50%	129,810.20 129,924.15	94.61 5.12%	122,987.41 177.13	0.16% (6,936.74)	A1 / AA AA-	1.20 1.17
91324PEB4	United Health Group Inc Callable Note Cont 5/15/2022 0.55% Due 5/15/2024	500,000.00	11/24/2021 1.07%	493,760.00 496,935.59	94.44 5.34%	472,205.00 809.72	0.63% (24,730.59)	A3 / A+ A	1.21 1.18
14913R2L0	Caterpillar Financial Service Note 0.45% Due 5/17/2024	500,000.00	Various 0.66%	497,344.65 498,757.39	94.45 5.20%	472,267.51 650.00	0.63% (26,489.88)	A2 / A A	1.22 1.19
89236TJH9	Toyota Motor Credit Corp Note 0.5% Due 6/18/2024	300,000.00	12/06/2021 1.07%	295,710.00 297,792.25	94.13 5.20%	282,404.40 304.17	0.38% (15,387.85)	A1 / A+ A+	1.30 1.27

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CORPORATE									
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	35,000.00	06/29/2021 0.64%	34,982.15 34,991.85	93.98 5.20%	32,893.70 27.95	0.04% (2,098.15)	A2 / A+ NR	1.38 1.34
69371RR40	Paccar Financial Corp Note 0.5% Due 8/9/2024	80,000.00	08/03/2021 0.52%	79,956.80 79,979.23	93.35 5.33%	74,681.04 24.44	0.10% (5,298.19)	A1 / A+ NR	1.45 1.41
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/1/2024	500,000.00	Various 0.88%	524,067.75 511,277.10	95.18 5.29%	475,909.00 3,750.00	0.64% (35,368.10)	A1 / A AA-	1.68 1.60
69371RR57	Paccar Financial Corp Note 0.9% Due 11/8/2024	175,000.00	11/02/2021 0.90%	174,989.50 174,994.08	93.28 5.09%	163,238.08 494.38	0.22% (11,756.00)	A1 / A+ NR	1.70 1.64
46647PAH9	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.22% Due 3/1/2025	500,000.00	Various 1.01%	531,052.10 510,872.09	97.60 5.74%	487,995.00 8,050.00	0.66% (22,877.09)	A1 / A- AA-	2.01 0.95
24422EWB1	John Deere Capital Corp Note 2.125% Due 3/7/2025	130,000.00	03/02/2022 2.14%	129,944.10 129,962.41	94.37 5.09%	122,677.49 1,335.21	0.16% (7,284.92)	A2 / A A+	2.02 1.92
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	280,000.00	04/19/2022 3.35%	279,960.80 279,971.86	96.23 5.22%	269,437.28 3,283.00	0.36% (10,534.58)	A1 / A AA-	2.16 2.02
63743HFE7	National Rural Utilities Note 3.45% Due 6/15/2025	95,000.00	04/27/2022 3.46%	94,974.35 94,981.13	95.59 5.52%	90,813.07 691.92	0.12% (4,168.06)	A2 / A- A	2.30 2.15
931142EW9	Wal-Mart Stores Note 3.9% Due 9/9/2025	80,000.00	09/06/2022 3.92%	79,944.00 79,952.84	98.00 4.75%	78,400.72 1,490.67	0.11% (1,552.12)	Aa2 / AA AA	2.53 2.33
437076CR1	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	110,000.00	09/12/2022 4.01%	109,960.40 109,966.31	98.28 4.72%	108,107.78 1,980.00	0.15% (1,858.53)	A2 / A A	2.55 2.35
023135CN4	Amazon.com Inc Note 4.6% Due 12/1/2025	395,000.00	11/29/2022 4.60%	394,976.30 394,978.25	99.27 4.89%	392,096.75 4,542.50	0.53% (2,881.50)	A1 / AA AA-	2.76 2.53
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	90,000.00	02/02/2022 1.75%	90,000.00 90,000.00	93.17 5.53%	83,849.40 109.13	0.11% (6,150.60)	A1 / A AA-	2.94 1.86
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	175,000.00	07/18/2022 4.68%	175,000.00 175,000.00	98.07 5.57%	171,621.63 1,000.79	0.23% (3,378.37)	A1 / A- A+	3.38 2.21
931142ER0	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 9/17/2026	40,000.00	09/08/2021 1.09%	39,924.40 39,946.34	87.83 4.82%	35,133.64 191.33	0.05% (4,812.70)	Aa2 / AA AA	3.55 3.39

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CORPORATE									
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	450,000.00	10/05/2022 4.71%	436,909.50 438,042.03	96.86 4.83%	435,886.65 5,550.00	0.59% (2,155.38)	A2 / A+ A+	4.20 3.76
931142EX7	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	225,000.00	09/27/2022 4.70%	217,588.50 218,216.38	97.40 4.59%	219,147.53 4,246.25	0.30% 931.15	Aa2 / AA AA	4.53 4.02
438516CJ3	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	400,000.00	02/13/2023 4.44%	408,972.00 408,902.02	100.92 4.74%	403,664.80 880.00	0.54% (5,237.22)	A2 / A A	4.97 4.35
Total Corporate		6,785,000.00	2.27%	6,850,329.50 6,801,985.32	5.18%	6,558,405.02 51,123.76	8.79% (243,580.30)	A1 / A+ A+	2.05 1.79
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	38,069,322.79	Various 2.65%	38,069,322.79 38,069,322.79	1.00 2.65%	38,069,322.79 151,383.35	50.81% 0.00	NR / NR NR	0.00 0.00
Total LAIF		38,069,322.79	2.65%	38,069,322.79 38,069,322.79	2.65%	38,069,322.79 151,383.35	50.81% 0.00	NR / NR NR	0.00 0.00
LOCAL GOV INVESTMENT POOL									
09CATR\$05	CalTrust Medium Term Fund	665,097.06	Various 4.01%	6,687,285.59 6,687,285.59	9.68 4.01%	6,438,139.57 0.00	8.56% (249,146.02)	NR / A+ NR	0.00 0.00
Total Local Gov Investment Pool		665,097.06	4.01%	6,687,285.59 6,687,285.59	4.01%	6,438,139.57 0.00	8.56% (249,146.02)	NR / A+ NR	0.00 0.00
MONEY MARKET FUND									
31846V203	First American Govt Obligation Fund Class Y	96,727.49	Various 4.06%	96,727.49 96,727.49	1.00 4.06%	96,727.49 0.00	0.13% 0.00	Aaa / AAA AAA	0.00 0.00
Total Money Market Fund		96,727.49	4.06%	96,727.49 96,727.49	4.06%	96,727.49 0.00	0.13% 0.00	Aaa / AAA AAA	0.00 0.00

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SUPRANATIONAL									
459058JM6	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	165,000.00	11/17/2020 0.32%	164,645.25 164,913.18	96.49 5.16%	159,201.90 111.15	0.21% (5,711.28)	Aaa / AAA AAA	0.74 0.72
459058GQ0	Intl. Bank Recon & Development Note 2.5% Due 3/19/2024	225,000.00	01/26/2021 0.26%	240,736.50 230,272.96	97.13 5.32%	218,551.50 2,531.25	0.29% (11,721.46)	Aaa / AAA AAA	1.05 1.01
4581X0DZ8	Inter-American Dev Bank Note 0.5% Due 9/23/2024	260,000.00	09/15/2021 0.52%	259,807.60 259,899.59	93.15 5.10%	242,179.60 570.56	0.32% (17,719.99)	Aaa / AAA NR	1.57 1.52
45950KCR9	International Finance Corp Note 1.375% Due 10/16/2024	160,000.00	07/12/2021 0.54%	164,304.00 162,152.00	94.25 5.09%	150,793.76 825.00	0.20% (11,358.24)	Aaa / AAA NR	1.63 1.57
Total Supranational		810,000.00	0.41%	829,493.35 817,237.73	5.17%	770,726.76 4,037.96	1.03% (46,510.97)	Aaa / AAA AAA	1.26 1.22
US TREASURY									
912828ZD5	US Treasury Note 0.5% Due 3/15/2023	325,000.00	12/28/2021 0.47%	325,101.56 325,003.22	99.84 4.38%	324,476.75 749.65	0.43% (526.47)	Aaa / AA+ AAA	0.04 0.04
912828VB3	US Treasury Note 1.75% Due 5/15/2023	750,000.00	Various 0.80%	761,337.89 751,467.50	99.37 4.76%	745,263.75 3,843.23	1.00% (6,203.75)	Aaa / AA+ AAA	0.21 0.21
912828ZU7	US Treasury Note 0.25% Due 6/15/2023	750,000.00	02/15/2022 1.36%	739,130.86 747,619.57	98.65 4.90%	739,892.25 391.48	0.98% (7,727.32)	Aaa / AA+ AAA	0.29 0.29
912828T26	US Treasury Note 1.375% Due 9/30/2023	750,000.00	Various 1.05%	750,579.29 751,441.67	97.87 5.12%	734,004.00 4,306.32	0.98% (17,437.67)	Aaa / AA+ AAA	0.59 0.57
912828V80	US Treasury Note 2.25% Due 1/31/2024	750,000.00	Various 0.83%	776,144.53 759,645.23	97.43 5.14%	730,693.50 1,351.87	0.97% (28,951.73)	Aaa / AA+ AAA	0.92 0.89
912828B66	US Treasury Note 2.75% Due 2/15/2024	750,000.00	02/15/2022 1.58%	767,255.86 758,308.38	97.76 5.16%	733,183.50 797.65	0.98% (25,124.88)	Aaa / AA+ AAA	0.96 0.93
912828W71	US Treasury Note 2.125% Due 3/31/2024	750,000.00	Various 0.67%	775,839.84 761,743.93	96.82 5.18%	726,123.00 6,655.22	0.97% (35,620.93)	Aaa / AA+ AAA	1.09 1.04
91282CBV2	US Treasury Note 0.375% Due 4/15/2024	500,000.00	Various 0.37%	500,162.11 500,052.51	94.84 5.15%	474,199.00 705.70	0.63% (25,853.51)	Aaa / AA+ AAA	1.13 1.10
912828WJ5	US Treasury Note 2.5% Due 5/15/2024	750,000.00	Various 1.10%	779,783.21 762,404.63	96.93 5.15%	726,943.50 5,490.33	0.97% (35,461.13)	Aaa / AA+ AAA	1.21 1.16
91282CCG4	US Treasury Note 0.25% Due 6/15/2024	400,000.00	06/17/2021 0.43%	397,890.63 399,089.09	93.98 5.12%	375,906.40 208.79	0.50% (23,182.69)	Aaa / AA+ AAA	1.30 1.26

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US TREASURY									
912828Y87	US Treasury Note 1.75% Due 7/31/2024	300,000.00	01/31/2020 1.35%	305,203.13 301,640.43	95.46 5.10%	286,371.00 420.58	0.38% (15,269.43)	Aaa / AA+ AAA	1.42 1.37
91282CCT6	US Treasury Note 0.375% Due 8/15/2024	400,000.00	08/25/2021 0.45%	399,109.38 399,562.49	93.47 5.06%	373,875.20 58.01	0.50% (25,687.29)	Aaa / AA+ AAA	1.46 1.43
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	750,000.00	11/18/2021 0.83%	748,125.00 748,926.85	93.18 4.96%	698,818.50 1,647.10	0.93% (50,108.35)	Aaa / AA+ AAA	1.72 1.66
912828Z52	US Treasury Note 1.375% Due 1/31/2025	750,000.00	02/17/2022 1.71%	742,822.27 745,325.82	93.74 4.82%	703,037.25 826.14	0.94% (42,288.57)	Aaa / AA+ AAA	1.93 1.86
912828ZF0	US Treasury Note 0.5% Due 3/31/2025	350,000.00	03/25/2021 0.58%	348,906.26 349,431.08	91.64 4.76%	320,742.10 730.77	0.43% (28,688.98)	Aaa / AA+ AAA	2.09 2.02
912828ZT0	US Treasury Note 0.25% Due 5/31/2025	365,000.00	02/25/2021 0.60%	359,653.32 362,173.65	90.58 4.71%	330,610.07 228.13	0.44% (31,563.58)	Aaa / AA+ AAA	2.25 2.19
9128284Z0	US Treasury Note 2.75% Due 8/31/2025	750,000.00	Various 0.98%	800,092.78 782,488.36	95.61 4.63%	717,099.76 56.05	0.95% (65,388.60)	Aaa / AA+ AAA	2.51 2.38
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	750,000.00	Various 0.88%	734,730.47 739,804.88	89.33 4.54%	669,960.75 703.14	0.89% (69,844.13)	Aaa / AA+ AAA	2.76 2.68
9128286L9	US Treasury Note 2.25% Due 3/31/2026	750,000.00	02/25/2022 1.91%	760,078.13 757,605.88	93.72 4.45%	702,920.25 7,046.70	0.94% (54,685.63)	Aaa / AA+ AAA	3.09 2.90
912828R36	US Treasury Note 1.625% Due 5/15/2026	250,000.00	10/14/2021 0.99%	257,148.44 255,003.48	91.63 4.45%	229,072.25 1,189.57	0.31% (25,931.23)	Aaa / AA+ AAA	3.21 3.05
912828YG9	US Treasury Note 1.625% Due 9/30/2026	300,000.00	12/28/2021 1.24%	305,296.88 303,994.02	90.98 4.37%	272,953.20 2,035.71	0.37% (31,040.82)	Aaa / AA+ AAA	3.59 3.39
912828U24	US Treasury Note 2% Due 11/15/2026	625,000.00	03/29/2022 2.56%	609,912.11 612,910.06	91.98 4.37%	574,853.75 3,660.22	0.77% (38,056.31)	Aaa / AA+ AAA	3.72 3.49
91282CEF4	US Treasury Note 2.5% Due 3/31/2027	750,000.00	Various 2.90%	736,449.21 738,514.20	93.27 4.32%	699,492.00 7,829.67	0.94% (39,022.20)	Aaa / AA+ AAA	4.09 3.78
912828X88	US Treasury Note 2.375% Due 5/15/2027	350,000.00	06/09/2022 3.09%	338,666.02 340,328.34	92.66 4.30%	324,324.35 2,434.05	0.43% (16,003.99)	Aaa / AA+ AAA	4.21 3.91
91282CFM8	US Treasury Note 4.125% Due 9/30/2027	570,000.00	10/26/2022 4.19%	568,419.14 568,528.98	99.48 4.25%	567,016.62 9,818.41	0.77% (1,512.36)	Aaa / AA+ AAA	4.59 4.07

Holdings Report

As of February 28, 2023



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
US TREASURY									
9128283F5	US Treasury Note 2.25% Due 11/15/2027	800,000.00	12/20/2022 3.84%	743,625.00 745,829.61	91.63 4.23%	733,000.00 5,270.72	0.98% (12,829.61)	Aaa / AA+ AAA	4.72 4.36
Total US Treasury		15,285,000.00	1.47%	15,331,463.32 15,268,843.86	4.77%	14,514,832.70 68,455.21	19.38% (754,011.16)	Aaa / AA+ AAA	2.05 1.94
TOTAL PORTFOLIO		70,463,590.32	2.40%	76,635,385.08 76,463,907.03	3.70%	74,922,377.14 307,595.92	100.00% (1,541,529.89)	Aa1 / AA AAA	0.78 0.67
TOTAL MARKET VALUE PLUS ACCRUED						75,229,973.06			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/01/2023	31846V203	605.90	First American Govt Obligation Fund Class Y	1.000	3.83%	605.90	0.00	605.90	0.00
Purchase	02/06/2023	31846V203	3,660.70	First American Govt Obligation Fund Class Y	1.000	3.83%	3,660.70	0.00	3,660.70	0.00
Purchase	02/09/2023	31846V203	200.00	First American Govt Obligation Fund Class Y	1.000	3.83%	200.00	0.00	200.00	0.00
Purchase	02/14/2023	31846V203	3,631.25	First American Govt Obligation Fund Class Y	1.000	3.83%	3,631.25	0.00	3,631.25	0.00
Purchase	02/15/2023	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	99.998	5.22%	39,999.05	0.00	39,999.05	0.00
Purchase	02/15/2023	31846V203	11,062.50	First American Govt Obligation Fund Class Y	1.000	3.83%	11,062.50	0.00	11,062.50	0.00
Purchase	02/15/2023	31846V203	263.08	First American Govt Obligation Fund Class Y	1.000	3.83%	263.08	0.00	263.08	0.00
Purchase	02/15/2023	31846V203	933.17	First American Govt Obligation Fund Class Y	1.000	3.83%	933.17	0.00	933.17	0.00
Purchase	02/15/2023	31846V203	420.75	First American Govt Obligation Fund Class Y	1.000	3.83%	420.75	0.00	420.75	0.00
Purchase	02/15/2023	31846V203	30.33	First American Govt Obligation Fund Class Y	1.000	3.83%	30.33	0.00	30.33	0.00
Purchase	02/15/2023	31846V203	251.33	First American Govt Obligation Fund Class Y	1.000	3.83%	251.33	0.00	251.33	0.00
Purchase	02/15/2023	31846V203	258.50	First American Govt Obligation Fund Class Y	1.000	3.83%	258.50	0.00	258.50	0.00
Purchase	02/15/2023	31846V203	522.63	First American Govt Obligation Fund Class Y	1.000	3.83%	522.63	0.00	522.63	0.00
Purchase	02/15/2023	31846V203	38.46	First American Govt Obligation Fund Class Y	1.000	3.83%	38.46	0.00	38.46	0.00
Purchase	02/15/2023	31846V203	280.79	First American Govt Obligation Fund Class Y	1.000	3.83%	280.79	0.00	280.79	0.00
Purchase	02/15/2023	31846V203	8,632.62	First American Govt Obligation Fund Class Y	1.000	3.83%	8,632.62	0.00	8,632.62	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/15/2023	31846V203	3,374.17	First American Govt Obligation Fund Class Y	1.000	3.83%	3,374.17	0.00	3,374.17	0.00
Purchase	02/15/2023	31846V203	3,696.73	First American Govt Obligation Fund Class Y	1.000	3.83%	3,696.73	0.00	3,696.73	0.00
Purchase	02/15/2023	31846V203	1,729.06	First American Govt Obligation Fund Class Y	1.000	3.83%	1,729.06	0.00	1,729.06	0.00
Purchase	02/15/2023	31846V203	3,852.73	First American Govt Obligation Fund Class Y	1.000	3.83%	3,852.73	0.00	3,852.73	0.00
Purchase	02/15/2023	438516CJ3	400,000.00	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	102.243	4.44%	408,972.00	0.00	408,972.00	0.00
Purchase	02/16/2023	31846V203	2,200.00	First American Govt Obligation Fund Class Y	1.000	3.83%	2,200.00	0.00	2,200.00	0.00
Purchase	02/16/2023	31846V203	273.00	First American Govt Obligation Fund Class Y	1.000	3.83%	273.00	0.00	273.00	0.00
Purchase	02/21/2023	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	94.957	4.92%	474,785.16	762.50	475,547.66	0.00
Purchase	02/21/2023	31846V203	326.37	First American Govt Obligation Fund Class Y	1.000	3.83%	326.37	0.00	326.37	0.00
Purchase	02/21/2023	31846V203	62.33	First American Govt Obligation Fund Class Y	1.000	3.83%	62.33	0.00	62.33	0.00
Purchase	02/21/2023	31846V203	4,113.75	First American Govt Obligation Fund Class Y	1.000	3.83%	4,113.75	0.00	4,113.75	0.00
Purchase	02/21/2023	31846V203	4,069.14	First American Govt Obligation Fund Class Y	1.000	3.83%	4,069.14	0.00	4,069.14	0.00
Purchase	02/21/2023	31846V203	9,430.79	First American Govt Obligation Fund Class Y	1.000	3.83%	9,430.79	0.00	9,430.79	0.00
Purchase	02/21/2023	31846V203	42.68	First American Govt Obligation Fund Class Y	1.000	3.83%	42.68	0.00	42.68	0.00
Purchase	02/24/2023	31846V203	375.00	First American Govt Obligation Fund Class Y	1.000	3.83%	375.00	0.00	375.00	0.00

Transaction Ledger

As of February 28, 2023



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	02/24/2023	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	99.981	5.10%	69,986.99	0.00	69,986.99	0.00
Purchase	02/27/2023	31846V203	77.92	First American Govt Obligation Fund Class Y	1.000	4.06%	77.92	0.00	77.92	0.00
Purchase	02/27/2023	31846V203	802.50	First American Govt Obligation Fund Class Y	1.000	4.06%	802.50	0.00	802.50	0.00
Purchase	02/27/2023	31846V203	4,329.59	First American Govt Obligation Fund Class Y	1.000	4.06%	4,329.59	0.00	4,329.59	0.00
Purchase	02/27/2023	31846V203	15,148.44	First American Govt Obligation Fund Class Y	1.000	4.06%	15,148.44	0.00	15,148.44	0.00
Purchase	02/28/2023	09CATR\$05	1,582.40	CalTrust Medium Term Fund	9.680	4.01%	15,317.67	0.00	15,317.67	0.00
Purchase	02/28/2023	31846V203	10,312.50	First American Govt Obligation Fund Class Y	1.000	4.06%	10,312.50	0.00	10,312.50	0.00
Subtotal			1,106,591.11				1,104,069.58	762.50	1,104,832.08	0.00
TOTAL ACQUISITIONS			1,106,591.11				1,104,069.58	762.50	1,104,832.08	0.00
DISPOSITIONS										
Sale	02/15/2023	31846V203	39,999.05	First American Govt Obligation Fund Class Y	1.000	3.83%	39,999.05	0.00	39,999.05	0.00
Sale	02/15/2023	31846V203	408,972.00	First American Govt Obligation Fund Class Y	1.000	3.83%	408,972.00	0.00	408,972.00	0.00
Sale	02/21/2023	31846V203	475,547.66	First American Govt Obligation Fund Class Y	1.000	3.83%	475,547.66	0.00	475,547.66	0.00
Sale	02/24/2023	31846V203	69,986.99	First American Govt Obligation Fund Class Y	1.000	3.83%	69,986.99	0.00	69,986.99	0.00
Subtotal			994,505.70				994,505.70	0.00	994,505.70	0.00



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	02/15/2023	02582JJT8	0.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	100.000		0.00	522.63	522.63	0.00
Paydown	02/15/2023	43815BAC4	0.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	100.000		0.00	258.50	258.50	0.00
Paydown	02/15/2023	47787JAC2	0.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	100.000		0.00	251.33	251.33	0.00
Paydown	02/15/2023	47788UAC6	3,682.13	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	100.000		3,682.13	14.60	3,696.73	0.00
Paydown	02/15/2023	47789QAC4	0.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	100.000		0.00	30.33	30.33	0.00
Paydown	02/15/2023	47800AAC4	0.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	100.000		0.00	420.75	420.75	0.00
Paydown	02/15/2023	47800BAC2	0.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	100.000		0.00	933.17	933.17	0.00
Paydown	02/15/2023	58769KAD6	1,702.39	Mercedes-Benz Auto Lease Trust 2021- B A3 0.4% Due 11/15/2024	100.000		1,702.39	26.67	1,729.06	0.00
Paydown	02/15/2023	58770AAC7	0.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	100.000		0.00	263.08	263.08	0.00
Paydown	02/15/2023	65479JAD5	3,836.06	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	100.000		3,836.06	16.67	3,852.73	0.00
Paydown	02/15/2023	89232HAC9	8,586.58	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	100.000		8,586.58	46.04	8,632.62	0.00
Paydown	02/15/2023	89236XAC0	3,365.46	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	100.000		3,365.46	8.71	3,374.17	0.00
Paydown	02/15/2023	89238FAD5	0.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	100.000		0.00	280.79	280.79	0.00
Paydown	02/15/2023	89238JAC9	0.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	100.000		0.00	38.46	38.46	0.00

Transaction Ledger

As of February 28, 2023



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Paydown	02/16/2023	36265WAD5	0.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	100.000		0.00	273.00	273.00	0.00
Paydown	02/21/2023	43813GAC5	4,102.07	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	100.000		4,102.07	11.68	4,113.75	0.00
Paydown	02/21/2023	43813KAC6	4,057.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	100.000		4,057.29	11.85	4,069.14	0.00
Paydown	02/21/2023	43815GAC3	0.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100.000		0.00	62.33	62.33	0.00
Paydown	02/21/2023	43815PAC3	0.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	100.000		0.00	326.37	326.37	0.00
Paydown	02/21/2023	92290BAA9	9,408.43	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	100.000		9,408.43	22.36	9,430.79	0.00
Paydown	02/21/2023	92348AAA3	42.61	Verizon Owner Trust 2019-C A1A 1.94% Due 4/22/2024	100.000	1.95%	42.61	0.07	42.68	0.00
Paydown	02/27/2023	05601XAC3	0.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	100.000		0.00	77.92	77.92	0.00
Paydown	02/27/2023	05602RAD3	0.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	100.000		0.00	802.50	802.50	0.00
Paydown	02/27/2023	09690AAC7	4,317.42	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	100.000		4,317.42	12.17	4,329.59	0.00
Paydown	02/27/2023	3137B4GY6	14,400.83	FHLMC K032 A2Due 5/25/2023	100.000		14,400.83	747.61	15,148.44	0.00
Subtotal			57,501.27				57,501.27	5,459.59	62,960.86	0.00
TOTAL DISPOSITIONS			1,052,006.97				1,052,006.97	5,459.59	1,057,466.56	0.00

Transaction Ledger

As of February 28, 2023



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Interest	02/06/2023	594918BX1	200,000.00	Microsoft Callable Note Cont 12/6/2023 2.875% Due 2/6/2024	0.000		2,875.00	0.00	2,875.00	0.00
Interest	02/06/2023	857477BR3	90,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	0.000		785.70	0.00	785.70	0.00
Interest	02/09/2023	69371RR40	80,000.00	Paccar Financial Corp Note 0.5% Due 8/9/2024	0.000		200.00	0.00	200.00	0.00
Interest	02/14/2023	3133ENPG9	415,000.00	FFCB Note 1.75% Due 2/14/2025	0.000		3,631.25	0.00	3,631.25	0.00
Interest	02/15/2023	912828B66	750,000.00	US Treasury Note 2.75% Due 2/15/2024	0.000		10,312.50	0.00	10,312.50	0.00
Interest	02/15/2023	91282CCT6	400,000.00	US Treasury Note 0.375% Due 8/15/2024	0.000		750.00	0.00	750.00	0.00
Interest	02/16/2023	06406FAD5	200,000.00	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.2% Due 8/16/2023	0.000		2,200.00	0.00	2,200.00	0.00
Interest	02/24/2023	3137EAEV7	300,000.00	FHLMC Note 0.25% Due 8/24/2023	0.000		375.00	0.00	375.00	0.00
Interest	02/28/2023	9128284Z0	750,000.00	US Treasury Note 2.75% Due 8/31/2025	0.000		10,312.50	0.00	10,312.50	0.00
Subtotal			3,185,000.00				31,441.95	0.00	31,441.95	0.00
Dividend	02/01/2023	31846V203	996,224.48	First American Govt Obligation Fund Class Y	0.000		605.90	0.00	605.90	0.00
Dividend	02/28/2023	09CATR\$05	663,514.65	CalTrust Medium Term Fund	0.000		15,317.67	0.00	15,317.67	0.00
Subtotal			1,659,739.13				15,923.57	0.00	15,923.57	0.00
TOTAL OTHER TRANSACTIONS			4,844,739.13				47,365.52	0.00	47,365.52	0.00

Income Earned

As of February 28, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
FIXED INCOME						
023135BW5	Amazon.com Inc Note 0.45% Due 05/12/2024	05/10/2021 05/12/2021 130,000.00	129,919.30 0.00 0.00 129,924.15	128.38 0.00 177.13 48.75	4.85 0.00 4.85 53.60	53.60
023135CN4	Amazon.com Inc Note 4.6% Due 12/01/2025	11/29/2022 12/01/2022 395,000.00	394,977.64 0.00 0.00 394,978.25	3,028.33 0.00 4,542.50 1,514.17	0.61 0.00 0.61 1,514.78	1,514.78
02582JIT8	American Express Credit Trust 2022-2 A 3.39% Due 05/17/2027	05/17/2022 05/24/2022 185,000.00	184,968.60 0.00 0.00 184,969.66	278.73 522.63 278.73 522.63	1.06 0.00 1.06 523.69	523.69
037833AK6	Apple Inc Note 2.4% Due 05/03/2023	03/11/2019 03/13/2019 200,000.00	199,817.52 0.00 0.00 199,873.67	1,173.33 0.00 1,573.33 400.00	56.15 0.00 56.15 456.15	456.15
05593AAC3	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	02/07/2023 02/15/2023 40,000.00	0.00 39,999.05 0.00 39,999.07	0.00 0.00 91.73 91.73	0.02 0.00 0.02 91.75	91.75
05601XAC3	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 03/25/2025	01/11/2022 01/19/2022 85,000.00	84,993.33 0.00 0.00 84,993.77	15.58 77.92 15.58 77.92	0.44 0.00 0.44 78.36	78.36
05602RAD3	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 08/25/2026	01/05/2023 01/09/2023 300,000.00	292,338.12 0.00 0.00 292,583.30	160.50 802.50 160.50 802.50	245.18 0.00 245.18 1,047.68	1,047.68
06406FAD5	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.2% Due 08/16/2023	04/11/2019 04/15/2019 200,000.00	199,294.45 0.00 0.00 199,395.24	2,016.67 2,200.00 183.33 366.66	100.79 0.00 100.79 467.45	467.45
06406RBC0	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 04/25/2025	04/19/2022 04/26/2022 280,000.00	279,970.86 0.00 0.00 279,971.86	2,501.33 0.00 3,283.00 781.67	1.00 0.00 1.00 782.67	782.67

Income Earned

As of February 28, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
09690AAC7	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	09/08/2021 09/15/2021 39,939.60	44,255.22 0.00 4,317.42 39,938.12	2.43 12.17 2.20 11.94	0.32 0.00 0.32 12.26	12.26
14913R2L0	Caterpillar Financial Service Note 0.45% Due 05/17/2024	Various Various 500,000.00	498,678.85 0.00 0.00 498,757.39	462.51 0.00 650.00 187.49	78.54 0.00 78.54 266.03	266.03
24422EWB1	John Deere Capital Corp Note 2.125% Due 03/07/2025	03/02/2022 03/07/2022 130,000.00	129,960.98 0.00 0.00 129,962.41	1,105.00 0.00 1,335.21 230.21	1.43 0.00 1.43 231.64	231.64
3130A0F70	FHLB Note 3.375% Due 12/08/2023	10/30/2019 10/31/2019 350,000.00	354,711.32 0.00 0.00 354,285.78	1,739.06 0.00 2,723.44 984.38	0.00 425.54 (425.54) 558.84	558.84
3130A1XJ2	FHLB Note 2.875% Due 06/14/2024	03/24/2020 03/25/2020 155,000.00	158,886.81 0.00 0.00 158,668.71	581.79 0.00 953.14 371.35	0.00 218.10 (218.10) 153.25	153.25
3130ADRG9	FHLB Note 2.75% Due 03/10/2023	04/11/2019 04/12/2019 350,000.00	350,138.12 0.00 0.00 350,033.60	3,769.79 0.00 4,571.88 802.09	0.00 104.52 (104.52) 697.57	697.57
3130AT3H8	FHLB Note 3.375% Due 03/08/2024	08/25/2022 08/26/2022 700,000.00	699,398.50 0.00 0.00 699,440.50	10,303.13 0.00 12,271.88 1,968.75	42.00 0.00 42.00 2,010.75	2,010.75
3133ENKS8	FFCB Note 1.125% Due 01/06/2025	Various Various 750,000.00	743,351.29 0.00 0.00 743,615.36	585.93 0.00 1,289.07 703.14	264.07 0.00 264.07 967.21	967.21
3133ENPG9	FFCB Note 1.75% Due 02/14/2025	02/10/2022 02/15/2022 415,000.00	414,247.13 0.00 0.00 414,275.47	3,368.99 3,631.25 342.95 605.21	28.34 0.00 28.34 633.55	633.55

Income Earned

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CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
3135G04Q3	FNMA Note 0.25% Due 05/22/2023	05/20/2020 05/22/2020 245,000.00	244,925.92 0.00 0.00 244,944.78	117.40 0.00 168.44 51.04	18.86 0.00 18.86 69.90	69.90
3135G05G4	FNMA Note 0.25% Due 07/10/2023	07/08/2020 07/10/2020 250,000.00	249,921.95 0.00 0.00 249,935.70	36.46 0.00 88.54 52.08	13.75 0.00 13.75 65.83	65.83
3135G06G3	FNMA Note 0.5% Due 11/07/2025	11/18/2020 11/19/2020 350,000.00	349,799.28 0.00 0.00 349,804.85	408.33 0.00 554.17 145.84	5.57 0.00 5.57 151.41	151.41
3135G0U43	FNMA Note 2.875% Due 09/12/2023	09/25/2019 09/26/2019 350,000.00	352,573.98 0.00 0.00 352,250.79	3,885.24 0.00 4,723.78 838.54	0.00 323.19 (323.19) 515.35	515.35
3137B4GY6	FHLMC K032 A2 3.31% Due 05/25/2023	07/23/2019 07/26/2019 256,634.60	271,901.71 0.00 14,400.83 257,251.60	149.52 747.61 141.58 739.67	0.00 249.28 (249.28) 490.39	490.39
3137BNGT5	FHLMC K054 A2 2.745% Due 01/25/2026	02/15/2023 02/21/2023 500,000.00	0.00 474,785.16 0.00 474,978.19	0.00 (762.50) 1,143.75 381.25	193.03 0.00 193.03 574.28	574.28
3137EAER6	FHLMC Note 0.375% Due 05/05/2023	05/05/2020 05/07/2020 305,000.00	304,989.10 0.00 0.00 304,992.38	273.23 0.00 368.54 95.31	3.28 0.00 3.28 98.59	98.59
3137EAES4	FHLMC Note 0.25% Due 06/26/2023	06/24/2020 06/26/2020 300,000.00	299,884.00 0.00 0.00 299,906.40	72.92 0.00 135.42 62.50	22.40 0.00 22.40 84.90	84.90
3137EAEV7	FHLMC Note 0.25% Due 08/24/2023	08/19/2020 08/21/2020 300,000.00	299,943.15 0.00 0.00 299,950.95	327.08 375.00 14.58 62.50	7.80 0.00 7.80 70.30	70.30

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3137EAEW5	FHLMC Note 0.25% Due 09/08/2023	09/11/2020 09/14/2020 300,000.00	300,018.70 0.00 0.00 300,016.31	297.92 0.00 360.42 62.50	0.00 2.39 (2.39) 60.11	60.11
3137EAEY1	FHLMC Note 0.125% Due 10/16/2023	10/14/2020 10/16/2020 225,000.00	224,803.03 0.00 0.00 224,824.49	82.03 0.00 105.47 23.44	21.46 0.00 21.46 44.90	44.90
3137EAEZ8	FHLMC Note 0.25% Due 11/06/2023	11/03/2020 11/05/2020 335,000.00	334,923.52 0.00 0.00 334,931.23	197.74 0.00 267.53 69.79	7.71 0.00 7.71 77.50	77.50
36265WAD5	GM Financial Securitized Auto 2022-3 A3 3.64% Due 04/16/2027	07/06/2022 07/13/2022 90,000.00	89,999.49 0.00 0.00 89,999.50	136.50 273.00 136.50 273.00	0.01 0.00 0.01 273.01	273.01
437076CR1	Home Depot Callable Note Cont 8/15/2025 4% Due 09/15/2025	09/12/2022 09/19/2022 110,000.00	109,965.30 0.00 0.00 109,966.31	1,613.33 0.00 1,980.00 366.67	1.01 0.00 1.01 367.68	367.68
43813GAC5	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 04/21/2025	02/17/2021 02/24/2021 47,815.59	51,917.31 0.00 4,102.07 47,815.29	3.89 11.68 3.59 11.38	0.05 0.00 0.05 11.43	11.43
43813KAC6	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	09/22/2020 09/29/2020 34,360.29	38,416.15 0.00 4,057.29 34,359.13	5.13 11.85 4.59 11.31	0.27 0.00 0.27 11.58	11.58
43815BAC4	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 05/15/2026	02/15/2022 02/23/2022 165,000.00	164,982.41 0.00 0.00 164,983.00	137.87 258.50 137.87 258.50	0.59 0.00 0.59 259.09	259.09
43815GAC3	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 01/21/2026	11/16/2021 11/24/2021 85,000.00	84,988.64 0.00 0.00 84,989.07	20.78 62.33 20.78 62.33	0.43 0.00 0.43 62.76	62.76

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43815JAC7	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 04/21/2027	02/16/2023 02/24/2023 70,000.00	0.00 69,986.99 0.00 69,987.05	0.00 0.00 68.60 68.60	0.06 0.00 0.06 68.66	68.66
43815PAC3	Honda Auto Receivables 2022-2 A3 3.73% Due 07/20/2026	08/15/2022 08/24/2022 105,000.00	104,994.64 0.00 0.00 104,994.80	141.43 326.37 141.43 326.37	0.16 0.00 0.16 326.53	326.53
438516CJ3	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 02/15/2028	02/13/2023 02/15/2023 400,000.00	0.00 408,972.00 0.00 408,902.02	0.00 0.00 880.00 880.00	0.00 69.98 (69.98) 810.02	810.02
4581X0DZ8	Inter-American Dev Bank Note 0.5% Due 09/23/2024	09/15/2021 09/23/2021 260,000.00	259,894.67 0.00 0.00 259,899.59	462.22 0.00 570.56 108.34	4.92 0.00 4.92 113.26	113.26
459058GQ0	Intl. Bank Recon & Development Note 2.5% Due 03/19/2024	01/26/2021 01/28/2021 225,000.00	230,657.45 0.00 0.00 230,272.96	2,062.50 0.00 2,531.25 468.75	0.00 384.49 (384.49) 84.26	84.26
459058JM6	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	11/17/2020 11/24/2020 165,000.00	164,904.10 0.00 0.00 164,913.18	76.77 0.00 111.15 34.38	9.08 0.00 9.08 43.46	43.46
45950KCR9	International Finance Corp Note 1.375% Due 10/16/2024	07/12/2021 07/14/2021 160,000.00	162,253.27 0.00 0.00 162,152.00	641.67 0.00 825.00 183.33	0.00 101.27 (101.27) 82.06	82.06
46647PAH9	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.22% Due 03/01/2025	Various Various 500,000.00	511,703.83 0.00 0.00 510,872.09	6,708.33 0.00 8,050.00 1,341.67	0.00 831.74 (831.74) 509.93	509.93
47787JAC2	John Deere Owner Trust 2022-A A3 2.32% Due 09/16/2026	03/10/2022 03/16/2022 130,000.00	129,978.48 0.00 0.00 129,979.11	134.04 251.33 134.04 251.33	0.63 0.00 0.63 251.96	251.96

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47788UAC6	John Deere Owner Trust 2021-A A3 0.36% Due 09/15/2025	03/02/2021 03/10/2021 44,998.00	48,675.71 0.00 3,682.13 44,994.10	7.79 14.60 7.20 14.01	0.52 0.00 0.52 14.53	14.53
47789QAC4	John Deere Owner Trust 2021-B A3 0.52% Due 03/16/2026	07/13/2021 07/21/2021 70,000.00	69,996.38 0.00 0.00 69,996.51	16.18 30.33 16.18 30.33	0.13 0.00 0.13 30.46	30.46
47800AAC4	John Deere Owner Trust 2022-B A3 3.74% Due 02/16/2027	07/12/2022 07/20/2022 135,000.00	134,989.04 0.00 0.00 134,989.32	224.40 420.75 224.40 420.75	0.28 0.00 0.28 421.03	421.03
47800BAC2	John Deere Owner Trust 2022-C A3 5.09% Due 06/15/2027	10/12/2022 10/19/2022 220,000.00	219,984.27 0.00 0.00 219,984.63	497.69 933.17 497.69 933.17	0.36 0.00 0.36 933.53	933.53
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	06/22/2021 06/29/2021 78,297.61	79,997.74 0.00 1,702.39 78,295.58	14.22 26.67 13.92 26.37	0.23 0.00 0.23 26.60	26.60
58770AAC7	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	01/18/2023 01/25/2023 105,000.00	104,987.47 0.00 0.00 104,987.75	78.93 263.08 210.47 394.62	0.28 0.00 0.28 394.90	394.90
594918BX1	Microsoft Callable Note Cont 12/6/2023 2.875% Due 02/06/2024	03/05/2020 03/09/2020 200,000.00	203,001.14 0.00 0.00 202,728.31	2,795.14 2,875.00 399.31 479.17	0.00 272.83 (272.83) 206.34	206.34
61747YET8	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 07/17/2026	07/18/2022 07/20/2022 175,000.00	175,000.00 0.00 0.00 175,000.00	318.43 0.00 1,000.79 682.36	0.00 0.00 0.00 682.36	682.36
63743HFE7	National Rural Utilities Note 3.45% Due 06/15/2025	04/27/2022 05/04/2022 95,000.00	94,980.50 0.00 0.00 94,981.13	418.79 0.00 691.92 273.13	0.63 0.00 0.63 273.76	273.76

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65479JAD5	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 07/15/2024	10/16/2019 10/23/2019 6,525.76	10,361.65 0.00 3,836.06 6,525.66	8.89 16.67 5.60 13.38	0.07 0.00 0.07 13.45	13.45
665859AW4	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 05/10/2027	10/05/2022 10/07/2022 450,000.00	437,823.34 0.00 0.00 438,042.03	4,050.00 0.00 5,550.00 1,500.00	218.69 0.00 218.69 1,718.69	1,718.69
69371RR40	Paccar Financial Corp Note 0.5% Due 08/09/2024	08/03/2021 08/09/2021 80,000.00	79,978.12 0.00 0.00 79,979.23	191.11 200.00 24.44 33.33	1.11 0.00 1.11 34.44	34.44
69371RR57	Paccar Financial Corp Note 0.9% Due 11/08/2024	11/02/2021 11/08/2021 175,000.00	174,993.81 0.00 0.00 174,994.08	363.13 0.00 494.38 131.25	0.27 0.00 0.27 131.52	131.52
78015K7C2	Royal Bank of Canada Note 2.25% Due 11/01/2024	Various Various 500,000.00	511,793.89 0.00 0.00 511,277.10	2,812.51 0.00 3,750.00 937.49	0.00 516.79 (516.79) 420.70	420.70
79466LAG9	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 07/15/2024	06/29/2021 07/12/2021 35,000.00	34,991.39 0.00 0.00 34,991.85	9.72 0.00 27.95 18.23	0.46 0.00 0.46 18.69	18.69
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 03/18/2024	Various Various 245,000.00	245,420.70 0.00 0.00 245,389.77	678.86 0.00 831.98 153.12	1.21 32.14 (30.93) 122.19	122.19
857477BR3	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 02/06/2026	02/02/2022 02/07/2022 90,000.00	90,000.00 0.00 0.00 90,000.00	763.88 785.70 109.13 130.95	0.00 0.00 0.00 130.95	130.95
89114QCB2	Toronto Dominion Bank Note 3.25% Due 03/11/2024	Various Various 500,000.00	509,287.89 0.00 0.00 508,644.17	6,319.45 0.00 7,673.61 1,354.16	0.00 643.72 (643.72) 710.44	710.44

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89232HAC9	Toyota Auto Receivable Own 2020-A A3 1.66% Due 05/15/2024	07/06/2020 07/08/2020 24,696.07	33,527.07 0.00 8,586.58 24,866.61	24.56 46.04 18.22 39.70	0.00 73.88 (73.88) (34.18)	(34.18)
89236TJH9	Toyota Motor Credit Corp Note 0.5% Due 06/18/2024	12/06/2021 12/08/2021 300,000.00	297,662.11 0.00 0.00 297,792.25	179.17 0.00 304.17 125.00	130.14 0.00 130.14 255.14	255.14
89236XAC0	Toyota Auto Receivables 2020-D A3 0.35% Due 01/15/2025	10/06/2020 10/13/2020 26,501.55	29,864.46 0.00 3,365.46 26,499.38	4.65 8.71 4.12 8.18	0.38 0.00 0.38 8.56	8.56
89238FAD5	Toyota Auto Receivables OT 2022-B A3 2.93% Due 09/15/2026	04/07/2022 04/13/2022 115,000.00	114,997.98 0.00 0.00 114,998.04	149.76 280.79 149.76 280.79	0.06 0.00 0.06 280.85	280.85
89238JAC9	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 04/15/2026	11/09/2021 11/15/2021 65,000.00	64,999.13 0.00 0.00 64,999.17	20.51 38.46 20.51 38.46	0.04 0.00 0.04 38.50	38.50
90331HNV1	US Bank NA Callable Note Cont 6/23/2023 3.4% Due 07/24/2023	05/17/2019 05/21/2019 250,000.00	250,636.34 0.00 0.00 250,510.86	165.28 0.00 873.61 708.33	0.00 125.48 (125.48) 582.85	582.85
9128283F5	US Treasury Note 2.25% Due 11/15/2027	12/20/2022 12/21/2022 800,000.00	744,947.77 0.00 0.00 745,829.61	3,878.45 0.00 5,270.72 1,392.27	881.84 0.00 881.84 2,274.11	2,274.11
9128284Z0	US Treasury Note 2.75% Due 08/31/2025	Various Various 750,000.00	783,483.62 0.00 0.00 782,488.36	8,774.17 10,312.50 56.05 1,594.38	0.00 995.26 (995.26) 599.12	599.12
9128286L9	US Treasury Note 2.25% Due 03/31/2026	02/25/2022 02/28/2022 750,000.00	757,795.01 0.00 0.00 757,605.88	5,748.63 0.00 7,046.70 1,298.07	0.00 189.13 (189.13) 1,108.94	1,108.94

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912828B66	US Treasury Note 2.75% Due 02/15/2024	02/15/2022 02/16/2022 750,000.00	758,971.15 0.00 0.00 758,308.38	9,527.85 10,312.50 797.65 1,582.30	0.00 662.77 (662.77) 919.53	919.53
912828R36	US Treasury Note 1.625% Due 05/15/2026	10/14/2021 10/15/2021 250,000.00	255,123.12 0.00 0.00 255,003.48	875.35 0.00 1,189.57 314.22	0.00 119.64 (119.64) 194.58	194.58
912828T26	US Treasury Note 1.375% Due 09/30/2023	Various Various 750,000.00	751,631.19 0.00 0.00 751,441.67	3,513.05 0.00 4,306.32 793.27	123.16 312.68 (189.52) 603.75	603.75
912828U24	US Treasury Note 2% Due 11/15/2026	03/29/2022 03/30/2022 625,000.00	612,660.23 0.00 0.00 612,910.06	2,693.37 0.00 3,660.22 966.85	249.83 0.00 249.83 1,216.68	1,216.68
912828V80	US Treasury Note 2.25% Due 01/31/2024	Various Various 750,000.00	760,449.00 0.00 0.00 759,645.23	46.62 0.00 1,351.87 1,305.25	0.00 803.77 (803.77) 501.48	501.48
912828VB3	US Treasury Note 1.75% Due 05/15/2023	Various Various 750,000.00	752,015.37 0.00 0.00 751,467.50	2,828.04 0.00 3,843.23 1,015.19	0.00 547.87 (547.87) 467.32	467.32
912828W71	US Treasury Note 2.125% Due 03/31/2024	Various Various 750,000.00	762,574.31 0.00 0.00 761,743.93	5,429.25 0.00 6,655.22 1,225.97	0.00 830.38 (830.38) 395.59	395.59
912828WJ5	US Treasury Note 2.5% Due 05/15/2024	Various Various 750,000.00	763,192.22 0.00 0.00 762,404.63	4,040.05 0.00 5,490.33 1,450.28	0.00 787.59 (787.59) 662.69	662.69
912828X88	US Treasury Note 2.375% Due 05/15/2027	06/09/2022 06/10/2022 350,000.00	340,152.03 0.00 0.00 340,328.34	1,791.09 0.00 2,434.05 642.96	176.31 0.00 176.31 819.27	819.27

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912828Y87	US Treasury Note 1.75% Due 07/31/2024	01/31/2020 01/31/2020 300,000.00	301,729.10 0.00 0.00 301,640.43	14.50 0.00 420.58 406.08	0.00 88.67 (88.67) 317.41	317.41
912828YG9	US Treasury Note 1.625% Due 09/30/2026	12/28/2021 12/29/2021 300,000.00	304,079.45 0.00 0.00 303,994.02	1,660.71 0.00 2,035.71 375.00	0.00 85.43 (85.43) 289.57	289.57
912828Z52	US Treasury Note 1.375% Due 01/31/2025	02/17/2022 02/18/2022 750,000.00	745,139.39 0.00 0.00 745,325.82	28.49 0.00 826.14 797.65	186.43 0.00 186.43 984.08	984.08
912828ZD5	US Treasury Note 0.5% Due 03/15/2023	12/28/2021 12/29/2021 325,000.00	325,009.67 0.00 0.00 325,003.22	623.96 0.00 749.65 125.69	0.00 6.45 (6.45) 119.24	119.24
912828ZF0	US Treasury Note 0.5% Due 03/31/2025	03/25/2021 03/29/2021 350,000.00	349,410.14 0.00 0.00 349,431.08	596.15 0.00 730.77 134.62	20.94 0.00 20.94 155.56	155.56
912828ZT0	US Treasury Note 0.25% Due 05/31/2025	02/25/2021 02/26/2021 365,000.00	362,077.38 0.00 0.00 362,173.65	157.93 0.00 228.13 70.20	96.27 0.00 96.27 166.47	166.47
912828ZU7	US Treasury Note 0.25% Due 06/15/2023	02/15/2022 02/16/2022 750,000.00	746,990.78 0.00 0.00 747,619.57	247.25 0.00 391.48 144.23	628.79 0.00 628.79 773.02	773.02
91282CAZ4	US Treasury Note 0.375% Due 11/30/2025	Various Various 750,000.00	739,520.84 0.00 0.00 739,804.88	486.79 0.00 703.14 216.35	284.04 0.00 284.04 500.39	500.39
91282CBV2	US Treasury Note 0.375% Due 04/15/2024	Various Various 500,000.00	500,056.10 0.00 0.00 500,052.51	561.47 0.00 705.70 144.23	4.56 8.15 (3.59) 140.64	140.64

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91282CCG4	US Treasury Note 0.25% Due 06/15/2024	06/17/2021 06/18/2021 400,000.00	399,035.05 0.00 0.00 399,089.09	131.87 0.00 208.79 76.92	54.04 0.00 54.04 130.96	130.96
91282CCT6	US Treasury Note 0.375% Due 08/15/2024	08/25/2021 08/26/2021 400,000.00	399,539.50 0.00 0.00 399,562.49	692.93 750.00 58.01 115.08	22.99 0.00 22.99 138.07	138.07
91282CDH1	US Treasury Note 0.75% Due 11/15/2024	11/18/2021 11/19/2021 750,000.00	748,878.78 0.00 0.00 748,926.85	1,212.02 0.00 1,647.10 435.08	48.07 0.00 48.07 483.15	483.15
91282CEF4	US Treasury Note 2.5% Due 03/31/2027	Various Various 750,000.00	738,298.50 0.00 0.00 738,514.20	6,387.36 0.00 7,829.67 1,442.31	215.70 0.00 215.70 1,658.01	1,658.01
91282CFM8	US Treasury Note 4.125% Due 09/30/2027	10/26/2022 10/27/2022 570,000.00	568,504.38 0.00 0.00 568,528.98	8,009.75 0.00 9,818.41 1,808.66	24.60 0.00 24.60 1,833.26	1,833.26
91324PEB4	United Health Group Inc Callable Note Cont 5/15/2022 0.55% Due 05/15/2024	11/24/2021 11/29/2021 500,000.00	496,741.02 0.00 0.00 496,935.59	580.56 0.00 809.72 229.16	194.57 0.00 194.57 423.73	423.73
92290BAA9	Verizon Owner Trust 2020-B A 0.47% Due 02/20/2025	08/04/2020 08/12/2020 47,673.91	57,076.90 0.00 9,408.43 47,669.54	8.20 22.36 6.85 21.01	1.07 0.00 1.07 22.08	22.08
92348AAA3	Verizon Owner Trust 2019-C A1A Due 04/22/2024	10/01/2019 10/08/2019 0.00	42.61 0.00 42.61 0.00	0.03 0.07 0.00 0.04	0.00 0.00 0.00 0.04	0.04
931142ERO	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 09/17/2026	09/08/2021 09/17/2021 40,000.00	39,945.18 0.00 0.00 39,946.34	156.33 0.00 191.33 35.00	1.16 0.00 1.16 36.16	36.16

Income Earned

As of February 28, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
931142EW9	Wal-Mart Stores Note 3.9% Due 09/09/2025	09/06/2022 09/09/2022 80,000.00	79,951.41 0.00 0.00 79,952.84	1,230.67 0.00 1,490.67 260.00	1.43 0.00 1.43 261.43	261.43
931142EX7	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 09/09/2027	09/27/2022 09/29/2022 225,000.00	218,101.48 0.00 0.00 218,216.38	3,505.63 0.00 4,246.25 740.62	114.90 0.00 114.90 855.52	855.52
			30,679,320.93	144,765.38	4,821.43	
			993,743.20	36,139.04	9,813.13	
			57,501.27	156,212.57	(4,991.70)	
Total Fixed Income		31,632,442.98	31,610,571.16	47,586.23	42,594.53	42,594.53

CASH & EQUIVALENT						
31846V203	First American Govt Obligation Fund Class Y	Various Various 96,727.49	996,224.48 95,008.71 994,505.70 96,727.49	0.00 605.90 0.00 605.90	0.00 0.00 0.00 605.90	605.90
			996,224.48	0.00	0.00	
			95,008.71	605.90	0.00	
			994,505.70	0.00	0.00	
Total Cash & Equivalent		96,727.49	96,727.49	605.90	605.90	605.90

LOCAL AGENCY INVESTMENT FUND						
90LAIF\$00	Local Agency Investment Fund State Pool	Various Various 38,069,322.79	38,069,322.79 0.00 0.00 38,069,322.79	77,925.14 0.00 151,383.35 73,458.21	0.00 0.00 0.00 73,458.21	73,458.21
			38,069,322.79	77,925.14	0.00	
			0.00	0.00	0.00	
			0.00	151,383.35	0.00	
Total Local Agency Investment Fund		38,069,322.79	38,069,322.79	73,458.21	73,458.21	73,458.21

Income Earned

As of February 28, 2023



CUSIP	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
INVESTMENT POOL						
09CATR\$05	CalTrust Medium Term Fund	Various Various 665,097.06	6,671,967.92 15,317.67 0.00 6,687,285.59	0.00 15,317.67 0.00 15,317.67	0.00 0.00 0.00 15,317.67	15,317.67
Total Investment Pool			665,097.06	15,317.67	15,317.67	15,317.67
TOTAL PORTFOLIO			70,463,590.32	136,968.01	131,976.31	131,976.31

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/01/2023	Interest	46647PAH9	500,000.00	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.22% Due 3/1/2025	0.00	8,050.00	8,050.00
03/07/2023	Interest	24422EWB1	130,000.00	John Deere Capital Corp Note 2.125% Due 3/7/2025	0.00	1,381.25	1,381.25
03/08/2023	Interest	3137EAEW5	300,000.00	FHLMC Note 0.25% Due 9/8/2023	0.00	375.00	375.00
03/08/2023	Interest	3130AT3H8	700,000.00	FHLB Note 3.375% Due 3/8/2024	0.00	12,731.25	12,731.25
03/09/2023	Interest	931142EW9	80,000.00	Wal-Mart Stores Note 3.9% Due 9/9/2025	0.00	1,560.00	1,560.00
03/09/2023	Interest	931142EX7	225,000.00	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	0.00	4,443.75	4,443.75
03/10/2023	Maturity	3130ADRG9	350,000.00	FHLB Note 2.75% Due 3/10/2023	350,000.00	4,812.50	354,812.50
03/11/2023	Interest	89114QCB2	500,000.00	Toronto Dominion Bank Note 3.25% Due 3/11/2024	0.00	8,125.00	8,125.00
03/12/2023	Interest	3135G0U43	350,000.00	FNMA Note 2.875% Due 9/12/2023	0.00	5,031.25	5,031.25
03/15/2023	Interest	437076CR1	110,000.00	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	0.00	2,151.11	2,151.11
03/15/2023	Maturity	912828ZD5	325,000.00	US Treasury Note 0.5% Due 3/15/2023	325,000.00	812.50	325,812.50
03/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
03/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	0.00	30.33	30.33
03/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,114.70	26.10	7,140.80
03/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
03/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
03/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
03/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
03/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
03/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	377.00	10.50	387.50
03/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	0.00	38.46	38.46
03/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	2,193.09	34.16	2,227.25
03/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,199.50	7.73	1,207.23
03/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,242.96	13.50	2,256.46
03/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
03/17/2023	Interest	931142ER0	40,000.00	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 9/17/2026	0.00	210.00	210.00
03/18/2023	Interest	808513BN4	245,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	918.75	918.75
03/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,813.11	10.59	3,823.70
03/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
03/19/2023	Interest	459058GQ0	225,000.00	Intl. Bank Recon & Development Note 2.5% Due 3/19/2024	0.00	2,812.50	2,812.50
03/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,977.48	18.67	1,996.15
03/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,672.79	10.76	3,683.55
03/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	0.00	62.33	62.33

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	264.60	264.60
03/23/2023	Interest	4581X0DZ8	260,000.00	Inter-American Dev Bank Note 0.5% Due 9/23/2024	0.00	650.00	650.00
03/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,989.62	10.98	4,000.60
03/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
03/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	229.33	229.33
03/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
03/25/2023	Paydown	3137B4GY6	256,634.60	FHLMC K032 A2 3.31% Due 5/25/2023	85,280.23	707.88	85,988.11
03/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	0.00	77.92	77.92
03/31/2023	Interest	912828W71	750,000.00	US Treasury Note 2.125% Due 3/31/2024	0.00	7,968.75	7,968.75
03/31/2023	Interest	912828YG9	300,000.00	US Treasury Note 1.625% Due 9/30/2026	0.00	2,437.50	2,437.50
03/31/2023	Interest	912828T26	750,000.00	US Treasury Note 1.375% Due 9/30/2023	0.00	5,156.25	5,156.25
03/31/2023	Interest	912828ZF0	350,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	875.00	875.00
03/31/2023	Interest	91282CEF4	750,000.00	US Treasury Note 2.5% Due 3/31/2027	0.00	9,375.00	9,375.00
03/31/2023	Interest	91282CFM8	570,000.00	US Treasury Note 4.125% Due 9/30/2027	0.00	11,756.25	11,756.25
03/31/2023	Interest	9128286L9	750,000.00	US Treasury Note 2.25% Due 3/31/2026	0.00	8,437.50	8,437.50
MAR 2023					786,860.48	107,232.38	894,092.86
04/15/2023	Interest	91282CBV2	500,000.00	US Treasury Note 0.375% Due 4/15/2024	0.00	937.50	937.50

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
04/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,195.51	7.38	1,202.89
04/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
04/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
04/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
04/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	0.00	38.46	38.46
04/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,115.35	23.73	7,139.08
04/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	2,116.40	31.13	2,147.53
04/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
04/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,243.69	12.83	2,256.52
04/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	0.00	30.33	30.33
04/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
04/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	377.85	9.89	387.74
04/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
04/16/2023	Interest	3137EAEY1	225,000.00	FHLMC Note 0.125% Due 10/16/2023	0.00	140.63	140.63
04/16/2023	Interest	45950KCR9	160,000.00	International Finance Corp Note 1.375% Due 10/16/2024	0.00	1,100.00	1,100.00
04/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/17/2023	Dividend	90LAIF\$00	2,205,448,810.27	Local Agency Investment Fund State Pool	0.00	151,369.99	151,369.99
04/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,814.28	9.42	3,823.70
04/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
04/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,978.25	17.90	1,996.15
04/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	0.00	62.33	62.33
04/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,673.68	9.93	3,683.61
04/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
04/25/2023	Interest	06406RBC0	280,000.00	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	0.00	4,690.00	4,690.00
04/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
04/25/2023	Paydown	3137B4GY6	256,634.60	FHLMC K032 A2 3.31% Due 5/25/2023	85,544.60	472.65	86,017.25
04/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	0.00	77.92	77.92
04/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
04/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,990.58	9.89	4,000.47
04/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
APR 2023					112,050.19	165,125.34	277,175.53
05/01/2023	Interest	78015K7C2	500,000.00	Royal Bank of Canada Note 2.25% Due 11/1/2024	0.00	5,625.00	5,625.00
05/03/2023	Maturity	037833AK6	200,000.00	Apple Inc Note 2.4% Due 5/3/2023	200,000.00	2,400.00	202,400.00

Cash Flow Report

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/05/2023	Maturity	3137EAE6	305,000.00	FHLMC Note 0.375% Due 5/5/2023	305,000.00	571.88	305,571.88
05/06/2023	Interest	3137EAEZ8	335,000.00	FHLMC Note 0.25% Due 11/6/2023	0.00	418.75	418.75
05/07/2023	Interest	3135G06G3	350,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	875.00	875.00
05/08/2023	Interest	69371RR57	175,000.00	Paccar Financial Corp Note 0.9% Due 11/8/2024	0.00	787.50	787.50
05/10/2023	Interest	665859AW4	450,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	9,000.00	9,000.00
05/12/2023	Interest	023135BW5	130,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.00	292.50	292.50
05/15/2023	Interest	912828X88	350,000.00	US Treasury Note 2.375% Due 5/15/2027	0.00	4,156.25	4,156.25
05/15/2023	Interest	91324PEB4	500,000.00	United Health Group Inc Callable Note Cont 5/15/2022 0.55% Due 5/15/2024	0.00	1,375.00	1,375.00
05/15/2023	Interest	912828R36	250,000.00	US Treasury Note 1.625% Due 5/15/2026	0.00	2,031.25	2,031.25
05/15/2023	Interest	912828U24	625,000.00	US Treasury Note 2% Due 11/15/2026	0.00	6,250.00	6,250.00
05/15/2023	Interest	91282CDH1	750,000.00	US Treasury Note 0.75% Due 11/15/2024	0.00	2,812.50	2,812.50
05/15/2023	Interest	9128283F5	800,000.00	US Treasury Note 2.25% Due 11/15/2027	0.00	9,000.00	9,000.00
05/15/2023	Interest	912828WJ5	750,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	9,375.00	9,375.00
05/15/2023	Maturity	912828VB3	750,000.00	US Treasury Note 1.75% Due 5/15/2023	750,000.00	6,562.50	756,562.50
05/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	2,039.39	28.20	2,067.59
05/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,191.48	7.03	1,198.51

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
05/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,244.42	12.15	2,256.57
05/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
05/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,040.41	30.33	3,070.74
05/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
05/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	378.71	9.28	387.99
05/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
05/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
05/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
05/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
05/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,116.00	21.36	7,137.36
05/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,936.23	38.46	2,974.69
05/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
05/17/2023	Interest	14913R2L0	500,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	0.00	1,125.00	1,125.00
05/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
05/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,815.46	8.24	3,823.70
05/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,979.03	17.12	1,996.15

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,854.18	62.33	3,916.51
05/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,674.56	9.11	3,683.67
05/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
05/22/2023	Maturity	3135G04Q3	245,000.00	FNMA Note 0.25% Due 5/22/2023	245,000.00	306.25	245,306.25
05/24/2023	Interest	459058JM6	165,000.00	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	0.00	206.25	206.25
05/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,559.39	77.92	7,637.31
05/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
05/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,991.55	8.79	4,000.34
05/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
05/25/2023	Paydown	3137B4GY6	256,634.60	FHLMC K032 A2 3.31% Due 5/25/2023	85,809.78	236.69	86,046.47
05/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
05/31/2023	Interest	912828ZT0	365,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	456.25	456.25
05/31/2023	Interest	91282CAZ4	750,000.00	US Treasury Note 0.375% Due 11/30/2025	0.00	1,406.25	1,406.25
MAY 2023					1,629,630.59	71,673.57	1,701,304.16
06/01/2023	Interest	023135CN4	395,000.00	Amazon.com Inc Note 4.6% Due 12/1/2025	0.00	9,085.00	9,085.00
06/08/2023	Interest	3130A0F70	350,000.00	FHLB Note 3.375% Due 12/8/2023	0.00	5,906.25	5,906.25
06/14/2023	Interest	3130A1XJ2	155,000.00	FHLB Note 2.875% Due 6/14/2024	0.00	2,228.13	2,228.13

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/15/2023	Interest	91282CCG4	400,000.00	US Treasury Note 0.25% Due 6/15/2024	0.00	500.00	500.00
06/15/2023	Interest	63743HFE7	95,000.00	National Rural Utilities Note 3.45% Due 6/15/2025	0.00	1,638.75	1,638.75
06/15/2023	Maturity	912828ZU7	750,000.00	US Treasury Note 0.25% Due 6/15/2023	750,000.00	937.50	750,937.50
06/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
06/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,245.15	11.48	2,256.63
06/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,040.69	29.02	3,069.71
06/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,116.66	18.98	7,135.64
06/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
06/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
06/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	379.56	8.67	388.23
06/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,962.06	25.38	1,987.44
06/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
06/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
06/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
06/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,937.97	36.72	2,974.69
06/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
06/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,187.40	6.68	1,194.08

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06/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
06/18/2023	Interest	89236TJH9	300,000.00	Toyota Motor Credit Corp Note 0.5% Due 6/18/2024	0.00	750.00	750.00
06/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,816.63	7.07	3,823.70
06/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
06/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,979.80	16.35	1,996.15
06/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,855.08	59.51	3,914.59
06/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,675.45	8.28	3,683.73
06/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
06/23/2023	Call	90331HNV1	250,000.00	US Bank NA Callable Note Cont 6/23/2023 3.4% Due 7/24/2023	250,000.00	3,518.06	253,518.06
06/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
06/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,592.53	70.99	7,663.52
06/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,992.51	7.69	4,000.20
06/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
06/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
06/26/2023	Maturity	3137EAES4	300,000.00	FHLMC Note 0.25% Due 6/26/2023	300,000.00	375.00	300,375.00
JUN 2023					1,343,781.49	31,318.94	1,375,100.43
07/06/2023	Interest	3133ENKS8	750,000.00	FFCB Note 1.125% Due 1/6/2025	0.00	4,218.76	4,218.76

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07/10/2023	Maturity	3135G05G4	250,000.00	FNMA Note 0.25% Due 7/10/2023	250,000.00	312.50	250,312.50
07/15/2023	Interest	79466LAG9	35,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.00	109.38	109.38
07/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,884.40	22.67	1,907.07
07/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,183.28	6.34	1,189.62
07/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
07/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,245.88	10.81	2,256.69
07/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
07/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
07/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	380.41	8.06	388.47
07/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,939.71	34.98	2,974.69
07/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
07/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
07/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,040.97	27.70	3,068.67
07/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,117.31	16.61	7,133.92
07/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
07/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
07/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/17/2023	Interest	61747YET8	175,000.00	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	0.00	4,094.13	4,094.13
07/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,817.81	5.89	3,823.70
07/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
07/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,980.58	15.57	1,996.15
07/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,676.35	7.45	3,683.80
07/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,855.98	56.68	3,912.66
07/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
07/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,625.81	64.03	7,689.84
07/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,993.48	6.59	4,000.07
07/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
07/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
07/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
07/31/2023	Interest	912828V80	750,000.00	US Treasury Note 2.25% Due 1/31/2024	0.00	8,437.50	8,437.50
07/31/2023	Interest	912828Y87	300,000.00	US Treasury Note 1.75% Due 7/31/2024	0.00	2,625.00	2,625.00
07/31/2023	Interest	912828Z52	750,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	5,156.25	5,156.25
JUL 2023					293,741.97	31,310.33	325,052.30
08/06/2023	Interest	857477BR3	90,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	0.00	785.70	785.70

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08/06/2023	Interest	594918BX1	200,000.00	Microsoft Callable Note Cont 12/6/2023 2.875% Due 2/6/2024	0.00	2,875.00	2,875.00
08/09/2023	Interest	69371RR40	80,000.00	Paccar Financial Corp Note 0.5% Due 8/9/2024	0.00	200.00	200.00
08/14/2023	Interest	3133ENPG9	415,000.00	FFCB Note 1.75% Due 2/14/2025	0.00	3,631.25	3,631.25
08/15/2023	Interest	912828B66	750,000.00	US Treasury Note 2.75% Due 2/15/2024	0.00	10,312.50	10,312.50
08/15/2023	Interest	91282CCT6	400,000.00	US Treasury Note 0.375% Due 8/15/2024	0.00	750.00	750.00
08/15/2023	Interest	438516CJ3	400,000.00	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	0.00	9,900.00	9,900.00
08/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,179.12	5.99	1,185.11
08/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
08/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
08/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
08/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
08/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,941.45	33.24	2,974.69
08/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,117.96	14.24	7,132.20
08/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,806.43	20.06	1,826.49
08/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
08/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,246.61	10.13	2,256.74
08/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,041.25	26.38	3,067.63

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
08/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	381.27	7.45	388.72
08/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
08/16/2023	Maturity	06406FAD5	200,000.00	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.2% Due 8/16/2023	200,000.00	2,200.00	202,200.00
08/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
08/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,818.99	4.71	3,823.70
08/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
08/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,981.35	14.80	1,996.15
08/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,856.88	53.85	3,910.73
08/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,677.24	6.62	3,683.86
08/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
08/24/2023	Maturity	3137EAEV7	300,000.00	FHLMC Note 0.25% Due 8/24/2023	300,000.00	375.00	300,375.00
08/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
08/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,659.24	57.04	7,716.28
08/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
08/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,994.44	5.50	3,999.94

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
08/31/2023	Interest	9128284Z0	750,000.00	US Treasury Note 2.75% Due 8/31/2025	0.00	10,312.50	10,312.50
AUG 2023					543,702.23	47,675.39	591,377.62
09/01/2023	Interest	46647PAH9	500,000.00	JP Morgan Chase & Co Callable Note 2X 3/1/2024 3.22% Due 3/1/2025	0.00	8,050.00	8,050.00
09/07/2023	Interest	24422EWB1	130,000.00	John Deere Capital Corp Note 2.125% Due 3/7/2025	0.00	1,381.25	1,381.25
09/08/2023	Interest	3130AT3H8	700,000.00	FHLB Note 3.375% Due 3/8/2024	0.00	11,812.50	11,812.50
09/08/2023	Maturity	3137EAEW5	300,000.00	FHLMC Note 0.25% Due 9/8/2023	300,000.00	375.00	300,375.00
09/09/2023	Interest	931142EW9	80,000.00	Wal-Mart Stores Note 3.9% Due 9/9/2025	0.00	1,560.00	1,560.00
09/09/2023	Interest	931142EX7	225,000.00	Wal-Mart Stores Callable Note Cont 09/09/2027 3.95% Due 9/9/2027	0.00	4,443.75	4,443.75
09/11/2023	Interest	89114QCB2	500,000.00	Toronto Dominion Bank Note 3.25% Due 3/11/2024	0.00	8,125.00	8,125.00
09/12/2023	Maturity	3135G0U43	350,000.00	FNMA Note 2.875% Due 9/12/2023	350,000.00	5,031.25	355,031.25
09/15/2023	Interest	437076CR1	110,000.00	Home Depot Callable Note Cont 8/15/2025 4% Due 9/15/2025	0.00	2,200.00	2,200.00
09/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,041.53	25.06	3,066.59
09/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
09/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	382.12	6.84	388.96
09/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
09/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	0.00	258.50	258.50
09/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
09/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,118.61	11.87	7,130.48
09/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,943.19	31.50	2,974.69
09/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	0.00	251.33	251.33
09/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,247.34	9.46	2,256.80
09/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
09/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,728.12	17.56	1,745.68
09/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,174.91	5.65	1,180.56
09/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
09/17/2023	Interest	931142ER0	40,000.00	Wal-Mart Stores Callable Note Cont 08/17/2026 1.05% Due 9/17/2026	0.00	210.00	210.00
09/18/2023	Interest	808513BN4	245,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	0.00	918.75	918.75
09/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,820.17	3.53	3,823.70
09/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
09/19/2023	Interest	459058GQ0	225,000.00	Intl. Bank Recon & Development Note 2.5% Due 3/19/2024	0.00	2,812.50	2,812.50
09/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,982.13	14.02	1,996.15
09/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,678.12	5.80	3,683.92

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
09/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,857.78	51.02	3,908.80
09/23/2023	Interest	4581X0DZ8	260,000.00	Inter-American Dev Bank Note 0.5% Due 9/23/2024	0.00	650.00	650.00
09/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	0.00	802.50	802.50
09/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,995.40	4.40	3,999.80
09/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
09/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
09/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,692.81	50.02	7,742.83
09/30/2023	Interest	912828ZF0	350,000.00	US Treasury Note 0.5% Due 3/31/2025	0.00	875.00	875.00
09/30/2023	Interest	91282CEF4	750,000.00	US Treasury Note 2.5% Due 3/31/2027	0.00	9,375.00	9,375.00
09/30/2023	Interest	9128286L9	750,000.00	US Treasury Note 2.25% Due 3/31/2026	0.00	8,437.50	8,437.50
09/30/2023	Interest	91282CFM8	570,000.00	US Treasury Note 4.125% Due 9/30/2027	0.00	11,756.25	11,756.25
09/30/2023	Interest	912828W71	750,000.00	US Treasury Note 2.125% Due 3/31/2024	0.00	7,968.75	7,968.75
09/30/2023	Interest	912828YG9	300,000.00	US Treasury Note 1.625% Due 9/30/2026	0.00	2,437.50	2,437.50
09/30/2023	Maturity	912828T26	750,000.00	US Treasury Note 1.375% Due 9/30/2023	750,000.00	5,156.25	755,156.25
SEP 2023					1,443,662.23	99,886.41	1,543,548.64
10/15/2023	Interest	91282CBV2	500,000.00	US Treasury Note 0.375% Due 4/15/2024	0.00	937.50	937.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	7,911.71	258.50	8,170.21
10/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
10/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
10/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,944.93	29.76	2,974.69
10/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	5,337.16	251.33	5,588.49
10/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,170.66	5.31	1,175.97
10/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
10/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,248.07	8.78	2,256.85
10/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,041.81	23.74	3,065.55
10/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,119.27	9.49	7,128.76
10/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
10/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	0.00	280.79	280.79
10/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	382.99	6.22	389.21
10/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,649.48	15.17	1,664.65
10/16/2023	Interest	45950KCR9	160,000.00	International Finance Corp Note 1.375% Due 10/16/2024	0.00	1,100.00	1,100.00
10/16/2023	Maturity	3137EAEY1	225,000.00	FHLMC Note 0.125% Due 10/16/2023	225,000.00	140.63	225,140.63
10/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,821.34	2.36	3,823.70
10/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
10/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,982.91	13.24	1,996.15
10/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,858.68	48.19	3,906.87
10/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,679.01	4.97	3,683.98
10/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
10/25/2023	Interest	06406RBC0	280,000.00	Bank of NY Mellon Corp Callable Note Cont 3/25/2025 3.35% Due 4/25/2025	0.00	4,690.00	4,690.00
10/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
10/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	31,802.93	802.50	32,605.43
10/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,726.54	42.96	7,769.50
10/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,996.37	3.30	3,999.67
10/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
OCT 2023					313,673.86	13,155.05	326,828.91
11/01/2023	Interest	78015K7C2	500,000.00	Royal Bank of Canada Note 2.25% Due 11/1/2024	0.00	5,625.00	5,625.00
11/06/2023	Maturity	3137EAEZ8	335,000.00	FHLMC Note 0.25% Due 11/6/2023	335,000.00	418.75	335,418.75
11/07/2023	Interest	3135G06G3	350,000.00	FNMA Note 0.5% Due 11/7/2025	0.00	875.00	875.00
11/08/2023	Interest	69371RR57	175,000.00	Paccar Financial Corp Note 0.9% Due 11/8/2024	0.00	787.50	787.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/10/2023	Interest	665859AW4	450,000.00	Northern Trust Company Callable Note Cont 4/10/2027 4% Due 5/10/2027	0.00	9,000.00	9,000.00
11/12/2023	Interest	023135BW5	130,000.00	Amazon.com Inc Note 0.45% Due 5/12/2024	0.00	292.50	292.50
11/15/2023	Interest	912828R36	250,000.00	US Treasury Note 1.625% Due 5/15/2026	0.00	2,031.25	2,031.25
11/15/2023	Interest	912828X88	350,000.00	US Treasury Note 2.375% Due 5/15/2027	0.00	4,156.25	4,156.25
11/15/2023	Interest	91282CDH1	750,000.00	US Treasury Note 0.75% Due 11/15/2024	0.00	2,812.50	2,812.50
11/15/2023	Interest	91324PEB4	500,000.00	United Health Group Inc Callable Note Cont 5/15/2022 0.55% Due 5/15/2024	0.00	1,375.00	1,375.00
11/15/2023	Interest	9128283F5	800,000.00	US Treasury Note 2.25% Due 11/15/2027	0.00	9,000.00	9,000.00
11/15/2023	Interest	912828U24	625,000.00	US Treasury Note 2% Due 11/15/2026	0.00	6,250.00	6,250.00
11/15/2023	Interest	912828WJ5	750,000.00	US Treasury Note 2.5% Due 5/15/2024	0.00	9,375.00	9,375.00
11/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
11/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	383.84	5.61	389.45
11/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,946.67	28.02	2,974.69
11/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	7,946.40	246.10	8,192.50
11/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,042.08	22.43	3,064.51
11/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
11/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	5,367.61	280.79	5,648.40

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
11/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	5,344.01	241.01	5,585.02
11/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,119.92	7.12	7,127.04
11/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,570.51	12.89	1,583.40
11/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,166.37	4.96	1,171.33
11/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,248.80	8.11	2,256.91
11/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
11/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
11/17/2023	Interest	14913R2L0	500,000.00	Caterpillar Financial Service Note 0.45% Due 5/17/2024	0.00	1,125.00	1,125.00
11/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
11/18/2023	Paydown	43813KAC6	34,360.29	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	3,822.52	1.18	3,823.70
11/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,983.68	12.47	1,996.15
11/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,679.90	4.14	3,684.04
11/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,859.57	45.37	3,904.94
11/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
11/24/2023	Maturity	459058JM6	165,000.00	Intl. Bank Recon & Development Note 0.25% Due 11/24/2023	165,000.00	206.25	165,206.25
11/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,760.40	35.88	7,796.28

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,997.34	2.20	3,999.54
11/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
11/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
11/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	30,072.54	717.43	30,789.97
11/30/2023	Interest	912828ZT0	365,000.00	US Treasury Note 0.25% Due 5/31/2025	0.00	456.25	456.25
11/30/2023	Interest	91282CAZ4	750,000.00	US Treasury Note 0.375% Due 11/30/2025	0.00	1,406.25	1,406.25
NOV 2023					592,312.16	61,348.52	653,660.68
12/01/2023	Interest	023135CN4	395,000.00	Amazon.com Inc Note 4.6% Due 12/1/2025	0.00	9,085.00	9,085.00
12/06/2023	Call	594918BX1	200,000.00	Microsoft Callable Note Cont 12/6/2023 2.875% Due 2/6/2024	200,000.00	1,916.67	201,916.67
12/08/2023	Maturity	3130A0F70	350,000.00	FHLB Note 3.375% Due 12/8/2023	350,000.00	5,906.25	355,906.25
12/14/2023	Interest	3130A1XJ2	155,000.00	FHLB Note 2.875% Due 6/14/2024	0.00	2,228.13	2,228.13
12/15/2023	Interest	63743HFE7	95,000.00	National Rural Utilities Note 3.45% Due 6/15/2025	0.00	1,638.75	1,638.75
12/15/2023	Interest	91282CCG4	400,000.00	US Treasury Note 0.25% Due 6/15/2024	0.00	500.00	500.00
12/15/2023	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,491.21	10.72	1,501.93
12/15/2023	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
12/15/2023	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,249.53	7.44	2,256.97
12/15/2023	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,042.36	21.11	3,063.47

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/15/2023	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
12/15/2023	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	384.71	4.99	389.70
12/15/2023	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	5,378.32	267.69	5,646.01
12/15/2023	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	5,350.86	230.68	5,581.54
12/15/2023	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
12/15/2023	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
12/15/2023	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,120.57	4.75	7,125.32
12/15/2023	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,948.41	26.28	2,974.69
12/15/2023	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	7,981.22	233.66	8,214.88
12/15/2023	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,162.04	4.62	1,166.66
12/16/2023	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
12/18/2023	Interest	89236TJH9	300,000.00	Toyota Motor Credit Corp Note 0.5% Due 6/18/2024	0.00	750.00	750.00
12/18/2023	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
12/20/2023	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,984.46	11.69	1,996.15
12/21/2023	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,860.48	42.53	3,903.01
12/21/2023	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,680.79	3.31	3,684.10
12/21/2023	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/25/2023	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,794.42	28.77	7,823.19
12/25/2023	Paydown	09690AAC7	39,939.60	BMW Vehicle Lease Trust 2021-2 A3 0.33% Due 12/26/2024	3,998.30	1.10	3,999.40
12/25/2023	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
12/25/2023	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
12/25/2023	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	28,338.81	636.98	28,975.79
DEC 2023					636,766.49	28,041.43	664,807.92
01/06/2024	Interest	3133ENKS8	750,000.00	FFCB Note 1.125% Due 1/6/2025	0.00	4,218.76	4,218.76
01/15/2024	Interest	79466LAG9	35,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.00	109.38	109.38
01/15/2024	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,411.59	8.65	1,420.24
01/15/2024	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,157.66	4.28	1,161.94
01/15/2024	Paydown	58769KAD6	78,297.61	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due 11/15/2024	7,121.23	2.37	7,123.60
01/15/2024	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
01/15/2024	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	385.57	4.37	389.94
01/15/2024	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	8,016.21	221.15	8,237.36
01/15/2024	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,042.64	19.79	3,062.43
01/15/2024	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
01/15/2024	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	5,389.07	254.55	5,643.62

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2024	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	5,357.73	220.34	5,578.07
01/15/2024	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,250.26	6.76	2,257.02
01/15/2024	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
01/15/2024	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
01/15/2024	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,950.16	24.53	2,974.69
01/16/2024	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
01/17/2024	Interest	61747YET8	175,000.00	Morgan Stanley Callable Note Cont 7/17/2025 4.679% Due 7/17/2026	0.00	4,094.13	4,094.13
01/18/2024	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
01/20/2024	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,985.24	10.91	1,996.15
01/21/2024	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,681.67	2.49	3,684.16
01/21/2024	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,861.38	39.70	3,901.08
01/21/2024	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
01/25/2024	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,828.59	21.62	7,850.21
01/25/2024	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	26,601.73	561.18	27,162.91
01/25/2024	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
01/25/2024	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
01/31/2024	Interest	912828Y87	300,000.00	US Treasury Note 1.75% Due 7/31/2024	0.00	2,625.00	2,625.00

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/31/2024	Interest	912828Z52	750,000.00	US Treasury Note 1.375% Due 1/31/2025	0.00	5,156.25	5,156.25
01/31/2024	Maturity	912828V80	750,000.00	US Treasury Note 2.25% Due 1/31/2024	750,000.00	8,437.50	758,437.50
JAN 2024					831,040.73	30,524.02	861,564.75
02/06/2024	Interest	857477BR3	90,000.00	State Street Bank Callable Note Cont 2/6/2025 1.746% Due 2/6/2026	0.00	785.70	785.70
02/09/2024	Interest	69371RR40	80,000.00	Paccar Financial Corp Note 0.5% Due 8/9/2024	0.00	200.00	200.00
02/14/2024	Interest	3133ENPG9	415,000.00	FFCB Note 1.75% Due 2/14/2025	0.00	3,631.25	3,631.25
02/15/2024	Interest	438516CJ3	400,000.00	Honeywell Intl Callable Note Cont 01/15/2028 4.95% Due 2/15/2028	0.00	9,900.00	9,900.00
02/15/2024	Interest	91282CCT6	400,000.00	US Treasury Note 0.375% Due 8/15/2024	0.00	750.00	750.00
02/15/2024	Maturity	912828B66	750,000.00	US Treasury Note 2.75% Due 2/15/2024	750,000.00	10,312.50	760,312.50
02/15/2024	Paydown	02582JIT8	185,000.00	American Express Credit Trust 2022-2 A 3.39% Due 5/17/2027	0.00	522.63	522.63
02/15/2024	Paydown	47788UAC6	44,998.00	John Deere Owner Trust 2021-A A3 0.36% Due 9/15/2025	2,250.99	6.09	2,257.08
02/15/2024	Paydown	47800AAC4	135,000.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	0.00	420.75	420.75
02/15/2024	Paydown	89238JAC9	65,000.00	Toyota Auto Receivables Trust 2021-D A3 0.71% Due 4/15/2026	2,951.90	22.79	2,974.69
02/15/2024	Paydown	47789QAC4	70,000.00	John Deere Owner Trust 2021-B A3 0.52% Due 3/16/2026	3,042.92	18.47	3,061.39
02/15/2024	Paydown	58770AAC7	105,000.00	Mercedes-Benz Auto Receivable 2023-1 A3 4.51% Due 11/15/2027	0.00	394.63	394.63
02/15/2024	Paydown	89232HAC9	24,696.07	Toyota Auto Receivable Own 2020-A A3 1.66% Due 5/15/2024	1,331.63	6.70	1,338.33
02/15/2024	Paydown	89236XAC0	26,501.55	Toyota Auto Receivables 2020-D A3 0.35% Due 1/15/2025	1,153.23	3.95	1,157.18

Cash Flow Report

As of February 28, 2023



Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/15/2024	Paydown	89238FAD5	115,000.00	Toyota Auto Receivables OT 2022-B A3 2.93% Due 9/15/2026	5,399.83	241.40	5,641.23
02/15/2024	Paydown	43815BAC4	165,000.00	Honda Auto Receivables Trust 2022-1 A3 1.88% Due 5/15/2026	8,051.35	208.59	8,259.94
02/15/2024	Paydown	47800BAC2	220,000.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	0.00	933.17	933.17
02/15/2024	Paydown	47787JAC2	130,000.00	John Deere Owner Trust 2022-A A3 2.32% Due 9/16/2026	5,364.60	209.98	5,574.58
02/15/2024	Paydown	65479JAD5	6,525.76	Nissan Auto Receivables Owner 2019-C A3 1.93% Due 7/15/2024	386.44	3.75	390.19
02/16/2024	Paydown	36265WAD5	90,000.00	GM Financial Securitized Auto 2022-3 A3 3.64% Due 4/16/2027	0.00	273.00	273.00
02/18/2024	Call	808513BN4	150,000.00	Charles Schwab Corp Callable Note Cont 2/18/2024 0.75% Due 3/18/2024	150,000.00	468.75	150,468.75
02/18/2024	Paydown	43815PAC3	105,000.00	Honda Auto Receivables 2022-2 A3 3.73% Due 7/20/2026	0.00	326.38	326.38
02/20/2024	Paydown	92290BAA9	47,673.91	Verizon Owner Trust 2020-B A 0.47% Due 2/20/2025	1,986.01	10.14	1,996.15
02/21/2024	Paydown	43815GAC3	85,000.00	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	3,862.28	36.87	3,899.15
02/21/2024	Paydown	43815JAC7	70,000.00	Honda Auto Receivables Owner 2023-1 A3 5.04% Due 4/21/2027	0.00	294.00	294.00
02/21/2024	Paydown	43813GAC5	47,815.59	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	3,682.56	1.66	3,684.22
02/25/2024	Paydown	3137BNGT5	500,000.00	FHLMC K054 A2 2.745% Due 1/25/2026	0.00	1,143.75	1,143.75
02/25/2024	Paydown	05601XAC3	85,000.00	BMW Vehicle Lease Trust 2022-1 A3 1.1% Due 3/25/2025	7,862.90	14.45	7,877.35
02/25/2024	Paydown	05593AAC3	40,000.00	BMW Vehicle Lease Trust 2023-1 A3 5.16% Due 11/25/2025	0.00	172.00	172.00
02/25/2024	Paydown	05602RAD3	300,000.00	BMW Vehicle Owner Trust 2022-A A3 3.21% Due 8/25/2026	24,861.30	490.02	25,351.32
FEB 2024					972,187.94	31,803.37	1,003,991.31
TOTAL					9,499,410.36	719,094.75	10,218,505.11



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Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Ratings: Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



CITY of GARDENA

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

1. Request City Council approval to revise the City's Classification and Compensation Plan, *Attachment 1*, to revise Job Description of Payroll Specialist to reflect new duties and adjust from Schedule 48 (\$5,254 - \$6,706/month) to Schedule 52 (\$5,799 - \$7,401/month), to maintain salary parity; job description attached, *Attachment 2*.
2. Report the Service Retirement of Building Maintenance Lead, **DAVID McMICHAEL**, with the Public Works Department, effective March 16, 2023. Mr. McMichael provided 39 years of service to the City.
3. Report the Separation of **JONATHAN ZUNIGA**, Park Maintenance Worker I, with the Public Works Department, effective March 9, 2023. Mr. Zuniga provided two (2) years of full-time service to the City.
4. Report the leave under the Family Medical Leave Act/California Family Rights Act (FMLA/CFRA) of the following employees:
 - a. Bus Operator, **SHANNA JONES**, of the Transportation Department, effective February 8, 2023.
 - b. Recreation Program Administrator, **NIKKI SWEENEY**, of the Recreation Department, effective February 9, 2023.
 - c. Bus Operator, **JANICE WINFREY**, of the Transportation Department, effective February 23, 2023.
 - d. Bus Operator, **THEBUS PHELON**, of the Transportation Department, effective March 15, 2023.
5. Report the Recruitment for the Open/Competitive position of General Building Inspector (Community Development Department). This recruitment is open until filled.
6. Report the Recruitment for the Open/Competitive position of Geriatric Aide (Recreation & Human Services Department). This recruitment is open until filled.
7. Report the Recruitment for the Open/Competitive position of Payroll/Personnel Technician (Administrative Services Department). This recruitment is open until filled.
8. Report the Recruitment for the Open/Competitive position of Police Assistant (Police Department). This is a continuous recruitment.
9. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.
10. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This is a continuous recruitment.

11. Report the Recruitment for the Open/Competitive position of Public Information Officer (Elected and City Manager's Offices). This recruitment is open until filled.
12. Report the Recruitment for the Open/Competitive position of Recreation Leader I/II (Recreation & Human Services Department). This is a continuous recruitment.
13. Report the Recruitment for the Open/Competitive position of Relief Bus Operator Trainee (Transportation Department). This is a continuous recruitment.
14. Report the Recruitment for the Open/Competitive position of Right of Way Maintenance Worker (Public Works Department). This recruitment is scheduled to close March 29, 2023.
15. Report the Recruitment for the Open/Competitive position of Risk Management Analyst (Administrative Services Department). This recruitment is open until filled.
16. Report the Recruitment for the Open/Competitive position of Transit Mechanic (Transportation Department). This recruitment is open until filled.

**CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
AS OF MARCH 28, 2023**

Adjust Payroll Specialist to Schedule 52

**6 Clerical Aide I
6 Police Aide**

STEP		*4*	*5*	*6*
ANNUAL		29,952.00	31,452.00	33,024.00
MONTHLY		2,496.00	2,621.00	2,752.00
BI-WEEKLY		1,152.00	1,209.69	1,270.15
HOURLY		14.4000	15.1212	15.8769

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

STEP				*6*
ANNUAL				32,256.00
MONTHLY				2,688.00
BI-WEEKLY				1,240.62
HOURLY				15.5077

8 Community Aide I

STEP				*6*
ANNUAL				33,060.00
MONTHLY				2,755.00
BI-WEEKLY				1,271.54
HOURLY				15.8942

13

STEP			*5*	*6*
ANNUAL			32,316.00	33,936.00
MONTHLY			2,693.00	2,828.00
BI-WEEKLY			1,242.92	1,305.23
HOURLY			15.5365	16.3154

14 Pool Cashier

STEP			*5*	*6*
ANNUAL			33,120.00	34,776.00
MONTHLY			2,760.00	2,898.00
BI-WEEKLY			1,273.85	1,337.54
HOURLY			15.9231	16.7192

15

STEP			*4*	*5*	*6*
ANNUAL			32,328.00	33,948.00	35,640.00
MONTHLY			2,694.00	2,829.00	2,970.00
BI-WEEKLY			1,243.38	1,305.69	1,370.77
HOURLY			15.5423	16.3212	17.1346

16

STEP						
ANNUAL				*4*	*5*	*6*
MONTHLY				33,144.00	34,800.00	36,540.00
BI-WEEKLY				2,762.00	2,900.00	3,045.00
HOURLY				1,274.77	1,338.46	1,405.38
				15.9346	16.7308	17.5673

17 Clerk Typist

STEP						
ANNUAL			*3*	*4*	*5*	*6*
MONTHLY			32,352.00	33,972.00	35,676.00	37,464.00
BI-WEEKLY			2,696.00	2,831.00	2,973.00	3,122.00
HOURLY			1,244.31	1,306.62	1,372.15	1,440.92
			15.5538	16.3327	17.1519	18.0115

18

STEP						
ANNUAL			*3*	*4*	*5*	*6*
MONTHLY			33,168.00	34,824.00	36,564.00	38,388.00
BI-WEEKLY			2,764.00	2,902.00	3,047.00	3,199.00
HOURLY			1,275.69	1,339.38	1,406.31	1,476.46
			15.9462	16.7423	17.5788	18.4558

19

STEP						
ANNUAL		*2*	*3*	*4*	*5*	*6*
MONTHLY		30,828.00	32,364.00	33,984.00	35,688.00	37,476.00
BI-WEEKLY		2,569.00	2,697.00	2,832.00	2,974.00	3,123.00
HOURLY		1,185.69	1,244.77	1,307.08	1,372.62	1,441.38
		14.8212	15.5596	16.3385	17.1577	18.0173

20

STEP						
ANNUAL			*2*	*3*	*4*	*5*
MONTHLY			33,180.00	34,836.00	36,576.00	38,400.00
BI-WEEKLY			2,765.00	2,903.00	3,048.00	3,200.00
HOURLY			1,276.15	1,339.85	1,406.77	1,476.92
			15.9519	16.7481	17.5846	18.4615

21 Police Cadet

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

22 FCC Program Assistant I**22 Geriatric Aide****22 Human Services Aide****22 Lifeguard/Instructor****22 Recreation Leader I**

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

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,020.00	35,724.00	37,512.00	39,384.00	41,352.00	43,416.00
MONTHLY	2,835.00	2,977.00	3,126.00	3,282.00	3,446.00	3,618.00
BI-WEEKLY	1,308.46	1,374.00	1,442.77	1,514.77	1,590.46	1,669.85
HOURLY	16.3558	17.1750	18.0346	18.9346	19.8808	20.8731

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	34,872.00	36,612.00	38,448.00	40,368.00	42,384.00	44,508.00
MONTHLY	2,906.00	3,051.00	3,204.00	3,364.00	3,532.00	3,709.00
BI-WEEKLY	1,341.23	1,408.15	1,478.77	1,552.62	1,630.15	1,711.85
HOURLY	16.7654	17.6019	18.4846	19.4077	20.3769	21.3981

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	35,748.00	37,536.00	39,408.00	41,376.00	43,440.00	45,612.00
MONTHLY	2,979.00	3,128.00	3,284.00	3,448.00	3,620.00	3,801.00
BI-WEEKLY	1,374.92	1,443.69	1,515.69	1,591.38	1,670.77	1,754.31
HOURLY	17.1865	18.0462	18.9462	19.8923	20.8846	21.9288

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,636.00	38,472.00	40,392.00	42,408.00	44,532.00	46,764.00
MONTHLY	3,053.00	3,206.00	3,366.00	3,534.00	3,711.00	3,897.00
BI-WEEKLY	1,409.08	1,479.69	1,553.54	1,631.08	1,712.77	1,798.62
HOURLY	17.6135	18.4962	19.4192	20.3885	21.4096	22.4827

27

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,548.00	39,420.00	41,388.00	43,452.00	45,624.00	47,904.00
MONTHLY	3,129.00	3,285.00	3,449.00	3,621.00	3,802.00	3,992.00
BI-WEEKLY	1,444.15	1,516.15	1,591.85	1,671.23	1,754.77	1,842.46
HOURLY	18.0519	18.9519	19.8981	20.8904	21.9346	23.0308

28 Certified Nursing Assistant**28 Meal Services Coordinator****28 Police Assistant****28 Recreation Leader II**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,484.00	40,404.00	42,420.00	44,544.00	46,776.00	49,116.00
MONTHLY	3,207.00	3,367.00	3,535.00	3,712.00	3,898.00	4,093.00
BI-WEEKLY	1,480.15	1,554.00	1,631.54	1,713.23	1,799.08	1,889.08
HOURLY	18.5019	19.4250	20.3942	21.4154	22.4885	23.6135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	39,444.00	41,412.00	43,488.00	45,660.00	47,940.00	50,340.00
MONTHLY	3,287.00	3,451.00	3,624.00	3,805.00	3,995.00	4,195.00
BI-WEEKLY	1,517.08	1,592.77	1,672.62	1,756.15	1,843.85	1,936.15
HOURLY	18.9635	19.9096	20.9077	21.9519	23.0481	24.2019

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

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	40,428.00	42,444.00	44,568.00	46,800.00	49,140.00	51,600.00
MONTHLY	3,369.00	3,537.00	3,714.00	3,900.00	4,095.00	4,300.00
BI-WEEKLY	1,554.92	1,632.46	1,714.15	1,800.00	1,890.00	1,984.62
HOURLY	19.4365	20.4058	21.4269	22.5000	23.6250	24.8077

31 Paratransit Driver

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	41,436.00	43,512.00	45,684.00	47,964.00	50,364.00	52,884.00
MONTHLY	3,453.00	3,626.00	3,807.00	3,997.00	4,197.00	4,407.00
BI-WEEKLY	1,593.69	1,673.54	1,757.08	1,844.77	1,937.08	2,034.00
HOURLY	19.9212	20.9192	21.9635	23.0596	24.2135	25.4250

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	42,468.00	44,592.00	46,824.00	49,164.00	51,624.00	54,204.00
MONTHLY	3,539.00	3,716.00	3,902.00	4,097.00	4,302.00	4,517.00
BI-WEEKLY	1,633.38	1,715.08	1,800.92	1,890.92	1,985.54	2,084.77
HOURLY	20.4173	21.4385	22.5115	23.6365	24.8192	26.0596

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	43,524.00	45,696.00	47,976.00	50,376.00	52,896.00	55,536.00
MONTHLY	3,627.00	3,808.00	3,998.00	4,198.00	4,408.00	4,628.00
BI-WEEKLY	1,674.00	1,757.54	1,845.23	1,937.54	2,034.46	2,136.00
HOURLY	20.9250	21.9692	23.0654	24.2192	25.4308	26.7000

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	44,616.00	46,848.00	49,188.00	51,648.00	54,228.00	56,940.00
MONTHLY	3,718.00	3,904.00	4,099.00	4,304.00	4,519.00	4,745.00
BI-WEEKLY	1,716.00	1,801.85	1,891.85	1,986.46	2,085.69	2,190.00
HOURLY	21.4500	22.5231	23.6481	24.8308	26.0712	27.3750

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,732.00	48,024.00	50,424.00	52,944.00	55,596.00	58,380.00
MONTHLY	3,811.00	4,002.00	4,202.00	4,412.00	4,633.00	4,865.00
BI-WEEKLY	1,758.92	1,847.08	1,939.38	2,036.31	2,138.31	2,245.38
HOURLY	21.9865	23.0885	24.2423	25.4538	26.7288	28.0673

36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	46,872.00	49,212.00	51,672.00	54,252.00	56,964.00	59,808.00
MONTHLY	3,906.00	4,101.00	4,306.00	4,521.00	4,747.00	4,984.00
BI-WEEKLY	1,802.77	1,892.77	1,987.38	2,086.62	2,190.92	2,300.31
HOURLY	22.5346	23.6596	24.8423	26.0827	27.3865	28.7538

37 Nutrition Services Coordinator**37 Relief Bus Operator**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,048.00	50,448.00	52,968.00	55,620.00	58,404.00	61,320.00
MONTHLY	4,004.00	4,204.00	4,414.00	4,635.00	4,867.00	5,110.00
BI-WEEKLY	1,848.00	1,940.31	2,037.23	2,139.23	2,246.31	2,358.46
HOURLY	23.1000	24.2538	25.4654	26.7404	28.0788	29.4808

38 Activity Coordinator**38 Equipment Utility Worker II****38 Homeless Coordinator****38 Police Records Technician I****38 Police Service Technician****38 Purchasing Clerk****38 Senior Account Clerk****38 Senior Clerk Typist**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,248.00	51,708.00	54,288.00	57,000.00	59,856.00	62,844.00
MONTHLY	4,104.00	4,309.00	4,524.00	4,750.00	4,988.00	5,237.00
BI-WEEKLY	1,894.15	1,988.77	2,088.00	2,192.31	2,302.15	2,417.08
HOURLY	23.6769	24.8596	26.1000	27.4038	28.7769	30.2135

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	50,484.00	53,004.00	55,656.00	58,440.00	61,368.00	64,440.00
MONTHLY	4,207.00	4,417.00	4,638.00	4,870.00	5,114.00	5,370.00
BI-WEEKLY	1,941.69	2,038.62	2,140.62	2,247.69	2,360.31	2,478.46
HOURLY	24.2712	25.4827	26.7577	28.0962	29.5038	30.9808

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	51,744.00	54,336.00	57,048.00	59,904.00	62,904.00	66,048.00
MONTHLY	4,312.00	4,528.00	4,754.00	4,992.00	5,242.00	5,504.00
BI-WEEKLY	1,990.15	2,089.85	2,194.15	2,304.00	2,419.38	2,540.31
HOURLY	24.8769	26.1231	27.4269	28.8000	30.2423	31.7538

**41 Deputy City Clerk I
41 Permit/Licensing Technician I**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,040.00	55,692.00	58,476.00	61,404.00	64,476.00	67,704.00
MONTHLY	4,420.00	4,641.00	4,873.00	5,117.00	5,373.00	5,642.00
BI-WEEKLY	2,040.00	2,142.00	2,249.08	2,361.69	2,479.85	2,604.00
HOURLY	25.5000	26.7750	28.1135	29.5212	30.9981	32.5500

**42 Community Center Coordinator
42 Community Services Officer
42 Human Services Coordinator
42 Police Records Technician II
42 Police Service Officer
42 Recreation Coordinator
42 Secretary
42 Tree Trimmer I**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,372.00	57,096.00	59,952.00	62,952.00	66,096.00	69,396.00
MONTHLY	4,531.00	4,758.00	4,996.00	5,246.00	5,508.00	5,783.00
BI-WEEKLY	2,091.23	2,196.00	2,305.85	2,421.23	2,542.15	2,669.08
HOURLY	26.1404	27.4500	28.8231	30.2654	31.7769	33.3635

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	55,728.00	58,512.00	61,440.00	64,512.00	67,740.00	71,124.00
MONTHLY	4,644.00	4,876.00	5,120.00	5,376.00	5,645.00	5,927.00
BI-WEEKLY	2,143.38	2,250.46	2,363.08	2,481.23	2,605.38	2,735.54
HOURLY	26.7923	28.1308	29.5385	31.0154	32.5673	34.1942

**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	57,120.00	59,976.00	62,976.00	66,120.00	69,432.00	72,900.00
MONTHLY	4,760.00	4,998.00	5,248.00	5,510.00	5,786.00	6,075.00
BI-WEEKLY	2,196.92	2,306.77	2,422.15	2,543.08	2,670.46	2,803.85
HOURLY	27.4615	28.8346	30.2769	31.7885	33.3808	35.0481

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	58,548.00	61,476.00	64,548.00	67,776.00	71,160.00	74,724.00
MONTHLY	4,879.00	5,123.00	5,379.00	5,648.00	5,930.00	6,227.00
BI-WEEKLY	2,251.85	2,364.46	2,482.62	2,606.77	2,736.92	2,874.00
HOURLY	28.1481	29.5558	31.0327	32.5846	34.2115	35.9250

46 Heavy Equipment Operator

46 Street Traffic Painter

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,012.00	63,012.00	66,168.00	69,480.00	72,960.00	76,608.00
MONTHLY	5,001.00	5,251.00	5,514.00	5,790.00	6,080.00	6,384.00
BI-WEEKLY	2,308.15	2,423.54	2,544.92	2,672.31	2,806.15	2,946.46
HOURLY	28.8519	30.2942	31.8115	33.4038	35.0769	36.8308

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	61,512.00	64,584.00	67,812.00	71,208.00	74,772.00	78,516.00
MONTHLY	5,126.00	5,382.00	5,651.00	5,934.00	6,231.00	6,543.00
BI-WEEKLY	2,365.85	2,484.00	2,608.15	2,738.77	2,875.85	3,019.85
HOURLY	29.5731	31.0500	32.6019	34.2346	35.9481	37.7481

48 Custodian-Lead

48 Financial Services Technician

48 Human Resources Technician

48 Junior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,048.00	66,204.00	69,516.00	72,996.00	76,644.00	80,472.00
MONTHLY	5,254.00	5,517.00	5,793.00	6,083.00	6,387.00	6,706.00
BI-WEEKLY	2,424.92	2,546.31	2,673.69	2,807.54	2,947.85	3,095.08
HOURLY	30.3115	31.8288	33.4212	35.0942	36.8481	38.6885

49 Administrative Analyst I

49 Community Services Counselor

49 Program Coordinator

49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,620.00	67,848.00	71,244.00	74,808.00	78,552.00	82,476.00
MONTHLY	5,385.00	5,654.00	5,937.00	6,234.00	6,546.00	6,873.00
BI-WEEKLY	2,485.38	2,609.54	2,740.15	2,877.23	3,021.23	3,172.15
HOURLY	31.0673	32.6192	34.2519	35.9654	37.7654	39.6519

50 Case Management Supervisor/Instructor

50 Transit Dispatcher/Operations Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,240.00	69,552.00	73,032.00	76,680.00	80,520.00	84,552.00
MONTHLY	5,520.00	5,796.00	6,086.00	6,390.00	6,710.00	7,046.00
BI-WEEKLY	2,547.69	2,675.08	2,808.92	2,949.23	3,096.92	3,252.00
HOURLY	31.8462	33.4385	35.1115	36.8654	38.7115	40.6500

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,896.00	71,292.00	74,856.00	78,600.00	82,536.00	86,664.00
MONTHLY	5,658.00	5,941.00	6,238.00	6,550.00	6,878.00	7,222.00
BI-WEEKLY	2,611.38	2,742.00	2,879.08	3,023.08	3,174.46	3,333.23
HOURLY	32.6423	34.2750	35.9885	37.7885	39.6808	41.6654

52 Payroll Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,588.00	73,068.00	76,716.00	80,556.00	84,588.00	88,812.00
MONTHLY	5,799.00	6,089.00	6,393.00	6,713.00	7,049.00	7,401.00
BI-WEEKLY	2,676.46	2,810.31	2,950.62	3,098.31	3,253.38	3,415.85
HOURLY	33.4558	35.1288	36.8827	38.7288	40.6673	42.6981

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

53 Transit Operations Training Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	71,328.00	74,892.00	78,636.00	82,572.00	86,700.00	91,032.00
MONTHLY	5,944.00	6,241.00	6,553.00	6,881.00	7,225.00	7,586.00
BI-WEEKLY	2,743.38	2,880.46	3,024.46	3,175.85	3,334.62	3,501.23
HOURLY	34.2923	36.0058	37.8058	39.6981	41.6827	43.7654

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician

54 Transit Marketing Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,116.00	76,776.00	80,616.00	84,648.00	88,884.00	93,324.00
MONTHLY	6,093.00	6,398.00	6,718.00	7,054.00	7,407.00	7,777.00
BI-WEEKLY	2,812.15	2,952.92	3,100.62	3,255.69	3,418.62	3,589.38
HOURLY	35.1519	36.9115	38.7577	40.6962	42.7327	44.8673

55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,940.00	78,684.00	82,620.00	86,748.00	91,080.00	95,640.00
MONTHLY	6,245.00	6,557.00	6,885.00	7,229.00	7,590.00	7,970.00
BI-WEEKLY	2,882.31	3,026.31	3,177.69	3,336.46	3,503.08	3,678.46
HOURLY	36.0288	37.8288	39.7212	41.7058	43.7885	45.9808

56 Administrative Coordinator

56 Assistant Engineer

56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	76,812.00	80,652.00	84,684.00	88,920.00	93,372.00	98,040.00
MONTHLY	6,401.00	6,721.00	7,057.00	7,410.00	7,781.00	8,170.00
BI-WEEKLY	2,954.31	3,102.00	3,257.08	3,420.00	3,591.23	3,770.77
HOURLY	36.9288	38.7750	40.7135	42.7500	44.8904	47.1346

57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	78,732.00	82,668.00	86,796.00	91,140.00	95,700.00	100,488.00
MONTHLY	6,561.00	6,889.00	7,233.00	7,595.00	7,975.00	8,374.00
BI-WEEKLY	3,028.15	3,179.54	3,338.31	3,505.38	3,680.77	3,864.92
HOURLY	37.8519	39.7442	41.7288	43.8173	46.0096	48.3115

58

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	80,700.00	84,732.00	88,968.00	93,420.00	98,088.00	102,996.00
MONTHLY	6,725.00	7,061.00	7,414.00	7,785.00	8,174.00	8,583.00
BI-WEEKLY	3,103.85	3,258.92	3,421.85	3,593.08	3,772.62	3,961.38
HOURLY	38.7981	40.7365	42.7731	44.9135	47.1577	49.5173

59 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	82,716.00	86,856.00	91,200.00	95,760.00	100,548.00	105,576.00
MONTHLY	6,893.00	7,238.00	7,600.00	7,980.00	8,379.00	8,798.00
BI-WEEKLY	3,181.38	3,340.62	3,507.69	3,683.08	3,867.23	4,060.62
HOURLY	39.7673	41.7577	43.8462	46.0385	48.3404	50.7577

60

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	84,780.00	89,016.00	93,468.00	98,136.00	103,044.00	108,192.00
MONTHLY	7,065.00	7,418.00	7,789.00	8,178.00	8,587.00	9,016.00
BI-WEEKLY	3,260.77	3,423.69	3,594.92	3,774.46	3,963.23	4,161.23
HOURLY	40.7596	42.7962	44.9365	47.1808	49.5404	52.0154

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	86,904.00	91,248.00	95,808.00	100,596.00	105,624.00	110,904.00
MONTHLY	7,242.00	7,604.00	7,984.00	8,383.00	8,802.00	9,242.00
BI-WEEKLY	3,342.46	3,509.54	3,684.92	3,869.08	4,062.46	4,265.54
HOURLY	41.7808	43.8692	46.0615	48.3635	50.7808	53.3192

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,076.00	93,528.00	98,208.00	103,116.00	108,276.00	113,688.00
MONTHLY	7,423.00	7,794.00	8,184.00	8,593.00	9,023.00	9,474.00
BI-WEEKLY	3,426.00	3,597.23	3,777.23	3,966.00	4,164.46	4,372.62
HOURLY	42.8250	44.9654	47.2154	49.5750	52.0558	54.6577

63

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	91,308.00	95,868.00	100,656.00	105,684.00	110,964.00	116,508.00
MONTHLY	7,609.00	7,989.00	8,388.00	8,807.00	9,247.00	9,709.00
BI-WEEKLY	3,511.85	3,687.23	3,871.38	4,064.77	4,267.85	4,481.08
HOURLY	43.8981	46.0904	48.3923	50.8096	53.3481	56.0135

64

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	93,588.00	98,268.00	103,176.00	108,336.00	113,748.00	119,436.00
MONTHLY	7,799.00	8,189.00	8,598.00	9,028.00	9,479.00	9,953.00
BI-WEEKLY	3,599.54	3,779.54	3,968.31	4,166.77	4,374.92	4,593.69
HOURLY	44.9942	47.2442	49.6038	52.0846	54.6865	57.4212

65

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	95,928.00	100,728.00	105,768.00	111,060.00	116,616.00	122,448.00
MONTHLY	7,994.00	8,394.00	8,814.00	9,255.00	9,718.00	10,204.00
BI-WEEKLY	3,689.54	3,874.15	4,068.00	4,271.54	4,485.23	4,709.54
HOURLY	46.1192	48.4269	50.8500	53.3942	56.0654	58.8692

66 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	98,328.00	103,248.00	108,408.00	113,832.00	119,520.00	125,496.00
MONTHLY	8,194.00	8,604.00	9,034.00	9,486.00	9,960.00	10,458.00
BI-WEEKLY	3,781.85	3,971.08	4,169.54	4,378.15	4,596.92	4,826.77
HOURLY	47.2731	49.6385	52.1192	54.7269	57.4615	60.3346

67

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	100,788.00	105,828.00	111,120.00	116,676.00	122,508.00	128,628.00
MONTHLY	8,399.00	8,819.00	9,260.00	9,723.00	10,209.00	10,719.00
BI-WEEKLY	3,876.46	4,070.31	4,273.85	4,487.54	4,711.85	4,947.23
HOURLY	48.4558	50.8788	53.4231	56.0942	58.8981	61.8404

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,948.00	57,696.00	60,576.00	63,600.00	66,780.00	70,116.00
MONTHLY	4,579.00	4,808.00	5,048.00	5,300.00	5,565.00	5,843.00
BI-WEEKLY	2,113.38	2,219.08	2,329.85	2,446.15	2,568.46	2,696.77
HOURLY	26.4173	27.7385	29.1231	30.5769	32.1058	33.7096

Specialty - 5%	228.95	240.40	252.40	265.00	278.25	292.15
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104

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	58,800.00	61,740.00	64,824.00	68,064.00	71,472.00	75,048.00
MONTHLY	4,900.00	5,145.00	5,402.00	5,672.00	5,956.00	6,254.00
BI-WEEKLY	2,261.54	2,374.62	2,493.23	2,617.85	2,748.92	2,886.46
HOURLY	28.2692	29.6827	31.1654	32.7231	34.3615	36.0808
Lgy Bonus 20	122.50	128.63	135.05	141.80	148.90	156.35
Lgy Bonus 25	245.00	257.25	270.10	283.60	297.80	312.70
Lgy Bonus 30	367.50	385.88	405.15	425.40	446.70	469.05

105

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,276.00	63,288.00	66,456.00	69,780.00	73,272.00	76,932.00
MONTHLY	5,023.00	5,274.00	5,538.00	5,815.00	6,106.00	6,411.00
BI-WEEKLY	2,318.31	2,434.15	2,556.00	2,683.85	2,818.15	2,958.92
HOURLY	28.9788	30.4269	31.9500	33.5481	35.2269	36.9865
Lgy Bonus 20	125.58	131.85	138.45	145.38	152.65	160.28
Lgy Bonus 25	251.15	263.70	276.90	290.75	305.30	320.55
Lgy Bonus 30	376.73	395.55	415.35	436.13	457.95	480.83

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	61,788.00	64,872.00	68,112.00	71,520.00	75,096.00	78,852.00
MONTHLY	5,149.00	5,406.00	5,676.00	5,960.00	6,258.00	6,571.00
BI-WEEKLY	2,376.46	2,495.08	2,619.69	2,750.77	2,888.31	3,032.77
HOURLY	29.7058	31.1885	32.7462	34.3846	36.1038	37.9096
Lgy Bonus 20	128.73	135.15	141.90	149.00	156.45	164.28
Lgy Bonus 25	257.45	270.30	283.80	298.00	312.90	328.55
Lgy Bonus 30	386.18	405.45	425.70	447.00	469.35	492.83

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,336.00	66,504.00	69,828.00	73,320.00	76,992.00	80,844.00
MONTHLY	5,278.00	5,542.00	5,819.00	6,110.00	6,416.00	6,737.00
BI-WEEKLY	2,436.00	2,557.85	2,685.69	2,820.00	2,961.23	3,109.38
HOURLY	30.4500	31.9731	33.5712	35.2500	37.0154	38.8673
Lgy Bonus 20	131.95	138.55	145.48	152.75	160.40	168.43
Lgy Bonus 25	263.90	277.10	290.95	305.50	320.80	336.85
Lgy Bonus 30	395.85	415.65	436.43	458.25	481.20	505.28

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	64,920.00	68,172.00	71,580.00	75,156.00	78,912.00	82,860.00
MONTHLY	5,410.00	5,681.00	5,965.00	6,263.00	6,576.00	6,905.00
BI-WEEKLY	2,496.92	2,622.00	2,753.08	2,890.62	3,035.08	3,186.92
HOURLY	31.2115	32.7750	34.4135	36.1327	37.9385	39.8365
Lgy Bonus 20	135.25	142.03	149.13	156.58	164.40	172.63
Lgy Bonus 25	270.50	284.05	298.25	313.15	328.80	345.25
Lgy Bonus 30	405.75	426.08	447.38	469.73	493.20	517.88

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,540.00	69,864.00	73,356.00	77,028.00	80,880.00	84,924.00
MONTHLY	5,545.00	5,822.00	6,113.00	6,419.00	6,740.00	7,077.00
BI-WEEKLY	2,559.23	2,687.08	2,821.38	2,962.62	3,110.77	3,266.31
HOURLY	31.9904	33.5885	35.2673	37.0327	38.8846	40.8288
Lgy Bonus 20	138.63	145.55	152.83	160.48	168.50	176.93
Lgy Bonus 25	277.25	291.10	305.65	320.95	337.00	353.85
Lgy Bonus 30	415.88	436.65	458.48	481.43	505.50	530.78

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,208.00	71,616.00	75,192.00	78,948.00	82,896.00	87,036.00
MONTHLY	5,684.00	5,968.00	6,266.00	6,579.00	6,908.00	7,253.00
BI-WEEKLY	2,623.38	2,754.46	2,892.00	3,036.46	3,188.31	3,347.54
HOURLY	32.7923	34.4308	36.1500	37.9558	39.8538	41.8442
Lgy Bonus 20	142.10	149.20	156.65	164.48	172.70	181.33
Lgy Bonus 25	284.20	298.40	313.30	328.95	345.40	362.65
Lgy Bonus 30	426.30	447.60	469.95	493.43	518.10	543.98

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	69,912.00	73,404.00	77,076.00	80,928.00	84,972.00	89,220.00
MONTHLY	5,826.00	6,117.00	6,423.00	6,744.00	7,081.00	7,435.00
BI-WEEKLY	2,688.92	2,823.23	2,964.46	3,112.62	3,268.15	3,431.54
HOURLY	33.6115	35.2904	37.0558	38.9077	40.8519	42.8942
Lgy Bonus 20	145.65	152.93	160.58	168.60	177.03	185.88
Lgy Bonus 25	291.30	305.85	321.15	337.20	354.05	371.75
Lgy Bonus 30	436.95	458.78	481.73	505.80	531.08	557.63

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	71,664.00	75,252.00	79,020.00	82,968.00	87,120.00	91,476.00
MONTHLY	5,972.00	6,271.00	6,585.00	6,914.00	7,260.00	7,623.00
BI-WEEKLY	2,756.31	2,894.31	3,039.23	3,191.08	3,350.77	3,518.31
HOURLY	34.4538	36.1788	37.9904	39.8885	41.8846	43.9788
Lgy Bonus 20	149.30	156.78	164.63	172.85	181.50	190.58
Lgy Bonus 25	298.60	313.55	329.25	345.70	363.00	381.15
Lgy Bonus 30	447.90	470.33	493.88	518.55	544.50	571.73

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,452.00	77,124.00	80,976.00	85,020.00	89,268.00	93,732.00
MONTHLY	6,121.00	6,427.00	6,748.00	7,085.00	7,439.00	7,811.00
BI-WEEKLY	2,825.08	2,966.31	3,114.46	3,270.00	3,433.38	3,605.08
HOURLY	35.3135	37.0788	38.9308	40.8750	42.9173	45.0635
Lgy Bonus 20	153.03	160.68	168.70	177.13	185.98	195.28
Lgy Bonus 25	306.05	321.35	337.40	354.25	371.95	390.55
Lgy Bonus 30	459.08	482.03	506.10	531.38	557.93	585.83

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,288.00	79,056.00	83,004.00	87,156.00	91,512.00	96,084.00
MONTHLY	6,274.00	6,588.00	6,917.00	7,263.00	7,626.00	8,007.00
BI-WEEKLY	2,895.69	3,040.62	3,192.46	3,352.15	3,519.69	3,695.54
HOURLY	36.1962	38.0077	39.9058	41.9019	43.9962	46.1942
Lgy Bonus 20	156.85	164.70	172.93	181.58	190.65	200.18
Lgy Bonus 25	313.70	329.40	345.85	363.15	381.30	400.35
Lgy Bonus 30	470.55	494.10	518.78	544.73	571.95	600.53

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,172.00	81,036.00	85,092.00	89,352.00	93,816.00	98,508.00
MONTHLY	6,431.00	6,753.00	7,091.00	7,446.00	7,818.00	8,209.00
BI-WEEKLY	2,968.15	3,116.77	3,272.77	3,436.62	3,608.31	3,788.77
HOURLY	37.1019	38.9596	40.9096	42.9577	45.1038	47.3596
Lgy Bonus 20	160.78	168.83	177.28	186.15	195.45	205.23
Lgy Bonus 25	321.55	337.65	354.55	372.30	390.90	410.45
Lgy Bonus 30	482.33	506.48	531.83	558.45	586.35	615.68

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,104.00	83,064.00	87,216.00	91,572.00	96,156.00	100,968.00
MONTHLY	6,592.00	6,922.00	7,268.00	7,631.00	8,013.00	8,414.00
BI-WEEKLY	3,042.46	3,194.77	3,354.46	3,522.00	3,698.31	3,883.38
HOURLY	38.0308	39.9346	41.9308	44.0250	46.2288	48.5423
Lgy Bonus 20	164.80	173.05	181.70	190.78	200.33	210.35
Lgy Bonus 25	329.60	346.10	363.40	381.55	400.65	420.70
Lgy Bonus 30	494.40	519.15	545.10	572.33	600.98	631.05

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,084.00	85,140.00	89,400.00	93,876.00	98,568.00	103,500.00
MONTHLY	6,757.00	7,095.00	7,450.00	7,823.00	8,214.00	8,625.00
BI-WEEKLY	3,118.62	3,274.62	3,438.46	3,610.62	3,791.08	3,980.77
HOURLY	38.9827	40.9327	42.9808	45.1327	47.3885	49.7596
Lgy Bonus 20	168.93	177.38	186.25	195.58	205.35	215.63
Lgy Bonus 25	337.85	354.75	372.50	391.15	410.70	431.25
Lgy Bonus 30	506.78	532.13	558.75	586.73	616.05	646.88

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,112.00	87,264.00	91,632.00	96,216.00	101,028.00	106,080.00
MONTHLY	6,926.00	7,272.00	7,636.00	8,018.00	8,419.00	8,840.00
BI-WEEKLY	3,196.62	3,356.31	3,524.31	3,700.62	3,885.69	4,080.00
HOURLY	39.9577	41.9538	44.0538	46.2577	48.5712	51.0000
Lgy Bonus 20	173.15	181.80	190.90	200.45	210.48	221.00
Lgy Bonus 25	346.30	363.60	381.80	400.90	420.95	442.00
Lgy Bonus 30	519.45	545.40	572.70	601.35	631.43	663.00

119 Accountant/Cost Accountant**119 Fleet Maintenance Supervisor****119 Recreation Services Manager****119 Transit Administrative Supervisor****119 Transit Training and Safety Supervisor**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,188.00	89,448.00	93,924.00	98,616.00	103,548.00	108,720.00
MONTHLY	7,099.00	7,454.00	7,827.00	8,218.00	8,629.00	9,060.00
BI-WEEKLY	3,276.46	3,440.31	3,612.46	3,792.92	3,982.62	4,181.54
HOURLY	40.9558	43.0038	45.1558	47.4115	49.7827	52.2692
Lgy Bonus 20	177.48	186.35	195.68	205.45	215.73	226.50
Lgy Bonus 25	354.95	372.70	391.35	410.90	431.45	453.00
Lgy Bonus 30	532.43	559.05	587.03	616.35	647.18	679.50

120 Administrative Management Analyst II**120 Executive Office Assistant**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,312.00	91,680.00	96,264.00	101,076.00	106,128.00	111,432.00
MONTHLY	7,276.00	7,640.00	8,022.00	8,423.00	8,844.00	9,286.00
BI-WEEKLY	3,358.15	3,526.15	3,702.46	3,887.54	4,081.85	4,285.85
HOURLY	41.9769	44.0769	46.2808	48.5942	51.0231	53.5731
Lgy Bonus 20	181.90	191.00	200.55	210.58	221.10	232.15
Lgy Bonus 25	363.80	382.00	401.10	421.15	442.20	464.30
Lgy Bonus 30	545.70	573.00	601.65	631.73	663.30	696.45

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,496.00	93,972.00	98,676.00	103,608.00	108,792.00	114,228.00
MONTHLY	7,458.00	7,831.00	8,223.00	8,634.00	9,066.00	9,519.00
BI-WEEKLY	3,442.15	3,614.31	3,795.23	3,984.92	4,184.31	4,393.38
HOURLY	43.0269	45.1788	47.4404	49.8115	52.3038	54.9173
Lgy Bonus 20	186.45	195.78	205.58	215.85	226.65	237.98
Lgy Bonus 25	372.90	391.55	411.15	431.70	453.30	475.95
Lgy Bonus 30	559.35	587.33	616.73	647.55	679.95	713.93

**122 Facilities Maintenance Supervisor
122 Senior Human Resources Analyst
122 Senior Planner**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	91,728.00	96,312.00	101,124.00	106,176.00	111,480.00	117,060.00
MONTHLY	7,644.00	8,026.00	8,427.00	8,848.00	9,290.00	9,755.00
BI-WEEKLY	3,528.00	3,704.31	3,889.38	4,083.69	4,287.69	4,502.31
HOURLY	44.1000	46.3038	48.6173	51.0462	53.5962	56.2788
Lgy Bonus 20	191.10	200.65	210.68	221.20	232.25	243.88
Lgy Bonus 25	382.20	401.30	421.35	442.40	464.50	487.75
Lgy Bonus 30	573.30	601.95	632.03	663.60	696.75	731.63

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,020.00	98,724.00	103,656.00	108,840.00	114,288.00	120,000.00
MONTHLY	7,835.00	8,227.00	8,638.00	9,070.00	9,524.00	10,000.00
BI-WEEKLY	3,616.15	3,797.08	3,986.77	4,186.15	4,395.69	4,615.38
HOURLY	45.2019	47.4635	49.8346	52.3269	54.9462	57.6923
Lgy Bonus 20	195.88	205.68	215.95	226.75	238.10	250.00
Lgy Bonus 25	391.75	411.35	431.90	453.50	476.20	500.00
Lgy Bonus 30	587.63	617.03	647.85	680.25	714.30	750.00

124 Senior Administrative Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	96,372.00	101,196.00	106,260.00	111,576.00	117,156.00	123,012.00
MONTHLY	8,031.00	8,433.00	8,855.00	9,298.00	9,763.00	10,251.00
BI-WEEKLY	3,706.62	3,892.15	4,086.92	4,291.38	4,506.00	4,731.23
HOURLY	46.3327	48.6519	51.0865	53.6423	56.3250	59.1404
Lgy Bonus 20	200.78	210.83	221.38	232.45	244.08	256.28
Lgy Bonus 25	401.55	421.65	442.75	464.90	488.15	512.55
Lgy Bonus 30	602.33	632.48	664.13	697.35	732.23	768.83

125 Public Information Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	98,784.00	103,728.00	108,912.00	114,360.00	120,084.00	126,084.00
MONTHLY	8,232.00	8,644.00	9,076.00	9,530.00	10,007.00	10,507.00
BI-WEEKLY	3,799.38	3,989.54	4,188.92	4,398.46	4,618.62	4,849.38
HOURLY	47.4923	49.8692	52.3615	54.9808	57.7327	60.6173
Lgy Bonus 20	205.80	216.10	226.90	238.25	250.18	262.68
Lgy Bonus 25	411.60	432.20	453.80	476.50	500.35	525.35
Lgy Bonus 30	617.40	648.30	680.70	714.75	750.53	788.03

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	101,256.00	106,320.00	111,636.00	117,216.00	123,072.00	129,228.00
MONTHLY	8,438.00	8,860.00	9,303.00	9,768.00	10,256.00	10,769.00
BI-WEEKLY	3,894.46	4,089.23	4,293.69	4,508.31	4,733.54	4,970.31
HOURLY	48.6808	51.1154	53.6712	56.3538	59.1692	62.1288
Lgy Bonus 20	210.95	221.50	232.58	244.20	256.40	269.23
Lgy Bonus 25	421.90	443.00	465.15	488.40	512.80	538.45
Lgy Bonus 30	632.85	664.50	697.73	732.60	769.20	807.68

127

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	103,788.00	108,972.00	114,420.00	120,144.00	126,156.00	132,468.00
MONTHLY	8,649.00	9,081.00	9,535.00	10,012.00	10,513.00	11,039.00
BI-WEEKLY	3,991.85	4,191.23	4,400.77	4,620.92	4,852.15	5,094.92
HOURLY	49.8981	52.3904	55.0096	57.7615	60.6519	63.6865
Lgy Bonus 20	216.23	227.03	238.38	250.30	262.83	275.98
Lgy Bonus 25	432.45	454.05	476.75	500.60	525.65	551.95
Lgy Bonus 30	648.68	681.08	715.13	750.90	788.48	827.93

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	106,380.00	111,696.00	117,276.00	123,144.00	129,300.00	135,768.00
MONTHLY	8,865.00	9,308.00	9,773.00	10,262.00	10,775.00	11,314.00
BI-WEEKLY	4,091.54	4,296.00	4,510.62	4,736.31	4,973.08	5,221.85
HOURLY	51.1442	53.7000	56.3827	59.2038	62.1635	65.2731
Lgy Bonus 20	221.63	232.70	244.33	256.55	269.38	282.85
Lgy Bonus 25	443.25	465.40	488.65	513.10	538.75	565.70
Lgy Bonus 30	664.88	698.10	732.98	769.65	808.13	848.55

129

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	109,044.00	114,492.00	120,216.00	126,228.00	132,540.00	139,164.00
MONTHLY	9,087.00	9,541.00	10,018.00	10,519.00	11,045.00	11,597.00
BI-WEEKLY	4,194.00	4,403.54	4,623.69	4,854.92	5,097.69	5,352.46
HOURLY	52.4250	55.0442	57.7962	60.6865	63.7212	66.9058
Lgy Bonus 20	227.18	238.53	250.45	262.98	276.13	289.93
Lgy Bonus 25	454.35	477.05	500.90	525.95	552.25	579.85
Lgy Bonus 30	681.53	715.58	751.35	788.93	828.38	869.78

**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	111,768.00	117,360.00	123,228.00	129,384.00	135,852.00	142,644.00
MONTHLY	9,314.00	9,780.00	10,269.00	10,782.00	11,321.00	11,887.00
BI-WEEKLY	4,298.77	4,513.85	4,739.54	4,976.31	5,225.08	5,486.31
HOURLY	53.7346	56.4231	59.2442	62.2038	65.3135	68.5788
Lgy Bonus 20	232.85	244.50	256.73	269.55	283.03	297.18
Lgy Bonus 25	465.70	489.00	513.45	539.10	566.05	594.35
Lgy Bonus 30	698.55	733.50	770.18	808.65	849.08	891.53

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	114,564.00	120,288.00	126,300.00	132,612.00	139,248.00	146,208.00
MONTHLY	9,547.00	10,024.00	10,525.00	11,051.00	11,604.00	12,184.00
BI-WEEKLY	4,406.31	4,626.46	4,857.69	5,100.46	5,355.69	5,623.38
HOURLY	55.0788	57.8308	60.7212	63.7558	66.9462	70.2923
Lgy Bonus 20	238.68	250.60	263.13	276.28	290.10	304.60
Lgy Bonus 25	477.35	501.20	526.25	552.55	580.20	609.20
Lgy Bonus 30	716.03	751.80	789.38	828.83	870.30	913.80

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	117,432.00	123,300.00	129,468.00	135,936.00	142,728.00	149,868.00
MONTHLY	9,786.00	10,275.00	10,789.00	11,328.00	11,894.00	12,489.00
BI-WEEKLY	4,516.62	4,742.31	4,979.54	5,228.31	5,489.54	5,764.15
HOURLY	56.4577	59.2788	62.2442	65.3538	68.6192	72.0519
Lgy Bonus 20	244.65	256.88	269.73	283.20	297.35	312.23
Lgy Bonus 25	489.30	513.75	539.45	566.40	594.70	624.45
Lgy Bonus 30	733.95	770.63	809.18	849.60	892.05	936.68

**133 Human Resources Manager
133 Public Works Superintendent**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	120,372.00	126,396.00	132,720.00	139,356.00	146,328.00	153,648.00
MONTHLY	10,031.00	10,533.00	11,060.00	11,613.00	12,194.00	12,804.00
BI-WEEKLY	4,629.69	4,861.38	5,104.62	5,359.85	5,628.00	5,909.54
HOURLY	57.8712	60.7673	63.8077	66.9981	70.3500	73.8692
Lgy Bonus 20	250.78	263.33	276.50	290.33	304.85	320.10
Lgy Bonus 25	501.55	526.65	553.00	580.65	609.70	640.20
Lgy Bonus 30	752.33	789.98	829.50	870.98	914.55	960.30

134 Assistant to the City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	123,384.00	129,552.00	136,032.00	142,836.00	149,976.00	157,476.00
MONTHLY	10,282.00	10,796.00	11,336.00	11,903.00	12,498.00	13,123.00
BI-WEEKLY	4,745.54	4,982.77	5,232.00	5,493.69	5,768.31	6,056.77
HOURLY	59.3192	62.2846	65.4000	68.6712	72.1038	75.7096
Lgy Bonus 20	257.05	269.90	283.40	297.58	312.45	328.08
Lgy Bonus 25	514.10	539.80	566.80	595.15	624.90	656.15
Lgy Bonus 30	771.15	809.70	850.20	892.73	937.35	984.23

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	126,468.00	132,792.00	139,428.00	146,400.00	153,720.00	161,412.00
MONTHLY	10,539.00	11,066.00	11,619.00	12,200.00	12,810.00	13,451.00
BI-WEEKLY	4,864.15	5,107.38	5,362.62	5,630.77	5,912.31	6,208.15
HOURLY	60.8019	63.8423	67.0327	70.3846	73.9038	77.6019
Lgy Bonus 20	263.48	276.65	290.48	305.00	320.25	336.28
Lgy Bonus 25	526.95	553.30	580.95	610.00	640.50	672.55
Lgy Bonus 30	790.43	829.95	871.43	915.00	960.75	1008.83

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	129,624.00	136,104.00	142,908.00	150,048.00	157,548.00	165,420.00
MONTHLY	10,802.00	11,342.00	11,909.00	12,504.00	13,129.00	13,785.00
BI-WEEKLY	4,985.54	5,234.77	5,496.46	5,771.08	6,059.54	6,362.31
HOURLY	62.3192	65.4346	68.7058	72.1385	75.7442	79.5288
Lgy Bonus 20	270.05	283.55	297.73	312.60	328.23	344.63
Lgy Bonus 25	540.10	567.10	595.45	625.20	656.45	689.25
Lgy Bonus 30	810.15	850.65	893.18	937.80	984.68	1033.88

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	132,864.00	139,512.00	146,484.00	153,804.00	161,496.00	169,572.00
MONTHLY	11,072.00	11,626.00	12,207.00	12,817.00	13,458.00	14,131.00
BI-WEEKLY	5,110.15	5,365.85	5,634.00	5,915.54	6,211.38	6,522.00
HOURLY	63.8769	67.0731	70.4250	73.9442	77.6423	81.5250
Lgy Bonus 20	276.80	290.65	305.18	320.43	336.45	353.28
Lgy Bonus 25	553.60	581.30	610.35	640.85	672.90	706.55
Lgy Bonus 30	830.40	871.95	915.53	961.28	1009.35	1059.83

**138 Chief Fiscal Officer
138 Principal Civil Engineer
138 Transit Administrative Officer
138 Transit Operations Officer**

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	136,188.00	142,992.00	150,144.00	157,656.00	165,540.00	173,820.00
MONTHLY	11,349.00	11,916.00	12,512.00	13,138.00	13,795.00	14,485.00
BI-WEEKLY	5,238.00	5,499.69	5,774.77	6,063.69	6,366.92	6,685.38
HOURLY	65.4750	68.7462	72.1846	75.7962	79.5865	83.5673
Lgy Bonus 20	283.73	297.90	312.80	328.45	344.88	362.13
Lgy Bonus 25	567.45	595.80	625.60	656.90	689.75	724.25
Lgy Bonus 30	851.18	893.70	938.40	985.35	1034.63	1086.38

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	139,596.00	146,580.00	153,912.00	161,604.00	169,680.00	178,164.00
MONTHLY	11,633.00	12,215.00	12,826.00	13,467.00	14,140.00	14,847.00
BI-WEEKLY	5,369.08	5,637.69	5,919.69	6,215.54	6,526.15	6,852.46
HOURLY	67.1135	70.4712	73.9962	77.6942	81.5769	85.6558
Lgy Bonus 20	290.83	305.38	320.65	336.68	353.50	371.18
Lgy Bonus 25	581.65	610.75	641.30	673.35	707.00	742.35
Lgy Bonus 30	872.48	916.13	961.95	1010.03	1060.50	1113.53

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	143,088.00	150,240.00	157,752.00	165,636.00	173,916.00	182,616.00
MONTHLY	11,924.00	12,520.00	13,146.00	13,803.00	14,493.00	15,218.00
BI-WEEKLY	5,503.38	5,778.46	6,067.38	6,370.62	6,689.08	7,023.69
HOURLY	68.7923	72.2308	75.8423	79.6327	83.6135	87.7962
Lgy Bonus 20	298.10	313.00	328.65	345.08	362.33	380.45
Lgy Bonus 25	596.20	626.00	657.30	690.15	724.65	760.90
Lgy Bonus 30	894.30	939.00	985.95	1035.23	1086.98	1141.35

141 Assistant Public Works Director/City Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	146,664.00	153,996.00	161,700.00	169,788.00	178,272.00	187,188.00
MONTHLY	12,222.00	12,833.00	13,475.00	14,149.00	14,856.00	15,599.00
BI-WEEKLY	5,640.92	5,922.92	6,219.23	6,530.31	6,856.62	7,199.54
HOURLY	70.5115	74.0365	77.7404	81.6288	85.7077	89.9942
Lgy Bonus 20	305.55	320.83	336.88	353.73	371.40	389.98
Lgy Bonus 25	611.10	641.65	673.75	707.45	742.80	779.95
Lgy Bonus 30	916.65	962.48	1010.63	1061.18	1114.20	1169.93

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	150,336.00	157,848.00	165,744.00	174,036.00	182,736.00	191,868.00
MONTHLY	12,528.00	13,154.00	13,812.00	14,503.00	15,228.00	15,989.00
BI-WEEKLY	5,782.15	6,071.08	6,374.77	6,693.69	7,028.31	7,379.54
HOURLY	72.2769	75.8885	79.6846	83.6712	87.8538	92.2442
Lgy Bonus 20	313.20	328.85	345.30	362.58	380.70	399.73
Lgy Bonus 25	626.40	657.70	690.60	725.15	761.40	799.45
Lgy Bonus 30	939.60	986.55	1035.90	1087.73	1142.10	1199.18

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	154,092.00	161,796.00	169,884.00	178,380.00	187,296.00	196,656.00
MONTHLY	12,841.00	13,483.00	14,157.00	14,865.00	15,608.00	16,388.00
BI-WEEKLY	5,926.62	6,222.92	6,534.00	6,860.77	7,203.69	7,563.69
HOURLY	74.0827	77.7865	81.6750	85.7596	90.0462	94.5462
Lgy Bonus 20	321.03	337.08	353.93	371.63	390.20	409.70
Lgy Bonus 25	642.05	674.15	707.85	743.25	780.40	819.40
Lgy Bonus 30	963.08	1011.23	1061.78	1114.88	1170.60	1229.10

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	157,944.00	165,840.00	174,132.00	182,844.00	191,988.00	201,588.00
MONTHLY	13,162.00	13,820.00	14,511.00	15,237.00	15,999.00	16,799.00
BI-WEEKLY	6,074.77	6,378.46	6,697.38	7,032.46	7,384.15	7,753.38
HOURLY	75.9346	79.7308	83.7173	87.9058	92.3019	96.9173
Lgy Bonus 20	329.05	345.50	362.78	380.93	399.98	419.98
Lgy Bonus 25	658.10	691.00	725.55	761.85	799.95	839.95
Lgy Bonus 30	987.15	1036.50	1088.33	1142.78	1199.93	1259.93

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	161,892.00	169,992.00	178,488.00	187,416.00	196,788.00	206,628.00
MONTHLY	13,491.00	14,166.00	14,874.00	15,618.00	16,399.00	17,219.00
BI-WEEKLY	6,226.62	6,538.15	6,864.92	7,208.31	7,568.77	7,947.23
HOURLY	77.8327	81.7269	85.8115	90.1038	94.6096	99.3404
Lgy Bonus 20	337.28	354.15	371.85	390.45	409.98	430.48
Lgy Bonus 25	674.55	708.30	743.70	780.90	819.95	860.95
Lgy Bonus 30	1011.83	1062.45	1115.55	1171.35	1229.93	1291.43

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	165,936.00	174,228.00	182,940.00	192,084.00	201,684.00	211,764.00
MONTHLY	13,828.00	14,519.00	15,245.00	16,007.00	16,807.00	17,647.00
BI-WEEKLY	6,382.15	6,701.08	7,036.15	7,387.85	7,757.08	8,144.77
HOURLY	79.7769	83.7635	87.9519	92.3481	96.9635	101.8096
Lgy Bonus 20	345.70	362.98	381.13	400.18	420.18	441.18
Lgy Bonus 25	691.40	725.95	762.25	800.35	840.35	882.35
Lgy Bonus 30	1037.10	1088.93	1143.38	1200.53	1260.53	1323.53

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	170,088.00	178,596.00	187,524.00	196,896.00	206,736.00	217,068.00
MONTHLY	14,174.00	14,883.00	15,627.00	16,408.00	17,228.00	18,089.00
BI-WEEKLY	6,541.85	6,869.08	7,212.46	7,572.92	7,951.38	8,348.77
HOURLY	81.7731	85.8635	90.1558	94.6615	99.3923	104.3596
Lgy Bonus 20	354.35	372.08	390.68	410.20	430.70	452.23
Lgy Bonus 25	708.70	744.15	781.35	820.40	861.40	904.45
Lgy Bonus 30	1063.05	1116.23	1172.03	1230.60	1292.10	1356.68

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	174,336.00	183,048.00	192,204.00	201,816.00	211,908.00	222,504.00
MONTHLY	14,528.00	15,254.00	16,017.00	16,818.00	17,659.00	18,542.00
BI-WEEKLY	6,705.23	7,040.31	7,392.46	7,762.15	8,150.31	8,557.85
HOURLY	83.8154	88.0038	92.4058	97.0269	101.8788	106.9731
Lgy Bonus 20	363.20	381.35	400.43	420.45	441.48	463.55
Lgy Bonus 25	726.40	762.70	800.85	840.90	882.95	927.10
Lgy Bonus 30	1089.60	1144.05	1201.28	1261.35	1324.43	1390.65

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	178,692.00	187,632.00	197,016.00	206,868.00	217,212.00	228,072.00
MONTHLY	14,891.00	15,636.00	16,418.00	17,239.00	18,101.00	19,006.00
BI-WEEKLY	6,872.77	7,216.62	7,577.54	7,956.46	8,354.31	8,772.00
HOURLY	85.9096	90.2077	94.7192	99.4558	104.4288	109.6500
Lgy Bonus 20	372.28	390.90	410.45	430.98	452.53	475.15
Lgy Bonus 25	744.55	781.80	820.90	861.95	905.05	950.30
Lgy Bonus 30	1116.83	1172.70	1231.35	1292.93	1357.58	1425.45

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	76,368.00	-	-	-	-	-
MONTHLY	6,364.00	-	-	-	-	-
BI-WEEKLY	2,937.23	-	-	-	-	-
HOURLY	36.7154	-	-	-	-	-

201 Police Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,844.00	94,332.00	99,060.00	104,004.00	109,212.00	114,672.00
MONTHLY	7,487.00	7,861.00	8,255.00	8,667.00	9,101.00	9,556.00
BI-WEEKLY	3,455.54	3,628.15	3,810.00	4,000.15	4,200.46	4,410.46
HOURLY	43.1942	45.3519	47.6250	50.0019	52.5058	55.1308

EDUCATIONAL INCENTIVE BONUS

AA	1,303.96	1,303.96	1,303.96	1,303.96	1,303.96	1,303.96
BA	1,819.96	1,819.96	1,819.96	1,819.96	1,819.96	1,819.96

SPECIALIST	637.58	637.58	637.58	637.58	637.58	637.58
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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	894.35	913.05	932.75	953.35	975.05	997.80
Lgy Bonus 26	1,268.70	1,306.10	1,345.50	1,386.70	1,430.10	1,475.60

203 Police Sergeant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	114,828.00	120,564.00	126,588.00	132,924.00	139,572.00	146,556.00
MONTHLY	9,569.00	10,047.00	10,549.00	11,077.00	11,631.00	12,213.00
BI-WEEKLY	4,416.46	4,637.08	4,868.77	5,112.46	5,368.15	5,636.77
HOURLY	55.2058	57.9635	60.8596	63.9058	67.1019	70.4596

EDUCATIONAL INCENTIVE BONUS

AA	1,612.53	1,612.53	1,612.53	1,612.53	1,612.53	1,612.53
BA	2,230.53	2,230.53	2,230.53	2,230.53	2,230.53	2,230.53

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	998.45	1,022.35	1,047.45	1,073.85	1,101.55	1,130.65
Lgy Bonus 26	1,476.90	1,524.70	1,574.90	1,627.70	1,683.10	1,741.30

227 Police Lieutenant

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

EDUCATIONAL INCENTIVE BONUS

BA	1,766.44	1,837.84	1,912.84	1,991.56	2,074.24	2,161.00
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CA POST Mgmt. Cert.	642.10	674.20	707.90	743.30	780.45	819.45
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Lgy Bonus 20	642.10	674.20	707.90	743.30	780.45	819.45
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Lgy Bonus 26	1,284.20	1,348.40	1,415.80	1,486.60	1,560.90	1,638.90
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231 Police Captain

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	183,228.00	192,384.00	202,008.00	212,112.00	222,720.00	233,856.00
MONTHLY	15,269.00	16,032.00	16,834.00	17,676.00	18,560.00	19,488.00
BI-WEEKLY	7,047.23	7,399.38	7,769.54	8,158.15	8,566.15	8,994.46
HOURLY	88.0904	92.4923	97.1192	101.9769	107.0769	112.4308

EDUCATIONAL INCENTIVE BONUS

BA	2,036.08	2,120.92	2,209.96	2,303.56	2,401.84	2,505.04
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CA POST Mgmt. Cert.	763.45	801.60	841.70	883.80	928.00	974.40
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Lgy Bonus 20	763.45	801.60	841.70	883.80	928.00	974.40
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Lgy Bonus 26	1,526.90	1,603.20	1,683.40	1,767.60	1,856.00	1,948.80
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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	169,272.00	177,732.00	186,624.00	195,960.00	205,764.00	216,048.00
MONTHLY	14,106.00	14,811.00	15,552.00	16,330.00	17,147.00	18,004.00
BI-WEEKLY	6,510.46	6,835.85	7,177.85	7,536.92	7,914.00	8,309.54
HOURLY	81.3808	85.4481	89.7231	94.2115	98.9250	103.8692

Lgy Bonus 20	352.65	370.28	388.80	408.25	428.68	450.10
Lgy Bonus 25	705.30	740.55	777.60	816.50	857.35	900.20
Lgy Bonus 30	1057.95	1110.83	1166.40	1224.75	1286.03	1350.30

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	185,808.00	195,096.00	204,852.00	215,100.00	225,852.00	237,144.00
MONTHLY	15,484.00	16,258.00	17,071.00	17,925.00	18,821.00	19,762.00
BI-WEEKLY	7,146.46	7,503.69	7,878.92	8,273.08	8,686.62	9,120.92
HOURLY	89.3308	93.7962	98.4865	103.4135	108.5827	114.0115

340 Police Chief

STEP	*1*
ANNUAL	260,952.00
MONTHLY	21,746.00
BI-WEEKLY	10,036.62
HOURLY	125.4577

Edu Incentive Pay	2,809.52
CA POST Mgmt. Cert.	1,087.30
Lgy Bonus 26	2,174.60

350 City Manager

STEP	*1*
ANNUAL	299,565.00
MONTHLY	24,963.75
BI-WEEKLY	11,521.73
HOURLY	144.0216

PAYROLL SPECIALIST

Job Summary

Under general direction performs specialized and confidential accounting work in the preparation and maintenance of the City payroll, including reporting to state and federal agencies, as required by law.

Representative Duties

Performs a variety of complex accounting, technical, analytical and clerical duties; coordinates and verifies payroll-related data and reports; reconciles accounts; ensures timely and accurate posting of payroll-related employee data including account numbers, tax status, various deductions and direct deposits; computes and interprets miscellaneous forms of compensation, tax adjustments, garnishments, tax levies and other deductions; computes and prepares all adjustments of pay, leave, severance pay and on-line checks; analyzes the system-generated retroactive pay report and makes corrections when necessary; performs data queries, produces reports and prepares monthly general ledger journal entries; requests wire transfers to fund the payroll and various deductions and processes requests for warrants; compiles and inputs year-end adjustments for W-2's; confers with Personnel and other City departments and individual employees regarding changes in payroll status or deduction changes; prepares unemployment insurance reports and employment verifications; prepares special reports and schedules required by auditors and other City departments; analyzes and participates in resolving payroll problems; contacts individuals or agencies to resolve discrepancies, obtain data or documents or general information; files and maintains a variety of records, reports and documents including special city benefit programs; Section 125 Medical Reimbursement program; maintains health and life insurance records for affected employees and prepares records, reports and other documents as required; prepares and reviews various internal, State and Federal records, schedules, journals and reports; coordinates wage levies and assignments with other governmental agencies including Internal Revenue Service (IRS), the Employment Development Department (EDD); the Franchise Tax Board (FTB), the Public Employees' Retirement System (PERS) and the Public Agency Retirement System (PARS); administers the unemployment insurance reimbursement program; makes payroll adjustments and other payroll issues as necessary, prepares memos and letters for internal and external correspondence; coordinates with other City departments on payroll-related issues; performs other related duties as required.

Organizational Responsibilities

This position is designated as confidential and reports to the Administrative Services Department Director or the designated manager. This position exercises leadership and supervision over staff, outlining work assignments, occasionally reviewing work in progress and periodically reviews completed work. Other duties as assigned.

QUALIFICATIONS GUIDE

Education and Experience

An Associate's Degree in bookkeeping, accounting, or a closely related field and at least four (4) years of progressively responsible experience in performing financial, benefit and payroll processing or any combination of education and experience that demonstrates the skill level required. Advanced computer skills in Excel and Word required.

Skills

Ability to type at a rate of 45 wpm; statistical typing; skill in the operation of a variety of office equipment, including calculator, typewriter and extended daily use of a personal computer including but not limited to the basic principles of payroll processing, computerized payroll systems, specifically spreadsheets (Excel); ability to interpret and apply complex policies and pertinent laws, rules and regulations related to payroll, leaves, claims and other deductions; to make mathematical calculations with speed and accuracy; to exercise diplomacy, tact and good judgment.; knowledge of basic mathematics involving addition, subtraction, multiplication and division; ability to understand and accurately compile and prepare complete reports and compose business letters.

Physical Demands and Working Conditions

This position requires the use of a computer keyboard, calculators, typewriter and requires sitting for prolonged periods of time; standing, kneeling, bending, twisting, reaching and grasping, and in the course of work, may require lifting or moving of standard-size office files and boxes.

License

Have and maintain a valid California Driver's License, Class C.



PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

Regular PEQC Meeting Notice and Agenda

Website: www.cityofgardena.org

Tuesday, March 21, 2023 – 7:00 PM

1700 W. 162nd Street, Gardena, California

REPORT OF ACTIONS

6. **PUBLIC HEARING ITEMS**

6.A **CONDITIONAL USE PERMIT #7-21 AND SITE PLAN REVIEW #9-21**

ENVIRONMENTAL ASSESSMENT #18-21

The Planning Commission considered a request for the following entitlements to construct a new 190,860 square foot industrial building on an 8.46 acre property.

1. Conditional Use Permit (CUP #7-21) – To permit the operations of a warehouse facility in the General Industrial (M-2) zone in accordance with Section 18.46.030.C.18 of the Gardena Municipal Code; and
2. Site Plan Review (SPR #9-21) – Demolition of all existing on-site buildings to construct a new 190,860 square foot tilt-up industrial building, with 22 dock doors, a new parking area, lighting, and landscaping site improvements; and
3. Environmental Assessment (EA #18-21) - Adoption of a Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Program (MMRP).

Project Location: 1600 W. 135th Street, Gardena

Applicant: Gardena Owner LP

[Staff Report.pdf](#)

[Resolution No PC 4-23.pdf](#)

[Exhibit A - Final IS_MND dated March 2023.pdf](#)

[Exhibit B - Response to Comments dated February 2023.pdf](#)

[Exhibit C - Mitigation Monitoring and Reporting Program.pdf](#)

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

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

[Exhibit F - Technical Memo Dated March 16, 2023.pdf](#)

Commission Action: The Planning Commission approved Resolution No. PC 4-23, approving Conditional Use Permit #7-21, Site Plan Review #9-21, and adopting the Mitigated Negative Declaration and Mitigation Monitoring Program by a vote of 3-0-0.

7. **OTHER BUSINESS**

7.A **GENERAL PLAN CONSISTENCY FOR THE ACQUISITION OF A 0.11 ACRE PARCEL LOCATED AT 1731 W. 162ND STREET.**

[Staff Report.pdf](#)

[Resolution No. PC 5-23.pdf](#)

Commission Action: The Planning Commission approved Resolution No. PC 5-23, by a vote of 3-0-0.

To view the complete Planning Commission packet [CLICK HERE](#).



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 12.A
Section: DEPARTMENTAL
ITEMS - ADMINISTRATIVE
SERVICES
Meeting Date: March 28, 2023

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

AGENDA TITLE: [PUBLIC HEARING: Proposed Substantial Amendment to the Fiscal Year 2021-2022 US Department of Housing and Urban Development \(HUD\) Annual Action Plan to Accept HOME - ARP Funding from the American Rescue Plan Act of 2021 in the amount of \\$1,040,280.](#)

- [HOME-ARP Allocation Plan](#)
- [Substantial Amendment to FY 2021-2022 HUD Annual Allocation Plan - CDBG Program](#)

COUNCIL ACTION REQUIRED:

Staff Recommendation: Conduct a Public Hearing (limit comments to no more than three (3) minutes); Approve the Substantial Amendment to include the Home-ARP Allocation Plan; Authorize City Manager, or his designee, to take all actions necessary or desirable to implement the HOME-ARP Program.

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that Council conduct a Public Hearing; and following the Public Hearing, approve the proposed HOME-ARP Allocation Plan and the Substantial Amendment to the Fiscal Year 2021 HUD Annual Action Plan.

HOME-ARP Activities - The City is proposing to fund the following activities with HOME-ARP grant funds (1) Administration; (2) Homeless Supportive Services, and (3) Tenant-based Rental Assistance.

Staff therefore recommends that Council approve the Substantial Amendment to accept the program HOME-ARP funds.

FINANCIAL IMPACT/COST:

HOME-ARP Allocation: \$1,040,280

ATTACHMENTS:

[Home ARP_Staff Report 3.24.28.pdf](#)
[HOME-ARP Allocation Plan- Final](#)
[Substantial Amendment FY 2021](#)
[2.28.23 HOME-ARP City Council Presentation](#)

APPROVED:

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

Clint Osorio, City Manager



City of Gardena

City Council Meeting

AGENDA STAFF REPORT

AGENDA TITLE: PUBLIC HEARING: PROPOSED SUBSTANTIAL AMENDMENT TO THE FISCAL YEAR 2021-2022 US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) ANNUAL ACTION PLAN TO ACCEPT HOME - ARP FUNDING FROM THE AMERICAN RESCUE PLAN ACT OF 2021 IN THE AMOUNT OF \$1,040,280

- **HOME-ARP ALLOCATION PLAN**
- **SUBSTANTIAL AMENDMENT TO FY 2021-2022 HUD ANNUAL ALLOCATION PLAN - CDBG PROGRAM**

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct a public hearing on the proposed HOME-ARP Allocation Plan and Substantial Amendment to the FY 21-22 Annual Action Plan;
2. Approve the Substantial Amendment to the FY 2021- 2022 Annual Action Plan (Action Plan) to include the HOME-ARP Program ("HOME-ARP");
3. Authorize the City Manager, or his designee, to take all actions necessary or desirable to implement the HOME-ARP program.

BACKGROUND:

The American Rescue Plan Act of 2021 (ARP) appropriated \$5 billion to communities across the U.S. to provide for the development of housing, supportive services, and shelter to individuals experiencing homelessness and other vulnerable populations. These funds were allocated by formula to jurisdictions that qualified for funding through the HOME Investment Partnership Program (HOME Program) from the U.S. Department of Housing and Urban Development (HUD). This special round of funding is called the "HOME-ARP" program. In the past the City has elected not to accept its annual allocation of HOME funds in order to be able to access a larger HOME grant offered through the State of California Housing and Community Development Department (State HCD). Therefore, these HOME-ARP funds are a one-time grant with a deadline of 2030.

HOME-ARP Allocation Plan - The City of Gardena has been awarded \$1,040,280 in HOME-ARP funding from HUD. In order to receive the HOME-ARP funds, the City must develop an allocation plan that will become part of the City's FY 2021-2022 HUD Annual Action Plan by substantial amendment. HOME-ARP funds can only be expended on eligible activities such as: the production or preservation of affordable housing, tenant-based rental assistance, and supportive services for individuals experiencing homelessness or at-risk of homelessness. Funding for this grant must be expended on eligible activities by 2030. Therefore, it is recommended that the City Council determine that this item is exempt under the California Environmental Quality Act ("CEQA") and adopt the substantial amendment to FY 2021-2022 HUD Annual Action Plan to

include the Home-ARP Allocation Plan. The table shown below illustrated the activities and funding proposed in the HOME-ARP Plan.

HOME-ARP Funds	
Program/Activity	Funding Amount
1. Administration	\$ 156,042
2. Tenant-based Rental Assistance	\$ 400,000
3. Homeless Supportive Services	\$ 484,238

PUBLIC PARTICIPATION:

As part of the development of the HOME-ARP Plan, HUD requires each HOME-ARP Participating Jurisdiction to consult with agencies and service providers whose clientele include the HOME-ARP qualifying populations. Agencies that must, at a minimum, be consulted include the Continuum of Care serving the jurisdiction’s geographic area, homeless and domestic violence service providers, veterans’ groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities. States are not required to consult with all Continuums of Care or PHAs in their jurisdiction.

HUD also requires that each Participating Jurisdiction provide opportunities for the public to comment on the proposed Allocation Plan, including the amount of HOME-ARP funds that will be received and the range of activities that the state may undertake. To ensure broad input into the HOME-ARP Allocation Plan from stakeholders and the public, the City engaged in consultation with stakeholders and the public, including virtual consultation sessions, direct contact with HUD-required organizations that did not participate in a virtual session, a 30-day public comment period, a survey of stakeholders, a survey of the community, and a public hearing.

Stakeholder Consultation

The City of Gardena consulted with representatives from multiple agencies, groups, and organizations involved in assisting those experiencing homelessness, addressing homelessness, and the provision of services to qualifying populations in preparing this HOME-ARP Allocation Plan.

The City of Gardena published an online survey for stakeholders and the community on January 6, 2023, and closed on January 22, 2023. The community survey was reopened on February 7, 2023, and closed on February 14, 2023 to allow more community members to participate in the survey. A public hearing is being held March 28, 2023. To ensure broad input in the stakeholder and community survey, the Homeless Coordinator emailed stakeholders in January 2023 to notify them the survey was open. The Homeless Coordinator emailed over 400 City, Gardena Police and Los Angeles County Fire Department staff to notify them of the survey and community meeting February 7, 2023. Residents of Gardena were also notified of the survey and public hearing through Gardena social media pages and the Gardena newsletter. The Homeless Coordinator presented to the Ministerial Association, a group of over 20 local faith-based leaders, about HOME-ARP, the survey, and public hearing so they can share with residents as well. The

Homeless Coordinator also shared this information to the Gardena Mayme Library, senior lunches, and neighborhood watch meetings.

Virtual consultation sessions began on February 8, 2023, at which time the city consulted with the South Bay Cities Council of Governments. A virtual consultation session was held on February 9, 2023, with the agency PATH (People Assisting the Homeless, February 10, 2023, with the agency Harbor Interfaith, February 22, 2023, with the agency LAHSA (Los Angeles Homeless Service Authority), March 3, 2023, with the agency Rainbow Services, and March 21, 2023, with the public housing authority Los Angeles County Development Authority. These agencies were invited via email to attend with any staff from their agency who serve Gardena. The Homeless Coordinator also invited over 30 agencies and non-profit organizations to the city's public hearing in the Service Planning Area (SPA) 8 Care Coordination meeting. The SPA 8 Care Coordination meeting is a weekly online meeting with homeless service providers and cities in SPA 8 to give updates on homeless services. Those who could not attend were also invited to take the stakeholder survey and/or to reach out to the Homeless Coordinator by phone or email with any comments or questions regarding HOME-ARP funds.

All virtual consultation sessions included 1) an overview of the HOME-ARP notice to facilitate understanding of qualifying populations and eligible activities, 2) an opportunity to ask clarifying questions, 3) requests for input into needs and gaps, and priority populations and activities, and 4) an overview of the Allocation Plan timeline and process.

A survey instrument was designed and available online and invited representatives from multiple agencies, groups, and organizations to rank the qualifying populations and eligible activities and services in order of perceived need, and the best approach for carrying out those activities for the community. A separate survey was created for the community and available online to identify housing needs, supportive service needs, rank eligible activities and services in order of perceived need, and more.

The City's virtual session was attended by 14 representatives of 6 agencies. The survey was completed by 11 representatives of 8 agencies. HUD-required agency types were represented in either the virtual session or the online survey or by email.

The public notice was published on February 24, 2023 in the Daily Breeze and on March 2, 2023 in the Gardena Valley News newspapers to inform the public of the 30-day public review period and to announce the March 28, 2023, Public Hearing for discussions on the HOME-ARP Allocation Plan. To date, the City has not received any written comments concerning the HOME-ARP Allocation Plan.

CONCLUSION:

In accordance with 24 CFR 91.105(c)(3) for local governments, the Substantial Amendment to the FY 2021-2022 Annual Action and the HOME-ARP Plan were made available for citizen review and comments for no less than 30 days. During the 30-day public comment period from February 24, 2023 to March 27, 2023, the draft FY 2021 Substantial Amendment and draft HOME-ARP Plan were made available for public inspection at the following locations:

- Gardena City Clerk's Office (1700 West 162nd Street)
- Gardena Human Services Division (1651 West 162nd Street)
- Mayme Dear Memorial Library (1700 West 162nd Street)

- Nakaoka Community Center (1670 West 162nd Street)
- City's website at www.cityofgardena.org/homelesservices/

Upon Council approval, staff will submit the FY 2021 Substantial Amendment and the HOME-ARP Plan to the U.S. Department of Housing and Urban Development (HUD) for final approval.



DEPARTMENT of RECREATION & HUMAN SERVICES

1670 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3734 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9537

City of Gardena

DRAFT: HOME Investment Partnerships (HOME) Program

American Rescue Plan



Submitted: March 28, 2023

City of Gardena HOME-ARP Allocation

TASHA CERDA, Mayor / PAULETTE C. FRANCIS, Mayor Pro Tem
MARK E. HENDERSON, Councilmember / RODNEY G. TANAKA, Councilmember / WANDA LOVE, Councilmember
MINA SEMENZA, City Clerk / GUY MATO, City Treasurer / CLINT OSORIO, City Manager / CARMEN VASQUEZ, City Attorney

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Executive Summary

The City of Gardena has been allocated \$1,040,280 of HOME-American Recovery Plan Act (HOME-ARP) funding from the US Department of Housing and Urban Development (HUD). To receive the HOME-ARP allocation, the City of Gardena must develop a HOME-ARP Allocation Plan that will become part of the City's PY 2021 HUD Annual Action Plan by substantial amendment.

To ensure broad input into the HOME-ARP Allocation Plan from stakeholders and the public, the City of Gardena engaged in consultation with stakeholders and the public, including virtual consultation sessions, a survey for stakeholders, a survey for the community, a community meeting, a 30-day public comment period, and a public hearing.

The needs assessment and gap analysis identified the following needs and gaps that may be addressed using HOME-ARP funds:

- According to the 2022 Greater Los Angeles Homeless Count, 122 people in the City of Gardena were experiencing homelessness. 23.5% were sheltering in a car, 8.3% in a van, 25.7% in an RV, 2.3% in tents, and 32.9% on the street. The 2023 count was on January 25, 2023, results are pending.
- The City's 2021-2029 Housing Element reports that 4,260 households (21%) in Gardena are extremely low-income. Extremely low-income households earn up to 30 percent of the Area Median Income. Of these, 81% of the households experience at least one housing problem (overcrowding, cost burden, or inadequate housing).
- Homelessness in Gardena has been steadily increasing over the past several years. More assessment is needed to identify potential causes of the increase: however, observations thus far point to potential contributors such as the lack of affordable housing in the city and inadequate interim and permanent housing resources in the region.
- There are currently limited homelessness response resources located within the City of Gardena. The majority of crisis- and housing-focused resources are stationed outside of the jurisdiction in the surrounding region. Currently, the City of Gardena does not have any safe parking sites or shelter.
- The Los Angeles County Development Authority (LACDA) administers the Housing Choice Voucher Program (HCV) for Gardena residents. Approximately 630 Gardena residents were receiving HCVs as of 2019. As of August 2021, there are 439 registrants currently residing in the City of Gardena on the Section 8 Waiting List to secure a housing voucher to subsidize rent. Approximately, 16 % of which are elderly, and 25 percent disabled.
- According to Zillow, the median rent in Gardena is \$2,475. There are four rent-assisted properties in Gardena including the Gardena Valley Towers, South Park Manor, Meadowlark Manor, and Spring Park Senior Villa; the properties include 314 affordable units for seniors. The properties have closed waitlists and are not accepting new applications as of August 2022. The Gardena Valley Towers, South Park Manor, and Meadowlark Manor accept no more than 100 applications to be put on waitlists for a unit. Applications are usually collected within one to two weeks when open to the public.

- The City of Gardena primarily relies on community-based and regional resources to provide services to people experiencing homelessness and does not currently directly fund services or housing.
- Through Community Development Block Grant (CDBG), the city currently funds emergency rental, utility, and nutrition assistance through its Emergency Services Program. As of February 17, 2022, the City has been able to assist 48 residents of Gardena with Rental, Utility, and/or Nutrition Assistance out of the 145 people that applied. This funding had very strict requirements and had to be linked to COVID-19.
- The City of Gardena was awarded funding through Measure H to develop a Homeless Strategic Plan and hire a Homeless Coordinator. The Homeless Coordinator works in collaboration with city departments, homeless service agencies, and community agencies to ensure people at-risk or experiencing homelessness are connected to services.

To address these needs and gaps, the city will utilize HOME-ARP funds for supportive services, Tenant-Based Rental Assistance, and planning and administration for the HOME-ARP program.

A Notice of Funds Available (NOFA) will be issued. The NOFA will, at a minimum, specify eligible activities, eligible applicants, minimum and maximum funding amounts, application thresholds, and will provide instructions on how to submit a proposal.

Introduction

The City of Gardena has been allocated \$1,040,280 of HOME-American Recovery Plan Act (HOME-ARP) funding from the US Department of Housing and Urban Development (HUD). To receive the HOME-ARP allocation, the City of Gardena must develop a HOME-ARP Allocation Plan that will become part of the State's PY2021 HUD Annual Action Plan by substantial amendment. The HOME-ARP Allocation Plan must include:

1. A summary of the consultation process and results of consultation;
2. A summary of comments received through the public participation process and a summary of any comments or recommendations not accepted and the reasons why;
3. A description of HOME-ARP qualifying populations within the jurisdiction;
4. An assessment of unmet needs of each qualifying population;
5. An assessment of gaps in housing and shelter inventory, homeless assistance and services, and homelessness prevention service delivery system;
6. A summary of the planned use of HOME-ARP funds for eligible activities based on the unmet needs of the qualifying populations;
7. An estimate of the number of housing units for qualifying populations the State will produce or preserve with its HOME-ARP allocation;
8. A description of any preferences for individuals and families in a particular qualifying population or a segment of a qualifying population.;
9. HOME-ARP Refinancing Guidelines; and
10. Certifications and SF-424, SF-424B and SF-424D Forms.

HOME-ARP Eligible Qualifying Populations and Activities

HUD's CPD Notice 21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program establishes requirements for funds appropriated under section 3205 of the American Rescue Plan Act of 2021 for the HOME Investment Partnerships Program (HOME) to provide homelessness assistance and supportive services.

The American Rescue Plan Act (ARP) defines qualifying individuals or families, including Veterans, that are:

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act;
2. At risk of homelessness, as defined in section 401 of the McKinney-Vento Homeless Assistance Act;
3. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, or stalking (as defined by HUD in 24 CFR 5.2003) or human trafficking (as outlined in the Trafficking Victims Protection Act of 2000 as amended [22 USC 7102]; and
4. Part of other populations, where providing supportive services or assistance under section 212(a) of the National Affordable Housing Act 42 USC 12472(a) would:
 - A. Prevent a family's homelessness;
 - B. Serve those with the greatest risk of housing instability.

HOME-ARP funds may be used to benefit qualifying populations through:

1. Tenant-based Rental Assistance (TBRA);
2. Development and support of affordable housing;
3. Provision of supportive services;
4. Acquisition and development of non-congregate shelter;
5. Nonprofit capacity building and operating assistance; and
6. Program planning and administration.

Stakeholder Consultation and Public Participation

HUD requires each HOME-ARP Participating Jurisdiction to consult with agencies and service providers whose clientele include the HOME-ARP qualifying populations. Agencies that must, at a minimum, be consulted include the Continuum of Care serving the jurisdiction's geographic area, homeless and domestic violence service providers, veterans' groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities. States are not required to consult with all Continuums of Care or PHAs in their jurisdiction.

HUD also requires that each Participating Jurisdiction provide opportunities for the public to comment on the proposed Allocation Plan, including the amount of HOME-ARP funds that will be received and the range of activities that the state may undertake.

To ensure broad input into the HOME-ARP Allocation Plan from stakeholders and the public, the ADOH engaged in consultation with stakeholders and the public, including virtual consultation sessions, direct contact with HUD-required organizations that did not participate in a virtual session, a 15-day public comment period, a survey of stakeholders, a survey of the community, and a public hearing.

Stakeholder Consultation

The City of Gardena consulted with representatives from multiple agencies, groups, and organizations involved in assisting those experiencing homelessness, addressing homelessness, and the provision of services to qualifying populations in preparing this HOME-ARP Allocation Plan.

The City of Gardena published an online survey for stakeholders and the community on January 6, 2023, and closed on January 22, 2023. The community survey was reopened on February 7, 2023 and closed on February 14, 2023 to allow more community members from the Community Meeting to take the survey as well.

To ensure broad input in the stakeholder and community survey, the Homeless Coordinator emailed stakeholders in January to notify them the survey was open. The Homeless Coordinator emailed over 400 City, Gardena police, and LA County Fire Department staff to notify them of the survey and Community Meeting on February 7, 2023. Residents of Gardena were also notified of the survey and public hearing through Gardena social media pages and the Gardena newsletter. The Homeless Coordinator presented to the Ministerial Association, a group of over 20 local faith-based leaders, about HOME-ARP, the survey, and public hearing so they could share with residents as well. The Homeless Coordinator also shared this information to the Gardena Mayme Library, senior lunches, neighborhood watch meetings, and more.

Virtual consultation sessions began on February 8, 2023, when the city consulted with the South Bay Cities Council of Governments. A virtual consultation session was held on February 9, 2023, with the agency PATH (People Assisting the Homeless). A third virtual consultation was held on February 10, 2023, with the agency Harbor Interfaith. The last virtual consultation was held on February 22, 2023, with the agency LAHSA (Los Angeles Homeless Service Authority). These agencies were invited via email to attend with any staff from their agency who serve Gardena. The Homeless Coordinator also invited over 30 agencies and non-profit organizations to the city's public hearing in the Service Planning Area (SPA) 8 Care Coordination meeting. The SPA 8 Care Coordination meeting is a weekly online meeting with homeless service providers and cities in SPA 8 to give updates on homeless services. Those who could not attend were also invited to take the stakeholder survey and/or to reach out to the Homeless Coordinator by phone or email with any comments or questions regarding HOME-ARP funds.

All virtual consultation sessions included 1) an overview of the HOME-ARP notice to facilitate understanding of qualifying populations and eligible activities, 2) an opportunity to ask clarifying

questions, 3) requests for input into needs and gaps, and priority populations and activities, and 4) an overview of the Allocation Plan timeline and process.

A survey instrument was designed and available online and invited representatives from multiple agencies, groups, and organizations to rank the qualifying populations and eligible activities and services in order of perceived need, and the best approach for carrying out those activities for the community. A separate survey was created for the community and available online to identify housing needs, supportive service needs, rank eligible activities and services in order of perceived need, and more.

The City’s virtual session was attended by 9 representatives of 4 agencies. The survey was completed by 11 representatives of 8 agencies. HUD-required agency types were represented in either the virtual session or the online survey or by email.

Organizations Consulted by Organization Type and Method of Consultation

Agency/Org Consulted	Type of Agency/Org	Method of Consultation
South Bay Cities Council of Governments (SBCCOG)	Public, addresses needs of qualifying populations including homeless	Virtual Session and survey
People Assisting the Homeless (PATH)	Nonprofit, addresses needs of qualifying populations including homeless	Virtual Session and survey
Harbor Interfaith	Nonprofit, addresses needs of qualifying populations including homeless	Virtual Session and survey
Los Angeles Homeless Service Authority (LAHSA) Continuum of Care	Nonprofit, addresses needs of qualifying populations including homeless.	Virtual Session
Gardena Rent Mediation Board	Public, addresses needs of qualifying populations including those at-risk of homelessness	In Person Session
Gardena Human Services Commission Board	Public, serves to develop and ensure residents utilize resources.	In Person Session.
Department of Mental Health	Nonprofit, addresses needs of qualifying populations including homeless and those with mental health needs	Survey

Gardena Homeless Taskforce	Public, serves to expand City participation in local and regional homelessness systems	Virtual Session and Survey
Gardena/Hawthorne Mental Health Evaluation Team	Public, addresses needs of qualifying populations including homeless and those with mental health needs	Survey
St. Margaret's Center	Nonprofit, addresses needs of qualifying populations including homeless and disabled	Survey
Family Promise of South Bay	Nonprofit, addresses needs of qualifying populations including homeless	Survey
Good Seed Community Development Corporation	Nonprofit, addresses needs of qualifying populations including homeless	Survey
Mental Health America of Los Angeles (MHALA)	Nonprofit, addresses needs of qualifying populations including homeless and those with mental health needs	Survey
County of Los Angeles Fire Department	Public, addresses needs of qualifying populations including homeless	Survey
Homeless Outreach Program Integrated Care System (HOPICS)	Nonprofit, addresses needs of qualifying populations including homeless	Survey
Gardena Veterans of Foreign Wars (VFW) Post 3261	Nonprofit, addresses needs of qualifying populations including veterans	Phone contact and email response
Gardena Neighborhood Watch	Public, serves to connect community and local law enforcement to reduce crime and educate community	In Person Session
Gardena Police Department	Public, addresses needs of qualifying populations	Survey
Ministerial Association	Nonprofit, serves as association of local faith based leaders, addresses needs of qualifying populations including homeless	In Person Session

Chief of Police Citizen Advisory Panel (COPCAP)	Public, serves to facilitate communication between law enforcement and members of the community	In Person Session
Rainbow Services	Nonprofit, addresses needs of qualifying populations including victims of domestic violence	In Person Session
Los Angeles County Development Authority (LACDA)	Public, Local Public Housing Authority	Virtual Session

Summary of Feedback Received from Consulted Organizations

Consultation revealed strong support for:

1. Capital investments in non-congregate shelter
2. Supportive services of all kinds, with specific emphasis on:
 - a. Mental health;
 - b. Housing search and counseling services;
 - c. Outpatient health services;
 - d. Financial assistance costs; and
 - e. Landlord/tenant liaison services.
3. Tenant Based Rental Assistance and subsidy programs

Stakeholders discussed funding be used for development of non-congregate shelter or motel conversion. Stakeholders discussed that while there was a need for non-congregate shelter, without operating support it would be difficult to ensure the shelter(s) would remain operable for the required period of time. Staff from Harbor Interfaith stated that operating costs for staff at Torrance Pallet Shelter cost \$1.3 million annually and Gardena would not be able to cover costs of an NCS with HOME-ARP funds. Stakeholders expressed need for more supportive services for those with mental health needs. Participants encouraged funds be used towards motel vouchers for temporary housing assistance to combat need for NCS. Multiple stakeholders mentioned TBRA as a resource to go towards prevention efforts to lessen the amount of people going into homelessness.

Considering priority populations, the increasing number of elderly people experiencing and at risk of homelessness was frequently mentioned. Additional frequently cited qualifying populations included people with mental illness and families.

Public Participation

To provide opportunities for public participation, the City distributed information to all individuals on the newsletter email list notifying them of the opportunity to participate in the survey open on January 6, 2023, to January 22, 2023, and the Community Meeting held on February 7, 2023. The City provided a 30-day Public Comment period beginning February 24, 2023, and ending March 27, 2023, and conducted a Public Hearing on March 28, 2023.

A notice of the public comment period was published in the Gardena Valley Newspaper and the Los Angeles Daily Breeze. In addition, the public notice was posted on the city website and information of the public notice was distributed to the public in the Gardena newsletter email list. Stakeholders were notified of the public notice through email and encouraged to provide feedback.

Efforts to Broaden Public Participation

To broaden public participation, members of the public who are on the Gardena newsletter email list were invited to provide feedback in the formulation of the Allocation Plan. This effort was in addition to public notices placed in newspapers. In addition, the City used its social media platforms, Instagram, Facebook, and Next Door, to reach a broad array of residents.

Comments and Recommendations Received

As of now, no comments were received during the public comment period or at the public hearing.

Comments and Recommendations Not Accepted and Reasons Why

As of now, no comments were received during the public comment period or at the public hearing.

Needs Assessment and Gap Analysis

The needs assessment and gap analysis must evaluate the 1) size and demographic composition of HOME-ARP qualifying populations, and 2) unmet needs of HOME-ARP qualifying populations. In addition, the needs assessment and gap analysis must identify any gaps within its current shelter and housing inventory, and service delivery system. This needs assessment and gap analysis focuses on:

1. Sheltered and unsheltered homeless populations;
2. Currently housed populations at risk of homelessness;
3. Other families requiring services or housing to prevent homelessness; and
4. Those at greatest risk of housing instability or unstable housing situations.

Housing Inventory Count (HIC)

The annual Housing Inventory Count (HIC) provides useful context regarding the number and type of beds and units that are available for individuals and families experiencing homelessness on any given night. The following tables summarize beds and units available as of January 2022 in the City by bed type.

2022 Housing Inventory Count (HIC) – SPA 8 Breakdown

Total Number of Units				
		LA CoC	SPA 8	Gardena
Totals		49,243	2,777	0
Shelter	Emergency Shelter	15,026	1,227	0
	Transitional Housing	3,004	290	0
	Safe Haven	432	60	0
Housing	Permanent Supportive Housing	19,546	380	0
	Other Permanent Housing	1,312	59	0
	Rapid Re-Housing	9,923	761	0
Total Number of Beds				
		LA CoC	SPA 8	Gardena
Totals		60,800	3,656	0
Shelter	Emergency Shelter	20,868	1,831	0
	Transitional Housing	3,963	416	0
	Safe Haven	432	60	0
Housing	Permanent Supportive Housing	23,146	434	0
	Other Permanent Housing	1,877	111	0
	Rapid Re-Housing	10,514	804	0
Notes				
<ul style="list-style-type: none"> • Grand Total = Family Units/Beds + Individual Units/Beds + Unaccompanied Minor Units/Beds • N = number; % = percentage share of either Grand Total, Family Units/Beds, Individual Units/Beds, or Unaccompanied Minor Units/Beds • Emergency Shelter includes the Winter Shelter Program (WSP), hotel/motel vouchers distributed by the Department of Public Social Services, as well as Coordinated Assessment Motel Vouchers • Permanent Supportive housing and Other Permanent Housing includes the following: Tenant-Based Projects, in which Public Housing Authority (PHA) provide vouchers to individuals or families directly so they may select the housing unit of their choice; Sponsor-Based Projects, in which community-based organizations administer housing vouchers on behalf of the PHA; Project-Based Vouchers, in which the subsidy provided by the PHA is tied directly to a site. 				

Service Planning Area 8 (SPA 8) includes the cities of Gardena, Inglewood, El Segundo, Hawthorne, Lawndale, Manhattan Beach, Hermosa Beach, Redondo Beach, Torrance, Carson, Lomita, Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Long Beach, and Avalon (Catalina Island). SPA 8 also includes the communities of Wilmington, San Pedro, and Naples.

Size and Demographic Composition of Qualifying Populations

The January 2022 Point In Time (PIT) count of both sheltered and unsheltered homelessness published by Los Angeles Homeless Services Authority (LAHSA), the lead Continuum of Care agency, is used for this analysis.

Sheltered Homeless Populations

The 2022 PIT count identified no people experiencing sheltered homelessness in the City on January 25, 2022. People are considered sheltered when they are residing in emergency shelter or transitional housing, but not when they are receiving rapid rehousing assistance or residing in permanent supportive housing.

LAHSA does the “official” PIT count in Los Angeles County and does not report demographics or family status.

Unsheltered Homeless Populations

The 2022 PIT Count identified 122 people experiencing unsheltered homelessness on January 25, 2022. Among individuals experiencing unsheltered homelessness in 2022:

- 40 (32.9%) were on the street
- 9 (7.3%) were in makeshift shelters
- 29 (23.5%) were in cars
- 10 (8.3%) were in vans
- 31 (25.7%) were in RVs
- 3 (2.3%) were in tents

At-risk of Homelessness

Households at risk of homelessness are those with incomes below 30% AMI that lack sufficient resources or support networks to prevent homelessness, and 1) have moved more than two times due to economic reasons in the past 60 days, 2) are doubled up with another household due to economic hardship, 3) will be evicted within 21 days, 4) live in a hotel or motel without financial assistance from a nonprofit or government entity, 5) live in an efficiency apartment and are overcrowded, or 6) are exiting a publicly-funded institution or system of care.

The HUD Comprehensive Housing Affordability Strategy (CHAS) 2015-2019 data Table 10 provides information on overcrowding among households that include more than one family, by household income level. This CHAS data indicates that there are approximately 3,260 households with incomes at or below 30% AMI that are at risk of homelessness in the city.

Fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking or Human Trafficking

In 2022, the Gardena Police Department responded to a total of 211 calls related to domestic violence. Of these calls:

- 8 domestic incidents involved a firearm
- 9 domestic incidents involved a knife or cutting instruments
- 38 domestic incidents involved other dangerous weapon

- 138 domestic incidents involved personal weapons (i.e. feet or hands, etc.)
- 18 calls involved strangulation and suffocation
 - 14 domestic incidents involved strangulation
 - 4 domestic incidents involved suffocation

Therefore, if each one of these calls represented a household with member(s) who required housing assistance, it can be estimated that there were up to 211 households in 2022 who were in need of some form of housing assistance. The form of housing assistance required may vary depending on the specific circumstances of each case.

Other Populations

Other populations, as defined by HOME-ARP, include those who:

1. Are currently housed and at risk of repeat homelessness;
2. Have incomes below 30% AMI and are experiencing severe housing cost burden; and
3. Otherwise meet the definition of at risk of homelessness and have incomes between 30% and 50% AMI.

Currently housed and at risk of repeat homelessness

The LAHSA PIT indicates the approximately 11% of individuals exiting emergency shelter, or transitional or permanent housing in any given year will return to homelessness within 12 months.

At greatest risk of housing instability – Households with incomes < 30% AMI and experiencing severe housing cost burden

The 2014-2019 HUD CHAS data indicates there are 3,260 renter households with an annual income at or below 30% AMI that are at greatest risk of housing instability.

At greatest risk of housing instability – Households with incomes 30-50% AMI that meet HUD's §91.5 definition of at risk of homelessness

Households in this category are those with incomes more than 30% and at or below 50% AMI that lack sufficient resources or support networks to prevent homelessness, and

- Have moved more than two times due to economic reasons in the past 60 days, or
- Are doubled up with another household due to economic hardship, or
- Will be evicted within 21 days, or
- Live in a hotel or motel without financial assistance from a nonprofit or government entity, or
- Live in an efficiency apartment and are overcrowded, or
- Are exiting a publicly funded institution or system of care

HUD Comprehensive Housing Affordability Strategy (CHAS) 2015-2019 data Table 10 provides information on households that include more than one family, household income level and overcrowding. The CHAS data indicates that there are approximately 2,350 renter households with incomes between 30 and 50 % AMI that are at risk of homelessness in the City because of at least one of the housing problems as defined by HUD.

Unmet Housing Needs of Qualifying Populations

Housing Needs Inventory and Gap Analysis			
Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units		10,735	
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)		3,260	
Rental Units Affordable to HH at 50% AMI (Other Populations)		2,350	
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)			2,720
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)			2,025
Current Gaps		5,610	4,745

Unmet Service Needs of Qualifying Populations

Based on consultation with service providers in the city, the greatest unmet service needs of qualifying populations, including sheltered and unsheltered homeless populations, currently housed populations at risk of homelessness, other families requiring services or assistance to prevent homelessness, and those at greatest risk of housing instability or in unstable housing situations are:

- a. Mental health;
- b. Housing search and counseling services;
- c. Outpatient health services;
- d. Financial assistance; and
- e. Landlord/tenant liaison services .

Additional unmet service needs of qualifying populations, including sheltered and unsheltered homeless populations, currently housed populations at risk of homelessness, other families requiring services or assistance to prevent homelessness, and those at greatest risk of housing instability or in unstable housing situations include the following as described in HUD CPD Notice 2021-10, as may be amended:

- a. Child care assistance
- b. Education Services
- c. Job training and employment services
- d. Food assistance
- e. Legal services
- f. Outreach services
- g. Substance abuse treatment
- h. Transportation assistance
- i. Mediation services
- j. Credit repair services
- k. Services for special populations

Current Resources Available to Assist Qualifying Populations

Current available resources include:

1. Congregate beds and non-congregate shelter units;
2. Supportive Services;
3. Tenant-based rental assistance; and
4. Affordable and Permanent Supportive Rental Housing.

Congregate Beds and Non-congregate Shelter Units

Currently there are no congregate beds shelter units in the City. Congregate beds include emergency, safe haven, and transitional housing beds and units.

Non-congregate Shelter Units

Currently there are no congregate beds or non-congregate shelter units in the City. Non-congregate shelter includes permanent supportive housing and rapid re-housing.

Supportive Services

The City of Gardena Recreation and Human Services Department offers services through the Emergency Services Program to those at-risk and experiencing homelessness. The Emergency Services Program provides residents access to food, hygiene supplies, & case management services. Through emergency case management services, the City coordinates and links clients to the appropriate resources required. The Homeless Coordinator works collaboratively with the Gardena/Hawthorne Mental Evaluation Team through the Gardena Police Department and Department of Mental Health to provide outreach and immediate services to clients by connecting them to providers and non-profits within Los Angeles County.

Tenant-Based Rental Assistance

Through Community Development Block Grant (CDBG), the City currently funds COVID-19 emergency rental, utility, and nutrition assistance through its Emergency Services Program.

Affordable and Permanent Supportive Rental Housing

Currently there are four HUD assisted rental housing projects located in the city:

- **Gardena Valley Towers:** Gardena Valley Towers, located at 1715 West 158th Street, Gardena, is an 80-unit project built for seniors. The project was financed under the HUD Section 202 program, which provides capital advances to non-profit sponsors to finance the development of rental housing with support services for the elderly. The affordability controls under Section 202 extend until 2038 but are contingent upon the continued availability of Section 8 funding.
- **South Park Manor:** South Park Manor, located at 17100 South Park Lane, Gardena, is a 126-unit senior housing project. This project was also financed under the HUD City of Gardena 2021-2029 Housing Element 32 Section 202 program. The affordability controls extend until 2026 but are contingent upon the continued renewal of Section 8 funding.
- **Meadowlark Manor:** Meadowlark Manor, located at 17150 South Park Lane, Gardena, is a 73-unit project restricted to seniors. Similar to the other two projects, Meadowlark Manor was financed under the HUD Section 202 program. The affordability controls extend until 2031 but are contingent upon the continued renewal of Section 8 funding.
- **Spring Park Senior Villa:** In 2015, the Spring Park Senior Villas, a 37-unit affordable housing project, was completed in Gardena. The project was awarded HOME funds, with an affordability covenant of 50 years.

Shelter, Housing and Service Delivery System Gaps

Shelter Gap

There are currently no shelters located in the City of Gardena.

There is an estimated need for 122 additional shelter beds based on the 2022 PIT Count. The PIT Count found that there were no persons in emergency shelter in the City but 122 unsheltered persons in a variety of situations, including on the street, in makeshift shelters, or in cars, vans or RVs/campers.

The 2022 PIT Count does not define how many were individuals, in family units, or children.

Tenant-based Rental Assistance Gap

According to Los Angeles County Development Authority (LACDA), as of August 2021, there are 439 registrants currently residing in the City of Gardena on the Section 8 Waiting List. According to Comprehensive Housing Affordability Strategy (CHAS), there is a Tenant-based Rental

assistance gap of 2,350 rental units affordable to renter households with income at or below 50% AMI.

Tenant-based Rental Assistance Gap	
Renter Households with Income at or below 50% AMI paying more than 50% of income for rent, including utilities	2,350
TBRA vouchers available	0
<i>TBRA Gap</i>	2,350

Affordable and Permanent Supportive Rental Housing Gap

There is an estimated gap of 2,720 rental units affordable to renter households with income at or below 30% AMI and an estimated gap of 2,025 rental units affordable to renter households with income more than 30% and at or below 50% AMI.

Permanent supportive rental housing is a subset of the affordable rental housing gap, primarily for households with income less than 30% AMI. In addition to an affordable rent, permanent supportive housing provides an array of services necessary to help people with disabilities and/or experiencing chronic homelessness to retain housing stability. There is an estimated gap of 2,350 permanent supportive housing units in the city.

The number of Affordable Rental Units was calculated using HUD CHAS Data Table 7 and is equal to the number of renter households paying more than 50% of household income for rent, including utilities.

Affordable Rental Unit Gap	
Renter Households with Income at or below 30% AMI paying more than 50% of income for rent, including utilities	2,720
Renter Households with Income 30% to 50% AMI paying more than 50% of income for rent, including utilities	2,025
<i>Total Affordable Rental Unit Need</i>	4,745

The number of Permanent Supportive Rental Housing Units needed was calculated by multiplying the current population of the City, according to the California Census 2020, by the per capita need (.003182) as calculated by the Corporation for Supportive Housing.

Permanent Supportive Housing Gap	
Population of Gardena Census 2020	59,702
Per capita estimate of permanent supportive housing need	.003182
Permanent Supportive Housing Available	0
<i>Total Permanent Supportive Housing Gap</i>	190

Service Delivery System Gaps and Methodology

To identify gaps in the service delivery system, the city relied on its consultation with stakeholders and experience working with the organizations working in the city. The stakeholders believe that the most critical service gaps are in the area are landlord/tenant liaison services, mental health services, financial assistance, housing search and counseling services, and outpatient health services.

Characteristics of Housing Associated with Increased Risk of Homelessness for Other Populations

For other populations, severe housing cost burden, or paying more than 50% of household income for rent and utilities, is the primary characteristic of housing associated with increased risk of homelessness in Gardena.

Priority needs for qualifying populations are:

- Tenant-Based Rental Assistance;
- Affordable rental housing, including permanent supportive housing;
- Supportive services including:
 - Housing navigation;
 - Case management;
 - Childcare;
 - Education services;
 - Employment assistance and job training;
 - Meal or grocery assistance;
 - Housing search and counseling assistance;
 - Coordinated service linkage;
 - Legal services;
 - Life skills training;
 - Mental health services;
 - Outpatient health services;
 - Outreach services;
 - Substance abuse treatment services;
 - Transportation, including vehicle repairs and bus passes;
 - Credit repair;
 - Landlord-tenant liaison services;
 - Services for special populations, including trauma-informed services; and
 - Financial assistance to secure stable housing, such as rental application fees, security and utility deposits, and first and last month's rent.

HOME-ARP Activities

The City will solicit applications from developers, service providers, and/or nonprofits to administer Tenant Based Rental Assistance. A Request for Proposal will be issued. Current City staff will be responsible for directing Supportive Services. The City will directly administer Supportive Services funded through HOME-ARP. No developers, service providers, and/or nonprofits are responsible for program administration and planning on behalf of the City.

Uses of HOME-ARP Funding

Activity	Funding Amount	Percent of Allocation	Statutory Limit
Non-congregate Shelter	\$0		
Affordable Rental Housing	\$0		
Tenant-based Rental Assistance	\$ 400,000	38.45%	
Supportive Services	\$ 484,238	46.54%	
Nonprofit Operating Assistance	\$0		5%
Nonprofit Capacity Building	\$0		5%
Administration and Planning	\$ 156,042	15%	15%
Total HOME-ARP Allocation	\$ 1,040,280		

Rationale for Uses of HOME-ARP Funding

Tenant-based Rental Assistance (TBRA)

The most recent data available from HUD estimates that there are 2,025 households with income at or below 50% AMI and paying more than 50% of household income for rent, including utilities. This population is at risk of homelessness and would benefit from Tenant-based Rental Assistance. The City does not currently fund TBRA in the annual HOME allocation so this would be a new resource available to that population. This plan allocates \$400,000 towards the TBRA. A provider will be identified through a request for proposals process.

Provision of Supportive Services

Many examples of supportive services were called out in the consultation process, both in the virtual session and in the survey where a prepared list was considered. This plan allocates \$484,238 towards supportive services. Supportive Services will be administered through the City of Gardena Human Services Division.

Admin and Planning

This plan allocates \$156,042 towards the administration and planning functions of the HOME-ARP funds at the statutory limit.

Non-Congregate Shelter

Based on limited funds available and resident feedback, the provision of Non-Congregate Shelter was not identified as a high priority for HOME-ARP funding.

Affordable Rental Housing

Based on limited funds available and resident feedback, the development of Affordable Rental Housing was not identified as a high priority for HOME-ARP funding.

Nonprofit Assistance

The City will be administering Supportive Services through the City's Human Services Division. A provider for Tenant Based Rental Assistance will be identified through a request for proposal. For that reason, the provision of Nonprofit Operating Assistance and Nonprofit Capacity Building was not identified as a high priority for HOME-ARP funding.

HOME-ARP Housing Production Goals

The City of Gardena does not plan to develop housing units with the funds allocated by this plan.

Preferences

The City of Gardena will not provide preferences to any population or subpopulation.

HOME-ARP Refinancing Guidelines

The City of Gardena will not utilize HOME-ARP funds for refinancing of properties that may be rehabilitated with HOME-ARP funds.



Substantial Amendment to

Annual Action Plan

Fiscal Year 2021-2022

DRAFT

Prepared
by Administrative Services Department
City of Gardena 1700 West 162nd Street Gardena, CA 90247

**SUBSTANTIAL AMENDMENT TO
PY 2021-2022 ANNUAL ACTION PLAN
CDBG PROGRAM**

INTRODUCTION

As a recipient of Community Development Block Grant (“CDBG”) funding from the U.S. Department of Housing and Urban Development (“HUD”) the City is required to prepare and submit to HUD an Annual Action Plan. The Annual Action Plan describes how the City will utilize and distribute funds between eligible activities during the program year. This Annual Action Plan implements our jurisdiction’s Five-Year Consolidated Plan and are developed through significant public input, analyses, and planning. This document is a Substantial Amendment to the City of Gardena’s 2021-2022 Annual Action Plan, which was submitted to the U.S. Department of Housing and Urban Development (HUD).

REGULATORY BASIS

Title 24 Section 91.505 of the Code of Federal Regulations stipulates that the City of Gardena shall amend their approved plans whenever they make one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distribution of funds;
2. To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan; or
3. To change the purpose, scope, location, or beneficiaries of an activity.

The Regulation further requires that the City identify in its Citizen Participation Plan the criteria used to determining what constitutes a substantial amendment. Consistent with these requirements, the Citizen Participation Plan adopted by the City of Gardena identifies four criteria that will require a Substantial Amendment:

1. Carry out an activity not previously described in the Action Plan;
2. Cancel an activity previously described in the Action Plan;
3. Increase or decrease the amount to be expended on a particular activity from the amount stated in the Action Plan by more than 50%; or
4. Substantially change the purpose, scope, location, or beneficiaries of an activity.

The proposed change meets one of these four criteria, and so requires a Substantial Amendments.

PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SUBSTANTIAL AMENDMENT

The City is proposing the following amendment to its Annual Action Plan (2021-2022 Consolidated Plan) – addition of HOME-ARP Allocation Plan:

HOME-ARP Allocation – The City of Gardena has been allocated HOME-ARP funding from the US Department of Housing and Urban Development (HUD) in the amount of **\$1,040,280.00**. On March 11, 2021, President Biden signed the American Rescue Plan, which provided more than \$1.9 trillion in relief to address the continued impact of COVID-19 on the economy, public health, State and local governments, and the business community. From these funds, \$5 billion was set aside under the Department of Housing Urban Development’s (HUD) HOME-ARP Program for activities benefiting qualifying individuals and families who are homeless, at risk of homeless, or in other vulnerable populations.

To enable the City to receive and utilize the HOME-ARP funds, the City must develop a HOME-ARP Allocation Plan and amend its FY 2021-2022 One Year Action Plan for purposes of adding the HOME-ARP allocation and HOME-ARP activities. The amendment to the FY 2021-2022 One Year Action Plan will include the addition of the HOME-ARP Plan and will identify how Gardena will undertake homeless support services, which was not previously funded in the Five-Year Consolidated Plan or the 2021-22 Action Plan.

Under the proposed project, based on the critical needs of the community, the City seeks to foster positive experiences with the homeless community, assess homeless individuals, and guide the homeless toward the services they need most. Utilizing the Gardena/Hawthorne Mental Evaluation Team model, a homeless provider in partnership with local law enforcement and mental health will provide field outreach and engagement, intense case management, treatment, counseling, shelter assistance, and other supportive services to help homeless persons (or at risk of homelessness) gain active recovery and obtain stability.

The proposed HOME-ARP Allocation Plan and the proposed Substantial Amendment to the 2021-2022 One Year Action Plan allocate HOME-ARP funds in the amount of \$1,040,280 for the following activities:

Activity	Funding Amount
Supportive Services	\$ 484,238.00
Tenant Based Rental Assistance (TBRA)	\$ 400,000.00
Administration and Planning	\$ 156,042.00
Total HOME ARP Allocation	\$ 1,040,280.00

A draft of the proposed HOME-ARP Plan is attached as Exhibit 1.

CITIZEN PARTICIPATION

In accordance with 24 CFR 91.105(c)(3) for local governments, the Substantial Amendment Public Notice for the use of CDBG funds was released for citizen review and comments. During the 30-day public comment period from February 24, 2023 through March 27, 2023, the Public Notice for the Proposed Substantial Amendment was made available for public inspection on the City of Gardena Website <https://www.cityofgardena.org/>. Some or all, of the Gardena City Council Members may have attended this meeting telephonically.

The City Council of the City of Gardena will hold a public hearing as follows:

DATE: Tuesday, March 28, 2023
LOCATION: City of Gardena, Council Chambers
TIME: 7:30 PM

At this meeting, the City Council will take action to: (1) receive public comment on the proposed HOME-ARP Allocation Plan; (2) receive public comment on the proposed amendment to the FY 2021-2022 One-Year Action Plan to add the HOME-ARP Allocation Plan and activities; (3) approve the HOME-ARP Allocation Plan; (4) approve the substantial amendment to the FY 2021-2022 One-Year Action Plan to add the HOME-ARP Allocation Plan and associated activities; and (5) approve the submission of the HOME-ARP Allocation Plan and Substantial Amendment to the FY 2021-2022 One Year Action Plan to the Department of Housing and Urban Development (HUD). All interested persons are invited to attend the public hearing virtually to comment on the City's draft documents. Remote public participation is allowed in the following ways:

If you would like to participate in this meeting in person or you can participate via the following options:

1. VIEW THE MEETING live on SPECTRUM CHANNEL 22 or ONLINE at youtube.com/CityofGardena
2. PARTICIPATE BEFORE THE MEETING by emailing the Deputy City Clerk at publiccomment@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line. Comments will be read into the record up to the time limit of three (3) minutes.

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.

Americans with Disabilities Act (ADA): The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office by phone (310) 217-9565 or email bromero@cityofgardena.org at least 6 hours prior to the scheduled special meeting to ensure assistance is provided. Assistive listening devices are available.

A copy of the public hearing notice will be presented in the Final Substantial Amendment as Exhibit 2. A summary of citizen comments received in writing and at the public hearing and responses to these comments will be presented in the Final Substantial Amendment as Exhibit 3 responses.

EXHIBIT 1

DRAFT HOME-ARP PLAN

EXHIBIT 2

**PROOF OF PUBLICATION, 30-DAY COMMENT PERIOD, AND PUBLIC HEARING
(See following pages)**

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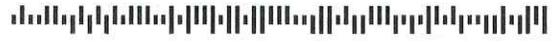
CITY CLERK'S OFC

COLUMN SOFTWARE PBC
PO BOX 33338
WASHINGTON, DC 20033-0338

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PL4 T178 P1 S56089

KATHERINE RHEE
1700 W 162ND ST
GARDENA CA 90247-3732



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2615 Pacific Coast Highway #329
Hermosa Beach, California 90254
(310) 543-6635
pfernandez@scng.com

City of Gardena
1700 W. 162nd St
Gardena, California 90247

Account Number: 5129129
Ad Order Number: 0011588284
Customer's Reference/PO Number:
Publication: Daily Breeze
Publication Dates: 02/24/2023
Total Amount: \$1228.66
Payment Amount: \$0.00
Amount Due: \$1228.66
Notice ID: aFUDgZy3PPSYBnUNq0UV
Invoice Text: NOTICE OF 30-DAY PUBLIC REVIEW OF SUBSTANTIAL AMENDMENT AND PUBLIC HEARING NOTICE OF PROPOSED SUBSTANTIAL AMENDMENT TO THE FY 2021-2022 ANNUAL ACTION PLAN ALLOCATING HOME-ARP FUNDS NOTICE IS HEREBY GIVEN that the City of Gardena is soliciting public comment with regard to the allocation of \$1,040,280.00 of HOME American Recovery Plan Act (HOME-ARP) funding from the US Department of Housing and Urban Development (HUD). A draft of the HOME-ARP Allocation Plan outlining the proposed use of funds can be found during the public comment period at the following locations: * Gardena City Clerk's Office (1700 West 162nd Street) * Gardena City Manager's Office (1700 W. 162nd Street) * Gardena Human Services Division (1651 West 162nd Street * Mayme Dear Memorial Library (1700 West 162nd Street) * Nakaoka Community Center (1670 West 162nd Street) * City's website at www.cityofgardena.org The public comment period will be from Friday, February 24, 2023 through Monday March 27, 2023. Written comments may be submitted via email to emergencyservices@cityofgardena.org pursuant to and in compliance with the Federal Department of Housing and Urban Development (HUD) pre-submission requirements. Comments will also be received via the public hearing with the Gardena City Council. PROPOSED HOME-ARP ALLOCATION PLAN The City of Gardena has been allocated HOME-ARP funding from the US Department of Housing and Urban Development (HUD) in the amount of \$1,040,280.00. On March 11, 2021, President Biden signed the American Rescue Plan, which provided more than \$1.9 trillion in relief to address the continued impact of COVID-19 on the economy, public

DAILY BREEZE

Local. News. Matters.
dailybreeze.com

'23 MAR 6PM 4:33
CITY CLERK'S OFC

Daily Breeze
2615 Pacific Coast Highway #329
Hermosa Beach, California 90254
(310) 543-6635

0011588284

City of Gardena
1700 W. 162nd St
Gardena, California 90247

**PROOF OF PUBLICATION
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not party to or interested in the above-entitled matter. I am the principal clerk of the printer of Daily Breeze, a newspaper of general circulation, printed and published in the City of Hermosa Beach*, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of June 15, 1945, Decree No. Pomo C-606. The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

02/24/2023

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Hermosa Beach, California

On this 24th day of February, 2023.



Signature

*Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Los Angeles, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington

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NOTICE OF 30-DAY PUBLIC REVIEW OF SUBSTANTIAL AMENDMENT AND PUBLIC HEARING

NOTICE OF PROPOSED SUBSTANTIAL AMENDMENT TO THE FY 2021-2022 ANNUAL ACTION PLAN ALLOCATING HOME-ARP FUNDS

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Activity	Funding Amount
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February 24, 2023
Published: Friday, February 24, 2023 at the Daily Breeze

Daily Breeze
Published: 2/24/23

LDC3587A05A0AAA-056089-03-03-000000



Affidavit of Publication

STATE OF CALIFORNIA } SS
COUNTY OF LOS ANGELES

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of Gardena Valley News, a newspaper of general circulation, published ONCE WEEKLY in the city of Gardena, County of LOS ANGELES, which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of LOS ANGELES, State of California under the date of November 13, 1958, Case Number 192381; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

March 02, 2023

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Gardena Valley News

Subscribed to and sworn by me this 2nd day of March 2023.

00004357 00128163

LEGAL ACCOUNT
GV-CITY OF GARDENA
1700 WEST 162ND STREET
GARDENA, CA 90247-3778

NOTICE OF 30-DAY PUBLIC REVIEW OF SUBSTANTIAL AMENDMENT AND PUBLIC HEARING

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Gardena Valley News 3/2/23-128163

EXHIBIT 3

SUMMARY OF CITIZEN COMMENTS

No comments received.

CITY OF GARDENA HOME-ARP FUNDING





Overview

- What is HOME-ARP Funding?
- Allocation Plan Requirements
- Development Process
- Community Says...
- Impact of Funding
- Next Steps

What is HOME-ARP?

The US Department of Housing and Urban Development (HUD) has allocated **\$1,040,280** to the City of Gardena through a one-time supplement of HOME Investment Partnerships, American Rescue Plan Program (HOME-ARP).

This funding has the purpose of reducing homelessness and increasing housing stability. Funding must be expended by September 30, 2030.

Funds will serve individuals or households who are:

- Homeless (as defined in 24 CFR 91.5)
- At-Risk of Homelessness (24 CFR 91.5)
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking ((24 CFR 5.2003)

ELIGIBLE ACTIVITIES

1. Affordable Housing

- Acquire, construct, and rehabilitate rental housing for occupancy by individuals and families that meet one of the Qualifying Populations.

2. Tenant Based Rental Assistance (TBRA)

- Payments towards housing and housing-related costs, such as rent, security deposits, utility deposits, and utility costs

3. Supportive Services

- Outreach, case management, transportation, education services, food, etc. This can be a stand-alone program or in combination with other HOME activities.

4. Purchase & Development of Non-Congregate Shelter

- Private units or rooms as temporary shelters to individuals and families and do not require occupants to sign a lease or occupancy agreement.
- This activity may include the construction of new structures or the acquisition and/or rehabilitation of existing structures (such as motels, nursing homes, or other facilities)

COMMUNITY OUTREACH

The City has been gathering input from the community and stakeholders by:

COMMUNITY SURVEYS

- Online Surveys
- Social Media Platforms
- District Meetings
- E-mail Blasts via Constant Contact
- E-mails to Gardena Staff
- Gardena Mayme Dear Library
- Ministerial Association Meetings
- Senior Programs and Events

Responses Collected: January 13 – 22, 2023, and February 7–14, 2023.
111 Responses Collected



SERVICE PROVIDERS SURVEY

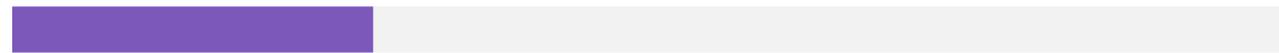
- E-mails to Service Providers
- SPA 8 Care Coordination Meetings

Responses Collected: January 13 – 22, 2023
11 Responses Collected

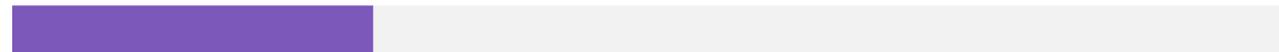
COMMUNITY NEEDS SURVEY SAYS...

Based on your experience living and/or working in Gardena, which category is the best utilization of HOME-ARP funds?

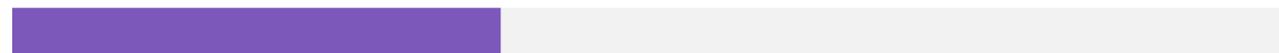
Production or Preservation of Affordable Housing 28% (31)



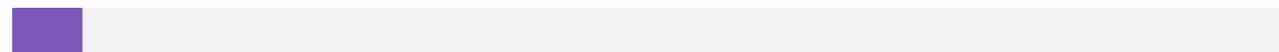
Tenant-Based Rental Assistance (TBRA) 28% (31)



Supportive Services, Homeless Prevention Services, and Housing Counseling 38% (42)



Purchase and Development of Non-Congregate Shelter 5% (6)



ATTENTION GARDENA RESIDENTS!

The City of Gardena requests your participation in this survey designed to identify housing and community service needs throughout the City. As a recipient of federal funds awarded by the U.S. Department of Housing and Urban Development (HUD) under the HOME-ARP program, the City is required to develop an Allocation Plan to determine the types of projects that should be financed using HOME-ARP funds. Completing this survey will help the City gain a more qualitative analysis of the knowledge, experiences, opinions, and feelings of community members on these topics.

WE WANT YOUR INPUT GARDENA. TAKE OUR 5-MINUTE SURVEY AND BE ENTERED TO WIN A \$100 GIFT CARD!

SCAN HERE

[HTTPS://POLCO.US/SEWEPX](https://polco.us/sewepx)

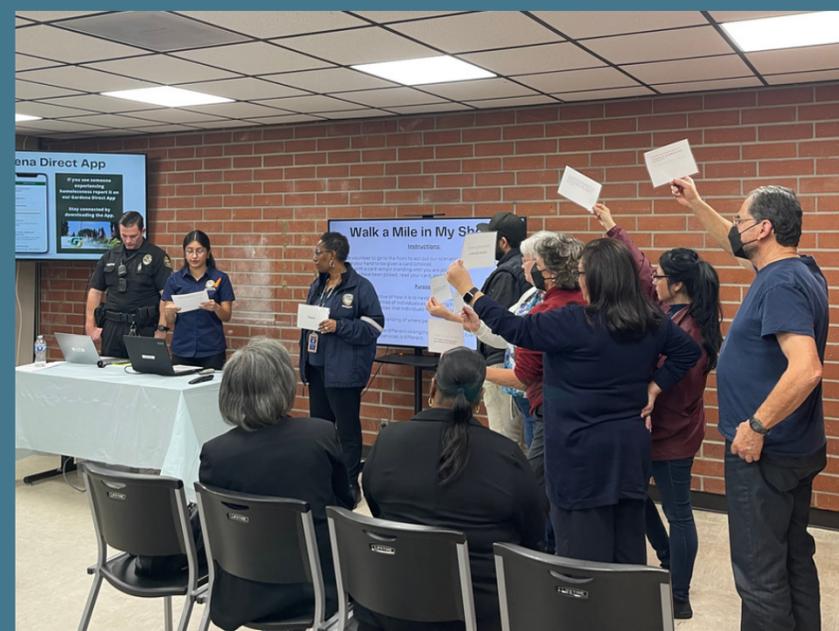
SUBMIT YOUR RESPONSE BEFORE SUNDAY, JANUARY 22, 2023, TO BE ELIGIBLE TO WIN!

LEARNING & SHARING

Hosting Community Meetings to Learn and Ask Questions About Services:

- Gardena/Hawthorne Mental Health Evaluation Team (GHMET)
- City of Gardena Homeless Services
- HOME-ARP (Funding for Homeless Services)

FEBRUARY 7, 2023



JOIN US FOR OUR: COMMUNITY MEETING

Come join us to learn and ask questions about:

- Gardena/Hawthorne Mental Health Evaluation Team (GHMET)
- City of Gardena Homeless Services
- HOME-ARP (Funding for homeless services)

Nakaoka Community Center - Room A
1670 W 162nd St. Gardena CA 90247
Tuesday February 7, 2023 at 6PM-7:30PM
Questions? Call: (310) 217-9574

Refreshments will be provided



www.cityofgardena.org



Gardena Events



@GardenaEvents

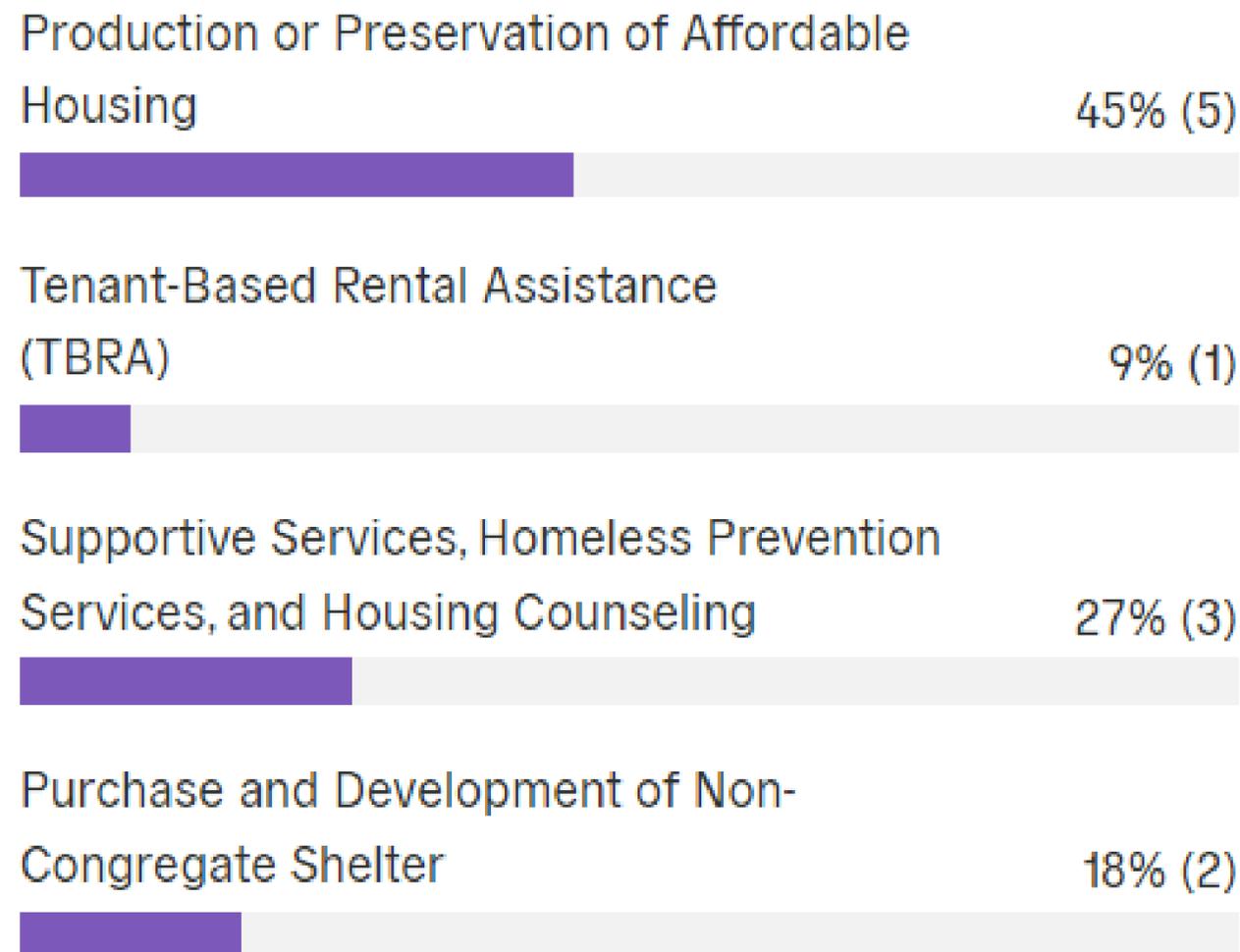


GARDENA



SERVICE PROVIDER SURVEY SAYS...

8. Based on your experience providing services to Gardena, which category is the best utilization of HOME-ARP funds?



Agencies Consulted



DETERMINING THE IMPACT OF FUNDING

What services can we offer immediately?

- **Supportive Services**- Not limited to one service. This can cater to a variety of clients' needs. Mental health, substance use treatment, employment, etc. It helps us to provide needed services and support individuals and families during the process of being connected to housing options.
- **Tenant-Based Rental Assistance**- Supports us in assisting those at risk of homelessness. Reconnecting someone to permanent housing can be much more challenging than preventing someone from homelessness.

Proven Results: We assisted 48 residents of Gardena with Rental, Utility, and Nutrition Assistance via COVID-19 Funding. Helping them overcome a difficult time and remain housed.

ONE-TIME FUNDING MUST BE UTILIZED BY SEPTEMBER 2030

DETERMINING THE IMPACT OF FUNDING

Services that require long-term planning:

- 1. Affordable Housing**- Example: Hilda L Solis Care First Village. Creating affordable housing out of shipping containers. 232 Housing units. Each container holds two living units measuring 135 square feet (12.5 square meters). 135 square feet cost about \$235,000.
- 2. Purchase & Development of Non-Congregate Shelter**- In order to develop NCS we need land, employees, and maintenance.
 - Example of development: Pallet Shelter/Tiny Homes at Harbor College, Torrance, Redondo Beach, etc.
 - City of Torrance reported 306 people experiencing homelessness in 2022. July of 2022, Torrance opened a 40 unit (64 sq. ft.) pallet shelter. Costs covered 40 pallet shelters, installation, electrical, AC, bathroom, laundry facility, maintenance, employees, etc. They also contracted an agency, Harbor Interfaith to coordinate services at the shelter.
 - The staff for Torrance Pallet Shelters cost \$1.3 million annually.

IN CONCLUSION...

Based on community feedback and limited funding, the following activities were included in our plan:

- 1. Supportive Services-** Not limited to one service. This can cater to a variety of clients needs. Mental health, substance use treatment, employment, etc. This helps us to begin services and support them during the process of being connected to housing.
- 2. Tenant-Based Rental Assistance-** This can support us in efforts to address those at risk of Homelessness.
- 3. Administrative Processing-** Is used to begin planning for the use of HOME-ARP funds and allocates five percent of the HOME-ARP grant for eligible program administration and planning activities incurred for program planning and preparation of the HOME-ARP Allocation Plan.

REQUIRED NOTICING

**ON FEBRUARY 24, 2023 DRAFT PLAN
WAS MADE AVAILABLE TO THE PUBLIC**

Residents Could Access the Plan:

- City Website
- City Hall
- Nakaoka Community Center
- Human Services Building
- Mayme Dear Library



PUBLIC HEARING





City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 12.B
Section: DEPARTMENTAL
ITEMS - ADMINISTRATIVE
SERVICES
Meeting Date: March 28, 2023

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

AGENDA TITLE: Single Audit Report Required for Federally Funded Programs for Fiscal Year Ended June 30, 2022

COUNCIL ACTION REQUIRED:

Staff Recommendation: Receive and File

RECOMMENDATION AND STAFF SUMMARY:

Presented for City Council to receive and file is the City of Gardena Single Audit Report for the Fiscal Year ended June 30, 2022, as prepared by the City's independent contracted auditing firm, The Pun Group LLP. The City is required to have a Single Audit performed on its major federal programs pursuant to the audit requirement of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted.

The major program determination for the federal grants for Fiscal Year 2021-2022 resulted in four (4) major programs being tested:

1. Federal Transit-Formula Grants (Gtrans) -Federal Expenditures audited for Fiscal Year 2021-2022 of \$5,721,502.
2. Child Care and Development Fund (Family Child Care Grants)- Federal Expenditures audited for Fiscal Year 2021-2022 of \$1,117,779.
3. Aging Cluster (Recreation Supportive Services Grants)- Federal Expenditures audited for Fiscal Year 2021-2022 of \$826,492
4. Community Development Block Grants/Entitlement Grants (CDBG)- Federal Expenditures audited for Fiscal Year 2021-2022 of \$401,683

Total Expenditures of All Major Federal programs \$8,067,456

Total Expenditures of Federal Awards \$9,081,650

Percent of Total Expenditures of Federal Awards 88.83%

The audit was conducted in accordance with generally accepted auditing standards in the United States, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Uniform Guidance.

The Report on Internal Control Over Financial Reporting provides a review of the City's financial reporting systems and procedures that are used to ensure accurate financial statements. An internal control is designed to provide reasonable assurance that the City meets its objectives regarding the reliability of financial reporting, effectiveness, and efficiency of operations and compliance with applicable laws and regulations. The auditor considers the City's internal control over financial reporting during the design of audit procedures for financial statements. The auditors do not express any opinion on the effectiveness of the City's internal controls. The auditors did not find any Material Weakness or Significant Deficiency in relation to the internal control over financial reporting.

The Report on Internal Control over Compliance provides a review of the City's internal control over federal compliance. The auditors during their testing over the Internal control over Compliance on the major federal programs and reviewing the Schedule of Federal Awards identified four (4) Significant deficiencies or findings 2022-001 to 2022-004 which are outlined below:

Finding #1- 2022-001; Community Development Block Grant/Entitlement Grants (CDBG)-Allowable Costs/Cost Principal-Internal Control and Compliance over Payroll Expenditures.

Finding #2- 2022-002; Community Development Block Grant/Entitlement Grants (CDBG)-Cash Management-Internal Control and Compliance over Drawdown Requests.

Finding #3- 2022-003; Coronavirus Emergency Supplemental Funding: Edward Byrne Memorial Justice Assistance Grant Program- Cash Management-Internal Control and Compliance over Reimbursement Requests and Close Outs.

Finding #4- 2022-004: Community Development Block Grants/Entitlement Grants (CDBG)- Reporting-Internal Control and Compliance over Reporting.

The City is working on a comprehensive corrective action plan to mitigate these findings and prevent these from occurring in the future.

FINANCIAL IMPACT/COST:

The full financial impact of this is to be determined and will require a comprehensive

assessment of the CDBG program, however below is the current impact

Fiscal Year 2022-2023 we will reclassify \$ 456,386 originally budgeted under CDBG to the General Fund Budget -

Fiscal Year 2023-2024 we will reclassify \$ 481,160 originally budgeted under CDBG to the General Fund Budget-

ATTACHMENTS:

[2022_Gardena_Single_Audit_FINAL_03.22.2023_.pdf](#)

[Single_Audit_2022_PPT_3-23-23.pdf](#)

APPROVED:

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

Clint Osorio, City Manager

City of Gardena

Gardena, California

Single Audit and Independent Auditors' Reports

For the Year Ended June 30, 2022



City of Gardena
Single Audit and Independent Auditors' Reports
For the Year Ended June 30, 2022

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

To the Honorable Mayor and the Members of City Council
of the City of Gardena
Gardena, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Gardena, California (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated December 8, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

To the Honorable Mayor and the Members of City Council
of the City of Gardena
Gardena, California
Page 2

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The PwC Group, LLP

Santa Ana, California
December 8, 2022



REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Independent Auditors' Report

To the Honorable Mayor and the Members of City Council
of the City of Gardena
Gardena, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Gardena, California's (the "City") compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2022. The City's major federal programs are identified in the summary of the auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*Government Auditing Standards*"); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("*Uniform Guidance*"). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

To the Honorable Mayor and the Members of City Council
of the City of Gardena
Gardena, California
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Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2022-001, 2022-002, 2022-003, and 2022-004. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses.

To the Honorable Mayor and the Members of City Council
of the City of Gardena
Gardena, California
Page 3

However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be significant deficiencies.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2022-001, 2022-002, 2022-003, and 2022-004, to be significant deficiencies.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures City's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 8, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain other procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditure of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Santa Ana, California
March 22, 2023, except for the Schedule of Expenditures of Federal Awards, which is as of December 8, 2022.

City of Gardena
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Agency or Pass-Through Number	Federal Expenditures	Expenditures to Subrecipients
U.S. Department of Housing and Urban Development				
<i>CDBG - Entitlement Grants Cluster</i>				
<i>Direct Programs:</i>				
Community Development Block Grants / Entitlement Grants	14.218	B-21-MC-06-0577	\$ 383,045	\$ 20,000
COVID-19 Community Development Block Grants / Entitlement Grants - CARES Act	14.218	B-20-MW-06-0577	18,638	-
Total CDBG - Entitlement Grants Cluster			<u>401,683</u>	<u>20,000</u>
Total U.S. Department of Housing and Urban Development			<u>401,683</u>	<u>20,000</u>
U.S. Department of Justice				
<i>Direct Program:</i>				
Coronavirus Emergency Supplemental Funding	16.034	2020-VD-BX-1207	59,828	-
Bulletproof Vest Partnership Program	16.607		13,993	-
<i>JAG Program Cluster</i>				
<i>Direct Programs:</i>				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2019-DJ-BX-0160	24,173	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2020-DJ-BX-0486	3,382	-
Total JAG Program Cluster			<u>27,555</u>	<u>-</u>
Total U.S. Department of Justice			<u>101,376</u>	<u>-</u>
U.S. Department of Transportation				
<i>Federal Transit Cluster</i>				
<i>Direct Programs:</i>				
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2018-128-00	2,065,805	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2020-241-00	2,310,181	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2021-090-00	997,866	-
Federal Transit - Formula Grants (Urbanized Area Formula Program)	20.507	CA-2021-209-00	347,650	-
Total Federal Transit - Formula Grants (Urbanized Area Formula Program)			<u>5,721,502</u>	<u>-</u>
<i>Highway Safety Cluster</i>				
<i>Pass-through the State of California Office of Traffic Safety:</i>				
State and Community Highway Safety	20.600	PT21126	7,559	-
State and Community Highway Safety	20.600	PT22177	16,151	-
Total Highway Safety Cluster			<u>23,710</u>	<u>-</u>
<i>Pass-through the State of California Office of Traffic Safety:</i>				
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	PT21126	36,264	-
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	PT20052	17,256	-
Total Minimum Penalties for Repeat Offenders for Driving While Intoxicated			<u>53,520</u>	<u>-</u>
Total U.S. Department of Transportation			<u>5,798,732</u>	<u>-</u>
U.S. Department of Health and Human Services				
<i>Aging Cluster</i>				
<i>Pass-through the County of Los Angeles:</i>				
Special Programs for the Aging-Title III, Part B - Grants for Supportive Services and Senior Centers	93.044	ENP202105	1,000	-
Special Programs for the Aging-Title III, Part B - Grants for Supportive Services and Senior Centers	93.044	SSP192003	31,231	-
Special Programs for the Aging-Title III, Part C-Nutrition Services	93.045	ENP202105	371,582	-
COVID-19 Special Programs for the Aging-Title III, Part C-Nutrition Services	93.045	ENP202105	301,166	-
COVID-19 Special Programs for the Aging-Title III, Part C-Nutrition Services	93.045	ENP202105	42,998	-
COVID-19 Special Programs for the Aging-Title III, Part C-Nutrition Services	93.045	ENP202105	6,545	-
Nutrition Services Incentive Program	93.053	ENP202105	48,105	-
COVID-19 Nutrition Services Incentive Program	93.053	ENP202105	23,865	-
Total Aging Cluster			<u>826,492</u>	<u>-</u>

(Continued)

See accompanying Notes to the Schedule of Expenditures of Federal Awards.

City of Gardena
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor Program Title	Assistance Listing Number	Agency or Pass-Through Number	Federal Expenditures	Expenditures to Subrecipients
U.S. Department of Health and Human Services				
<i>CCDF Cluster</i>				
<i>Pass-through the State of California Department of Education:</i>				
Childcare and Development Block Grant	93.575	CCTR-1084	605,609	-
Childcare Mandatory and Matching Funds of the Childcare and Development Fund	93.596	CCTR-1084	512,170	-
Total CCDF Cluster			<u>1,117,779</u>	-
Total U.S. Department of Health and Human Services			<u>1,944,271</u>	-
U.S. Department of Homeland Security				
<i>Pass-through the State of California Governor's Office of Emergency Services:</i>				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	FEMA-4482DR	126,583	-
<i>Pass-through Los Angeles County</i>				
State Homeland Security Program	97.067	EMW-2018-SS-00054	70,150	-
Total U.S. Department of Homeland Security			<u>196,733</u>	-
U.S. Treasury				
<i>Pass-through the State of California Department of Finance:</i>				
Coronavirus State and Local Fiscal Recovery Funds	21.027		638,855	-
Total U.S. Treasury			<u>638,855</u>	-
Total Expenditures of Federal Awards			<u>\$9,081,650</u>	<u>\$ 20,000</u>

(Concluded)

City of Gardena
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2022

Note 1 – Reporting Entity

The financial reporting entity, as defined by the Governmental Accounting Standards Board (“GASB”) Codification, consists of the primary government, which is the City of Gardena, California (the “City”), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the City’s financial statements to be misleading or incomplete.

The City Council acts as the governing body and is able to impose its will on the following organization, establishing financial accountability:

- City of Gardena Public Improvement Corporation

Note 2 – Summary of Significant Accounting Policies

Basis of Accounting

Funds received under the various grant programs have been recorded within the special revenue funds and enterprise fund of the City. The City utilizes the modified accrual basis of accounting for the special revenue funds and the accrual basis of accounting for the enterprise funds. The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (“CFR”) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the “Uniform Guidance”). Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in, the preparation of City’s basic financial statements.

Schedule of Expenditures of Federal Awards

The accompanying Schedule presents the activity of all federal financial assistance programs of the City. Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through the State of California Office of Traffic Safety, the State of California Department of Education, the State of California Department of Finance, and the County of Los Angeles are included in the Schedule. The Schedule was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

Indirect Cost Rate

The City did not elect to use the 10% de minimis cost rate.

Note 3 – Subrecipients

During the year ended June 30, 2022, the City provided federal funds to the following subrecipient:

Assistance Listing Numbers	Program Name / Subrecipient Name	Amount Provided to Subrecipient
14.218	Community Development Block Grants/Entitlement Grants: The Fair Housing Foundation	<u>\$ 20,000</u>

City of Gardena
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2022

Section I – Summary of Auditors’ Results

Financial Statements

Types of report the auditors issued on whether the financial statements audited were prepared in accordance with GAAP: **Unmodified**

Internal control over financial reporting:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified? **None Reported**

Noncompliance material to financial statements noted? **No**

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? **No**
- Significant deficiency(ies) identified? **2022-001 to 2002-004**

Type of auditors’ report issued on compliance for major federal programs: **Unmodified**

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? **Yes**

Identification of major federal programs:

Assistance Listing Numbers	Name of Major Program or Cluster	Federal Expenditures
	<i>CDBG - Entitlement Grants Cluster:</i>	
14.218	Community Development Block Grants/Entitlement Grants	\$ 401,683
	Total CDBG - Entitlement Grants Cluster	401,683
	<i>Federal Transit Cluster:</i>	
20.507	Federal Transit - Formula Grants	5,721,502
	Total Federal Transit Cluster	5,721,502
	<i>Aging Cluster:</i>	
93.044	Special Programs for the Aging-Title III, Part B - Grants for Supportive Services and Senior Centers	32,231
93.045	Special Programs for the Aging-Title III, Part C-Nutrition Services	722,291
93.053	Nutrition Services Incentive Program	71,970
	Total Aging Cluster	826,492
	<i>CCDF Cluster:</i>	
93.575	Childcare and Development Block Grant	605,609
93.596	Childcare Mandatory and Matching Funds of the Childcare and Development Fund	512,170
	Total CCDF Cluster	1,117,779
	Total Expenditures of All Major Federal Programs	\$ 8,067,456
	Total Expenditures of Federal Awards	\$ 9,081,650
	Percent of Total Expenditures of Federal Awards	88.83%

Dollar threshold used to distinguish between type A and type B programs: **\$750,000**

Auditee qualified as a low-risk auditee in accordance with 2 CFR 200.520? **Yes**

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section II – Financial Statement Findings

A. Current Year Findings – Financial Statement

No current year findings were noted.

B. Prior Year Findings – Financial Statement

No prior year findings were noted.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit

Finding: 2022-001 Allowable Costs/Cost Principles – Internal Control and Compliance over Payroll Expenditures

Identification of the Federal Program:

Assistance Listing Number:	14.218
Assistance Listing Title:	Community Development Block Grants / Entitlement Grants
Federal Agency:	U.S. Department of Housing and Urban Development
Pass-Through Entity:	N/A
Federal Award Identification Number:	B-21-MC-06-0577/B-20-MW-06-0577

Criteria or Specific Requirement (Including Statutory, Regulatory, or Other Citation):

Pursuant to §200.430 Compensation - Personal Services under Uniform Guidance Title 2 Grants and Agreement, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E – Cost Principles:

In general, costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees:

- (1) Is reasonable for the services rendered and conforms to the established written policy of the non-Federal entity consistently applied to both Federal and non-Federal activities;
- (2) Follows an appointment made in accordance with a non-Federal entity's laws and/or rules or written policies and meets the requirements of Federal statute, where applicable; and
- (3) Is determined and supported as provided in paragraph in accordance with the Standards for Documentation of Personnel Expenses.

When budget estimates are used, the Standards for Documentation of Personnel Expenses require the following: Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that:

- (A) The system for establishing the estimates produces reasonable approximations of the activity actually performed;
- (B) Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and
- (C) The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal awards based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-001 Allowable Costs/Cost Principles – Internal Control and Compliance over Payroll Expenditures (Continued)

Condition:

During our audit, we noted that the City charged the payroll related expenditures to the program based on the City Council approved budget and payroll allocation percentage; however, there was no further justification of actual activities performed by the City staff during the year to the budgeted allocation.

Cause:

The program did not follow the Uniform Guidance requirements.

Effect or Potential Effect:

Without further reviewing and reconciliation over actual activities performed by the City staff, it resulted in the City not in compliance with the Uniform Guidance.

Questioned Costs:

None noted.

Context:

See condition above for the context of the finding.

Identification as a Repeat Finding, If Applicable:

Not applicable.

Recommendation:

We recommended the City incorporate the Uniform Guidance requirements into its existing policies and procedures to ensure the City is in compliance with the Uniform Guidance.

Views of Responsible Officials:

Management concurs the finding.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-002 Cash Management – Internal Control and Compliance over Drawdown Requests

Identification of the Federal Program:

Assistance Listing Number:	14.218
Assistance Listing Title:	Community Development Block Grants / Entitlement Grants
Federal Agency:	U.S. Department of Housing and Urban Development
Pass-Through Entity:	N/A
Federal Award Identification Number:	B-21-MC-06-0577/B-20-MW-06-0577

Criteria or Specific Requirement (Including Statutory, Regulatory, or Other Citation):

Pursuant to the City’s Administrative Policy & Procedures Ref: APP-2022-002: Drawdowns: A drawdown is a request for payment against a grantee's line of credit. Grantees create a voucher in Integrated Disbursement and Information System (“IDIS”) Online to draw down funds. Grantees draw funds as required to pay for work that has occurred for an activity. Once the grantee creates and approves a drawdown voucher in IDIS Online, HUD will process the voucher request and wire-transfer the requested amount to the grantee in two to three business days. Drawdowns will be processed by two staff members, one to initiate and create the drawdown and the second to verify and approve. The City will complete drawdowns within 60 days of the end of each fiscal quarter with the exception of the last quarter to allow for the calculation of end-of-year expenses.

Pursuant to the City’s Administrative Policy & Procedures Ref: APP-2013-003: *Compliance with Grant Requirement*: Request for reimbursement (drawdown) are accurate and submitted on scheduled (or as soon as possible after completion of related grant activities). *Close out*: Grants should be closed out when the grant has expired (reached the end date) and all open administrative, compliance, legal and audit issues have been resolved.

Condition:

During our audit, we noted that the Community Development Block Grants / Entitlement Grants drawdown requests were not performed timely.

- July 2021 through May 2022 related expenditures drawdown request was requested on June 9, 2022
- June 2022 related expenditures drawdown request was requested on January 31, 2023.

Quarterly (End Date)	Reimbursement Deadlines	Requested Date
September 30, 2021	November 30, 2021	June 9, 2022
December 31, 2021	February 28, 2022	June 9, 2022
March 31, 2022	May 30, 2022	June 9, 2022
June 30, 2022	After year-end accrual	January 31, 2023

Cause:

The City did not follow the grant management policies in place to ensure the reimbursement requests are being prepared for timely submission.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-002 Cash Management – Internal Control and Compliance over Drawdown Requests (Continued)

Effect or Potential Effect:

The City is not in compliance with its grant management policies. The delay in requesting the drawdown requests only impacts the City's cashflow and it also resulted in filing the Consolidated Annual Performance and Evaluation Report late.

Questioned Costs:

None noted.

Context:

See condition above for the context of the finding.

Identification as a Repeat Finding, If Applicable:

Not applicable.

Recommendation:

We recommended the City follow its grant management policies to ensure drawdown requests and close outs are submitted and prepared timely.

Views of Responsible Officials:

Management concurs the finding.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-003 Cash Management – Internal Control and Compliance over Reimbursement Requests and Close Outs

Identification of the Federal Program:

Assistance Listing Numbers:	16.034/16.738
Assistance Listing Title:	Coronavirus Emergency Supplemental Funding Edward Byrne Memorial Justice Assistance Grant Program
Federal Agency:	U.S. Department of Justice
Pass-Through Entity:	N/A
Federal Award Identification Number:	2020-VD-BX-1207 2019-DJ-BX-0160/ 2020-DJ-BX-0486

Criteria or Specific Requirement (Including Statutory, Regulatory, or Other Citation):

Pursuant to the City’s Administrative Policy & Procedures Ref: APP-2013-003: *Compliance with Grant Requirement*: Request for reimbursement (drawdown) are accurate and submitted on scheduled (or as soon as possible after completion of related grant activities). *Close out*: Grants should be closed out when the grant has expired (reached the end date) and all open administrative, compliance, legal and audit issues have been resolved.

Pursuant to the U.S. Department of Justice Grant Manager’s Memorandum, PT. I: Project Summary Project Number #2019-DJ-BX-0160 section 7 Program Period: from 10/1/2018 to 9/30/2020.

Condition:

During our audit, we noted that the reimbursement requests for programs - Coronavirus Emergency Supplemental Funding and Edward Byrne Memorial Justice Assistance Grant Program were not requested from the Department of Justice and the old grant closeout was not closed out accordingly.

Cause:

The City did not follow the grant management policies in place to ensure the reimbursement requests are being prepared for timely submission. In addition, the City did not monitor the grant agreement to ensure the grant’s period of performance requirement is met.

Effect or Potential Effect:

The City is not in compliance with its grant management policies.

Questioned Costs:

None noted.

Context:

See condition above for the context of the finding.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-003 Cash Management – Internal Control and Compliance over Reimbursement Requests and Close Outs (Continued)

Identification as a Repeat Finding, If Applicable:

Not applicable.

Recommendation:

We recommended the City follow its grant management policies to ensure reimbursement requests and close outs are submitted and prepared timely.

Views of Responsible Officials:

Management concurs the finding.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-004 Reporting – Internal Control and Compliance over Reporting

Identification of the Federal Program:

Assistance Listing Number:	14.218
Assistance Listing Title:	Community Development Block Grants/Entitlement Grants
Federal Agency:	U.S. Department of Housing and Urban Development
Pass-Through Entity:	N/A
Federal Award Identification Number:	B-21-MC-06-0577, B-20-MW-06-0577

Criteria or Specific Requirement (Including Statutory, Regulatory, or Other Citation):

Pursuant to the City’s Administrative Policy & Procedures Ref: APP-2022-002: Action Plan - Due to HUD by May 15th for the following fiscal year which begins July 1, CAPER - Due 90 days after the end of the fiscal year (September 30th)

Pursuant to the Uniform Guidance April 2022 Compliance Supplement:

PR29, *Cash on Hand Quarterly Reports* – PR29 in the IDIS reports the financial status of the grants and cooperative agreement funds and cash transactions using those funds. These reports are required to be submitted to HUD on a quarterly basis, 30 days after the reporting period end date. The due dates of each quarterly report is noted below:

Reporting Period (End Date)	Grantee Submission Deadlines
September 30, 2021	October 30, 2021
December 31, 2021	January 30, 2022
March 31, 2022	April 30, 2022
June 30, 2022	July 30, 2022

Consolidated Annual Performance and Evaluation Report (“CAPER”) (24 CFR 91.520):

Integrated Disbursement and Information System (IDIS) (OMB No. 2506-0077) – Grantees may include reports generated by IDIS as part of their annual performance and evaluation report that must be submitted for the CDBG Entitlement program 90 days after the end of a grantee’s program year. Section IV.B.2.(c) of the CDBG-CV Notice reiterated the waiver authorized by a May 7, 2020, HUD memorandum (found in the waiver information link noted in IV. Other Information, below) that waives the 90 day requirement for program year 2019 annual performance and evaluation reports, subject to the condition that within 180 days after the evaluation reports, subject to the condition that within 180 days after the close of a jurisdiction’s program year that it submit its performance report. Auditors are only expected to test information extracted from IDIS in the following system-generated reports and which include (1) PR26 – CDBG Financial Summary Report (“PR26”).

A grantee’s CAPER, submitted through the IDIS e-Con Planning Suite, is due 90 days after the close of a jurisdiction’s program year.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-004 Reporting – Internal Control and Compliance over Reporting (Continued)

Condition:

During the audit, we noticed that the City did not prepare the Annual Action Plan within the timeframe to meet its grant management policy.

- FY2021-2022 Annual Action Plan was adopted on August 10, 2021 (not before May 15, 2021)
- FY2022-2023 Annual Action Plan was adopted on August 9, 2022 (not before May 15, 2022)

During the audit, we noticed that three out of four quarters the PR29 were not filed within the deadline and noted below:

<u>Reporting Period (End Date)</u>	<u>Grantee Submission Deadlines</u>	<u>Filed Date</u>
September 30, 2021	October 30, 2021	March 6, 2023
December 31, 2021	January 30, 2022	March 6, 2023
March 31, 2022	April 30, 2022	July 28, 2022
June 30, 2022	July 30, 2022	July 28, 2022

During the audit, we noticed that the PR26 and the CAPER was not filed as of March 22, 2023.

Cause:

The City did not follow the grant management policies in place to ensure the reporting requirements are met.

Effect or Potential Effect:

The City was not in compliance with the program’s reporting requirements.

Questioned Costs:

None noted.

Context:

See condition above for the context of the finding.

Identification as a Repeat Finding, If Applicable:

Not applicable.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit (Continued)

Finding: 2022-003 Reporting – Internal Control and Compliance over Reporting (Continued)

Recommendation:

We recommended the City follow its grant management policies to ensure the reporting requirements are met.

Views of Responsible Officials:

Management concurs the finding.

City of Gardena
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2022

Section III – Federal Award Findings and Questioned Costs (Continued)

B. Prior Year Findings and Questioned Costs – Major Federal Award Program Audit

No prior year findings were noted.

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CITY OF GARDENA



SINGLE AUDIT REPORT FISCAL YEAR 2021-2022

City Council Meeting

March 28, 2023



AUDIT RESULTS FISCAL YEAR 2021-2022



CITY OF GARDENA
SINGLE AUDIT REPORT
For Fiscal Year Ended June 30, 2022



SINGLE AUDIT OVERVIEW

- The City is required to have a Single Audit (OMB Circular A-133) performed on its major federal programs pursuant to the audit requirement of Title 2 U.S. Code of Federal Regulations
- A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted
- Report on internal control over financial reporting
- Report on compliance and other matters



FEDERAL PROGRAM EXPENDITURES FISCAL YEAR 2021-2022

Total Expenditures of Major Federal Programs	\$8,067,456
Total Expenditures of Federal Funds	<u>\$9,081,650</u>
% of Total Expenditures of Federal Funds	88.8%

Audit of Major Federal Programs	Total Federal Expenditures	% of Total Federal Exp
Community Development Block Grant (CDBG)	\$401,683	4.4%
Federal Transit - FTA	\$5,721,502	63%
Aging Program – Seniors	\$826,492	9.1%
Child Care & Development Fund – Family Child Care	\$1,117,779	12.3%
Total Major Federal Programs	\$8,067,456	88.8%



AUDIT PROCESS FISCAL YEAR 2021-2022

- Audit to test for
 - Internal Control & Compliance
- Expenditure samples: 174 invoices & checks, 85 payroll, 2 procurements
- Revenue samples: 144 receipts and bank statements
- Time frame: 2-week period (February 13th – February 24th)
- Audit Results: **4 Findings**



FINDING #1 & #2

FISCAL YEAR 2021-2022

Finding #1: Allowable Cost/Cost Principles

- **Cause:** CDBG - Internal Control and Compliance over Payroll Expenditures
- **Corrective Action Plan:** City will incorporate the Uniform Guidance requirements into its existing grant policies and procedures to ensure the City is in compliance with the Uniform Guidance
- **Responsible Person:** Corrective Action Staff
- **Expected Implementation Date:** July 1, 2023

Finding #2: Cash Management

- **Cause:** CDBG - Internal Control and Compliance over Drawdown Requests
- **Corrective Action Plan:** City will follow its grant management policies and procedures to ensure drawdown requests are submitted and prepared in a timely manner
- **Responsible Person:** Corrective Action Staff
- **Expected Implementation Date:** July 1, 2023



FINDING #3 & #4

FISCAL YEAR 2021-2022

Finding #3: Cash Management

- **Cause:** DOJ – Edward Byrne Memorial Justice Assistance Grant - Internal Control and Compliance over Reimbursement Requests and Close Outs
- **Corrective Action Plan:** City will follow its grant management policies to ensure close outs are submitted and prepared in a timely manner and monitor all grant agreements to ensure the grant is received or performance requirement is met
- **Responsible Person:** Corrective Action Staff
- **Expected Implementation Date:** July 1, 2023

Finding #4: Reporting

- **Cause:** CDBG - Internal Control and Compliance over Reporting
- **Corrective Action Plan:** City will follow its grant management policies to ensure the reporting requirements are met in a timely manner
- **Responsible Person:** Corrective Action Staff
- **Expected Implementation Date:** July 1, 2023



POTENTIAL FINANCIAL IMPACT TO GENERAL FUND

Potential Financial Impact to General Fund

- Exact amount to be determined base on a comprehensive assessment of the City's CDBG program, however below is the current impact
- **For Fiscal Year 2022-23: \$456,386** originally budgeted under CDBG will be reclassified to General Fund budget
- **For Fiscal Year 2023-24: \$481,160** originally budgeted under CDBG will be reclassified to General Fund budget

CITY OF GARDENA



SINGLE AUDIT REPORT FISCAL YEAR 2021-2022

City Council Meeting

March 28, 2023



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.A
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: March 28, 2023

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

AGENDA TITLE: URGENCY ORDINANCE NO. 1850 – A Moratorium Prohibiting New Significant Tobacco Retailers from Establishing in the City

COUNCIL ACTION REQUIRED:

Staff Recommendation: Staff respectfully recommends that the Council adopt as Urgency Ordinance No. 1850, a moratorium prohibiting any new Significant Tobacco Retailer businesses from establishing in the City.

RECOMMENDATION AND STAFF SUMMARY:

The number of Significant Tobacco Retailers has increased significantly within the City from ten (10) in October 2021 to sixteen (16) in March 2023. The proliferation of these types of businesses and the harmful effects of tobacco on the residents, and more specifically the youth, is of concern to the City.

At the previous City Council Meeting, staff received direction to prepare a moratorium prohibiting new Significant Tobacco Retail businesses from establishing in the City while the matter is studied.

The adoption of Urgency Ordinance 1850 would allow staff time to conduct the necessary research, hold study sessions if desired by the Council, and ultimately bring back an ordinance related to Significant Tobacco Retail businesses. Successful adoption of this Ordinance requires a 4/5 vote of the City Council and would become effective immediately for 45 days.

FINANCIAL IMPACT/COST:

None

ATTACHMENTS:

[Staff Report - Tobacco Retail Urgency Ordinance 1850.pdf](#)
[Urgency Ordinance_No._1850_Tobacco_Moratorium.pdf](#)

APPROVED:

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

Clint Osorio, City Manager



City of Gardena **City Council Meeting**

Agenda Item No. 13A
Department: Community Development
Meeting Date: March 28, 2023
Urgency Ordinance No. 1850

AGENDA STAFF REPORT

AGENDA TITLE: URGENCY ORDINANCE NO. 1850 – A MORATORIUM PROHIBITING NEW SIGNIFICANT TOBACCO RETAILERS FROM ESTABLISHING IN THE CITY

RECOMMENDATION:

Staff respectfully recommends that the Council adopt as an urgency measure, Urgency Ordinance No. 1850, a moratorium prohibiting any new Significant Tobacco Retailer businesses from establishing in the City.

BACKGROUND:

At the City Council Meeting held on February 28, 2023, staff received a Council directive to begin looking into either regulating or prohibiting businesses that principally sell tobacco and related products. Subsequently, at the City Council Meeting held on March 14, 2023, staff received further direction to prepare a moratorium prohibiting new Significant Tobacco Retail businesses from establishing in the City while the matter is studied.

DISCUSSION:

The number of Significant Tobacco Retailers, businesses that principally sell tobacco related products, has increased significantly within the City from ten (10) in October 2021 to sixteen (16) in March 2023. The City Council is concerned about the proliferation of these types of businesses and the harmful effects of tobacco on the residents, and more specifically the youth, of the City.

In conjunction with the City Attorney's Office, staff has initiated research regarding either regulating or prohibiting businesses that principally sell tobacco and related products. There are various options in regulating or prohibiting the sale of tobacco products. Some cities completely prohibit the selling of tobacco products or electronic smoking devices in the city, however, provide for a hardship exemption or carve out exemptions for certain types of businesses. Other cities do not explicitly prohibit the sale of tobacco products, however, they have distance requirements from schools and/or other youth-oriented areas that retailers must adhere to.

The adoption of Urgency Ordinance No. 1850 would allow staff time to conduct the necessary research, hold study sessions if desired by the Council, and ultimately bring back an ordinance related to Significant Tobacco Retail businesses. Successful adoption of this Ordinance requires a 4/5 vote of the City Council and would become effective immediately for 45 days.

Additional time beyond the initial 45 days is anticipated to be needed to properly study and discuss the matter. Prior to the expiration of the 45 days, staff will return with a report to be issued by the City Council explaining what measures have been taken to alleviate the condition that led to the adoption of the moratorium. At this time, staff expects to also have an ordinance extending the interim ordinance for an additional 10 months and 15 days, as allowed per state law. Should even additional time be needed, the interim ordinance could then be extended one final time for an additional one-year period. Extensions also require a 4/5 vote and must be properly noticed.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved Urgency Ordinance No. 1850

FISCAL IMPACT:

N/A

Submitted by: Greg S. Tsujiuchi

Date: 3/28/2023

ATTACHMENT

1. Urgency Ordinance No. 1850

URGENCY ORDINANCE NO. 1850

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF GARDENA, CALIFORNIA, ESTABLISHING A
TEMPORARY MORATORIUM ON SIGNIFICANT TOBACCO
RETAILERS**

WHEREAS, Gardena Municipal Code section 5.52.010 defines a “significant tobacco retailer” as a business where “the principal or core business is selling tobacco products, tobacco paraphernalia, or both, as evidenced by any of the following: twenty percent or more of the floor or display area is devoted to tobacco products, tobacco paraphernalia, or both; sixty-seven percent or more of gross sales receipts are derived from tobacco products, tobacco paraphernalia, or both; or fifty percent or more of completed sales transactions include tobacco products or tobacco paraphernalia;” and

WHEREAS, the City has seen a proliferation of Significant Tobacco Retailer businesses within the City, going from 10 in October 2021 to 16 in March 2023; and

WHEREAS, the City Council is concerned about this proliferation of businesses and the harmful effects of tobacco on the residents of the City; and

WHEREAS, the City has no specific regulations for Significant Tobacco Retailers that would protect minors, such as distance requirements from schools and/or youth-oriented areas; and

WHEREAS, on March 14, 2023, the City Council provided a directive for staff to draft a moratorium ordinance which will allow staff the opportunity to study various options to regulate Significant Tobacco Retailer businesses; and

WHEREAS, Government Code section 65858 provides that to protect public health, safety, and welfare, the City Council may adopt as an urgency measure an interim ordinance prohibiting certain uses while the City studies the prohibited uses;

NOW, THEREFORE, the City Council of the City of Gardena does ordain as follows:

SECTION 1. That the above recitals are true and correct and are adopted as the City Council's findings.

SECTION 2. In order to protect the public health, safety and welfare of the community and pursuant to the provisions of Government Code section 65858, a moratorium is hereby established prohibiting the establishment of any new Significant Tobacco Retailer, as that term is defined in Section 5.52.020 of the Gardena Municipal Code.

SECTION 3. This ordinance is declared to be an urgency measure and interim

ordinance adopted pursuant to the provisions of Government Code section 65858. As set forth in the findings above, this ordinance is necessary for preserving the public health, safety and welfare of the community. Accordingly, upon adoption by a four-fifths vote of the City Council, this ordinance shall take effect immediately.

SECTION 4. This ordinance shall take effect immediately and be of no further force or effect upon the expiration of forty-five (45) days from the date of adoption, unless extended in accordance with California Government section 65858.

SECTION 5. The City Clerk shall cause this ordinance to be published as required by law.

SECTION 6. The City Council finds that, regarding the California Environmental Quality Act (CEQA), there is no possibility that the adoption of this ordinance may have a significant adverse effect on the environment (CEQA Guideline section 15061 (b)(3)).

PASSED AND ADOPTED by the City Council of the City of Gardena, California at a regular meeting thereof held on March 28, 2023.

Tasha Cerda, Mayor

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez

Carmen Vasquez, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.B
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: March 28, 2023

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

AGENDA TITLE: Annual Housing Element Progress Report 2022, of the 6th Cycle 2021-2029
Housing Element

COUNCIL ACTION REQUIRED:

Staff Recommendation: Receive and File.

RECOMMENDATION AND STAFF SUMMARY:

Government Code section 65400 requires that each city, county, prepare an Annual Progress Report (APR) on the status of the Housing Element of its general plan and progress in its implementation, using forms and definitions adopted by the California Department of Housing and Community Development (HCD). Most notably, the Housing Element APR includes a tabulation of the City's progress toward the eight-year Regional Housing Needs Assessment (RHNA) allocation.

The APR must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year using the forms and tables specified by HCD. The APR provides information for the 2022 calendar year, which falls within the 6th cycle Housing Element.

FINANCIAL IMPACT/COST:

None.

ATTACHMENTS:

[APR Staff Report.pdf](#)

[HCDs 2022 Annual Housing Element Progress Report \(APR\).pdf](#)

APPROVED:

Clint Osorio, City Manager



City of Gardena City Council Meeting

AGENDA STAFF REPORT

AGENDA TITLE:

Annual Housing Element Progress Report 2022, of the 6th Cycle 2021-2029 Housing Element

BACKGROUND:

Government Code section 65400 requires that each city, county, prepare an Annual Progress Report (APR) on the status of the Housing Element of its general plan and progress in its implementation, using forms and definitions adopted by the California Department of Housing and Community Development (HCD). Most notably, the Housing Element APR includes a tabulation of the City’s progress toward the eight-year Regional Housing Needs Assessment (RHNA) allocation. The APR must be submitted to HCD and the Governor’s Office of Planning and Research (OPR) on or before April 1 of each year using the forms and tables specified by HCD.

In January 2022, the City Council adopted the City’s 6th Cycle Housing Element for the 2021-2029 planning period. However, at that time HCD did not find the Housing Element to be compliant with State law. Since January 2022, staff continued to make revisions to the 2021-2029 Housing Element in order to meet the requirements from HCD. In January 2023 the City resubmitted to the state’s department for review and in February of 2023, HCD found the City’s 2021-2029 Housing Element in full compliance with State law.

DISCUSSION:

The APR includes reporting of the number of building permits issued for net new housing units during a calendar year. In addition, the reporting includes housing development applications submitted, units approved by Planning (entitled), and units completed (Table 1- Summary of APR Report)

Table 1 – Summary of APR Report

Units by Structure Type	Entitled	Permitted	Completed*
Single Family Attached Units	0	174	34
Single-Family Detached Unit	22	5	0
2 to 4 Unit Structure	0	0	0
5+ Unit Structure	121	0	0

Units by Structure Type	Entitled	Permitted	Completed*
ADU	0	59	8
Mobile Home	0	0	0
Total	143	238	42

* Projects reported as completed received a final Certificate of Occupancy in 2022.

While the APR tracks submittals, planning approvals, building permits issued, and units completed, the fulfillment of the RHNA allocation is based only on building permit issuance. In the reporting period of 2021 of the 6th cycle RHNA allocation, there was a total of 121 new housing units permitted and in 2022 there were 238 units permitted, bringing the City's total RHNA down From 5,735 to 5,376 units.

Table 2 – Remaining RHNA Allocation

Building Permits Issued by Affordability Summary					
Income Level		RHNA Allocation	2021	Current Year	Remaining RHNA
Very Low	Deed Restricted	1,485		0	1,485
	Non-Deed Restricted			0	
Low	Deed Restricted	761		0	761
	Non-Deed Restricted			0	
Moderate	Deed Restricted	894		0	894
	Non-Deed Restricted			0	
Above Moderate		2,595	121	238	2201
Total Units		5,735	121	238	5,376

The APR further describes the City's progress toward implementation of the Housing Element programs within the reporting period of 2022, as shown in Table D of the APR (Attachment A). While staff has continued to provide several services under those existing housing programs, the City is currently in the process of initiating the new programs now that the Housing Element has been found in compliance with State law.

Submitted by: Greg Tsujiuchi, Community Development Director Date: March 23, 2023

Prepared by: Amanda Acuna, Senior Planner Date: March 23, 2022

Attachment

A – HCD's 2022 Annual Housing Element Progress Report (APR)

Please Start Here

General Information	
Jurisdiction Name	Gardena
Reporting Calendar Year	2022
Contact Information	
First Name	Kevin
Last Name	La
Title	Planning Assistant
Email	kla@cityofgardena.org
Phone	3102179524
Mailing Address	
Street Address	1700 W 162nd St
City	Gardena
Zipcode	90247

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

2_22_23

Jurisdiction	Gardena	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B															
Regional Housing Needs Allocation Progress															
Permitted Units Issued by Affordability															
		1	2										3	4	
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	1,485	1	-	-	-	-	-	-	-	-	-	-	1	1,484
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	761	-	-	-	-	-	-	-	-	-	-	-	-	761
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	894	-	-	-	-	-	-	-	-	-	-	-	-	894
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-	-
Above Moderate		2,595	35	121	238	-	-	-	-	-	-	-	394	2,201	
Total RHNA		5,735													
Total Units			36	121	238	-	-	-	-	-	-	-	395	5,340	
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).															
		5	6										7		
Extremely low-Income Need			2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining		
Extremely Low-Income Units*		743	-	-	-	-	-	-	-	-	-	-	743		

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.
 Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Gardena		
Reporting Year	2022	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Handy-Worker Fix Up:	25 households annually for a total of 200 households over eight years.	2021-2029 - Annually	The City assisted two households in the 2022 calendar year.
Residential Rebate	3 households annually for a total of 24 households over eight years	2021-2029 - Annually	The were zero households assisted under this program in 2022.

<p>Preservation of At-Risk Units</p>	<p>Annually monitor the status of Gardena Valley Towers, Gardena South Park Manor, and Meadowlark Manor in their Section 8 contract renewal status.</p> <p>Should a notice of intent be filed by any project owner to opt out of affordable housing, the City will ensure the project owner follow State noticing requirements (three-year, one-year, and six-month) prior to conversion.</p> <p>In the unlikely event that the Section 8 contracts are not renewed by HUD, work with LACDA to assist the tenants in accessing other rental assistance such as the HCVs.</p> <p>Contact interested nonprofit housing providers with the capacity to acquire and manage the at-risk units.</p> <p>Support applications of current or potential project owners for state and federal funds to improve housing conditions or to enhance affordability.</p>	<p>2021-2029 - Annually</p>	<p>The following assisted rental housing projects are located in the City:</p> <ul style="list-style-type: none"> □ Gardena Valley Towers – Contract expires in 2038 but is contingent upon the continued renewal of Section 8 funding. The risk of conversion from affordable to market rate is low due to its non-profit status. □ South Park Manor – Contract expires in 2026 but is contingent upon the continued renewal of Section 8 funding. The risk of conversion from affordable to market rate is low due to its non-profit status. □ Meadowlark Manor – Contract expires in 2031 but is contingent upon the continued renewal of Section 8 funding. The risk of conversion from affordable to market rate is low due to its non-profit status. <p>According to the U.S. Department of Housing and Urban Development, all Section 8 contracts for rental housing projects located in Gardena were renewed in 2022.</p>
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<p>Senior Housing Development</p>	<p>By 2022, provide information about Ordinance 1737 on City website.</p> <p>Annually convene a developers workshop to explore affordable housing opportunities in the City, including housing for seniors, persons with disabilities, and large households. Specifically, explore affordable housing opportunities in northern Gardena where there are concentrated disproportionate housing needs.</p> <p>Support applications for federal and state funding for quality senior developments by providing the information on the City's website and making it available at the City's Community Development Department counter.</p>	<p>2021-2029 - Annually</p>	<p>The City was unable to convene a developers workshop in 2022, as staff was in engaged in the review process with HCD for the 6th Cycle 2021-2029 Housing Element compliance.</p>
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<p>Affordable Housing Development</p>	<p>Conduct annual developers outreach and consultation. Specifically, explore affordable housing opportunities in northern Gardena where there are concentrated disproportionate housing needs.</p> <p>Annually pursue affordable housing funds available at State HCD for new construction and acquisition/rehabilitation of affordable housing. City of Gardena 2021-2029 Housing Element 94.</p> <p>Achieve the development of 200 affordable housing units over eight years, with an emphasis on addressing affordable housing needs of special populations.</p>	<p>2021-2029</p>	<p>The City was unable to conduct further outreach in 2022, as staff was engaged in the review process with HCD for the 6th Cycle 2021-2029 Housing Element compliance.</p> <p>In November 2022 the City submitted an application under HCD's Permanent Local Housing Allocation (PLHA) Program in order to receive \$1,979,262 over a five year funding period. The City plans to use these funds towards multi-family and owner-occupied rehabilitation programs for lower and moderate income tenants to make proper improvements, develop incentives to encourage affordable owner-occupied workforce housing, and enhancing homelessness prevention and response efforts.</p> <p>In of 2022, two total projects were approved that included the development of affordable housing. The Western SRO Project included the development of 121 Single-Room Occupancy units, including 7 for low-income households. The Marine Place Project included development of 22 residential townhome units, including two for low-income households.</p>
<p>Homeownership Opportunities</p>	<p>By 2022, provide links to LACDA and CalHFA homebuyer assistance programs on City website. Increase program outreach in northern Gardena where there are concentrated disproportionate housing needs.</p> <p>By 2023 and at least every other year, pursue funding available at HCD to provide a local homebuyer assistance program that is tailored for the local housing market.</p>	<p>2021-2023</p>	<p>In 2022 staff was engaged in the review process with HCD to find the 6th Cycle 2021-2029 Housing Element in substantial compliance. In February 2023, HCD found the City's Housing Element to be in substantial compliance, the element was readopted by the City Council on February 15, 2023.</p> <p>Staff is currently in the process of providing the information under this program.</p>
<p>Inclusionary Housing</p>	<p>By the end of 2023, conduct a feasibility study for inclusionary housing and if feasible and appropriate, adopt an inclusionary housing program within one year.</p>	<p>2021-2023</p>	<p>In October 2022, the City enter into a contract with Economic and Planning Systems Inc., to prepare a feasibility study for inclusionary housing. Staff is continuing to work with this consultant to determine whether the adoption of an inclusionary housing ordinance would be feasible and appropriate for the City.</p>

<p>Housing Choice Vouchers (HCV)</p>	<p>By the end of 2023, provide information on the HCV program on City website, and update information semi-annually.</p> <p>Work with LACDA to promote acceptance of HCVs through outreach and education to renters, and rental property owners, and managers. Specifically, California legislature passed SB 329, which redefines source of income as “lawful, verifiable income paid directly to a tenant or to a representative of a tenant, or paid to a housing owner or landlord on behalf of a tenant, including federal, state or local public assistance, and federal, state, or local housing subsidies, including, but not limited to, federal housing assistance vouchers issues under Section 8 of the United States Housing Act of 1937.” SB 222 passed in 2019 also extends the same protection to VASH (Veterans Affairs Supportive Housing) voucher recipients.</p> <p>By the end of 2023, include fair housing information in ADU and SB 9 applications, especially on source of income protection (such as use of HCVs for rent payments).</p>	<p>2021-2023</p>	<p>In 2022 staff was engaged in the review process with HCD to find the 6th Cycle 2021-2029 Housing Element in substantial compliance. In February 2023, HCD found the City's Housing Element to be in substantial compliance, the element was readopted by the City Council on February 15, 2023. Staff is currently in the process of providing the information under this program.</p>
<p>Homeless Assistance</p>	<p>Assist 350 persons at risk of becoming homeless annually</p>	<p>2021-2029</p>	<p>In 2022, 85 households, containing 131 individuals, have been assisted who contacted the City's Homeless Services. This amount contains anyone who is referred, called, or visits the Recreation and Human Services office.</p>

<p>Homeownership Opportunities within Existing Higher Resource Neighborhoods</p>	<p>Establish SB 9 implementation ordinance and one-stop assistance webpage by the end of 2023.</p> <p>By the end of 2023, include fair housing information in SB 9 application, especially on source of income protection (such as use of HCVs for rent payments).</p>	<p>2021-2023</p>	<p>In January 2022, the Gardena City Council adopted Ordinance No. 1838, implementing Senate Bill 9, allowing the subdivision of single-family residential lots into two and the creation of two residential units per lot as mandated by State law.</p> <p>City staff is continuing to establish an application for SB 9 that includes information on fair housing.</p> <p>The City received one application for SB 9 subdivision in 2022.</p>
<p>Removal of Constraints</p>	<p>By the end of 2022, amend the Zoning Code to address affordable and special needs housing as outlined in this program</p>	<p>2021-2022</p>	<p>In 2022 staff was engaged in the review process with HCD to find the 6th Cycle 2021-2029 Housing Element in substantial compliance. In February 2023, HCD found the City's Housing Element to be in substantial compliance, the element was readopted by the City Council on February 15, 2023.</p> <p>Staff is in the process of drafting these amendments to remove constraints.</p>
<p>Development Review Procedures</p>	<p>By the end of 2022, develop procedures to address the streamlining requirements of SB 35 and objective design requirements of SB 330.</p> <p>By the end of July 2023, amend the Zoning Code to ensure that the site plan review procedure contains only objective development standards.</p> <p>Monitor the City's site plan review procedure every year starting at the end of 2023 to determine if the public hearings for site plan review are creating a constraint.</p>	<p>2021-2023</p>	<p>In 2022 staff was engaged in the review process with HCD to find the 6th Cycle 2021-2029 Housing Element in substantial compliance. In February 2023, HCD found the City's Housing Element to be in substantial compliance, the element was readopted by the City Council on February 15, 2023.</p> <p>Staff is in the process of drafting these amendments.</p>

<p>Provision of Adequate Sites</p>	<p>By February 15, 2023, amend the Land Use Plan and adopt an urgency ordinance implementing the housing overlay zones and rezoning for the inventory sites and provide that any project with a minimum of twenty percent affordable housing shall be ministerially approved. Upon adoption of the urgency ordinance, the housing overlay zones will become available immediately for the sites in the RHNA sites inventory. Within one year of the adoption of the urgency ordinance, the City will complete the rezoning of the overlay zones.</p> <p>By October 15, 2023, amend the Zoning Code to establish the Housing Overlay to designate adequate candidate sites with the objective of meeting the City's remaining RHNA of 5,047 units. For sites to accommodate the remaining lowerincome RHNA of 2,144 units, the Housing Overlay must meet the requirements of Government Code 65583.2. Among other things, the sites must have a density of at least 30 units per acre, be large enough to permit at least 16 units, and be zoned to allow housing by right with at least 20 percent of the units affordable to lower-income</p>	<p>2021-2029</p>	<p>In February 2023 the City adopted amendments to the Land Use Plan of the City's General Plan and adopted an urgency ordinance implementing the housing overlay zones and rezoning for the inventory sites.</p>
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<p>Adequate Sites Monitoring (SB 166 – No Net Loss)</p>	<p>By the end of 2022, develop a formal ongoing procedure to evaluate identified capacity and identify additional sites as necessary.</p> <p>Continue to perform project-by-project evaluation to determine if adequate capacity remains for the remaining RHNA</p>	<p>2021-2029</p>	<p>As of 2022, the City is continuing to perform a project-by-project evaluation to meet RHNA numbers to increase housing density without a net loss of units.</p> <p>In 2022 there were two projects that received entitlements on properties identified in the 2021-2029 Housing Element for the development of housing units at certain income levels. The Western SRO Project included the development of 121 Single-Room Occupancy units, including 7 for low-income households. The Marine Place Project included development of 22 residential townhome units, including two for low-income households. Each project met the above moderate housing units that were identified. While each project provided more overall units than identified in the housing element, both projects did not provide the total lower and moderate-income units assumed. A no net loss analysis was performed for each project which found that adequate capacity remains for the remaining RHNA since the housing element planned for a 29% to the allocation.</p>
<p>Lot Consolidation</p>	<p>Develop incentives for lot consolidation by October 15, 2023, along with the establishment of the Housing Overlay.</p> <p>Beginning in 2024, market lot consolidation incentives to property owners, interested developers, and real estate brokers</p>	<p>2021-2029</p>	<p>In February 2023, the City Council adopted an ordinance establishing the new Housing Overlays.</p> <p>In February 2023, HCD found the City's Housing Element to be in substantial compliance, and the element was readopted by the City Council on February 15, 2023. Since then, staff has not been able to develop certain incentives for lot consolidation.</p>

<p>Religious Facility and Institutional Use Housing Overlay</p>	<p>In 2023, host focus group meetings with housing organizations, and service providers, and faith based groups to discuss how to improve housing related services in Gardena, with a special focus on highlighting opportunities to assist households in areas with higher proportions of residents with special needs, such as seniors, persons with disabilities, or lower incomes, and how to develop new housing in areas of high or highest opportunity.</p> <p>By 2025, explore the feasibility of establishing a Housing Overlay on religious and institutional uses or pursue alternative strategies to facilitate affordable housing development on religious facility properties.</p>	<p>2021-2025</p>	<p>Staff is preparing to conduct these programs in the 2023 calendar year.</p>
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<p>Accessory Dwelling Units</p>	<p>By the end of 2022, update City website to provide resources for ADU construction, including links to the California Housing Finance Agency (CalHFA) program that provides \$25,000 grant to homeowners for ADU construction. City of Gardena 2021-2029 Housing Element 102</p> <p>Annually explore funding available at HCD, CalHFA, and other resources to assist in the construction ADUs, particularly affordable ADUs.</p> <p>Develop incentives for ADUs by the end of 2023. Incentives may include preapproved plans, expedited review, reduced/deferred fees, and/or technical assistance.</p> <p>By the end of 2023, include fair housing information in ADU application, especially on source of income protection (such as use of HCVs for rent payments).</p> <p>Achieve 160 ADUs over eight years. By 2025, assess the City's progress in ADU construction and if the City is not meeting its construction goal, adjust the incentives as appropriate. If ADU</p>	<p>2021-2029</p>	<p>In 2022, 59 permits were issued for ADUs to start construction. 22 ADUs have completed construction in 2022. 14 are newly constructed detached ADUs, 8 converted detached ADUs, and 2 converted attached ADUs.</p> <p>Staff is continuing to find ways to provide resources for ADU construction And developing incentives.</p>
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<p>Affirmatively Furthering Fair Housing</p>	<p>Conduct annual fair housing outreach and education workshops targeted for Gardena residents and property owners.</p> <p>By June 2023, make available multi-lingual fair housing materials at various media platforms and at public counters and community locations. Fair housing materials will include the new Source of Income Protection under State law (SB 329 and SB 222), which prohibits landlords from rejecting applicants due to the use of public assistance (such as Section 8 Housing Choice Vouchers) for rent payments (see also Program 2.5). City of Gardena 2021-2029 Housing Element 103.</p> <p>Conduct fair housing testing at least bi-annually, tailoring testing to emerging trends and changing socioeconomic profile of residents.</p>	<p>2021-2029 - bi-annually</p>	<p>The Fair Housing Foundation, a non-profit, educational agency dedicated to promoting the enforcement of fair housing laws, conducted four workshops at the City's Nakaoka Center for local Tenants, Landlords, Managers, Property Owners, Attorneys, Realtors and Management Companies, on Federal and State Fair Housing Laws. Additionally, the Community Development Department continues to provide handouts to residents and property owners on the Fair Housing Foundation Rental Counseling Program and other resources that can be provided to them by this agency. Each handout is provided in English and Spanish.</p>
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<p>Expand Housing Opportunities</p>	<p>By October 2023, establish the Housing Overlay to increase housing opportunities throughout the City (Program 4.1).</p> <p>By the end of 2023, amend Zoning Code to facilitate the development of a variety of housing types (Program 3.1).</p> <p>By 2025, explore the feasibility of a Religious Facility and Institutional Use Housing Overlay or develop other strategies to encourage affordable housing on these properties (Program 4.4)</p> <p>Increase outreach and education on opportunities for ADUs (Program 4.5) and SB 9 (Program 2.7) to provide naturally more affordable housing, especially in high resource areas to ensure households in these neighborhoods are aware of the incentives and resources available for the development of ADUs and SB 9 units. Outreach and education will be conducted annually via various venues, including but not limited to the City Hall, Gardena/Carson YMCA, and direct mailing. The goal is to achieve 25 percent of the ADUs/SB 9 units in high</p>	<p>2021-2029</p>	<p>The City is preparing to conduct these programs in the 2023 calendar year.</p>
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<p>Place-Based Strategy for Neighborhood Improvements</p>	<p>Code Enforcement: Beginning in 2023, the City will undertake focused outreach to Northern Gardena to conduct code enforcement services in response to complaints. The idea is to encourage residents (particularly tenants) to report substandard housing conditions. City of Gardena 2021-2029 Housing Element 104</p> <p>Increased Fair Housing Outreach: Beginning in mid-2023 and once in-person events become available, the City will engage its fair housing service provider (currently the Fair Housing Foundation) to conduct increased fair housing/landlord counseling in Northern Gardena. Specifically, pop-up events will be conducted in Rowley Park. Outreach can also be conducted through the City's Emergency Services Team.</p> <p>Incentives for Affordable Housing: By October 2022 as part of the rezoning to create the Housing Overlay, the City will develop incentives to encourage affordable housing in Northern Gardena. Incentives may include priority for project review and financial assistance as funding permits.</p>	<p>2021-2026</p>	<p>Four fair housing outreach programs were hosted in the City of Gardena in 2022.</p> <p>Planning staff had participated and attended coordinated neighborhood improvement meetings to discuss upcoming projects</p>
<p>Rent Mediation Board – Anti-Displacement</p>	<p>Continue providing rent mediation and arbitration assistance to renters in disputes with landlords.</p> <p>Continue conducting the annual survey of rental housing units.</p>	<p>2021-2029 - Anually</p>	<p>The City continues to provide the Rent Mediation and Hearing Procedure assistance to renters and property owners and continues to conduct annual surveys of rental units. There were a total of 4 rent mediation board meetings in 2022.</p>

Jurisdiction	Gardena	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

and restrictions for the unit. Before adding information to

ove Moderate	Notes
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	6
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<u>Date Converted</u>	<u>Notes</u>
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Jurisdiction	Gardena	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		238
Total Units		238

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	174	34
SFD	22	5	0
2 to 4	0	0	0
5+	121		0
ADU	0	59	8
MH	0	0	0
Total	143	238	42

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction
Reporting Year

<i>Please update the status of the proposed uses listed in the entity's application for funding and the corresponding ir</i>	
Total Award Amount	
Task	
Initial Study / (Mitigated) Negative Declaration	
Conference Calls & Meetings/Hearings	
Tribal Notification	
Initial Study / Notice Preperation	
Technical Studies / Analysis	
Meetings & Public Hearings	
Safety Plan Amendment	
Environmental Justice Element Amendment	
Facilitation of Review & Approval of GPA	
Contingency	

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordabi	
Income Level	
Very Low	
Low	
Moderate	
Above Moderate	
Total Units	

Building Permits Issued by Affordability	
Income Level	
Very Low	
Low	

Moderate
Above Moderate
Total Units

Certificate of Occupancy Issued by Affordability	
Income Level	
Very Low	
Low	
Moderate	
Above Moderate	
Total Units	

Gardena
2022 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
 (CCR Title 25 §6202)

Impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specific

\$	189,743.74	Total award amount is auto-pop
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\$ Amount Awarded	\$ Cumulative Reimbursement Requested	
\$14,920.00	\$130.00	
\$7,890.00	\$0.00	
\$2,154.00	\$0.00	
\$7,455.00	\$0.00	
\$81,149.00	\$0.00	
\$13,660.00	\$486.00	
\$8,550.00	\$12,420.00	
\$12,420.00	\$0.00	
\$32,510.00	\$0.00	
\$9,035.74	\$0.00	Other (Ple

Eligibility Summary		
		Current Year
	Deed Restricted	7
	Non-Deed Restricted	0
	Deed Restricted	2
	Non-Deed Restricted	0
	Deed Restricted	0
	Non-Deed Restricted	0
		134
		143

Summary		
		Current Year
	Deed Restricted	0
	Non-Deed Restricted	0
	Deed Restricted	0
	Non-Deed Restricted	0

	Deed Restricted	0
	Non-Deed Restricted	0
		238
		238

Ability Summary		
		Current Year
	Deed Restricted	0
	Non-Deed Restricted	0
	Deed Restricted	0
	Non-Deed Restricted	0
	Deed Restricted	0
	Non-Deed Restricted	0
		42
		42

as defined in Section 50515.02 or 50515.03, as applicable.

Calculated based on amounts entered in rows 15-26.

Task Status	Other Funding	Notes
In Progress	None	
Completed	None	
Completed	None	
(Please Specify in Notes)	None	Contingency



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17.A
Section: DEPARTMENTAL
ITEMS - RECREATION &
HUMAN SERVICES
Meeting Date: March 28, 2023

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

AGENDA TITLE: Award the Parks and Recreation Master Plan Contract to RJM Design Group, Inc. in the amount of \$273,970.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Award Contract to RJM Design Group, Inc.

RECOMMENDATION AND STAFF SUMMARY:

On November 14, 2022, the City released Request for Proposals (RFP) for a Parks and Recreation Master Plan. The Master Plan is intended to be a tool to be used in guiding City decision-making related to parks and recreation planning, programming, and funding on a long-term basis. The City of Gardena has six parks with community buildings, two gymnasiums, one parkette, a large-two story community center and the Gardena Wetland Preserve located next to Johnson Park. The City is currently building a new Aquatics and Senior Center at the old Primm Pool site. Also, in 2021 the City acquired the property located on Rosecrans Boulevard which is slated to become an additional Community Center to service the community of Gardena. The Master Plan will explore new opportunities for a new park development as well as potential uses for the City acquired structure on Rosecrans. Another major component of the Park Master Plan will be the CASp Study which will gather information on our current facilities and evaluate the need for ADA Compliance improvements. When completed the Plan will establish a plan vision, goals and objectives that will be viable for the future.

The RFP was released on Planet Bids and IMS (Integrated Marketing Systems) on November 14, 2022. Two separate job walks took place and six vendors participated in the first phase of the required RFP process.

The following three bids were received:

- | | |
|---------------------|-----------|
| 1. BerryDunn | \$247,278 |
| 2. RJM Design Group | \$273,970 |

3. Studio-MLA \$282,739

The Evaluation Committee met and reviewed all proposals and based on the criteria which evaluated each firm based on experience with similar projects, demonstrated success, qualification of key staff, ability to meet project deadlines and verified referenced the list of three was narrowed down to the top two vendors. On January 16, 2023, the top two vendors were invited to participate in an interview with the Evaluation Committee where they presented their proposals and answered several questions from the Committee. The top two vendors then were ranked based on the initial evaluation and interview. The ranking order is as follows:

1. RJM Design Group
2. BerryDunn

After careful consideration, we would like to recommend approval to move forward with RJM Design Group. During the interview process with RJM Design Group it was evident that their experience and expertise could not be denied. They are one of the leading firms that has provided services to the greater part of the Orange County and the Southbay and boast working relationships that were verified with the likes of City of Carson, City of Laguna Niguel and Costa Mesa, all with positive, outstanding feedback. RJM Design Group has a strong background in assessing current inventory of existing parks, recreation facilities and programs. They use key information like project population growth, housing units, age distribution and median income and create a document with key strategies and program recommendations for the most effective recreation programs for the community.

The proposed Park and Recreation Master plan will include in an in-depth inventory of parks, facilities, and programs including a CASp assessment. In addition, there will be several community engagements and workshops to involve the community in the process. The public will be encouraged to participate via online surveys and in-person at special events and give their opinion on what they feel is working in the City as well as any changes they would like to see in the future. In addition to the above, we will also be provided with a financial plan review and recommendation to assist with long-range planning. The Parks and Recreation Master Plan project is slated for completion in Spring/Summer 2024.

IN CONCLUSION, Staff respectfully recommends that Council approve the agreement with RJM Design Group to produce the City of Gardena Park and Recreation Master Plan for a

cost of \$273,970.

FINANCIAL IMPACT/COST:

Park in Lieu and/or Measure A Funds in the amount of \$273,970

ATTACHMENTS:

[FINAL_RJM_CV_Agreement.pdf](#)

[Attachment A RJM-Gardena Master Plan Proposal-andFeeProposal 03-09-23.pdf](#)

APPROVED:

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

Clint Osorio, City Manager

AGREEMENT BETWEEN THE
CITY OF GARDENA
AND
RJM Design Group, Inc.

This contract, hereinafter referred to as Agreement is entered into this 2nd day of March, 2023, by and between THE CITY OF GARDENA ("City") and RJM Design Group, Inc., a California Corporation ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree, as follows.

1. Recitals.

- A. Whereas, City requires the services of a professional to provide manage, facilitate and prepare The City of Gardena's Parks and Recreation Master Plan; and
- B. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to provide these services; and
- C. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement.
- D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

2. Services. Consultant agrees to provide the services as specified in the Consultant's Proposal, **Exhibit A**, attached hereto and incorporated herein by this reference ("Services"). Unless otherwise specified herein, Consultant shall, at its sole cost and expense, furnish all facilities, equipment and personnel which may be required for providing the Services pursuant to this Agreement.

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

4. Consultant's Proposal. This Agreement shall include Consultant's proposal or

bid to City's RFP, which is incorporated herein as **Exhibit A**. In the event of any inconsistency between the terms of the proposal and this Agreement, it shall be resolved by giving precedence in the following order: (a) The Agreement (b) Exhibit A.

5. Timing of Performance. Time is of the essence with respect to Consultant's performance of the Services required by this Agreement. Consultant shall diligently and timely pursue and complete the performance of the Services required of it by this Agreement. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation.

A. Amount. City shall compensate Consultant for services rendered pursuant to this Agreement at the rate specified in the attached fee proposal hereto and incorporated herein by reference. In no event shall compensation under this Agreement exceed Two Hundred Seventy-Three Thousand, Nine Hundred and Seventy Dollars and 00/00 (\$273,970.00) without the prior written authorization of the City Council.

B. Invoices and Payment. Payment by City to Consultant shall be made upon receipt and approval of invoices for Services rendered. For payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced. City shall review the invoices to determine whether services performed, and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or City shall provide Consultant with a written statement objecting to the charges and stating the reasons therefor. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

C. Expenses. Consultant shall not be entitled to any additional compensation for expenses.

7. Term of Agreement/Termination.

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

B. City may terminate this Agreement without cause by providing written notice to Consultant not less than ten days prior to an effective termination date. City's only obligation in the event of termination will be payment of fees and allowed expenses incurred up to and including the effective date of termination.

C. Unless for cause, Consultant may not terminate this Agreement. If Consultant is terminating this Agreement for cause, it must provide the City with thirty

(30) days written notice.

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

8. Agreement Administrator. For purposes of this Agreement, City designates Stephany Santin, Director of Recreation and Human Services or designee as the Agreement Administrator who shall monitor Consultant's performance under this Agreement. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by Agreement Administrator. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Agreement Administrator. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Agreement Administrator determine that Consultant has not performed its obligation as stated in this Agreement in a satisfactory manner, City may terminate this Agreement for cause as specified in Section- Term of Agreement/Termination. All notices, invoices or other documents shall be addressed to the Agreement Administrator, as well as all substantive issues relating to this contract. City reserves the right to change this designation upon written notice to Consultant.

9. Records/Audit.

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

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

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

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

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

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

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

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

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

13. Performance By Consultant. Consultant shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice and material furnished under this Agreement.

14. Use of Materials.

A. City shall make available to Consultant such materials from its files as may be required by Consultant to perform Services under this Agreement. Such materials shall remain the property of City while in Consultant's possession. Upon termination of this Agreement and payment of outstanding invoices of Consultant, or completion of work under this Agreement, Consultant shall return to City any property of City in its possession and any calculations, notes, reports, electronic files, or other materials prepared by Consultant in the course of performance of this Agreement.

B. City may utilize any material prepared or work performed by Consultant pursuant to this Agreement, including computer software, in any manner, which City deems proper without additional compensation to Consultant. Consultant shall have no

responsibility or liability for any revisions, changes, or corrections made by City, or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

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

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

17. Confidentiality Clause. Consultant acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either state or federal statutes ("Confidential Information"). Confidential Information includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records, agency source code or object code, agency security data, or information identifiable to an individual that relates to any of these types of information. Consultant agrees to hold Confidential Information in strictest confidence and not to make use of Confidential Information for any purpose other than the performance of this Agreement, to release it only to authorized employees or Sub-consultants requiring such information for the purposes of carrying out this Agreement, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without City's express written consent or as provided by law. Consultant agrees to release such information or material only to employees or Sub-consultants who have signed a nondisclosure agreement, the terms of which have been previously approved by City. Consultant agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to Confidential Information.

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

HIPAA establishes national minimum standards for the use and disclosure of certain health information. The Consultant must comply with all HIPAA requirements and rules

when determined applicable by the City. If City determines that (1) City is a "covered entity" under HIPAA, and that (2) Consultant will perform "business associate" services and activities covered under HIPAA, then at City's request, Consultant agrees to execute City's Agreement in compliance with HIPAA.

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

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

18. Legal Requirements.

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

B. Consultant warrants that it shall perform the Services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

C. Consultant covenants that there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, or any other category forbidden by law in its performance of this Agreement.

19. Conflict of Interest and Reporting.

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

candidate for a municipal office of the City, or to an officeholder, until the completion of Services to be performed under this Agreement.

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

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

21. Insurance.

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

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

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

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, including all coverage provided by and to the extent afforded by Insurance Services Office Form CG 2010 ed. 10/93 or 11/85, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy including all coverage provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage, or ten (10) days notice if due to non-payment of premium.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City, or ten (10) days notice if due to non-payment of premium.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City, or ten (10) days notice if due to non-payment of premium.

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

E. Deductibles. Any deductible or self-insured retention over \$25,000 per occurrence must be declared to and approved by City. Any deductible exceeding an amount acceptable to City shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City,

its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Consultant); or Consultant shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

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

22. Indemnity.

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

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents, employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity and defense shall be limited to the extent required by Civil

Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

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

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

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

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

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

City of Gardena:
1700 West 162nd Street
Gardena, California 90247-3732
Attn: Stephany Santin
Director of Recreation and Human Services
Email: ssantin@cityofgardena.org
Telephone: (310) 217-9648

To Consultant:
RJM Design Group, Inc.
31591 Camino Capistrano
San Juan Capistrano, CA 92675

Attn: Zachary M. Mueting, LLA
Email: zach@rjmdesigngroup.com
Telephone: (949) 493-2600

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

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

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

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

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

The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered and had been signed using a handwritten signature. City and Consultant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intend to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic

means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

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

31. Governing Law. This Agreement shall be interpreted and construed according to the laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Municipal or Superior Court.

32. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

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

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

35. Section Headings. The Section headings used in this Agreement are for

reference purposes only and shall have no binding effect.

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

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

"City"
City of Gardena

By: _____
Tasha Cerda, Mayor

Date: _____

"Consultant"
RJM Design Group, Inc.

By: _____
Larry P. Ryan, President

Date: 3.9.2023

By: _____
Zachary Muefting, Corp. Secretary

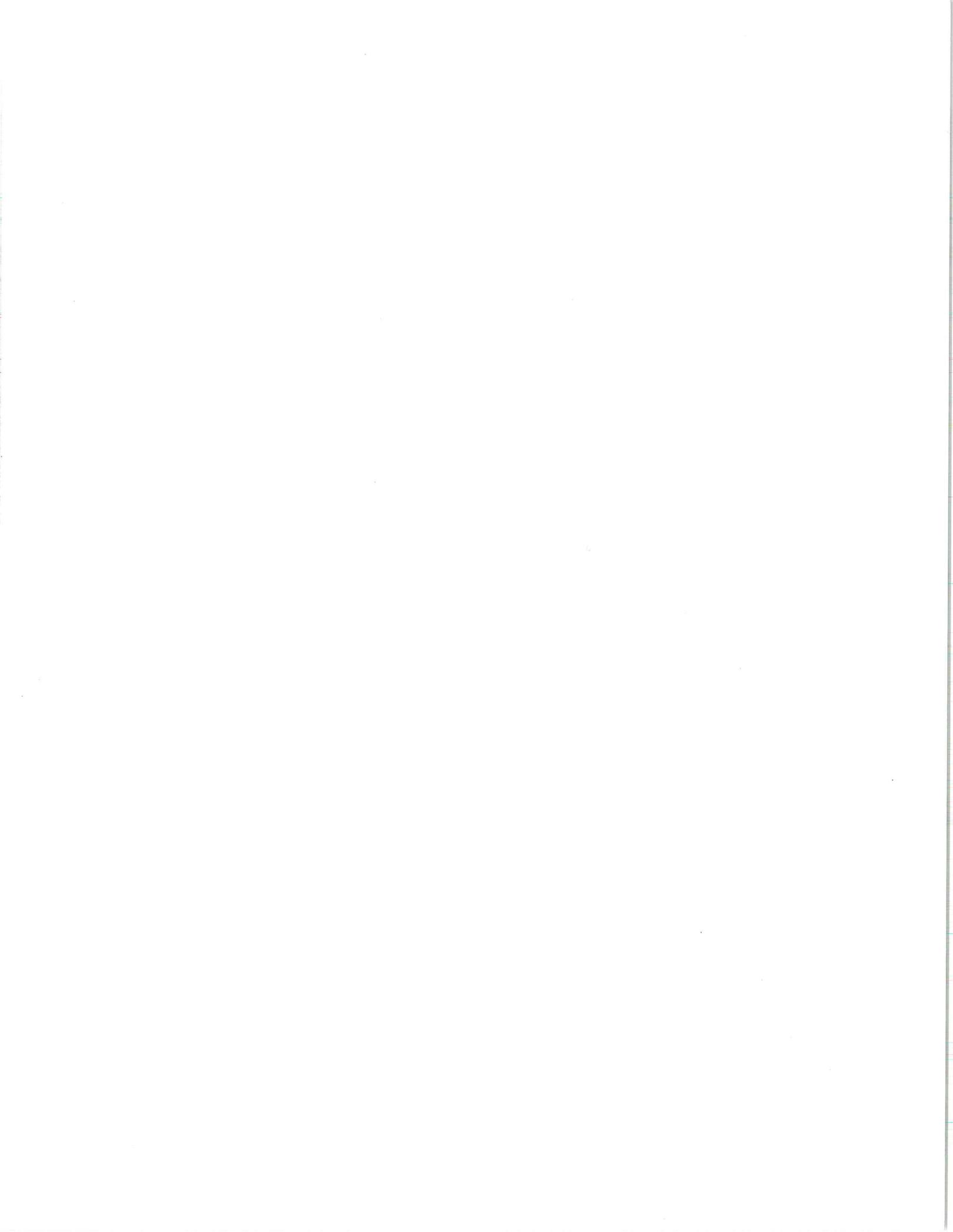
Date: 3.9.23

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney





CPSC
2023



CUSTOM PARK
STANDARD
CALCULATIONS

City of Gardena
Parks & Recreation Master Plan Proposal



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Cover Letter

31591 Camino Capistrano
San Juan Capistrano, CA 92675
(949) 493-2600 *phone*
(949) 493-2690 *fax*
www.RJMdesigngroup.com *website*



January 27, 2023

Mary Simonell, Contract Administrator
City of Gardena
Department of Recreation & Human Services
1670 West 162nd Street
Gardena, CA 90247-3734

Re: City of Gardena Parks and Recreation Master Plan

Dear Mary Simonell and Selection Committee:

RJM Design Group, Inc. is pleased to submit our proposal to the City of Gardena for the City's Parks and Recreation Master Plan. We are excited to assist in the City's goal to provide a roadmap to be used in guiding City decision-making related to parks and recreation planning, programming, and funding on a long-term basis. The Parks & Recreation Master Plan will listen to all voices in the community and offer multiple chances to participate in the process through different outreach tools, as well as a project website that will be accessible throughout the duration of the project.

National Standards can be a good reference point for benchmark for comparison, however they shouldn't replace the need for a local analysis. Responsible growth is based on local community needs. Simply having parkland is not enough. Providing the right types of parks and amenities is critical to fulfilling a community's recreation needs. Community inspired spaces connect people to parks through a deeper sense of ownership. When parks align with community needs, recreation is balanced and may avoid costly, unnecessary facility improvements that can increase maintenance and operation costs. Our process will help guide the future of parks and recreation in Gardena. Regular monthly meetings with the City's Team will allow the project to remain on schedule and meet the goals of the project.

Based upon our previous experience and the park/facility tour during the pre-proposal meeting, we have developed a Scope of Work which defines a timely and efficient approach to the update with the latest tools in community recreation planning available. For this project, the management contact is Zachary Mueeting and the project manager contact is Kristen Schnell. We estimate the timeline to be approximately 1-year to complete this project. If you have any questions or comments after reviewing our proposal and checking our references, please do not hesitate to contact us.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Zachary M. Mueeting", is written over a faint circular watermark.

Zachary M. Mueeting, LLA
Principal
zach@rjmdesigngroup.com

Firm Profile

Established in 1987, RJM Design Group has evolved into a multi-disciplinary landscape architectural, planning, and design firm committed to serving the needs of cities, public agencies, and organizations throughout California. RJM is comprised of talented individuals with varied backgrounds and interests. Among these dynamic professionals are licensed landscape architects, designers, and planners, most of whom are LEED Accredited Professionals. Each person brings a unique, yet complementary experience and passion to the firm, who will be dedicated to the duration of the project as needed.

Firm Legal Name	RJM Design Group, Inc.
Type of Business	California Corporation, SBE
Number of Years in Business	36 Years (Since 1987)
Federal Tax ID #	33-0254945
Contact Information	(949) 493-2600
List of Owners	Larry P. Ryan — President, larryr@rjmdesigngroup.com Zachary Mueting — Secretary, zach@rjmdesigngroup.com
Principal Contact	Zachary Mueting / zach@rjmdesigngroup.com
Office Location	31591 Camino Capistrano, San Juan Capistrano, CA 92675
Firm Size	17 Personnel
Personnel	(10) Licensed Landscape Architects, Project Managers (4) Technical Support (3) Administrative Support (3) LEED Accredited Professionals (2) Certified Arborists (2) FAA Part 107 Licensed Pilots

RJM Office | San Juan Capistrano, CA



Project Understanding

RJM Design Group's Parks and Recreation Planning Toolkit is the result of over 35 years of experience in park and recreation planning and analysis.

In each community that RJM has developed a successful Master Plan there has always been a need for local trends vs. national standards.

RJM's Toolkit empowers cities, districts, and municipalities to take control with powerful data, but without costly planning efforts. Deploy only the tools that meet your community's needs.

Why plan for the future?

Our communities look to local open space and recreation to increase their quality of life.

Recreation is the backbone of every community. Now is the time to evaluate just what resources we need and how to preserve them. Using the tools available to you, your agency can make an impact with focused planning based on local community needs.

What sets your agency apart from other neighboring communities?

Its people. So why use anything else other than specific local analysis? Every community is unique in not only its demographics but its climate, geolocation, economics, and recreation trends.

Since our communities are so diverse, applying a template from another distant agency is nothing more than a best guess. Having your own customized report gives you access to important information that is specific to your city and community.

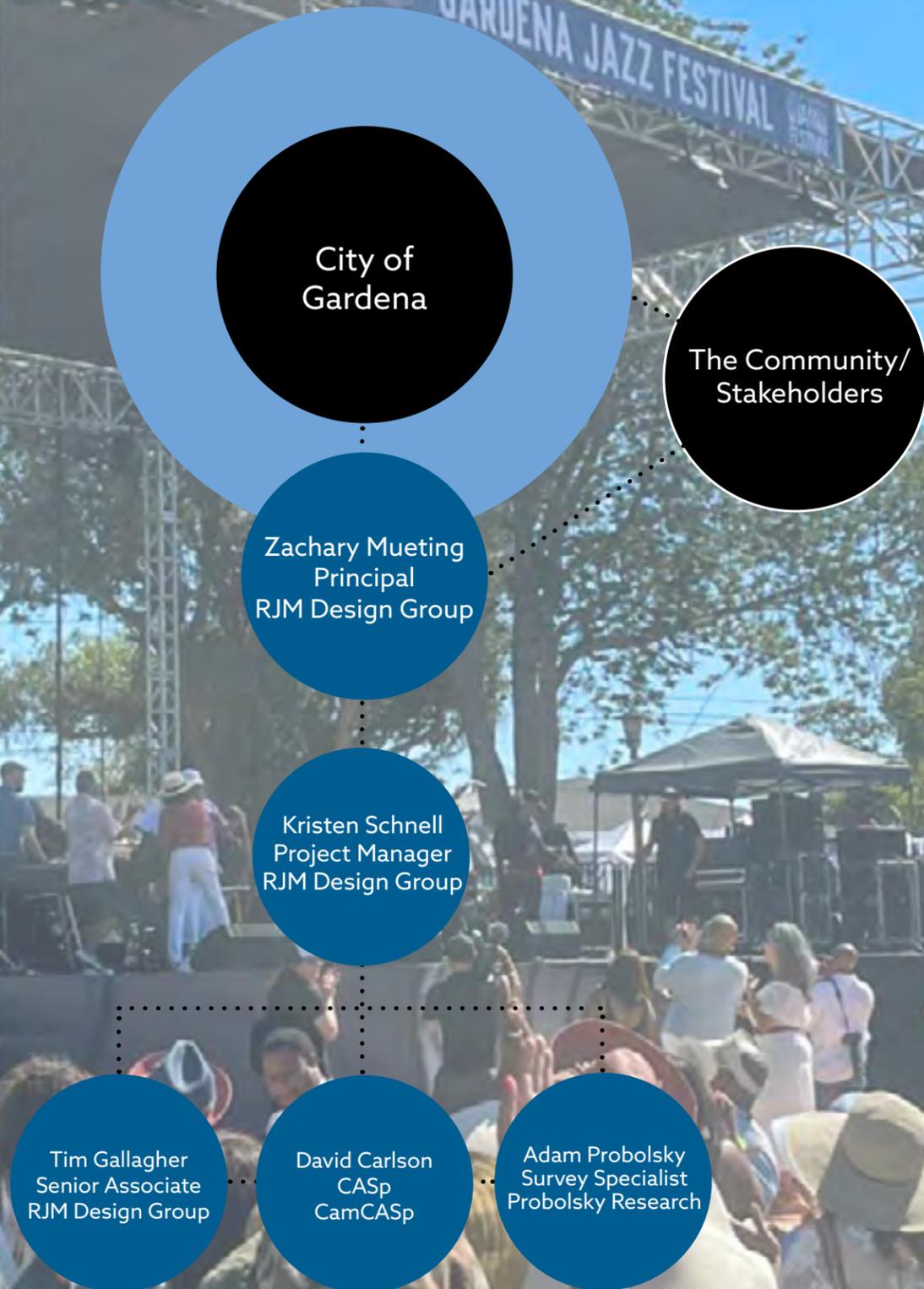
No more large costly planning updates!

Always stay up to date with your community recreation planning. The RJM planning toolkit offers individual tools that can be utilized for a fraction of the cost of large comprehensive master plan projects.

This allows you to focus research and planning in key areas you deem necessary without having to redevelop an entire master planning document.

Johnson Park | Gardena, CA
Source: City of Gardena, Facebook

Organizational Chart



Key Personnel



Zachary Mueting, LLA LEED AP (BD+C)

Principal In Charge

RJM Design Group, Inc.

Zachary Mueting has been with RJM Design Group since 2005. Zachary is a licensed Landscape architect with a strong background in recreation planning and design. Combining degrees in computer science, a masters in landscape architecture, and over 15 years of community engagement experience, Zachary has developed the most detailed community engaged master planning product available. Furthering that achievement Zachary has implemented a master planning toolkit approach with several of RJM's long term clients.

Zachary's experience, education, professional accreditation, and publication of community consensus building techniques enables him to fulfill his role assisting with community outreach, landscape planning and design services and achievement of appropriate design solutions that create community.

Licenses

Landscape Architect / CA 5731

Education

Masters Degree,
Landscape Architecture,
California State Polytechnic
University, Pomona, CA

Bachelor of Science,
Information Technology,
Colorado Technical University, CO

Bachelor of Science,
Information Systems Management,
Colorado Technical University, CO

Related Project Experience

- Parks, Recreation & Community Services Master Plan, Carson, CA
- Citywide Park Needs Assessment, Laguna Niguel, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks Master Plan, Stanton, CA
- Parks and Open Space Master Plan, Commerce, CA
- Parks and Recreation Master Plan, Buena Park, CA
- Parks and Recreation Master Plan, Hermosa Beach, CA
- Parks Master Plan, Pinole, CA
- Recreation Park Needs Park Assessment, El Segundo, CA
- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Parks, Recreation, and Community Services Master Plan, Riverside, CA
- Parks and Facilities Condition and Utilization Assessment, Cypress, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks, Trails, Open Space, and Recreation Master Plan, Menifee, CA
- Parks and Open Space Master Plan, Downey, CA
- Park and Recreation Master Plan, Huntington Beach, CA
- Recreation Needs Assessment, Goleta, CA
- Jurupa Community Services District Parks and Recreation Master Plan, Eastvale, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, San Bernardino, CA
- Parks and Recreation Master Plan, Murrieta, CA
- Parks and Recreation Master Plan, Banning, CA
- Chino Hills Parks & Recreation Open Space Master Plan Update, Chino Hills, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, Santa Clarita, CA
- Aliso Viejo Community Association Parks & Recreation Master Plan, Aliso Viejo, CA
- Laguna Woods Village Recreational Needs Assessment, Laguna Woods, CA
- Long Range Master Plan, Lake Mission Viejo Association, Mission Viejo, CA

Key Personnel (continued)



Kristen Schnell

Project Manager/Research Analyst
RJM Design Group, Inc.

Kristen Schnell has over 20 years of experience working on Parks and Recreation Master Plans. Her responsibilities include tracking all pertinent data and distributing to the consultant team, tracking project schedule and ensuring target dates are met, day-to-day correspondence, preparing summary reports & exhibits, preparing for and attending community outreach events, and preparation of the master plan report.

In addition, Kristen has considerable experience working within the processing systems of several California jurisdictions. She is currently pursuing her AICP certification and is a member of the American Planning Association.

Related Project Experience

- Parks, Recreation, and Community Services Master Plan, Carson, CA
- Citywide Parks Need Assessment, Laguna Niguel, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks Master Plan, Stanton, CA
- Parks and Open Space Master Plan, Commerce, CA
- Parks and Recreation Master Plan, Buena Park, CA
- Parks and Recreation Master Plan, Hermosa Beach, CA
- Parks Master Plan, Pinole, CA
- Recreation Park Needs Park Assessment, El Segundo, CA
- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Park, Recreation and Community Services Master Plan, Riverside, CA
- Senior Center Needs Assessment, Tustin, CA
- Parks and Recreation Master Plan, City of Banning, CA
- Parks and Recreation Master Plan Update, City of Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, City of San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, City of Santa Clarita, CA
- Parks, Recreation and Open Space Master Plan Update, City of Chino Hills, CA
- Parks, Recreation, and Open Space Master Plan, City of Dana Point, CA
- Recreation Needs Assessment for Laguna Woods Village (age-restricted community), PCM, Inc.
- Recreation and Parks Master Plan, City of Pasadena, CA
- Parks and Recreation Master Plan Update, Aliso Viejo Community Association, Aliso Viejo, CA
- Recreation, Parks, Green Space and Family Services Master Plan, City of Azusa, CA
- Update of Open Space Master Plan of Parks and Recreation, City of Costa Mesa, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan, City of Yucaipa, CA
- Recreation Needs Assessment, City of West Hollywood, CA
- Parks and Recreation Master Plan, City of La Quinta, CA

Education

Bachelor of Science, Biology
University of California,
Santa Cruz, CA



Timothy A. Gallagher

Recreation Programming/Senior Associate
RJM Design Group, Inc.

Timothy A. Gallagher has considerable expertise in parks and recreation management gleaned from more than thirty-five years of public agency management experience and numerous Board positions with industry associations and interest groups. Tim will spearhead many of the tasks outlined in our scope of work including the review of current practices and policies, operations and maintenance evaluation, identifying best management practices, and developing the new policies for the City .

As a Manager or Department head for Parks and Recreation agencies in Seattle, Washington and Los Angeles County Director of Parks and Recreation, Tim had responsibility for long-range planning, park and facility development, program development and operations, and maintenance of parks and community facilities. This experience includes leadership of the development of Strategic Action Plans for Los Angeles County Department of Parks and Recreation and the City of Seattle Department of Parks and Recreation. Tim's agency experience has also provided him the opportunity to gain familiarity with various funding and financing tools, as well as processing Plans for approval and successful submission of grant requests.

Education

- M.A. Parks & Recreation Administration, CSU Chico
- B.A. Sociology / UC Los Angeles

Professional and Civic Positions

- Board Member, California Council of Land Trusts
- Legislative Chair—California Parks & Recreation Society Legislative Committee. 2000-2005
- Instructor, Cal Poly San Luis Obispo

Related Project Experience

- Parks and Recreation Master Plan, Huntington Beach, CA
- Parks and Recreation Master Plan, Goleta, CA
- Livermore Maintenance Evaluation, included in Recreation and Parks District, Parks and Recreation Master Plan, Livermore, CA
- Jurupa Community Services District Maintenance Evaluation, included in Parks and Recreation Master Plan
- Jurupa Community Services District, Maintenance and Operations Manual
- Pleasant Hill Park Maintenance Fiscal Evaluation as part of the Strategic Business Plan 2012/2013
- Pleasanton Parks and Recreation Master Plan included Maintenance Evaluation, Pleasanton, CA
- Santa Maria Leisure Needs Assessment and Action Plan Update, included Park Maintenance Evaluation and Sustainability Plan, Santa Maria, CA
- State of Oregon Statewide Comprehensive Outdoor Recreation Plan—Development of chapter on Sustainability in Parks and Recreation
- Strategic Action Plan, Seattle, WA
- Pro Parks and Green Spaces Levies Management, Seattle
- Strategic Action Plan, Los Angeles County, CA
- Hollywood Bowl Renovation, Los Angeles
- San Luis Obispo County Open Space Trails Plan

Key Personnel (continued)



Adam Probolsky

Survey Specialist
Probolsky Research

Probolsky Research is a Latina- and Woman-owned California Certified Small Business Enterprise (Supplier # 11154461)

Adam Probolsky has acted as pollster and strategic advisor on hundreds of local, county and statewide ballot measures and candidate and outreach campaigns. Additionally, he has been a key advisor to his firm's clients on matters of public policy, legislation and business strategy.

Probolsky was a planning commissioner and finance commissioner in the City of Irvine. He was also a member of the Orange County Waste & Recycling Commission overseeing landfills, recycling programs, waste hauling companies and power generating facilities, and he is also a former member of the Orange County Transportation Authority's Environmental Mitigation and Oversight Committee. Mr. Probolsky regularly speaks to organizations on local public policy issues such as annexation, government customer service, taxation, infrastructure and recreation.

Established for twenty-seven years, Probolsky Research specializes in opinion research on public policy, with government, corporate, election and non-profit practice areas.

We understand government. Probolsky Research is a medium size firm with a staff of nine. Adam Probolsky (president) is your key contact throughout our relationship. Our work does not end after we deliver our final report – we are available (including in-person meetings) as needed moving forward, at no additional cost to you.

We apply expert methodologies and leverage the right research tool for each situation. Our research services include telephone, online and multi-mode surveys, focus groups and other research.

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Parks and Recreation Master Plan Update, Huntington Beach, CA
- George Izay Park Master Plan, Burbank, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks, Recreation, and Community Services Master Plan, Carson, CA



David Carlson

Certified Access Specialist (CASp)
CamCASp

David Carlson has been involved with access compliance since the inception of the Americans with Disabilities Act. His early experience came in the private sector as a staff architect in the Bay Area at Dahlin Group Architects. He gained experience working on several commercial shopping centers and similar public spaces requiring accessibility. In the early 2000s David relocated to Ventura County and worked as an architect at the newly established CSU Channel Islands. While CSUCI is a new university, the physical plant dates back to the 1930s, well before any accessibility requirements had been established. It was here where David further honed his access compliance knowledge in helping to bring the campus into compliance with the ADA and the California Building Code.

As part of David's responsibility at CSUCI, he was tasked with obtaining a CASp license, which is required of every state agency. David successfully completed the CASp exam and has been a Certified Access Specialist in 2013.

In David's private CASp practice, he has provided professional access compliance consulting work to multiple design firms in Ventura and Santa Barbara Counties. In addition, he consults as an accessibility plans reviewer in Santa Barbara County. His site inspection work has included public parks, retail centers, large office complexes, hotels, bars and restaurants, golf courses, and professional medical office buildings ranging from as far south as San Diego and as far north as San Jose and Sacramento.

Recently, David has provided access compliance consulting to People's Self Help Housing Corporation for their rehabilitation of three multifamily housing developments in Santa Barbara and Carpinteria. He has also consulted to the Los Angeles County Department of Parks and Recreation on the Dali Dog Park at Schabarum Regional Park He is currently providing CASp services for Children's Park in Isla Vista, CA and Jesse Owens Community Regional Park in Los Angeles, CA.

Related Project Experience

- Children's Park, Isla Vista, CA
- Jesse Owens Community Regional Park, Los Angeles CA
- Dali Dog Park, Schabarum Regional Park, Rowland Heights, CA
- Scattered Sites Multifamily Rehabilitation Projects
- Dalia Court Existing Multifamily, Carpinteria, CA
- Victoria St. Existing Multifamily, Santa Barbara, CA
- Ladera Street Existing Multifamily, Santa Barbara, CA
- Kellogg Park, Ventura, CA
- Westview Village, Ventura, CA
- Arroyo Verde Park, Ventura, CA

Scope of Services

Project Overview & Deliverables

We have developed the following project approach with six overall phases. Phase I outlines the project management and meetings for the duration of the project. Phase II will focus on updating the existing conditions of Gardena’s parks, recreation facilities, programs, and demographics. Phase III will encompass our community outreach tools including RJM’s innovative online virtual and/or in person meetings, project website, and community feedback. Phase IV will include a review of all the community data collected and prepare a meaningful analysis that will support future recreation planning. Phase V will investigate current policies, staffing, funding, and maintenance practices and offer recommendations. Lastly, Phase VI will be a summary of research, in an easy to read document, illustrating the Parks and Recreation Master Plan for Gardena:

Phase Name	Tool	Deliverables
Phase I: Project Management	Tool 1: Scalable Project Management	<ul style="list-style-type: none"> ▶ Project schedule ▶ Monthly virtual meetings ▶ Online resource FTP site
Phase II: Existing Conditions Analysis	Tool 2: Existing Documentation Review Tool 3: Inventory of Recreation Facilities, Parks and Programs Tool 4: Demographic Assessment Tool 5: Benchmark Comparison Analysis Tool 6: Custom Park Standards Calculations (CPSC)	<ul style="list-style-type: none"> ▶ Existing documents summary ▶ Parks, facilities, and joint use school inventory database in GIS ▶ Parks, facilities, and joint use school inventory maps ▶ Service area gap analysis maps ▶ Acreage analysis ▶ Accessibility Survey & Report ▶ Recreation programs and service inventory ▶ Programs and services assessment ▶ Demographic assessment summary ▶ Benchmark comparison (w/3 cities) ▶ Local demand / need analysis for organized sports
Phase III: Public Outreach and Engagement	Tool 7: Community Engagement	<ul style="list-style-type: none"> ▶ Branding kit ▶ Project website development & updates ▶ Virtual and/or in person meetings and summaries ▶ Stakeholder interviews summary ▶ Multimodal survey and report
Phase IV: Needs Analysis and Recommendations	Tool 8: Community Needs Assessment Tool 9: Recommendations and CIP	<ul style="list-style-type: none"> ▶ Community needs assessment and prioritization matrix ▶ Acreage analysis ▶ GIS mapping of community needs ▶ 15-year priority CIP Plan
Phase V: Management, O&M, and Financial Analysis	Tool 10: General Plan Review & Compliance Tool 11: Operations and Maintenance Plan Tool 12: Financial Analysis Plan	<ul style="list-style-type: none"> ▶ Policy Review and Recommendations Summary ▶ Operations and Maintenance Plan Summary ▶ Financial Review, Funding Sources, and Recommendations
Phase VI: Report Development	Tool 13: Report Development and Presentations	<ul style="list-style-type: none"> ▶ Appendix Document ▶ Powerpoint presentation ▶ Final Draft Report ▶ Final Report

Scope of Services



Johnson Park | Gardena, CA
Source: City of Gardena, Facebook

Phase I: Project Management



Tool 1 Scalable Project Management

Clear communication is critical in any endeavor. RJM will hold regular virtual meetings with the City monthly to review progress, present information, and recommend direction throughout the project. These virtual meetings enable strong team collaboration and unity in decision making as the project develops.

Additionally, a project team online resource FTP site will allow for easy file access and document review for all team members. This will ensure everyone has access to the latest reports, and graphic illustrations available. Based on select tools, we will create an online project dashboard where you can see results from public comments live as they come in eliminating the “wait” for consultants to gather and report back.

Phase II - Existing Conditions Analysis



Tool 2 Existing Documentation Review

Knowing what documents exist and how they relate to one another can help guide planning to ensure there are no conflicts or overlapping efforts. RJM will review related documents pertinent to your planning process and generate a database of existing resources as well as a summary document highlighting key elements. Understanding the history of past planning projects enables you to carefully navigate future planning efforts free of potential conflict.

Tool 3
Inventory of Recreation
Facilities, Parks, and Programs

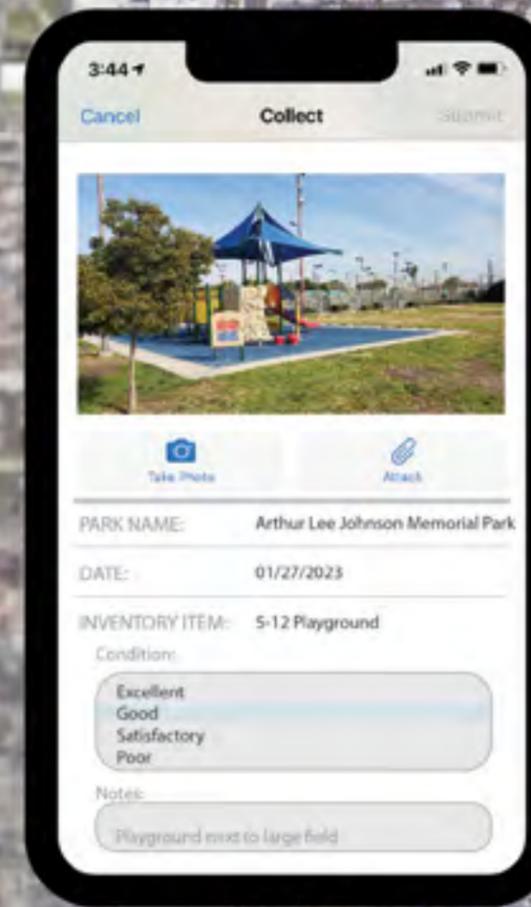
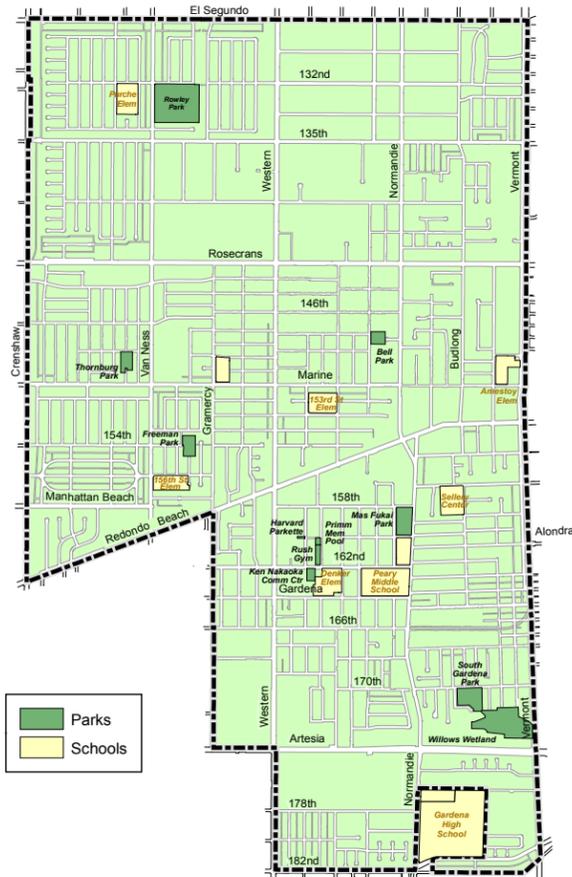
Recreational Facilities and Parks

Understanding where parks exist is not enough in today's world. RJM utilizes the power of ESRI to truly map out community needs and identify underserved areas where park quality, safety, and accessibility may be impacting disadvantaged communities.

We will verify the City's existing parks and facilities list, as well as provide updates to the City for their use. Specifically the GIS dataset will include:

- Geolocate city-owned parks and recreation facility parcels. Developed park profile sheet with aerial and boundary of each park site.
- Quantify select city-owned park passive and active recreational amenities (i.e. ballfields, basketball courts, dog parks, tennis courts, restrooms, and playgrounds). Prepare database to include a list of amenities specific to each park site and field verify condition of park amenities.

The inventory will be analyzed by service area using a 5-10-15 minute walk radius and overall city parkland acreage to identify under served neighborhoods or community planning areas. Map exhibits will be developed to determine the distribution and trail connectivity of recreation facility types throughout the city. The results will illustrate gaps in balancing the equitable distribution of service and opportunities for all ages and income levels.



Parks Inventory

Field data collection is conducted using the Esri Collector app to develop a digital inventory of existing city-owned parks.

This inventory provides detailed information such as the geo-location of site amenities and maintenance conditions.

Tennis Court
Quantity: 4 | Condition: Okay

On-Site Parking
Quantity: 2 | Condition: Good

Play Structure
Quantity: 1 | Condition: Good



Tool 3
Inventory of Recreation
Facilities, Parks, and Programs

CASp Study for City Recreational Facilities and Parks

Certified Access Specialist scope shall include site review of each park/facility for existing access compliance. A detailed Certified Access Compliance report shall be developed for each park/facility identifying non-compliant elements at each location. Additionally, any existing current as-built drawings shall be reviewed for access compliance and included in the report for each location. It is assumed that all inspection spaces shall be made available to the inspector at the time of the site work. Timeframe to complete all inspections and reports shall be no more than three (3) months from start of the project. Accessibility Survey & Report completed by a Certified Access Specialist (CASp) to include:

Park Name	Park Acreage	Expected Amenities to inspect
Vincent Bell Memorial Park	1.92 acres	"2 accessible parking spaces Restroom building 2 small playgrounds Baseball diamond w/ small bleachers Half basketball court Mini pitch court"
Thornburg Park	2.30 acres	"2 identified accessible parking space Restroom building 1 baseball diamond w/ small bleachers 2 basketball courts Playground Covered picnic table area Ball wall"
Arthur Johnson Park	6.14 acres	"1 accessible parking space at street 4 accessible parking spaces in lot 2 basketball courts 4 tennis courts Large grass play area with small bleacher Small skateboard park Restroom building Playground 3 site stairs 1 site ramp"
Freeman Park	2.61 acres	"1 accessible parking space Restroom building 1 baseball diamond with short bleachers 1 tennis court 1 basketball court 1 mini-pitch court Playground Covered picnic benches 1 site stair"
Harvard Blvd Parkette	0.20 acres	"No onsite parking provided Grass area Small playground 2 picnic benches"
Rush Gymnasium	0.45 acres	"2 Accessible parking spaces in lot across street 2 exterior entry stairs 2 exterior entry ramps Gender specific restrooms (assumed inside bldg) Drinking fountains (assumed inside bldg)"

Park Name	Park Acreage	Expected Amenities to inspect
Rowley Park and Gymnasium	18.50 acres	"3 accessible parking spaces in west lot 5 accessible parking spaces in east lot 2 accessible parking spaces in south lot Skateboard park 4 baseball diamonds 4 tennis courts 2 basketball half-courts Soccer court Playground Covered picnic areas Indoor gymnasium Community building"
Nakaoka Community Center	n/a	"2 accessible parking spaces in lot Auditorium 5 meeting rooms Gender specific restrooms (assumed inside bldg) Drinking fountains (assumed inside bldg) Reception desk (assumed inside bldg)"
City Hall	n/a	Parking Lots - It appears there is one lot along W. Gardena Blvd. and a second lot to the west of City Hall. Approaches to facility from parking and public way Site ramp at north building entrance Building entrances at both parking lots and north side of building Public Lobby Public Reception/Front Desk (assume three public reception counters within building) 2 multiple occupant gender specific restrooms One public drinking fountain Assumptions: There is no second floor, stairs or elevator to be inspected.

Recreation Programs

Our team shall provide an inventory and evaluation of existing recreation programs provided by the City. RJM shall analyze the City's current program offerings in terms of gaps in delivery of services, attendance, use of space, consistency with current recreation trends in the leisure services industry, and potential future uses or desired amenities that arise during the community engagement process. This will include a review of regional, new, emerging, and declining trends in recreation activities. The program evaluation shall provide analysis and rating of how well the City is doing in the areas of programming for tiny tots/toddlers, youth/teens, adults, families, and seniors (active and mature). The evaluation shall indicate any gaps in service and what programming changes/additions Gardena should consider implementing in the future to fill those gaps and meet new recreation trends. Our team will collaborate with staff to evaluate existing levels of social service and recreation program services within the City's sphere of influence, public and private, to determine adequacy of current social service, and accessible recreation opportunity for all City residents.

Additionally, an analysis of best possible providers of community and recreation facilities shall be developed. It will include an analysis of partnerships that are relevant to the provision or operation of parks and open space facilities, School District facilities, possible competition, or duplication of services through other public and private service and facility providers, and recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.



**Tool 4
Demographic Assessment**

Understanding the recreation needs and preferences of City residents first depends upon an understanding of the population and its demographic characteristics. Steps in this process involve a review of data regarding the City's population base as defined in the latest census, ESRI Tapestry Dataset, and the American Community Survey (ACS).

Detailed demographic data regarding such variables as age, ethnicity, household size, and income as well as special populations which may require specialized or disproportionate services and programming, such as seniors, teens, pre-schoolers, second-language learners, individuals with disabilities, military families and veterans will be analyzed in order to identify unique populations for use in the demand analysis. Special attention will be given to any sub-groups of the population that show unusual trends of change.



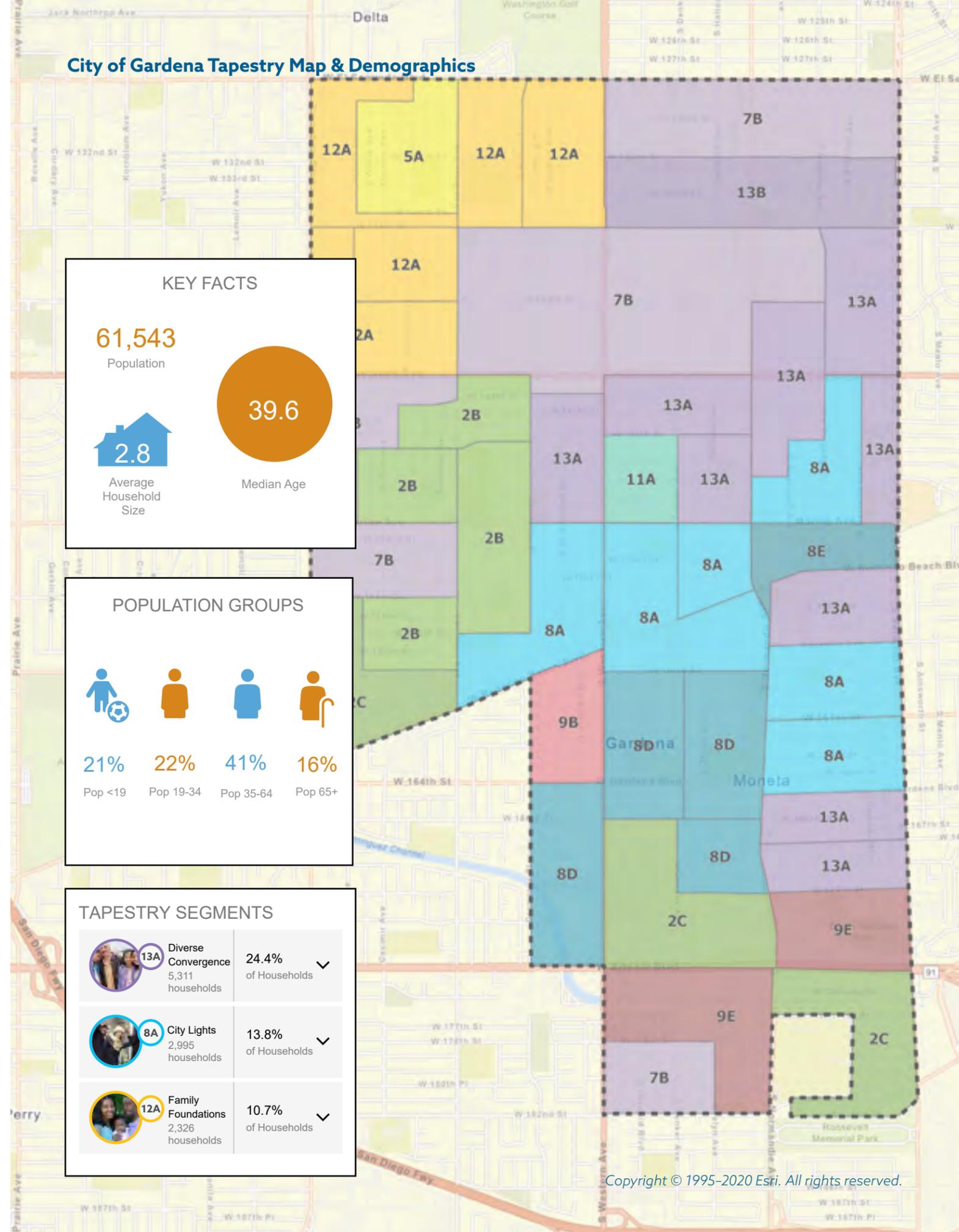
**Tool 5
Benchmark Comparison Analysis**

Gather data on comparable services and facilities from no more than three (3) comparable agencies in the Gardena area to benchmark and compare City's current level of service with the other agencies, national, and state best practices. Data gathered may include types of programs offered, partnerships, operating budgets, participation data, staffing sizes, facility size, fees, and annual budgets for sports complex, aquatics complex, and gymnasium/community center serving a similar sized community. Additionally, an analysis will be completed on current per capita spending investment for parks/community services/recreation operation in Gardena. Per capita spending analysis should include expenditures related to maintenance, operations, staffing, programming, administration, and capital improvements.



Understanding **who** the community is and **where** they recreate is vital to the development of a successful road map for the future.

City of Gardena Tapestry Map & Demographics



Phase II - Existing Conditions Analysis continued

Tool 6
Custom Park Standards
Calculations (CPSC's)

RJM will prepare and conduct a Sports Organization Specific ESRI Online Survey. The survey is specifically designed to collect valuable information regarding facility usage, team size, recreation seasonality, and player volume that is key to calculating the city's local demand for sports facilities. The results will be tabulated and used to verify and update the participation rates in selected sports for use in the demand analysis and calculation of the City's local community parks standard. This standard will represent the unique local demand not just a national averaged benchmark.

Considering the current inventory of recreation facilities, we will identify surpluses and deficiencies in existing parks and recreation-related facilities to serve the community as it exists now and with projections to 2032. One of the primary advantages to this methodology for determining need is that it provides a quantitative, unbiased evaluation of the surpluses and deficits in the City's parks and recreation facilities, both currently and in the future.



Phase III - Public Outreach and Engagement

Tool 7
Community Engagement

Your most robust tool is the ability to reach out to your community in a meaningful two-way dialogue. Find out what, where, and how your community recreates. Over the years technology has changed and so has the trend in which community residents communicate. There is no one prescriptive method that is a catch all for any community. Community input no longer rests on a one-night workshop. People take part in surveys and feedback sessions when it is convenient with their schedules. We engage the entire community and not just a handful of special interests through the following outreach elements:

Website Development

RJM will develop a project website in the ESRI story map platform where the community can learn about the project, understand the extent of planning considerations, and provide feedback. This website will be a hub for community collaboration and meaningful two-way feedback. This continuous public dialogue will ensure maximum opportunity for all community members to become informed and involved in the development of the Parks and Recreation Master Plan. As each of the following outreach efforts are completed, the results will be posted. This method enables continued community involvement for the life of the project. At any point during the project the community can provide direct comments via a "Feedback" button on the website. As feedback is recorded it will be reviewed and shared with the project team. To promote project branding and ease of community engagement our team will purchase the domain "GardenaParksMasterPlan.com" for the project website.



Scan the QR code, go to <https://arcg.is/SruLf0> or click the photo to see a project website sample.

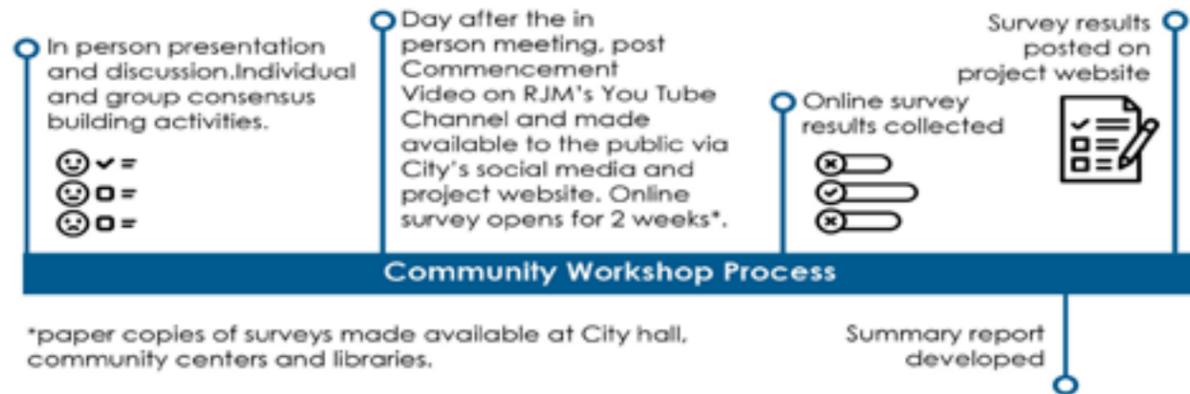
Phase III - Public Outreach and Engagement *continued*

Stakeholder Interviews

Soliciting the attitudes and perceived needs of community stakeholders is an essential element for a successful Master Plan. Often involved in the front lines of community recreation support and programming, stakeholders have a unique understanding of community desires. One-on-one interviews will be conducted with selected key stakeholders such as members of the City Council, Commissioners, City Manager's Office, School District representatives, and/or community leaders. Estimate twelve (12) interviews to be conducted via online virtual meetings.

Community Workshops

Since 2020, we have seen an increase in community participation using virtual workshop methods, such as an online commencement video and online surveys available on the project website. The community now has the choice to participate in community workshops in person or virtually on their own schedule. Each "in person" community consensus building workshop includes a two (2) hour session, inclusive, for up to fifty (50) participants. Each online survey includes summarizing up to (300) responses. We propose to work closely with City Staff to organize and further define the approach to be used in this process. City to provide and manage all PPP requirements as mandated by the CDC and state of California. We will coordinate with City staff for the promotion of the workshops, scheduling, and the provision of staff to assist with the workshops. Our workshop methodology is designed to arrive at consensus regarding the priorities perceived by the public for improvements to the parks, recreation facilities, programs, and services.



Workshop No. 1

The first workshop will solicit community input on the characteristics, issues, and trends the City is currently facing. An online survey will also be available for residents that are unable to attend the workshop and will be active for (2) two weeks. The information gathered will be used identify key ideas and desires to be explored in the future surveys and outreach efforts.

Workshop No. 2

The second workshop will focus on parks, facilities, and programming needs. This workshop will begin with a presentation illustrating the results of past efforts and soliciting further information on the prioritization of the desired recreation improvements. This workshop will also promote an online survey option. The online survey will stay live for (2) two weeks allowing all community members to take part at their own pace.

Workshop No. 3

The final community outreach event will involve sharing all the past outreach results as well as the facility and program prioritization survey summary. At the conclusion of the presentation our team will host online survey will also be available for residents that are unable to attend the workshop and will be active for (2) two weeks for residents to weigh in on the list of community needs identified throughout the process.

Phase III - Public Outreach and Engagement *continued*

We will also make paper copies of the survey available for distribution at City Hall and other locations as requested. Paper surveys will be collected, and data entered by City staff to be counted with online survey responses.

Each workshop also includes a 5-10 minute commencement video that replicates the in-person presentation. The commencement video is made available on the project website for community members unable to attend the in-person events.

Statistically-Valid, Multimodal Community Survey

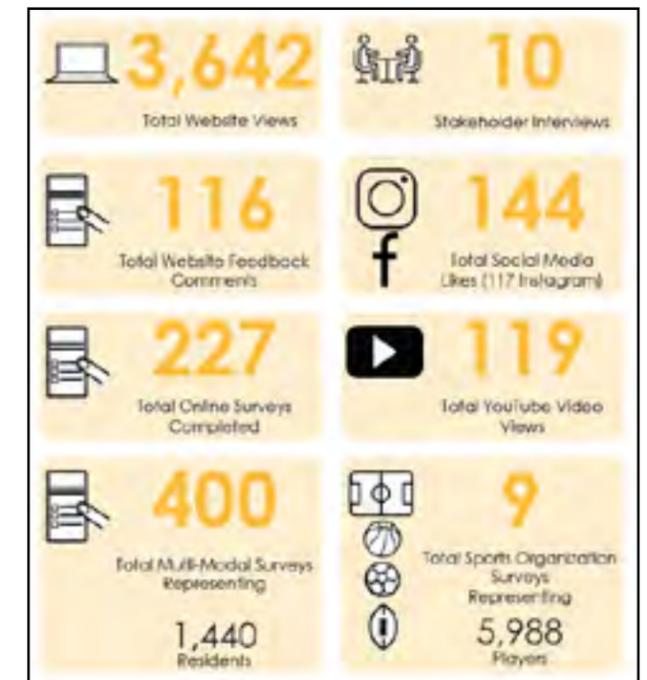
To ensure that the Parks and Recreation Master Plan is representative of the needs, priorities and concerns of all residents in the City (not just those who actively participate in the stakeholder interviews, workshops, community meetings, or advisory committees) we recommend conducting a statistically reliable survey as part of the public outreach and engagement program.

After selecting households at random using a stratified design, the survey will be administered using a multimodal approach including multiple recruiting methods (mail, email and telephone) and data collection methods (telephone and password-protected online surveys) to ensure a balanced, representative sample that reflects the full diversity of the City's resident population. Using a multimodal approach will ensure a higher participation rate, reduce response bias, better capture the opinions of traditionally hard-to-reach subgroups, and ultimately deliver more reliable data than relying on a single-mode approach (i.e. telephone only). Our online survey platform is compliant with Federal Section 508 (and WCAG guidelines) which ensures accessibility by people with disabilities.

English, Spanish, and Tagalog are included, and we place no limit on Spanish or Tagalog language responses. We initiate all interviewing calls with live-US based interviewers in English and switch to Spanish or Tagalog only upon request or when a clear language communication issue presents itself. Survey results will be analyzed by neighborhood and citywide, as well as identify correlations between various park amenity use.

Social Media / Project Branding Kit

To maximize community participation our team will develop content and promotional materials for the project including flyers, website and social media content, and handouts that will visually unify all project outreach efforts. Our team will develop large format project posters for display on site and throughout various community center facilities, social media graphics for easy posting, sponsored social media ads on Facebook and Instagram, project branded flyers and QR codes will tie directly into the project website. Digital media developed by RJM throughout the project will be sized and made available for posting by the City's account administrators. Project updates, workshop notifications and invitations will be coordinated in advance of the actual meetings. This outreach will inform users of the project's intent, timing, proposed meeting dates and project updates. Upon city request RJM will print materials and ship them to the city. All printing and shipping will be billed against the reimbursable allowance.



Sample of Community Engagement Outreach Participant Totals (City of Carson)

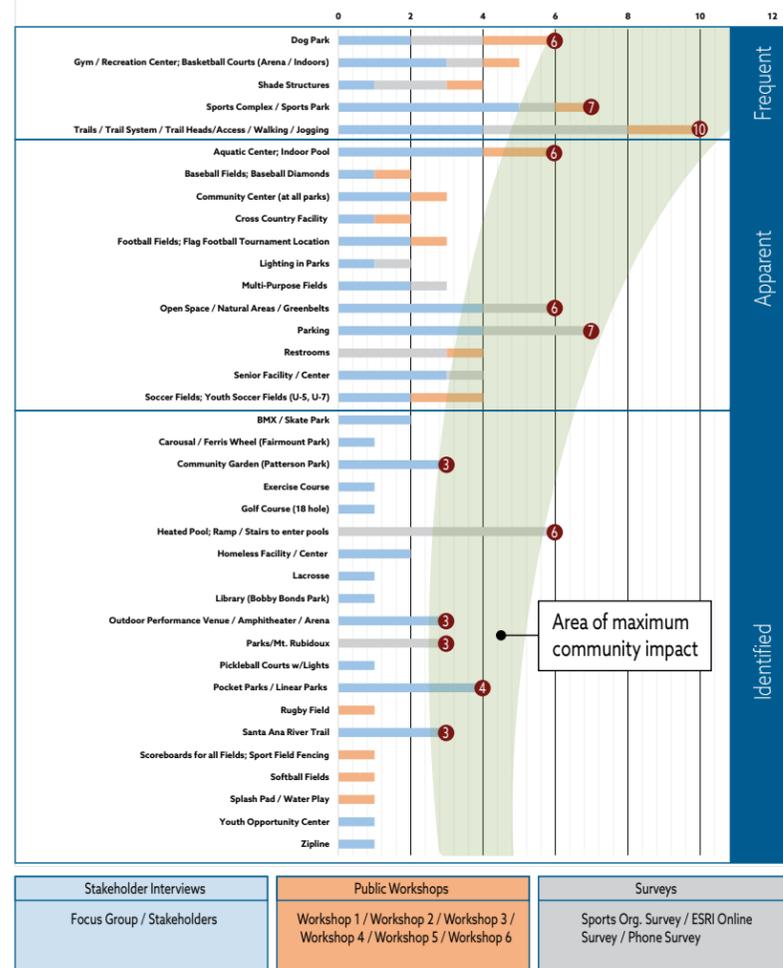
Phase IV - Needs Analysis and Recommendations



Tool 8 Community Needs Assessment

The strength of the Parks and Recreation Master Plan will largely rest on the successful outreach efforts and thorough analysis of the results. The assessment will not only convey the results among residents as a whole, it will also detail how the results vary across important subgroups of residents such as age, gender, location within the City, presence of children in the home, as well as length of residence and other factors. Using the ESRI Tapestry community dataset RJM can analyze the micro demographics to determine not just priority of recommendations but the impact on the location of the recommendations as well.

Each of the community engagement strategies employed will be analyzed and combined into a single engagement needs matrix graphic. This graphic will illustrate the community needs that have the most significant impact as well as other trending recreation desires among the community.



Sample of Community Needs Prioritization Graphic



Tool 9 Recommendations and CIP

RJM will provide a complete recommendation action plan outlining the park infrastructure improvements required to meet the needs of the community. Recommendations will be based on research and documented community needs. Specific recommendations may include park and recreation features such as additions, renovations, redevelopments, replacements, decommissioning, maintenance, and improvements of proposed parks, playgrounds, shelters, sports courts, parking lots, and turf reduction.

After the facility needs, community priorities, and public consensus are defined, we will discuss and evaluate with City Staff the short-term, intermediate, and long-term opportunities to create new community recreation facilities. This may include evaluation of areas such as drainage or flood control sites, vacant land, or reuse of existing park land as well as potential new or enhanced partnerships to maximize the communities existing resources.

Consultant shall further refine the list to create a 10-year priority CIP Plan and a detailed implementation schedule for first 5 years, including priority projects. The plan shall take into account immediate and long-range budget projections, planning staffing needs and operational resources.

Phase V - Management, O&M, and Financial Analysis



Tool 10 General Plan Review & Compliance

The purpose of this task is to provide, recommend, and establish coordination between the Parks and Recreation Master Plan and the City's General Plan. This will include proposed modifications, amendments, or revisions to the General Plan.

The Consultant shall review the City's planning and development ordinances pertinent to parks development issues; propose amendments and/or new ordinances as needed to accomplish parks development goals and objectives.

Analyze current facility usage policies and fees for consistency, relevance, and effectiveness. The Consultant will develop an overall operational assessment for efficiencies and best management practices that can be employed to guide the organization including an analysis and identification of core recreation services, effective resource allocation, cost recovery, and pricing strategies that take into consideration community wide benefits vs. individual benefits. Recommended broad strategies for improvement or elevation of current operations to a best practice level will be presented that will apply to:

- Pricing strategies for facilities and programs
- Staffing standards for recreation services used by the community
- Inventory of potential community partnerships and outside providers



Tool 11 Operations and Maintenance Plan

Prepare an Operation and Maintenance plan for the parks and recreation buildings maintained by the City. The plan will identify routine and preventative maintenance schedules/programs, work management, asset lifecycle management, and performance measurements. Operation and Maintenance Plan will include maintenance specifications and a proposed scope of work for park maintenance including a schedule of park maintenance services.

Consultant shall provide an evaluation of current staffing levels and organizational structure based upon the existing department and potential growth with the development of this master plan. An evaluation and analysis of current management and operations practices will be provided, giving specific attention to parks maintenance and staffing (consideration should be given to contract maintenance vs. in-house staffing) with recommendations pertinent to future growth of parklands, buildings and facilities, and related services.

Operations and Maintenance Plan will propose the development and operation of a sustainable park system for the City identifying a vision, goals, and objectives for a park system that addresses environmental and economic sustainability. Recommendations can be prepared for specific sustainability practices for both new and rehabilitation projects, including ongoing sustainable operation and maintenance practices for incorporation into future bid requirements for maintenance suppliers, as well as design and construction guidelines for proposed new projects or project improvements that address environmental and economic sustainability goals.

Based on the development Parks Master Plan and considering current and identified future needs, consultant will develop recommendations. These recommendations will be developed considering both the current conditions of existing facilities and proposed modifications related to how the current parks, trails, open space, and recreational facilities should be maintained, restructured, or enhanced. Propose cost-effective funding levels necessary to adequately sustain quality, safe, and cost-effective maintenance operations and practices and sustain recommended levels of maintenance and service.

Tool 12
Financial Plan Review and Recommendations

The Consultant will conduct an analysis of existing financial plans developing a Financial Plan with recommendations applicable to addressing the updated financial needs and priorities for the City. Review and discuss existing funding mechanisms and cost recovery practices for recreation programs and services; and recommend appropriate levels of cost recovery through fees. Recommendations should balance cost recovery with issues of affordability.

Provide a thorough analysis of existing funding practices, sources of funds including user fees and impact fees, and funding levels for parks, recreation, community service facilities and programs. Identify new or alternative sources of funds that might reasonably be developed to supplement existing funding methods and identify new funding practices that might present long-term funding stability.

Fiscal Capacity of Parks and Recreation services will be evaluated by:

- Develop budgets for the creation of new park development, maintenance of existing parks, and operating programs.
- Determine deficiencies in funding resources for existing parks and recreation programs, relative to demand of existing and potential users.
- Identify resources needed to operate and maintain future parks and recreation programs based on past funding, operating, and maintenance trends.
- Based on the park user profile and community needs assessment, identify funding resources that would be required to meet park and recreation needs. Project costs for the next 20 years.

Determine other alternative funding sources for the City, recommend options to address any funding gaps, and identify best funding practices in other cities that can be explored by the city.

Phase VI - Report Development

Tool 13
Report Development and Presentations

Master Plan Report Development

The draft report will summarize all information gathered in inventory tasks, analysis, funding opportunities, phasing, community priorities and other data as appropriate. Recommend levels of recreation and park facilities shall be presented graphically and demonstrate distribution of service and opportunity.

Following a City Staff review, RJM will conduct a virtual meeting with City Staff to review and discuss refinements to the draft report. Upon receipt of one set of non-conflicting comments from the City, we will revise the document. The RJM Team will then incorporate City refinements and submit the Second Draft for staff review. Once the Second Draft has been reviewed and non-conflicting comments are received, a final Draft will be developed and formatted for delivery. All original detailed research and summary reports will be cataloged in an Appendix Document.

Public Meetings and Presentations

RJM will prepare a PowerPoint presentation summarizing the Final Report and present the final draft Master Plan to the City Council for review, comment, and final direction. Included in this proposal is in person attendance at one Parks and Recreation Commission Meeting, and one City Council Meeting.

Project Schedule

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Phase I: Project Management (Tool 1)												
Tool 1: Scalable Project Management	○	●	●	●	●	●	●	●	●	●	●	
Phase II: Existing Conditions Analysis (Tool 2 - 5)												
Tool 2: Existing Documentation Review												
Tool 3: Inventory of Parks, Facilities, and Programs												
Tool 4: Demographic Assessment												
Tool 5: Benchmark Comparison Analysis												
Tool 6: Custom Park Standards Calculations												
Phase III: Public Outreach and Engagement (Tool 7)												
Project Website Development												
Stakeholder Interviews												
Workshop ONE												
Workshop TWO												
Workshop THREE												
Statistically-Valid Multimodal Community Survey												
Social Media / Branding Kit												
Phase IV: Needs Analysis and Recommendations (Tool 8- 9)												
Tool 8: Community Needs Assessment												
Tool 9: Recommendations & CIP												
Phase V: O & M, Policy, and Funding Analysis (Tool 10 - 12)												
Tool 10: General Plan Review and Compliance												
Tool 11: Operations and Maintenance Plan												
Tool 12: Financial Plan Review and Recommendations												
Phase VI: Report Development (Tool 13)												
Tool 13: Report Development and Presentations											▲	▲

- M Month
- Kick Off Meeting (In-Person)
- Project Review Meeting (Virtual)
- ▲ Presentations (In-Person)

Quality Assurance / Quality Control Approach

COMMUNICATIONS APPROACH

An assigned Project Manager from RJM Design Group for the specific project will be the main point of contact with the City for the life of the project. RJM Design group will act as the project lead and main coordinator for all project deliverables. All communications from sub consultants will be conducted through RJM Design Group.

1. Consultants can participate in online virtual meetings via Zoom, Microsoft Teams, or other video conferencing applications. Meetings to be held at regular intervals to assess progress and provide direction throughout the performance of the services and preparation of the project deliverables.
2. RJM will prepare all meeting agendas for identified scheduled meetings with the City.

QUALITY ASSURANCE

The success of RJM Design Group can best be measured by our numerous long-term relationships with our valued clients. In order to foster these relationships, our goal is to produce a high-quality product in the most effective manner possible by utilizing our proven QA/QC procedures.

Our Quality Assurance Program is process-oriented and begins with experienced staff along with our firm's commitment to ongoing education. Our experience is based on hundreds of successful projects and gratified clients. Our staff is encouraged to continually pursue expanding their current knowledge base in order to allow us to be at the forefront of our industry. Continuing education is pursued in the following areas:

- **AIA** – American Institute of Architects
- **APA** - American Planning Association
- **Arborist Certification**
- **ASLA** - American Society of Landscape Architects
- **CPSI** – Certified Playground Safety Inspector
- **LEED** – Sustainable Practices
- **PSMJ** – Project Management
- **QSP and QSD** – Qualified SWPPP Practitioner and Developer
- **STMA** - Sports Turf Managers Association

In addition to our well-educated and seasoned professionals is our thorough understanding of the project development process. This allows us to share information with our consultant team and clients so that our projects evolve in a proactive and well-orchestrated manner. Communication among staff, team members and client include the following project parameters:

- **Project Goals** – clearly identified.
- **Program Needs** – confirmed with the client.
- **Schedule** – a project schedule is established at the onset which outlines the process evolution, major milestones, submittal dates, reviews, approvals.
- **Budget** – understanding the budget is critical to a project's success.
- **Construction Estimates** – RJM maintains an extensive library of unit costs that are acquired through our numerous public bids, as well as from specialty consultants and independent cost estimators. This allows our recommendations and project cost estimates to accurately reflect the current construction costs.

Our office environment is an open studio that allows for continual sharing of ideas and collaboration between our experienced principals, project managers, and staff members. We believe that this interaction promotes effective communication that is vitally important to the success of every project. Team meetings are scheduled at regular intervals to ensure that accurate communication on key project aspects is shared and understood. Other methods of project communication include email, telephone/conference calls, in-person meetings, and video-conferencing, as appropriate.

Noteworthy to RJM and unique when compared to other firms, is that the same team, individual staff members, will continue on and retain responsibility for the preparation of the final documents. We believe that this approach allows for a more consistent and accurate method of ensuring that all of those special details discussed in the previous phases are carried throughout the final document process. This method is fundamental for maintaining quality assurance, and effectively controlling costs.

The continual monitoring of project evolution provides the ability to confirm that appropriate progress is being made on an ongoing basis. This review is instrumental in confirming that project goals, program needs, schedules and budgets are as intended and that unforeseen changes, "curve balls", do not occur inappropriately.

QUALITY CONTROL PLAN

Our open office "bullpen" setting is especially conducive to regular milestone reviews and monitoring of a project. This review plays a central role in our quality control effort. The importance of plan review, checking, and cross-checking cannot be overemphasized, given the complexity and time constraints under which reports are often produced.

The Client is involved in reviewing deliverables/summary reports at regular intervals and approving the documents before they are made part of the Appendix document.

Another integral component in our quality control process is the utilization of our "RJM lessons learned checklist." This checklist contains the learning experiences that we have encountered over 34 years of project development. It is a useful tool that allows us to systematically review our work and that of our consultant team to ensure that we are applying the collaborative experience learned to the benefit of our projects.

In addition to our in-house quality control efforts, we are also continually learning and applying the ongoing "lessons learned" from our outside plan check services provided to multiple agencies. This methodical approach to outside projects gives us the unique advantage of reviewing our own plans and cost estimates with an impartiality that allows for a fresh and unbiased evaluation.

Project Experience

Our experience with local communities
can help your city's future planning efforts.

email | rjm@rjmdesigngroup.com

website | rjmdesigngroup.com

Agencies Served

Aliso Viejo
Azusa
Banning
Brentwood
Buena Park
Carson
Chino Hills
Commerce
Costa Mesa
Cypress
Dana Point
Downey
Goleta
Hermosa Beach
Huntington Beach
Jurupa Community Services
District
La Quinta
Laguna Woods Village
Laguna Hills
Laguna Niguel
Livermore
Manteca
Menifee
Murrieta
Norwalk
Pasadena
Pinole
Pleasant Hill
Pleasanton
Pomona
Rancho Mission Viejo
Riverside
Rocklin
Roseville
Sacramento
San Bernardino
San Dimas
San Fernando
San Juan Capistrano
Santa Barbara County
Santa Clarita
Santa Maria
Stanton
Temecula
West Hollywood
Woodland
Yucaipa

Project Experience



Parks, Recreation & Community Services Master Plan

Carson, CA

Status: Completed 2022
 Client: The City of Carson
 Project Date: August 2021 to July 2022
 Size: 19.2 square miles
 Population: 93,184
 Project Cost: \$230,940.00

Client Reference
 Michael Whittiker, Jr., Director of Parks, Recreation & Community Services, City of Carson
 phone: (310) 847-3570 Ext. 3571
 email: MWhittiker@carsonca.gov

Project Summary

RJM Design Group developed the City's first Parks and Recreation Master Plan. The process commenced with an inventory and assessment of the existing parks, recreation facilities, and program opportunities available within the City. Projected population growth, housing units, age distribution, and median income were some attributes that helped to identify the demographic characteristics of the resident population. The existing inventory and demographic analysis provided the foundational understanding of the community. The community outreach provided multiple opportunities to engage the community members and included a project website, online feedback comments, a statistically valid, multimodal survey, stakeholder interviews, three (3) community online surveys, a sports organization questionnaire, and six (6) in-person community workshops. Key strategies were developed to address each facility and program recommendation. Current capital improvement projects and costs for the recommendations were outlined in the report. Funding sources and strategies were identified to assist in the implementation of the recommendations.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Senior Associate: Tim Gallagher
 Survey Specialist: Adam Probslky



Project Experience

Citywide Park Needs Assessment

Laguna Niguel, CA

Status: Completed 2022
 Client: The City of Laguna Niguel
 Project Date: July 2021 to April 2022
 Size: 14.79 square miles
 Population: 65,952

Client Reference
 Ron Rivera
 Parks and Recreation Director
 City of Laguna Niguel
 phone: (949) 425-5148
 email: RRivera@cityoflagunaniguel.org

Project Summary

The Laguna Niguel Citywide Park Needs Assessment serves as a guide and implementation tool for the management and development of parks and recreation facilities throughout the City. The process began with a review of pertinent planning documents, existing park resources, and recreation opportunities. Following the initial inventory an extensive community outreach campaign was developed. In-Person and live streaming online video presentations, one on one stakeholder interviews, public online surveys, direct website feedback, and a statistically valid multi-modal survey was conducted to clearly analyze the community recreation demand in the City. The project website enabled community members to review updates and provide immediate feedback at any point in time. The following are key strategies developed to balance the available inventory with the community recreational desires: provide sustainable sports facility management, increase park quality to strengthen community ties and bring diverse populations together, promote community connectivity to nature through an extensive trail network and trail events, and celebrate Laguna Niguel history and local identity.

Project Team

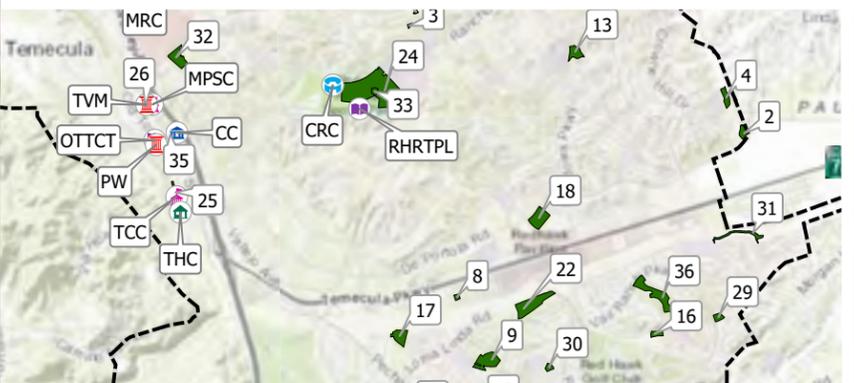
Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Survey Specialist: Timothy McLarney



Project Experience



Project Experience



Parks and Recreation Needs Assessment

San Dimas CA

Status: Completed 2020
 Client: The City of San Dimas
 Project Date: April 2020 to December 2020
 Size: 15.4 square miles
 Population: 34,966

Client Reference
 Scott Wasserman
 Director of Parks and Recreation
 City of San Dimas
 phone: (909) 394-6233
 email: swasserman@sandimasca.gov

Project Summary

The San Dimas Parks and Recreation Needs Assessment clearly defines the parks and recreation facility needs of the community and identifies surpluses and deficiencies with existing facilities. This project included a comparison of the City's department organization, staffing, parks and recreation amenities, and programs to ten (10) comparable cities to establish a benchmark comparison. The community engagement process included stakeholder interviews, 3 virtual town hall meetings, a sports organization survey, and a statistically-valid multi-mode survey. Custom park standards were calculated based on the actual participation of San Dimas residents. A program inventory and evaluation were conducted on the existing programs and services offered. A final community workshop prioritized current and future park and recreation needs using a virtual meeting platform. Recommendations included key strategies, funding sources and CIP plan. The final report is a roadmap to guide the development of San Dimas' Parks and Recreation Services now and into the future.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Survey Specialist: Adam Probolesky



Community Services Master Plan

Temecula, CA

Status: Completed 2020
 Client: The City of Temecula
 Project Date: May 2019 to August 2020
 Size: 37 square miles
 Population: 114,327

Client Reference
 Kevin Hawkins
 Director of Community Services
 City of Temecula
 phone: (951) 694-6480
 email: kevin.hawkins@cityoftemeculaca.gov

Project Summary

The Master Plan process commenced with an examination of the characteristics that define the community, and an inventory of the existing recreational opportunities and resources available within the City. Temecula's Community Services Department includes Arts and Culture, Homeless Outreach, and Library Services. The City prides itself on providing inclusive services for the disabled, veterans, and the senior populations. Established methods of community involvement included a multi-modal survey, stakeholder interviews, focus groups, a sports organization questionnaire, and ward specific community workshops. Community issues, recreational facility and program usage patterns and the community needs for parks and recreation facilities were developed. Identified needs, facility usage patterns, recreation standards and population projections provide the basis for the quantification of facilities required to meet identified community needs were identified. Trail connections and regional trail goals were identified. The final report includes inventory, assessment and recommendations for parks, recreation facilities, programs, trails, arts and culture, and staffing evaluation. Operations and maintenance recommendations as well as a financial strategy plan summarizes an implementation plan for the City.

Project Team

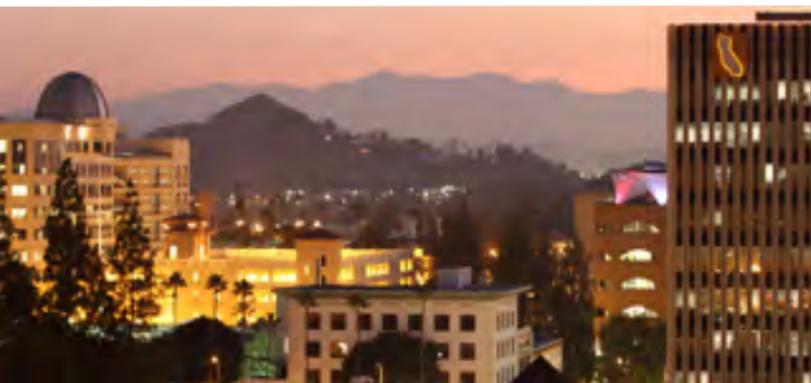
Principal: Zachary Mueting
 Project Manager: Kristen Schnell



Project Experience



Project Experience



Comprehensive Parks, Recreation & Community Services Master Plan

Riverside, CA

Status: Completed 2019
 Client: The City of Riverside
 Project Date: June 2018 to December 2019
 Size: 81.5 square miles
 Population: 327,728

Client Reference
 Adolfo Cruz
 Director of Parks, Recreation & Community Services
 City of Riverside
 phone: (951) 826-2075
 email: AdCruz@riversideca.gov

Project Summary

The Master Plan process commenced with an examination of the characteristics that define the community, and an inventory of the existing recreational opportunities and resources available within the City. The inventory and analysis provided the foundational understanding of the community and serves as the starting point from which community members are engaged and their needs are identified. Established methods of community involvement included a community wide telephone survey, stakeholder interviews, focus groups, GIS community online survey, a sports organization questionnaire, and ward specific community workshops which provided multiple opportunities to engage the community members, and multiple measures from which a broad understanding of community issues, recreational facility and program usage patterns and the community needs for parks and recreation facilities is developed. Identified needs, facility usage patterns, recreation standards and population projections provide the basis for the quantification of facilities required to meet identified community needs. Facility recommendations are derived based on priority of needs, then general cost for recommendations are identified. A full CASp report was also prepared as part of this project.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell



Open Space Master Plan of Parks & Recreation

Costa Mesa, CA

Status: Completed 2018
 Client: The City of Costa Mesa
 Project Date: April 2017 to October 2018
 Project Size: 15.8 square miles
 Population: 113,825
 Contract Amount: \$99,785

Client Reference
 Jason Minter
 Parks & Community Services Director
 City of Costa Mesa
 phone: (714) 754-5065
 email: jason.minter@costamesaca.gov

Project Summary

The City of Costa Mesa is a coastal community with a very diverse, built-out population of over 113,000 residents. RJM Design Group was contracted to develop the city's original Parks Master Plan in 2002. After successfully following the document the city again contracted RJM to update the document for the next 15 years.

The project included complete inventory and assessment of all the recreation facilities and programs, extensive community outreach, stakeholder interviews, and workshops. The resulting document concluded in recommendations for maintenance and operations, funding sources, prioritized facility improvements, park facility and rehabilitation cost estimates, as well as a six year capital improvement plan.

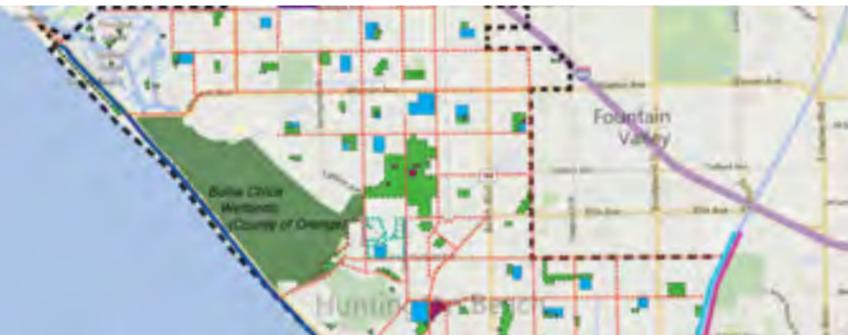
Costa Mesa's Park Master Plan is a community supported city wide plan that will continue to guide the successful development of the parks and recreation facilities in Costa Mesa for the another 15 years.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell



Project Experience



Parks & Recreation Master Plan

Huntington Beach, CA

Status: Completed 2016
 Client: The City of Huntington Beach
 Project Date: November 2015 to January 2016
 Size: 32.1 square miles
 Population: 201,874
 Contract Amount: \$220,800

Client Reference
 Chris Slama
 Director of Community Services
 City of Huntington Beach
 phone: (714) 536-5495
 email: cslama@surfcity-hb.org

Project Summary

Nicknamed "Surf City" for its beautiful wide beaches and consistently breaking surf. The City of Huntington Beach has a large and well-established park system with over seventy five (75) parks and numerous community recreation buildings. The City contracted RJM Design Group to update its existing Parks and Recreation Master Plan. The first phase of the project included a background review of the demographics and community trends and their impact on the park system. The second phase involved a detailed inventory of the facilities and programs currently provided in the City, as well as a gap analysis of the existing facilities to determine locations where recreational opportunities are needed. The third phase included a thorough public involvement process including executive interviews, sports organization questionnaire, telephone survey, and public workshops. The fourth phase looked at the demand and needs for facilities based on the inventory of existing facilities and the data derived from the prior phases. Recommendations included an opportunities feasibility analysis, acquisition plan, cost estimates, capital improvement plan, and sustainable practices/maintenance and operations management plan.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell



References

RJM DESIGN GROUP, INC. offers its clients personalized service that is delivered on time and within budget. The principals of RJM maintain personal involvement in all aspects of the project. Our success is based on our ability to perform, meeting the needs of the client and the project. Please feel free to contact all our references as we are sure they will share their success stories of projects we have helped them accomplish.

"The Master Plan Update was long overdue. RJM Design Group produced a strong product. The participation process will make this report a useable document that will not just sit on a shelf."

- Kevin Hawkins, Community Services Director
 City of Temecula

"Thank you so much for providing such a detailed report. I appreciate this report gives us feedback on what our community wants and strategies on how to implement those."

- Sandy Rains, Mayor Pro Tem
 City of Laguna Niguel



Agency Name & Contact Information:
 Michael Whittiker, Jr.
 Director of Parks, Recreation & Community Services
CITY OF CARSON
 phone: (310) 847-3570 Ext. 3571
 email: MWhittiker@carsonca.gov

Budget: \$230,940 Services:
 Parks, Recreation & Community Services Master Plan
 August 2021 - July 2022
 Link to report: <https://rjmdesigngroup.sharefile.com/d-s47ced952dca941b08605fae94b9a8319>



Agency Name & Contact Information:
 Ron Rivera
 Parks and Recreation Director
CITY OF LAGUNA NIGUEL
 phone: (949) 425-5148
 email: RRivera@cityoflagunaniguel.org

Budget: \$146,810 Services:
 Citywide Park Needs Assessment
 July 2021 - April 2022
 Link to report: <https://rjmdesigngroup.sharefile.com/d-s48aa83859a844ee8983fd8bf28c6f642>



Agency Name & Contact Information:
 Scott Wasserman
 Director of Parks & Recreation
CITY OF SAN DIMAS
 phone: (909) 394-6233
 email: swasserman@sandimasca.gov

Budget: \$115,275 Services:
 Parks and Recreation Needs Assessment
 March 2020 - December 2020
 Link to report: <https://rjmdesigngroup.sharefile.com/d-se45919b2aa9d4bbcb833cf157995b128>



Agency Name & Contact Information:
 Kevin Hawkins
 Director of Community Services
CITY OF TEMECULA
 phone: (951) 694-6480
 email: kevin.hawkins@cityoftemecula.gov

Budget: \$276,000 Services:
 Community Services Master Plan
 April 2019 - February 2020
 Link to report: <https://temeculaca.gov/DocumentCenter/View/11006/Temecula-Community-Services-Master-Plan>



Agency Name & Contact Information:
 Jason Minter
 Parks & Community Services Director
CITY OF COSTA MESA
 phone: (714) 754-5065
 email: jason.minter@costamesaca.gov

Budget: \$161,270 Services:
 Open Space Master Plan of Parks and Recreation Update
 January 2017 - June 2018
(currently updating outreach only)
 Link to report: <http://ftp.costamesaca.gov/costamesaca/council/agenda/2018/2018-02-13/SS-1-Attach-4.pdf>



Agency Name & Contact Information:
 Chris Slama
 Director of Community Services
CITY OF HUNTINGTON BEACH
 phone: (714) 536-5495
 email: cslama@surfcity-hb.org

Budget: \$211,000 Services:
 Parks and Recreation Master Plan
 April 2015 - July 2016
(currently updating)
 Link to report: <https://www.huntingtonbeachca.gov/announcements/attachments/Parks-and-Recreation-Master-Plan-Rev2016.2.5.pdf>

Sample Agreement Review

RJM DESIGN GROUP, INC. has established a reputation of integrity and professionalism within our industry. Our due diligence in performing client services begins with our proposal preparation, contract review and negotiation, and carries through to project completion.

We have reviewed the Agreement for the Parks and Recreation Master Plan project with the City of Gardena. As part of this review, we identify items which may not conform to the terms of our insurance coverage and/or to California Civil Code section 2782.8 which regulates contracts between public agencies and design professionals. Upon selection for this project, we would like to discuss the following requested changes pertaining to the Agreement. All suggested additions and/or deletions to the contract language are in [blue](#).

Page 2. Services, (line 1):

... Consultant agrees to provide the services as specified in the [Consultant's City's Request for Proposal \(RFP\)](#), Exhibit A ...

Page 3. Consultant's Proposal, (line 1):

... This agreement shall include Consultant's proposal or bid to City's RFP, which is incorporated herein as Exhibit [A B](#). In the event of any inconsistency between the terms of the proposal and this Agreement, [in the event of any inconsistency between the terms of the proposal and this Agreement](#), it shall be resolved by giving precedence in the following order: (a) The Agreement, (b) Exhibit A, [\(c\) Exhibit B](#). ...

Page 7 - 18. Legal Requirements, C., (line 3):

... ancestry, or any other category forbidden by law in [its](#) performance ...

Page 8 - 20. Guarantee and Warranty Representation. (line 1):

Consultant [warrants represents](#) to City that the material...

Page 8 - 21. Insurance, C. Coverage, Limits and Policy Requirements, 2. Commercial Auto Liability Insurance, (line 3):

... 0001. Ed. 12/93, [including Symbol 1 \(any auto\)](#) with no special limitations...

Page 9 - 21. Insurance, C. Coverage, Limits and Policy Requirements, 3. Policy Requirements, b., (line 3):

... material change in coverage, [or ten \(10\) days' notice if due to non-payment of premium](#).

Page 9 - 21. Insurance, C. Coverage, Limits and Policy Requirements, 4. Worker's Compensation and Employer's Liability Insurance, (line 7):

...written notice, return receipt requested, is mailed to City, [or ten \(10\) days' notice if due to non-payment of premium](#).

Page 9 - 21. Insurance, C. Coverage, Limits and Policy Requirements, 5. Professional Errors & Omissions, (line 5):

... notice, return receipt requested, is mailed to City, [or ten \(10\) days' notice if due to non-payment of premium](#).

Page 10 - 22. Indemnity, B., (line 18):

... suits arising out of the sole negligence or willful misconduct of the City [notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity and defense shall be limited to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.](#)



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CPSC
2023



CUSTOM PARK
STANDARD
CALCULATIONS

City of Gardena
Parks & Recreation Master Plan
Fee Proposal



Fee Proposal

It is the objective of our Team to provide the most comprehensive, yet efficient, approach to the development of the City of Gardena Parks and Recreation Master Plan. This fee includes all costs to be incurred by RJM Design Group, Inc. Fees for the work are as follows:

<u>Phase/Task</u>	<u>Fee</u>
PHASE I - Project Management	
Tool 1 - Scalable Project Management	\$9,900.00
PHASE II - Existing Conditions Analysis	
Tool 2 - Existing Documentation Review	\$5,725.00
Tool 3 - Inventory of Parks, Facilities and Programs (including CASp)	\$51,210.00
Tool 4 - Demographic Assessment	\$5,400.00
Tool 5 - Benchmark Comparison Analysis	\$6,100.00
Tool 6 - Custom Park Standards Calculation (CPSC's)	\$9,550.00
PHASE III - Community Outreach and Engagement	
Tool 7 - Community Engagement	
Project Website Development & Updates	\$8,000.00
Stakeholder Interviews	\$10,675.00
Workshop #1 - Scoping Session	\$9,050.00
Workshop #2 - Program / Facility Needs	\$9,050.00
Workshop #3 - Prioritization	\$9,050.00
Statistically Valid Multimodal Survey	\$35,000.00
Social Media / Branding Kit	\$3,650.00
PHASE IV - Needs Summary and Recommendations	
Tool 8 - Community Needs Assessment	\$5,825.00
Tool 9 - Recommendation and CIP	\$11,925.00
PHASE V - Management, O & M, and Financial Recommendations	
Tool 10 - General Plan Review & Compliance	\$6,975.00
Tool 11 - Operations & Maintenance Plan	\$12,125.00
Tool 12 - Financial Plan Review & Recommendations	\$20,100.00
PHASE VI - Report Development	
Tool 13 - Draft Master Plan Report Development	\$19,150.00
Final Master Plan Report	\$9,050.00
Public Meetings and Presentations	\$6,460.00
Reimbursable Allowance	\$10,000.00
Total Project Fee*:	\$273,970.00

*This fee summary represents our current understanding of the project scope and complexity.

The scope of work and associated fees are subject to refinement at Client's request. We have developed the scope and fee for this project to be as inclusive as possible. We would be happy to meet with the city to review the fees and make any modifications necessary to better match the available budget.

NOTE: Depending on the city's budget, the following tasks could be optional to reduce the total project fee:

- CASp Study (\$35,650)
- Operations and Maintenance Plan
- Financial Plan Review and Recommendations

REIMBURSABLE EXPENSES (Estimated Allowance \$10,000)

When incurred, the following project expenses will be billed at cost plus 15% administrative fee in addition to the above fee proposal:

- Printing, plotting, copying, scanning, photography, graphic expenses
- Delivery and handling of documents, shipping
- Permits, plan check, and inspection fees
- City business license

PAYMENTS

Payments are due and payable on a monthly basis following the completion of any substantial phase of work. Carrying charges for overdue accounts beyond 30 days of billing date are charged at 1.5% of the amount due, compounded monthly.

ADDITIONAL SERVICES

Professional services not specifically identified in the scope of work will be considered additional services and may be performed at Client's request, reimbursable at consultant's standard hourly rates. Additional services may include, but are not limited to:

- Additional meetings, presentations, or site visits beyond those identified in the scope of work.
- Exhibit preparation beyond that identified in the scope of work.
- Revisions to documents required as a result of changes in Client's direction; changes subsequent to Client's approval; or changes in governmental codes or regulations.
- Design of improvements beyond the designated project site, or due to changes in project phasing schedule.
- Specialized billing or accounting forms, invoices, spreadsheets.
- Engagement of other consultants not specifically identified below.

CONSULTANTS' HOURLY RATES

Compensation for additional services will be billed hourly at our standard rates* below:

RJM Design Group

Principal Landscape Architect	\$210.00 per hour
Senior Associate	\$175.00 per hour
Landscape Architect / Project Manager	\$155.00 per hour
GIS / Landscape Designer	\$140.00 per hour
Clerical	\$ 95.00 per hour

Probolsky Research

Principal	\$275.00 per hour
Associate	\$225.00 per hour

CamCasp

Principal	\$140.00 per hour
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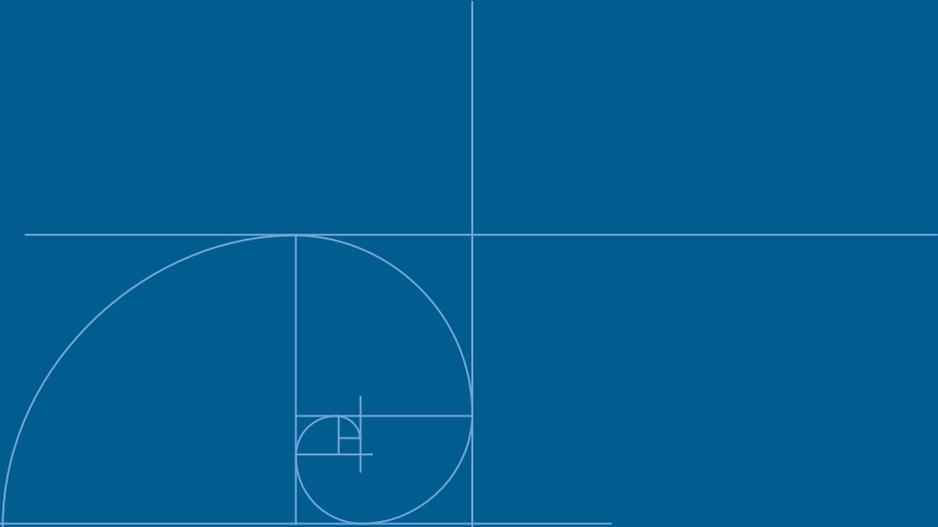
*Charges for subconsultant services are billed at cost plus a 15% coordination fee.

Billings for all time and materials and contract extension work shall be in accordance with the level of work performed based on the categories listed above.

Hourly rates will be escalated each August 1st in accordance with any increase in the Consumer Price Index or other mutually agreed upon cost index, beginning with August 1, 2023. Provisions for fee escalation pertain to all contract extensions and additional work.

Breakdown of Hours

CITY OF GARDENA Parks and Recreation Master Plan Hourly Fee Spreadsheet													
Task Description	LEAD CONSULTANT								SUBCONSULTANT				PHASE FEE TOTALS
	RJM Design Group, Inc.								Probolsky Research		CamCASp		
	Principal		Senior Associate		Project Manager		Job Captain		Statistically Valid Survey		CASp Study		
	\$210		\$175		\$155		\$140		\$275		\$140		
Hourly Rate	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Fees	Hours	Fees	
PHASE I - PROJECT MANAGEMENT													
Tool 1 - Scalable Project Management	25	\$5,250	0	\$0	30	\$4,650	0	\$0					\$9,900
PHASE I - SUBTOTALS	25	\$5,250	0	\$0	30	\$4,650	0	\$0	0	\$0	0	\$0	
PHASE I - TOTAL FEES				\$9,900						\$0			\$9,900
PHASE II - EXISTING CONDITIONS ANALYSIS													
Tool 2 - Existing Documentation Review	10	\$2,100	3	\$525	20	\$3,100	0	\$0					\$5,725
Tool 3 - Inventory of Parks, Facilities and Programs	6	\$1,260	40	\$7,000	20	\$3,100	30	\$4,200			255	\$35,650	\$51,210
Tool 4 - Demographic Assessment	5	\$1,050	0	\$0	10	\$1,550	20	\$2,800					\$5,400
Tool 5 - Benchmark Comparison Analysis	5	\$1,050	20	\$3,500	10	\$1,550	0	\$0					\$6,100
Tool 6 - CPSC's	10	\$2,100	0	\$0	30	\$4,650	20	\$2,800					\$9,550
PHASE II - SUBTOTALS	36	\$7,560	63	\$11,025	90	\$13,950	70	\$9,800	0	\$0	0	\$35,650	
PHASE II - TOTAL FEES				\$42,335						\$0			\$77,985
PHASE III - PUBLIC OUTREACH AND ENGAGEMENT													
Tool 7 - Community Engagement:													
Project Website Development & Updates	10	\$2,100	0	\$0	20	\$3,100	20	\$2,800					\$8,000
Stakeholder Interviews/Focus Groups	15	\$3,150	0	\$0	35	\$5,425	15	\$2,100					\$10,675
Workshop #1 - Scoping Session	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800					\$9,050
Workshop #2 - Program/Facility Needs	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800					\$9,050
Workshop #3 - Prioritization	15	\$3,150	0	\$0	20	\$3,100	20	\$2,800					\$9,050
Statistically Valid Multimodal Survey	15	\$3,150	0	\$0	20	\$3,100	0	\$0	105	\$28,750			\$35,000
Social Media / Branding Kit	0	\$0	0	\$0	10	\$1,550	15	\$2,100					\$3,650
PHASE III - SUBTOTALS	85	\$17,850	0	\$0	145	\$22,475	110	\$15,400	105	\$28,750	\$0	\$0	
PHASE III - TOTAL FEES				\$55,725						\$28,750			\$84,475
PHASE IV - NEEDS SUMMARY AND RECOMMENDATIONS													
Tool 8 - Community Needs Assessment	10	\$2,100	0	\$0	15	\$2,325	10	\$1,400					\$5,825
Tool 9 - Recommendations and CIP	15	\$3,150	20	\$3,500	25	\$3,875	10	\$1,400					\$11,925
PHASE IV - SUBTOTALS	25	\$5,250	20	\$3,500	40	\$6,200	20	\$2,800	0	\$0	0	\$0	
PHASE IV - TOTAL FEES				\$17,750						\$0			\$17,750
PHASE V - MANAGEMENT, O & M, AND FINANCIAL RECOMMENDATIONS													
Tool 10 - General Plan Review & Compliance	5	\$1,050	25	\$4,375	10	\$1,550	0	\$0					\$6,975
Tool 11 - Operations and Maintenance Plan	5	\$1,050	50	\$8,750	15	\$2,325	0	\$0					\$12,125
Tool 12 - Financial Plan Review & Recommendations	5	\$1,050	100	\$17,500	10	\$1,550	0	\$0					\$20,100
PHASE V - SUBTOTALS	15	\$3,150	175	\$30,625	35	\$5,425	0	\$0	0	\$0	0	\$0	
PHASE V - TOTAL FEES				\$39,200						\$0			\$39,200
PHASE VI - REPORT DEVELOPMENT													
Tool 13 - Report Development and Presentations:													
Draft Master Plan Report Development	20	\$4,200	10	\$1,750	40	\$6,200	50	\$7,000					\$19,150
Final Master Plan Report	10	\$2,100	10	\$1,750	20	\$3,100	15	\$2,100					\$9,050
Public Meetings and Presentations	16	\$3,360	0	\$0	20	\$3,100	0	\$0					\$6,460
PHASE VI - SUBTOTALS	46	\$9,660	20	\$3,500	80	\$12,400	65	\$9,100	0	\$0	0	\$0	
PHASE VI - TOTAL FEES				\$34,660						\$0			\$34,660
Reimbursable Allowance													\$10,000
COMBINED PHASE FEE TOTAL				\$263,970						\$28,750			\$273,970
FEE GRAND TOTAL													\$273,970
The above hourly fee breakdown consists of ESTIMATES ONLY. Billings will be based on actual percentage completion of each phase per contracted fixed fee.													



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City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 18.A
Section: DEPARTMENTAL
ITEMS - TRANSPORTATION
Meeting Date: March 28, 2023

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

AGENDA TITLE: Approve Purchase and Installation of Upgraded Fuel Terminals and Software from E.J. Ward at a cost of \$138,320.16

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Purchase

RECOMMENDATION AND STAFF SUMMARY:

GTrans has fueled its gasoline and diesel buses and support vehicles onsite in the yard since 2008, using fuel stored in one of four underground storage tanks. In order to pump fuel, a fuel management system controls user access to fueling vehicle types and access to certain fuel types and quantities. Terminals are a key component in gathering data for reporting when using the provided software. Fueling is accessed through three terminals located on the fuel island in the GTrans yard. Currently, Gardena Police Department vehicles and a limited number of other City vehicles are also fueled at GTrans.

GTrans' current fuel management system is provided by E.J. Ward, and has been in place since the construction of the GTrans facility in 2008. As some of the components were installed over 15 years ago, replacement parts are no longer available because this particular model is obsolete. Similarly, the software used by the legacy fuel management system must be upgraded to be compatible with the new Compressed Natural Gas (CNG) fueling infrastructure soon to be under construction.

GTrans wishes to upgrade the current E.J. Ward equipment and software to continue to use this fuel management platform. E.J. Ward has been a leader in the fueling industry for nearly 50 years. GTrans has been satisfied with the system and the customer service provided by E.J. Ward. Staff has reviewed the scope and pricing provided by E.J. Ward and determined it to be fair and reasonable.

Therefore GTrans recommends that City Council approves the purchase and installation of the new terminals and upgrade to current software in the amount of \$111,269.16. This cost includes the first year of software hosting and call center support. In addition, GTrans wishes to include software hosting and call center support for an additional two years (Year 2 - \$13,410.72 and Year 3 - \$13,640.28) for a total authorization of \$138,320.16.

FINANCIAL IMPACT/COST:

GTrans has available local capital funds set aside for this project and included in the FY23 and FY24 Capital Budgets approved by City Council. There is no impact to the General Fund.

ATTACHMENTS:

[Contract Package with EJ Ward 3_2023.pdf](#)

APPROVED:



Clint Osorio, City Manager

AGREEMENT BETWEEN
THE CITY OF GARDENA
AND
E.J. WARD, Inc.

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

1. Recitals.

- A. City is desirous of obtaining and installing new fuel control terminals, product components, and fuel management software, including on-site and remote support.
- B. Consultant is qualified by virtue of experience, training, education and expertise to provide these services.
- C. City has determined that the public interest, convenience and necessity require the execution of this Agreement.

2. Services.

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

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

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

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

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

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

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

8. Term of Agreement/Termination.

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

B. City may terminate this Agreement by providing written notice to Consultant not less than 30 days prior to an effective termination date. City's only obligation in the event of termination will be payment of fees and allowed expenses incurred up to and including the effective date of termination.

C. Unless for cause, Consultant may not terminate this Agreement.

D. Upon receipt of a termination notice, Consultant shall: (1) promptly discontinue all Services, unless the notice directs otherwise; and (2) within thirty (30) days, deliver to City all files, data, reports, estimates, summaries, and such other information and materials as may have been accumulated or prepared to date by Consultant in performing the Services under this Agreement, whether completed or in progress. Consultant shall provide these documents by both hard copy and in electronic format if available. In the event of termination for other than cause attributable to Consultant, Consultant shall be entitled to reasonable compensation for the services it performs up to the date of termination and shall be deemed released from liability for any work assigned but not completed as of the effective date of termination.

9. Invoices and Payments.

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

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

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

10. Records/Audit.

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

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

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

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

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

C. Upon reasonable notice from City or any other governmental agency, Consultant shall cooperate fully with any audit of its billings conducted by, or of, City.

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

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

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

14. Use of Materials.

A. City shall make available to Consultant such materials from its files as may be required by Consultant to perform Services under this Agreement. Such materials shall remain the property of City while in Consultant's possession. Upon termination of this Agreement and payment of outstanding invoices of Consultant, or completion of work under this Agreement, Consultant shall return to City any property of City in its possession and any calculations, notes, reports, electronic files, or other materials prepared by Consultant in the course of performance of this Agreement.

B. City may utilize any material prepared or work performed by Consultant pursuant to this Agreement, including computer software, in any manner, which City deems proper without additional compensation to Consultant. Consultant shall have no responsibility or liability for any revisions, changes, or corrections made by City, or any use or reuse pursuant to this paragraph unless Consultant accepts such responsibility in writing.

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

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

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

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

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

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

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

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

18. Legal Requirements.

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

B. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to,

those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreements.

C. Consultant covenants that there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, or any other category forbidden by law in performance of this Agreement.

19. Conflict of Interest and Reporting.

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

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

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

21. Insurance.

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

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

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

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, including all coverage provided by and to the extent afforded by Insurance Services Office Form CG 2010 ed. 10/93 or 11/85, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. General Auto Liability Insurance - a policy including all coverage provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including hired and non-owned autos with no special limitations affecting City. The limit for bodily injury and property

damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

4. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, unless cancelled for non-payment, then ten (10) calendar days notice shall be given, is mailed to City.

5. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, of any cancellation, non-renewal or material change in coverage, unless cancelled for non-payment, then ten (10) calendar days notice shall be given.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

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

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

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

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

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

22. Indemnity.

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

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

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

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

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

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

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

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

E.J. Ward Inc.
Attn: Oscar Gonzalez
12621 Silicon Drive, Suite 113
San Antonio, Texas, 78249
Email: ogonzalez@ejward.com

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

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

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

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

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

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

email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

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

31. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

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

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

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

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

CITY OF GARDENA

By _____
Tasha Cerda
Mayor

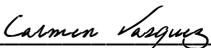
Date _____

ACCEPTED: E.J. WARD

By  _____
Oscar Gonzalez
Vice President of Sales and Marketing

Date 3/22/2023

APPROVED AS TO FORM:

 _____
Carmen Vasquez
City Attorney



Gardena Transit - SaaS with Hardware & Labor v6LP - 03-20-2023

Sourcewell #092920-EJW

Turn-Key Fuel Management System - Hosted by SimplyFuel Solutions LLC.

Includes - Tank Level Monitoring and Compliance Reporting Module

Tank Level Monitoring and Compliance Reporting Module - (Requires connection to an existing compatible TLS)
 - TLS must have or accept TCP/IP network card (additional cost) without firmw are upgrades or additional charges will apply
 - Customer is responsible for CAT5/6 cable netw orking from TLS to FCT unless quoted separately

Part #	Description - Cloud Hosted Fuel View IOT Software Application	Qty	Price / Month	Extended	
IOT-SaaS	Hosting Fuel View IOT - Includes Cellular Option (3) FCT-IOT- Cell M odem - Keypad Entry, FOB, CANceiver and TAG use enabled Softw are Implementation / Account Activation Software User and Administrator Training - Online (2hr Session)	Year 1	\$1,099.00	\$13,188.00	
IOT-SaaS	Hosting - 24x7x365 Call Center Support	Year 2	\$1,117.56	\$13,410.72	
IOT-SaaS	Hosting - 24x7x365 Call Center Support	Year 3	\$1,136.69	\$13,640.28	
Part #	Model/Description	Qty	Price	Extended	
FCT-IOT-10H	10-hose IOT Terminal - Keypad Entry, FOB, CANceiver and TAG use enabled EXCLUDED: Any non standard cellular antenna configuration caused by a local environmental condition outside E.J. Ward control.	3	\$11,956.52	\$35,869.56	
KEY-ENCODE-5321	Encoder Key Fob Mifare 1434	1	\$629.30	\$629.30	
KEY-FOB-1434	Key Fob Mifare Unprogrammed 1434	175	\$11.02	\$1,928.50	
Part #	Model/Description	Qty	Price	Extended	
LABORPM	Project Management (per hour)	24	\$160.00	\$3,840.00	
	Install - Fuel Control Terminal, Testing and local operator training - Remove (3) existing Ward units and install (3) new units. Existing conduits and wire will be re-used as possible. Units will be programmed with assistance of Ward Tech support and fully tested for proper operation. NOTE: Prevailing Wage is included. Requires use of existing mechanical and electrical wiring, piping and other related connections and they must meet existing local, state, and national codes or additional charges will apply. EXCLUDES: trenching, concrete work, asphalt patch or repairs	1	\$24,800.00	\$24,800.00	
MISC	SCOPE OF WORK: As this is an pre-existing system it is assumed all need relief valves are in place and functional, and therefore are not included in this quote. New parts will have a manufactures warranty and labor will be warranted for 90 days. Fuel Serv will NOT warranty or guaranty against any new leaks that develop on preexisting fittings/hoses/swivels/reels/etc due to replacement of the solenoids and pulsars. NOTE: Prevailing Wage included. Install of IOT not included. EXCLUSIONS: -Communication cable installation of any kind (network/phone/serial/etc) -Replacement or repair of damaged conduit, wire and/or junction boxes, above or below ground. -Cost increases of the equipment or materials 30 days after the date of this proposal, if increases occur the additional cost will be charged as an extra. -Replacement or repair of any existing equipment beyond the scope of this proposal. -Engineering, architectural drawings, or blue prints of any kind. -Insurances beyond those already possessed. -Any testing not specifically mentioned it the scope of work. -Cost incurred due to delays on this project, not caused by Fuel Serv, such as delays in payment, project change orders or acts of GOD, etc. -The Client shall assume costs incurred do to change orders or delay in receipt of payments as scheduled.	1	\$25,800.00	\$25,800.00	
	Shipping and Handling	3	\$425.00	\$1,275.00	
				Subtotal	\$107,330.36
				Sales Tax	\$3,938.80
Hosting and all Hardware and Labor Shown - 24x7x365 Call Center Support with standard one (1) year warranty		Year 1	Total	\$111,269.16	
Hosting - 24x7x365 Call Center Support		Year 2	Total	\$13,410.72	
Hosting - 24x7x365 Call Center Support		Year 3	Total	\$13,640.28	

MSRP 2022	MSRP2023
\$14,945.66	\$15,229.95
\$786.62	\$855.02
\$13.77	\$14.97

- Notes: 1. Quote valid until 4-30-2023
- 2. Minimum 3 year agreement required on all SaaS Implementations, longer fixed fee terms available upon request.
- 3. Includes Lifetime Software Version Updates while on a SaaS Agreement
- 4. Includes 24x7x365 Call Center Support while on the SaaS platform
- 5. A Maximum of 24 rolling months of live data will be available before archive for all SaaS customers.
- 6. Warranty DOES NOT include Hardware or Software that is declared "END OF LIFE" or previously declared unsupported
- 7. Software use governed by the End User License Agreement (EULA)

12621 Silicon Dr #113, San Antonio Texas 78249 Tel: 210- 824-7383

www.ejward.com



END USER LICENSE

THIS END USER LICENSE (“License”) is between E.J. Ward Inc. its subsidiary SimplyFuel Solutions LLC (“Licensor” or “Contractor”), both a Nevada corporation with its principal place of business located at 8620 N New Braunfels Suite 200N, San Antonio, Texas, 78217, and (“Licensee” or “Client”), and shall be effective as of the date of initial installation or Licensee uses the Software, Firmware or Hardware for its intended purpose whichever comes first. (the “Effective Date”).

RECITALS

WHEREAS, Licensor owns all rights, title and interest to the Hardware, Firmware and Proprietary Software (as defined herein); and

WHEREAS, Licensor desires to convey, and Licensee desires to receive, certain limited rights in the use of the Hardware, Firmware and Software pursuant to the terms and conditions contained in this License.

NOW THEREFORE, in consideration of the mutual promises set forth below in this License and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, Licensor and Licensee agree as follows:

1. Definitions

- A. “Software” means Computer Applications consisting of; but not limited to, mathematical, machine or compiled codes, executable programs, routines, embedded software, firmware, updates, modifications, revisions, other functions and documentation that control, analyze, report on the functions and operation of Licensor Products, as well as any archival copies of such computer programs and documentation permitted by this End User License.
- B. “Computer Applications” means Software designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
- C. “Products” means commercially distributed goods that are an idea, method, information, object or service created as a result of a process and serves a need or satisfies a want. It has a combination of tangible and intangible attributes, benefits, features, functions and uses that Licensor desires to convey, and Licensee desires to receive, certain limited rights in the use of pursuant to the terms and conditions contained in this License.
- D. “Hardware” means a physically tangible electrical or electro-mechanical system or sub-system and associated documentation such as but not limited to Fuel Control Terminals, CANceiver OBDII Vehicle Telematics Devices, Passive GPS Antennas, Hose Modules, EM-Tags, EV Charger retrofit modules.
- E. “Use” means: (i) executing or loading the Software or Applications onto a computer, into RAM or other primary memory; (ii) engaging the Software or Applications for its intended purposes; or (iii) copying the Software and Applications for archival or emergency restart purposes.
- F. “Initial Installation” as described in Section 5 (A) and (B)
- G. “Integrated Firmware” refers to any software or programmable code that is embedded or integrated in the Hardware and enables the functionality of the Hardware or Computer Applications.



- H. "End User" means a customer that licenses one or more Integrated Products from Licensor in accordance with the EULA for its own use and not for transfer or resale of any kind.
- I. "Agent" or "Authorized Sub-Contractor" is defined as any entity to which the user has subcontracted for performance of, or delegated any of its responsibilities covered under this Agreement, including third party service providers who are under contract with the user to provide services including any affiliate government agency.

2. Grant of License

Licensor grants to Licensee conditioned on Licensee timely payment of fees and compliance with all other terms and conditions of this Agreement, a limited, non-exclusive, non-transferable, non-sublicensable, right to install and use the Software. Licensee may make one (1) archival copy of the Software Application per licensed instance in non-printed, machine readable form, in whole or in part, provided that such copy is for Licensee's own use only for archival, emergency restart or development testing and staging environment(s). Licensee will make no other copies of the Software except as authorized herein. All rights, title and interest to the Software will remain vested in Licensor, and nothing in this License will give or convey any right, title or interest therein to Licensee except as a licensee under the terms of this License.

3. Limitations on Use

- A. Licensee agrees that it will not use the Software, Firmware or Hardware for any purpose beyond the scope of this license. It shall not market, distribute, license, or otherwise make available in any form or on or in connection with the internet or any time-sharing, service bureau, software as a service, cloud, or other technology or service, rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of Licensor, or that violates any applicable law. This license is for its own business, and not directly or indirectly for the use or benefit of anyone other than Licensee, and only pursuant to the scope of the grant of the License set forth herein.
- B. Licensee agrees that it shall not, directly or indirectly:
- (i) use (including make any copies of) the Software beyond the scope of this License;
 - (ii) permit any other Person (other than its own Users, Agents or Authorized Sub-Contractors) to use the Software;
 - (iii) modify, translate, adapt or otherwise create derivative works or improvements, whether or not patentable, of the Software or any part thereof;
 - (iv) reverse engineer, disassemble, decompile, decode or otherwise attempt to derive or gain access to the source code of the Software or any part thereof;
 - (v) remove, delete, alter or obscure any trademarks or any copyright, trademark, patent or other intellectual property rights notices from the Software, including any copy thereof;
 - a. except as contemplated by this License, copy the Software, in whole or in part;
 - b. use the Software or Documentation in the operation of a service bureau



4. Limitations on Transfer

This License may not be conveyed in any way without the prior written consent of Licensor, which Licensor's consent may not be unjustly withheld without cause. Notwithstanding the preceding sentence, Licensee shall be permitted, upon notice to Licensor, to assign this License in connection with any merger, consolidation, sale of stock, or re-organization of substantially all of the business or assets or equity securities, or otherwise of Licensee. Any purported sale, assignment, transfer, conveyance, license or sublicense without such consent will be null and void ab initio, and will automatically terminate this License.

5. Installation

Licensor hereby permits Licensee to install the following onto the appropriate environment, which Licensee shall perform at any time after the Effective Date:

- A. A single software installation for the production environment
- B. As applicable Licensee hereby permits Licensor to install the following with the assistance of Licensor after the Effective Date:
 - (i) Two (2) additional licensed instance for use in:
 - a. Staging
 - b. or pre-production testing environment

Sections 5 (A) and (B) shall be collectively hereafter be referred to as the "Initial Installation".

6. Term and Termination

- A. The License commences as of the Initial Installation or Licensee uses the Software for its intended purpose whichever comes first, and will remain in force until either party terminates this License pursuant to the terms herein. Upon proper termination of this License, Licensee will: (i) return all copies of the Software to Licensor without demand or notice; or (ii) permanently delete or destroy all copies of the Software in its possession and submit to Licensor a sworn affidavit signed by Licensee attesting to such destruction.
- B. Except as set forth in the provisions of this License that provide for automatic termination in the event of breach of confidentiality or unauthorized use or transfer, if Licensee breaches any other provision of this License, Licensor may terminate this License, provided, however, that Licensor has given Licensee at least fourteen (14) business days written notice of and the opportunity to cure the breach. Termination for breach shall not alter or affect Licensor's right to exercise any other remedies for breach.

7. Confidentiality

Except where required by applicable law and applicable federal and local public records laws, Licensee agrees to observe complete confidentiality with respect to the Software, Hardware defined herein and will not copy, reproduce, publicize or otherwise disseminate it to third parties. Licensee shall not make Software and Hardware available in any form to any person other than its employees, or whose job performance requires access and who are under obligations of confidentiality. Licensee shall take appropriate action to protect the confidentiality of licensed products and ensure that any person permitted access does not disclose or use them except as permitted by this agreement. Licensee shall give immediate written notice of any unauthorized disclosure or use of the licensed products as soon as Licensee learns or becomes aware of such unauthorized disclosure or use. Any breach of confidentiality by Licensee will automatically terminate this License. Licensee agrees that Licensor's remedies at law for breach of confidentiality are inadequate and that Licensor will be entitled to equitable relief, including without limitation, injunctive relief, specific performance and/or other remedies to the extent permissible by law.



8. Licensee's Obligation to Notify of Infringement

Licensee will immediately notify Licensor of any infringement or attempted infringement of Licensor's rights in the Software or Hardware of which it becomes aware. Licensee will affirmatively cooperate with Licensor in any legal or equitable action that Licensor may undertake to protect any of its rights in connection with the Software or Hardware defined in this License.

9. Warranty of Title

Licensor warrants that it is the lawful owner of the Software, Firmware and Hardware and that it has the complete authority to grant the License specified herein.

10. Software Warranty and Disclaimer

Licensor warrants that the Software has been developed in a workman like manner, and in conformity with generally prevailing industry standards. Licensee must report any material deficiencies in the Software to Licensor in writing within thirty (30) days of initial installation of the Software. Licensee's exclusive remedy for the breach of the above warranties will be the correction of the material deficiency within a commercially reasonable time. THIS WARRANTY IS EXCLUSIVE AND IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT. LICENSOR EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES.

11. Limitation of Liability, Indemnification

EXCEPT AS OTHERWISE PROVIDED BY ANY PORTION OF THE AGREEMENT NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES INCURRED OR SUFFERED BY THE OTHER ARISING AS A RESULT OF OR RELATED TO THE USE OF THE SOFTWARE OR HARDWARE, WHETHER IN CONTRACT, TORT OR OTHERWISE, EVEN IF THE OTHER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES.

12. Maintenance

No additional software maintenance is included under the terms of this License unless the Licensee has purchased the Software, Firmware and Hardware as a service (SaaS). However, Licensor is responsible for any patches or repairs to the current version of the Software during the initial one (1) year Warranty commencing on the initial installation date. Licensor's obligations with respect to maintenance and support after initial warranty period, including updates or upgrades, if any, will be set forth in a separate written agreement between the parties for all products not provided as a service, bundled or otherwise.

13. Relation of Parties

Nothing in this License will create or imply an agency relationship between Licensor and Licensee, nor will this License be deemed to constitute a joint venture or partnership between the parties.

14. Severability

If any term of this License is found to be unenforceable or contrary to law, it will be modified to the least extent necessary to make it enforceable, and the remaining portions of this License will remain in full force and effect.



15. Force Majeure

Neither party will be held responsible for any delay or failure in performance of any part of this License to the extent that such delay is caused by events or circumstances beyond the delayed party's reasonable control.

16. No Waiver

The waiver by any party of any breach of covenant will not be construed to be a waiver of any succeeding breach or any other covenant. All waivers must be in writing, and signed by the party waiving its rights. This License may be modified only by a written instrument executed by authorized representatives of the parties hereto.

17. Venue

This License shall be governed by and construed in accordance with the internal laws of the State of Texas without giving effect to any choice or conflict of law provision or rule (whether of the State of Texas or any other jurisdiction) that would cause the application of laws of any jurisdiction other than those of the State of Texas. Any legal suit, action or proceeding arising out of or related to this Agreement or the matters contemplated hereunder shall be instituted exclusively in the courts within the State of Texas, county of Bexar county, Texas, and each party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action or proceeding and waives any objection based on improper venue or forum non conveniens.

If any term or provision of this License is invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

18. Notice

All notices and correspondence to the parties must be delivered by hand, emailed, sent by registered or certified mail (RRR), or by Federal Express, Express Mail or other reliable overnight mail service that provides a receipt to the sender. Receipt of a notice by the party to whom the notice is transmitted will be considered to have occurred upon receipt, if hand-delivered or emailed; five (5) business days from the date of mailing, if mailed; or the next business day after transmittal by Federal Express, Express Mail or other reliable overnight delivery service that provides a receipt to the sender. All notices and correspondences shall be delivered to the respective addresses below, or to any other address as a party may notify the other party in writing from time to time:

If to E.J. Ward Inc.:

Robert E. Kettyle
Chief Operating Officer
E.J. Ward Inc.
8620 N New Braunfels Suite 200N, San Antonio, Texas 78217

rkettyle@ejward.com