



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, April 23, 2024

Closed Session 7:00 p.m.

Open Session 7:30 p.m.

TASHA CERDA, *Mayor*

MARK E. HENDERSON, *Mayor Pro Tem*

RODNEY G. TANAKA, *Council Member*

PAULETTE C. FRANCIS, *Council Member*

WANDA LOVE, *Council Member*

MINA SEMENZA, *City Clerk*

GUY H. MATO, *City Treasurer*

CLINT OSORIO, *City Manager*

CARMEN VASQUEZ, *City Attorney*

LISA KRANITZ, *Assistant City Attorney*

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 LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Clint Osorio, City Manager

Employee Organizations:

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

2.B CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Gov. Code Section 54956.9(d)(1)

Charmaine L. Green v. City of Gardena, et al.

L.A. Sup. Ct. Case No.: 22STCV18526

2.C CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation, pursuant to Gov. Code Section 54956.9(d)(2)- April 18, 2024, correspondence from attorney Dave Rand on behalf of Cityview regarding project at 12888 Crenshaw Boulevard, Gardena

[4.18.2024 correspondence from attorney D. Rand.pdf](#)

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

3. PLEDGE OF ALLEGIANCE

Katherine Wilson and Feechukwu Onuegbu
156th Street Elementary School

4. **INVOCATION**

Pastor Chris 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) Kimberly Baston, Bus Operator - 22 years (Transportation Department)

(b) Sebastian Goodlow, Bus Operator - 30 years (Transportation Department)

[Kimberly Baston Certificate.pdf](#)

[Sebastian Goodlow certificate.pdf](#)

5.B Boards & Commissions Presentation - Human Services Commission

5.C Gardena Events Video Presentation

6. **PROCLAMATIONS**

6.A "55th Annual Professional Municipal Clerk's Week" - May 5, 2024 - May 11 , 2024
(*to be accepted by City Clerk Mina Semenza*)

[Municipals City Clerk's Week Proclamation](#)

6.B "Cinco de Mayo Celebration Day" - May 05, 2024 - (*to be accepted Cinco de Mayo Committee*)

[Cinco De Mayo Proclamation](#)

6.C "Older Americans Month" - May 2024 - (*to be proclaimed only*)

[Proclaim Only-Older Americans Month- May 2024.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:

Regular Meeting of the City Council, April 9, 2024

CONTACT: CITY CLERK

[04092024 REGULAR Minutes CC Meeting - FINAL.pdf](#)

- 8.C Receive and File of Minutes:
Planning and Environmental Quality Commission, March 19, 2024
Planning and Environmental Quality Commission, April 2, 2024
CONTACT: COMMUNITY DEVELOPMENT
[24_03_19 PCMIN.pdf](#)
[24_04_02 PCMIN.pdf](#)
- 8.D Approval of Warrants/Payroll Register, April 23, 2024
CONTACT: ADMINISTRATIVE SERVICES
[Warrant-Payroll Register 04-23-24.pdf](#)
- 8.E Monthly Investment Portfolio, March 2024
CONTACT: ADMINISTRATIVE SERVICES
[March 2024 Investment Report.pdf](#)
- 8.F Personnel Report P-2024-7 4-23-24
CONTACT: ADMINISTRATIVE SERVICES
[PERS RPT P-2024-7 4-23-24.pdf](#)
- 8.G SECOND READING AND ADOPTION OF ORDINANCE NO. 1869, Adding Chapter 2.70 to Title 2 of the Gardena Municipal Code relating to Statements of Economic Interest and Electronic and Paperless Filing of Campaign Disclosure Statements
CONTACT: CITY CLERK
[ORD NO 1869 - NetFile.pdf](#)
- 8.H [RESOLUTION NO. 6665](#), Upholding the Community Development Director's Decision to Deny a Home Sharing Rental Application and Denying the Appeal
CONTACT: COMMUNITY DEVELOPMENT
[Resolution No. 6665.pdf](#)
- 8.I Approval of Annual/Periodic Event Permit - Carnival, for the 86th Annual Strawberry Park Day Fiesta to be Held May 17th through May 19, 2024, at St. Anthony of Padua Catholic Church (1050 West 163rd Street)
CONTACT: COMMUNITY DEVELOPMENT
[St. Anthony's Annual Carnival Application.pdf](#)
[Community Development, Building and Safety Division Memo.pdf](#)
[Community Development, Planning Division Memo.pdf](#)
[Police Department Memo.pdf](#)
[L.A. County Fire Department Memo.pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

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

10.A APRIL 16, 2024 MEETING

First Request for Extension of Conditional Use Permit #7-21.

The Planning Commission considered the first request extension of time for Conditional Use Permit #7-21, to permit the operation of a warehouse facility in the General Industrial (M-2) zone.

LOCATION: 1600 and 1606 W. 135th Street

APPLICANT: Jason Hines (DBA Gardena Owner LP)

Commission Action: The Planning Commission approved the first extension of Conditional Use Permit #7-21 approving the permit to expire October 25, 2024, by a vote of 5-0.

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

10.B APRIL 16, 2024 MEETING

Resolution No. PC 10-24: Denying the appeal by The Tire House Inc. from the Director's decision to revoke the approval of the Site Plan Review #4-15 of The Tire House located at 1818 W. Redondo Beach Blvd, and finding that the action is categorically exempt from the provisions of CEQA pursuant to guidelines Section 15321.

Commission Action: The Planning Commission moved that this item be continued and recommended that staff monitor the business for compliance with the conditions of approval for Site Plan Review #4-15, by a vote of 5-0.

City Council Action: No action needed.

To view the complete Planning Commission packet [CLICK HERE](#)
[2024_04_16 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 [Award Contract with Gruber and Lopez, Inc. for Professional Auditing Services for the Fiscal Years Ending June 30, 2024, 2025, and 2026 in the Amount of \\$240,625](#)

Staff Recommendation: Award Contract
[PSA_-_Gruber_and_Lopez.pdf](#)

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

- 13.A [PUBLIC HEARING: INTRODUCTION OF ORDINANCE NO. 1871: Amending Sections of Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, and hookah lounges](#)
Environmental Determination: The project is exempt pursuant to CEQA Guidelines section 15061(b)(3) as there is no possibility that the activity may have a significant effect on the environment.

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1871.

[Staff Report presented to Planning Commission on April 2nd.pdf](#)

[Public Comment on Ordinance No. 1871.pdf](#)

[Planning Commission Resolution No. PC 7-24.pdf](#)

[Ordinance No. 1871.pdf](#)

- 13.B [PUBLIC HEARING: INTRODUCTION ORDINANCE NO. 1865: Amending Chapter 18.60 of the Gardena Municipal Code and Sections of 5.08.170, 8.16.030 and 8.16.050 relating to temporary use permits and temporary events permits, and amending Section 5.04.160, 5.04.278, and 5.28.020 of Title 5](#)

Environmental Determination: The project is exempt pursuant to CEQA Guidelines sections 15061(b)(3) and 15304, as there is no possibility that the activity may have a significant effect on the environment, and considered minor alterations to a land project.

[RESOLUTION NO. 6659: Adopting an application fee for Temporary Use and Temporary Event Permits](#)

Environmental Determination: The project is exempt under Public Resources Code Section 21080(B)(8) and CEQA Guidelines Section 15273.

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1865 and adopt Resolution No. 6659.

[Staff Report presented to Planning Commission on April 2nd.pdf](#)

[Planning Commission Resolution No. PC 8-24.pdf](#)

[Ordinance No. 1865 with changes highlighted.pdf](#)

[Resolution No. 6659.pdf](#)

[Cost Detail Temporary Use Permit.pdf](#)

[Cost Detail for Temporary Event Permit.pdf](#)

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

15. **DEPARTMENTAL ITEMS - POLICE**

16. **DEPARTMENTAL ITEMS - PUBLIC WORKS**

- 16.A [Reject all bids for the Gardena Rowley Park Basketball Rehabilitation Project, JN 530, and re-bid the project with modified requirements and/or scope.](#)

Staff Recommendation: Reject all bids and re-bid.

[JN 530_We R Builders Bid.pdf](#)

[JN 530_CS Legacy Bid.pdf](#)

[JN 530_Minco Bid.pdf](#)

[JN 530_Bid Tabulation.pdf](#)

- 16.B [PUBLIC HEARING: RESOLUTION NO. 6655: Confirming the Diagram and Assessment contained in the Engineer's Report dated March 11, 2024, for the Gardena Artesia Boulevard Landscape Assessment District and ordering the levy of assessments on the same for Fiscal Year 2024-2025.](#)

Staff Recommendation: Conduct Public Hearing; allow each speaker three (3) minutes; and Adopt Resolution 6655

[Artesia_Landscaping_District_Resolution_No._6655.pdf](#)

- 16.C [PUBLIC HEARING: RESOLUTION NO. 6656: Confirming the Diagram and Assessment contained in the Engineer's Report dated March 11, 2024, for the Gardena Consolidated Street Lighting Assessment District and ordering the levy of assessments on the same for Fiscal Year 2024-2025.](#)

Staff Recommendation: Conduct Public Hearing; allow each speaker three (3) minutes; and Adopt Resolution No. 6656

[Consolidated_Street_Lighting_District_Resolution_No._6656.pdf](#)

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

18. **DEPARTMENTAL ITEMS - TRANSPORTATION**

19. **COUNCIL ITEMS**

20. **COUNCIL DIRECTIVES**

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

22. **COUNCIL REMARKS**

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

23. **ANNOUNCEMENT(S)**

24. **REMEMBRANCES**

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, May 14, 2024.

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 19th day of April 2024 .

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk



633 West Fifth Street
Suite 5880
Los Angeles, CA 90071
213.557.7222
www.rpnllp.com

Dave Rand
213.557.7224
Dave@rpnllp.com

April 18, 2024

VIA EMAIL

Carmen Vasquez
City Attorney
City of Gardena
cv@jones-mayer.com

**Re: Urgent Request for Resolution of Potential Construction Delay on Housing Project at
12888 Crenshaw Boulevard**

Dear Ms. Vasquez:

We represent Cityview (the “Developer”) which is in the process of developing a 265-unit multi-family housing project (“Project”) located at 12888 Crenshaw Boulevard in the City of Gardena (“Property”). The Project was approved in 2021 and the Developer has been issued a building permit and commenced construction in 2023. We request your immediate assistance in resolving an issue that has arisen regarding the need for a temporary tower crane airspace encroachment above the City’s right-of-way.

The Property is located on a constrained infill site, bordered on the north and south by developed parcels, to the east by the Dominguez Channel, and to the west by Crenshaw Boulevard. Construction will require a tower crane and, due to the Site constraints, the tower crane will need to encroach above the City’s right-of-way. In the Developer’s extensive experience working on similar urban infill development projects throughout the state, this is common practice. To facilitate the erection and dismantling of the crane, the Developer has requested a limited and temporary additional northbound lane closure for two Saturdays, with the first closure needed on May 11, 2024. This will require a minor modification to the approved Traffic Control Plan. These events have been planned for weekends to avoid interference with work-week traffic.

On April 16, 2024, the City of Hawthorne issued an encroachment permit for the aerial encroachment of the tower crane into the City of Hawthorne. The City of Hawthorne took less than a week to review the Developer’s request and issue the permit, and the permit fee was \$3,200 plus processing fees. The Federal Aviation Administration (FAA) has also approved the crane, which was necessary due to the Property’s proximity to the Hawthorne Municipal Airport. Finally, the Los Angeles County Flood Control District has advised they will approve aerial encroachment of the tower crane over the Dominguez Channel. The permit application is being processed now and we have been advised the permit fee will be approximately \$1,600 plus processing fees.

The response from the City of Gardena Public Works Department has been much more concerning. After the Developer proposed multiple days and times to meet with city staff this week, the Director of Public Works responded that there was no reason to meet because the City had to “determine if this is something we would allow, and if so what would be required, such as would we need to require easements for the public right of way and other properties impacted by the crane.” He further stated that “Any approval will probably need to go to the City Council, and may need environmental analysis.” This clearly suggests a lengthy and protracted process that could cause substantial delays to the Developer’s construction schedule and impose significant unanticipated increased costs as a result.

With due respect to Mr. Rigg’s expertise, and as discussed further below, it is our opinion that the Developer’s request is routine and should not require City Council action or separate environmental analysis. It seems that an encroachment permit, temporary construction easement, and/or a minor modification to the approved Traffic Control Plan should be sufficient, which is how the vast majority of municipalities (in fact all other municipalities based on our experience) handle this type of request.

The City Council certified an Environmental Impact Report (“EIR”) when it approved this Project. The EIR fully analyzes the potential impacts of constructing this project, including land closures and attendant construction traffic related impacts. No further environmental analysis should be required. In fact, it likely unprecedented to require independent environmental analysis for such a standard and discrete – ministerially reviewed and approved – aspect of construction for a Project that was already studied through a full EIR.

Perhaps most importantly, the City Council has also already effectively weighed in on this Project through its approval of the Project entitlements including, specifically, a Development Agreement (“DA”). As you know, a DA is unique from garden variety entitlement approvals in that it establishes an ongoing contractual relationship between the Developer and the City. As a result, the City was able to obtain significant public benefits from this Project, including ongoing financial commitments which, but for the DA, would have been legally impossible for the City to extract. In exchange, the Developer also secured benefits including an extended term for the entitlements and a clear and express commitment by the City to expedite all pre and post construction related ministerial permits. Specifically, Section 6.1 of the DA obligates the City to process “all” construction-related permits - including encroachment permits - in an *expedited* manner:

6.1 Expedited Processing. The City shall process, at Developer's expense, in an expedited manner, all plan checking, excavation, grading, building, **encroachment** and street improvement permits, Certificates of Occupancy, utility connection authorizations, and other ministerial permits or approvals necessary, convenient or appropriate for the grading, excavation, **construction**, development, improvement, use and occupancy of the Project in accordance with the City's accelerated plan check process under the Applicable Rules. Without limiting the foregoing, if requested by Developer, the City agrees to utilize private planners and plan checkers (upon Developer's request and at Developer's cost) and any other available means **to expedite the processing of Project applications**, including concurrent processing of such applications by various City departments.

Carmen Vasquez

April 18, 2024

Page 3

The Developer understands and fully appreciates that the City needs to ensure safety for pedestrians and motorists. We are therefore ready and willing to provide any additional information, safety commitments and/or assurances that the City may need to process these required permits, including providing any required indemnities or proof of insurance. As previously stated, the Developer has already obtained permits and clearances for the crane from multiple other jurisdictions and is prepared to engage in Gardena's permitting process immediately, as needed.

Our hope is that we can meet with City staff immediately to resolve this matter given time is of the essence. If the City refuses to meet or otherwise delays this process, we believe that such actions will constitute a clear breach of Section 6.1 of the Development Agreement, putting the City in default. While the Developer is prepared to pursue all available remedies under the Agreement, including the possibility of litigation, we hope that that will not be necessary and that we can move forward collaboratively and expeditiously.

We appreciate your attention to this matter and look forward to further discussions very soon.

Sincerely,

Dave Rand

Dave Rand
Partner
of RAND PASTER & NELSON, LLP

cc: Lisa Kranitz, Assistant City Attorney

Certificate of Commendation

presented to

Kimberly Baston

In official acknowledgment and with deep appreciation for an exemplary, outstanding 22 years of service to

the **City of Gardena** as a

Bus Operator

with the

Transportation 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 April 1, 2024.



Presented ♡ 23rd day of April, 2024



Tasha Cerda
Mayor Tasha Cerda

Mark E. Henderson
Councilmember Mark E. Henderson

Rodney G. Tanaka
Councilmember Rodney G. Tanaka

Paulette C. Francis
Councilmember Paulette C. Francis

Wanda Love
Councilmember Wanda Love

Certificate of Commendation

presented to

Sebastian Goodlow

In official acknowledgment and with deep appreciation for an
exemplary, outstanding 30 years of service to

the **City of Gardena** as a

Bus Operator

with the

Transportation 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 April 23, 2024.



Presented ♦ 23rd day of April, 2024

Tasha Cerda
Mayor Tasha Cerda

Mark E. Henderson
Councilmember Mark E. Henderson

Rodney G. Tabaka
Councilmember Rodney G. Tabaka

Paul, H. C. Francis
Councilmember Paulette C. Francis

Wanda Love
Councilmember Wanda Love





PROCLAMATION

WHEREAS, the Office of the Municipal Clerk is a time-honored and vital part of local governments throughout the world, and is the oldest among public servants; and

WHEREAS, the Office of Municipal Clerk provides the professional link between citizens, local governing bodies, and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, the Office of the Municipal Clerk serves as the information center on the functions of local government and the community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, province, county, and international professional organizations; and

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of Municipal Clerk;

NOW, THEREFORE, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, hereby declare **May 5 through May 11, 2024**, to be the

FIFTY-FIFTH ANNIVERSARY OF

MUNICIPAL CLERKS WEEK

in the City of Gardena; and further, extend appreciation to Gardena's Municipal Clerk MINA SEMENZA, and to all Municipal Clerks, for the vital services they, their Deputies, and staff members perform, and for their exemplary dedication to the communities they represent.

Tasha Cerda

MAYOR

Dated: 23rd day of April, 2024



PROCLAMATION

WHEREAS, from the time the New World was colonized, all the nations of Europe shipped enormous amount of gold and silver across the Atlantic from Mexico during the time the country was ruled by Spain; and

WHEREAS, when the people of Mexico rebelled against Spain and formed an independent government, all the European nations, anticipating that this independence would fall, facilitated huge financial loans to the Mexican government, hoping to collect much more in return; making Mexico become heavily indebted financially to Spain, Great Brittan, and France; and

WHEREAS, when both Spain and Great Brittan threatened to invade Mexico, the French took advantage of this opportunity to expand their empire under Napoleon III, and, in 1862, began advancing its armed forces from Veracruz into the State of Puebla with the intention of capturing its capitol, the City of Puebla; however, the people of Puebla, under the leadership of General Ignacio Zaragoza, were ready to fight, and as the French troops began their attack on the City of Puebla on May 5, the Mexican soldiers accomplished their first defeat of the French; and

WHEREAS, the eventual independence of the Mexican people really began with the Battle of Puebla; thus, CINCO DE MAYO remains a landmark date in the history of Mexico; and

WHEREAS, among the many ethnic groups within our City, those of Mexican descent have been most prominent and deeply rooted in the history of both the City of Gardena and the State of California;

NOW, THEREFORE, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, hereby declare **Sunday, May 5, 2024**, to be the

THIRTY - SEVENTH ANNUAL **CINCO DE MAYO CELEBRATION DAY**

in the City of Gardena; and further, urge the entire citizenry to be aware of this special celebration and to encourage participation in the community parade and festival activities planned to memorialize this most significant historical and cultural event.

Tasha Cerda

MAYOR

Dated: 23rd day of April, 2024

“OLDER AMERICANS MONTH”

~ MAY 2024 ~

Every May, the nation celebrates Older Americans Month. Gardena is fortunate to have countless older Americans who enrich and strengthen our community; and the City of Gardena is committed to engaging and supporting older adults, their families, and caregivers.

We acknowledge that communities benefit when people of all ages, abilities, and backgrounds are welcomed, included, and supported.

The theme for 2024 is ***Powered by Connection***, which emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults in our community. Older adults continue to be a pillar of Gardena, which is why it is important that we explore the many ways that they can remain and be involved in our community. During this year's Older Americans Month, we will explore the vital role that connectedness plays in supporting independence and aging in place by combatting isolation, loneliness, and other issues.

The City of Gardena can work to build an even better community for older residents by planning programs that encourage independence, ensuring activities are responsive to individual needs and preferences, and increasing access to services that support aging in place. By engaging and supporting all community members, we recognize that older adults play a key role in the vitality of our neighborhoods, networks, and lives. Connecting with others is one of the most important foundations of a community.

In support of this nationwide observance, I, Tasha Cerda, Mayor of the City of Gardena, California, am pleased to proclaim **May 2024**, to be

“OLDER AMERICANS MONTH”

in our City and encourage every resident to take time this month to recognize and honor the City of Gardena's older adults and their immense influence and contributions on every facet of American society, to help build an inclusive society, and join efforts to support older Americans' choices about how they age in their communities.



POWERED BY CONNECTION: MAY 2024

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, April 9, 2024

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:00 PM on Tuesday, April 9, 2024, in the Council Chamber at City Hall 1700 West 162nd Street, Gardena, California; Mayor Tasha Cerda presiding.

1. ROLL CALL

Present: Mayor Tasha Cerda; Mayor Pro Tem Mark E. Henderson; Council Member Rodney G. Tanaka; and Council Member Paulette C. Francis. Council Member Wanda Love was not present and was on an excused absence. Other City Officials: City Manager Clint Osorio; City Attorney Carmen Vasquez; and Deputy City Clerk Becky Romero. City Clerk Mina Semenza was not present and was on an excused absence.

PUBLIC COMMENT ON CLOSED SESSION - None

2. CLOSED SESSION - None

CITY ATTORNEY REPORT OUT OF CLOSED SESSION - None

3. PLEDGE OF ALLEGIANCE

Cesar Doratt, Recreation Leader with the City of Gardena's Recreation & Human Services Department, led us in the Pledge of Allegiance. Cesar has lived in Gardena for many years and attended Amestoy Elementary & Peary Middle School. His hobbies include swimming, hiking, powerlifting and kickboxing. He recently picked up photography and editing for fun. Occasionally, he will help with the City's Recreation Department by taking pictures at City events. He currently assists special needs students at George De La Torre Elementary in Wilmington.

4. INVOCATION

Reverend Bonnie P. Brandon, of The Church of the Holy Communion, led the Invocation.

5. PRESENTATIONS

5.A ELECTION OFFICIAL'S CERTIFICATION OF OFFICIAL CANVASS OF MUNICIPAL ELECTION VOTES

RESOLUTION NO. 6661, Reciting the Fact of the General Municipal Election held on March 5, 2024, Declaring the Results and Such Other Matters as Provided by Law

RESOLUTION NO. 6661

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GARDENA, CALIFORNIA, RECITING THE FACT OF THE
GENERAL MUNICIPAL ELECTION HELD ON MARCH 5,
2024, DECLARING THE RESULTS AND SUCH OTHER
MATTERS AS PROVIDED BY LAW

City Manager Osorio presented the Staff Report.

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

It was moved by Council Member Tanaka, and seconded by Council Member Francis and carried by the following roll call vote to Adopt Resolution No. 6661:

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

Noes: None

Absent: Council Member Love

The Oaths of Office were then given to the newly elected officials, Mark E. Henderson, and Paulette C. Francis.

At 7:55p.m. Mayor Cerda announced that we would be taking a short recess to serve cake for the newly elected officials. The meeting resumed at 8:05p.m.

5.B Finance Committee Presentation – ***presented by Ray Beeman, Director of Administrative Services***

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

5.C Certificate of Commendation in Special Recognition of Retirement and Long-Time Service to the City of Gardena:
(a) Luis Villanueva, Police Officer - 22 years (Gardena Police Department) –
Chief Saffell spoke of all Officer Villanueva's accomplishments and presented the certificate of recognition; Officer Villanueva accepted, thanked everyone and appropriate photos were taken.

5.D Gardena Events Video Presentation

6. **PROCLAMATIONS**

6.A “Challenge the Norm and Influence of Marijuana Use on Youth Day” – April 20, 2024 – ***was accepted by Tracy Saruwatari***

7. **APPOINTMENTS** - None

8. **CONSENT CALENDAR**

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

8.B Approve Minutes:
Regular Meeting of the City Council, March 26, 2024
CONTACT: CITY CLERK

- 8.C Approval of Warrants/Payroll Register, April 9, 2024

CONTACT: ADMINISTRATIVE SERVICES

April 9, 2024: Wire Transfer: 12673-12685; Prepay: 175585; Check Numbers: 175586-175762 for a total Warrants issued in the amount of \$7,757,180.09; Total Payroll Issued for April 5, 2024: \$1,784,074.98

- 8.D Personnel Report P-2024-6 4-09-24

CONTACT: ADMINISTRATIVE SERVICES

- 8.E RESOLUTION NO. 6662, Approving Application for Specified Grant Funds from the Budget Act of 2023, 19.561(b)(44) \$2,000,000 for the City of Gardena for the Renovation of the Mas Fukai Park Building Structure

CONTACT: ADMINISTRATIVE SERVICES

RESOLUTION NO. 6662

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, APPROVING APPLICATION FOR SPECIFIED GRANT FUNDS FROM THE BUDGET ACT OF 2023, 19.561(B)(44) \$2,000,000 FOR THE CITY OF GARDENA FOR THE RENOVATION OF THE MAS FUKAI PARK BUILDING STRUCTURE

- 8.F RESOLUTION NO. 6663, Approving Application for Specified Grant Funds from the Budget Act of 2023, 19.561(b)(57) \$3,000,000 for the City of Gardena for the Rowley Park Gymnasium Renovation

CONTACT: ADMINISTRATIVE SERVICES

RESOLUTION NO. 6663

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, APPROVING APPLICATION FOR SPECIFIED GRANT FUNDS FROM THE BUDGET ACT OF 2023, 19.561(B)(57) \$3,000,000 FOR THE CITY OF GARDENA FOR THE ROWLEY PARK GYMNASIUM RENOVATION

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

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

Noes: None

Absent: Council Member Love

9. EXCLUDED CONSENT CALENDAR

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

10.A APRIL 2, 2024 MEETING

Environmental Impact Report; General Plan Amendment; Zone Change; Zone Text Amendment; Specific Plan; Site Plan Review; Vesting Tentative Map; Development Agreement, and Affordable Housing Agreement for the Normandie Crossing Specific Plan

Project Location: 16829, 16835, 16907, and 16911 S. Normandie Avenue, 16964 Brighton Avenue and 0.43 acre property located at the eastern edge of the specific plan area

Project Applicant: Fred Shaffer and Steve Ludwig – 16911 Normandie Associates, LLC

Commission Action: The Planning Commission made the following actions on this item by a 3-0-2 vote, being Commissioners Langley and Wright-Scherr not being able to vote because of a conflict:

- The Planning Commission approved Resolution No. 4-24, recommending the City Council certify an Environmental Impact Report for the purposes of the project.
- The Planning Commission approved Resolution No. 5-24, recording the Commission's 2 to 1 vote on recommendation of approving General Plan Amendment #3-21. The vote of the Planning Commission does not constitute a recommendation of approval for the General Plan amendments.
- The Planning Commission approved Resolution No. 6-24, recommending the City Council deny the project entitlement requests other than the General Plan Amendment.

10.B APRIL 2, 2024 MEETING

Zone Text Amendment #3-24

Commission Action: The Planning Commission approved Resolution No. PC 7-24 recommending that the City Council on adopt Ordinance No.1871 to amend Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, and hookah lounges and making a finding that the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

10.C APRIL 2, 2024 MEETING

Zone Text Amendment #1-24

Commission Action: The Planning Commission approved Resolution No. 8-24 recommending that the City Council to adopt Ordinance No. 1865 amending Gardena Municipal Code Chapter 18.60 and Sections 5.08.170, 8.16.030, and 8.16.050 relating to temporary use permits and temporary events permits and amending section 5.04.160 and 5.04.278 relating to permits and finding the Ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines Section 15061(b)(3) and Section 15304 as a Minor Alterations to Land.

City Council Action: No action needed on these items. Each item will be brought forth to the Council for review at a future City Council Meeting date.

These Items were Received and Filed.

11. ORAL COMMUNICATIONS

- 1) Paul Randell, Director of Mama Rosa's Food Pantry, came to give an update on the status of their food pantry.
- 2) Andrea Simental, Community Library Manager for Mayme Dear Library, came to announce programs and events taking place at both Mayme Dear and Masao W. Satao libraries.

11.A PUBLIC COMMENT

- 1) Deputy City Clerk Romero noted for the record that we received a public comment. She stated that the email was received, distributed, and made part of the record.

12. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES

- 12.A Amendment to the Contract between the California Public Employees' Retirement System Board of Administration and the City of Gardena
- a. RESOLUTION NO. 6660, Adopting the Resolution of Intention to Approve an Amendment to the Contract between Board of Administration of the California Public Employees' Retirement System and the City of Gardena
 - b. INTRODUCE ORDINANCE NO. 1870, Authorizing an Amendment to the Contract Between the Board of Administration of the California Public Employees' Retirement System and the City of Gardena

RESOLUTION NO. 6660

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING THE RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF GARDENA

ORDINANCE NO. 1870

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF GARDENA

City Manager Osorio presented the Staff Report.

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

Ordinance No. 1870 was Introduced by Council Member Tanaka.

It was moved by Council Member Tanaka, and seconded by Council Member Francis and carried by the following roll call vote to Adopt Resolution No. 6660 and Introduce Ordinance No. 1870:

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

Noes: None

Absent: Council Member Love

12.B Single Audit Report Required for Federally Funded Programs for Fiscal Year Ended June 30, 2023

City Manager Osorio presented the Staff Report.

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

Council Member Francis commented asking for confirmation that we did everything we were supposed to for the audit, and that we are okay. City Manager Osorio confirmed that was correct.

Director Beeman presented a few slides.

This Item was Received and Filed.

13. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT

13.A Approval of Contract Services with Converse Consultants for Environmental Services Performed at 1112 W. Gardena Boulevard, Gardena, CA 90247

City Manager Osorio presented the Staff Report.

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

Council Member Francis had a question and asked if this will now be resolving all issues at this location. City Manager Osorio replied to her question. She then asked about a contingency fee and what if something else were to occur. Community Development Director Greg Tsujiuchi came up and answered all questions.

It was moved by Mayor Pro Tem Henderson, and seconded by Council Member Tanaka and carried by the following roll call vote to Approve the contract services with Converse Consultants in the amount of \$50,846 for environmental services performed at 1112 W. Gardena Boulevard, Gardena, CA 90247:

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

Noes: None

Absent: Council Member Love

13.B Appeal of the Community Development Director's decision to deny Home-Sharing Rental Application #24-006

Mayor Cerda opened up the Appeal Hearing and went over the procedures. Deputy City Clerk Romero gave the Oath to the Appellants, Vera Povetina and Yegor Kochetov, and City staff, Community Development Director Greg Tsujiuchi, Building Official Mark Berg, and Economic Development Manager Jackie Choi.

Director Tsujiuchi then presented the case on behalf of the City.

Mayor Cerda then asked the Appellants to come up to present their case.

Mayor Cerda asked the Appellants if there was anything they would like to add or rebut. She then asked Director Tsujiuchi if there was anything further to present or rebut.

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

Council Member Francis asked for clarification of what they were not allowed to discuss. City Attorney Vasquez replied that there is currently a litigation case that Mariya Wrightsman has filed against the City regarding home sharing rentals, and the Appellants indicated tonight that they will be joining in on that lawsuit.

Questions and comments were made by Council Member Francis, Mayor Cerda, Mayor Pro Tem Henderson, and Council Member Tanaka, which the Appellants responded. Building Official Berg, and Director Tsujiuchi also responded to Council's questions and comments. City Attorney Vasquez commented when Council needed clarification.

It was moved by Council Member Tanaka, and seconded by Mayor Pro Tem Henderson and carried by the following roll call vote to hold a hearing, receive testimony, and uphold the decision of the Community Development Director to deny the Home-Sharing Application (HSP) #24-006 and further directed staff to draft a Resolution reflecting the Council's actions today which shall be presented at our next regularly scheduled meeting:

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

Noes: None

Absent: Council Member Love

Mayor Cerda then asked that we move Item 19.A out of order by the following roll call vote:

It was then moved by Mayor Pro Tem Henderson, and seconded by Council Member Tanaka to move Item 19.A out of order:

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

Noes: None

Absent: Council Member Love

19. COUNCIL ITEMS

- 19.A RESOLUTION NO. 6664, A Resolution of the City Council of the City of Gardena California, In Support of An Enduring Ceasefire in Gaza

RESOLUTION NO. 6664

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
GARDENA, CALIFORNIA, IN SUPPORT OF AN ENDURING
CEASEFIRE IN GAZA

City Manager Osorio presented the Staff Report.

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

There four (4) speakers who spoke in favor of the Resolution:

Timothy Beyer, Margie Hoyt, Dawn Petty, and Melanie Cohen

Comments were made by Council Member Francis, Mayor Pro Tem Henderson, Mayor Cerda, and Council Member Tanaka. City Manager Osorio and City Attorney Vasquez replied to the questions being asked by Council. Mayor Pro Tem Henderson then asked if we could modify the resolution to include other cities.

It was moved by Council Member Francis, there was no second; the motion died.

Mayor Pro Tem Henderson then asked if he could propose an alternate resolution to include some of the other areas that experiencing potential genocide to include the Democratic Republic of the Congo, Haiti, Ukraine, and Rwanda.

Council Member Francis questioned the amendment. She then asked for clarification of what Mayor Pro Tem Henderson is doing.

City Attorney Vasquez replied and then asked for clarification of Mayor Pro Tem Henderson's position and recommended that he make a directive and have staff amend the resolution and bring it back to a future Council meeting.

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

- 14.A INTRODUCTION OF ORDINANCE NO. 1869, Adding Chapter 2.70 to Title 2 of the Gardena Municipal Code relating to Statements of Economic Interest and Electronic and Paperless Filing of Campaign Disclosure Statements

ORDINANCE NO. 1869

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
GARDENA, CALIFORNIA, ADDING CHAPTER 2.70 TO
TITLE 2 OF THE GARDENA MUNICIPAL CODE RELATING
TO STATEMENTS OF ECONOMIC INTEREST AND
ELECTRONIC AND PAPERLESS FILING OF CAMPAIGN
DISCLOSURE STATEMENTS

City Manager Osorio presented the Staff Report.

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

Questions and comments were made by Council Member Francis and Mayor Pro Tem Henderson. Deputy City Clerk Romero responded to all questions. City Manager Osorio and City Attorney Vasquez also commented.

Ordinance No. 1869 was introduced by Council Member Francis.

It was moved by Council Member Francis, and seconded by Mayor Pro Tem Henderson and carried by the following roll call vote to Introduce Ordinance No. 1869:

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

Noes: None

Absent: Council Member Love

15. DEPARTMENTAL ITEMS – POLICE – No Items

16. DEPARTMENTAL ITEMS - PUBLIC WORKS

- 16.A Approve and Authorize Director of Public Works to execute an Authorization for Crossing Improvements between the City of Gardena and Union Pacific Railroad for the Normandie Avenue Railroad Crossing Improvement Project JN 540. Additionally, approve Budget Appropriation of \$110,000 from Gas Tax

City Manager Osorio presented the Staff Report.

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

Council Member Francis asked how this project will impact traffic, and will our residents get some kind of notice. Public Works Director Allan Rigg came up and answered all questions.

It was moved by Council Member Tanaka, and seconded by Mayor Pro Tem Henderson and carried by the following roll call vote to Authorize the Director of Public Works to Execute an Authorization for Crossing Improvements with UPRR; Approve Budget Appropriation:

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

Noes: None

Absent: Council Member Love

- 16.B Reject all bids for the Rosecrans Community Center Project, Chase Building Demolition Phase, JN 505, and re-bid the project.

City Manager Osorio presented the Staff Report.

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

Questions and comments were made by Mayor Pro Tem Henderson, Council Member Francis, and Mayor Cerda regarding the rejection of bids; City Manager Osorio and City Vasquez replied to their questions.

It was moved by Council Members Francis, and seconded by Council Member Tanaka and carried by the following roll call vote to Reject all bids and rebid:

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

Noes: None

Absent: Council Member Love

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

18. DEPARTMENTAL ITEMS – TRANSPORTATION – *No Items*

19. COUNCIL ITEMS

19.A RESOLUTION NO. 6664 – This Item was heard after Agenda Item 13.B

20. COUNCIL DIRECTIVES

Council Member Henderson

Subject: To rewrite Reso No. 6664 to include the countries of Democratic Republic of the Congo, Haiti, Ukraine, and Rwanda.

Purpose - To include the other countries dealing with strife.

Reason - Piggybacking off Reso No. 6664 to make sure everyone knows that Gardena is known as a global city.

Benefit - Could raise quality of life and raise community morale and understands that Gardena wants to keep everyone safe.

Council Member Francis seconded it.

City Attorney Vasquez asked Mayor Pro Tem Henderson if he was agreeable if this Resolution comes back to our first meeting in May. He stated he is agreeable.

21. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

- 1) A Memo in which a directive was given by Council Member Love regarding livestreaming of the Planning Commission Meetings.

22. COUNCIL REMARKS

- 1) **MAYOR PRO TEM HENDERSON** – Since their last meeting, he had the honor of being the moderator for the South Bay Cities Council of Governments General Assembly where the topic was AI, Friend, or Foe, in public sector. In speaking with the City Manager earlier, he definitely wants to encourage our staff to start figuring out ways on how artificial intelligence can help us be more efficient to our offerings to our community. He was in a presentation today and shared that a few cities are using AI to handle a lot of the rudimentary issues and questions that are addressed by the community which allow staff to then spend more time on real complex community issues and they were receiving high remarks from the community regards to their responsiveness. He said AI may not fit in every department or every function, but it's something we should start looking at. He attended the SCAG Community Economic Housing Development Committee meeting, as well as the Regional Council Meeting representing Gardena, Inglewood and Hawthorne. At SCAG he had his ICA Board Meeting, E-Board Meeting, he wanted to congratulate the Gardena Police Foundation Scholarship recipients, some great work, and he wanted to thank the Gardena Police Foundation for providing funding for those that are going to be beginning their reticulation journey through college and everything so that's a great opportunity. He attended the 34th Annual Southern California Air Quality Management District Air Awards, where he was able to talk to folks about air quality and different things in regards to what Gardena can do to start working on our air quality because we have been labeled a community that has some air quality issues that we need to address. He definitely wanted to say thank you to the City of Gardena for giving him the opportunity to be the MC of our Wall That Heals ceremony, recognizing the Vietnam veterans, he thinks that's really important for us to recognize those that made the ultimate sacrifice and also acknowledge the families that were impacted by the loss of their family member because that hurt and pain never goes away. He also did his community and business visits and lastly, he wanted to say thank you to the citizens of Gardena for re-electing him for a final term, he realizes we still have more work to do and he's up for the challenge so again, he wants to say thank you and he's ready to get back to work.
- 2) **COUNCIL MEMBER FRANCIS** – Since their last meeting, she attended the Martin Luther King Jr. Culture Committee meeting, the Gardena Holly Park Homeowners Association meeting, and the Region 18 meeting of the Los Angeles County Democratic Party. She just wanted to say that the folks that attended the meeting at Nakaoka were very impressed with our facilities, they said it was very nice and the staff was wonderful so she wanted to thank the staff for everything. She visited the Wall That Heals and she's glad we had another opportunity to see it because she thinks it's important that we remember the men and women that made the ultimate sacrifice for our country. She said the number of people lost to that war is overwhelming to her and she just thinks of all the empty chairs at the dinner table across the years and children that won't get to see grandparents and she hopes and prays that we never have to go through that type of war again. To our Vietnam veterans she thanked them for their service and sacrifice. She, too, wanted to give a special thank you and shout out to everyone that supported her re-election for her second term to Gardena City Council and she's had some long conversations on what they can do to continue to make Gardena a great city to live, work, and play.

- 3) COUNCIL MEMBER TANAKA – Since their last gathering he attended our Finance Committee meeting with the city and he wanted to thank Mr. Beeman, our City Attorney and the staff that put the presentation on, it just shows what forward thinking minds we have when it comes to the finances of our city, so he thanked all of them for keeping us in the black. He attended the COG's General Assembly at the Carson Community Center and he gave a thank you to Mayor Pro Tem Henderson for a great job moderating that. The keynote speaker was Congressional Member Ted Lieu and he believes this was the best General Assembly that they've put on since he's been a part of the COG and said it's going to be a hard shoe to fill next year, but they're working on it. He attended the Battle of the Badges blood drive, and thanked Chief Saffell and his staff for putting that on, as well as the retirement ceremony for Officer Villanueva, he said it was well deserved for all the things he has done as an officer for this city and all the people that he's touched, especially the young people in our schools so congratulations. He was honored to be asked to attend the Wall That Heals event that started at Mar Vista School in El Segundo, they asked him to pray for that wall and its journey through El Segundo to Gardena and he was very touched that he was asked to do that. He said it was a great event to pay tribute to 58,000 fallen on that wall, some that he went to high school with are on that wall. He continued by thanking all the veteran motorcycle groups, California Highway Patrol and members of the Gardena Police Department that escorted that wall from El Segundo to Johnson Park and he wanted to thank the city staff and the volunteers that watched over that wall for 24 hours a day for the days it was at Johnson Park just making sure it was safe and allowing people to come any time of the day or night just to visit. It was a tribute that he appreciated people going to and he thanked all the veterans and their families for the service to our country and he said the Gold Star Family that did a presentation there was totally touching and he doesn't think there was a dry eye in the place, once again he said thank you all for your service and God bless you. He attended the Gardena Police foundation scholarship event, it was a great event to see all the kids with above 5.0 GPAs going to great schools and it's good to see our Police Foundation supporting our youth to become future leaders in our communities. He attended the COG Steering Committee meeting and Director Stephany Santin and her staff were commended for a visit that they made regarding our senior services and the things that we put on, they were totally amazed at how many events that our city puts on for our seniors and he believes Stephany is going to be asked to be showcased by other cities coming here and seeing what she does so he thanked her for representing us as the Emerald City. Lastly, he was honored to attend the celebration of life for Mr. Raymond Cordova, who is considered the Godfather of Labor, and it was held at the IBEW Local 11, known as the House of Labor. Mr. Cordova was a huge part of the South County Labor group and a true supporter of local union labor, he touched almost every politician in the State of California and some of the Congress people, Senators, Assembly people, he was a huge person that supported them and on his behalf they attended. It went on from 11 am to almost 4 pm with all the people that had things to say about him so he's sure he had responsibility for success for many of the political figures in office today. He was proud on behalf of the Mayor, City Council, and the City of Gardena that they presented a certificate of recognition in his honor to a really distinguished man.
- 4) MAYOR CERDA – Since the last Council Meeting she attended our quarterly finance meeting and she just wants to thank the staff for doing a great job in presenting all the information to the finance group and as everyone saw they had the simple version of it there just to show how we're doing in the city. She was invited to attend the installation of the Inglewood Board of Realtors for the president executive board for 2024. She attended the retirement celebration for Officer Villanueva that was held in the PD parking

lot and Louis has touched so many people in this city including Council Members and residents and definitely the kids. She attended the Inka Lions Club meeting that was held here in the City of Gardena at the Nakaoka Community Center, and they are a group that is so appreciative of the fact that they can use our facilities just to be able to have their meeting so she's glad we're able to offer that for our local community groups. She attended the Spirit of St. Mary's banquet where they recognize several medical professionals in the City of Long Beach, more specifically that have helped out the Cambodian community and one of our commissioners here in Gardena who is a big part of that invited her to attend and it was nice to see how many people go over and beyond to help out folks that are at a disadvantage and making sure that they have the proper healthcare that they need. She also attended the Gardena Police Foundation scholarship awards that were presented to the young people. It was really awesome and put together by our business community and the scholarship award that they do has grown even bigger every year and she definitely encourages businesses to consider joining our foundation because they're doing really great things. She attended the Wall That Heals opening, as well as, the closing ceremony and once again she's honored by the fact that we were able to have the Wall That Heals here in Gardena and all the volunteers, everybody who was involved in that she extended a thank you. She wanted to give a special shout out to one of our departments here, she had a resident mention to her that the passport services the City Clerk's Office offers is wonderful. He said it took the stress off of having to go to the Federal Building in Los Angeles away and everyone in the office was very polite and made the experience wonderful for him so she just wanted to give the City Clerk's Office a special thanks because it was more than just the passports, he said they had the best personalities. She wanted to apologize for missing the big COG event, but everybody went and everybody was talking about how great it was so she's glad to know they had a great event. The last thing she wanted to mention is that earlier that night they had a speaker about the pantry and how he felt bad he had to turn people away, she wanted people to be aware that Gardena does have their own pantry as well, so if there are people out there who are hungry they can visit our pantry through our Human Services Department and we also have resources for some of our churches in the area that also have food as well that they can give out to those who are in need so she doesn't want people to walk away from their meetings thinking that there's no services like that available, they may not be quite as large as the one the speaker mentioned, but there are still avenues that we can help you with in the City of Gardena.

23. ANNOUNCEMENT(S)

Mayor Cerda announced:

- 1) Dementia Friends Event, Thursday, April 11, 2024 from 3:00-4:00p.m. at the Nakaoka Community Center;
- 2) Therapeutic Recreation Program (TRP) Carnival Funday, Friday, April 12, 2024 from 11:00 a.m. to 1:00 p.m. at the City Hall Complex;
- 3) Community Yard Sale – Saturday, April 13, 2024 from 7:00a.m. to 12:30p.m. at Mas Fukai Park in Gardena;
- 4) Gardena Police Department Education Series - Assembly Bill 481, Monday, April 15, 2024 at 6:30 p.m. at the Nakaoka Community Center;
- 5) 2024 Spring Carnival, Friday, April 19 through Sunday, April 21, 2024 at Mas Fukai Park;
- 6) Compost Giveaway, Saturday, April 20, 2024 from 8:00 a.m. to 12:00 p.m. at Rowley Park;

- 7) Earth Day Clean Up, Saturday, April 20, 2024 from 8:00-11:00 a.m. at the Willows Wetland Preserve;
- 8) Paper Shredding Event, Saturday, April 27, 2024 from 8:00 a.m. to 12:00 p.m. at the City Hall Complex;
- 9) DEA National Rx Takeback day, April 27, 2024 from 10:00 a.m. to 2:00 p.m.; Drop off Location: Gardena Police Department; and
- 10) Cinco De Mayo Parade, May 4, 2024, starts at 10:00 a.m., begins at Gardena Market.

24. REMEMBRANCES

Mr. Raymond L. Cordova, 84 years of age, and a Vietnam War Veteran. Mr. Cordova laid the foundation of the modern labor movement in LA County and became known as the "Godfather of Labor."

25. ADJOURNMENT

At 11:32 p.m., Mayor Cerda adjourned the Gardena City Council Meeting to the Closed Session portion of the City Council Meeting at 7:00 p.m., and the Regular City Council Meeting at 7:30 p.m. on Tuesday, April 23, 2024.

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 PEQC Meeting Notice and Agenda of the Planning and Environmental Quality Commission Tuesday, March 19, 2024

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 7:04 PM on Tuesday, March 19, 2024, in the 1700 W. 162nd Street, Gardena, California.

1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:04 PM

2. **PLEDGE OF ALLEGIANCE**

Chair Henderson led the Pledge of Allegiance

3. **ROLL CALL**

Present: Chair Henderson; Vice Chair Langley, Commissioner Steve Sherman; Commissioner Jules Kanhan; Commissioner Ronald Wright-Scherr

4. **APPROVAL OF MINUTES**

None.

5. **ORAL COMMUNICATIONS**

No members of the public wished to speak to the Planning Commission at this time.

6. **PUBLIC HEARING ITEMS**

6.A Environmental Impact Report (Environmental Assessment #20-21); General Plan Amendment #3-21; Zone Change #4-21; Zone Text Amendment #6-21; Specific Plan #1-21; Site Plan Review #11-21; Vesting Tentative Map #4-21; Development Agreement #2-21, and Affordable Housing Agreement.

The applicant is requesting the approval of a Specific Plan (SP #1-21) that provides for development of approximately 5.3-acres for up to 403 residential dwelling units. The project proposed to remove all existing onsite structures (approximately 115,424 square feet (SF) of industrial uses) and, in their place, construct 328 apartment units in a seven-story apartment building and 75 three-story townhome units within ten buildings. The applicant's request includes a General Plan Amendment (GPA #3-21) to change the land use designation on the Gardena General Plan Land Use Map from Industrial and Industrial with a High Density 30 Overlay to "Specific Plan"; a Zone Change (ZC #4-21) to replace the existing zoning designation of General Industrial (M-2) and General Industrial (M-2) with a Housing Overlay 4 (HO-4) with the Normandie Crossing Specific Plan zone and Zone Text Amendment (ZTA #6-21) to amend the text of the Gardena Municipal Code to add this new zone; a Site Plan Review (SPR #11-21) of the physical design of the development which is incorporated in the Specific Plan; a Vesting Tentative Tract Map (VTM #4-21) to combine four lots into two and create one parcel for the apartment building and one parcel for the townhome-style buildings with the ability to create condominiums on the 75 townhome-style units; a Development Agreement (DA #2-21) between the City and developer that guarantees the right to build the development as set forth in

this Specific Plan for a period of 10 years and provides community benefits to the City including affordable housing and a monetary payment. The Project will require an Affordable Housing Agreement to guarantee the affordability of the 20 lower-income units for a period of 55 years.

As part of the project, the City is considering the Zoning Map and General Plan Land Use map amendments of two separate parcels, immediately adjacent to the project site, to correspond to the existing land uses within each parcel. The first is a change to the residential parcel at 16964 West 179th Street, from a General Industrial (M-2) designation to Single-Family Residential (R-1). The second is a change to the Union Pacific Railroad parcel immediately adjacent and east of the project site, from a General Industrial (M-2) designation to Official (O).

Approval of these items requires certification of an Environmental Impact Report (EA # 20-21), adoption of a Mitigation Monitoring and Reporting Plan, CEQA Findings, and a Statement of Overriding Considerations.

Project Location: 16829, 16835, 16907, and 16911 S. Normandie Avenue (APN: 6106-030-011, 015, 016, and 017)

Project Applicant: Fred Shaffer and Steve Ludwig – 16911 Normandie Associates, LLC

Other Project Locations: 16964 Brighton Avenue (APN: 6106-030-008) and unaddressed Union Pacific Railroad parcel (APN: 6106-030-800)

[Staff Report \(16911 Normandie\)PC.pdf A - Draft Planning](#)

[Commission Resolution for EIR Certification.pdf Exhibit 1 -](#)

[City Council CEQA Resolution Exhibit A - Draft EIR.pdf](#)

[Exhibit B - Final EIR.pdf](#)

[B - Draft Planning Commission Resolution for General Plan Amendment.pdf](#)

[Exhibit 1 - City Council General Plan Amendment Resolution](#)

[C - Draft Planning Commission Resolution for Project.pdf](#)

[Exhibit A - City Ordinance for Normandie Crossing Specific Plan Zone Change for ZC #4-21](#)

[Exhibit B - City Council Resolution for approval of Tentative Tract Map.pdf](#)

[Exhibit C - Normandie Crossing Specific Plan.pdf Exhibit D - Conditions of Approval](#)

[Exhibit E - Development Agreement](#)

[Exhibit F - Draft Affordable Housing Agreement](#)

[Economic Analysis Report prepared by RCLCO.pdf](#)

[Public Comments](#)

[Project Plans.pdf](#)

Vice Chair Langley and Commission Wright-Scherr disclosed and recused themselves from the public hearing as they live within 500 feet of the proposed project site.

Community Development Manager, Amanda Acuna, presented staff's report on the proposed project to the Planning Commission.

Rita Garcia, the City's environmental consultant, presented an overview of the Environmental Impact Report (EIR) that was prepared for the project to the Planning Commission.

Ms. Acuna then stated that it was staff's recommendation that the Planning Commission:

- 1) Conduct the public hearing;
- 2) Receive testimony from the public;
- 3) Recommend to the City Council to certify the FEIR and adopt a Mitigation Monitoring and Reporting Program, Findings Relating to Alternatives and Mitigation Measures, and a Statement of Overriding Considerations for purposes of the project;
- 4) Make a recommendation on the following:
 - a) Whether to approve General Plan Amendment #3-21, which includes the changes to the two adjacent properties.
 - b) Whether to approve the remaining requested entitlements under the project: Zone Change #4-21 which includes the changes to the two adjacent properties; Zone Text Amendment #6-21; Specific Plan #1-21; Vesting Tentative Map #4-21; Site Plan Review #11-21; Development Agreement #2-21; and Affordable Housing Agreement subject to the attached conditions of approval.

Chair Henderson opened the public hearing.

The applicants, Steven Ludwig, Dave Rand, and Fred Shaffer spoke to the Commission about the projects and reasons for requesting approval of the entitlements.

Chair Henderson asked a question to the City's environmental consultant on the trip distribution and how the access points were determined.

Ms. Garcia responded that the access points themselves were a part of the project's design, and went on to say that CEQA no longer considered Level of Service analysis, however, added that a traffic impact analysis was prepared by the applicant for the project and included as an appendix to the EIR. She went on to say that there is a threshold under CEQA in the transportation section that looks at the potential for any potential transportation related hazards and that the EIR did look at the project site's access points and their relationship to sidewalks, to other transportation-related matters, including the railroad; the report determined impacts would be less than significant through the coordinated effort that occurred between the applicant, the city, the railroad company, and CPUC.

Mr. Rand expanded on Ms. Garcia's response stating that there was an analysis conducted thoroughly by Fehr and Peers to determine whether a new signal light would be warranted at that intersection based on the traffic volumes that would be created by the project, and the circulation generated by the various housing units and residents in the direction they'd be going in and out. After that was looked at, it was determined that the signal was not warranted in particular because it was too close to another existing signal; and added that there's a certain distance that would need to be achieved in order to have a new signal warranted. Mr. Rand then went on to say that traffic impact

analysis looked at the existing circulation patterns then took into account the anticipated traffic that would be generated from the apartments and townhome users and the distribution of that traffic, and it was determined that a new traffic signal was not warranted or desirable. He added that the access off of Normandie Avenue was a right-in and right-out only.

Chair Henderson asked the applicant whether they provided the information regarding the traffic impact analysis to the public at the community meetings they held.

Mr. Rand answered that all of these documents were disclosed as part of the City's process and that the traffic data was attached as an appendix and was circulated as part of the CEQA process. He went on to say that the traffic report was one of the documents and studies that were required to produce to show the community the potential for impacts and that the city required the analysis.

Chair Henderson wanted clarification on the number of stories the project will have and whether there will be subterranean parking

Mr. Rand responded that the project is two levels of parking with five levels of apartments over it. and that there would be a parking ratio of about 1.2 spaces per unit. He went on to say that this ratio is right where the Institute of Transportation Engineers' latest addition suggests apartment parking should achieved and that it is a blended rate that includes areas that are not infill like the City.

Chair Henderson then asked staff how many speaker cards were received from those in attendance wishing to speak on this matter.

Planning Assistant, Kevin La, stated that there were a total of 17 speaker cards received thus far.

At that time Chair Henderson asked members of the public to limit their comments to two minutes.

Silvio Carrara, Aileen Araki, Annie Roddy, John Hydro, Cory Shiuzaki, Michael Hall, Kerry Dei, Hideki Obayashi, Jessie Carrara, Cynthia Stevens, Patricia McCauley, and Carrie Ishitani all voiced their opinions against the project to the Planning Commission.

Eduardo Padilla, Gregoro Hernandez, and Brandon Smith voiced their opinions in favor of the project to the Planning Commission.

Travon Oliver, Corey Crockenham, and Maria Coronado voiced their opinions on hiring local contractors for the development of the project to the Planning Commission

Assistant City Attorney, Lisa Kranitz, stated to the Chair that the applicants should be given a chance to respond to the comments received and heard.

Mr. Rand responded to the public comments, acknowledged their concerns, and stated that the main concern of traffic and parking was thoroughly researched and studied through the traffic analysis and that the number of residential units will help with providing more housing in the City of Gardena.

Commissioner Kanhan inquired how long the project would take to complete construction.

Mr. Shaffer stated that the EIR estimated three years for construction.

Chair Henderson asked why there is a term limit on affordable housing.

Mr. Shaffer answered that a 55-year term limit for affordable housing is the normal standard for low-income units for a deed restriction.

Ms. Kranitz elaborated that the required 55 years is in line with the density bonus law for affordable rental housing.

Commissioner Sherman questioned how much rent would be for the market rate units.

Mr. Shaffer stated that the rent will be determined by the market rate similar to other projects that were recently constructed in the City of Gardena.

Mr. Ludwig added that the market rate townhome units, while not deed restricted at an affordable level, would fall within the FHA financing limits and allow first-time home buyers to put down roughly three and a one-half percent of the purchasing price.

Chair Henderson closed the public hearing.

Chair Henderson voiced his concerns about the project and that he would like to see a reduction in the number of residential units.

Commissioner Sherman stated that he was not in favor of the project as he felt the seven-story apartment building was too large for that neighborhood which included single-family residential units.

Commissioner Kanhan expressed his concerns about the height of the apartment building and would like to see a reduction in stories to improve the project.

Chair Henderson explained that the project would assist in the housing issues that Gardena faces, but currently, there are too many units proposing 328 units on the property, but would still like to certify the EIR.

MOTION: It was moved by Commissioner Kanhan and seconded by Chair Henderson to direct staff to bring forth a resolution recommending the City Council certify the Final Environmental Impact Report for the purposes of the project.

The motion was passed by the following roll call vote:

Ayes: Kanhan, Henderson, Sherman

Noes:

Abstain: Langley, Wright-Scherr

MOTION: It was moved by Chair Henderson and seconded by Commissioner Kanhan to direct staff to bring forth a resolution recommending the City Council approve

General Plan Amendment #3-21, to redesignate the project area to Specific Plan, and the adjacent parcels to land use to designations that correspond to their existing uses.

The motion failed by the following roll call vote:

Ayes: Kanhan, Henderson
Noes: Sherman
Abstain: Langley, Wright-Scherr

MOTION: It was moved by Commissioner Kanhan and seconded by Commissioner Sherman to direct staff to bring forth a resolution recommending the City Council deny the requested Zone Change, Zone Text Amendment, Site Plan Review, Vesting Tentative Tract Map, a Development Agreement, and Affordable Housing Agreement

The motion was passed by the following roll call vote:

Ayes:
Noes: Kanhan, Sherman, Henderson
Abstain: Langley, Wright-Scherr

Ms. Kranitz proclaimed that the formal resolutions would come before the Planning Commission at the next meeting.

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

Community Development Director, Greg Tsujiuchi, announced upcoming city events: State of the City on March 21, 2024, at the Nakaoka Center beginning at 6:00 PM, the Wall that Heals from April 4-7, 2024, at Arthur Johnson Park, and Coffee with a Cop on March 20, 2024, at Ladybug Café from 10:00 AM to 11:30 AM.

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

Chair Henderson announced that he and Commissioner Wright-Scherr attended the Planning Commissioner's academy and thought it was very informative. He also congratulated his daughter for being accepted into UCLA.

9. **ADJOURNMENT**

Chair Henderson adjourned the meeting at 9:20 PM.

Respectfully submitted,



GREG TSUJIUCHI, SECRETARY
Planning and Environmental Quality Commission



DERYL HENDERSON, CHAIR
Planning and Environmental Quality Commission

MINUTES
Regular PEQC Meeting Notice and Agenda of the
Planning and Environmental Quality Commission
Tuesday, April 2, 2024

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 7:03 PM on Tuesday, April 2, 2024, in the 1700 W. 162nd Street, Gardena, California.

1. **CALL MEETING TO ORDER**

The meeting was called to order at 7:03 PM.

2. **PLEDGE OF ALLEGIANCE**

Chair Henderson led the Pledge of Allegiance.

3. **ROLL CALL**

Present: Commissioner Ronald Wright-Scherr; Commissioner Jules Kanhan;
Commissioner Steve Sherman; Vice Chair Stephen P Langley; Chair Deryl Henderson;

ELECTION OF CHAIR AND VICE CHAIR

Vice Chair Langley nominated and made a motion to elect Chair Henderson for the position of Chair and Commissioner Kanhan seconded the motion.

The motion was passed by the following roll call vote:

Ayes: Langley, Kanhan, Wright-Scherr, Sherman, Henderson

Noes:

Vice Chair Langley nominated and made a motion to elect Commissioner Wright-Scherr for the position of Vice Chair. Chair Henderson seconded the motion.

The motion was passed by the following roll call vote:

Ayes: Langley, Henderson, Sherman, Kanhan, Wright-Scherr

Noes:

4. **APPROVAL OF MINUTES**

None

5. **ORAL COMMUNICATIONS**

No members of the public wished to speak to the Planning Commission at this time.

6. **OTHER MATTERS**

6.A **Environmental Impact Report (Environmental Assessment #20-21); General Plan Amendment #3 -21; Zone Change #4-21; Zone Text Amendment #6-21; Specific Plan #1-21; Site Plan Review #11-21; Vesting Tentative Map #4-21; Development Agreement #2-21, and Affordable Housing Agreement for the Normandie Crossing Specific Plan**

Project Location: 16829, 16835, 16907, and 16911 S. Normandie Avenue (APNs: 6106-030-011, 015, 016, and 017), 16964 Brighton Avenue (APN:6106-030 -008) and 0.43 acre property located at the eastern edge of the specific plan area (APN: 6106-030-800)

Project Applicant: Fred Shaffer and Steve Ludwig – 16911 Normandie Associates, LLC

Resolution No. PC 4 -24, Recommending the city council certify an environmental impact report for the Normandie Crossing Specific Plan Project located at 16829,

16835, and 16907 South Normandie Avenue and land use and zoning changes for the 0.11 acre property located at 16964 Brighton Avenue and the 0.43 acre property located to the east of the project site

Resolution No. PC 5-24, Recording their vote on amending the land use plan of the City of Gardena General Plan by changing the land use designation of the 5.25 acre property located at 16829, 16835, and 16907 South Normandie Avenue to Specific Plan, changing the land use designation of the 0.11 acre property located at 16964 Brighton Avenue to Single Family Residential, changing the land use designation of the 0.43 acre property located at the eastern edge of the specific plan area to Public/Institutional and making minor text changes primarily relating to specific plans and recommending that the City Council take this vote into consideration.

Resolution No. PC 6-24, Recommending the City Council deny the approvals for the Normandie Crossing Specific Plan Project (consisting of an amendment to the Gardena Municipal Code and zoning map, adoption of the Normandie Crossing Specific Plan, including the site plan contained therein, a vesting tentative tract map, a development agreement, and an affordable housing agreement) and recommending the City Council deny rezoning the 0.11 acre property located at 16964 Brighton Avenue and rezoning the 0.43 acre property located at the eastern edge of the specific plan area.

Amanda Acuna, Community Development Manager, provided a brief presentation on the resolutions for the Normandie Crossing Project.

Fred Shaffer, the applicant, stated they are not planning to move forward to the City Council with the Normandie Crossing Project as currently proposed. He is seeking to engage with planning staff and members of the community to discuss how to potentially alter or modify the project.

Mr. Smith, Mr. Hydro, Mrs. Ishitani, and Mrs. Nakauo, members of the community, voiced their concerns on the development of the Normandie Crossing Project, which included traffic concerns and compatibility with existing surrounding development.

Mr. Shiozaki, Mr. Obayashi, and Mrs. Cauley, other members of the community, expressed their opposition to the Normandie Crossing Project.

Chair Henderson stated to members of the public that the Commission at the previous meeting had made a motion to recommend denial to the City Council for those entitlements being requested by the applicant, and that they were ratifying their decisions at this meeting.

Assistant City Attorney Lisa Kranitz indicated that the project in its current configuration will not go forward to the City Council, as explained by the applicant.

Motion: It was motioned by Commissioner Kanhan and seconded by Chair Henderson to adopt Resolution No. 4-24 recommending to City Council to certify an Environmental Impact Report for purposes of the project.

The motion was passed by the following roll call vote:

Ayes: Kanhan, Henderson, Sherman

Noes:

Abstain: Langley, Wright-Scherr due to conflict of interest.

Motion: It was motioned by Commissioner Kanhan and seconded by Chair Henderson to adopt Resolution No. PC 5-24 , recording the Commission's 2 to 1 vote on recommending approval of General Plan Amendment #3-21.

The motion was passed by the following roll call vote:

Ayes: Kanhan, Henderson, Sherman

Noes:

Abstain: Langley, Wright-Scherr due to conflict of interest.

It is noted that the vote of the Planning Commission did not constitute a recommendation of approval for the General Plan amendments. The Planning Commission recommended that the City Council take the vote of the Planning Commission into consideration in making its decision on the project.

Motion: It was motioned by Chair Henderson and second by Commissioner Kanhan to adopt Resolution No. PC 6-24 recommending the City Council deny the project entitlement requests other than the General Plan Amendment.

The motion was passed by the following roll call vote:

Ayes: Henderson, Kanhan, Sherman

Noes:

Abstain: Langley, Wright-Scherr due to conflict of interest.

The Commission broke for a short recess.

Call meeting back to order 7:45 PM.

7. PUBLIC HEARING ITEMS

7.A ZONE TEXT AMENDMENT #3-24

Resolution No. PC 7-24: Recommending the City Council adopt Ordinance No.1871 to amend Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, and hookah lounges and making a finding that the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3)

Ms. Acuna, presented on staff's report for Zone Text Amendment #3-24 to the Planning Commission.

Chair Henderson asked if smoke shops are reviewed and approved by the Police Department.

Ms. Acuna stated that the requests for a tobacco retail permit is processed by the Community Development Department and reviewed by the Police Department.

Chair Henderson opened the public hearing.

Mr. Inocencio expressed his desire to operate his current retail business as a significant tobacco retailer business within the City.

Commissioner Kanhan asked if the resolution would be for new businesses or for existing businesses.

Community Development Director, Greg Tsuijiuchi explained there were currently sixteen significant tobacco retailers in the City of Gardena that the existing retailers that are licensed would not be shut down. He went on to say that this Ordinance would prohibit any new significant tobacco retailers. Hookah lounges and cigar lounges would require a Conditional Use Permit.

Commissioner Langley asked what the procedure would be for those existing tobacco retailers that decided to shut down.

Mrs. Kranitz explained that if the Ordinance passed as drafted, those existing establishments would be considered a legal non-conforming use and would have to adhere to the City's nonconforming standards.

Motion: It was motioned by Vice Chair Wright-Scherr and seconded by Commissioner Langley to adopt Resolution No. PC 7-24, recommending the City Council adopt Ordinance No. 1871 to amend Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, and hookah lounges and making a finding that the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

The motion was passed by the following roll call vote:

Ayes: Wright-Scherr, Langley, Kanhan, Sherman
Noes: Henderson

7.B ZONE TEXT AMENDMENT #1-24

Resolution No. PC 9-24, recommending that the City Council adopt Ordinance No. 1865 amending Gardena Municipal Code Chapter 18.60 and Sections 5.08.170, 8.16.030, and 8.16.050 relating to temporary use permits and temporary events permits and amending section 5.04.160 and 5.04.278 relating to permits and finding the Ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines § 15061(b)(3) and § 15304 as a Minor Alterations to Land

Ms. Acuna presented on staff's report for Zone Text Amendment #1-24 and explained that staff was bringing Ordinance No. 1865 back to the Planning Commission for consideration which was revised to add provisions which would allow food distribution centers to operate in conjunction with non-profits.

Chair Henderson opened the public hearing.

Commissioner Langley asked if churches and other non-profits would be affected by the modification to the ordinance.

In response, Ms. Acuna stated that a church would most likely be a nonprofit organization and be permitted to have activities in accordance with the drafted Ordinance.

Mr. Tsujiuchi pointed to a similar event that previously took place in the City, however, added that this event included drive-thru give aways, which caused traffic and safety issues. He went on to say that this Ordinance would not allow for drive-thru food distribution.

Chair Henderson closed the public hearing.

Motion: It was motioned by Commissioner Langley and seconded by Commissioner Kanhan to adopt Resolution No. PC 9-24, recommending that the City Council adopt Ordinance No. 1865 amending Gardena Municipal Code Chapter 18.60 and Sections 5.08.170, 8.16.030, and 8.16.050 relating to temporary use permits and temporary events permits and amending section 5.04.160 and 5.04.278 relating to permits and finding the Ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines § 15061(b)(3) and § 15304 as a Minor Alterations to Land.

The motion was passed by the following roll call vote:

Ayes: Langley, Kanhan, Sherman, Wright-Scherr, Henderson
Noes:

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

Mr. Tsujiuchi informed the Commissioners that the Planning Commission Meetings would now be regularly streamed on YouTube.

Mr. Tsujiuchi informed the Planning Commission that earlier that day the Vietnam Veterans Memorial traveling exhibit, the Wall that Heals, was driven through the City and passed by City Hall. The exhibit would be on display from Thursday, April 4th to Sunday, April 7th, at Arthur Lee Johnson Memorial Park (1200 W. 170th Street, Gardena, CA 90247). The exhibit would be opened 24 hours a day during this period.

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

No report to follow.

10. **ADJOURNMENT**

Chair Henderson adjourned the meeting at 8:20 PM.

Respectfully submitted,



GREG TSUJIUCHI, SECRETARY
Planning and Environmental Quality Commission



DERYL HENDERSON, CHAIR
Planning and Environmental Quality Commission

MEMORANDUM

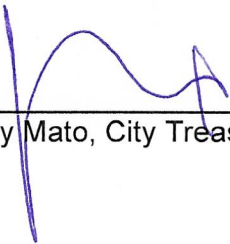
TO: Honorable Mayor and City Council
FROM: City Treasurer's Office
DATE: April 18, 2024
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

April 23, 2024 TOTAL WARRANTS ISSUED: \$5,440,366.02

Wire Transfer: 12686-12694
Prepay: 175763-175768
Check Numbers: 175769-175944
Checks Voided:

Total Pages of Register: 21

April 19, 2024 TOTAL PAYROLL ISSUED: \$2,330,900.58

for 

Guy Mato, City Treasurer

vchlist
04/18/2024 11:10:13AM

Voucher List
CITY OF GARDENA

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12686	4/4/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365999214931		HEALTH INSURANCE CLAIMS	28,273.35
Total :						28,273.35
12687	4/5/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	040424		HEALTH INSURANCE CLAIMS	96,383.84
Total :						96,383.84
12688	4/9/2024	112709 PORTFOLIO ESCROW, INC.	ESCROW #EN-10478-23.		PROPERTY ACQUISITION - 1112 W GAF	1,554,740.65
Total :						1,554,740.65
12689	4/11/2024	101641 CALPERS	100000017500814		2024 REPLACEMENT BENEFIT CHARGI	8,111.07
Total :						8,111.07
12690	4/11/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365998755203		HEALTH INSURANCE CLAIMS	10,133.31
Total :						10,133.31
12691	4/12/2024	101641 CALPERS	100000017502869		2024 REPLACEMENT BENEFIT CHARGI	8.22
Total :						8.22
12692	4/11/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	041024		HEALTH INSURANCE CLAIMS	13,480.70
Total :						13,480.70
12693	4/16/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	041524		HEALTH INSURANCE CLAIMS	63,512.36
Total :						63,512.36
12694	4/16/2024	111374 LINCOLN NATIONAL LIFE, INSURANCE COMP/	4683057072	023-01489	LIFE INSURANCE GRP PLANS	3,274.37
Total :						3,274.37
175763	4/10/2024	112801 WELCOMING INTERIM SHARED, HOUSING W. ANDERSON			GARDENA EMERGENCY SERVICES	2,400.00
Total :						2,400.00
175764	4/10/2024	112189 PERFECT SCORE ATHLETIC, TRAINING CENT	03/11-04/03/24		GYMNASTICS INSTRUCTOR SERVICES	9,868.50
Total :						9,868.50
175765	4/16/2024	112813 ABREGO, PRISCILLA	041524		EMPLOYEE SPOT-ON RECOGNITION	500.00
Total :						500.00
175766	4/16/2024	112815 MCBRIDE, INEZ	23-20PW		FINAL SETTLEMENT	500.00

Page: 1

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175766	4/16/2024	112815 112815 MCBRIDE, INEZ	(Continued)		Total :	500.00
175767	4/16/2024	112808 JORGE GALE AND, MFON ANTHONY IKON INC 22-10PD			FINAL SETTLEMENT	5,750.00
					Total :	5,750.00
175768	4/16/2024	112807 BROWN, MELVIN	24-03PD		FINAL SETTLEMENT	565.00
					Total :	565.00
175769	4/23/2024	104606 2 BROTHERS TIRES & WHEELS	28337		PD VEHICLE TIRE SERVICES	40.00
			28466		PD VEHICLE TIRE SERVICES	22.00
			28507		PD VEHICLE TIRE SERVICES	20.00
					Total :	82.00
175770	4/23/2024	106086 ABC COMPANIES	3644457		GTRANS AUTO PARTS	96.40
					Total :	96.40
175771	4/23/2024	107290 ACOSTA, NOLBERTO	01/07-01/10		GILLIG FACILITY BUS VEHICLES INSPE	100.00
			011824		MGMT ANNUAL HEALTH BENEFIT	256.01
			04/26-04/29		APTA 2024 INTERNATIONAL BUS ROAD	150.00
					Total :	506.01
175772	4/23/2024	107712 AFFORDABLE GENERATOR SERVICES, INC.	25294	037-10257	GTRANS EMERGENCY GENERATOR RI	255.00
					Total :	255.00
175773	4/23/2024	101748 AFTERMARKET PARTS COMPANY LLC, THE	83252952	037-10275	GTRANS AUTO PARTS	126.71
			83261890	037-10275	GTRANS AUTO PARTS	1,117.85
			83261891	037-10275	GTRANS AUTO PARTS	74.54
			83337608	037-10275	GTRANS AUTO PARTS	63.48
			83339972	037-10275	GTRANS AUTO PARTS	572.94
			83340077	037-10275	GTRANS AUTO PARTS	2,062.78
			83340078	037-10275	GTRANS AUTO PARTS	33.74
			83341833	037-10275	GTRANS AUTO PARTS	215.54
					Total :	4,267.58
175774	4/23/2024	112571 AMBIT CONSTRUCTION &, DESIGN, INC.	JN 512 04/05/24	037-10241	GTRANS DISPATCH REMODELING PRC	42,595.61
					Total :	42,595.61

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175775	4/23/2024	100925 AMERICAN MOVING PARTS	01A155840		GTRANS AUTO PARTS	293.17
			01A155916		GTRANS AUTO PARTS	353.77
					Total :	646.94
175776	4/23/2024	110832 ANTHONY'S AUTO DETAILING	124p3p82		CAR WASH DETAIL - PD	1,450.00
					Total :	1,450.00
175777	4/23/2024	108625 ARAD OIL INC.	MARCH 2024		CAR WASH	132.00
					Total :	132.00
175778	4/23/2024	111551 ARECHIGA, OSVALDO	04/26-05/01		APTA 2024 INTERNATIONAL BUS ROAD	250.00
					Total :	250.00
175779	4/23/2024	101459 ASBURY ENVIRONMENTAL SERVICES	I500-01044470		HAZARDOUS WASTE DISPOSAL SERVI	110.00
			I500-01046984		HAZARDOUS WASTE DISPOSAL SERVI	142.92
			I500-01046992		HAZARDOUS WASTE DISPOSAL SERVI	127.28
			I500-01051289		HAZARDOUS WASTE DISPOSAL SERVI	5.00
					Total :	385.20
175780	4/23/2024	104687 AT&T	21502443		TELEPHONE	1,917.80
					Total :	1,917.80
175781	4/23/2024	616090 AT&T	3103232408 04/1/2024		TELEPHONE	5,256.43
					Total :	5,256.43
175782	4/23/2024	111170 AT&T FIRSTNET	287290395417X2102024	023-01492	PD CELL PHONE ACCT #287290395417	389.47
			287290395417X3102024	023-01492	PD CELL PHONE ACCT #287290305417	389.47
			287290395417X4102024	023-01492	PD CELL PHONE ACCT #287290395417	389.01
			287293420631X4102024	023-01492	PD CELL PHONE ACCT #287293420631	148.93
			287303490376X4102024	023-01492	BUS CELL PHONE ACCT #28730349037	2,370.30
			287324972943X4102024	023-01492	GTRANS CELL PHONE ACCT #2873249	50.77
					Total :	3,737.95
175783	4/23/2024	102880 AUTOPLEX, INC.	16126		2019 FORD F-250 XL #AC-1 OIL CHANG	124.39
			16127		2011 FORD CV #BX176127 OIL CHANGE	79.02
					Total :	203.41
175784	4/23/2024	412610 BANK OF NEW YORK MELLON, THE	252-2611452		ADMIN FEE - SBRPCA REFUNDING RE\	1,970.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175784	4/23/2024	412610 412610 BANK OF NEW YORK MELLON, THE	(Continued)		Total :	1,970.00
175785	4/23/2024	112799 BAXSTRA INC.	PERMIT #50023-0037		PERMIT DEPOSIT PARTIAL REFUND - 1	8,000.00
					Total :	8,000.00
175786	4/23/2024	102035 BD WHITE TOP SOIL CO., INC.	90148		STREET MAINT SUPPLIES	163.17
					Total :	163.17
175787	4/23/2024	103641 BECNEL UNIFORMS	67102		BUS UNIFORM SUPPLIES	370.94
			67774		BUS UNIFORM SUPPLIES	588.57
			67924		BUS UNIFORM SUPPLIES	423.22
					Total :	1,382.73
175788	4/23/2024	109037 BEEMAN, RAYMOND	03/19-03/21		EV CHARGING SUMMIT & EXPO 2024 -	245.24
					Total :	245.24
175789	4/23/2024	102135 BEHREND, KENT	253	023-01474	IT NETWORK SUPPORT-APRIL 2024	3,400.00
					Total :	3,400.00
175790	4/23/2024	107747 BENGAR PRODUCTIONS	6950		EMBROIDERY - REC STAFF JACKETS	348.00
			7218		EMBROIDERY - COG SWOOSH LOGO	816.00
			7285		EMBROIDERY - REC STAFF SHIRTS	1,198.00
			7320		EMBROIDERY - REC STAFF HATS	120.00
			7321		PRINTING - REC STAFF POLOS	154.00
			7368		EMBROIDERY - COG LOGO BEENIE	900.00
			7381		REC SAFETY VEST	140.00
			7382		WALL THAT HEALS SHIRTS	1,145.00
					Total :	4,821.00
175791	4/23/2024	112809 BLACKMON, JERON	UNIFORM		ADVANCED UNIFORM ALLOWANCE	350.00
					Total :	350.00
175792	4/23/2024	112722 BP FORD OF LONG BEACH	FOCS714099		2020 FORD INTRCPTR #1591740 SERVI	387.37
					Total :	387.37
175793	4/23/2024	111902 BPR CONSULTING GROUP LLC	1491	032-00144	CONSULTING SERVICES - MARCH 2024	53,891.37
					Total :	53,891.37

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175794	4/23/2024	110313 CALTIP	94-2024-FEBRUARY	037-10245	INSURANCE CLAIMS DEDUCTIBLE - FE	4,564.78
			94-2024-MARCH	037-10245	INSURANCE CLAIMS DEDUCTIBLE - M/	4,231.92
					Total :	8,796.70
175795	4/23/2024	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	46023		LEGAL SERVICES	3,390.10
			46030		LEGAL SERVICES	90.00
			46031		LEGAL SERVICES	349.20
			46034		LEGAL SERVICES	160.41
			46035		LEGAL SERVICES	118.80
			46036		LEGAL SERVICES	50.40
			46037		LEGAL SERVICES	2,356.55
			46040		LEGAL SERVICES	18.00
			46041		LEGAL SERVICES	5,349.68
			46042		LEGAL SERVICES	792.00
			46043		LEGAL SERVICES	100.80
			46045		LEGAL SERVICES	252.00
			46046		LEGAL SERVICES	463.82
					Total :	13,491.76
175796	4/23/2024	303331 CDTFA	JAN-MAR 2024		UNDERGROUND STORAGE TANK MAIN	1,331.00
					Total :	1,331.00
175797	4/23/2024	110605 CHANDLER ASSET MANAGEMENT	2403GARDENA	013-00031	INVESTMENT MGMT SERVICES - MARC	2,557.36
					Total :	2,557.36
175798	4/23/2024	110719 CHARGEPOINT	IN257776	037-10322	FY24 LICENSE FEE RENEWAL FOR ELE	4,860.00
					Total :	4,860.00
175799	4/23/2024	108378 CHARLES E. THOMAS COMPANY INC.	106441	037-10246	DESIGNATED OPERATOR SERVICES	210.83
					Total :	210.83
175800	4/23/2024	112138 CHAUHAN, MINESH	03/24-03/28.		TRAPEZE THINK TRANSIT CONFERENC	144.54
					Total :	144.54
175801	4/23/2024	112811 CHEN, YA PING	PERMIT #50023-0202		PERMIT DEPOSIT REFUND - 15310 PAF	5,000.00
					Total :	5,000.00
175802	4/23/2024	112766 CINDYS JUMPERS LLC	77637	034-00641	SPECIAL EVENT JUMPER FOR 2024	626.20

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175802	4/23/2024	112766 112766 CINDYS JUMPERS LLC	(Continued)		Total :	626.20
175803	4/23/2024	112352 CIRCLE, THE	183701	023-01519	TOSHIBA 3525AC COPIER USAGE - PD	325.92
					Total :	325.92
175804	4/23/2024	312105 CITY OF LOS ANGELES	MA240000051		TRAFFIC SIGNAL MAINTENANCE & OPI	852.83
					Total :	852.83
175805	4/23/2024	111534 CLEAN ENERGY	CE12657822	037-10282	GTRANS OFFSITE CNG FUELING SERV	56,316.03
					Total :	56,316.03
175806	4/23/2024	111740 CLEANCOR LNG LLC	S-INV102266		QUARTERLY PREVENTATIVE MAINTEN	785.00
					Total :	785.00
175807	4/23/2024	104338 CODE PUBLISHING, INC.	GCI0013643		MUNICIPAL CODE - WEB UPDATE	658.00
					Total :	658.00
175808	4/23/2024	102388 COPYLAND, INC.	85646	037-10278	GTRANS - 5.5"X8.5" STATEMENT OF SC	1,857.40
					Total :	1,857.40
175809	4/23/2024	112810 CORNEJO, JUAN	UNIFORM		ADVANCED UNIFORM ALLOWANCE	350.00
					Total :	350.00
175810	4/23/2024	112406 CORWIN, KATELYN	03/24-03/28.		TRAPEZE THINK TRANSIT CONFERENC	117.92
					Total :	117.92
175811	4/23/2024	109913 COSTAR REALTY INFORMATION INC.	120681401	032-00141	COSTAR SUITE - APRIL 2024	898.70
					Total :	898.70
175812	4/23/2024	102791 CPAC, INC.	1299117	023-01518	(57) NUC REPLACEMENT COMPUTERS	49,354.32
					Total :	49,354.32
175813	4/23/2024	109005 CRESPO, ERNIE	03/19-03/22		EV CHARGING SUMMIT & EXPO - PER I	150.00
					Total :	150.00
175814	4/23/2024	103353 CRM COMPANY, LLC.	LA24570		SCRAP TIRE DISPOSAL FEE	69.50
					Total :	69.50
175815	4/23/2024	106193 CUMMINS SALES AND SERVICE	X4-47857		GTRANS AUTO PARTS	2,098.21

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175815	4/23/2024	106193 106193 CUMMINS SALES AND SERVICE	(Continued)		Total :	2,098.21
175816	4/23/2024	110319 CWE DIRECTOR	F24174	024-00846	MS4 & NPDES MONITORING & COMPLI	27,991.52
					Total :	27,991.52
175817	4/23/2024	105951 DECALS BY DESIGN, INC.	18299		GTRANS BUS DECALS	377.18
					Total :	377.18
175818	4/23/2024	303377 DEPARTMENT OF TRANSPORTATION	SL240465		SIGNALS & LIGHTING - ARTESIA BLVD	383.56
					Total :	383.56
175819	4/23/2024	312117 DEPARTMENT OF WATER & POWER	040124		LIGHT & POWER	74.81
					Total :	74.81
175820	4/23/2024	106371 DIXON, SEAN	03/11-03/13.		CWC CONFERENCE	118.19
					Total :	118.19
175821	4/23/2024	110534 EL DORADO NATIONAL	90829383	037-10128	GTRANS BUS VEHICLE SUPPLIES	938.89
			90833293	037-10128	GTRANS BUS VEHICLE SUPPLIES	70.12
			90835084	037-10128	GTRANS BUS VEHICLE SUPPLIES	1,346.60
			90835308	037-10128	GTRANS BUS VEHICLE SUPPLIES	631.13
			90836460	037-10128	GTRANS BUS VEHICLE SUPPLIES	26,913.96
			90838027	037-10128	GTRANS BUS VEHICLE SUPPLIES	301.25
			90838218	037-10128	GTRANS BUS VEHICLE SUPPLIES	263.77
			90838659	037-10128	GTRANS BUS VEHICLE SUPPLIES	1,052.31
			90842386		GTRANS BUS VEHICLE SUPPLIES	1,451.10
			90842774	037-10128	GTRANS BUS VEHICLE SUPPLIES	88.33
			90843701	037-10128	GTRANS BUS VEHICLE SUPPLIES	1,033.80
			90844474	037-10128	GTRANS BUS VEHICLE SUPPLIES	366.79
			90844527	037-10128	GTRANS BUS VEHICLE SUPPLIES	23,811.12
			90844617	037-10128	GTRANS BUS VEHICLE SUPPLIES	532.17
			90845916	037-10128	GTRANS BUS VEHICLE SUPPLIES	769.69
			90846091	037-10128	GTRANS BUS VEHICLE SUPPLIES	417.49
			90847430		GTRANS BUS VEHICLE SUPPLIES	52.46
			U003621	037-10171	CNG BUS, VIN #1N9APA9N3PC084120	844,471.27
			U003626	037-10171	CNG BUS, VIN #1N9APA9N5PC084121	844,471.27
			U003628	037-10171	CNG BUS, VIN #1N9APA9N7PC084122	844,471.27

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175821	4/23/2024	110534 110534 EL DORADO NATIONAL	(Continued)		Total :	2,593,454.79
175822	4/23/2024	110532 ELECTRIC CAR SALES & SERVICE	34287		GTRANS AUTO PARTS	679.14
					Total :	679.14
175823	4/23/2024	105418 EMPIRE CLEANING SUPPLY	S6385320.001		CUSTODIAL SUPPLIES	358.12
			S6385320.002		CUSTODIAL SUPPLIES	240.96
			S6396605		CUSTODIAL SUPPLIES	1,839.53
					Total :	2,438.61
175824	4/23/2024	106459 ENTERPRISE FM TRUST	FBN4998183	023-01487	ENTERPRISE LEASE - APRIL 2024 - PD	8,939.91
			FBN5006793	023-01487	ENTERPRISE VEHICLE LEASE - APRIL :	11,083.53
					Total :	20,023.44
175825	4/23/2024	105650 EWING IRRIGATION PRODUCTS	21766771		PARK MAINT SUPPLIES	445.99
			21806701		PARK MAINT SUPPLIES	849.12
			21961770		PARK MAINT SUPPLIES	119.49
					Total :	1,414.60
175826	4/23/2024	100055 FAIR HOUSING FOUNDATION	MARCH 2024		FAIR HOUSING SERVICES	1,538.68
					Total :	1,538.68
175827	4/23/2024	103083 FIRST ADVANTAGE LNS OCC HEALTH, SOLUT 2503642403			DRUG TEST/ADMIN FEE	865.90
					Total :	865.90
175828	4/23/2024	112329 FM THOMAS AIR CONDITIONING INC	46480		HVAC REPAIRS FOR NCC	1,368.40
			46481		HVAC REPAIRS FOR CITY HALL	1,380.96
					Total :	2,749.36
175829	4/23/2024	206509 FRANCIS, JOHN S.	04/09-04/10		TRAINING COORDINATOR COURSE - P	50.00
					Total :	50.00
175830	4/23/2024	112566 GALLS, LLC	027502090		PD UNIFORM SUPPLIES	108.88
					Total :	108.88
175831	4/23/2024	107008 GARDENA A/C & RADIATOR	52543		2013 FORD F350 #1468165 - A/C EVACL	1,361.60
					Total :	1,361.60

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175832	4/23/2024	108183 GARDENA ACE HARDWARE	097695		STREET MAINT SUPPLIES	15.70
					Total :	15.70
175833	4/23/2024	107080 GARDENA BEAR WHEEL	58311		1999 CHEVY 2500 #135320 FRONT WHE	65.00
					Total :	65.00
175834	4/23/2024	107735 GARDENA NISSAN	28820		PW AUTO PARTS	280.54
					Total :	280.54
175835	4/23/2024	107011 GARDENA VALLEY NEWS, INC.	00140953		SUMMARY OF ORDINANCE NO. 1866- A	189.00
					Total :	189.00
175836	4/23/2024	619005 GAS COMPANY, THE	040524		CNG FUEL	1,310.37
					Total :	1,310.37
175837	4/23/2024	107056 GENFARE	90199473		GTRANS AUTO PARTS	537.24
					Total :	537.24
175838	4/23/2024	106470 GILLIG LLC	41161033	037-10270	GTRANS AUTO PARTS	494.97
					Total :	494.97
175839	4/23/2024	102542 GOLD COAST K9	GARDENAPD-01 GARDENAPD-02 PD-03		POLICE K9 TRAINING POLICE K9 TRAINING POLICE K9 TRAINING	1,000.00 1,000.00 1,000.00
					Total :	3,000.00
175840	4/23/2024	619004 GOLDEN STATE WATER CO.	040524		WATER	5,360.82
					Total :	5,360.82
175841	4/23/2024	110364 GOMEZ, CLAUDIA	03/26-03/29		PROPERTY & EVIDENCE SEMINAR	150.00
					Total :	150.00
175842	4/23/2024	107513 GRAINGER	9050155325 9052080232 9053841145 9056993877 9065450059 9071324926		PW AUTO SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES BUS FACILITY SUPPLIES	252.55 13.20 157.24 197.86 26.80 137.06

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175842	4/23/2024	107513 GRAINGER	(Continued)			
			9073417355		PW MAINT SUPPLIES	157.66
			9074229387		BUS FACILITY SUPPLIES	737.21
			9076225094		PW AUTO SUPPLIES	155.37
			9078633741		BUS FACILITY SUPPLIES	219.44
			9078633758		BUS FACILITY SUPPLIES	34.37
			9079259785		BUS FACILITY SUPPLIES	48.70
					Total :	2,137.46
175843	4/23/2024	112374 GRIFFIN STRUCTURES, INC.	GSI-GCASC-15	024-00910	AQUATIC & SENIOR CENTER JN978	20,573.98
					Total :	20,573.98
175844	4/23/2024	112076 HERNANDEZ, ROSA	007 04/10/24		INTERN SERVICES - 3/28-4/10/24	1,344.00
					Total :	1,344.00
175845	4/23/2024	108434 HOME DEPOT CREDIT SERVICES	1903766		REC PROGRAM SUPPLIES	147.76
			1904694		REC PROGRAM SUPPLIES	197.91
			2901864		PD PROGRAM SUPPLIES	16.46
			2901867		PD PROGRAM SUPPLIES	6.50
			2903621		PD PROGRAM SUPPLIES	14.77
			4543220		REC PROGRAM SUPPLIES	95.21
			4901210		JAIL PROGRAM SUPPLIES	18.69
			5340448		BLDG MAINT SUPPLIES	297.41
			5903257		PD PROGRAM SUPPLIES	36.31
			5904704		STREET MAINT SUPPLIES	50.00
			6543817		PD PROGRAM SUPPLIES	35.62
			7900581		PD PROGRAM SUPPLIES	17.95
			8534178		REC PROGRAM SUPPLIES	87.39
					Total :	1,021.98
175846	4/23/2024	110510 HUTAURUK, MELYSSA	03/24-03/28.		TRAPEZE THINK TRANSIT CONFERENC	89.46
					Total :	89.46
175847	4/23/2024	110222 INTERAMERICAN MOTOR, LLC	065-428630		GTRANS AUTO PARTS	77.89
			065-713151		GTRANS AUTO PARTS	21.61
			065-714693		GTRANS AUTO PARTS	226.12
			065-716762		GTRANS AUTO PARTS	51.95

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175847	4/23/2024	110222 INTERAMERICAN MOTOR, LLC	(Continued)			
			101-482811		GTRANS AUTO PARTS	16.24
			102-013078		GTRANS AUTO PARTS	46.29
			110-717520		GTRANS AUTO PARTS	280.63
			110-717767		GTRANS AUTO PARTS	297.83
			116-555383		GTRANS AUTO PARTS	21.61
			31901012		GTRANS AUTO PARTS	110.39
					Total :	1,150.56
175848	4/23/2024	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	140079378		GTRANS AUTO PARTS	818.26
					Total :	818.26
175849	4/23/2024	103064 ITERIS, INC.	165763	037-10085	CONSULTANT SERVICES - BUS SIGNAL	85,551.85
			168347	024-00971	CONSULTANT SERVICES - ITS MASTEF	16,556.50
					Total :	102,108.35
175850	4/23/2024	110733 J & S PROPERTY MANAGEMENT AND, MAINT	8272	037-10340	LANDSCAPE MAINTENANCE SERVICE	2,112.66
					Total :	2,112.66
175851	4/23/2024	110840 KIM, YURINA	041524		MGMT ANNUAL HEALTH BENEFIT	500.00
					Total :	500.00
175852	4/23/2024	110385 KIMLEY-HORN AND ASSOCIATES, INC	194091013-0224	032-00142	DEVELOPMENT SERVICES - 1610 ARTE	14,936.88
					Total :	14,936.88
175853	4/23/2024	105900 KONECRANES, INC.	154986601	037-10247	PREVENTATIVE MAINT & INSPECTION	525.00
					Total :	525.00
175854	4/23/2024	109939 LA UNIFORMS & TAILORING	20740		PD UNIFORM SUPPLIES	450.54
			20742		PD UNIFORM SUPPLIES	143.22
			20865		PD UNIFORM SUPPLIES	195.03
			20878		PD UNIFORM SUPPLIES	583.66
			20942		PD UNIFORM SUPPLIES	168.57
			21026		PD UNIFORM SUPPLIES	200.54
			21047		PD UNIFORM SUPPLIES	563.76
					Total :	2,305.32
175855	4/23/2024	105874 LAWSON PRODUCTS, INC.	9311396302		STREET SWEEPER SUPPLIES	228.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175855	4/23/2024	105874 LAWSON PRODUCTS, INC.	(Continued) 9311421801		BUS SHOP SUPPLIES	440.58
					Total :	669.08
175856	4/23/2024	112614 LAX AUTO REPAIR	19485		2022 FORD INTRCPT #1630466 OIL & FI	70.00
			19495		2018 FORD POLICE INTRCPT #1554676	70.00
			19533		2023 FORD INTRCPTR #1661719 OIL C	70.00
					Total :	210.00
175857	4/23/2024	112803 LEAVELL, TAMMIE	PERMIT #18053		PERMIT DEPOSIT REFUND - 1147 W GA	500.00
					Total :	500.00
175858	4/23/2024	312665 LOS ANGELES SUPERIOR COURT	JAN-MAR 2024	035-01287	PARKING CITATION SURCHARGE	51,288.50
					Total :	51,288.50
175859	4/23/2024	105020 LPM CONSULTING, INC.	24-03-999	037-10314	DRUG & ALCOHOL TESTING AUDIT	3,290.00
					Total :	3,290.00
175860	4/23/2024	109563 LUCKY LADY CASINO	0850000239		ECONOMIC ASSISTANCE - MARCH 202	53,529.96
					Total :	53,529.96
175861	4/23/2024	112615 LU'S LIGHTHOUSE, INC.	01261883	037-10271	GTRANS SHOP SUPPLIES	652.77
					Total :	652.77
175862	4/23/2024	105082 MAJESTIC LIGHTING, INC.	ML87543		BLDG MAINT SUPPLIES	242.55
			ML87602		SIGNS/SIGNALS SUPPLIES	79.18
			ML87610		BLDG MAINT SUPPLIES	132.30
			ML87655		SIGNS/SIGNALS SUPPLIES	57.30
			ML87692		GTRANS MAINT SUPPLIES	103.64
			ML87718		BLDG MAINT SUPPLIES	79.66
			ML87744		BLDG MAINT SUPPLIES	100.33
					Total :	794.96
175863	4/23/2024	109203 MAKAI SOLUTIONS	SD1517		FACILITIES & EQUIPMENT MAINT SERV	793.47
					Total :	793.47
175864	4/23/2024	813030 MANNING & KASS	797626		LEGAL SERVICES	3,100.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175864	4/23/2024	813030 813030 MANNING & KASS	(Continued)		Total :	3,100.00
175865	4/23/2024	110306 MARIPOSA LANDSCAPES, INC	3354	024-00987	TREE TRIMMING MAINTENANCE SERV	34,474.90
					Total :	34,474.90
175866	4/23/2024	110306 MARIPOSA LANDSCAPES, INC	107020	024-00984	MEDIAN LANDSCAPE MAINTENANCE	8,864.00
			3389	024-00987	TREE TRIMMING MAINTENANCE SERV	25,421.00
					Total :	34,285.00
175867	4/23/2024	113003 MARTIN CHEVROLET	21591		PW AUTO PARTS	57.59
					Total :	57.59
175868	4/23/2024	113064 MCMASTER-CARR SUPPLY COMPANY	24461161		PW SHOP SUPPLIES	470.07
			24711894		GTRANS SHOP SUPPLIES	180.15
			24893642		PW SHOP SUPPLIES	128.60
					Total :	778.82
175869	4/23/2024	113299 MERRIMAC ENERGY GROUP	2230673	037-10260	87 OCTANE REGULAR UNLEADED FUE	38,983.91
			2230674	037-10260	87 OCTANE REGULAR UNLEADED FUE	38,957.20
					Total :	77,941.11
175870	4/23/2024	108699 MEZIERE ENTERPRISES INC.	103008		ELECTRIC WATER PUMP	1,142.15
					Total :	1,142.15
175871	4/23/2024	111604 MICRO ELECTRONICS, INC	12997295	023-01483	COMPUTER REPLACEMENT PARTS	9,531.30
					Total :	9,531.30
175872	4/23/2024	111981 MIRANDA, ELLNER	02/21-03/13		OCTA CERTIFIED MAINTENANCE TRAI	302.04
			04/26-05/01		APTA 2024 INTERNATIONAL BUS ROAD	606.20
					Total :	908.24
175873	4/23/2024	108572 NICHOLS, CHARLES	03/22-03/23		VICTORVILLE ROADEO - PER DIEM, MI	172.07
					Total :	172.07
175874	4/23/2024	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	82540308	023-01486	RANDOM TESTS	356.00
			82541864	023-01486	RANDOM TESTS	453.00
			82609742	023-01486	RANDOM TESTS	739.00
			82684335	023-01486	RANDOM TESTS	441.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175874	4/23/2024	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	(Continued)			
			82687134	023-01486	RANDOM TESTS	130.00
			82755625	023-01486	RANDOM TESTS	330.00
					Total :	2,449.00
175875	4/23/2024	110568 ODANAKA, AYAKO	03/24-03/28.		TRAPEZE THINK TRANSIT CONFERENC	86.30
					Total :	86.30
175876	4/23/2024	115168 OFFICE DEPOT	360928915		BUS OFFICE SUPPLIES	198.51
			360928915-002		BUS OFFICE SUPPLIES	11.94
			360929247		BUS OFFICE SUPPLIES	549.81
			360929248		BUS OFFICE SUPPLIES	15.18
			360929249		BUS OFFICE SUPPLIES	33.28
			361315686		BUS OFFICE SUPPLIES	52.52
			361316697		BUS OFFICE SUPPLIES	12.01
					Total :	873.25
175877	4/23/2024	108921 OMEGA POLYGRAPH	02009		PRE-EMPLOYMENT POLYGRAPH EXAM	900.00
					Total :	900.00
175878	4/23/2024	111358 O'REILLY AUTO PARTS	423787		PW AUTO PARTS	225.48
			424097		PW AUTO PARTS	45.31
					Total :	270.79
175879	4/23/2024	115810 ORKIN PEST CONTROL	257724949		PEST CONTROL - ACCT #27336703	313.99
			257724950		PEST CONTROL - ACCT #27336703	313.99
			259229023		PEST CONTROL - ACCT #27336703	313.99
					Total :	941.97
175880	4/23/2024	112728 PATRONAS, ELISSEOS	PERMIT #50023-0596		PERMIT DEPOSIT REFUND -1725 MARI	7,500.00
					Total :	7,500.00
175881	4/23/2024	110403 PENN RECORDS MANAGEMENT	0141515		OFF-SITE STORAGE SERVICES - MARC	61.75
					Total :	61.75
175882	4/23/2024	112173 PEREZ, NATHALIE	04/01-04/04		ANNUAL FTA DRUG & ALCOHOL CONF	150.00
					Total :	150.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175883	4/23/2024	112802 PLATINUM CONSTRUCTION	PERMIT #50021-1087		PERMIT DEPOSIT REFUND - 16416 BRI	5,000.00
Total :						5,000.00
175884	4/23/2024	111883 PROJECT PARTNERS, INC.	11736	024-00890	PROJECT MANAGEMENT SERVICES	3,520.00
			11791	024-00890	PROJECT MANAGEMENT SERVICES	4,510.00
Total :						8,030.00
175885	4/23/2024	102677 PROVIDENCE HEALTH & SERVICES	1010125 03/05/23		SART EXAMS	1,020.00
			1010125 09/05/23		SART EXAMS	1,020.00
			1010125 10/05/23		SART EXAMS	1,020.00
			600000283 04/05/24		PRE-EMPLOYMENT PHYSICALS	570.00
Total :						3,630.00
175886	4/23/2024	106092 PRUDENTIAL OVERALL SUPPLY	42895062	037-10280	UNIFORM & SUPPLY RENTAL	538.92
			42921679	034-00616	SUPPLY RENTAL - MATS - PD	91.60
			42923656	034-00616	UNIFORM & SUPPLY RENTAL	159.44
				024-01006		
			42923657	034-00616	UNIFORM & SUPPLY RENTAL	34.86
			42923658	034-00616	SUPPLY RENTAL - MATS - GTRANS	50.10
			42925098	037-10280	UNIFORM & SUPPLY RENTAL	334.96
Total :						1,209.88
175887	4/23/2024	108623 PUN GROUP LLP, THE	114526a	023-01476	AUDIT SERVICES DURING FY 23/24	10,824.00
			114526c	023-01521	AUDIT SERVICES - FCC CLOSE OUT	6,495.00
			114526w	023-01521	AUDIT SERVICES - MEASURE W	4,500.00
Total :						21,819.00
175888	4/23/2024	104868 PYRO-COMM SYSTEMS, INC.	10019807	037-10250	SECURITY ALARM MONITORING - BLDG	195.00
Total :						195.00
175889	4/23/2024	104901 Q-20 ENTERTAINMENT	24-1504		DJ SERVICES - CANDLELIGHT DINNER	400.00
Total :						400.00
175890	4/23/2024	102283 QUICK COLOR PRINTING	16178		REC PROGRAM SUPPLIES	595.35
Total :						595.35
175891	4/23/2024	100147 RCI IMAGE SYSTEMS	77461		MICROFICHE SCANNING - 2402 W COM	121.28

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175891	4/23/2024	100147 100147 RCI IMAGE SYSTEMS	(Continued)		Total :	121.28
175892	4/23/2024	103072 REACH	042450		EAP SERVICES/REACHLINE NEWSLET	902.00
					Total :	902.00
175893	4/23/2024	118142 REFRIGERATION SUPPLIES, DISTRIBUTOR	48507923		BLDG MAINT SUPPLIES	32.32
			48507945		BLDG MAINT SUPPLIES	327.81
					Total :	360.13
175894	4/23/2024	112578 RIDEKO US INC	2024-065US	037-10254	MICROTRANSIT SOFTWARE	22,080.70
					Total :	22,080.70
175895	4/23/2024	112433 RIGHTWAY HEALTHCARE, INC	INV17213	023-01485	HEALTHCARE NAVIGATION SERVICES	1,823.25
					Total :	1,823.25
175896	4/23/2024	100585 RKA CONSULTING GROUP	34559		ENGINEERING & SURVEYING SERVICE	140.00
					Total :	140.00
175897	4/23/2024	112339 ROMANO, KEVIN	04/26-05/01		APTA 2024 INTERNATIONAL BUS ROAD	566.19
					Total :	566.19
175898	4/23/2024	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	677		PARK MAINT SUPPLIES	22.05
			685		PD PROGRAM SUPPLIES	12.57
					Total :	34.62
175899	4/23/2024	219364 SAFFELL, MICHAEL	04/09-04/12/24		LACPCA TRI-COUNTY CONFERENCE	225.00
					Total :	225.00
175900	4/23/2024	112197 SANCHEZ, ARANTXA	03/24-03/28.		TRAPEZE THNK TRANSIT CONFERENC	28.96
					Total :	28.96
175901	4/23/2024	110772 SANTOS, VICTOR D.	01/03-01/12		GILLIG BUS VEHICLE INSPECTIONS	450.00
			01/17-01/19		GILLIG FACILITY BUS INSPECTIONS - F	1,569.36
			04/26-05/01		APTA 2024 INTERNATIONAL BUS ROAD	250.00
					Total :	2,269.36
175902	4/23/2024	108654 SECTRAN SECURITY INC.	24040856		ARMORED TRANSPORTATION SERVICE	900.91

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175902	4/23/2024	108654 108654 SECTRAN SECURITY INC.	(Continued)		Total :	900.91
175903	4/23/2024	112765 SHAMROCK LABELS LLC	INV084011		JAIL PROGRAM SUPPLIES	309.93
					Total :	309.93
175904	4/23/2024	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8097488	035-01282	2022 FORD INTRCPTR BRAKE SERVICE	700.22
			8097581	035-01282	2015 TOYOTA CAMRY OIL & FILTER CH	308.55
			8097643	035-01282	2018 FORD INTRCPTR #1554676 SERVI	234.43
					Total :	1,243.20
175905	4/23/2024	112806 SILVA, JULIA	60922648		MAINT DEPOSIT REFUND	250.00
					Total :	250.00
175906	4/23/2024	119378 SMARDAN SUPPLY CO.	S4084351.002		BLDG MAINT SUPPLIES	678.02
					Total :	678.02
175907	4/23/2024	119447 SOUTH BAY FORD	473237		PW AUTO PARTS	242.46
					Total :	242.46
175908	4/23/2024	112633 SOUTH BAY KUSTOMZ, LLC	13242		2019 FORD EXPL #P10 OIL & FILTER CH	87.80
					Total :	87.80
175909	4/23/2024	619003 SOUTHERN CALIFORNIA EDISON	040124.		LIGHT & POWER	44,781.59
					Total :	44,781.59
175910	4/23/2024	103202 SOUTHERN COUNTIES LUBRICANTS, LLC	200892		BUS AUTOMOTIVE FLUIDS	1,860.20
			200966		BUS AUTOMOTIVE FLUIDS	2,204.41
					Total :	4,064.61
175911	4/23/2024	104126 SPECTRUM	0027122041124		CABLE & BACKUP INTERNET SERVICE	4,182.72
					Total :	4,182.72
175912	4/23/2024	104453 SPICERS PAPER, INC.	50115070	023-01480	PD OFFICE SUPPLIES	2,307.36
					Total :	2,307.36
175913	4/23/2024	119548 ST. JOHN LUTHERAN CHURCH	MAY 2024		SENIOR CITIZENS DAY CARE	1,100.00
					Total :	1,100.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175914	4/23/2024	109892 STANTEC CONSULTING SERVICES	2216200	037-10002	GTRANS DISPATCH AREA MODIFICATIO	8,240.00
Total :						8,240.00
175915	4/23/2024	219620 SWEENEY, NIKKI	SPRING 2024		EDUCATIONAL REIMBURSEMENT	2,500.00
Total :						2,500.00
175916	4/23/2024	112505 T Y LIN INTERNATIONAL	102403413	037-10235	SOMPIS PROJECT MANAGEMENT	1,171.30
			102403414	037-10236	GRID PROJECT MANAGEMENT	780.87
Total :						1,952.17
175917	4/23/2024	100609 TANK SPECIALISTS OF CALIFORNIA	33588		CERTIFIED DESIGNATED OPERATOR S	198.00
Total :						198.00
175918	4/23/2024	107928 TELECOM LAW FIRM, P.C.	16814		PROFESSIONAL SERVICES - 2420 W 15	2,676.00
Total :						2,676.00
175919	4/23/2024	111487 TERACAI CORPORATION	8091265	023-01517	SOPHOS FIREWALL & ANTIVIRUS	45,311.00
Total :						45,311.00
175920	4/23/2024	110238 TIREHUB, LLC	41055199		TIRES - GY WRL WORKHORSE BW 120	576.40
Total :						576.40
175921	4/23/2024	112817 TL INVESTIGATIONS AND, CONSULTING LLC	2024-2		CONSULTING SERVICES - RECRUITME	1,977.50
Total :						1,977.50
175922	4/23/2024	105070 T-MOBILE USA, INC.	9564288483		GPS LOCATE	100.00
			9564288484		GPS LOCATE	125.00
Total :						225.00
175923	4/23/2024	109775 TOMS TRUCK CENTER NORTH COUNTY	1332168	037-10281	GTRANS AUTO PARTS	167.64
			1333107	037-10281	GTRANS AUTO PARTS	96.96
			1333825	037-10281	GTRANS AUTO PARTS	126.62
Total :						391.22
175924	4/23/2024	111990 TOWNSEND PUBLIC AFFAIRS, INC	21418	020-00051	CONSULTING SERVICES - APRIL 2024	7,000.00
Total :						7,000.00
175925	4/23/2024	106018 TRANE U.S. INC.	16491744		BUS FACILITY MAINT SUPPLIES	125.07

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175925	4/23/2024	106018 106018 TRANE U.S. INC.	(Continued)		Total :	125.07
175926	4/23/2024	110851 TRAPEZE SOFTWARE GROUP, INC.	TSPAU240036	037-10231	GTRANS SCHEDULING & OPERATIONS	2,193.75
					Total :	2,193.75
175927	4/23/2024	103845 TRENCH SHORING COMPANY	20388619		RENTAL - TRENCH TOP 5'X8'	151.20
					Total :	151.20
175928	4/23/2024	105556 TRIANGLE SPORTS, INC.	42526	034-00644	YOUTH SPORTS SUPPLIES	2,218.96
					Total :	2,218.96
175929	4/23/2024	111481 TRIO COMMUNITY MEALS, LLC	INV2230043346	034-00584	SENIOR FEEDING PROGRAM	6,699.43
			INV2230043575	034-00584	SENIOR FEEDING PROGRAM	6,145.74
			INV2230043845	034-00584	SENIOR FEEDING PROGRAM	6,868.37
					Total :	19,713.54
175930	4/23/2024	110695 TRUKSPECT, INC	240413		CLASS B DRIVER TRAINING	1,072.82
					Total :	1,072.82
175931	4/23/2024	120854 TURF STAR INC.	7321792		PW AUTO PARTS	45.88
					Total :	45.88
175932	4/23/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	OROZCO 03/22/24		CAL CARD STATEMENT 02/23-03/22/24	1,412.27
			RECREATION 03/22/24		CAL CARD STATEMENT 02/23-03/22/24	11,290.66
			SANTOS 03/22/24		CAL CARD STATEMENT 02/23-03/22/24	4,430.19
				037-10341		
			SWEENEY 03/22/24		CAL CARD STATEMENT 02/23-03/22/24	3,303.39
					Total :	20,436.51
175933	4/23/2024	104692 ULINE	176187927		BUS SHOP SUPPLIES	264.98
			176229188		BUS SHOP SUPPLIES	63.36
					Total :	328.34
175934	4/23/2024	121275 UNDERGROUND SERVICE ALERT, OF SC	23-2425027		STATE REGULATORY COSTS - BILLABL	55.67
			320240286		NEWS TICKETS	162.25
					Total :	217.92
175935	4/23/2024	121010 UNITED RENTALS	232174074		RENTAL - GENERATOR	999.97

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175935	4/23/2024	121010 121010 UNITED RENTALS	(Continued)		Total :	999.97
175936	4/23/2024	122050 VERIZON WIRELESS	9958822156 9959616522		PW CELL PHONE SERVICE REC CELL PHONE SERVICE	973.47 1,154.64
					Total :	2,128.11
175937	4/23/2024	110008 VIETNAM VETERANS MEMORIAL, FUND INC.	2024-4-8		2024 THE WALL THAT HEALS EXHIBIT	860.00
					Total :	860.00
175938	4/23/2024	105254 VISION TIRE	40224		PW VEHICLE TIRE SERVICES	50.00
					Total :	50.00
175939	4/23/2024	108353 WALTERS WHOLESALE ELECTRIC CO	S125281663 S125281663.002		SIGNS/SIGNALS MAINT SUPPLIES SIGNS/SIGNALS MAINT SUPPLIES	81.25 505.11
					Total :	586.36
175940	4/23/2024	101903 WATER TECHNIQUES	9245		DRINKING WATER SYSTEM RENTAL	45.00
					Total :	45.00
175941	4/23/2024	109530 WEDLOW BENJAMIN, EVETTE	031224		REIMBURSEMENT - DEPT SUPPLIES FO	104.84
					Total :	104.84
175942	4/23/2024	119387 WEX BANK	962296837		FUEL PURCHASES	391.38
					Total :	391.38
175943	4/23/2024	112816 XIMENEZ, ANTHONY	03/22-03/23		VICTORVILLE ROADEO - PER DIEM, MI	289.98
					Total :	289.98
175944	4/23/2024	125001 YAMADA COMPANY, INC.	84063 84067 84072 84077 84089 84099 84101 84102 84106 84108		PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES STREET MAINT SUPPLIES PARK MAINT SUPPLIES	15.60 62.25 243.97 215.15 14.09 122.60 93.57 97.38 76.60 80.98

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
175944	4/23/2024	125001	125001 YAMADA COMPANY, INC.		(Continued)	Total : 1,022.19
191	Vouchers for bank code :		usb			Bank total : 5,440,366.02
191	Vouchers in this report					Total vouchers : 5,440,366.02

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 21 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Director of Administrative Services

This is to certify that the claims or demands covered by checks listed on pages 1 to 21 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

_____	<u>04/23/2024</u>
Mayor	Date

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

Acknowledged:

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

CITY OF GARDENA



INVESTMENT REPORT

March 2024

Prepared by Danny Rodriguez, Revenue and Purchasing Manager
Reviewed by Ray Beeman, Director of Administrative Services

MONTHLY ACCOUNT STATEMENT

City of Gardena Cons | Account #10647 | As of March 31, 2024

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

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

Custodian:

PORTFOLIO SUMMARY



City of Gardena Cons | Account #10647 | As of March 31, 2024

Portfolio Characteristics

Average Modified Duration	0.66
Average Coupon	4.25%
Average Purchase YTM	4.41%
Average Market YTM	5.06%
Average Quality	AA+
Average Final Maturity	0.77
Average Life	0.71

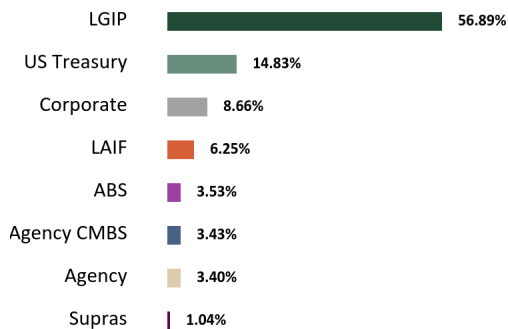
Account Summary

	Beg. Values as of 03/01/2024	End Values as of 03/31/2024
Market Value	86,873,464.38	87,127,439.96
Accrued Interest	183,668.46	152,365.52
Total Market Value	87,057,132.84	87,279,805.48
Income Earned	129,313.20	97,307.38
Cont/WD	0.00	0.07
Par	81,611,539.43	81,802,586.41
Book Value	87,637,194.83	87,827,675.60
Cost Value	87,720,197.79	87,805,794.92

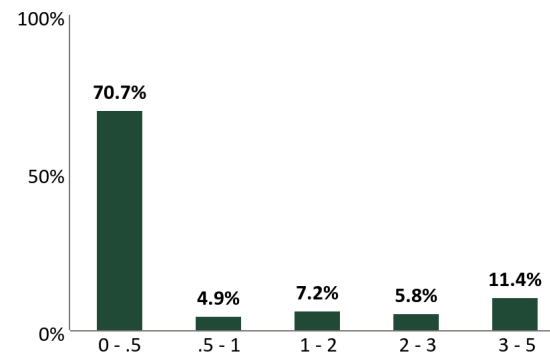
Top Issuers

California Asset Mgmt Program	49.13%
United States	10.22%
CalTrust	7.75%
LAIF	6.25%
United States Department of The Trea	4.61%
FHLMC	3.43%
Farm Credit System	2.04%
Federal Home Loan Banks	0.98%

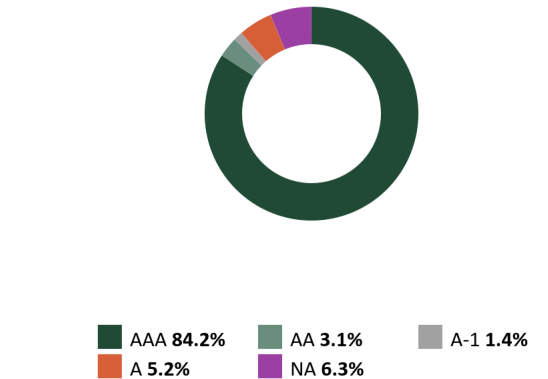
Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

Execution Time: 04/16/2024 11:32:29 AM

Chandler Asset Management | info@chandlerasset.com | www.chandlerasset.com | 800.317.4747

CONFIDENTIAL | 2

RECONCILIATION SUMMARY



City of Gardena Cons | Account #10647 | As of March 31, 2024

Maturities / Calls

Month to Date	(2,680,000.00)
Fiscal Year to Date	(4,180,000.00)

Principal Paydowns

Month to Date	(58,441.75)
Fiscal Year to Date	(198,901.82)

Purchases

Month to Date	3,964,136.50
Fiscal Year to Date	7,615,463.55

Sales

Month to Date	(1,856,129.91)
Fiscal Year to Date	(3,563,336.81)

Interest Received

Month to Date	134,728.88
Fiscal Year to Date	437,354.55

Purchased / Sold Interest

Month to Date	(15,164.11)
Fiscal Year to Date	(14,129.70)

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Book Value	87,637,194.83	87,301,622.17
Maturities/Calls	(2,680,000.00)	(4,180,000.00)
Principal Paydowns	(58,441.75)	(198,901.82)
Purchases	3,964,136.50	7,615,463.55
Sales	(1,856,129.91)	(3,563,336.81)
Change in Cash, Payables, Receivables	811,870.37	838,204.95
Amortization/Accretion	9,045.56	14,778.72
Realized Gain (Loss)	0.00	(155.16)
Ending Book Value	87,827,675.60	87,827,675.60

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Market Value	86,873,464.38	86,698,685.72
Maturities/Calls	(2,680,000.00)	(4,180,000.00)
Principal Paydowns	(58,441.75)	(198,901.82)
Purchases	3,964,136.50	7,615,463.55
Sales	(1,856,129.91)	(3,563,336.81)
Change in Cash, Payables, Receivables	811,870.37	838,204.95
Amortization/Accretion	9,045.56	14,778.72
Change in Net Unrealized Gain (Loss)	63,494.81	(97,299.18)
Realized Gain (Loss)	0.00	(155.16)
Ending Market Value	87,127,439.96	87,127,439.96

HOLDINGS REPORT

City of Gardena Cons | Account #10647 | As of March 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
ABS									
43813GAC5	HAROT 2021-1 A3 0.27 04/21/2025	5,219.98	02/17/2021 0.37%	5,219.89 5,219.98	99.43 4.70%	5,190.13 0.39	0.01% (29.84)	Aaa/NA AAA	1.06 0.15
02582JIT8	AMXCA 2022-2 A 05/17/2027	185,000.00	05/17/2022 3.42%	184,959.08 184,978.51	97.93 5.33%	181,178.05 278.73	0.21% (3,800.46)	NA/AAA AAA	1.12 1.60
47788UAC6	JDOT 2021 A3 0.36 09/15/2025	10,854.11	03/02/2021 1.11%	10,852.03 10,853.81	98.74 5.84%	10,717.77 1.74	0.01% (136.04)	Aaa/NA AAA	1.46 0.28
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	40,000.00	02/07/2023 5.43%	39,999.05 39,999.45	99.76 5.64%	39,905.96 34.40	0.05% (93.49)	Aaa/AAA NA	1.65 0.64
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	46,184.62	11/16/2021 0.89%	46,174.88 46,180.91	97.56 5.98%	45,059.08 11.29	0.05% (1,121.82)	Aaa/NA AAA	1.81 0.67
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	31,356.77	07/13/2021 0.52%	31,353.98 31,356.12	97.64 5.58%	30,618.25 7.25	0.04% (737.86)	Aaa/NA AAA	1.96 0.53
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	36,326.42	11/09/2021 0.95%	36,325.65 36,326.21	97.44 6.15%	35,396.46 11.46	0.04% (929.74)	NA/AAA AAA	2.04 0.72
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	130,938.96	02/15/2022 1.89%	130,919.26 130,930.04	97.68 6.04%	127,895.91 109.41	0.15% (3,034.13)	Aaa/AAA NA	2.12 0.81
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	105,000.00	08/15/2022 3.87%	104,993.74 104,996.94	98.60 5.78%	103,531.36 141.43	0.12% (1,465.57)	NA/AAA AAA	2.30 1.02
05602RAD3	BMWOT 2022-A A3 3.21 08/25/2026	238,276.57	01/05/2023 4.81%	232,031.12 234,222.92	98.48 5.71%	234,664.06 127.48	0.27% 441.14	Aaa/AAA NA	2.40 0.93
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	90,265.46	03/10/2022 2.34%	90,245.49 90,255.41	97.90 5.74%	88,370.12 93.07	0.10% (1,885.29)	Aaa/NA AAA	2.46 0.77
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	99,711.26	04/07/2022 3.09%	99,708.93 99,710.32	98.34 5.93%	98,051.60 129.85	0.11% (1,658.72)	Aaa/AAA NA	2.46 0.95
379929AD4	GMALT 2023-3 A3 5.38 11/20/2026	75,000.00	08/08/2023 5.38%	74,991.01 74,992.74	100.09 5.60%	75,069.27 123.29	0.09% 76.53	NA/AAA AAA	2.64 1.47
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	135,000.00	07/12/2022 3.77%	134,987.11 134,993.29	98.54 5.73%	133,023.36 224.40	0.15% (1,969.93)	Aaa/NA AAA	2.88 1.04
448979AD6	HART 2023-A A3 4.58 04/15/2027	155,000.00	04/04/2023 5.14%	154,984.87 154,988.54	99.10 5.65%	153,601.65 315.51	0.18% (1,386.89)	NA/AAA AAA	3.04 1.73
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	90,000.00	07/06/2022 3.93%	89,999.38 89,999.68	98.40 5.79%	88,558.60 136.50	0.10% (1,441.08)	Aaa/NA AAA	3.04 1.32
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	70,000.00	02/16/2023 5.09%	69,986.99 69,990.48	99.74 5.59%	69,818.87 98.00	0.08% (171.61)	Aaa/NA AAA	3.06 1.74

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	220,000.00	10/12/2022 3.29%	219,982.93 219,989.42	99.65 5.67%	219,224.10 497.69	0.25% (765.32)	Aaa/NA AAA	3.21 1.33
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	105,000.00	01/18/2023 4.56%	104,987.40 104,990.77	99.05 5.54%	103,999.86 210.47	0.12% (990.90)	NA/AAA AAA	3.63 1.84
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	115,000.00	04/04/2023 4.51%	114,996.84 114,997.47	98.91 5.50%	113,748.94 214.19	0.13% (1,248.54)	Aaa/AAA NA	3.88 2.28
02582JJZ4	AMXCA 2023-1 A 4.87 05/15/2028	125,000.00	06/07/2023 4.87%	124,988.91 124,990.71	99.79 5.37%	124,735.76 270.56	0.14% (254.95)	NA/AAA AAA	4.12 1.97
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	310,000.00	09/12/2023 5.40%	309,978.70 309,981.14	100.71 5.54%	312,215.76 755.02	0.36% 2,234.61	Aaa/NA AAA	4.12 2.29
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	340,000.00	09/07/2023 5.17%	339,905.75 339,916.02	100.51 5.33%	341,732.95 779.73	0.39% 1,816.93	NR/AAA AAA	4.46 2.26
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2028	340,000.00	09/12/2023 5.29%	339,984.80 339,986.43	100.69 5.34%	342,333.62 790.31	0.39% 2,347.20	NA/AAA AAA	4.46 2.25
Total ABS		3,099,134.16	4.29%	3,092,557.79 3,094,847.27	99.35 5.58%	3,078,641.50 5,362.16	3.53% (16,205.77)	Aaa/AAA AAA	3.23 1.62

AGENCY									
3130A1XJ2	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	155,000.00	03/24/2020 1.02%	167,010.95 155,576.40	99.52 5.23%	154,253.60 1,324.50	0.18% (1,322.80)	Aaa/AA+ AA+	0.21 0.21
3133ENKS8	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00	-- 1.59%	740,054.10 747,359.38	96.99 5.20%	727,404.73 1,992.19	0.83% (19,954.65)	Aaa/AA+ AA+	0.77 0.75
3133ENPG9	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	415,000.00	02/10/2022 1.84%	413,891.95 414,677.20	97.17 5.12%	403,250.72 948.16	0.46% (11,426.48)	Aaa/AA+ AA+	0.88 0.85
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	350,000.00	11/18/2020 0.52%	349,639.50 349,883.74	93.47 4.79%	327,154.94 700.00	0.38% (22,728.80)	Aaa/AA+ AA+	1.61 1.56
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	700,000.00	03/21/2023 3.99%	715,799.00 712,526.04	100.43 4.38%	702,993.96 1,837.50	0.81% (9,532.08)	Aaa/AA+ AA+	3.94 3.58
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	650,000.00	12/28/2023 3.89%	660,575.50 660,027.18	99.86 4.28%	649,115.69 8,134.03	0.75% (10,911.49)	Aaa/AA+ AA+	4.71 4.18
Total Agency		3,020,000.00	2.55%	3,046,971.00 3,040,049.95	98.20 4.75%	2,964,173.64 14,936.37	3.40% (75,876.31)	Aaa/AA+ AA+	2.46 2.25

AGENCY CMBS									
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	500,000.00	02/15/2023 4.65%	474,785.16 484,557.42	96.31 5.20%	481,551.90 1,143.75	0.55% (3,005.52)	Aaa/AA+ AAA	1.82 1.61

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	320,000.00	02/06/2024 4.48%	310,725.00 311,181.29	96.65 5.08%	309,285.41 914.67	0.35% (1,895.88)	Aaa/AA+ AAA	2.82 2.50
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	500,000.00	08/22/2023 4.98%	470,429.69 474,602.54	95.98 5.03%	479,912.75 1,435.00	0.55% 5,310.21	Aaa/AA+ AAA	3.74 3.36
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	465,000.00	05/24/2023 4.27%	446,908.59 450,220.49	95.63 5.03%	444,666.81 1,298.12	0.51% (5,553.69)	Aaa/AA+ AAA	3.82 3.42
3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	325,000.00	01/23/2024 4.45%	317,814.45 318,107.56	97.17 5.04%	315,792.68 1,063.29	0.36% (2,314.87)	Aaa/AA+ AA+	4.32 3.86
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	155,000.00	09/15/2023 4.86%	148,436.72 149,153.25	97.02 5.04%	150,375.65 503.75	0.17% 1,222.40	Aaa/AA+ AAA	4.40 3.92
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	297,000.00	12/07/2023 4.60%	289,783.83 290,248.17	97.55 5.04%	289,738.29 1,002.38	0.33% (509.88)	Aaa/AA+ AAA	4.49 3.99
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	315,000.00	10/03/2023 5.30%	270,973.83 275,346.97	89.52 5.00%	281,981.64 533.14	0.32% 6,634.67	Aaa/AA+ AAA	4.49 4.13
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	240,000.00	10/20/2023 5.34%	223,818.75 225,245.72	96.43 5.04%	231,440.30 756.00	0.27% 6,194.59	Aaa/AA+ AA+	4.57 4.04
Total Agency CMBS		3,117,000.00	4.73%	2,953,676.02 2,978,663.40	95.81 5.06%	2,984,745.43 8,650.10	3.43% 6,082.03	Aaa/AA+ AAA	3.65 3.27
CASH									
CCYUSD	Receivable	88,107.44	-- 0.00%	88,107.44 88,107.44	1.00 0.00%	88,107.44 0.00	0.10% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	794,399.95	-- 0.00%	794,399.95 794,399.95	1.00 0.00%	794,399.95 0.00	0.91% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		882,507.39	0.00%	882,507.39 882,507.39	1.00 0.00%	882,507.39 0.00	1.01% 0.00	Aaa/AAA AAA	0.00 0.00
COMMERCIAL PAPER									
62479LDC6	MUFG Bank, Ltd., New York Branch 04/12/2024	600,000.00	07/25/2023 5.86%	575,284.67 598,962.33	99.78 5.30%	598,677.00 0.00	0.69% (285.33)	P-1/A-1 NA	0.03 0.04
Total Commercial Paper		600,000.00	07/25/2023 5.86%	575,284.67 598,962.33	99.78 5.30%	598,677.00 0.00	0.69% (285.33)	P-1/A-1 NA	0.03 0.04
CORPORATE									

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
023135BW5	AMAZON.COM INC 0.45 05/12/2024	130,000.00	05/10/2021 0.50%	129,810.20 129,992.90	99.41 5.66%	129,231.89 225.88	0.15% (761.01)	A1/AA AA-	0.11 0.12
91324PEB4	UNITEDHEALTH GROUP INC 0.55 05/15/2024	500,000.00	11/24/2021 1.06%	493,760.00 499,694.25	99.41 5.39%	497,055.52 1,038.89	0.57% (2,638.74)	A2/A+ A	0.12 0.13
14913R2L0	CATERPILLAR FINANCIAL SERVICES CORP 0.45 05/17/2024	500,000.00	-- 0.66%	497,344.65 499,870.97	99.35 5.57%	496,743.69 837.50	0.57% (3,127.28)	A2/A A+	0.13 0.13
89236TJH9	TOYOTA MOTOR CREDIT CORP 0.5 06/18/2024	300,000.00	12/06/2021 1.07%	295,710.00 299,637.46	98.91 5.66%	296,721.62 429.17	0.34% (2,915.85)	A1/A+ A+	0.22 0.22
79466LAG9	SALESFORCE INC 0.625 07/15/2024	35,000.00	06/29/2021 0.64%	34,982.15 34,998.30	98.61 5.50%	34,514.29 46.18	0.04% (484.01)	A1/A+ NA	0.29 0.29
69371RR40	PACCAR FINANCIAL CORP 0.5 08/09/2024	80,000.00	08/03/2021 0.52%	79,956.80 79,994.88	98.22 5.61%	78,573.02 57.78	0.09% (1,421.86)	A1/A+ NA	0.36 0.35
78015K7C2	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00	-- 0.88%	524,067.75 503,949.75	98.11 5.58%	490,571.62 4,687.50	0.56% (13,378.13)	A1/A AA-	0.59 0.57
69371RR57	PACCAR FINANCIAL CORP 0.9 11/08/2024	175,000.00	11/02/2021 0.90%	174,989.50 174,998.81	97.33 5.46%	170,326.52 625.62	0.20% (4,672.29)	A1/A+ NA	0.61 0.59
06368LGU4	BANK OF MONTREAL 5.2 12/12/2024	400,000.00	03/25/2024 5.42%	399,352.00 399,364.46	99.83 5.44%	399,322.02 6,297.78	0.46% (42.44)	A2/A- AA-	0.70 0.67
24422EWB1	JOHN DEERE CAPITAL CORP 2.125 03/07/2025	130,000.00	03/02/2022 2.14%	129,944.10 129,982.66	97.21 5.23%	126,367.98 184.17	0.15% (3,614.68)	A1/A A+	0.93 0.91
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	95,000.00	04/27/2022 3.46%	94,974.35 94,990.08	97.87 5.29%	92,978.30 965.04	0.11% (2,011.78)	A2/A- A	1.21 1.15
931142EW9	WALMART INC 3.9 09/09/2025	80,000.00	09/06/2022 3.92%	79,944.00 79,973.12	98.56 4.94%	78,851.06 190.67	0.09% (1,122.06)	Aa2/AA AA	1.44 1.38
437076CR1	HOME DEPOT INC 4.0 09/15/2025	110,000.00	09/12/2022 4.01%	109,960.40 109,980.71	98.62 4.99%	108,485.76 195.56	0.12% (1,494.95)	A2/A A	1.46 1.40
20030NCS8	COMCAST CORP 3.95 10/15/2025	400,000.00	03/11/2024 4.95%	393,932.00 394,130.44	98.33 5.09%	393,318.61 7,285.56	0.45% (811.83)	A3/A- A-	1.54 1.45
857477BR3	STATE STREET CORP 1.746 02/06/2026	90,000.00	02/02/2022 1.75%	90,000.00 90,000.00	96.66 5.84%	86,992.06 240.08	0.10% (3,007.94)	A1/A AA-	1.85 0.82
037833BY5	APPLE INC 3.25 02/23/2026	400,000.00	05/09/2023 4.05%	391,672.00 394,336.31	97.20 4.81%	388,797.57 1,372.22	0.45% (5,538.73)	Aaa/AA+ NA	1.90 1.81
61747YET8	MORGAN STANLEY 4.679 07/17/2026	175,000.00	07/18/2022 4.68%	175,000.00 175,000.00	98.92 5.55%	173,114.41 1,683.14	0.20% (1,885.59)	A1/A- A+	2.30 1.23

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	300,000.00	09/19/2023 5.61%	299,277.00 299,408.39	101.01 5.05%	303,043.30 1,980.15	0.35% 3,634.91	Aa1/A+ AA	2.38 2.13
931142ERO	WALMART INC 1.05 09/17/2026	40,000.00	09/08/2021 1.09%	39,924.40 39,962.78	91.68 4.67%	36,670.06 16.33	0.04% (3,292.72)	Aa2/AA AA	2.47 2.38
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	390,000.00	11/14/2023 5.25%	393,666.00 393,193.08	101.32 5.04%	395,133.34 9,039.33	0.45% 1,940.26	A2/A- A	2.62 2.29
89115A2V3	TORONTO-DOMINION BANK 5.264 12/11/2026	160,000.00	12/04/2023 5.26%	160,000.00 160,000.00	100.65 5.00%	161,038.67 2,573.51	0.18% 1,038.67	A1/A AA-	2.70 2.45
78016HZT0	ROYAL BANK OF CANADA 4.875 01/19/2027	150,000.00	01/10/2024 4.88%	149,962.50 149,965.00	99.78 4.96%	149,671.91 1,462.50	0.17% (293.09)	A1/A AA-	2.80 2.57
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	170,000.00	02/21/2024 4.85%	169,779.00 169,786.06	100.16 4.74%	170,273.45 793.33	0.20% 487.39	A1/AA- NA	2.91 2.67
857477CL5	STATE STREET CORP 4.993 03/18/2027	365,000.00	03/13/2024 4.99%	365,000.00 365,000.00	100.19 4.92%	365,707.03 658.11	0.42% 707.03	NA/A AA-	2.96 2.72
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	450,000.00	10/05/2022 4.70%	436,909.50 441,142.82	97.42 4.90%	438,407.28 7,050.00	0.50% (2,735.54)	A2/A+ A+	3.11 2.84
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	400,000.00	02/13/2023 4.44%	408,972.00 406,917.68	101.13 4.62%	404,527.69 2,530.00	0.46% (2,389.99)	A2/A A	3.88 3.41
57636QAW4	MASTERCARD INC 4.875 03/09/2028	290,000.00	04/19/2023 4.17%	298,833.40 297,091.89	101.31 4.52%	293,798.70 863.96	0.34% (3,293.18)	Aa3/A+ NA	3.94 3.48
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	300,000.00	09/06/2023 5.10%	282,801.00 284,888.80	96.02 4.78%	288,057.23 4,625.00	0.33% 3,168.43	A1/A WR	4.08 3.68
58933YBH7	MERCK & CO INC 4.05 05/17/2028	90,000.00	05/08/2023 4.07%	89,927.10 89,939.87	98.30 4.50%	88,471.14 1,356.75	0.10% (1,468.73)	A1/A+ NA	4.13 3.70
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	410,000.00	01/24/2024 4.64%	409,331.70 409,354.01	99.33 4.75%	407,266.47 3,195.72	0.47% (2,087.54)	A1/A+ NA	4.84 4.26
Total Corporate		7,615,000.00	3.54%	7,599,783.50 7,597,545.47	99.09 5.12%	7,544,032.22 62,507.41	8.66% (53,513.26)	A1/A A+	2.02 1.80
LAIF									
90LAIF\$00	State Pool	5,448,657.71	-- 4.27%	5,448,657.71 5,448,657.71	1.00 4.27%	5,448,657.71 0.00	6.25% 0.00	NA/NA NA	0.00 0.00
Total LAIF		5,448,657.71	4.27%	5,448,657.71 5,448,657.71	1.00 4.27%	5,448,657.71 0.00	6.25% 0.00	NA/NA NA	0.00 0.00

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
LOCAL GOV INVESTMENT POOL									
09CATR\$05	CalTrust MTF	691,884.12	-- 3.95%	6,947,986.87 6,947,986.87	9.76 3.95%	6,752,789.01 0.00	7.75% (195,197.86)	NA/AAAm NA	0.00 0.00
90CAMP\$00	CAMP	7,810,054.55	-- 5.48%	7,810,054.55 7,810,054.55	1.00 5.48%	7,810,054.55 0.00	8.96% 0.00	NA/AAAm AAA	0.00 0.00
90CAMP\$06	CAMP	35,000,000.00	12/31/2023 5.48%	35,000,000.00 35,000,000.00	1.00 5.48%	35,000,000.00 0.00	40.17% 0.00	NA/AAAm NA	0.00 0.00
Total Local Gov Investment Pool		43,501,938.67	5.27%	49,758,041.42 49,758,041.42	2.19 5.27%	49,562,843.56 0.00	56.89% (195,197.86)	NA/ AAAm AAA	0.00 0.00
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	238,348.48	-- 4.91%	238,348.48 238,348.48	1.00 4.91%	238,348.48 0.00	0.27% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		238,348.48	4.91%	238,348.48 238,348.48	1.00 4.91%	238,348.48 0.00	0.27% 0.00	Aaa/ AAAm AAA	0.00 0.00
SUPRANATIONAL									
4581X0DZ8	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	260,000.00	09/15/2021 0.52%	259,807.60 259,969.28	97.71 5.42%	254,039.33 28.89	0.29% (5,929.95)	Aaa/AAA NA	0.48 0.47
45950KCR9	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	160,000.00	07/12/2021 0.54%	164,304.00 160,716.13	97.93 5.29%	156,683.53 1,008.33	0.18% (4,032.60)	Aaa/AAA NA	0.54 0.53
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	250,000.00	11/28/2023 4.53%	239,372.50 240,147.82	96.64 4.37%	241,590.56 1,920.14	0.28% 1,442.74	Aaa/AAA NA	4.28 3.89
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	-- 4.97%	246,407.00 246,747.56	101.02 4.36%	252,554.99 1,927.08	0.29% 5,807.43	Aaa/AAA NA	4.34 3.87
Total Supranational		920,000.00	2.84%	909,891.10 907,580.78	98.38 4.82%	904,868.41 4,884.44	1.04% (2,712.38)	Aaa/AAA NA	2.58 2.34

HOLDINGS REPORT



City of Gardena Cons | Account #10647 | As of March 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
US TREASURY									
91282CBV2	UNITED STATES TREASURY 0.375 04/15/2024	500,000.00	-- 0.37%	500,162.11 500,001.79	99.81 5.02%	499,047.47 865.78	0.57% (954.32)	Aaa/AA+ AA+	0.04 0.05
912828WJ5	UNITED STATES TREASURY 2.5 05/15/2024	750,000.00	-- 1.12%	779,783.21 751,237.65	99.65 5.28%	747,397.85 7,108.52	0.86% (3,839.80)	Aaa/AA+ AA+	0.12 0.13
91282CCG4	UNITED STATES TREASURY 0.25 06/15/2024	400,000.00	06/17/2021 0.43%	397,890.63 399,855.26	98.95 5.35%	395,804.69 295.08	0.45% (4,050.57)	Aaa/AA+ AA+	0.21 0.21
912797GB7	UNITED STATES TREASURY 07/11/2024	600,000.00	02/26/2024 5.34%	588,412.50 591,330.83	98.56 5.45%	591,339.25 0.00	0.68% 8.42	P-1/A-1+ F1+	0.28 0.28
912828Y87	UNITED STATES TREASURY 1.75 07/31/2024	300,000.00	01/31/2020 1.36%	305,203.13 300,383.19	98.82 5.31%	296,472.66 879.81	0.34% (3,910.53)	Aaa/AA+ AA+	0.33 0.33
91282CCT6	UNITED STATES TREASURY 0.375 08/15/2024	400,000.00	08/25/2021 0.45%	399,109.38 399,888.37	98.18 5.31%	392,710.94 189.56	0.45% (7,177.43)	Aaa/AA+ AA+	0.38 0.37
91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00	11/18/2021 0.83%	748,125.00 749,608.51	97.29 5.23%	729,646.00 2,132.55	0.84% (19,962.52)	Aaa/AA+ AA+	0.63 0.61
912828Z52	UNITED STATES TREASURY 1.375 01/31/2025	750,000.00	02/17/2022 1.71%	742,822.27 747,969.20	96.97 5.13%	727,265.62 1,728.19	0.83% (20,703.57)	Aaa/AA+ AA+	0.84 0.81
912828ZF0	UNITED STATES TREASURY 0.5 03/31/2025	350,000.00	03/25/2021 0.58%	348,906.26 349,727.88	95.64 5.03%	334,726.55 4.78	0.38% (15,001.33)	Aaa/AA+ AA+	1.00 0.98
912828ZT0	UNITED STATES TREASURY 0.25 05/31/2025	365,000.00	02/25/2021 0.60%	359,653.32 363,538.69	94.71 4.97%	345,694.92 306.66	0.40% (17,843.76)	Aaa/AA+ AA+	1.17 1.14
91282CEY3	UNITED STATES TREASURY 3.0 07/15/2025	475,000.00	03/15/2024 4.94%	463,273.44 463,612.64	97.66 4.89%	463,867.19 3,014.42	0.53% 254.55	Aaa/AA+ AA+	1.29 1.24
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	750,000.00	-- 0.99%	800,092.78 768,376.90	97.14 4.87%	728,525.39 1,793.48	0.84% (39,851.50)	Aaa/AA+ AA+	1.42 1.37
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	475,000.00	03/15/2024 4.90%	465,537.11 465,779.75	98.13 4.84%	466,130.86 768.00	0.53% 351.11	Aaa/AA+ AA+	1.46 1.40
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	550,000.00	06/23/2023 4.59%	545,982.42 547,318.43	99.18 4.81%	545,466.80 10,793.37	0.63% (1,851.64)	Aaa/AA+ AA+	1.54 1.45
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	750,000.00	-- 0.88%	734,730.47 743,832.21	93.04 4.77%	697,763.67 945.18	0.80% (46,068.54)	Aaa/AA+ AA+	1.67 1.63
9128286L9	UNITED STATES TREASURY 2.25 03/31/2026	750,000.00	02/25/2022 1.91%	760,078.13 754,924.23	95.50 4.63%	716,220.70 46.11	0.82% (38,703.53)	Aaa/AA+ AA+	2.00 1.90
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	250,000.00	10/14/2021 0.99%	257,148.44 253,307.17	93.99 4.63%	234,970.70 1,540.18	0.27% (18,336.47)	Aaa/AA+ AA+	2.12 2.04

HOLDINGS REPORT



City of Gardena Cons | Account #10647 | As of March 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P Fitch	Maturity Duration
912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	300,000.00	12/28/2021 1.24%	305,296.88 302,782.69	93.28 4.50%	279,832.03 13.32	0.32% (22,950.66)	Aaa/AA+ AA+	2.50 2.39
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	625,000.00	03/29/2022 2.55%	609,912.11 616,452.28	93.88 4.50%	586,718.75 4,739.01	0.67% (29,733.53)	Aaa/AA+ AA+	2.63 2.50
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	300,000.00	12/27/2023 4.02%	302,906.25 302,651.32	99.75 4.47%	299,261.72 3,872.95	0.34% (3,389.60)	Aaa/AA+ AA+	2.71 2.50
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	-- 2.90%	736,449.21 741,572.46	94.68 4.41%	710,097.66 51.23	0.82% (31,474.80)	Aaa/AA+ AA+	3.00 2.81
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	350,000.00	06/09/2022 3.08%	338,666.02 342,828.11	94.10 4.42%	329,355.47 3,151.44	0.38% (13,472.64)	Aaa/AA+ AA+	3.12 2.94
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	570,000.00	10/26/2022 4.19%	568,419.14 568,877.84	99.22 4.37%	565,569.14 64.24	0.65% (3,308.70)	Aaa/AA+ AA+	3.50 3.16
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	800,000.00	12/20/2022 3.84%	743,625.00 758,332.89	93.02 4.35%	744,125.00 6,824.18	0.85% (14,207.89)	Aaa/AA+ AA+	3.63 3.39
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	500,000.00	05/25/2023 3.98%	497,890.63 498,281.11	98.39 4.34%	491,933.60 4,896.98	0.56% (6,347.52)	Aaa/AA+ AA+	3.75 3.42
Total US Treasury		13,360,000.00	2.36%	13,300,075.84 13,282,471.38	96.76 4.84%	12,919,944.62 56,025.03	14.83% (362,526.76)	Aaa/AA+ AA+	1.66 1.56
Total Portfolio		81,802,586.41	4.41%	87,805,794.92 87,827,675.60	36.09 5.06%	87,127,439.96 152,365.52	100.00% (700,235.64)	Aa2/AA+ AA	0.77 0.66
Total Market Value + Accrued						87,279,805.48			

TRANSACTION LEDGER



City of Gardena Cons | Account #10647 | As of March 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	03/01/2024	31846V203	508,050.00	FIRST AMER:GVT OBLG Y	1.000	4.91%	(508,050.00)	0.00	(508,050.00)	0.00
Purchase	03/04/2024	31846V203	2,134.30	FIRST AMER:GVT OBLG Y	1.000	4.93%	(2,134.30)	0.00	(2,134.30)	0.00
Purchase	03/07/2024	31846V203	1,381.25	FIRST AMER:GVT OBLG Y	1.000	4.91%	(1,381.25)	0.00	(1,381.25)	0.00
Purchase	03/08/2024	31846V203	467,762.50	FIRST AMER:GVT OBLG Y	1.000	4.91%	(467,762.50)	0.00	(467,762.50)	0.00
Purchase	03/11/2024	31846V203	8,125.00	FIRST AMER:GVT OBLG Y	1.000	4.91%	(8,125.00)	0.00	(8,125.00)	0.00
Purchase	03/11/2024	31846V203	524,378.75	FIRST AMER:GVT OBLG Y	1.000	4.91%	(524,378.75)	0.00	(524,378.75)	0.00
Purchase	03/13/2024	20030NCS8	400,000.00	COMCAST CORP 3.95 10/15/2025	98.483	4.95%	(393,932.00)	(6,495.56)	(400,427.56)	0.00
Purchase	03/15/2024	31846V203	31,179.81	FIRST AMER:GVT OBLG Y	1.000	4.92%	(31,179.81)	0.00	(31,179.81)	0.00
Purchase	03/15/2024	31846V203	8,294.15	FIRST AMER:GVT OBLG Y	1.000	4.92%	(8,294.15)	0.00	(8,294.15)	0.00
Purchase	03/18/2024	91282CFK2	475,000.00	UNITED STATES TREASURY 3.5 09/15/2025	98.008	4.90%	(465,537.11)	(135.53)	(465,672.64)	0.00
Purchase	03/18/2024	31846V203	1,027.76	FIRST AMER:GVT OBLG Y	1.000	4.92%	(1,027.76)	0.00	(1,027.76)	0.00
Purchase	03/18/2024	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025	97.531	4.94%	(463,273.44)	(2,466.35)	(465,739.79)	0.00
Purchase	03/18/2024	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027	100.000	4.99%	(365,000.00)	0.00	(365,000.00)	0.00
Purchase	03/19/2024	31846V203	2,812.50	FIRST AMER:GVT OBLG Y	1.000	4.92%	(2,812.50)	0.00	(2,812.50)	0.00
Purchase	03/19/2024	31846V203	225,000.00	FIRST AMER:GVT OBLG Y	1.000	4.92%	(225,000.00)	0.00	(225,000.00)	0.00
Purchase	03/20/2024	31846V203	336.25	FIRST AMER:GVT OBLG Y	1.000	4.92%	(336.25)	0.00	(336.25)	0.00
Purchase	03/21/2024	31846V203	7,164.89	FIRST AMER:GVT OBLG Y	1.000	4.92%	(7,164.89)	0.00	(7,164.89)	0.00
Purchase	03/25/2024	31846V203	11,355.90	FIRST AMER:GVT OBLG Y	1.000	4.92%	(11,355.90)	0.00	(11,355.90)	0.00
Purchase	03/25/2024	31846V203	21,575.40	FIRST AMER:GVT OBLG Y	1.000	4.92%	(21,575.40)	0.00	(21,575.40)	0.00
Purchase	03/27/2024	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024	99.838	5.42%	(399,352.00)	(6,066.67)	(405,418.67)	0.00
Purchase	03/28/2024	90CAMP\$00	36,081.49	CAMP	1.000	0.00%	(36,081.49)	0.00	(36,081.49)	0.00
Purchase	03/28/2024	09CATR\$05	2,088.32	CalTrust MTF	9.760	0.00%	(20,382.00)	0.00	(20,382.00)	0.00
Total Purchase			3,973,748.27				(3,964,136.50)	(15,164.11)	(3,979,300.61)	0.00
TOTAL ACQUISITIONS			3,973,748.27				(3,964,136.50)	(15,164.11)	(3,979,300.61)	0.00
DISPOSITIONS										

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Maturity	03/08/2024	3130AT3H8	(460,000.00)	FEDERAL HOME LOAN BANKS 3.375 03/08/2024	100.000	3.38%	460,000.00	0.00	460,000.00	0.00
Maturity	03/11/2024	89114QCB2	(500,000.00)	TORONTO-DOMINION BANK 3.25 03/11/2024	100.000	3.25%	500,000.00	0.00	500,000.00	0.00
Maturity	03/18/2024	808513BN4	(245,000.00)	CHARLES SCHWAB CORP 0.75 03/18/2024	100.000	0.75%	245,000.00	0.00	245,000.00	0.00
Maturity	03/19/2024	459058GQ0	(225,000.00)	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 2.5 03/19/2024	100.000	2.50%	225,000.00	0.00	225,000.00	0.00
Maturity	03/31/2024	912828W71	(750,000.00)	UNITED STATES TREASURY 2.125 03/31/2024	100.000	2.12%	750,000.00	0.00	750,000.00	0.00
Total Maturity			(2,180,000.00)				2,180,000.00	0.00	2,180,000.00	0.00
Sale	03/13/2024	31846V203	(400,427.56)	FIRST AMER:GVT OBLG Y	1.000	4.91%	400,427.56	0.00	400,427.56	0.00
Sale	03/18/2024	31846V203	(1,050,283.68)	FIRST AMER:GVT OBLG Y	1.000	4.92%	1,050,283.68	0.00	1,050,283.68	0.00
Sale	03/27/2024	31846V203	(405,418.67)	FIRST AMER:GVT OBLG Y	1.000	4.93%	405,418.67	0.00	405,418.67	0.00
Total Sale			(1,856,129.91)				1,856,129.91	0.00	1,856,129.91	0.00
TOTAL DISPOSITIONS			(4,036,129.91)				4,036,129.91	0.00	4,036,129.91	0.00
OTHER TRANSACTIONS										
Call Redemption	03/01/2024	46647PAH9	(500,000.00)	JPMORGAN CHASE & CO 3.22 03/01/2025	100.000	0.00%	500,000.00	0.00	500,000.00	0.00
Total Call Redemption			(500,000.00)				500,000.00	0.00	500,000.00	0.00
Cash Transfer	03/28/2024	CCYUSD	0.07	Cash		0.00%	0.07	0.00	0.07	0.00
Total Cash Transfer			0.07				0.07	0.00	0.07	0.00
Coupon	03/01/2024	3137BNGT5	0.00	FHMS K-054 A2 2.745 01/25/2026		4.58%	1,143.75	0.00	1,143.75	0.00
Coupon	03/01/2024	3137BVZ82	0.00	FHMS K-063 A2 3.43 01/25/2027		4.48%	914.67	0.00	914.67	0.00
Coupon	03/01/2024	46647PAH9	0.00	JPMORGAN CHASE & CO 3.22 03/01/2025		0.00%	8,050.00	0.00	8,050.00	0.00
Coupon	03/01/2024	3137FEBQ2	0.00	FHMS K-072 A2 3.444 12/25/2027		4.95%	1,435.00	0.00	1,435.00	0.00

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	03/01/2024	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.25%	1,298.13	0.00	1,298.13	0.00
Coupon	03/01/2024	3137FHPJ6	0.00	FHMS K-080 A2 3.926 07/25/2028		4.45%	1,063.29	0.00	1,063.29	0.00
Coupon	03/01/2024	3137FJEH8	0.00	FHMS K-081 A2 3.9 08/25/2028		4.85%	503.75	0.00	503.75	0.00
Coupon	03/01/2024	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.59%	1,002.38	0.00	1,002.38	0.00
Coupon	03/01/2024	3137FJZ93	0.00	FHMS K-084 A2 3.78 10/25/2028		5.32%	756.00	0.00	756.00	0.00
Coupon	03/01/2024	3137H4BY5	0.00	FHMS K-746 A2 2.031 09/25/2028		5.26%	533.14	0.00	533.14	0.00
Coupon	03/07/2024	24422EWB1	0.00	JOHN DEERE CAPITAL CORP 2.125 03/07/2025		2.14%	1,381.25	0.00	1,381.25	0.00
Coupon	03/08/2024	3130AT3H8	0.00	FEDERAL HOME LOAN BANKS 3.375 03/08/2024		3.38%	7,762.50	0.00	7,762.50	0.00
Coupon	03/09/2024	931142EW9	0.00	WALMART INC 3.9 09/09/2025		3.92%	1,560.00	0.00	1,560.00	0.00
Coupon	03/09/2024	57636QAW4	0.00	MASTERCARD INC 4.875 03/09/2028		4.17%	7,068.75	0.00	7,068.75	0.00
Coupon	03/10/2024	3130ATS57	0.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		3.99%	15,750.00	0.00	15,750.00	0.00
Coupon	03/11/2024	89114QCB2	0.00	TORONTO-DOMINION BANK 3.25 03/11/2024		3.25%	8,125.00	0.00	8,125.00	0.00
Coupon	03/15/2024	47788UAC6	0.00	JDOT 2021 A3 0.36 09/15/2025		0.37%	3.73	0.00	3.73	0.00
Coupon	03/15/2024	47789QAC4	0.00	JDOT 2021-B A3 0.52 03/16/2026		0.52%	14.94	0.00	14.94	0.00
Coupon	03/15/2024	89238JAC9	0.00	TAOT 2021-D A3 0.71 04/15/2026		0.71%	23.36	0.00	23.36	0.00
Coupon	03/15/2024	43815BAC4	0.00	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	220.66	0.00	220.66	0.00
Coupon	03/15/2024	47787JAC2	0.00	JDOT 2022 A3 0.36 09/15/2026		2.35%	183.69	0.00	183.69	0.00
Coupon	03/15/2024	89238FAD5	0.00	TAOT 2022-B A3 2.93 09/15/2026		2.95%	258.91	0.00	258.91	0.00
Coupon	03/15/2024	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.77%	420.75	0.00	420.75	0.00

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	03/15/2024	437076CR1	0.00	HOME DEPOT INC 4.0 09/15/2025		4.01%	2,200.00	0.00	2,200.00	0.00
Coupon	03/15/2024	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	933.17	0.00	933.17	0.00
Coupon	03/15/2024	58770AAC7	0.00	MBART 2023-1 A3 4.51 11/15/2027		4.56%	394.62	0.00	394.62	0.00
Coupon	03/15/2024	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		4.63%	591.58	0.00	591.58	0.00
Coupon	03/15/2024	02582JJZ4	0.00	AMXCA 2023-1 A 4.87 05/15/2028		4.92%	507.29	0.00	507.29	0.00
Coupon	03/15/2024	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	1,462.00	0.00	1,462.00	0.00
Coupon	03/15/2024	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	1,415.67	0.00	1,415.67	0.00
Coupon	03/15/2024	02582JKD1	0.00	AMXCA 2023-3 A 5.23 09/15/2028		5.29%	1,481.83	0.00	1,481.83	0.00
Coupon	03/15/2024	02582JIT8	0.00	AMXCA 2022-2 A 05/17/2027		3.42%	522.63	0.00	522.63	0.00
Coupon	03/16/2024	36265WAD5	0.00	GMCAR 2022-3 A3 3.64 04/16/2027		3.67%	273.00	0.00	273.00	0.00
Coupon	03/16/2024	362583AD8	0.00	GMCAR 2023-2 A3 4.47 02/16/2028		4.51%	428.38	0.00	428.38	0.00
Coupon	03/17/2024	931142ER0	0.00	WALMART INC 1.05 09/17/2026		1.09%	210.00	0.00	210.00	0.00
Coupon	03/18/2024	808513BN4	0.00	CHARLES SCHWAB CORP 0.75 03/18/2024		0.75%	918.75	0.00	918.75	0.00
Coupon	03/18/2024	43815PAC3	0.00	HAROT 2022-2 A3 3.73 07/20/2026		3.76%	326.38	0.00	326.38	0.00
Coupon	03/19/2024	459058GQ0	0.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 2.5 03/19/2024		2.50%	2,812.50	0.00	2,812.50	0.00
Coupon	03/20/2024	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.45%	336.25	0.00	336.25	0.00
Coupon	03/21/2024	43813GAC5	0.00	HAROT 2021-1 A3 0.27 04/21/2025		0.27%	1.76	0.00	1.76	0.00

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	03/21/2024	43815GAC3	0.00	HAROT 2021-4 A3 0.88 01/21/2026		0.90%	36.96	0.00	36.96	0.00
Coupon	03/21/2024	43815JAC7	0.00	HAROT 2023-1 A3 5.04 04/21/2027		5.10%	294.00	0.00	294.00	0.00
Coupon	03/23/2024	4581X0DZ8	0.00	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024		0.52%	650.00	0.00	650.00	0.00
Coupon	03/25/2024	05601XAC3	0.00	BMWLT 2022-1 A3 1.03 03/25/2025		0.00%	4.99	0.00	4.99	0.00
Coupon	03/25/2024	05602RAD3	0.00	BMWOT 2022-A A3 3.21 08/25/2026		5.66%	683.75	0.00	683.75	0.00
Coupon	03/25/2024	05593AAC3	0.00	BMWLT 2023-1 A3 5.16 11/25/2025		5.22%	172.00	0.00	172.00	0.00
Coupon	03/31/2024	912828W71	0.00	UNITED STATES TREASURY 2.125 03/31/2024		2.12%	7,968.75	0.00	7,968.75	0.00
Coupon	03/31/2024	9128286L9	0.00	UNITED STATES TREASURY 2.25 03/31/2026		1.91%	8,437.50	0.00	8,437.50	0.00
Coupon	03/31/2024	912828YG9	0.00	UNITED STATES TREASURY 1.625 09/30/2026		1.24%	2,437.50	0.00	2,437.50	0.00
Coupon	03/31/2024	912828ZF0	0.00	UNITED STATES TREASURY 0.5 03/31/2025		0.58%	875.00	0.00	875.00	0.00
Coupon	03/31/2024	91282CEF4	0.00	UNITED STATES TREASURY 2.5 03/31/2027		2.90%	9,375.00	0.00	9,375.00	0.00
Coupon	03/31/2024	91282CFM8	0.00	UNITED STATES TREASURY 4.125 09/30/2027		4.19%	11,756.25	0.00	11,756.25	0.00
Total Coupon			0.00				116,981.16	0.00	116,981.16	0.00
Dividend	03/28/2024	90CAMP\$00	0.00	CAMP		0.00%	36,081.49	0.00	36,081.49	0.00
Dividend	03/28/2024	09CATR\$05	0.00	CalTrust MTF		0.00%	20,381.93	0.00	20,381.93	0.00
Dividend	03/31/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y		4.92%	3,549.95	0.00	3,549.95	0.00
Total Dividend			0.00				60,013.37	0.00	60,013.37	0.00
Principal Paydown	03/15/2024	47788UAC6	1,569.30	JDOT 2021 A3 0.36 09/15/2025		0.37%	1,569.30	--	1,569.30	(0.00)
Principal Paydown	03/15/2024	47789QAC4	3,131.44	JDOT 2021-B A3 0.52 03/16/2026		0.52%	3,131.44	--	3,131.44	(0.00)

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Principal Paydown	03/15/2024	89238JAC9	3,157.38	TAOT 2021-D A3 0.71 04/15/2026		0.71%	3,157.38	--	3,157.38	(0.00)
Principal Paydown	03/15/2024	43815BAC4	9,909.68	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	9,909.68	--	9,909.68	(0.00)
Principal Paydown	03/15/2024	47787JAC2	4,744.42	JDOT 2022 A3 0.36 09/15/2026		2.35%	4,744.42	--	4,744.42	0.00
Principal Paydown	03/15/2024	89238FAD5	6,326.91	TAOT 2022-B A3 2.93 09/15/2026		2.95%	6,326.91	--	6,326.91	0.00
Principal Paydown	03/21/2024	43813GAC5	2,623.05	HAROT 2021-1 A3 0.27 04/21/2025		0.27%	2,623.05	--	2,623.05	0.00
Principal Paydown	03/21/2024	43815GAC3	4,209.12	HAROT 2021-4 A3 0.88 01/21/2026		0.90%	4,209.12	--	4,209.12	0.00
Principal Paydown	03/25/2024	05601XAC3	5,438.92	BMWLT 2022-1 A3 1.03 03/25/2025		0.00%	5,438.92	--	5,438.92	0.01
Principal Paydown	03/25/2024	05602RAD3	17,331.53	BMWOT 2022-A A3 3.21 08/25/2026		5.66%	17,331.53	--	17,331.53	0.00
Total Principal Paydown			58,441.75				58,441.75	--	58,441.75	0.00
TOTAL OTHER TRANSACTIONS			(441,558.18)				735,436.35	0.00	735,436.35	0.00

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
CASH & EQUIVALENTS						
31846V203	FIRST AMER:GVT OBLG Y	238,348.48	273,899.93 1,820,578.46 (1,856,129.91) 238,348.48	0.00 2,134.30 0.00 2,134.30	0.00 0.00 0.00 2,134.30	2,134.30
CCYUSD	Receivable	882,507.39	70,637.02 0.00 0.00 882,507.39	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
Total Cash & Equivalents			1,120,855.87	2,134.30	2,134.30	2,134.30
FIXED INCOME						
023135BW5	AMAZON.COM INC 0.45 05/12/2024	05/10/2021 05/12/2021 130,000.00	129,987.53 0.00 0.00 129,992.90	177.12 0.00 225.88 48.75	5.37 0.00 5.37 54.12	54.12
02582JJT8	AMXCA 2022-2 A 05/17/2027	05/17/2022 05/24/2022 185,000.00	184,976.88 0.00 0.00 184,978.51	278.73 522.63 278.73 522.63	1.63 0.00 1.63 524.26	524.26
02582JJZ4	AMXCA 2023-1 A 4.87 05/15/2028	06/07/2023 06/14/2023 125,000.00	124,990.52 0.00 0.00 124,990.71	270.56 507.29 270.56 507.29	0.19 0.00 0.19 507.48	507.48
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2028	09/12/2023 09/19/2023 340,000.00	339,986.17 0.00 0.00 339,986.43	790.31 1,481.83 790.31 1,481.83	0.26 0.00 0.26 1,482.09	1,482.09
037833BY5	APPLE INC 3.25 02/23/2026	05/09/2023 05/11/2023 400,000.00	394,082.95 0.00 0.00 394,336.31	288.89 0.00 1,372.22 1,083.33	253.35 0.00 253.35 1,336.69	1,336.69

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
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	02/07/2023 02/15/2023 40,000.00	39,999.42	34.40	0.03	172.03
			0.00	172.00	0.00	
			0.00	34.40	0.03	
			39,999.45	172.00	172.03	
05601XAC3	BMWLT 2022-1 A3 1.03 03/25/2025	01/11/2022 01/19/2022 0.00	5,438.71	1.00	0.21	4.20
			0.00	4.99	0.00	
			(5,438.91)	0.00	0.21	
			0.00	3.99	4.20	
05602RAD3	BMWOT 2022-A A3 3.21 08/25/2026	01/05/2023 01/09/2023 238,276.57	251,105.71	136.75	448.74	1,123.21
			0.00	683.75	0.00	
			(17,331.53)	127.48	448.74	
			234,222.92	674.48	1,123.21	
06368LGU4	BANK OF MONTREAL 5.2 12/12/2024	03/25/2024 03/27/2024 400,000.00	0.00	0.00	12.46	243.57
			399,352.00	(6,066.67)	0.00	
			0.00	6,297.78	12.46	
			399,364.46	231.11	243.57	
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	09/19/2023 09/21/2023 300,000.00	299,387.29	598.65	21.10	1,402.60
			0.00	0.00	0.00	
			0.00	1,980.15	21.10	
			299,408.39	1,381.50	1,402.60	
14913R2L0	CATERPILLAR FINANCIAL SERVICES CORP 0.45 05/17/2024	500,000.00	499,784.02	650.00	86.95	274.45
			0.00	0.00	0.00	
			0.00	837.50	86.95	
			499,870.97	187.50	274.45	
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	09/07/2023 09/15/2023 340,000.00	339,914.42	779.73	1.60	1,463.60
			0.00	1,462.00	0.00	
			0.00	779.73	1.60	
			339,916.02	1,462.00	1,463.60	
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	02/21/2024 02/26/2024 170,000.00	169,779.81	113.33	6.25	686.25
			0.00	0.00	0.00	
			0.00	793.33	6.25	
			169,786.06	680.00	686.25	
20030NCS8	COMCAST CORP 3.95 10/15/2025	03/11/2024 03/13/2024 400,000.00	0.00	0.00	198.44	988.43
			393,932.00	(6,495.56)	0.00	
			0.00	7,285.56	198.44	
			394,130.44	790.00	988.43	

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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
24422EWB1	JOHN DEERE CAPITAL CORP 2.125 03/07/2025	03/02/2022 03/07/2022 130,000.00	129,981.08 0.00 0.00 129,982.66	1,335.21 1,381.25 184.17 230.21	1.58 0.00 1.58 231.79	231.79
3130A1XJ2	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	03/24/2020 03/25/2020 155,000.00	155,817.87 0.00 0.00 155,576.40	953.14 0.00 1,324.50 371.35	0.00 (241.46) (241.46) 129.89	129.89
3130AT3H8	FEDERAL HOME LOAN BANKS 3.375 03/08/2024	08/25/2022 08/26/2022 0.00	459,993.10 0.00 (460,000.00) 0.00	7,460.62 7,762.50 0.00 301.88	6.90 0.00 6.90 308.78	308.78
3130ATSS7	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	03/21/2023 03/22/2023 700,000.00	712,795.88 0.00 0.00 712,526.04	14,962.50 15,750.00 1,837.50 2,625.00	0.00 (269.85) (269.85) 2,355.15	2,355.15
3133ENKS8	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00	747,067.03 0.00 0.00 747,359.38	1,289.06 0.00 1,992.19 703.12	292.35 0.00 292.35 995.48	995.48
3133ENPG9	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	02/10/2022 02/15/2022 415,000.00	414,645.83 0.00 0.00 414,677.20	342.95 0.00 948.16 605.21	31.37 0.00 31.37 636.58	636.58
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	12/28/2023 12/29/2023 650,000.00	660,208.01 0.00 0.00 660,027.18	5,831.94 0.00 8,134.03 2,302.08	0.00 (180.83) (180.83) 2,121.26	2,121.26
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	11/18/2020 11/19/2020 350,000.00	349,877.58 0.00 0.00 349,883.74	554.17 0.00 700.00 145.83	6.16 0.00 6.16 151.99	151.99
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	02/15/2023 02/21/2023 500,000.00	483,809.42 0.00 0.00 484,557.42	1,143.75 1,143.75 1,143.75 1,143.75	748.00 0.00 748.00 1,891.75	1,891.75

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
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	02/06/2024	310,909.27	914.67	272.02	1,186.69
		02/09/2024	0.00	914.67	0.00	
		320,000.00	0.00	914.67	272.02	
			311,181.29	914.67	1,186.69	
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	08/22/2023	474,014.54	1,435.00	587.99	2,022.99
		08/25/2023	0.00	1,435.00	0.00	
		500,000.00	0.00	1,435.00	587.99	
			474,602.54	1,435.00	2,022.99	
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	05/24/2023	449,886.07	1,298.12	334.43	1,632.56
		05/30/2023	0.00	1,298.13	0.00	
		465,000.00	0.00	1,298.12	334.43	
			450,220.49	1,298.13	1,632.56	
3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	01/23/2024	317,969.89	1,063.29	137.67	1,200.96
		01/26/2024	0.00	1,063.29	0.00	
		325,000.00	0.00	1,063.29	137.67	
			318,107.56	1,063.29	1,200.96	
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	09/15/2023	149,038.75	503.75	114.50	618.25
		09/20/2023	0.00	503.75	0.00	
		155,000.00	0.00	503.75	114.50	
			149,153.25	503.75	618.25	
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	12/07/2023	290,118.49	1,002.38	129.68	1,132.06
		12/12/2023	0.00	1,002.38	0.00	
		297,000.00	0.00	1,002.38	129.68	
			290,248.17	1,002.38	1,132.06	
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	10/20/2023	224,967.50	756.00	278.21	1,034.21
		10/25/2023	0.00	756.00	0.00	
		240,000.00	0.00	756.00	278.21	
			225,245.72	756.00	1,034.21	
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	10/03/2023	274,585.35	533.14	761.61	1,294.75
		10/06/2023	0.00	533.14	0.00	
		315,000.00	0.00	533.14	761.61	
			275,346.97	533.14	1,294.75	
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	04/04/2023	114,997.42	214.19	0.06	428.44
		04/12/2023	0.00	428.38	0.00	
		115,000.00	0.00	214.19	0.06	
			114,997.47	428.38	428.44	

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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
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	07/06/2022	89,999.67	136.50	0.01	273.01
		07/13/2022	0.00	273.00	0.00	
		90,000.00	0.00	136.50	0.01	
			89,999.68	273.00	273.01	
379929AD4	GMALT 2023-3 A3 5.38 11/20/2026	08/08/2023	74,992.50	123.29	0.23	336.48
		08/16/2023	0.00	336.25	0.00	
		75,000.00	0.00	123.29	0.23	
			74,992.74	336.25	336.48	
437076CR1	HOME DEPOT INC 4.0 09/15/2025	09/12/2022	109,979.58	2,028.89	1.12	367.79
		09/19/2022	0.00	2,200.00	0.00	
		110,000.00	0.00	195.56	1.12	
			109,980.71	366.67	367.79	
43813GAC5	HAROT 2021-1 A3 0.27 04/21/2025	02/17/2021	7,843.02	0.59	0.00	1.57
		02/24/2021	0.00	1.76	0.00	
		5,219.98	(2,623.05)	0.39	0.00	
			5,219.98	1.56	1.57	
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	02/15/2022	140,838.66	117.69	1.06	213.44
		02/23/2022	0.00	220.66	0.00	
		130,938.96	(9,909.68)	109.41	1.06	
			130,930.04	212.38	213.44	
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	11/16/2021	50,389.50	12.32	0.53	36.46
		11/24/2021	0.00	36.96	0.00	
		46,184.62	(4,209.12)	11.29	0.53	
			46,180.91	35.93	36.46	
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	02/16/2023	69,990.22	98.00	0.26	294.26
		02/24/2023	0.00	294.00	0.00	
		70,000.00	0.00	98.00	0.26	
			69,990.48	294.00	294.26	
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	08/15/2022	104,996.82	141.43	0.11	326.49
		08/24/2022	0.00	326.38	0.00	
		105,000.00	0.00	141.43	0.11	
			104,996.94	326.38	326.49	
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	02/13/2023	407,072.63	880.00	0.00	1,495.05
		02/15/2023	0.00	0.00	(154.95)	
		400,000.00	0.00	2,530.00	(154.95)	
			406,917.68	1,650.00	1,495.05	

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
448979AD6	HART 2023-A A3 4.58 04/15/2027	04/04/2023 04/12/2023 155,000.00	154,988.22	315.51	0.32	591.90
			0.00	591.58	0.00	
			0.00	315.51	0.32	
			154,988.54	591.58	591.90	
4581X0DZ8	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	09/15/2021 09/23/2021 260,000.00	259,963.84	570.56	5.44	113.78
			0.00	650.00	0.00	
			0.00	28.89	5.44	
			259,969.28	108.33	113.78	
459058GQ0	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 2.5 03/19/2024	01/26/2021 01/28/2021 0.00	225,247.17	2,531.25	0.00	34.08
			0.00	2,812.50	(247.17)	
			(225,000.00)	0.00	(247.17)	
			0.00	281.25	34.08	
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	11/28/2023 11/30/2023 250,000.00	239,952.41	1,190.97	195.40	924.57
			0.00	0.00	0.00	
			0.00	1,920.14	195.40	
			240,147.82	729.17	924.57	
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	246,683.87	963.54	63.69	1,027.23
			0.00	0.00	0.00	
			0.00	1,927.08	63.69	
			246,747.56	963.54	1,027.23	
45950KCR9	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	07/12/2021 07/14/2021 160,000.00	160,828.25	825.00	0.00	71.21
			0.00	0.00	(112.12)	
			0.00	1,008.33	(112.12)	
			160,716.13	183.33	71.21	
46647PAH9	JPMORGAN CHASE & CO 3.22 03/01/2025	0.00	500,000.00	8,050.00	0.00	0.00
			0.00	8,050.00	0.00	
			(500,000.00)	0.00	0.00	
			0.00	0.00	0.00	
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	09/12/2023 09/19/2023 310,000.00	309,980.75	755.02	0.39	1,416.06
			0.00	1,415.67	0.00	
			0.00	755.02	0.39	
			309,981.14	1,415.67	1,416.06	
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	03/10/2022 03/16/2022 90,265.46	94,998.93	97.97	0.89	179.69
			0.00	183.69	0.00	
			(4,744.42)	93.07	0.89	
			90,255.41	178.80	179.69	

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47788UAC6	JDOT 2021 A3 0.36 09/15/2025	03/02/2021	12,423.05	1.99	0.06	3.54
		03/10/2021	0.00	3.73	0.00	
		10,854.11	(1,569.30)	1.74	0.06	
			10,853.81	3.48	3.54	
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	07/13/2021	34,487.46	7.97	0.10	14.31
		07/21/2021	0.00	14.94	0.00	
		31,356.77	(3,131.44)	7.25	0.10	
			31,356.12	14.22	14.31	
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	07/12/2022	134,993.09	224.40	0.20	420.95
		07/20/2022	0.00	420.75	0.00	
		135,000.00	0.00	224.40	0.20	
			134,993.29	420.75	420.95	
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	10/12/2022	219,989.14	497.69	0.28	933.45
		10/19/2022	0.00	933.17	0.00	
		220,000.00	0.00	497.69	0.28	
			219,989.42	933.17	933.45	
57636QAW4	MASTERCARD INC 4.875 03/09/2028	04/19/2023	297,247.92	6,754.58	0.00	1,022.09
		04/21/2023	0.00	7,068.75	(156.03)	
		290,000.00	0.00	863.96	(156.03)	
			297,091.89	1,178.12	1,022.09	
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	01/18/2023	104,990.55	210.47	0.22	394.84
		01/25/2023	0.00	394.62	0.00	
		105,000.00	0.00	210.47	0.22	
			104,990.77	394.62	394.84	
58933YBH7	MERCK & CO INC 4.05 05/17/2028	05/08/2023	89,938.63	1,053.00	1.24	304.99
		05/17/2023	0.00	0.00	0.00	
		90,000.00	0.00	1,356.75	1.24	
			89,939.87	303.75	304.99	
61747YET8	MORGAN STANLEY 4.679 07/17/2026	07/18/2022	175,000.00	1,000.79	0.00	682.35
		07/20/2022	0.00	0.00	0.00	
		175,000.00	0.00	1,683.14	0.00	
			175,000.00	682.35	682.35	
62479LDC6	MUFG Bank, Ltd., New York Branch 04/12/2024	07/25/2023	596,038.00	0.00	2,924.33	2,924.33
		07/25/2023	0.00	0.00	0.00	
		600,000.00	0.00	0.00	2,924.33	
			598,962.33	0.00	2,924.33	

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63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	04/27/2022 05/04/2022 95,000.00	94,989.38	691.92	0.70	273.82
			0.00	0.00	0.00	
			0.00	965.04	0.70	
			94,990.08	273.12	273.82	
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	11/14/2023 11/16/2023 390,000.00	393,300.09	7,219.33	0.00	1,712.99
			0.00	0.00	(107.01)	
			0.00	9,039.33	(107.01)	
			393,193.08	1,820.00	1,712.99	
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	10/05/2022 10/07/2022 450,000.00	440,900.70	5,550.00	242.13	1,742.13
			0.00	0.00	0.00	
			0.00	7,050.00	242.13	
			441,142.82	1,500.00	1,742.13	
69371RR40	PACCAR FINANCIAL CORP 0.5 08/09/2024	08/03/2021 08/09/2021 80,000.00	79,993.65	24.44	1.22	34.56
			0.00	0.00	0.00	
			0.00	57.78	1.22	
			79,994.88	33.33	34.56	
69371RR57	PACCAR FINANCIAL CORP 0.9 11/08/2024	11/02/2021 11/08/2021 175,000.00	174,998.64	494.38	0.17	131.42
			0.00	0.00	0.00	
			0.00	625.62	0.17	
			174,998.81	131.25	131.42	
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	01/24/2024 01/31/2024 410,000.00	409,342.67	1,624.06	11.34	1,583.01
			0.00	0.00	0.00	
			0.00	3,195.72	11.34	
			409,354.01	1,571.67	1,583.01	
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	09/06/2023 09/08/2023 300,000.00	284,574.62	3,700.00	314.18	1,239.18
			0.00	0.00	0.00	
			0.00	4,625.00	314.18	
			284,888.80	925.00	1,239.18	
78015K7C2	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00	504,521.91	3,750.00	0.00	365.34
			0.00	0.00	(572.16)	
			0.00	4,687.50	(572.16)	
			503,949.75	937.50	365.34	
78016HZT0	ROYAL BANK OF CANADA 4.875 01/19/2027	01/10/2024 01/19/2024 150,000.00	149,963.94	853.12	1.06	610.44
			0.00	0.00	0.00	
			0.00	1,462.50	1.06	
			149,965.00	609.38	610.44	

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79466LAG9	SALESFORCE INC 0.625 07/15/2024	06/29/2021 07/12/2021 35,000.00	34,997.79 0.00 0.00 34,998.30	27.95 0.00 46.18 18.23	0.50 0.00 0.50 18.73	18.73
808513BN4	CHARLES SCHWAB CORP 0.75 03/18/2024	0.00	244,999.26 0.00 (245,000.00) 0.00	831.98 918.75 0.00 86.77	0.74 0.00 0.74 87.51	87.51
857477BR3	STATE STREET CORP 1.746 02/06/2026	02/02/2022 02/07/2022 90,000.00	90,000.00 0.00 0.00 90,000.00	109.12 0.00 240.08 130.95	0.00 0.00 0.00 130.95	130.95
857477CL5	STATE STREET CORP 4.993 03/18/2027	03/13/2024 03/18/2024 365,000.00	0.00 365,000.00 0.00 365,000.00	0.00 0.00 658.11 658.11	0.00 0.00 0.00 658.11	658.11
89114QCB2	TORONTO-DOMINION BANK 3.25 03/11/2024	0.00	500,229.90 0.00 (500,000.00) 0.00	7,673.61 8,125.00 0.00 451.39	0.00 (229.90) (229.90) 221.49	221.49
89115A2V3	TORONTO-DOMINION BANK 5.264 12/11/2026	12/04/2023 12/11/2023 160,000.00	160,000.00 0.00 0.00 160,000.00	1,871.64 0.00 2,573.51 701.87	0.00 0.00 0.00 701.87	701.87
89236TJH9	TOYOTA MOTOR CREDIT CORP 0.5 06/18/2024	12/06/2021 12/08/2021 300,000.00	299,493.38 0.00 0.00 299,637.46	304.17 0.00 429.17 125.00	144.08 0.00 144.08 269.08	269.08
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	04/07/2022 04/13/2022 99,711.26	106,037.13 0.00 (6,326.91) 99,710.32	138.09 258.91 129.85 250.67	0.09 0.00 0.09 250.77	250.77
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	11/09/2021 11/15/2021 36,326.42	39,483.56 0.00 (3,157.38) 36,326.21	12.46 23.36 11.46 22.36	0.03 0.00 0.03 22.39	22.39

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912797GB7	UNITED STATES TREASURY 07/11/2024	02/26/2024 02/27/2024 600,000.00	588,670.00 0.00 0.00 591,330.83	0.00 0.00 0.00 0.00	2,660.83 0.00 2,660.83 2,660.83	2,660.83
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	12/20/2022 12/21/2022 800,000.00	757,356.57 0.00 0.00 758,332.89	5,291.21 0.00 6,824.18 1,532.97	976.33 0.00 976.33 2,509.29	2,509.29
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	750,000.00	769,478.80 0.00 0.00 768,376.90	56.05 0.00 1,793.48 1,737.43	0.00 (1,101.90) (1,101.90) 635.53	635.53
9128286L9	UNITED STATES TREASURY 2.25 03/31/2026	02/25/2022 02/28/2022 750,000.00	755,133.63 0.00 0.00 754,924.23	7,054.30 0.00 46.11 (7,008.20)	0.00 (209.40) (209.40) (7,217.59)	(7,217.59)
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	10/14/2021 10/15/2021 250,000.00	253,439.63 0.00 0.00 253,307.17	1,194.20 0.00 1,540.18 345.98	0.00 (132.46) (132.46) 213.52	213.52
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	03/29/2022 03/30/2022 625,000.00	616,175.68 0.00 0.00 616,452.28	3,674.45 0.00 4,739.01 1,064.56	276.60 0.00 276.60 1,341.16	1,341.16
912828W71	UNITED STATES TREASURY 2.125 03/31/2024	0.00	750,889.69 0.00 (750,000.00) 0.00	6,662.40 0.00 0.00 (6,662.40)	0.00 (889.69) (889.69) (7,552.09)	(7,552.09)
912828WJ5	UNITED STATES TREASURY 2.5 05/15/2024	750,000.00	752,109.63 0.00 0.00 751,237.65	5,511.68 0.00 7,108.52 1,596.84	0.00 (871.98) (871.98) 724.86	724.86
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	06/09/2022 06/10/2022 350,000.00	342,632.92 0.00 0.00 342,828.11	2,443.51 0.00 3,151.44 707.93	195.20 0.00 195.20 903.13	903.13

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912828Y87	UNITED STATES TREASURY 1.75 07/31/2024	01/31/2020 01/31/2020 300,000.00	300,481.36 0.00 0.00 300,383.19	432.69 0.00 879.81 447.12	0.00 (98.17) (98.17) 348.94	348.94
912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	12/28/2021 12/29/2021 300,000.00	302,877.28 0.00 0.00 302,782.69	2,037.91 0.00 13.32 (2,024.59)	0.00 (94.59) (94.59) (2,119.18)	(2,119.18)
912828Z52	UNITED STATES TREASURY 1.375 01/31/2025	02/17/2022 02/18/2022 750,000.00	747,762.79 0.00 0.00 747,969.20	849.93 0.00 1,728.19 878.26	206.41 0.00 206.41 1,084.67	1,084.67
912828ZF0	UNITED STATES TREASURY 0.5 03/31/2025	03/25/2021 03/29/2021 350,000.00	349,704.70 0.00 0.00 349,727.88	731.56 0.00 4.78 (726.78)	23.18 0.00 23.18 (703.60)	(703.60)
912828ZT0	UNITED STATES TREASURY 0.25 05/31/2025	02/25/2021 02/26/2021 365,000.00	363,432.10 0.00 0.00 363,538.69	229.37 0.00 306.66 77.29	106.59 0.00 106.59 183.88	183.88
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	750,000.00	743,517.73 0.00 0.00 743,832.21	706.97 0.00 945.18 238.22	314.48 0.00 314.48 552.69	552.69
91282CBV2	UNITED STATES TREASURY 0.375 04/15/2024	500,000.00	500,005.75 0.00 0.00 500,001.79	706.97 0.00 865.78 158.81	5.06 (9.02) (3.96) 154.85	154.85
91282CCG4	UNITED STATES TREASURY 0.25 06/15/2024	06/17/2021 06/18/2021 400,000.00	399,795.43 0.00 0.00 399,855.26	210.38 0.00 295.08 84.70	59.83 0.00 59.83 144.53	144.53
91282CCT6	UNITED STATES TREASURY 0.375 08/15/2024	08/25/2021 08/26/2021 400,000.00	399,862.92 0.00 0.00 399,888.37	61.81 0.00 189.56 127.75	25.45 0.00 25.45 153.19	153.19

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91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	11/18/2021 11/19/2021 750,000.00	749,555.29 0.00 0.00 749,608.51	1,653.50 0.00 2,132.55 479.05	53.23 0.00 53.23 532.28	532.28
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	741,333.65 0.00 0.00 741,572.46	7,838.11 0.00 51.23 (7,786.89)	238.81 0.00 238.81 (7,548.08)	(7,548.08)
91282CEY3	UNITED STATES TREASURY 3.0 07/15/2025	475,000.00	0.00 463,273.44 0.00 463,612.64	0.00 (2,466.35) 3,014.42 548.07	339.20 0.00 339.20 887.27	887.27
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	03/15/2024 03/18/2024 475,000.00	0.00 465,537.11 0.00 465,779.75	0.00 (135.53) 768.00 632.47	242.64 0.00 242.64 875.11	875.11
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	10/26/2022 10/27/2022 570,000.00	568,850.60 0.00 0.00 568,877.84	9,829.00 0.00 64.24 (9,764.75)	27.24 0.00 27.24 (9,737.51)	(9,737.51)
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	06/23/2023 06/26/2023 550,000.00	547,170.52 0.00 0.00 547,318.43	8,813.52 0.00 10,793.37 1,979.85	147.92 0.00 147.92 2,127.77	2,127.77
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	05/25/2023 05/26/2023 500,000.00	498,242.19 0.00 0.00 498,281.11	3,246.91 0.00 4,896.98 1,650.07	38.92 0.00 38.92 1,688.99	1,688.99
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	12/27/2023 12/28/2023 300,000.00	302,734.50 0.00 0.00 302,651.32	2,761.27 0.00 3,872.95 1,111.68	0.00 (83.19) (83.19) 1,028.49	1,028.49
91324PEB4	UNITEDHEALTH GROUP INC 0.55 05/15/2024	11/24/2021 11/29/2021 500,000.00	499,478.84 0.00 0.00 499,694.25	809.72 0.00 1,038.89 229.17	215.41 0.00 215.41 444.58	444.58

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931142ER0	WALMART INC 1.05 09/17/2026	09/08/2021 09/17/2021 40,000.00	39,961.49 0.00 0.00 39,962.78	191.33 210.00 16.33 35.00	1.28 0.00 1.28 36.28	36.28
931142EW9	WALMART INC 3.9 09/09/2025	09/06/2022 09/09/2022 80,000.00	79,971.54 0.00 0.00 79,973.12	1,490.67 1,560.00 190.67 260.00	1.58 0.00 1.58 261.58	261.58
			32,142,422.24	183,668.46	14,807.43	
			2,087,094.55	60,967.05	(5,761.88)	
			(2,738,441.75)	152,365.52	9,045.56	
Total Fixed Income			31,731,134.16	29,664.11	38,709.66	38,709.66
LAIF						
90LAIF\$00	State Pool		5,448,657.71 0.00 0.00 5,448,657.71	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
			5,448,657.71	0.00	0.00	
			0.00	0.00	0.00	
			0.00	0.00	0.00	
Total LAIF			5,448,657.71	0.00	0.00	0.00
LOCAL GOV INVESTMENT POOL						
09CATR\$05	CalTrust MTF		6,927,604.87 20,382.00 0.00 6,947,986.87	0.00 20,381.93 0.00 20,381.93	0.00 0.00 0.00 20,381.93	20,381.93
90CAMP\$00	CAMP		7,773,973.06 36,081.49 0.00 7,810,054.55	0.00 36,081.49 0.00 36,081.49	0.00 0.00 0.00 36,081.49	36,081.49
90CAMP\$06	CAMP	12/31/2023 12/31/2023 35,000,000.00	35,000,000.00 0.00 0.00 35,000,000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00

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			49,701,577.93	0.00	0.00	
			56,463.49	56,463.42	0.00	
Total Local Gov Investment			0.00	0.00	0.00	
Pool		43,501,938.67	49,758,041.42	56,463.42	56,463.42	56,463.42
			87,637,194.83	183,668.46	14,807.43	
			3,964,136.50	119,564.77	(5,761.88)	
			(4,594,571.66)	152,365.52	9,045.56	
TOTAL PORTFOLIO		81,802,586.41	87,827,675.60	88,261.83	97,307.38	97,307.38

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
APRIL 2024							
04/01/2024	Dividend	31846V203	0.00		3,549.95		3,549.95
04/01/2024	Dividend		0.00		19,604.72		19,604.72
04/01/2024	Coupon	912828ZF0	0.00	UNITED STATES TREASURY 0.5 03/31/2025		875.00	875.00
04/01/2024	Coupon	912828YG9	0.00	UNITED STATES TREASURY 1.625 09/30/2026		2,437.50	2,437.50
04/01/2024	Coupon	912828W71	0.00	UNITED STATES TREASURY 2.125 03/31/2024		7,968.75	7,968.75
04/01/2024	Maturity	912828W71	(750,000.00)	UNITED STATES TREASURY 2.125 03/31/2024	750,000.00		750,000.00
04/01/2024	Coupon	9128286L9	0.00	UNITED STATES TREASURY 2.25 03/31/2026		8,437.50	8,437.50
04/01/2024	Coupon	91282CEF4	0.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
04/01/2024	Coupon	91282CFM8	0.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
04/12/2024	Maturity	62479LDC6	(600,000.00)	MUFG Bank, Ltd., New York Branch 04/12/2024	600,000.00		600,000.00
04/15/2024	Dividend	90LAIF\$00	5,448,657.71	State Pool	18,472.46		18,472.46
04/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
04/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		273.00	273.00
04/16/2024	Coupon	45950KCR9	160,000.00	INTERNATIONAL FINANCE CORP 1.375 10/16/2024		1,100.00	1,100.00
04/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		326.38	326.38
04/22/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
04/22/2024	Coupon	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025		1.38	1.38
04/22/2024	Principal Paydown	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025	2,457.51		2,457.51
04/22/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		33.87	33.87
04/22/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	4,295.58		4,295.58
04/22/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
04/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		172.00	172.00
04/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	2,727.50		2,727.50
04/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		642.44	642.44
04/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	17,651.35		17,651.35
04/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
04/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
04/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
04/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
04/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
04/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
04/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
04/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
April 2024 Total					1,418,759.08	53,107.80	1,471,866.87
MAY 2024							
05/01/2024	Coupon	74456QBU9	300,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5,550.00	5,550.00
05/01/2024	Coupon	78015K7C2	500,000.00	ROYAL BANK OF CANADA 2.25 11/01/2024		5,625.00	5,625.00
05/07/2024	Coupon	3135G06G3	350,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		875.00	875.00
05/08/2024	Coupon	69371RR57	175,000.00	PACCAR FINANCIAL CORP 0.9 11/08/2024		787.50	787.50
05/10/2024	Coupon	665859AW4	450,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		9,000.00	9,000.00
05/13/2024	Coupon	023135BW5	130,000.00	AMAZON.COM INC 0.45 05/12/2024		292.50	292.50
05/13/2024	Final Maturity	023135BW5	130,000.00	AMAZON.COM INC 0.45 05/12/2024	130,000.00		130,000.00
05/13/2024	Coupon	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		11,587.33	11,587.33
05/15/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
05/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
05/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
05/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
05/15/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		189.83	189.83
05/15/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	9,396.82		9,396.82
05/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
05/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
05/15/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		161.71	161.71
05/15/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	6,329.42		6,329.42
05/15/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		2.73	2.73
05/15/2024	Principal Paydown	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	1,793.69		1,793.69
05/15/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		11.86	11.86
05/15/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	4,054.47		4,054.47
05/15/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		420.75	420.75

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	7,071.41		7,071.41
05/15/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		933.17	933.17
05/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
05/15/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		226.74	226.74
05/15/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	6,586.81		6,586.81
05/15/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		19.44	19.44
05/15/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	3,321.66		3,321.66
05/15/2024	Coupon	9128283F5	800,000.00	UNITED STATES TREASURY 2.25 11/15/2027		9,000.00	9,000.00
05/15/2024	Coupon	912828R36	250,000.00	UNITED STATES TREASURY 1.625 05/15/2026		2,031.25	2,031.25
05/15/2024	Coupon	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026		6,250.00	6,250.00
05/15/2024	Coupon	912828WJ5	750,000.00	UNITED STATES TREASURY 2.5 05/15/2024		9,375.00	9,375.00
05/15/2024	Final Maturity	912828WJ5	750,000.00	UNITED STATES TREASURY 2.5 05/15/2024	750,000.00		750,000.00
05/15/2024	Coupon	912828X88	350,000.00	UNITED STATES TREASURY 2.375 05/15/2027		4,156.25	4,156.25
05/15/2024	Coupon	91282CDH1	750,000.00	UNITED STATES TREASURY 0.75 11/15/2024		2,812.50	2,812.50
05/15/2024	Coupon	91324PEB4	500,000.00	UNITEDHEALTH GROUP INC 0.55 05/15/2024		1,375.00	1,375.00
05/15/2024	Final Maturity	91324PEB4	500,000.00	UNITEDHEALTH GROUP INC 0.55 05/15/2024	500,000.00		500,000.00
05/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
05/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		273.00	273.00
05/17/2024	Coupon	14913R2L0	500,000.00	CATERPILLAR FINANCIAL SERVICES CORP 0.45 05/17/2024		1,125.00	1,125.00
05/17/2024	Final Maturity	14913R2L0	500,000.00	CATERPILLAR FINANCIAL SERVICES CORP 0.45 05/17/2024	500,000.00		500,000.00
05/17/2024	Coupon	58933YBH7	90,000.00	MERCK & CO INC 4.05 05/17/2028		1,822.50	1,822.50
05/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
05/20/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		326.38	326.38
05/20/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	4,459.19		4,459.19
05/21/2024	Coupon	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025		0.83	0.83
05/21/2024	Principal Paydown	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025	2,385.38		2,385.38
05/21/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		30.72	30.72
05/21/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	4,141.07		4,141.07
05/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
05/27/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		160.27	160.27

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/27/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	5,598.64		5,598.64
05/27/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		595.22	595.22
05/27/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	16,911.20		16,911.20
05/27/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
05/27/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
05/27/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
05/27/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
05/27/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
05/27/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
05/27/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
05/27/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
05/27/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
05/31/2024	Coupon	912828ZT0	365,000.00	UNITED STATES TREASURY 0.25 05/31/2025		456.25	456.25
05/31/2024	Coupon	91282CAZ4	750,000.00	UNITED STATES TREASURY 0.375 11/30/2025		1,406.25	1,406.25
May 2024 Total					1,952,049.77	92,964.33	2,045,014.10
JUNE 2024							
06/11/2024	Coupon	89115A2V3	160,000.00	TORONTO-DOMINION BANK 5.264 12/11/2026		4,211.20	4,211.20
06/12/2024	Coupon	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024		10,400.00	10,400.00
06/14/2024	Coupon	3130A1XJ2	155,000.00	FEDERAL HOME LOAN BANKS 2.875 06/14/2024		2,228.12	2,228.12
06/14/2024	Final Maturity	3130A1XJ2	155,000.00	FEDERAL HOME LOAN BANKS 2.875 06/14/2024	155,000.00		155,000.00
06/17/2024	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
06/17/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
06/17/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
06/17/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
06/17/2024	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
06/17/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
06/17/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		273.00	273.00
06/17/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	5,146.96		5,146.96
06/17/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		175.11	175.11
06/17/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	9,195.93		9,195.93
06/17/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58

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06/17/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
06/17/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		149.47	149.47
06/17/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	5,258.93		5,258.93
06/17/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		2.19	2.19
06/17/2024	Principal Paydown	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	1,494.06		1,494.06
06/17/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		10.10	10.10
06/17/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	2,325.67		2,325.67
06/17/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		398.71	398.71
06/17/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	6,674.46		6,674.46
06/17/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		933.17	933.17
06/17/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
06/17/2024	Coupon	63743HFE7	95,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025		1,638.75	1,638.75
06/17/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		210.66	210.66
06/17/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	6,464.57		6,464.57
06/17/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		17.48	17.48
06/17/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	3,058.49		3,058.49
06/17/2024	Coupon	91282CCG4	400,000.00	UNITED STATES TREASURY 0.25 06/15/2024		500.00	500.00
06/17/2024	Final Maturity	91282CCG4	400,000.00	UNITED STATES TREASURY 0.25 06/15/2024	400,000.00		400,000.00
06/17/2024	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
06/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		312.51	312.51
06/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	7,110.16		7,110.16
06/18/2024	Coupon	89236TJH9	300,000.00	TOYOTA MOTOR CREDIT CORP 0.5 06/18/2024		750.00	750.00
06/18/2024	Final Maturity	89236TJH9	300,000.00	TOYOTA MOTOR CREDIT CORP 0.5 06/18/2024	300,000.00		300,000.00
06/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
06/21/2024	Coupon	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025		0.29	0.29
06/21/2024	Effective Maturity	43813GAC5	5,219.98	HAROT 2021-1 A3 0.27 04/21/2025	1,305.32		1,305.32
06/21/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		27.68	27.68
06/21/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	4,044.40		4,044.40
06/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
06/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		136.20	136.20
06/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	5,504.95		5,504.95

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		549.98	549.98
06/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	15,835.38		15,835.38
06/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
06/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
06/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
06/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
06/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
06/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
06/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
06/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
06/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
June 2024 Total					928,419.27	59,383.98	987,803.25
JULY 2024							
07/01/2024	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
07/08/2024	Coupon	3133ENKS8	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025		4,218.75	4,218.75
07/11/2024	Final Maturity	912797GB7	600,000.00	UNITED STATES TREASURY 07/11/2024	600,000.00		600,000.00
07/12/2024	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
07/15/2024	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
07/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
07/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
07/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
07/15/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		160.70	160.70
07/15/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	8,968.83		8,968.83
07/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
07/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
07/15/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		139.31	139.31
07/15/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	6,197.84		6,197.84
07/15/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		1.74	1.74
07/15/2024	Principal Paydown	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	1,545.51		1,545.51
07/15/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		9.09	9.09

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	1,788.40		1,788.40
07/15/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		377.91	377.91
07/15/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	6,222.80		6,222.80
07/15/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		933.17	933.17
07/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
07/15/2024	Coupon	79466LAG9	35,000.00	SALESFORCE INC 0.625 07/15/2024		109.38	109.38
07/15/2024	Final Maturity	79466LAG9	35,000.00	SALESFORCE INC 0.625 07/15/2024	35,000.00		35,000.00
07/15/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		194.88	194.88
07/15/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	6,308.11		6,308.11
07/15/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		15.67	15.67
07/15/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,791.20		2,791.20
07/15/2024	Coupon	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025		7,125.00	7,125.00
07/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
07/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		257.39	257.39
07/16/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	5,409.15		5,409.15
07/17/2024	Coupon	61747YET8	175,000.00	MORGAN STANLEY 4.679 07/17/2026		4,094.12	4,094.12
07/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		290.41	290.41
07/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	6,922.94		6,922.94
07/19/2024	Coupon	78016HZT0	150,000.00	ROYAL BANK OF CANADA 4.875 01/19/2027		3,656.25	3,656.25
07/22/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
07/22/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		24.72	24.72
07/22/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	3,515.09		3,515.09
07/22/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
07/23/2024	Coupon	6174468C6	394,000.00	MORGAN STANLEY 4.0 07/23/2025		7,880.00	7,880.00
07/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		112.53	112.53
07/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	5,174.90		5,174.90
07/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		507.62	507.62
07/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	15,524.40		15,524.40
07/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
07/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
07/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
07/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
07/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
07/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
07/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
07/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
07/31/2024	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
07/31/2024	Coupon	912828Y87	300,000.00	UNITED STATES TREASURY 1.75 07/31/2024		2,625.00	2,625.00
07/31/2024	Final Maturity	912828Y87	300,000.00	UNITED STATES TREASURY 1.75 07/31/2024	300,000.00		300,000.00
07/31/2024	Coupon	912828Z52	750,000.00	UNITED STATES TREASURY 1.375 01/31/2025		5,156.25	5,156.25
July 2024 Total					1,005,369.17	77,466.73	1,082,835.90
AUGUST 2024							
08/01/2024	Coupon	459058KW2	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		5,781.25	5,781.25
08/06/2024	Coupon	857477BR3	90,000.00	STATE STREET CORP 1.746 02/06/2026		785.70	785.70
08/09/2024	Coupon	69371RR40	80,000.00	PACCAR FINANCIAL CORP 0.5 08/09/2024		200.00	200.00
08/09/2024	Final Maturity	69371RR40	80,000.00	PACCAR FINANCIAL CORP 0.5 08/09/2024	80,000.00		80,000.00
08/14/2024	Coupon	3133ENPG9	415,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025		3,631.25	3,631.25
08/15/2024	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
08/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
08/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
08/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
08/15/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		146.65	146.65
08/15/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	8,676.02		8,676.02
08/15/2024	Coupon	438516CJ3	400,000.00	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028		9,900.00	9,900.00
08/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
08/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
08/15/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		127.32	127.32
08/15/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	5,503.48		5,503.48
08/15/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		1.28	1.28
08/15/2024	Principal Paydown	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	1,744.68		1,744.68

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/15/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		8.32	8.32
08/15/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	1,885.08		1,885.08
08/15/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		358.51	358.51
08/15/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	5,533.54		5,533.54
08/15/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		933.17	933.17
08/15/2024	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	6,715.37		6,715.37
08/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
08/15/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		179.47	179.47
08/15/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	6,115.62		6,115.62
08/15/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		14.02	14.02
08/15/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,702.06		2,702.06
08/15/2024	Coupon	91282CCT6	400,000.00	UNITED STATES TREASURY 0.375 08/15/2024		750.00	750.00
08/15/2024	Final Maturity	91282CCT6	400,000.00	UNITED STATES TREASURY 0.375 08/15/2024	400,000.00		400,000.00
08/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
08/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		240.98	240.98
08/16/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	5,441.71		5,441.71
08/19/2024	Coupon	06428CAA2	300,000.00	BANK OF AMERICA NA 5.526 08/18/2026		8,289.00	8,289.00
08/19/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		268.89	268.89
08/19/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	6,693.49		6,693.49
08/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
08/21/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		22.14	22.14
08/21/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	3,401.01		3,401.01
08/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
08/23/2024	Coupon	037833BY5	400,000.00	APPLE INC 3.25 02/23/2026		6,500.00	6,500.00
08/26/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		90.27	90.27
08/26/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	4,530.47		4,530.47
08/26/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		466.10	466.10
08/26/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	15,113.61		15,113.61
08/26/2024	Coupon	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027		4,080.00	4,080.00
08/26/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
08/26/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
08/26/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/26/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
08/26/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
08/26/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
08/26/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
08/26/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
08/26/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
August 2024 Total					554,056.15	58,858.67	612,914.82
SEPTEMBER 2024							
09/03/2024	Coupon	9128284Z0	750,000.00	UNITED STATES TREASURY 2.75 08/31/2025		10,312.50	10,312.50
09/09/2024	Coupon	24422EWB1	130,000.00	JOHN DEERE CAPITAL CORP 2.125 03/07/2025		1,381.25	1,381.25
09/09/2024	Coupon	57636QAW4	290,000.00	MASTERCARD INC 4.875 03/09/2028		7,068.75	7,068.75
09/09/2024	Coupon	931142EW9	80,000.00	WALMART INC 3.9 09/09/2025		1,560.00	1,560.00
09/10/2024	Coupon	3130ATS57	700,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		15,750.00	15,750.00
09/16/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
09/16/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
09/16/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
09/16/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
09/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
09/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		224.47	224.47
09/16/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	5,316.94		5,316.94
09/16/2024	Coupon	437076CR1	110,000.00	HOME DEPOT INC 4.0 09/15/2025		2,200.00	2,200.00
09/16/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		133.06	133.06
09/16/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	8,457.15		8,457.15
09/16/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
09/16/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
09/16/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		116.68	116.68
09/16/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	5,415.09		5,415.09
09/16/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		0.76	0.76
09/16/2024	Principal Paydown	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	1,795.52		1,795.52
09/16/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		7.50	7.50
09/16/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	1,855.85		1,855.85
09/16/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		341.27	341.27

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/16/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	5,853.65		5,853.65
09/16/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		904.68	904.68
09/16/2024	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	11,685.05		11,685.05
09/16/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
09/16/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		164.54	164.54
09/16/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	5,623.24		5,623.24
09/16/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		12.42	12.42
09/16/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,637.65		2,637.65
09/16/2024	Coupon	91282CFK2	475,000.00	UNITED STATES TREASURY 3.5 09/15/2025		8,312.50	8,312.50
09/17/2024	Coupon	931142ER0	40,000.00	WALMART INC 1.05 09/17/2026		210.00	210.00
09/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		248.09	248.09
09/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	6,527.12		6,527.12
09/18/2024	Coupon	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027		9,112.22	9,112.22
09/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
09/23/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		19.64	19.64
09/23/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	3,314.29		3,314.29
09/23/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
09/23/2024	Coupon	4581X0DZ8	260,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024		650.00	650.00
09/23/2024	Final Maturity	4581X0DZ8	260,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	260,000.00		260,000.00
09/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		70.79	70.79
09/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	4,151.56		4,151.56
09/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		425.67	425.67
09/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	13,963.02		13,963.02
09/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
09/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
09/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
09/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
09/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
09/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
09/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
09/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
09/30/2024	Coupon	9128286L9	750,000.00	UNITED STATES TREASURY 2.25 03/31/2026		8,437.50	8,437.50
09/30/2024	Coupon	912828YG9	300,000.00	UNITED STATES TREASURY 1.625 09/30/2026		2,437.50	2,437.50
09/30/2024	Coupon	912828ZF0	350,000.00	UNITED STATES TREASURY 0.5 03/31/2025		875.00	875.00
09/30/2024	Coupon	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
09/30/2024	Coupon	91282CFM8	570,000.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
September 2024 Total					336,596.11	108,192.40	444,788.51
OCTOBER 2024							
10/07/2024	Coupon	89115A2W1	400,000.00	TORONTO-DOMINION BANK 4.98 04/05/2027		9,960.00	9,960.00
10/15/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
10/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
10/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
10/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
10/15/2024	Coupon	20030NCS8	400,000.00	COMCAST CORP 3.95 10/15/2025		7,900.00	7,900.00
10/15/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		119.81	119.81
10/15/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	8,146.53		8,146.53
10/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
10/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
10/15/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		106.22	106.22
10/15/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	6,038.58		6,038.58
10/15/2024	Coupon	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025		0.22	0.22
10/15/2024	Effective Maturity	47788UAC6	9,174.28	JDOT 2021 A3 0.36 09/15/2025	727.67		727.67
10/15/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		6.70	6.70
10/15/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	1,935.21		1,935.21
10/15/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		323.02	323.02
10/15/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	6,609.69		6,609.69
10/15/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		855.12	855.12
10/15/2024	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	9,264.01		9,264.01
10/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.62	394.62
10/15/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,504.53		4,504.53
10/15/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		150.81	150.81

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	5,388.66		5,388.66
10/15/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		10.86	10.86
10/15/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,541.95		2,541.95
10/15/2024	Coupon	91282CFP1	550,000.00	UNITED STATES TREASURY 4.25 10/15/2025		11,687.50	11,687.50
10/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
10/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		208.35	208.35
10/16/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	5,095.32		5,095.32
10/16/2024	Coupon	45950KCR9	160,000.00	INTERNATIONAL FINANCE CORP 1.375 10/16/2024		1,100.00	1,100.00
10/16/2024	Final Maturity	45950KCR9	160,000.00	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	160,000.00		160,000.00
10/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		227.80	227.80
10/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	6,278.86		6,278.86
10/21/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
10/21/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		17.21	17.21
10/21/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	3,194.62		3,194.62
10/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
10/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		52.94	52.94
10/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	3,910.66		3,910.66
10/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		388.32	388.32
10/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	13,472.15		13,472.15
10/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
10/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
10/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
10/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
10/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
10/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
10/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
10/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
10/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
October 2024 Total					237,108.42	49,199.21	286,307.64
NOVEMBER 2024							

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/01/2024	Coupon	74456QBU9	300,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5,550.00	5,550.00
11/01/2024	Coupon	78015K7C2	500,000.00	ROYAL BANK OF CANADA 2.25 11/01/2024		5,625.00	5,625.00
11/01/2024	Final Maturity	78015K7C2	500,000.00	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00		500,000.00
11/07/2024	Coupon	3135G06G3	350,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		875.00	875.00
11/08/2024	Coupon	69371RR57	175,000.00	PACCAR FINANCIAL CORP 0.9 11/08/2024		787.50	787.50
11/08/2024	Final Maturity	69371RR57	175,000.00	PACCAR FINANCIAL CORP 0.9 11/08/2024	175,000.00		175,000.00
11/12/2024	Coupon	665859AW4	450,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		9,000.00	9,000.00
11/13/2024	Coupon	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		10,920.00	10,920.00
11/15/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
11/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
11/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
11/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
11/15/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		107.04	107.04
11/15/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	7,463.92		7,463.92
11/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
11/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
11/15/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		94.54	94.54
11/15/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	6,512.40		6,512.40
11/15/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		5.86	5.86
11/15/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	2,299.34		2,299.34
11/15/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		302.42	302.42
11/15/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	6,887.84		6,887.84
11/15/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		815.82	815.82
11/15/2024	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	10,114.37		10,114.37
11/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		377.70	377.70
11/15/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,427.69		5,427.69
11/15/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		137.65	137.65
11/15/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	4,950.65		4,950.65
11/15/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		9.35	9.35

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/15/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,482.87		2,482.87
11/15/2024	Coupon	9128283F5	800,000.00	UNITED STATES TREASURY 2.25 11/15/2027		9,000.00	9,000.00
11/15/2024	Coupon	912828R36	250,000.00	UNITED STATES TREASURY 1.625 05/15/2026		2,031.25	2,031.25
11/15/2024	Coupon	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026		6,250.00	6,250.00
11/15/2024	Coupon	912828X88	350,000.00	UNITED STATES TREASURY 2.375 05/15/2027		4,156.25	4,156.25
11/15/2024	Coupon	91282CDH1	750,000.00	UNITED STATES TREASURY 0.75 11/15/2024		2,812.50	2,812.50
11/15/2024	Final Maturity	91282CDH1	750,000.00	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00		750,000.00
11/18/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
11/18/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		192.89	192.89
11/18/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	4,979.43		4,979.43
11/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		208.28	208.28
11/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	6,124.85		6,124.85
11/18/2024	Coupon	58933YBH7	90,000.00	MERCK & CO INC 4.05 05/17/2028		1,822.50	1,822.50
11/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
11/21/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		14.87	14.87
11/21/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	3,114.84		3,114.84
11/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
11/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		36.13	36.13
11/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	4,137.03		4,137.03
11/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		352.28	352.28
11/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	13,173.21		13,173.21
11/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
11/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
11/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
11/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
11/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
11/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
11/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
11/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
11/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
November 2024 Total					1,502,668.46	77,174.56	1,579,843.02
DECEMBER 2024							

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/02/2024	Coupon	912828ZT0	365,000.00	UNITED STATES TREASURY 0.25 05/31/2025		456.25	456.25
12/02/2024	Coupon	91282CAZ4	750,000.00	UNITED STATES TREASURY 0.375 11/30/2025		1,406.25	1,406.25
12/11/2024	Coupon	89115A2V3	160,000.00	TORONTO-DOMINION BANK 5.264 12/11/2026		4,211.20	4,211.20
12/12/2024	Coupon	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024		10,400.00	10,400.00
12/12/2024	Final Maturity	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024	400,000.00		400,000.00
12/16/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
12/16/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
12/16/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
12/16/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
12/16/2024	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
12/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
12/16/2024	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		177.79	177.79
12/16/2024	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	4,705.70		4,705.70
12/16/2024	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		95.35	95.35
12/16/2024	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	7,130.00		7,130.00
12/16/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
12/16/2024	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	8,933.38		8,933.38
12/16/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
12/16/2024	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		81.95	81.95
12/16/2024	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	4,599.90		4,599.90
12/16/2024	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		4.86	4.86
12/16/2024	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	1,642.08		1,642.08
12/16/2024	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		280.96	280.96
12/16/2024	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	5,451.70		5,451.70
12/16/2024	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		772.92	772.92
12/16/2024	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	8,317.75		8,317.75
12/16/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		357.30	357.30
12/16/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,129.08		5,129.08
12/16/2024	Coupon	63743HFE7	95,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025		1,638.75	1,638.75
12/16/2024	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		125.57	125.57

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/16/2024	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	4,733.68		4,733.68
12/16/2024	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		7.89	7.89
12/16/2024	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,374.76		2,374.76
12/16/2024	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
12/18/2024	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		189.25	189.25
12/18/2024	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	5,841.00		5,841.00
12/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
12/23/2024	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		12.59	12.59
12/23/2024	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	2,984.33		2,984.33
12/23/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
12/23/2024	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	3,234.82		3,234.82
12/25/2024	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		18.34	18.34
12/25/2024	Principal Paydown	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	4,260.42		4,260.42
12/25/2024	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		317.04	317.04
12/25/2024	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	12,569.41		12,569.41
12/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
12/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
12/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
12/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
12/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
12/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
12/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
12/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
12/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
12/31/2024	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
December 2024 Total					481,908.01	66,306.45	548,214.46
JANUARY 2025							
01/06/2025	Coupon	3133ENKS8	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025		4,218.75	4,218.75
01/06/2025	Final Maturity	3133ENKS8	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00		750,000.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/13/2025	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
01/15/2025	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
01/15/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
01/15/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
01/15/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
01/15/2025	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		84.18	84.18
01/15/2025	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	6,982.56		6,982.56
01/15/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		557.49	557.49
01/15/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	10,262.01		10,262.01
01/15/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
01/15/2025	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		73.06	73.06
01/15/2025	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	5,447.37		5,447.37
01/15/2025	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		4.15	4.15
01/15/2025	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	2,968.35		2,968.35
01/15/2025	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		263.97	263.97
01/15/2025	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	8,467.83		8,467.83
01/15/2025	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		737.64	737.64
01/15/2025	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	13,147.32		13,147.32
01/15/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		338.02	338.02
01/15/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,045.77		5,045.77
01/15/2025	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		114.01	114.01
01/15/2025	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	4,662.15		4,662.15
01/15/2025	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		6.48	6.48
01/15/2025	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,329.92		2,329.92
01/15/2025	Coupon	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025		7,125.00	7,125.00
01/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
01/16/2025	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		163.51	163.51
01/16/2025	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	4,624.01		4,624.01
01/17/2025	Coupon	61747YET8	175,000.00	MORGAN STANLEY 4.679 07/17/2026		4,094.12	4,094.12
01/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
01/20/2025	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		171.09	171.09

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/20/2025	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	5,722.16		5,722.16
01/21/2025	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		10.40	10.40
01/21/2025	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	2,921.25		2,921.25
01/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		280.41	280.41
01/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,519.19		4,519.19
01/21/2025	Coupon	78016HZT0	150,000.00	ROYAL BANK OF CANADA 4.875 01/19/2027		3,656.25	3,656.25
01/23/2025	Coupon	6174468C6	394,000.00	MORGAN STANLEY 4.0 07/23/2025		7,880.00	7,880.00
01/27/2025	Coupon	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025		0.02	0.02
01/27/2025	Effective Maturity	05593AAC3	40,000.00	BMWLT 2023-1 A3 5.16 11/25/2025	3.85		3.85
01/27/2025	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		283.42	283.42
01/27/2025	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	12,333.33		12,333.33
01/27/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
01/27/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	14,192.52		14,192.52
01/27/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
01/27/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
01/27/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
01/27/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
01/27/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
01/27/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
01/27/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
01/27/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
01/31/2025	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
01/31/2025	Coupon	912828Z52	750,000.00	UNITED STATES TREASURY 1.375 01/31/2025		5,156.25	5,156.25
01/31/2025	Final Maturity	912828Z52	750,000.00	UNITED STATES TREASURY 1.375 01/31/2025	750,000.00		750,000.00
January 2025 Total					1,603,629.60	63,827.35	1,667,456.95
FEBRUARY 2025							
02/03/2025	Coupon	459058KW2	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		5,781.25	5,781.25
02/06/2025	Coupon	857477BR3	90,000.00	STATE STREET CORP 1.746 02/06/2026		785.70	785.70
02/14/2025	Coupon	3133ENPG9	415,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025		3,631.25	3,631.25

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/14/2025	Final Maturity	3133ENPG9	415,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	415,000.00		415,000.00
02/17/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
02/17/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
02/17/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	4,007.06		4,007.06
02/17/2025	Coupon	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027		149.49	149.49
02/17/2025	Principal Paydown	36265WAD5	90,000.00	GMCAR 2022-3 A3 3.64 04/16/2027	4,569.41		4,569.41
02/17/2025	Coupon	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026		73.24	73.24
02/17/2025	Principal Paydown	43815BAC4	121,062.70	HAROT 2022-1 A3 1.88 05/15/2026	6,859.80		6,859.80
02/17/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		518.32	518.32
02/17/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	10,116.73		10,116.73
02/17/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
02/17/2025	Coupon	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026		62.53	62.53
02/17/2025	Principal Paydown	47787JAC2	84,361.43	JDOT 2022 A3 0.36 09/15/2026	4,089.07		4,089.07
02/17/2025	Coupon	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026		2.86	2.86
02/17/2025	Principal Paydown	47789QAC4	28,065.21	JDOT 2021-B A3 0.52 03/16/2026	2,631.76		2,631.76
02/17/2025	Coupon	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027		237.57	237.57
02/17/2025	Principal Paydown	47800AAC4	135,000.00	JDOT 2022-B A3 3.74 02/16/2027	7,044.67		7,044.67
02/17/2025	Coupon	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027		681.87	681.87
02/17/2025	Principal Paydown	47800BAC2	220,000.00	JDOT 2022-C A3 5.09 06/15/2027	11,513.09		11,513.09
02/17/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		319.06	319.06
02/17/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,992.62		4,992.62
02/17/2025	Coupon	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026		102.62	102.62
02/17/2025	Principal Paydown	89238FAD5	93,270.29	TAOT 2022-B A3 2.93 09/15/2026	4,609.40		4,609.40
02/17/2025	Coupon	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026		5.10	5.10
02/17/2025	Principal Paydown	89238JAC9	33,145.93	TAOT 2021-D A3 0.71 04/15/2026	2,293.38		2,293.38
02/18/2025	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.62	522.62
02/18/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2028		507.29	507.29
02/18/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
02/18/2025	Coupon	06428CAA2	300,000.00	BANK OF AMERICA NA 5.526 08/18/2026		8,289.00	8,289.00
02/18/2025	Coupon	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026		153.30	153.30
02/18/2025	Principal Paydown	43815PAC3	105,000.00	HAROT 2022-2 A3 3.73 07/20/2026	5,625.50		5,625.50

CASH FLOW REPORT



City of Gardena Cons | Account #10647 | As of March 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/18/2025	Coupon	438516CJ3	400,000.00	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028		9,900.00	9,900.00
02/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
02/20/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	6,379.29		6,379.29
02/21/2025	Coupon	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026		8.26	8.26
02/21/2025	Principal Paydown	43815GAC3	46,184.62	HAROT 2021-4 A3 0.88 01/21/2026	2,866.79		2,866.79
02/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		261.43	261.43
02/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,452.40		4,452.40
02/24/2025	Coupon	037833BY5	400,000.00	APPLE INC 3.25 02/23/2026		6,500.00	6,500.00
02/25/2025	Coupon	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026		250.43	250.43
02/25/2025	Principal Paydown	05602RAD3	238,276.57	BMWOT 2022-A A3 3.21 08/25/2026	11,291.60		11,291.60
02/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,111.28	1,111.28
02/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	874.63		874.63
02/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
02/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
02/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.12	1,298.12
02/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
02/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
02/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
02/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
02/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
02/26/2025	Coupon	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027		4,080.00	4,080.00
02/28/2025	Coupon	9128284Z0	750,000.00	UNITED STATES TREASURY 2.75 08/31/2025		10,312.50	10,312.50
February 2025 Total					509,217.20	66,877.46	576,094.65
Grand Total			131,536,326.42		10,529,781.23	773,358.95	11,303,140.18

IMPORTANT DISCLOSURES



City of Gardena Cons | Account #10647 | As of March 31, 2024

Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at www.chandlerasset.com.

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

Custody: Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

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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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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. Report the Promotional Appointment of **GEORGINA PLACIDO** to the position of Administrative Analyst I, Schedule 49 (\$5,603 - \$7,151/month) with the Community Development Department, effective March 31, 2024.
2. Report the appointment of **HIPOLITO JUAREZ-MENDEZ** to the position of Bus Operator, Schedule 90 (\$4,762 - \$6,078/month) with the Transportation Department, effective March 31, 2024.
3. Report the Retirement of Bus Operator, **KIMBERLY BASTON**, of the Transportation Department, effective March 31, 2024. Ms. Baston provided 22 years of full-time service to the City.
4. Report the Separation of the following individuals:
 - a. Bus Operator, **MARLENI RODRIGUEZ**, of the Transportation Department, effective March 31, 2024. Ms. Rodriguez provided six months of full-time service to the City.
 - b. Senior Account Clerk, **XINIA FERNANDEZ**, of the Administrative Services Department, effective April 8, 2024. Ms. Fernandez provided one month of service to the City.
 - c. Bus Operator, **OTIS FOSTER**, of the Transportation Department, effective April 12, 2024. Mr. Foster provided six months of full-time service to the City.
5. Report the medical leave of Human Resources Coordinator, **JASMINE BERMUDEZ**, of the Administrative Services Department, effective April 12, 2024.
6. Report the Recruitment for the Open/Competitive position of Deputy City Clerk (Elected and City Manager's Office). This recruitment is scheduled to close May 1, 2024.
7. Report the Recruitment for the Open/Competitive position of Graffiti Technician (Public Works Department). This recruitment is scheduled to close May 1, 2024.
8. Report the Recruitment for the Open/Competitive position of Transit Parts/Storeroom Coordinator (Transportation Department). This recruitment is scheduled to close April 29, 2024.
9. Report the Recruitment for the Open/Competitive position of Communications Liaison Officer (Elected and City Manager's Offices). This recruitment is open until filled.
10. Report the Recruitment for the Open/Competitive position of On-Demand (Micro/Paratransit) Operator (Transportation Department). This recruitment is open until filled.

11. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.
12. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This is a continuous recruitment.
13. Report the Recruitment for the Open/Competitive position of Recreation Leader I/II (Recreation and Human Services Department). This is a continuous recruitment.
14. Report the Recruitment for the Open/Competitive position of Relief Bus Operator Trainee (Transportation Department). This is a continuous recruitment.
15. Report the Recruitment for the Open/Competitive position of Transit Mechanic (Transportation Department). This recruitment is open until filled.
16. Report the Recruitment for the Open/Competitive position of Transportation Operations Supervisor (Transportation Department). This recruitment is open until filled.
17. Report the Recruitment for the Open/Competitive position of Transit Marketing Coordinator (Transportation Department). This recruitment is open until filled.
18. Report the Recruitment for the Open/Competitive position of Risk Management Analyst (Administrative Services Department). This recruitment is open until filled.

ORDINANCE NO. 1869

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADDING CHAPTER 2.70 TO TITLE 2 OF THE GARDENA MUNICIPAL CODE RELATING TO STATEMENTS OF ECONOMIC INTEREST AND ELECTRONIC AND PAPERLESS FILING OF CAMPAIGN DISCLOSURE STATEMENTS

WHEREAS, The Political Reform Act of 1974 requires the filing of specified statements, reports, and other documents. Under the Act, a local government agency may require these filings to be made online or electronically with the local filing officer (the City Clerk). With the enactment of more recent legislation, AB2452 and AB2151, the Act requires the local filing officer to make all data available on the internet in an easily understood format that provides the greatest public access within 72 hours of the filing deadline, and;

WHEREAS, Historically, City Council candidates and campaign committees have filed paper copies of required campaign statements and reports. Once filed, the documents are made available for review by the public. The City Clerk's Office spends a significant amount of staff time to make such paper filings readily available and posted online which requires further handling. Public access to campaign disclosure information is a vital and integral component of a fully informed electorate. Transparency in campaign financing is critical in order to maintain public trust and support of the political process. Nevertheless, these values require staff resources to implement. As a means to more cost-effectively maintain the public trust, the City recently contracted with NetFile for installation of two electronic programs for on-line submittal and posting of Fair Political Practices Commission (FPPC) forms related to Conflict of Interest (i.e., Form 700s) and Campaign Disclosure documents (i.e. Form 460s). Both programs have been installed and are operational, however, there is one remaining authorization necessary by Council in order to make these filings fully electronic, and;

WHEREAS, Pursuant to California Government Code Section 84615, the City Council must officially adopt an Ordinance memorializing their approval to require and authorize complete electronic signature and submission of electronic campaign disclosure forms. Tonight's action is the first of a two-step process to implement electronic filing.

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

SECTION 1. Purpose and Authority. The purpose of this Ordinance is to require the filing of Campaign Disclosure Statements and Statements of Economic Interest by elected officials, candidates, staff, consultants, or committees to be completed electronically. The City Council enacts this Ordinance in accordance with the authority

ORDINANCE NO. 1869

granted to cities by state law. This ordinance is intended to supplement, and not conflict with, the Political Reform Act.

SECTION 2. Findings.

The City Council of the City of Gardena finds and determines as follows:

- A. That California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, or committee, required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports, or other documents online or electronically with the City Clerk.
- B. In any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the City, the filer is permitted, but not required, to file a copy electronically;
- C. The City Clerk's web-based system contains multiple safeguards to protect the integrity and security of the data, will operate securely and effectively, and will not unduly burden filers; and
- D. The City Clerk/Deputy City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code Section 84615 and any other applicable laws.
- E. This Ordinance is not a project within the meaning of Section 15378 of the CEQA Guidelines because it has no potential for resulting in either a direct or reasonably foreseeable indirect physical change in the environment, either directly or ultimately. In the event that the Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guidelines section 15061(b)(3) because it can be seen with certainty to have no possibility to have a significant effect on the environment.

SECTION 3. Addition:

Gardena Municipal Code 2.70, " Statements of Economic Interest and Electronic Filing of Campaign Disclosure Statements" is hereby added to read as follows:

2.70.010 Definitions

For the purposes of this chapter, the following words, terms, and phrases shall be defined as follow:

- A. "Electronic filing system" means a system established by the City Clerk pursuant to Section 84615 of the Government Code for electronic filing of statements, as defined herein.
- B. "Filer" means any elected officer, candidate, committee, or other person required to file statements, as defined herein.
- C. "Statements" shall mean any statements, reports, or other documents that filers must file in accordance with Chapter 4 of the Political Reform Act (Government Code Section 84100, et seq.).

ORDINANCE NO. 1869

2.70.020 Electronic Filing System.

- A. Pursuant to Government Code section 84615, the City Clerk may establish an electronic filing system.
- B. The electronic filing system shall meet the following requirements:
 - 1. Comply with all requirements set forth in Section 84615 of the Government Code.
 - 2. Ensure the integrity of data transmitted, including by establishing safeguards against efforts to tamper with, manipulate, alter, or subvert data.
 - 3. Accept filing in the standardized record format developed by the California Secretary of State pursuant to Section 84602(a)(2) of the California Government Code, compatible with the Secretary of State's system for receiving an online or electronic filing.
 - 4. Include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury pursuant to Section 81004 of the Government Code.

2.70.030 Required Online Filing.

- A. Upon establishment of an electronic filing system by the City Clerk pursuant to Section 2.70.010(A), each filer shall file statements using the City Clerk's electronic filing system according to procedures established by the City Clerk. Notwithstanding the preceding sentence, filers are exempt from these requirements if they received less than \$1,000 in contributions and made less than \$1,000 in expenditures, or another amount as established by the Political Reform Act. in a calendar year.
- B. Filers who have electronically filed a statement using the City Clerk's electronic filing system are not required to file copies in a copy of that document in paper format with the City Clerk.
- C. Filers shall file statements in paper format with the City Clerk if the electronic filing system is not capable of accepting a statement for any reason.,
- D. The electronic filing system shall allow filers to complete and submit statements free of charge.

2.70.040 Availability of Statements for Public Review; Record Retention.

- A. The City Clerk shall make available on the City's website all data filed pursuant to this Chapter in an easily understood format that provides the greatest feasible public access. Data shall be made available free of charge and as soon as possible after receipt.
- B. Data made available on the City's webpage shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. A complete, unredacted copy of the statement shall be made available to any person upon request to the City Clerk's office.

ORDINANCE NO. 1869

- C. The City Clerk's office shall maintain online or electronic statements in compliance with State law and the City's adopted Retention Schedule.

SECTION 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared unconstitutional.

SECTION 5. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

SECTION 6. Effective Date. This ordinance shall not become effective or be in force until thirty (30) days from and after the date of its adoption.

Passed, approved, and adopted this ___ day of _____, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.H
Section: CONSENT CALENDAR
Meeting Date: April 23, 2024

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

AGENDA TITLE: RESOLUTION NO. 6665, Upholding the Community Development Director's Decision to Deny a Home Sharing Rental Application and Denying the Appeal

CONTACT: COMMUNITY DEVELOPMENT

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

On March 28, 2024, an appeal was filed with the City Clerk's office pertaining to the Community Development Director's decision to deny the request of a Home Sharing Rental permit.

On April 9, 2024, a hearing was held before the City Council where both the applicant and staff presented their evidence on the matter. At the close of the hearing, the City Council directed staff to prepare a resolution denying the appeal.

Resolution No. 6665 upholds the Director's decision to deny the Home Sharing Rental application and denies the appeal filed by the applicant.

FINANCIAL IMPACT/COST:

None.

ATTACHMENTS:

[Resolution No. 6665.pdf](#)

APPROVED:

Clint Osorio, City Manager

RESOLUTION NO. 6665

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GARDENA, CALIFORNIA UPHOLDING THE
COMMUNITY DEVELOPMENT DIRECTOR'S DECISION
TO DENY A HOME SHARING RENTAL APPLICATION
AND DENYING THE APPEAL**

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

SECTION 1. FINDINGS OF FACT. The City Council does hereby find the following recitals of fact to be true and correct:

A. On September 12, 2023, the City Council adopted Ordinance No. 1854 regulating home share rentals in the City of Gardena which added a new Chapter 5.76.

B. Section 5.76.040F of the Gardena Municipal Code provides that no home sharing permit shall be issued for a dwelling unit with a pending enforcement action by the city for violations of this chapter or any provision of the municipal code, unless the approval is required to resolve the enforcement action.

C. On March 3, 2021, building permits were issued for various renovations including a kitchen remodel, window replacements, door changes, a new porch enclosure, a new front trellis, and a garage conversion into an Accessory Dwelling Unit (ADU). From March 2021 through October 2021, a number of building inspections were scheduled and conducted for the project. Despite the permits having been initially issued over 2-1/2 years ago and the last inspection request having been conducted on October 21, 2021, at the request of the owner, on December 20, 2023, the Building Official allowed for the re-activation of the expired permits. Furthermore, the Building Official allowed an approximate 2-month extension to complete the required inspections for the project. No additional inspections were requested since December 20, 2023, and the permits expired once again on February 29, 2024.

D. On January 23, 2024, an application for a home sharing rental permit was filed with the Community Development Department for the property known as 14408/14410 Van Ness Avenue (APN No. 4062-010-001) by Vera Povetina and Ygor Kochetov ("Applicants").

E. On March 12, 2024 a letter of ineligibility was sent by the Director's designee, Jackie Choi, the Economic Development Manager, to the applicant due to pending enforcement actions.

F. On March 28, 2024, an appeal was filed with the City Clerk's office by the Applicants pertaining to the denial of the application.

G. A hearing was set before the City Council and heard on April 9, 2024 at a regular City Council meeting. Both the applicant and staff presented evidence.

H. At the close of the hearing, the City Council directed staff to prepare a resolution denying the appeal.

SECTION 2. DETERMINATION. Based on the findings set forth above, the City Council does hereby determine as follows:

A. The Applicants had a pending enforcement action against them due to violation of the City's Building Code relating to the expired building permits and were therefore ineligible to receive a home sharing permit.

B. The decision of the Community Development Director to deny the home sharing permit is upheld and the appeal is denied.

SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately.

SECTION 4. FINAL ACTION. The decision of the City Council is final. Any action to review this decision must be commenced not later than the 90th day after the date this decision in accordance with Code of Civil Procedure section 1094.6.

Passed, approved, and adopted this 23rd day of April, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.I
Section: CONSENT CALENDAR
Meeting Date: April 23, 2024

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

AGENDA TITLE: Approval of Annual/Periodic Event Permit - Carnival, for the 86th Annual Strawberry Park Day Fiesta to be Held May 17th through May 19, 2024, at St. Anthony of Padua Catholic Church (1050 West 163rd Street)

CONTACT: COMMUNITY DEVELOPMENT

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectively recommends that the City Council issue an annual/periodic event permit to St. Anthony of Padua Catholic Church for their 86th Annual Strawberry Park Fiesta carnival to be held, Friday, May 17, 2024 through Sunday May 19, 2024 between the hours of 6:00pm and 11:00pm Friday, May 17th, and between the hours of 12:00pm and 11:00pm on Saturday and Sunday, May 18th and 19th, at its premises, 1050 W. 163rd Street. Attached for the City Council's consideration is the application for the event, departmental memorandums with recommended conditions, and inspections and/or investigation reports.

FINANCIAL IMPACT/COST:

None.

ATTACHMENTS:

[St. Anthony's Annual Carnival Application.pdf](#)

[Community Development, Building and Safety Division Memo.pdf](#)

[Community Development, Planning Division Memo.pdf](#)

[Police Department Memo.pdf](#)

[L.A. County Fire Department Memo.pdf](#)

APPROVED:

Clint Osorio, City Manager

**DEPARTMENT of COMMUNITY DEVELOPMENT**

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Special Event Permit Application

The undersigned hereby makes application to the City of Gardena, as required under the provisions of the Gardena Municipal Code Section 5.04.160 to engage in the special event described below. Please check the appropriate special event permit you are applying for:

☐

Annual/Periodic Event

☐

Other _____

☒

Circus/Carnival

Section 1

Business Name ST. Anthony of Padua Church	Phone No. _____
Business Address 1050 W 163rd street Gardena, Ca 90247	
Name of Applicant John Moore	
Applicant is: <input type="checkbox"/> An Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Association <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Other:	

Section 2

If the applicant is an individual, complete the following personal information about the applicant.

Residence Address N/A	Phone No. _____
Business Address N/A	

Section 3

If the applicant is not an individual then complete the following information about each principal officer of the corporation, or each director of the association, or each partner of a partnership. Please list each stockholder owning more than 10% of the stock of the corporation (attach a separate sheet if necessary)

Name John moore	Title Fiesta Chairperson
Residence Address _____	
Business Address N/A	
Title or Nature of Interest Fiesta Chairperson	

Name		Title
Residence Address		
Business Address		
Title or Nature of Interest		
Driver's License No.	Date of Birth	Social Security No.

Section 4

Event Title STRAWberry Park Days Carnival		
Describe the proposed event in detail Annual Carnival to build Fellowship and FundRAise Food, games, Rides and Entertainment. Beer Garden - w/ provide Daily License for Beer & Wine only		
Admission Free		
Anticipated Attendance: Total 10,000	Per Day 13500	Anticipated Participants 300
Location Description Church Parking Lot		
Is this an Annual Event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many years has this event been held? 86 years		
Number of Amusement Devices (if applicable, attach a location list)		

Additional Elements (Check all that apply):

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Amplified Sound | <input checked="" type="checkbox"/> Games/Rides | <input checked="" type="checkbox"/> Restrooms |
| <input checked="" type="checkbox"/> Street/Lane Closure | <input checked="" type="checkbox"/> Barricades | <input checked="" type="checkbox"/> Alcohol Consumption |
| <input checked="" type="checkbox"/> Tent | <input checked="" type="checkbox"/> Food Sales | <input type="checkbox"/> Dance |
| <input checked="" type="checkbox"/> Generator/Electrical Source | <input type="checkbox"/> Animals | <input type="checkbox"/> Signs/Banners Vendors |
| <input type="checkbox"/> Other _____ | | |

Describe where you will be parking the vehicles for the event

Please See Attached

Describe how you will clean-up after the event

Volunteers

Date/Time (for each day)	Date	Time	Day of the Week
Setup	5/10 ^{Not 5/11} to 5/15	8 AM to 5 PM	SAT-THURS ^{Exclude Sunday}
Event Starts	5/17/24	6 PM - 11 PM	FRIDAY
Event Ends	5/18/24 5/19/24	12 PM - 11 PM 12 PM - 11 PM	Saturday Sunday
Dismantle	5/20/24	6 PM	Monday

Private Security

Name of Firm

Sentinel's

PPD #121520 Exp 7/31/24

Address

3914 Hickory Ln

City Licensed #41666

Contact Person

Edward Reyes

Phone No.

626-252-0443

License No.

Number of Guards

12

Armed? ☒ Yes ☐ No

Explain in detail any past experience applicant(s) have had in connection with the proposed event

Part of Fiesta Life For 60+ Years Including Chairperson

Name, address, and phone numbers of each person who will have authority or control over the proposed event and their job title: John Moore

Has any permit ever been revoked or denied applicant in the past? ☐ Yes ☒ No

If yes, explain in detail the circumstances of such revocation or denial and give name and address of the governmental agency:

Mailing address where any required notice should be sent

1050 W. 1163rd STR. Gardena, Ca 90247

A detailed site plan/route map (drawn to scale or dimension) of your premises must be attached to this application, which clearly shows the layout of the event and the event's location. The plan is to be submitted on an 8 1/2" x 11" sheet of paper. The layout must show the location of the requested event with street names and/or area names and related equipment, as well as the other pertinent features of the event, such as seating (scaffolding and/or bleachers), stages, exits, street/lane closures with the direction of the traffic, ride areas, fences and/or barricades, equipment, cooking areas, generators and other sources of electricity, temporary structures, and all other event components and fixtures not already listed.

The undersigned applicant understands that the application may be considered by the City Council or by the Community Development Director only after full investigation and report has been made by the Police, Fire, Building & Safety, Planning, and Health Departments of the City of Gardena.

The undersigned applicant understands and agrees that any business or activity conducted or operated under any permit and license issued under the application, must and shall be operated in full conformity with all laws of the State of California and the laws and regulations of the City of Gardena applicable thereto, and that any violation of any such laws or regulations in said place of business, or in connection therewith, shall render any permit and license therefore subject to cancellation or revocation, pursuant to Section 5.04.160(l) or Section 5.04.240 of the Gardena Municipal Code.

I, John Moore declare under penalty of perjury that the statements contained in the attached Application for Special Business Activity Permit are true and correct to the best of my knowledge and belief and that this statement is executed with the knowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for the refusal to issue or revocation of a permit and/or license hereunder.

Signature of Applicant(s) <u>John Moore</u>	Date <u>2/14/24</u>
Print Name <u>John F. Moore</u>	

City Use Only

Documents Required:

- ☐ Department of Justice Permit
- ☐ ABC License with Conditions
- ☒ Insurance Certificate
- ☐ Bond
- ☐ Temporary Use Permit
- ☐ Conditional Use Permit

Received	_____
Received	_____
Received	<u>3/29/24</u>
Received	_____
Received	_____
Received	_____

Action Check List

Event Element	Inspection Required	Action Required
<input type="checkbox"/> Sound Permit		
<input type="checkbox"/> No Parking		
<input type="checkbox"/> Lane Closure		
<input checked="" type="checkbox"/> Street Closure	G. P. D.	
<input type="checkbox"/> Barricades		
<input type="checkbox"/> Tent		
<input type="checkbox"/> Vendors		
<input checked="" type="checkbox"/> Food Preparation		
<input checked="" type="checkbox"/> Cooking Equipment		
<input type="checkbox"/> Notifications		
<input type="checkbox"/> Insurance Certificate		
<input checked="" type="checkbox"/> Generator		
<input checked="" type="checkbox"/> Games/Rides		
<input type="checkbox"/> Restrooms		
<input type="checkbox"/> Parks		
<input type="checkbox"/> Repeat Event		
<input type="checkbox"/> Animals		
<input type="checkbox"/> Private Property		
<input type="checkbox"/> Public Property		
<input checked="" type="checkbox"/> Stages, rings, cages	Bldg & Safety	
<input type="checkbox"/> Inflatables/balloons (over 15 ft height)		
<input type="checkbox"/> Temp fencing over 7 ft		
<input checked="" type="checkbox"/> Other	G. P. D OFFICERS Requested - Supplement Employment Request Form attached	

Supplemental
Employment Request

City of Gardena 142
1700 W 162nd St
310-217-9500 / 287121
03/29/2024 12:36:29.000 Reg CASHIER_COMDEV2
Validation Receipt
Payor: ST ANTHONY OF PADUA CHURCH
CHARGES-

0100020033220	\$	1537.00
CARNIVAL PERMIT 2024		
0100090033785	\$	86.00
FIRE INSPECTION		

Sub-total	*****1623.00
-----------	--------------

PAYMENT-

Check - 165	\$	1623.00
ST ANTHONY OF PADUA CHURCH		

Change	*****0.00
--------	-----------



St. Anthony of Padua Parish
1050 West 163rd Street
Gardena, California 90247

Office: (310) 327-5830
Parish: www.saintanthonygardena.org
www.facebook.com/stanthony.gardena
School: www.stanthonygardena.org
Preschool: www.stanthonypreschoolgardena.org

March 21, 2024

City of Gardena
Community Development Department
1700 West 162nd Street
Gardena, CA 90247

Dear Business Office,

On behalf of the parishioners/members of St. Anthony of Padua Church, I am requesting to schedule our **86th Annual Strawberry Park Days Fiesta** on the parish grounds from Friday through Sunday night May 17, 18, 19, 2024. Hours: Friday 6pm - 11pm, Saturday 12pm - 11pm, Sunday 12pm - 11pm.

As in previous years, we request permission to close:

- **163rd Street (between New Hampshire Ave. and Berendo Ave.)**
- **Berendo (between 162nd and 163rd Streets) and**
- **162nd Street (between Berendo Ave. and Budlong Ave.)**

We also request permission to **park regular visitors along the south side of 161st Street between Berendo and the alley to the east end that is otherwise posted NO Parking Any Time.** All fire hydrants are to always remain accessible. The purpose of the closures is to provide safety for the multitude of pedestrians in the areas, as well as to secure additional parking, particularly for the Fiesta workers.

A check for the permit license and application processing fees for the carnival is enclosed. In conducting the Fiesta, we shall abide by all requirements of the City of Gardena and its departments. We have hired Sentinels Traffic Inc. Security to handle our security needs. **Sentinels Traffic Inc. Security** will contact you regarding business license fees. In addition, our **carnival operator, Baque Brothers**, will also contact you separately.

My representatives who will also assist the Building and Safety Division inspectors are:
Chairpersons: John Moore, 310-704-4254 and Rose Moore, 310-528-4523.

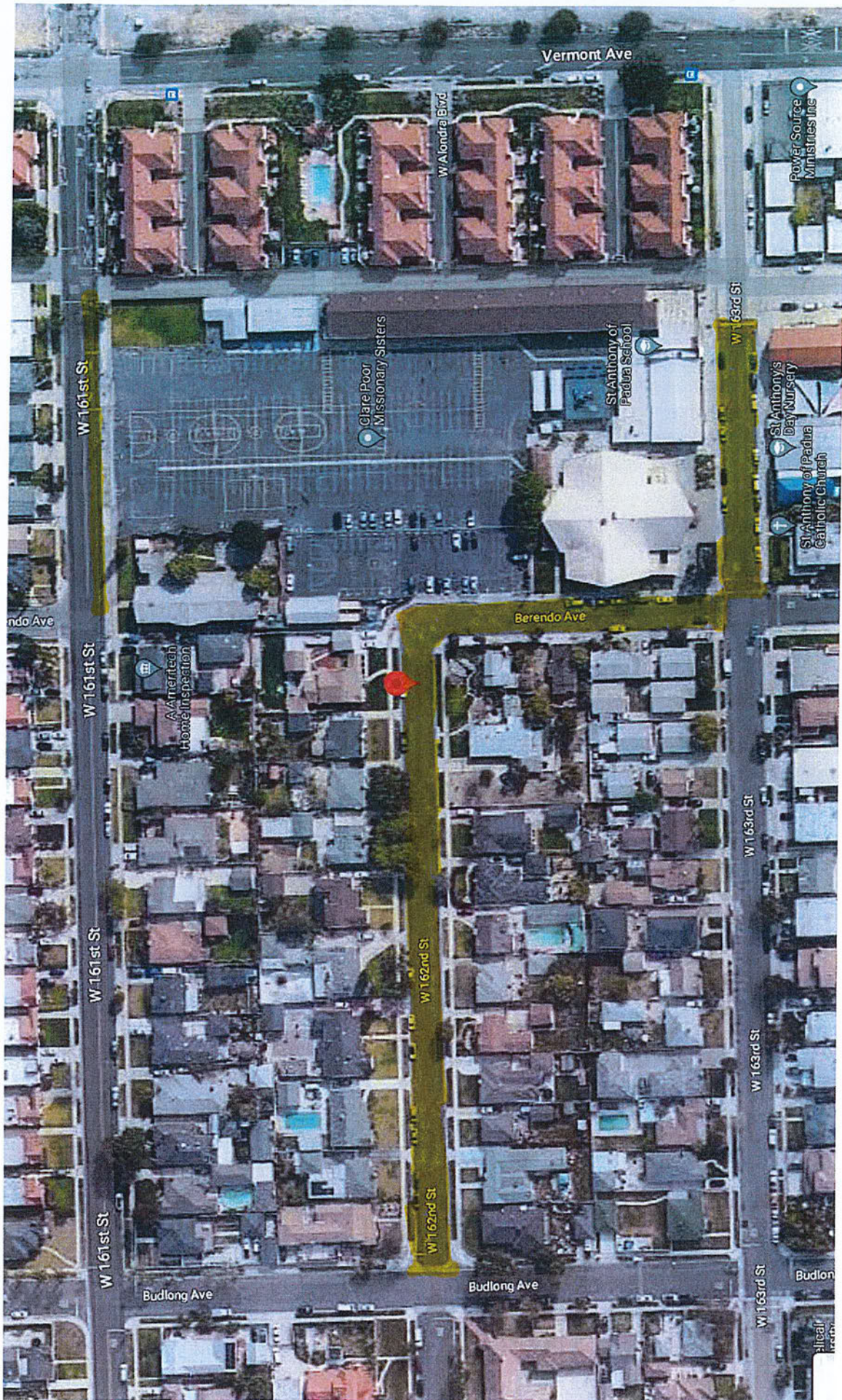
Thank you in advance for expediting this matter. I remain,

Sincerely yours,

Reverend Monsignor Sabato A. "Sal" Pilato
Pastor

Enclosures:

1. Application
2. Carnival Plot Plan
3. Check



- 1) Street closure on 162nd Street from Budlong Ave. east, round the corner onto Berendo Ave and Berendo Ave. to 163rd street.
- 2) Street closure from 163rd Street from Berendo Ave east to New Hampshire Ave.
- 3) Small part of church parking lot at west end.
- 4) Allowing for street parking on 161st street from Berendo Ave to alley behind school that is otherwise posted no stopping. Fire hydrant setbacks to remain
- 5) Street closure of New Hampshire Ave from 163rd Street to 164th Street
- 6) Intersection of 163rd and Berendo, 162nd and Budlong and 163rd and New Hampshire Ave to remain open at all times.



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Building & Safety, Planning Division

DATE: April 1, 2024

FROM: Gregg Tsujiuchi, Director

REF: Carnival Permit 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit
Business: St Anthony of Padua Church
Owner: John Moore, Fiesta Chairperson
Location: 1050 W. 163rd Street
Gardena, CA 90247
Request Approval to: Annual Strawberry Park Days Fiesta

Background:

Attached is a permit application from John Moore, Fiesta Chairperson of Saint Anthony of Padua Church, located at 1050 West 163rd Street in Gardena. The applicant is requesting Council approval to hold their 86th Annual Strawberry Park Days Fiesta, Friday through Sunday night, May 17, 18, and 19, 2024, on parish grounds at the church address. The applicant also requests permission for the closure of 162nd Street (from Budlong and round the corner onto Berendo Avenue). In addition, the applicant requests for the closure of New Hampshire Avenue (between 163rd and 164th Streets) and the allowance to park regular visitors along the South side of 161st Street otherwise posted 'No Parking Any Time' to provide safety for the pedestrians in the area as well as additional parking. Please reference the site map attached for more information on the requested closures.

Please conduct the necessary inspections and/or investigation and reply by **April 12, 2024**. Your prompt attention to this request is greatly appreciated so we can dispose of this matter and schedule for council approval without delay.

Department Response

Name of Department:

CDD BUILDING & SAFETY

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☐ Recommend Approval

☒ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☐ Comments (Please list conditions/comments here or attach a separate memo)

Division Head Signature

Date

4/3/24



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Gregg Tsujiuchi, Director

FROM: Mark Berg, Building Official

SUBJ: Conditions of Approval

DATE: 4/3/24

REF: Carnival Permit 2024

CC:

Building and Fire Codes.

1. All amusement activities shall comply with the California Building and Fire Codes and ordinances of the City of Gardena. Upon request, permits shall furnish proof to the City of Gardena that all equipment, rides, tents and structures utilized in connection with any amusement activity have been inspected and are in compliance with applicable state and City laws and regulations and shall cooperate with the inspection thereof by local police, fire, building, health or other public officials and personnel. In the event any tent shall be used as a public assemblage, the following rules shall apply:
 - a. No flammable or explosive liquid or gas shall be stored or used in, or within 50 feet of, such tent.
 - b. Smoking shall not be permitted within any such tent, and no smoking signs shall be prominently displayed throughout such tent, and at each entrance thereof.
 - c. Such tent and bunting, flammable decorations and sawdust therein or thereabout shall be entirely treated with a fire-retardant solution.
 - d. All weeds and flammable vegetation in or within 30 feet of such tent shall be removed and prevented from re-growing.
 - e. The grounds both inside and outside of tents shall be kept free and clear of combustible waste, which shall either be stored in closed metal containers or removed from the premises, unless allowed pursuant to a permit from the Fire Department.
 - f. Any condition that presents a fire hazard or would contribute to the rapid spread of fire, or would delay or interfere with the extinguishment of a fire, shall be immediately abated, eliminated, or corrected as ordered by the Fire Department.

Cleaning Area.

1. Any person granted a permit to conduct or carry on an amusement activity regulated hereby shall be responsible for keeping the area or parcel of land used for the amusement activity including off-street parking areas, free and clear of all rubbish, waste matter and debris during the time such amusement activity is carried on or conducted.

Electrical Wiring and Appliances

1. All electrical wiring and appliances shall comply with the California Electrical Code. Permits shall be taken out for all electrical work, permanent or temporary, with the Gardena Building Division prior to any electrical work being done.
2. No permanent or temporary lighting and/or all electrical connections shall be installed without an electrical permit, inspection, and approval by an inspector from the City of Gardena Building Division.
3. All electrical equipment shall be maintained in a safe condition and grounded in accordance with the manufacturer's specifications.
4. Only grounded electrical extension cords of the proper amperage rating for the load shall be used. Cords shall not be installed to be subject to physical abuse or to pose a tripping hazard. Cords shall be inspected for damage prior to use and damaged cords removed from service.

Accessibility

1. It is the applicant's responsibility to comply with all City, County, State and Federal accessibility requirements, including the ADA. The ADA mandates equal access to facilities, services, and programs for persons with a disability. This may include providing a clear path of travel to and on sidewalks, maintaining designated ADA parking and accessibility to restrooms.
2. In addition to satisfying ADA requirements, it is expected that all events provide adequate sanitation and restroom access for all participants. Portable toilets are required for events at locations without permanent facilities or events where expected attendance is more than the permanent facilities can accommodate.
3. Identification and location of portable restrooms is to be provided on the event site plan.
4. Staff will evaluate the anticipated needs of each event and applicants will be made aware if additional facilities are required. A typical rule for portable restrooms is one restroom per 150-200 guests, but additional restrooms may be required if serving alcohol. Portable restrooms are to be procured and coordinated at the applicant's expense.

Other Requirements

1. Applicants must notify all other persons using the facilities (carnival operators, food concessions, outside vendors, exhibitors, etc.) of these specifications and requirements so that they comply with all rules, codes and regulations as set forth.
2. A generator requires a permit from the City of Gardena Building Division.
3. It shall be the responsibility of the applicant to see that the area used for the carnival or circus is maintained in a condition that provides for public health, safety and welfare for event attendees and neighbors alike. In the event that authorized personnel from the City of Gardena Police Department or LA County Fire Department determine that the activity is a threat to the public health, safety and welfare, the Police Department shall have the right to close the event to ensure the health, safety or general welfare of attendees or neighbors.
4. The Building Official and/or the Community Development Director shall have the authority to suspend, revoke or modify a temporary use permit immediately upon determination that the conditions and requirements set forth in the permit have been violated. Written notice of the Building Official and Development Director's determination to suspend, revoke or modify the permit shall be promptly provided by the applicant.



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Building & Safety, Planning Division

DATE: April 1, 2024

FROM: Gregg Tsujiuchi, Director

REF: Carnival Permit 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit
Business: St Anthony of Padua Church
Owner: John Moore, Fiesta Chairperson
Location: 1050 W. 163rd Street
Gardena, CA 90247
Request Approval to: Annual Strawberry Park Days Fiesta

Background:

Attached is a permit application from John Moore, Fiesta Chairperson of Saint Anthony of Padua Church, located at 1050 West 163rd Street in Gardena. The applicant is requesting Council approval to hold their 86th Annual Strawberry Park Days Fiesta, Friday through Sunday night, May 17, 18, and 19, 2024, on parish grounds at the church address. The applicant also requests permission for the closure of 162nd Street (from Budlong and round the corner onto Berendo Avenue). In addition, the applicant requests for the closure of New Hampshire Avenue (between 163rd and 164th Streets) and the allowance to park regular visitors along the South side of 161st Street otherwise posted 'No Parking Any Time' to provide safety for the pedestrians in the area as well as additional parking. Please reference the site map attached for more information on the requested closures.

Please conduct the necessary inspections and/or investigation and reply by **April 12, 2024**. Your prompt attention to this request is greatly appreciated so we can dispose of this matter and schedule for council approval without delay.

Department Response

Name of Department:

Planning

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☐ Recommend Approval

☐ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☐ Comments (Please list conditions/comments here or attach a separate memo)

Division Head Signature

Amanda Acuna

Date

4/21/2024



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Amanda Acuna, Community
Development Manager

DATE: April 1, 2024

FROM: Dayana Noya, Planning Assistant

REF: Carnival/Bazaar Permit

SUBJ: St. Anthony of Padua Church Carnival
Permit: Project Location: 1050 W. 163rd Street

CC:

Staff respectfully recommends approval of Special Event Permit to St. Anthony of Padua Catholic Church to hold their 85th Annual Strawberry Park Days Fiesta on Friday, May 17, 2024, to Sunday, May 19, 2024, at 1050 West 163rd Street provided that the following conditions of approval are met:

1. The Applicant shall contact the Los Angeles County Fire Department at (310) 263-2732 prior to the event to schedule an inspection and complete all necessary forms. A fire safety inspection shall be conducted, and approval of the inspection is required prior to the start of the carnival.
2. The Applicant shall contact the City of Gardena Community Development Department at (310) 217-9530, 48 hours prior to the event to schedule an inspection after the site is set-up, but prior to the commencement of any activities. Please note that any electrical work, with the exception of plug-in, will require an electrical permit obtained by a licensed electrical contractor.
3. The applicant shall comply with all provisions set forth in Chapter 8.36 of the Gardena Municipal Code, on any use of sound amplification equipment, and restrictions on the amount of noise generated by the event throughout the course of the special event.
4. All canopies and temporary structures must be constructed using fire resistive fabric, as approved by the California State Fire Marshal.
5. All canopies and temporary structures must be structurally sound and secured and meet all State, building, and Fire codes (Assume winds of 80 MPH).
6. The Applicant shall have all fire and building and safety inspections conducted and approval prior to the start of the carnival.
7. The Applicant shall ensure that any outdoor amplified sound complies with Gardena Municipal Code Chapter 8.36.
8. The Applicant must secure the appropriate approvals, licenses and permits from the Alcoholic Beverage Control Board.
9. The Applicant shall ensure that adequate temporary parking will be provided in order to accommodate the vehicle traffic generated by the temporary use or event, either on-site or at alternate locations acceptable to the review authority.
10. The Applicant shall contact the Health Department and obtain all required permits prior to start of the carnival.
11. The Applicant shall obtain approval for any street closures and temporary street signs from the City's Police Department prior to the start of the event.
12. The Applicant shall ensure that coals used in the preparation of food shall be properly disposed (viz., after "cool-down", place in metal containers for subsequent curbside refuse collection).
13. The Applicant shall properly dispose of trash at the end of the event (in closed trash bins or containers).
14. The Applicant shall use damp or dry cleaning techniques to clean outdoor surface areas (if hose water must be applied runoff must not leave the site and enter curb and gutter).
15. The Applicant shall use covered sandbags in catch basins in the public right-of-way to prevent the entry of wash water and other impermissible non-storm water discharges from the event area.

16. The Applicant shall deploy trash receptacles at various outdoor food serving areas.

Pursuant to Gardena Municipal Code Section 18.60.060, carnivals and bazaars are exempt from the provisions of a temporary use permit when the event does not exceed three days in duration. The Strawberry Park Days Fiesta duration is three days and therefore does not require approval of a temporary use permit.



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Building & Safety, Planning Division

DATE: April 1, 2024

FROM: Gregg Tsujiuchi, Director

REF: Carnival Permit 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit
Business: St Anthony of Padua Church
Owner: John Moore, Fiesta Chairperson
Location: 1050 W. 163rd Street
Gardena, CA 90247
Request Approval to: Annual Strawberry Park Days Fiesta

Background:

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Please conduct the necessary inspections and/or investigation and reply by **April 12, 2024**. Your prompt attention to this request is greatly appreciated so we can dispose of this matter and schedule for council approval without delay.

Department Response

Name of Department: Powis

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☐ Recommend Approval

☒ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☐ Comments (Please list conditions/comments here or attach a separate memo)

Department Head Signature

Date

4/15/24



MEMORANDUM

GARDENA POLICE DEPARTMENT

To: Todd Fox
Captain

DATE: April 11, 2024

FROM: Luis Contreras (LC)
Sergeant

REF:

SUBJ: St. Anthony of Padua Church Permit

CC: Chain of Command

Per Gardena Municipal Code Chapter 5.04.160 the Gardena Police Department recommends that the City Council approves the Special Event Permit Application for St. Anthony of Padua Church Carnival permit based on the following results:

- On March 29, 2024, John Moore, the Fiesta Chairperson of Saint Anthony of Padua Church submitted a completed special event permit application to the City of Gardena Community Development Department.
- John Moore's background was checked using DMV, WANTS, Tiburon, and Mark43 databases and those results were negative.

The upcoming event is the 86th annual Strawberry Park Days Fiesta, scheduled to take place from May 17 to May 19. On May 17, the event will run from 6:00 p.m. to 11:00 p.m., while on May 18 and 19, it will run from 12:00 p.m. to 11:00 p.m.

This event will require three officers each day for traffic closures and event security. See Sergeant Guzzo's memorandum for details.



MEMORANDUM

GARDENA POLICE DEPARTMENT

TO: Mike Saffell
Chief of Police

DATE: April 9, 2024

FROM: Daniel V Guzzo 
Traffic Sergeant

REF:

SUBJ: St. Anthony's Carnival

CC: Chain of Command

On April 2, 2024, the Gardena Police Department Traffic Bureau received a special event permit from the St. Anthony's of Padua Church, located at 1050 W. 163rd Street, Gardena. The church will be hosting their "Annual Strawberry Park Days Fiesta" May 17th through May 19th, 2024.

After our review and speaking with the event coordinators (John and Rose Moore), we believe police assistance is needed for security and traffic control. They are requesting the following street closures:

- 163rd Street (between New Hampshire Avenue and Berendo Ave)
- Berendo Ave (between 162nd and 163rd streets)
- 162nd Street (between Berendo Ave and Budlong Ave)

It is recommended that the Gardena Police Department Traffic Bureau requires 3 officers each day for traffic closures and security for the event. Each officer will be posted at their assigned intersections/assigned post to maintain a safe environment for the public.

The Public Works Department will provide barricades to block the affected streets. Barricades will be provided by the Public Works Department. The barricades are to be in place by May 17th at 12PM, noon. The event is expected to end Sunday night at 11PM, at which time the barricades need be removed.

- | | | |
|--------------|---|----------------------|
| • Location 1 | 162 nd Street & Budlong Avenue | 10 barricades |
| • Location 2 | 163 rd Street & Berendo Avenue | 10 barricades |
| • Location 3 | 163 rd Street & New Hampshire Avenue | 10 barricades |





MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Building & Safety, Planning Division

DATE: April 1, 2024

FROM: Gregg Tsujiuchi, Director

REF: Carnival Permit 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit
Business: St Anthony of Padua Church
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Background:

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Please conduct the necessary inspections and/or investigation and reply by **April 12, 2024**. Your prompt attention to this request is greatly appreciated so we can dispose of this matter and schedule for council approval without delay.

Department Response

Name of Department: Fire

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☒ No

☒ Recommend Approval

☐ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☒ Comments (Please list conditions/comments here or attach a separate memo) Contact Inspection Times @ 310 263-2732 for a permit.

Department Head Signature

CA Johnson

[Signature]

Date

4/3/24



PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

Regular PEQC Meeting Notice and Agenda

Website: www.cityofgardena.org

Tuesday, April 16, 2024 – 7:00 PM

1700 W. 162nd Street, Gardena, California

6. **OTHER ITEMS**

6.A **FIRST REQUEST FOR EXTENSION**

The Planning Commission considered the first request extension of time for Conditional Use Permit #7-21, to permit the operation of a warehouse facility in the General Industrial (M-2) zone.

LOCATION: 1600 and 1606 W. 135th Street

APPLICANT: Jason Hines (DBA Gardena Owner LP)

[Staff Report CUP #10-23 First Extension](#)

[Attachment A - Statement of Reasons for Extension of Time](#)

[Attachment B - Site Plan Review #9-21 First Extension Approval](#)

[Letter Attachment C - Project Plans](#)

Commission Action: The Planning Commission approved the first extension of Conditional Use Permit #7-21 approving the permit to expire October 25, 2024, by a vote of 5-0.

6. B **Resolution No. PC 10-24:** Denying the appeal by The Tire House Inc. from the Director's decision to revoke the approval of the Site Plan Review #4-15 of The Tire House located at 1818 W. Redondo Beach Blvd, and finding that the action is categorically exempt from the provisions of CEQA pursuant to guidelines Section 15321.

The Planning Commission considered Resolution No. PC 10-24 for the denial of an appeal by The Tire House Inc. from the Director to revoke Site Plan Review #4-15

[Staff Report.pdf](#)

[Attachment B - Resolution No. PC 10-24.pdf](#)

[Attachment A - Letter Dated April 10, 2024.pdf](#)

Commission Action: The Planning Commission moved that this item be continued and recommended that staff monitor the business for compliance with the conditions of approval for Site Plan Review #4-15, by a vote of 5-0. The Planning Commission directed staff to bring forward a report of the applicant's progress to the July 16, 2024, Planning Commission meeting.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 12.A
Section: DEPARTMENTAL
ITEMS - ADMINISTRATIVE
SERVICES
Meeting Date: April 23, 2024

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

AGENDA TITLE: Award Contract with Gruber and Lopez, Inc. for Professional Auditing Services for the Fiscal Years Ending June 30, 2024, 2025, and 2026 in the Amount of \$240,625

COUNCIL ACTION REQUIRED:

Staff Recommendation: Award Contract

RECOMMENDATION AND STAFF SUMMARY:

In February 2024, a Request for Proposal (RFP) for Professional Auditing Services was issued and released on PlanetBids along with publication in the Gardena Valley News and posted on the City website. The RFP solicited a qualified firm of certified public accountants for a three (3) year contract to prepare and audit financial statements for the fiscal years ending June 30, 2024, 2025, and 2026 with an option to extend the contract two (2) fiscal years ending June 30, 2027, and 2028 with the following schedule:

Release of RFP	February 12, 2024
Question submittal deadline	February 28, 2024
Proposals due	March 14, 2024

As a professional service, the selection process was based on both price and scope of services, so technical and cost proposals were submitted and reviewed separately with qualifications evaluated on a number of levels such as qualifications of the firm, key personnel, project understanding, audit approach, and project cost.

The City received four proposals in response to the RFP from the following firms, listed in alphabetical order:

- Badawi & Associates, Certified Public Accountants
- Gruber and Lopez, Inc.

- SingerLewak LLP
- Vasquez & Company LLP

A City panel evaluated the proposals and interviewed all four respondents. As a result of this evaluation process, the proposal from Gruber and Lopez, Inc. (Gruber) was ranked highest of all proposers to provide professional auditing services to the City. Gruber engagement team members all have over 25 years of experience providing audit services to local government entities and includes a small audit team comprised of Partners, Managers, and Seniors. Gruber has a long history of efficiently staffing its accounting and consulting projects and bringing the projects in on time and on budget. Their firm partners are also more involved in the engagement than other firms which translates into better service to the City. Gruber has been serving the community for the last 13 years and is located in Newport Beach. They have also audited several surrounding cities that are similar to the City of Gardena.

Staff recommends that the City Council approve the three-year contract with Gruber and Lopez, Inc. in the amount of \$240,625 to provide professional auditing services for fiscal years ending June 30, 2024, 2025, and 2026.

FINANCIAL IMPACT/COST:

Funding Source	FY 2023/24	FY 2024/25	FY 2025/26	Grand Total
General Fund	\$69,675	\$71,069	\$72,490	\$213,234
GTrans	\$8,950	\$9,129	\$9,312	\$27,391
Total	\$78,625	\$80,198	\$81,802	\$240,625

ATTACHMENTS:

[PSA_-_Gruber_and_Lopez.pdf](#)

APPROVED:



Clint Osorio, City Manager

AGREEMENT BETWEEN
THE CITY OF GARDENA
AND
GRUBER AND LOPEZ, INC.

This contract, hereinafter referred to as Agreement is entered into this 23rd day of April, 2024, by and between THE CITY OF GARDENA ("City") and GRUBER AND LOPEZ, 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 professional auditing services; 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.

2. Services.

A. Consultant agrees to provide the professional services described in the City's Request for Proposals (RFP) and any associated addendum, attached hereto as **Exhibit "A"** and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as **Exhibit "B"**, both incorporated herein by this reference ("Services").

B. The Services shall be performed in accordance with the Project Schedule set forth in **Exhibit B**. 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. Consultant's Proposal. This Agreement shall include Consultant's proposal or bid which is incorporated herein as **Exhibit B**. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

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 as set forth in **Exhibit A**. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation. Compensation for the Services shall be billed as set forth in **Exhibit B**, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges, unless otherwise. In no event shall compensation under this Agreement exceed TWO HUNDRED FORTY THOUSAND AND SIX HUNDRED TWENTY-FIVE and 00/00 (\$240,625.00) without the prior written authorization of the City Council.

7. Term of Agreement/Termination. This Agreement shall commence on the Effective Date and continue for a period of three (3) years, ending on April 22, 2027, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

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 Ray Beeman, Director of Administrative 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. Invoices and Payments.

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

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

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

10. Records/Audit.

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

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

proper accounting for all funds;

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

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

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

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

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

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

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

14. 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.

15. 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.

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 works 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. 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.

19. 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 performance of this Agreement.

20. 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.

21. 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.

22. Insurance.

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

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

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

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, with coverage at least as broad as Insurance Services Office Form CG 00 01, with no special limitations affecting

City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy with coverage at least as broad as Insurance Services Office form CA 0001, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and Consultant shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

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

Consultant shall be deemed in default hereunder.

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

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

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

23. Indemnity.

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

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents, employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be

liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

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

24. 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.

25. 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.

26. 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: Ray Beeman
Title: Director of Administrative Services
Email: rbeeman@cityofgardena.org
Telephone: (310) 217-9502

To Consultant: Gruber and Lopez, Inc.
438 Old Newport Boulevard
Newport Beach, CA 92663
Attn: Ron Lopez
Email: rlopez@gruber-inc.com
Telephone: (949) 346-2900

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

27. 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.

28. 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.

29. 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.

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

31. 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.

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 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

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.

35. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

36. 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.

IN WITNESS WHEREOF, the parties have hereunto affixed their names as of the day and year written below.

“City”
City of Gardena

“Consultant”
Gruber and Lopez, Inc.

By: _____
Tasha Cerda
Mayor

By: Ron Lopez
Name: Ron Lopez
Title: Partner/ President

Date: _____

Date: 4/16/2024

By: Matt Lenton
Name: Matt Lenton
Title: Director / Acting Treasurer

Date: 4/16/2024

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:



Carmen Vasquez, City Attorney

EXHIBIT A



REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

RFP No. 2024-002

City of Gardena
1700 West 162nd Street
Gardena, CA 90247

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- D. SAMPLE CITY OF GARDENA PROFESSIONAL SERVICES CONTRACT

**INVITATION FOR REQUEST FOR PROPOSALS
NO. 2024-002
PROFESSIONAL AUDITING SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that City of Gardena invites and shall receive proposals up to the hour of **5:00 PM (PST) on March 14, 2024** from qualified firms for professional auditing services.

In order to qualify for evaluation, prospective proposers shall have a minimum of five (5) engagements in the last five (5) years that are similar in organizational type, size, and complexity to the engagement described in the request for proposal. Proposers shall include client lists and website addresses of previous work for evaluators to review. In addition, proposer shall include plans of action to meet all requirements described in the Scope of Work.

Copies of the proposals and any addendums may be obtained by visiting City of Gardena's online procurement platform, "PlanetBids", which can be accessed via City of Gardena webpage at:

<https://cityofgardena.org/purchasing-rfp/>

Proposals shall only be accepted via PlanetBids and are due by no later than **March 14, 2024 at 5:00 PM (PST)**.

PROCUREMENT SCHEDULE

Responses to the RFP must be submitted to the City of Gardena as outlined in this section. City of Gardena reserves the right to modify this schedule as needed.

Responses are due no later than
THURSDAY, MARCH 14, 2024 AT 5:00 PM (PST)
Responses received after this date and time will not be considered.

PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS
AND AWARD OF CONTRACT

MILESTONE	DATE	TIME (PST)
Release RFP	February 12, 2024	12:00PM
Question submittal deadline	February 28, 2024	12:00PM
Questions posted on City website (cityofgardena.org/purchasing-rfp/)	March 5, 2024	5:00PM
Proposal due date	March 14, 2024	5:00PM
Interviews with Qualified Firms	Week of April 8, 2024	TBD
Award of Agreement	April 23, 2024	7:00 PM

I. INTRODUCTION

The City of Gardena, California is located just miles from the beautiful California coast, near the interchange of the Harbor, San Diego, and Gardena freeways, and just 13 miles south of the City of Los Angeles, in the South Bay Area. Gardena is a part of the Los Angeles-Long Beach-Glendale Metropolitan Statistical Area.

Gardena has the singular distinction of having within its borders both the first legal card club licensed in the State of California, granted in 1936, and the newest club in the state, which opened in 2000. At one time, only five-card draw and lowball poker could be played. During the 1960s, Gardena was the only City in Los Angeles County to have legal gambling. In the mid-1980s, a tremendous Asian influence arrived with the introduction of a number of California games. A complete listing is contained in the City of Gardena Resolution No. 6581.

The City of Gardena, incorporated on September 11, 1930 as a general law City, operates under the Council-Manager form of government. Policy-making and legislative authority are vested in a governing council consisting of four members of the City Council and a Mayor elected on a non-partisan basis at-large for four-year terms, with an election every two years. The Council is responsible for, among other things, establishing policy, passing ordinances, adopting an annual budget, appointing members to various City Commissions and Boards and hiring the City Manager and City Attorney. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments.

The official population of the City of Gardena as of 2023 is 59,809 (CA Department of Finance). Gardena is a full-service city and encompasses an area of six square miles. The City's General Fund Budget is approximately \$82 million.

The City's financial statements are prepared in compliance with GASB and in conformance with requirements of the GFOA Certificate of Achievement for Excellence in Financial Reporting. The City uses Tyler's Eden financial software for general ledger, cash receipts, accounts receivable, accounts payable, payroll, purchasing, and budgeting.

II. GENERAL INFORMATION

The City of Gardena (hereinafter referred to as "the City") is seeking a qualified firm(s) of certified public accountants (hereinafter referred to as "the Proposer") for a three (3) year contract to prepare and audit financial statements for the

fiscal years ending June 30, 2024, 2025, and 2026. An option to extend the contract for fiscal years ending June 30, 2027 and 2028 may be exercised by the City through a written amendment.

The Proposer will be asked to prepare the agreed-upon auditing procedures each fiscal year pertaining to the GANN Limit (Appropriation Limit), prepare and audit the City's financial statements, prepare GTrans (transportation) Enterprise Fund Financial Report, and complete a Single Audit Report if expenditure criteria are met.

The audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial and compliance audits in the U.S. General Accounting Office's (GAO) *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*, the provisions of the Single Audit Act of 1984, as amended in 1996, U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments* and Governmental Accounting Standards Board (GASB) Pronouncements.

A. Minimum Qualifications

The successful Proposer shall have a minimum of five projects of verifiable experience performing similar work over a period of the last five years.

B. Proposer's Acknowledgement

By submitting a proposal, each Proposer represents that it has fully investigated and become completely familiar with the RFP requirements, operating conditions throughout City's service area and applicable local, state and federal laws and regulations. The City will not consider claims for additional compensation based upon the Proposer's lack of knowledge of such documents, statutes, regulations, resolutions or conditions.

C. Amendments

Any changes to the requirements will be made by written amendment to this Request for Proposal, which shall be incorporated into the terms and conditions of any resulting contract or agreement. The Proposers shall rely only on written amendments by the City of Gardena in submitting or revising proposals. In no event should a prospective Proposer submit a proposal based upon an oral interpretation of the RFP by any city staff or by any other firm or individual not associated with the City of Gardena.

D. Question and Answer Period

Should a Proposer have inquiries, require clarifications, or request deviations to this RFP, the Proposer shall notify City of Gardena in writing via PlanetBids only. Should City, in its sole discretion, determine that the point in question is not clearly and fully set forth, City will issue a written addendum clarifying the matter via PlanetBids.

All inquiries, clarifications, or requests for deviations shall be submitted by **February 28, 2024 at 12:00 PM (PST)** via PlanetBids.

Responses and addendums shall be published via PlanetBids on **March 5, 2024 at 5:00 PM (PST)**

E. Modification of Proposals

Any modification of the proposal by the Proposer which is inconsistent with or in addition to all of the terms and conditions herein set forth shall be void and of no effect unless and to the extent expressly accepted by the City of Gardena in writing. Proposals shall be submitted upon the response forms and in the manner prescribed in this document. City of Gardena reserves the right to refuse to consider any proposal not tendered on proposal forms furnished by the City, to waive minor discrepancies, or to reject proposals because of minor discrepancies as it sees fit.

F. Legal Compliance

The Proposer agrees to abide by all laws, rules and regulations promulgated by the United States of America, the State of California, or any agencies or subdivisions thereof; specifically including Cal/OSHA and OSHA and California Department of Industrial Relations minimum wage and salary requirement regulations currently in effect at time proposals are due.

G. Affirmative Action

City of Gardena is an equal opportunity employer, and all Contractors working on City of Gardena projects are required to follow a policy of affirmative action in regard to the requirements of Executive Order 11246.

H. Key Personnel and Facilities

Proposers must identify key personnel to serve as contacts and facilities necessary to accomplish the work within the required time.

I. Terms and Conditions

The Proposal shall include all terms, conditions and requirements of this Request for Proposal and any amendments thereto. Any agreements resulting from this Request for Proposal, including subcontract or supplier agreements, shall be subject to and incorporate such terms, conditions and requirements.

J. Disadvantaged Business Enterprise (DBE) Participation

City of Gardena hereby notifies all Proposers that it will affirmatively ensure that, in regard to any agreement entered into pursuant to this advertisement, disadvantaged businesses will be afforded full opportunity to submit offers in response to this solicitation.

K. Confidentiality of Proposals

Confidentiality of proposals is considered by the City of Gardena an essential element of maintaining fairness during the evaluation process. However, confidentiality cannot be guaranteed under the California Public Records Act.

If a member of the public demands in writing to review portions of proposals which have been marked or identified as confidential, proprietary or business secrets, City of Gardena will notify the affected Proposer prior to releasing such portions of the proposal. The Proposer shall take such legal actions as it deems necessary to protect its interests. If the Proposer has not commenced such actions within five (5) calendar days after receipt of the notice from the City of a demand to review such portions of its proposal and provided city written notice of the actions, the City may make such portions available for review by the public as City deemed necessary to comply with State law.

The Proposer asserting that portions of its proposal are legally protectable shall bear all costs of defending such assertion, including indemnifying and reimbursing the City of Gardena for its administrative, expert and legal costs and judgments involved in defending itself in actions arising from such assertions by the Proposer. By submitting a proposal with portions marked confidential, proprietary, business secrets or the like, the Proposer has thereby agreed to the provisions of this section, including the defense and reimbursement obligations.

L. Pre-Contractual Expenses

All costs incurred by the Proposer in the preparation of its response to this RFP, or its submission, or negotiating with the City of Gardena, or any other expense incurred by the Proposer prior to the date of the award, if any, are the responsibility of the Proposer and will not be reimbursed by the City of Gardena.

M. Suspension and Debarment

Proposer shall certify by signature, that none of firm, or its principals, as defined in 49 CFR 29.995 or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

Proposer shall also submit proof of non-debarment or suspension, by providing a printout or screenshot from the U.S. Government's official website www.sam.gov showing they are not debarred or suspended with their proposal package. If proposer is not currently registered as a vendor on www.sam.gov, then the proposer shall submit proof of application for registration with their proposal.

III. SCOPE OF WORK

A. Services to be performed by Auditors

1. In general, the auditors will perform a financial and compliance audit to determine (a) whether the combined financial statements of the City fairly presents the financial position and the results of financial operations in accordance with generally accepted accounting principles and (b) whether the City has complied with laws and regulations that may have material effect upon the financial statements.
2. The auditors will examine the City's internal accounting controls and accounting procedures and render written reports of their findings and recommendations to the Director of Administrative Services. The examination shall be made, and reports rendered in accordance with generally accepted government auditing standards. In addition, the auditors shall communicate to the Director of Administrative Services any reportable conditions found during the audit that can be defined as either a significant or material weakness in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement.
3. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Director of Administrative Services and City Manager.
4. Auditors shall include all funds of the City and any component unit(s).
5. Under the requirements of the Federal Government's program covering a single audit in accordance with the Single Audit Act, OMB Circular A-133 and related government auditing standards.
6. Auditors shall submit a management letter setting forth their findings and/or recommendations on those matters noted and observed during the conduct of the examination of the financial records and developed within the scope usually associated with such an examination relating to, but not limited to (a) improvement in systems of internal control, (b) improvement in accounting system, (c) apparent noncompliance with laws, rules, regulations, and (d) any other material matter coming to the attention of the firm during the conduct of the examination.

7. Auditors shall prepare for the City the Annual GTrans Enterprise Fund Financial Report before the required deadline each fiscal year.
8. Auditors shall perform audit procedures each fiscal year for the City's GANN Limit.

B. Timeline Requirement

1. Auditors shall schedule field work and agreed upon deadlines with the Director of Administrative Services for the Fiscal Year 2023/24 audit, and each audit year thereafter.
2. The City's books shall be closed and ready for audit by the mutually agreed start date for final field work.
3. Field work shall be completed no later than **October 31** and draft financial statements, presented according to the timetable listed under Part III, Section E. "Specific Deliverables to the City of Gardena" shall be prepared and delivered to the Director of Administrative Services.
4. The entrance conference, progress reporting, and exit conference should be held within the timeframes indicated on the schedule shown below:

a.	Entrance conference with Director of Administrative Services and key Finance Department staff to discuss work to be performed, establish overall liaison for audit, arrangements for workspace, and other needs of the auditor.	Prior to start of audit field work.
b.	Progress conference with Director of Administrative Services and key Finance Department staff to discuss the year-end work to be performed.	Midway through audit field work.
c.	Exit conference with Director of Administrative Services, key Finance Department staff, and City Manager to summarize the results of the field work and review significant findings.	At the conclusion of the year-end audit filed work.

C. Reporting and Communication

1. The auditors will meet continuously during the on-site field work process with the Director of Administrative Services to discuss issues, concerns, preliminary audit findings, and management recommendations.

2. Prior to issuing their final reports, the auditors will meet with the Director of Administrative Services with all draft reports to be addressed to the City Council.
3. The auditors may be consulted occasionally throughout the year as an information resource. Auditors may be asked to provide guidance on implementation of Government Accounting Standards Board (GASB) requirements and specifics of federal and state regulations as they may affect local government accounting. In addition, the auditors may be asked to assist with the implementation of new pronouncements.

D. Other Considerations

1. All working papers, reports, and records relating to the work performed under the Professional Services Agreement must be retained, at the auditor's expense, for a minimum of five (5) years, unless the Firm is notified in writing by the City of Gardena of the need to extend the retention period.
2. The auditors will be required to make working papers available upon request to the appropriate parties. In addition, the Firm shall respond to the reasonable inquiries of successor auditors and allow review of working papers relating to matters of continuing accounting significance.
3. Throughout the year, the auditor will provide financial advice and counsel on matters occurring that may affect the audit process or impact the financial statements.
4. The audit partner/manager will be required to attend a City Council meeting to present the audited financial statements and answer any questions the Council may have regarding the audit report or accounting requirements.

E. Specific Deliverables to the City of Gardena

Reports	Due Date	Quantity
Draft of City's Financial Statements	No later than November 20	1 Electronic
City's GANN Limit	No later than December 1	1 Electronic
GTrans Enterprise Fund Financial Report	No later than December 1	1 Electronic 10 Hard Copies

Final City's Financial Statements and Auditor's Reports	No later than December 1	1 Electronic 20 Hard Copies
Single Audit Report	No later than March 15	1 Electronic 10 Hard Copies
Management Report	No later than December 7	1 Electronic

IV. CITY RESPONSIBILITIES

A. Finance Staff

1. Finance staff will be responsible for closing the books and will provide trial balances, budget and actual revenue and expense reports, project expense reports, and detail transaction reports as needed from the financial system for each fiscal year.
2. Finance staff will produce the confirmation letters based on a comprehensive list prepared by the auditor. The letters will be mailed by the auditors.
3. Finance staff will produce the transmittal letter, MD&A, and statistical section of the ACFR.
4. Finance staff will be available to assist the auditors in locating records or preparing audit schedules. All requests from the auditors will be directed to the Director of Administrative Services or key Finance staff.
5. Finance staff will provide the auditors with reasonable workspace to include desks and chairs as well as access to internet and photocopying and fax machines.

B. Report Preparation

1. The auditors will prepare the draft and final versions of the financial statements, including notes and supplemental scheduled, for the City.
2. Final preparation and printing of the City's Annual Comprehensive Financial Report will be completed by the auditors.
3. Preparation, editing, and printing of all other reports as indicated in Part III, Section E. "Specific Deliverables to the City of Gardena", will be the responsibility of the auditors.

V. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

Proposals shall be typed and submitted on 8 1/2" x 11" size paper. All pages shall be numbered. Unless expressly stated otherwise, documents must be uploaded in PDF format via PlanetBids. Lengthy narrative is discouraged, and presentations should be brief and concise. Proposals should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged, and presentations should be brief and concise.

To be considered for selection, proposals must be submitted to PlanetBids by **March 14, 2024 5:00 PM (PST)**.

Proposal Requirements

INDEPENDENCE

The Proposer should provide an affirmative statement that it is independent of the City of Gardena as defined by generally accepted auditing standards. Moreover, the Firm must have no conflict of interest regarding any other work performed for the entity being audited. It is understood that the services performed by the auditors are in the capacity of independent contractors and not as an officer, agent, or employee of the City of Gardena.

LICENSE TO PRACTICE IN CALIFORNIA

The Proposer should provide an affirmative statement indicating that the Firm and all assigned key professional staff are properly licensed to practice in California.

FIRM QUALIFICATIONS AND EXPERIENCE

1. Proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the staff to be employed on a part-time basis. Please indicate whether members of the audit team assigned to the City are reviewers in the Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting program.
2. The Proposer shall submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.
3. The Proposer shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the Proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against the Proposer

during the past three (3) years with state regulatory bodies or professional organizations.

4. For the Proposer office assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five (5) years that are similar in organizational type, size, and complexity to the engagement described in the request for proposal. These engagements should show experience with local governments preparing a ACFR and be ranked based on total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact and, if available, a link to the final published audit report.

PARTNER, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

1. The Proposer shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in California. The Proposer should also provide information on the governmental auditing experience, including the scope of audit services requested by the City, of each person, and information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
2. The Proposer should provide as much information as possible, including resumes, regarding the number, qualifications, experience and training of the specific staff to be assigned to this agreement. The Proposer should also indicate how the quality of staff over the term of the agreement will be assured.
3. Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the Proposer, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Gardena. However, in either case, the City of Gardena reserves the right to approve or reject replacements. This shall also apply to consultants and firm specialists mentioned in response to this request for proposal.
4. Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience and there is continuity of key staff to ensure an efficient audit process.

SPECIFIC AUDIT APPROACH

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section III of this requested proposal.

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS

The proposal should identify and describe any anticipated potential audit problems and the adoption of new laws or accounting audit principles that might affect the audit and the Proposer's approach to addressing these problems and any special assistance that will be requested from the City of Gardena.

COST PROPOSAL AND HOURLY RATES

1. The proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.
2. The proposal should include a schedule of professional fees and expenses, as presented in the format shown in **Exhibit A**, which supports the total all inclusive maximum price in the format shown in **Exhibit B**. Failure to submit complete or incorrect forms may result in proposals being deemed non-responsive.
3. The labor rates proposed shall be fixed for the duration of the contract. In the event a contract change order is required, the labor rates proposed shall be the basis for any contract change order. This shall be a time and materials contract with a total not-to-exceed amount. Proposer shall be solely responsible for considering in their proposed rates any future local, state or federal minimum wage increases and complying with all local, state and federal wage, labor and employment laws.

City of Gardena may deem any proposals that do not follow these instructions as non-responsive.

Proposal Format and Content**PART A | TITLE PAGE**

The title page should include the request for proposal subject, the name of the Proposer's firm, local address, telephone number, name of contact person, and date.

PART B | TABLE OF CONTENTS

Include a clear identification of the material section and by page number.

PART C | LETTER OF TRANSMITTAL

1. State whether the Firm is local, national, or international.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and professional staff employed at that office.
3. Describe the range of activities performed by the local office such as audit, accounting, or management services.
4. Describe the local office's information technology (IT) audit capabilities, including the number and classifications of personnel skilled in IT auditing who will work on the audit, and describe the local office staff experience and familiarity with local government finance software.
5. Describe the local office's recent auditing experiences of local government agencies which prepare a ACFR and give the names and telephone numbers of client officials responsible for five (5) of the audits listed. If available, provide a link to the final published audit report.
6. Describe the document publication technology and staff formatting and proofreading expertise.

PART D | AUDIT TEAM

1. Describe the composition of the audit team, including staff from other than the local office, and consultants. Describe the commitment of the Proposer to providing the same audit team on subsequent audits. Include resumes of each person so identified.
2. Identify the supervisors and consultants who will work on the audit and include resumes of each person so identified.
3. Identify any members of the audit team who are certified ACFR reviewers in the Government Finance Officers' Association (GFOA) Certificate of Excellence in Financial Reporting program.

REQUIRED FORMS

Proposer must submit all the required forms listed below.

	DESCRIPTION	REQUIRED FORMS REFERENCE LETTER
1.	Proposal Submission Checklist	FORM A
2.	Transmittal Letter Form	FORM B
3.	Business Questionnaire	FORM C
4.	Addendum Acknowledgement	FORM D
5.	Client Reference List	FORM E
6.	Designation of Subcontractors	FORM F
7.	Affidavit of Non-Collusion	FORM G
8.	Conflicts of Interest Statement	FORM H
9.	Equal Employment Opportunity Certification	FORM I
10.	Drug-Free Workplace Certification	FORM J
11.	Cost Proposal (refer to instructions)	EXHIBIT A & EXHIBIT B

VI. EVALUATION AND SELECTION PROCESS

The proposals for the City's audit will be evaluated by a committee selected by the Director of Administrative Services. Proposers may be required to make oral presentations as a supplement to their proposals. These presentations would only be held subsequent to the receipt of the proposals and will be part of the evaluation/interview process to determine qualifications of the audit firm. The Director of Administrative Services will schedule a time and location in the City of Gardena for each oral presentation that it requests. Should the Proposer refuse to honor the request for an oral presentation or interview, it may result in the rejection of the proposal by the City.

Evaluation considerations will include the following:

- A. Responsiveness of the proposal in clearly stating the understating of the work to be performed and in demonstrating the intention and ability to perform the work.

- B. Auditors' experience in conducting audits of cities and cities of similar nature, size, complexity, and the auditor's commitment to maintaining technical expertise in the municipal finance environment.
- C. Technical experience and professional qualifications of the audit team. The number of key and supervisory personnel who will directly participate in the audit will be a consideration.
- D. Experience in working with government finance software and ability to accept electronic reports and review transactions and documents in electronic format.
- E. Size and structure of the Firm's office from which the audit work is to be done and continuity in staff. The City is looking for a highly qualified team that is able to meet the due dates specified in this document, and it expects that same team to complete any successive year's engagements.
- F. Ability of the Firm in providing technical support to finance staff as it relates to implementation of new accounting standards and recording and reporting of complex transactions.
- G. Cost. Although a significant factor, cost will not be the primary factor in the selection of an audit firm.
- H. Auditors' experience in complying with applicable federal and state regulations relating to non-discrimination and equal employment opportunity.

VII. PROPOSAL TERMS AND CONDITIONS

1. CONTRACT AWARD

Contract award shall be made to the most qualified firm with whom City is able to reach an agreement. City reserves the right to select the proposal that it believes is most advantageous to the City.

City shall notify the successful Proposer by a contract award letter. Contract award will be contingent upon receipt of evidence of the Contractor's ability to meet the insurance requirements and other requirements in this proposal.

2. EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of

the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

3. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the City website and PlanetBids. The City of Gardena is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of Gardena.

4. DESIGNATED CONTACT

For the purposes of this RFP, the Director of Administrative Services is designated as the contact person. However, any questions concerning this RFP shall be submitted to PlanetBids. All questions must be received by **February 28, 2024 by 12:00 PM (PST)**.

Responses to questions will be posted on PlanetBids, and will become part of the RFP. It is the consultant's responsibility to check the website for updates.

5. PUBLIC RECORDS POLICY

Responses (proposals) to this Request for Proposal (RFP) and the documents constituting any agreement entered into thereafter become the exclusive property of City of Gardena and shall be subject to the California Public Records Act (Government Code Section(s) 7920.000 - 7930.215). City's use and disclosure of its records are governed by this Act.

Those elements in each proposal which Proposer considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY" by Proposer. City of Gardena will use its best efforts to inform Proposer of any request for disclosure of any such document. City of Gardena shall not in any way be held liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court.

In the event of litigation concerning disclosure of information, the Proposer considers exempt from disclosure, City will act as a stakeholder only, holding the information until otherwise ordered by a court or other legal process. If the City of Gardena is required to defend an action arising out of a Public Records Act request for any of the contents of a Proposer's proposal marked "Confidential", "Proprietary", or "Trade Secret", Proposer shall defend and indemnify City from

all liability, damages, costs, and expense, including attorneys' fees, in any action or proceeding arising under the Public Records Act.

To ensure confidentiality, Proposers are instructed to enclose all "Confidential", "Proprietary", or "Trade Secret" data in separate sealed envelopes, which are then included with the proposal documents. Because the proposal documents are available for review by any person after award of an agreement resulting from an RFP, City shall not in any way be held responsible for disclosure of any "Confidential", "Proprietary", or "Trade Secret" documents that are not contained in envelopes and prominently marked. This RFP document and all submittals in response thereto are public records. Prospective consultants are cautioned not to include any material into the proposal that is strictly proprietary in nature.

6. PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

7. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

8. PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.

9. DEBARMENT AND SUSPENSION

Each Proposer must certify and submit documentation (such as a notarized affidavit) showing that neither the Proposer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

10. INTERESTS OF MEMBERS OF, OR DELEGATES TO CONGRESS

No members of, or delegates to, the Congress of the United States shall be admitted to any share or part of an agreement or to any benefit arising therefrom.

No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this solicitation or the proceeds thereof.

11. LAWS TO BE OBSERVED

Each Proposer shall keep itself fully informed of all existing and future State and Federal laws, all municipal and state regulations all such orders, decrees,

ordinances and laws of bodies, or tribunals, including other municipalities or counties whether in the State of California, or another State, having any jurisdiction or authority over which in any manner affect those engaged or employed in the work, or the materials used in the work or in any way affect the conduct of the work.

Failure by Proposer to carry out these requirements is a material breach of agreement, which may result in the termination of this solicitation or other such remedy as City of Gardena may deem appropriate.

12. PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Exhibit D) that they wish to negotiate. Insurance is required as outlined in Section 22 of the sample agreement.

13. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

14. PROTEST PROCEDURES

City of Gardena Ordinance No. 1493 specifies the policies and procedures to be used to ensure that all purchases, contracts and services are obtained through fair and open competition. The Purchasing Officer has the authority and the responsibility to ensure that all procurement is in compliance with this policy. The Purchasing Officer shall also ensure that all prospective Proposers are informed of the procedures to file a "Proposal Protest".

Should any individual, organization or group believe that these policies have been violated they may make an appeal in writing to the Purchasing Officer who is obligated to investigate the protest and provide an official response to the protest. Protests shall be submitted within ten (10) working days of notification that a proposal has been awarded. All protests shall state specifically:

1. The Proposal title, opening or award date, purchase order or other identifying data;
2. The specific policy that is alleged to have been violated;
3. The adverse effect alleged to have resulted from the policy violations;
4. The corrective action being sought as a remedy.

The Purchasing Officer will respond in writing to the protester no later than ten (10) working days from receipt of the protest. The response shall include:

- a) Review of the policy as applied in the transaction being questioned.
- b) Response to each material issue raised in the protest.
- c) Statement of whether a violation has indeed occurred.
- d) Corrective action to be taken if any is warranted.

A copy of the complaint and the response will be forwarded to the City Manager for review prior to submittal to the protester. According to City policies, the decision of the Purchasing Officer is appealable to the City Manager. If no appeal has been received in the office of the City Manager, the decision of the Purchasing Officer shall be considered final on the fifth working day following the date of notification to the protester. Should an appeal be received by the City Manager, a response will be provided to the protestor within five (5) working days and shall be considered final.

Whenever possible, the award of procurement will not be made final until all Proposal protests have been satisfactorily resolved. Final award will not be made until five (5) days after notification of protest decision has been provided to the protesting parties. The City does reserve the right to proceed with the award pending the resolution of the proposal protest when it is determined that:

- a) The items to be procured are urgently required;
- b) Deliver or performance will be unduly delayed by failure to make the award promptly; or
- c) Failure to make prompt award will otherwise cause undue harm to the City or funding agent.

When federal or state funding is involved, these procedures will be followed and will be supplemented by the regulations of the funding source. Should there be a conflict in the funding regulations and those set forth herein by the City, the more restrictive procedure shall take precedence.

Proposal protests are to be directed in writing to:

City of Gardena
Attn: Purchasing Officer
Proposal Protest for – RFP No. 2024-002 PROFESSIONAL AUDITING SERVICES
1700 West 162nd Street
Gardena, CA 90247

Formal Protests shall clearly state the following on the *outside* of the envelope:
PROPOSAL PROTEST FOR- RFP No. 2024-002 PROFESSIONAL AUDITING SERVICES

EXHIBIT A

Schedule of Professional Fees and Expenses to Support the Total All-Including Maximum Price				
	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner		\$	\$	\$
Manager		\$	\$	\$
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Sub-Total				\$
Out-of-Pocket Expenses				\$
Total				\$

EXHIBIT B

All-Inclusive Maximum Price by Report	FY 2023/24	FY 2024/25	FY 2025/26	Optional Years	
				FY 2026/27	FY 2027/28
City Audit/ACFR					
GTrans Enterprise Fund					
Single Audit					
GANN Limit					
Total					

EXHIBIT C**FORM A****PROPOSAL SUBMISSION CHECKLIST**

This checklist shall be completed and returned with your proposal. Failure to return this checklist and the required documents may be cause for considering the proposal non-responsive.

	DESCRIPTION	REQUIRED FORMS REFERENCE LETTER	PROPOSER'S INITIALS
1.	Proposal Submission Checklist (This	FORM A	
2.	Transmittal Letter Form	FORM B	
3.	Business Questionnaire	FORM C	
4.	Addendum Acknowledgement	FORM D	
5.	Client Reference List	FORM E	
6.	Designation of Subcontractors	FORM F	
7.	Affidavit of Non-Collusion	FORM G	
8.	Conflicts of Interest Statement	FORM H	
9.	Equal Employment Opportunity	FORM I	
10.	Drug-Free Workplace Certification	FORM J	
11.	Cost Proposal (refer to instructions)	EXHIBIT A & EXHIBIT B	

Company Name:	
Name of Proposer initialing document (print):	
Email address of Company Contact:	
Signature:	
Title:	
Date:	

FORM B
TRANSMITTAL LETTER FORM

City of Gardena
Attn: Purchasing Officer
1700 West 162nd Street
Gardena, CA 90247

- 1. Proposer acknowledges receipt of RFP 2024-004 and Addenda No. (s) _____
- 2. Proposer acknowledges its familiarity with requirements defined in Scope of Work.
- 3. This offer shall remain firm for _____ days from the RFP close date.
(minimum 120)

Company Name: _____

Address: _____

Telephone: _____

Print Name/Title: _____

E-mail: _____

Date Signed: _____

Signature: _____

FORM C

BUSINESS QUESTIONNAIRE

1. Name of Proposed Contractor ("Business", herein): _____

Doing Business As: _____
Other business name, if applicable)

EIN# _____

2. Business Mailing Address: _____
Street Address

City State Zip Code

3. Business Telephone Number: () _____ Fax Number: () _____

E-mail address: _____

4. Business Type: ☐ Individual ☐ Corporation ☐ Partnership ☐ Joint Venture

5. Number of Years in Business: _____

6. Annual Gross Revenue: (M represents Millions)

☐ \$1M or less ☐ \$1M-\$5M ☐ \$5M-\$10M ☐ \$10M-\$16M ☐ \$16M or Over

7. Number of Employees:

☐ Less than 50 ☐ 50-100* ☐ 101-750 ☐ 751-1,000 ☐ 1,001 or over

8. Is Business Owned by Minority Ethnicity? ☐ Yes ☐ No

9. Ethnic Group: ☐ African American ☐ Hispanic American ☐ Native American
☐ Asian Pacific American ☐ Subcontinent Asian American ☐ Caucasian
☐ Other (Please Specify) _____

10. Female Owned Business? ☐ Male Owned Business? ☐

11. Type of Work Performed: ☐ Construction ☐ Wholesale/Distributor ☐ Manufacturing
☐ Professional Service ☐ General/Technical Service ☐ Retail

12. Please provide a brief description of your materials and/or services:

13. Is the Business a subsidiary of another entity? ☐ Yes ☐ No

14. Has the Business, or any officer or partner thereof, failed to complete a contract? ☐ Yes ☐ No

15. Is any litigation pending against the Business? ☐ Yes ☐ No

16. Has the Business ever been declared a "not responsible" vendor by a public agency? ☐ Yes ☐ No

17. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded or otherwise disqualified from bidding, proposing or contracting? ☐ Yes ☐ No

FORM C Continued

BUSINESS QUESTIONNAIRE

18. Has the Business been a defaulter, as principal, surety or otherwise? ☐ Yes ☐ No
19. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? ☐ Yes ☐ No
20. Is the Business in arrears upon a contract or debt? ☐ Yes ☐ No
21. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion or qualification to receive a public contract? ☐ Yes ☐ No
22. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete the work on time or for any other reason? ☐ Yes ☐ No
23. If a "yes" response is given under questions 15 through 22, please provide a detailed explanation including dates, references to contract information, contacts, etc. (attach additional pages as necessary). City reserves the right to inquire further with respect thereto.
24. Name of principal financial institution for financial responsibility reference.
- Name of Bank: _____
- Address: _____
- City and State: _____
- Officer familiar with proposers account: _____
- Federal Taxpayer I.D. number: _____
25. Please check all classifications that apply to your business:
- ☐ DBE ☐ WBE ☐ MBE ☐ SBE ☐ SBRA ☐ LSAF

I, individually and on behalf of the business named above, do by my signature below certify that the information provided in this questionnaire is true and correct. I understand that if the information provided herein contains any false statements or any misrepresentations: 1) City will have the grounds to terminate any or all contracts which City has or may have with the business; 2) City may disqualify the business named above from consideration for contracts and may remove the business from City's proposers list; or/and 3) City may have grounds for initiating legal action under federal, state or local law.

Note: This questionnaire is also a certification form; the information requested will be used to determine small business status as per 13 CFR Part 121. Additionally, this information will allow City to report the amount of subcontracting activity with all businesses that offer the commodities and services used by City.

Printed Name: _____ Title: _____

Signature of Owner: _____ Date: _____
(Owner, CEO, President, Majority Stockholder or Designated Representative)

FORM D
ADDENDUM ACKNOWLEDGEMENT

Proposer acknowledges receipt of the following addenda which are attached to the Proposal:

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

Failure to acknowledge the receipt of all addenda may cause the Proposal to be considered non-responsive.

If Proposer is a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign Proposals; if a partnership, state true name of firm and the names of all individual partners; if an individual, state name in full.

Date: _____, 20____

Company: _____

Signed: _____

Name: _____

Title: _____

Telephone: _____

FORM E
CLIENT REFERENCE LIST

All references shall be reachable and willing to furnish information by telephone conversation or email. Please ensure contact information is accurate and up-to-date.

1.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:
2.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:
3.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:
4.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:

Signature of Authorized Person

Name, Title

Company Name

FORM F
DESIGNATION OF SUBCONTRACTORS

Propose shall provide the names and business addresses of each subcontractor who will perform work under the contract.

Attach additional copies of this form if more space is needed.

Company Name and Address / Contact Name and Phone No. <u>INCLUDE LICENSE NUMBERS</u>	DBE (Included in CUCP List) (Yes / No)	Small Business Enterprise (Yes / No)	Description of Work/Services	Estimated Dollar Amount

FORM G
AFFIDAVIT OF NON-COLLUSION

Submit this form with the Price Proposal, failure to do so is grounds for disqualification.

I hereby swear (or affirm) under penalty of perjury that:

- 1. I am the Proposer (if the Proposer is an individual), a partner in the proposal (if the Proposer is a partnership), or an officer or employee of the proposing corporation and have authority to sign on its behalf (if the Proposer is a corporation);
- 2. The Proposer has independently produced the attached proposal(s) without collusion, agreement, understanding or planned common course of action, with any other source, that would limit independent proposing competition;
- 3. The contents of the proposal(s) have not been communicated by the Proposer and or its employees and or agents to any person not an employee and or agent of the Proposer or its surety, on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal, and
- 4. I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Proposer’s Company Name	
Legal Structure (corp./partner/proprietor)	
Principal Office Address	
City, ST, Zip	
Phone Number	
Fax Number	
E-Mail	
Federal Employer Identification Number	
Title of Person Authorized to Sign	
Print Name of Person Authorized to Sign	
Authorized Signature and Date	

FORM H
CONFLICTS OF INTEREST STATEMENT

Proposers shall provide a list of all entities with which it has relationships that create, or would appear to create, a conflict of interest with the work that is contemplated by this project. The list should indicate the name of the entity, the relationship to the Proposer, and a discussion of the conflict.

Name of Entity:

Relationship to Proposer:

Conflict:

Name of Entity:

Relationship to Proposer:

Conflict:

Name of Entity:

Relationship to Proposer:

Conflict:

OR

I, _____, hereby certify that
Authorized Official
_____ has no known relationships that
Company
create or would appear to create a conflict of interest with the work that is contemplated by this project.

Executed this _____ day of _____, 20_____
By _____
(Signature of Authorized Official)

FORM I
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The successful bidder hereby certifies compliance with all applicable equal employment opportunity laws and regulations, as applicable:

- 1. In implementing the project, the successful bidder may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age or national origin. The recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 2. The successful bidder shall be responsible for requiring that all subcontractors of the project comply with this provision, except subcontracts for standard commercial supplies of new materials.

Date

Company

By: _____
Signature of Authorized Official

Print Name of Authorized Official

Title of Authorized Official

FORM J

DRUG-FREE WORKPLACE CERTIFICATION

I, _____, hereby certify on behalf of
(name of authorized official)

_____ that:
(name of company)

The Contractor named above, and all Sub-Contractors working on this Contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor and all Sub-Contractors will, therefore:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The firm's policy of maintaining a drug-free workplace.
 - c. Any available counseling, rehabilitation and employee assistance programs, and;
 - d. Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this Contract.
3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed Contract:
 - a. Will receive a copy of the firm's drug-free policy statement, and;
 - b. Will agree to abide by the terms of the firm's statement as a condition of employment on the Contract.

CERTIFICATION:

I, _____, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this Contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this _____ day of _____, 20____

By _____
(Signature of Authorized Official)

(Title of Authorized Official)

AGREEMENT BETWEEN THE
THE CITY OF GARDENA
AND

This contract, hereinafter referred to as Agreement is entered into this _____ day of _____, 2024, by and between THE CITY OF GARDENA ("City") and _____, a [state] [type of entity] ("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 perform audit services; 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.

2. Services.

A. The services to be performed by Consultant shall consist of the following ("Services"): As specified in **Exhibit "A"**, attached hereto and incorporated herein by reference, unless otherwise instructed by City.

B. The Services shall be performed in accordance with the Project Schedule set forth in **Exhibit A**. 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. Consultant's Proposal. This Agreement shall include Consultant's proposal or bid which is incorporated herein as **Exhibit A**. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

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 as set forth in **Exhibit A**. City, in its sole discretion, may extend the time for performance of any Service.

6. Compensation. Compensation for the Services shall be billed as set forth in **Exhibit ***, attached hereto. The Compensation is inclusive of all costs that may be incurred by Consultant in performance of the Services, including but not limited to such items as travel, copies, delivery charges, phone charges, and facsimile charges, unless otherwise. In no event shall compensation under this Agreement exceed SPELL OUT AMOUNT and 00/00 (\$*) without the prior written authorization of the City Council.

7. Term of Agreement/Termination. This Agreement shall commence on the Effective Date and continue for a period of three (3) years, ending on _____, 20__, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. This Agreement may be extended by two [2] additional one [1] year periods upon mutual written agreement of both parties.]

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 Ray Beeman 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. Invoices and Payments.

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

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

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

10. Records/Audit.

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

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

assure proper accounting for all funds;

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

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

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

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

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

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

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

14. 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.

15. 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.

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. 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.

19. 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 performance of this Agreement.

20. 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.

21. 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.

22. Insurance.

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

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

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

1. Commercial General Liability Insurance - a policy for occurrence coverage for bodily injury, personal injury and property damage, including all coverage provided by and to the extent afforded by Insurance Services Office Form CG 2010 ed.

10/93 or 11/85, with no special limitations affecting City. The limit for all coverage under this policy shall be no less than one million dollars (\$1,000,000.00) per occurrence.

2. Commercial Auto Liability Insurance - a policy including all coverage provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The limit for bodily injury and property damage liability shall be no less than one million dollars (\$1,000,000.00) per accident.

3. Policy Requirements. The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

a. The City, its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy.

b. The insurer shall agree to provide City with thirty (30) days prior written notice, return receipt requested, of any cancellation, non-renewal or material change in coverage.

c. For any claims with respect to the Services covered by this Agreement, Consultant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its elected and appointed officers, employees, agents and volunteers shall be excess of Consultant's insurance and shall not contribute with it.

4. Worker's Compensation and Employer's Liability Insurance - a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

5. Professional Errors & Omissions - a policy with minimum limits of one million dollars (\$1,000,000.00) per claim and aggregate. This policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to City.

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

with City incorporating such changes within sixty (60) days of receipt of such notice, Consultant shall be deemed in default hereunder.

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

F. Verification of Compliance. Consultant shall furnish City with original policies or certificates and endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, Consultant shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Consultant shall provide full copies of any requested policies to City within three (3) days of any such request by City.

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

23. Indemnity.

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

B. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents, employees and volunteers, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents, employees and volunteers arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents,

employees and volunteers based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

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

24. 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.

25. 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.

26. 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: Ray Beeman
 Title: Director of Administrative Services
 Email: _____
 Telephone: (____) _____

To Consultant: Name of Consultant
Street Address or P.O. Box
City, State Zip Code
Attn: _____
Email: _____
Telephone: (____) _____

Either party may change the information to which notice or communication is to be sent by providing advance written notice to the other party.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

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

36. 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.

37. Section Headings. The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

38. 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

"Consultant"
Name of Consultant or Consultant Company

By: _____
Tasha Cerda, Mayor

By: _____
Name and title of individual

Date: _____

Date: _____

By: _____
Name and title of individual

Date: _____

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

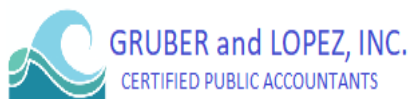
Carmen Vasquez, City Attorney

EXHIBIT B

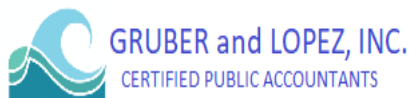
CITY OF GARDENA PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

March 13, 2024

Proposal Due Date: March 14, 2024



Submitted By:
Ron Lopez, CPA, Managing Partner
Gruber and Lopez, Inc, CPAs
438 Old Newport Blvd
Newport Beach, CA 92663
Ph (949) 346-2900
rlopez@gruber-inc.com



March 13, 2024

City of Gardena
Attn: Ray Beeman, Director of Administrative Services
1700 West 162nd Street
Gardena, CA 90247

Re: Professional Auditing Services

Dear Mr. Beeman:

Gruber and Lopez, Inc. is pleased to submit our proposal to provide local government independent audit services in response to your Request for Proposal (RFP). We understand the work that needs to be performed and are committed to complete the projects in the desired time frame indicated in the RFP. Gruber and Lopez, Inc. is a licensed Certified Public Accounting and Consulting firm with offices based in Newport Beach, California. For numerous years, the firm has specialized in providing accounting, auditing, tax and business consulting services to a wide variety of industries including local government, government grants, and non-profits. Gruber and Lopez, Inc. has the necessary experience to perform the local government auditing services described in your RFP. We have read the RFP and take no exception to it.

We are aware that the City of Gardena (City) has solicited a number of proposals, however, Gruber and Lopez, Inc. would be your best selection for the following reasons which are set forth in greater detail in our proposal:

- Extensive knowledge of the project is due to the significant experience of the engagement team, who has performed hundreds of governmental financial statement audits that contain significantly large federal and state grants. Gruber and Lopez, Inc. has a proven track record in serving the State of California, California cities and counties, redevelopment agencies (successor agencies), special districts and authorities. Mr. Lopez was also one of the first auditors to implement GASB 34 (City of Indian Wells 1999).
- Mr. Lopez and Mr. Lenton have vast experience in Uniform Grant Guidance single audits (including Covid 19-Relief Grants). In 2005, they were both selected to serve as lead auditors in the 2005 National Single Audit Project of which the U.S. Department of Education, on behalf of all federal agencies, selected them and their firm to perform quality control reviews of other C.P.A. firm audits conducted under OMB Circular A-133.
- Mr. Lopez and Mr. Lenton have previously performed the annual audits of the following cities: Cities of Bell Gardens, La Habra Heights, Los Alamitos, Hawaiian Gardens, Villa Park, Lomita, Laguna Woods, Eastvale, Inglewood, Hermosa Beach, Burbank, Indio, Indian Wells, Rancho Santa Margarita, Carlsbad, Rancho Mirage, Carson, Santa Monica, Stanton and more. A complete listing of experience with California local governments is identified within our resume section.
- Gruber and Lopez, Inc. has also performed 92 special district audits on behalf of the County of San Bernardino.

City of Gardena
Attn: Ray Beeman, Director of Administrative Services
March 13, 2024
Page Two

- Mrs. Danaher (Engagement Director/ Manager) has 25 years of experience in government accounting and auditing, and before coming aboard in January of 2017 and was the Finance Director for the City of Villa Park for 10 years. Hence, Mrs. Danaher brings a unique audit approach as she understands the wants and demands of Finance and can recommend ways to create efficiency.
- Gruber and Lopez, Inc. also has performed hundreds of program specific compliance audits (including federal and non-federally funded service providers) on behalf of the County of Orange and was awarded the contract again in 2022.
- All of our local government clients we audit have annually obtained the GFOA award for excellence in financial reporting.
- Gruber and Lopez, Inc. adheres to the strict quality control measures and high professional standards of the American Institute of Certified Public Accountants (AICPA) and California State Board of Accountancy and have always been in good standing.
- Since our inception, we have always received an unmodified opinion in our Quality Control Peer Reviews under Government Auditing Standards and ERISA.
- Gruber and Lopez, Inc. understand the scope of services to be provided to the City and we are committed to performing the work in accordance with the schedule and timing required by the City.
- We acknowledge any and all addenda to the RFP.
- Gruber and Lopez, Inc. has no conflict of interest with regard to any of the work performed by our firm for the City.

We are honored to submit our proposal to you. We hope it conveys our sincere desire to provide outstanding services to your organization in the timeframe indicated in your RFP. If you find our proposal acceptable, please notify us and we will be prepared to commence work as soon as we receive the signed contract. Please do not hesitate to call my office if you have any questions about the scope of our proposed services or if we can provide you with any additional information about our firm. I am a partner with Gruber and Lopez, Inc. and am authorized to bind the firm in contractual matters. I can be reached at the phone number below or by e-mail at rlopez@gruber-inc.com. Our proposal and fee schedule shall remain valid for 120 days following the proposal due date and will become part of the contract that is negotiated with the City.

Very truly yours,

GRUBER AND LOPEZ, INC.

Ron Lopez

Ron Lopez, C.P.A., Managing Partner (President)
(949) 346-2900 x 1
<http://www.gruberlopezinc.com/>

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Attachment A: Engagement Team Resumes

Attachment B: Quality Control Peer Review Report

Form A: Proposal Submission Checklist

Form B: Transmittal Letter Form

Form C: Business Questionnaire

Form D: Addendum Acknowledgement

Form E: Client Refence List

Form F: Designation of Subcontractors

Form G: Affidavit of Non-Collusion

Form H: Conflicts of Interest Statement

Form I: Equal Employment Opportunity Certification

Form J: Durg-Free Workplace Certification

Exhibit A & B: Cost Proposal

Exhibit C: Engagement Team Resumes

Exhibit D: Quality Control Peer Review Report

CITY OF GARDENA REQUEST FOR PROPOSAL

1. FIRM QUALIFICATIONS AND EXPERIENCE

a. Company Profile

Below is a listing of the specified information of our firm:

Company Name:	Gruber and Lopez, Inc.
Company Type :	S - Corporation
Business and mailing address:	438 Old Newport Blvd Newport Beach, CA 92663
Telephone and fax number:	(949)346-2900 phone (714)901-0024 fax
Website address:	www.gruberlopezinc.com
Federal Tax I.D. no.:	27-1110267
Incorporation:	Incorporated in the State of California
Regular business hours:	Monday through Friday, 8am to 5pm
Contact's name in reference to bid:	Ron Lopez
Contact's number:	(949)346-2900 phone; (949)322-0092 cell
Contact's email address:	rlopez@gruber-inc.com
Length of firm existence:	13 years

GRUBER AND LOPEZ, INC. www.gruberlopezinc.com is a local accounting and consulting firm that specializes in providing high quality accounting, auditing, tax and consulting services and is licensed in the state of California as a CPA firm. GRUBER AND LOPEZ, INC. is highly regarded for its expertise in several industries (including the government sector). We have been recognized for our professionalism and expertise, but what is more important is the fact that our clientele has been earned strictly through referral. We are convinced that our recent growth attests to the recognition of the quality and timeliness of our services. In addition, our firm has been presented unqualified clean opinions in our initial and all subsequent peer reviews.

Bankers, attorneys, clients, sureties, insurance companies, and other financial institutions have acknowledged our expertise. What makes us most unique, however, is our drive to succeed without compromising professional standards and without unnecessary fees.

Our philosophy of service is to provide timely professional service and to bear in mind at all times that the value of our service must outweigh the cost. We plan proactively and always weigh the merit of our planning versus the cost of the planning. We put our client's interest above ours. We believe in timeliness and will do whatever it takes to achieve your satisfaction. We will always provide you with adequate time to review audit reports.

GRUBER AND LOPEZ, INC. adheres to the strict quality control measures and high professional standards of the American Institute of Certified Public Accountants (AICPA), and the California State Board of Accountancy (as well as other states when applicable).

1. **FIRM QUALIFICATIONS AND EXPERIENCE** (*Continued*)

As a member of the AICPA our audit procedures and working papers are regularly examined by another CPA firm in the firm-on-firm peer review program. In addition, all aspects of the firm's quality control practices have been reviewed, including the firm's commitment to extensive training programs. In every member firm, each member of the professional staff must enroll in continuous professional education courses. Each is required to take at least 80 hours of classes over a two-year period (24 of which relate to Government Audit and Accounting). Courses cover a wide spectrum of professional and technical subjects, and include Fraud Auditing, Professional Ethics and Governmental Accounting and Auditing topics to help the practitioner maintain his/her professional expertise. Included as Attachment to this proposal is a copy of GRUBER AND LOPEZ, INC.'s Quality Control Review which was recently completed in May 2023 for the year ended December 31, 2022 and we received a clean (unqualified) opinion under Government Auditing Standards and ERISA. In all instances of Peer Review GRUBER AND LOPEZ, INC. has never had a record of substandard audit work.

GRUBER AND LOPEZ, INC. presently has 10 full time employees of which 9 are professionals who have multidisciplinary backgrounds to address the services outlined in this RFP as follows:

Labor Category	Number of Personnel	Years' Experience	Degrees and Certifications	Relevant Project Experience
Partners & Directors	3	15-20	BA, CPA	Government, Commercial, Single Audit, Non-profit Auditing & Consulting, Tax & Litigation Services
Managers	4	10-15	BA, BS, CPA	Government, Commercial, Single Audit, Non-profit Auditing & Consulting, Tax & Litigation Services
Seniors	2	5-9	BA, BS	Government, Commercial, Single Audit, Non-profit Auditing & Consulting

GRUBER AND LOPEZ, INC. has a long history of efficiently staffing its accounting and consulting projects and bringing the projects in on time and on budget. We employ a detailed project management approach whereby each project is carefully planned by program area. Budgets are prepared and monitored daily to compare budgeted time against actual; variances from budgets are analyzed and explained, and weekly status reports are prepared to ensure that the project is on schedule and within budget.

Gruber and Lopez, Inc. has assembled an engagement team that has the core competencies in all areas identified in City's RFP. Our team has been drawn from experienced professionals based in Gruber and Lopez, Inc.' southern California practice office.

The professionals who will service the City have the experience and ability to provide a level of service second to none. They are sensitive to the concerns and characteristics of operations such as yours. Our experience in government audits will allow us to "hit the ground running". We will perform our services in a smooth, efficient and effective manner, which will prove to be of minimal disruption to client operations. We understand the importance of continuity of key personnel throughout the engagement and have had a very low history of turnover.

1. FIRM QUALIFICATIONS AND EXPERIENCE (*Continued*)

b. Project Goals

Gruber and Lopez, Inc., Inc. understands that the City of Gardena (City) is requesting an audit of the City's Financial Statements in accordance with Generally Accepted Government Auditing Standards (GAGAS) and *Government Auditing Standards* issued by the Comptroller General of the United States for the year ended June 30, 2024 through 2028.

c. Core Requirements and Deliverables

We will review, edit, print, and bind the following City reports: (1) Annual Comprehensive Financial Report (ACFR); (2) Single Audit Report in accordance with Uniform Grant Guidance (formally OMB Circular A-133); (3) Annual GTrans Enterprise Fund Financial Report; (4) Agreed-upon Procedures Review of the GANN Appropriations Limit; (5) SAS 114 Communication Letter; and (6) GAS /SAS 115 Internal Controls Letter.

d. Independence

Gruber and Lopez, Inc. is independent of the City of Gardena and its component units as defined by generally accepted auditing standards and *Government Auditing Standards*. Gruber and Lopez, Inc. does not utilize sub-contractors and has no relationship that would constitute a conflict of interest with the City or its component units.

e. License to Practice in California

Gruber and Lopez, Inc. and all assigned key professional staff are properly licensed to practice in California. Gruber and Lopez, Inc. has never had any federal or state desk reviews or field reviews of its audits. Gruber and Lopez, Inc. also never had any disciplinary action taken or pending with state regulatory bodies or professional organizations in its history. Gruber and Lopez, Inc. has complied with all applicable California Board of Accountancy requirements; our proposal is in strict compliance with said RFP including its terms and conditions.

f. Evidence of Insurance Coverage

Gruber and Lopez, Inc. possesses the required insurance coverage (which will be provided upon acceptance of award) including:

1. Commercial General Liability
2. Worker's Compensation
3. Employer's Liability
4. Professional Liability
3. Auto Liability

2. PARTNER, SUPERVISORY, AND STAFF QUALIFICATION

The following summarizes our proposed project organization structure, which includes personnel from Gruber and Lopez, Inc..

Gruber and Lopez, Inc. has identified the Engagement Partner and Project Leads as “Key” personnel. We understand the importance of continuity of key personnel throughout the engagement.

Engagement Partner – (KEY) The Engagement Partners are responsible for the overall completion and quality of project objectives and deliverables. The Engagement Partner identifies and coordinates the engagement using our resources to meet project objectives and interfaces with the City and client personnel to ensure their satisfaction at all points throughout the engagement. The Engagement Partners are available to other team members throughout the life cycle of the engagement and typically is involved in status meetings and deliverable presentations.

Project Leads – (KEY) The Project Leads are our day-to-day project managers responsible for all tasks and deliverables in the execution of the project plan in their respective functional areas. They interface with the City and client’s staff and project personnel on a daily basis in executing and achieving project objectives. The Project Leads are responsible for the planning, execution, and completion of all tasks associated with the project. This will include performing individual tasks and activities as well as supervising those tasks of assigned professional staff.

Seniors – Seniors are assigned to the project tasks as needed to perform and execute individual audit and review tasks and supervise the work of the Staff. Gruber and Lopez, Inc. may assign one or more Seniors throughout the life cycle of the project to complete required project tasks. Seniors are assigned based upon the task/project needs and skill sets required. These individuals possess a bachelor or graduate degree and have or in the process of obtaining professional certifications (CPA).

Staff – Staff are assigned to the project, as needed to aid in performance and execution of defined tasks. They are responsible for task execution and are directed and supervised by the Management and Seniors. Staff are assigned based upon the task/project needs and skill sets required. These individuals possess a minimum bachelors’ degree in accounting, business or related field and are in the process of obtaining a professional designation.

Gruber and Lopez, Inc. has assembled an engagement team that has the core competencies in all areas identified in City’s RFP. Our team has been drawn from experienced professionals based in Gruber and Lopez, Inc.’ southern California practice office.

The professionals who will service the City have the experience and ability to provide a level of service second to none. They are sensitive to the concerns and characteristics of operations such as yours. Our experience in government audits will allow us to “hit the ground running”. We will perform our services in a smooth, efficient and effective manner, which will prove to be of minimal disruption to client operations. We understand the importance of continuity of key personnel throughout the engagement and have had a very low history of turnover. **These individuals will be dedicated and committed to the project for its duration:**

2. **PARTNER, SUPERVISORY, AND STAFF QUALIFICATION** (*Continued*)

Engagement Audit Partner – Ron Lopez, CPA

Mr. Ron Lopez is a CPA and graduated with a Bachelor of Arts degree in Business Administration with an emphasis in Accounting from California State University of Fullerton. He has over 26 years of audit experience (including numerous years with a national firm) in accounting and auditing with comprehensive knowledge in all accounting principles, concepts and standards including FASB, GASB, SAS, GAS, and GAAS. He will plan and coordinate the engagement, prepare workpapers, and conduct reviews of all workpapers prepared by the professional staff assigned to this engagement. He will discuss with client management the auditing and compliance issues that arise during the course of the audit. Mr. Lopez has significant experience in performing financial and compliance audits of local governments, including redevelopment agencies, housing authorities, special districts, single audits (including audits of *Covid - 19 Relief grant funds*), and other federal and state government grants.

In 2005, he was selected to serve as engagement manager in the 2005 National Single Audit Project of which the U.S. Department of Education, on behalf of all federal agencies, selected him to perform quality control reviews of other C.P.A. firm audits conducted under OMB Circular A-133.

In 2012, Mr. Lopez as part of Gruber and Lopez, Inc. entered into a 5 year contract with the County of San Bernardino to audit 92 special districts annually. Mr. Lopez was also one of the first auditors to implement GASB 34 (City of Indian Wells 1999).

Mr. Lopez also has performed hundreds of program specific compliance audits (including federal and non-federally funded service providers) on behalf of the County of Orange and was awarded the contract again in 2024.

Engagement Director/Manager and Project Lead – Matthew Lenton, CPA

Mr. Lenton is the Director of Audit and Accounting and has over 22 years of prior experience including several with a national firm where he was a Shareholder. He has performed numerous financial statement, compliance, operational and performance audits of municipalities (including tribal governments and special districts), transit agencies, government grants (including single audits), other contracts and cooperative agreements, not-for-profit organizations, and ERISA (401k & 403b) plans.

Mr. Lenton has comprehensive knowledge in all accounting principles, concepts and standards including GASB, FASB, SAS, GAS, GAAS and more. He has reviewed and evaluated entity's accounting policies, regulatory laws, internal controls and financial management systems and suggested areas of improvements in formal letters to clients and grantors. Documented matters pertaining to each phase of the risk assessment process for all cycles (i.e. payroll, cash receipts, cash disbursements, cash and investment reconciliation including wire transfers, journal entry preparation, and IT) that clearly demonstrated procedures performed, results, evidence obtained and conclusions reached.

2. PARTNER, SUPERVISORY, AND STAFF QUALIFICATION (Continued)

Engagement Director/Manager and Project Lead – Matthew Lenton, CPA (Continued)

Mr. Lenton will assist Mr. Lopez in planning and coordinating the engagement, prepare workpapers, and conduct reviews of all workpapers prepared by the professional staff assigned to this engagement. Local governments (and other relevant entities) audited by Mr. Lenton include the City's of Newport Beach; Bell Gardens, Villa Park, Highland, Rancho Santa Margarita; Indian Wells; Inglewood; Rancho Mirage; Stanton, Compton; National City; Lomita; Beverly Hills; Villa Park; Housing Authority of the City of Los Angeles; Fresno Housing Authority; Lake Arrowhead Community Services District; County of San Bernardino Special Districts, South Montebello Irrigation District; and more.

Engagement Director/Manager – Michelle Danaher

Mrs. Michelle Danaher has over 25 years of accounting and audit experience (including numerous years with a national firm) as well as previously serving as Finance Director for the City of Villa Park for 10 years. Mrs. Danaher has comprehensive knowledge in all accounting principles, concepts and standards including FASB, GASB, SAS, GAS, and GAAS. She will help Mr. Lenton plan and coordinate the engagement, prepare workpapers and conduct reviews of all workpapers prepared by the professional staff assigned to this engagement. Mrs. Danaher has significant experience in performing financial and compliance audits of local government and government contracts. Local governments audited by Mrs. Danaher include City of Costa Mesa, City of Carlsbad, City of Palm Springs, City of San Bernardino, Orange County Water District, Big Bear Area Waste Water Authority, and more.

Engagement Senior – Chris Haro, CPA

Mr. Chris Haro is a CPA and has over 20 years of audit experience (including numerous years with a national firm) in accounting and auditing with comprehensive knowledge in all accounting principles, concepts and standards including FASB, GASB, SAS, GAS, and GAAS. He will help Mr. Lenton plan and coordinate the engagement, prepare workpapers and conduct reviews of all workpapers prepared by the professional staff assigned to this engagement. Mr. Haro has significant experience in performing financial and compliance audits of local government and government contracts. Local governments audited by Mr. Haro include City of San Carlos, City of Solana Beach, City of Palm Springs, City of Indio, City of San Bernardino, City of Cathedral City, Big Bear Community Services District, Big Bear Area Waste Water Authority, Orange County Social Security Administration, San Diego Port Authority, and more.

Detailed resumes of the engagement team are included in Attachment to this proposal.

3. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

a. Extended Education

GRUBER AND LOPEZ, INC. also believes in extended education. Recent relevant courses taken by our firm's attest division include the following: Annual Government GAAP Update-3/2023; Federal Single Audit Update-1/2023; Government and Nonprofit Update -1/2023; Audits of State and Local Governments-2/2023; GFOA's Government Accounting Standards Board Update-11/2023; and Economic Update-12/2023, and more.

b. Net Value Philosophy

Our net value philosophy is simple. A CPA firm should, over time, increase a client's efficiency through informed business advice. To avoid tunnel vision syndrome, we operate with the intent of providing a net value to our clients in the form of recommendations and advice that may result in strengthening net assets for our clients.

c. The Experience Factor

There is no substitute for experience. Therefore, we generally do not assign new staff members to work on clients in the field. Rather, a new staff member is assigned to an experienced CPA, who will be responsible for proper training without placing a burden on our clients. In this respect, our training is more of a structured apprenticeship. Our partners have a personal commitment to providing excellent client service. Such service requires "hands on" director involvement with each and every client. There is no increase in cost to our clients for this additional experience, only an increase in benefits. We believe that when you add continuity to this experience factor, you achieve a superior level of client service in all respects. The manner in which our work product is produced places far less burden on your accounting personnel. More importantly, it ensures that we are in a position for our most experienced individuals to thoroughly understand your organization.

d. Time is of the Essence

We are all too familiar with the delays that can result in financial statements being completed untimely. We enforce a policy whereby an extremely **efficient turn-around** is promised for all auditing and accounting services. We clearly understand that the value of our services diminishes with each and every delay.

e. Partner Involvement

Our partners spend substantially more time on each client than "Big Four" or national firm directors. You will see your engagement partners frequently during the year for meetings and planning sessions. The bottom line is that more partner involvement means better service to you. This is our firm-wide and personal commitment to you. Gruber and Lopez, Inc. has a long history of efficiently staffing its accounting and consulting projects and bringing the projects in on time and on budget. We employ a detailed project management approach whereby each project is carefully planned by program area. Budgets are prepared and monitored daily to compare budgeted time against actual; variances from budgets are analyzed and explained, and weekly status reports are prepared to ensure that the project is on schedule and within budget.

3. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES (Continued)

f. Similar Engagements and References

Recent relevant local government audit, accounting, and/ or federal grant experience and references **performed by Mr. Ron Lopez, Mr. Matthew Lenton** and other members of the engagement team are as follows:

City in Accordance <u>With GASB 34</u>	GFOA/ CSMFO <u>Award</u>	TOT, Refuse, Cable <u>Audits</u>	OMB Uniform Single <u>Audit</u>	Preparation of SCR / Street <u>Report</u>	Govt. Auditing <u>Standards</u>
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Contractual engagements performed under Gruber and Lopez, Inc.:

Lomita	x		x	x	x
Los Alamitos	x				x
La Habra Heights	x	x		x	x
Bell Gardens	x		x	x	x
Villa Park					x
Hawaiian Gardens	x		x		x
Eastvale	x				x
Hermosa Beach	x			x	x
Stanton	x	x	x		x
County of San Bernardino-Special Districts*				x	x
County of Orange			x		x

Contractual engagements performed and lead by Gruber and Lopez, Inc. staff at previous firms:

Aliso Viejo	x			x	x
Carlsbad	x		x		x
Carson	x		x		x
Escondido	x		x		x
Fountain Valley	x		x		x
Goleta	x		x	x	x
Hemet	x	x	x		x
Highland	x		x		x
Indian Wells	x	x			x
Inglewood	x	x	x		x
Lomita	x		x	x	x
National City	x		x		x
Newport Beach	x		x		x
Rancho Mirage	x	x			x
Rancho Santa Margarita	x		x		x
Santa Monica	x		x		x
Solana Beach	x	x	x		x

*5 year contract entered into in 2012 with County of San Bernardino consists of 92 annual audits of special districts. These audits were performed from 2012-2016.

3. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES (Continued)

- City of Bell Gardens
GASB 34 Financial Statement and Compliance Audit of City (including Measure M, AQMD, and Gas Tax funds), and Single Audit in accordance with OMB UGG requirements.

Manuel Carrillo, Director of Finance and Administrative Services
(562) 806-7707
MCarrillo@bellgardens.org
- City of La Habra Heights
GASB 34 Financial Statement and Compliance Audit of City (including AQMD, Measure R, Proposition A and C, and Gas Tax funds).

Angie Martinez, Finance Manager
(562) 694-6302
amartinez@lhhcity.org
- City of Hawaiian Gardens
GASB 34 Financial Statements and Compliance Audit of City (including Successor Agency Private-Purpose Trust Fund, and Gas Tax funds), and Single Audit in accordance with OMB UGG requirements.

Linda Hollinsworth, Finance Director
(562) 420-2641 Ex 236
lindah@hgcity.org
- City of Stanton
GASB 34 Financial Statements and Compliance Audit of City (including Successor Agency Private-Purpose Trust Fund, and Gas Tax funds), and Single Audit in accordance with OMB UGG requirements.

Michelle Bannigan, Finance Director
7800 Katella Ave.
Stanton, CA 90680
(714) 890-4226
mbannigan@stantonca.gov
- City of Hermosa Beach
GASB 34 Financial Statements and Compliance Audit of City (including Measure M, AQMD, and Gas Tax funds).

Viki Copeland, Finance Director
1315 Valley Drive
Hermosa Beach, CA 90254
(310) 318-0225
Vcopeland@hermosabeach.gov

4. **SPECIFIC AUDIT APPROACH**

Gruber and Lopez, Inc. is very familiar with local government financial statement and government grant compliance audits and has specific relevant experience to similar challenges and undertakings. The firms' relevant experience is listed under Section 4 below. To maximize the benefit to the City as a result of this engagement, Gruber and Lopez, Inc. proposes to utilize our structured business process methodology, experience, and knowledge in executing this engagement. Our approach places great emphasis on using only proven and experienced auditors and consultants to perform the services required by the City. The following is a summary of the approach to the different types of tasks that may be assigned under this RFP and expected deliverables and work products.

On a date desired by management in April or May 2024, audit procedures that will be accomplished during the **planning stage** include the following:

- Entrance conference with the Finance Manager and other key City personnel to: review project and task objectives; review scope of services and data collection methodology; discuss documentation needed; collect available data and published materials; establish meeting and presentation schedule; discuss dates for interim and final fieldwork and coordinate and establish communication channels in accordance with SAS 114.
- Prepare a list of items needed (our workpapers are in electronic form, so electronic files for schedules and documents requested will be preferred but not required). Our request of items to be provided will conform to what the City has previously provided to its existing Auditor. Should we need additional information, we will work with City staff to minimize any additional work load to the City. Each associate is assigned a lap top for fieldwork and we use primarily Microsoft Word and Excel for our audit engagements. We will also establish materiality levels for the government-wide and fund financial statements.
- Thoroughly review all relevant documents and agreements (debt issues, leases, significant contracts, joint power agreements etc.) and prepare an audit plan that will include an audit program, audit procedures, and timeline for all audits. Levels of materiality will also be developed.
- Planning will continue throughout the audit and be constantly updated as issues and scope may change as the audit proceeds.

On a date desired by management in April or May 2024, audit procedures that will be accomplished during our **interim fieldwork** include the following:

- We will provide instructions for mailing out letters to confirm bank balances for cash and investments, attorneys, debt, material receivables, OPEB, PERS and risk management insurance.
- We will review internal controls of the main cycles (cash receipts, cash disbursements/ procurement, payroll, capital assets, IT, and treasury management) and assess controls risk in accordance with the risk auditing standards (SAS 103 to 111) and fraud risk standards (SAS 99). We will identify areas of potential concern to City management.

4. **SPECIFIC AUDIT APPROACH** (*Continued*)

- Perform testing of controls where reliance can be placed. In conducting our tests of controls we will use the GAS Audit Sampling Guide parameters.
- Reviewing of minutes of the City Council meeting minutes.
- Test a sample of journal entries to ensure reasonableness.
- Perform preliminary analytical reviews on balance sheet and income statement and investigate significant variances.
- We will perform a test of disbursement transactions to ensure that:
 - City has properly spent funds in accordance with various restricted funds and federal and state grant programs,
 - City procurement policies are being followed.
- Test salary expense by performing payroll test of transactions, review and test city manager contract, and interviewing employees.
- Compliance testing of City budgetary policies.

On a date desired by management in September 2024 (after the final closing of the books and preparation of final trial balances by City personnel for the year ended June 30), we will commence performing our **final fieldwork** which will include:

- Confirm cash and investment balances and test bank reconciliations. Also ensure the proper recording in accordance with GASB 31 *Fair Value Reporting for Investments* and GASB 40 *Deposit and Investment Risk Disclosures*.
- Test capital assets and accumulated depreciation to ensure they are fairly stated and in accordance with generally accepted accounting principles, and that streets and roads network are properly using the modified approach in accordance with GASB 34.
- Testing of allocations of interest income to the various funds.
- Examination of support and subsequent receipt of significant receivable balances.
- Search for unrecorded liabilities.
- Testing of long term debt balances and debt without government commitment.
- Consideration of support and proper valuation of the liabilities for compensated absences and claims and judgments.
- Testing of support for other significant assets and liabilities of the City.
- Testing for the proper establishment of non-spendable, restricted and assigned fund balances in accordance with GASB 54.
- Review of significant events after year end (through the completion of our audit).

4. **SPECIFIC AUDIT APPROACH** (*Continued*)

- Review of attorney letters for significant legal matters affecting the City's financial position.
- Perform other substantive procedures on other significant revenues and expenditures.
- Ensure operating leases are properly recorded and classified.
- Perform final analytical reviews on balance sheet and income statement and investigate significant variances.
- Test pension plan and other post employment benefits to determine accordance with GASB 68 and 45, respectively.
- Test interfund balances and transfers.
- Test of joint ventures and developer agreements, if any.
- Determination of major and non-major funds for financial reporting purposes.

In September 2024, procedures that will be accomplished during the **report preparation/review** stage include the following:

- Single Audit Report (if needed), GAS or SAS 115 Internal Controls letter, and SAS 114 Communications letter in draft form will be developed and presented to City management for review. A schedule of adjusting journal entries will also be provided, if any. We will review the City's draft of the CAFR and make and edits as agreed to be the Director of Admin Services.
- After City approval of all reports, we will print, bind and mail final copies of report to the City.

Should the City meet the Single Audit criteria for expenditures of federal funding during the fiscal year, we would perform the following procedures in performing the Single Audit during both the interim and final stages of the audit:

- The following relevant federal and AICPA publications will be addressed:
 - The *OMB Title II-Uniform Grant Guidance* for grants issued after 12/26/14.
 - GAO *Government Auditing Standards* (Yellow Book)- 2018 Revision
 - AICPA Audit and Accounting Guide *Audits of State and Local Government Units* (1994 revision) and Statement of Position 98-3, *Audits of States, Local Governments, and Not-for-Profit Organizations Receiving Federal Awards*

4. **SPECIFIC AUDIT APPROACH** *(Continued)*

- SAS No. 74, *Compliance Auditing Considerations in Audits of Governmental Entities and Other Recipients of Federal Financial Assistance*
 - Most current *Compliance Supplement for Single Audits of State and Local Governments*
 - Catalog of Domestic Assistance Programs
- Identify the federal programs administered by the City and the amounts expended during the audit period.
 - Apply the risk-based auditing approach mandated by the *OMB Uniform Grant Guidance* or *Single Audit Act Amendments of 1996* (Public Law 104-156) and OMB Circular A-133 entitled *Audits of States, Local Governments, and Non-Profits Organizations* for the determination of major programs to be selected under the single audit process. As prescribed by the directives of the new single audit requirements, this will involve a consideration of the complexity of the program, prior audit findings, changes in personnel, the competency of personnel, the extent to which sub-recipients are used, the extent of overview and monitoring by granting agencies, the extent of recent changes in program requirements, the newness of the program, the size of the program, and the inherent risk of the program.
 - Identify the oversight audit agency, if any.
 - Identify and list the major compliance supplements and subrecipients of the City, if any.
 - Review the administrative control systems to ensure compliance.
 - Execute the sampling plan.
 - Perform audit procedures for the selected transactions.
 - Test compliance with other material compliance requirements.
 - Test matching requirements, if any.
 - Test indirect costs, if any.
 - Review reports and claims for advances and reimbursements to the federal government.
 - Review processing of audit reports for state and local government subrecipients, if any.
 - Prepare the independent auditors' reports required by OMB.
 - Prepare the data collection form required to be filed with the Single Audit Central Clearinghouse.

5. CLOSING STATEMENT

Evolution in the financial services industry has been ponderously slow relative to the rest of the business sector. Many firms operate in the year 2024 with the same fundamental organization structure and approach to client service that they employed during the 1970's. However, the world is now a vastly different place. In today's business environment of high-speed telecommunications and information processing, a large bureaucratic structure can often bring client service to a grinding halt.

In response to this problem, we have created an accounting firm specifically designed and organized to serve a wide variety of companies. We provide the quality and depth traditionally associated with "Big Four" firms, while at the same time providing the security of attention and stability that is the hallmark of the local firm.

Every aspect of our practice is organized to respond to a changing environment and to prevent the "chains of bureaucracy" from inhibiting individual excellence and client service. For instance, our partners spend substantially more time on each client than "Big Four" or national firm directors. You will see your engagement partners almost daily during audit fieldwork. The bottom line is that more partner involvement means better service to you. This is our firm-wide and personal commitment to you.

Our net value philosophy is simple. A CPA firm should, over time, increase a client's efficiency and improve internal controls through informed business advice. To avoid tunnel vision syndrome, we operate with the intent of providing a net value to our clients in the form of recommendations and advice that may result in strengthening net assets for our clients.

In conclusion, we offer virtually all the services associated with the larger national firms but we provide these services on a personalized one-on-one basis and without unnecessary red tape or overhead. We are here to serve your needs.

EXHIBIT C**FORM A****PROPOSAL SUBMISSION CHECKLIST**

This checklist shall be completed and returned with your proposal. Failure to return this checklist and the required documents may be cause for considering the proposal non-responsive.

	DESCRIPTION	REQUIRED FORMS REFERENCE LETTER	PROPOSER'S INITIALS
1.	Proposal Submission Checklist (This	FORM A	RL
2.	Transmittal Letter Form	FORM B	RL
3.	Business Questionnaire	FORM C	RL
4.	Addendum Acknowledgement	FORM D	RL
5.	Client Reference List	FORM E	RL
6.	Designation of Subcontractors	FORM F	RL
7.	Affidavit of Non-Collusion	FORM G	RL
8.	Conflicts of Interest Statement	FORM H	RL
9.	Equal Employment Opportunity	FORM I	RL
10.	Drug-Free Workplace Certification	FORM J	RL
11.	Cost Proposal (refer to instructions)	EXHIBIT A & EXHIBIT B	RL

Company Name:	Gruber and Lopez, Inc
Name of Proposer initialing document (print):	Ron Lopez
Email address of Company Contact:	rlopez@gruber-inc.com
Signature:	<i>Ron Lopez</i>
Title:	Managing Partner
Date:	3/13/24

FORM B
TRANSMITTAL LETTER FORM

City of Gardena
Attn: Purchasing Officer
1700 West 162nd Street
Gardena, CA 90247

1. Proposer acknowledges receipt of RFP 2024-004 and Addenda No. (s) 1
2. Proposer acknowledges its familiarity with requirements defined in Scope of Work.
3. This offer shall remain firm for 120 days from the RFP close date.
(minimum 120)

Company Name:	<u>Gruber and Lopez, Inc</u>
Address:	<u>438 Old Newport Blvd</u>
	<u>Newport Beach, CA</u>
Telephone:	<u>949-346-2900</u>
Print Name/Title:	<u>Ron Lopez</u>
E-mail:	<u>rlopez@gruber-inc.com</u>
Date Signed:	<u>3/13/24</u>
Signature:	<u>Ron Lopez</u>

FORM C BUSINESS QUESTIONNAIRE

1. Name of Proposed Contractor ("Business", herein): Gruber and Lopez, Inc

Doing Business As: _____
Other business name, if applicable)

EIN# 27-1110267

2. Business Mailing Address: Old Newport Blvd
Street Address

Newport Beach, CA 92663

City

State

Zip Code

3. Business Telephone Number: () 949-346-2900 Fax Number: () _____

rlopez@gruber-inc.com

E-mail address:

4. Business Type: ☐ Individual ☒ Corporation ☐ Partnership ☐ Joint Venture

5. Number of Years in Business: 15

6. Annual Gross Revenue: (M represents Millions)

☐ \$1M or less ☒ \$1M-\$5M ☐ \$5M-\$10M ☐ \$10M-\$16M ☐ \$16M or Over

7. Number of Employees:

☒ Less than 50 ☐ 50-100* ☐ 101-750 ☐ 751-1,000 ☐ 1,001 or over

8. Is Business Owned by Minority Ethnicity? ☒ Yes ☐ No

9. Ethnic Group: ☐ African American ☒ Hispanic American ☐ Native American
☐ Asian Pacific American ☐ Subcontinent Asian American ☐ Caucasian
☐ Other (Please Specify) _____

10. Female Owned Business? ☐ Male Owned Business? ☒

11. Type of Work Performed: ☐ Construction ☐ Wholesale/Distributor ☐ Manufacturing
☒ Professional Service ☐ General/Technical Service ☐ Retail

12. Please provide a brief description of your materials and/or services:

CPA firm

13. Is the Business a subsidiary of another entity? ☐ Yes ☒ No

14. Has the Business, or any officer or partner thereof, failed to complete a contract? ☐ Yes ☒ No

15. Is any litigation pending against the Business? ☐ Yes ☒ No

16. Has the Business ever been declared a "not responsible" vendor by a public agency? ☐ Yes ☒ No

17. Has the Business been debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded or otherwise disqualified from bidding, proposing or contracting? ☐ Yes ☒ No

FORM C Continued

BUSINESS QUESTIONNAIRE

18. Has the Business been a defaulter, as principal, surety or otherwise? ☐ Yes ☒ No
19. Has the government or other public entity requested or required enforcement of any of its rights under a surety agreement on the basis of a default or in lieu of declaring the Business in default? ☐ Yes ☒ No
20. Is the Business in arrears upon a contract or debt? ☐ Yes ☒ No
21. Are there any proceedings pending relating to the Business' responsibility, debarment, suspension, voluntary exclusion or qualification to receive a public contract? ☐ Yes ☒ No
22. Have liquidated damages or penalty provisions been assessed against the Business for failure to complete the work on time or for any other reason? ☐ Yes ☒ No
23. If a "yes" response is given under questions 15 through 22, please provide a detailed explanation including dates, references to contract information, contacts, etc. (attach additional pages as necessary). City reserves the right to inquire further with respect thereto.

24. Name of principal financial institution for financial responsibility reference.

Name of Bank: City National Bank

Address: 500 Newport Center Dr Ste 150

City and State: Newport Beach CA 92660

Officer familiar with proposers account: Bob Johnson

Federal Taxpayer I.D. number: _____

25. Please check all classifications that apply to your business:

☐ DBE ☐ WBE ☐ MBE ☒ SBE ☐ SBRA ☐ LSAF

I, individually and on behalf of the business named above, do by my signature below certify that the information provided in this questionnaire is true and correct. I understand that if the information provided herein contains any false statements or any misrepresentations: 1) City will have the grounds to terminate any or all contracts which City has or may have with the business; 2) City may disqualify the business named above from consideration for contracts and may remove the business from City's proposers list; or/and 3) City may have grounds for initiating legal action under federal, state or local law.

Note: This questionnaire is also a certification form; the information requested will be used to determine small business status as per 13 CFR Part 121. Additionally, this information will allow City to report the amount of subcontracting activity with all businesses that offer the commodities and services used by City.

Printed Name: Ron Lopez Title: Managing Partner

Signature of Owner: Ron Lopez Date: 3/13/24
(Owner, CEO, President, Majority Stockholder or Designated Representative)

FORM D
ADDENDUM ACKNOWLEDGEMENT

Proposer acknowledges receipt of the following addenda which are attached to the Proposal:

Addendum No. <u>1</u>	Date <u>3/5/24</u>
Addendum No. _____	Date _____
Addendum No. _____	Date _____

Failure to acknowledge the receipt of all addenda may cause the Proposal to be considered non-responsive.

If Proposer is a corporation, state the legal name of the corporation and the name(s) of person(s) authorized to sign Proposals; if a partnership, state true name of firm and the names of all individual partners; if an individual, state name in full.

Gruber and Lopez, Inc

Ron Lopez

Matt Lenton

Date: March 13, 20 24
Company: Gruber and Lopez, Inc.
Signed: Ron Lopez
Name: Ron Lopez
Title: Managing Partner
Telephone: 949-346-2900

FORM E
CLIENT REFERENCE LIST

All references shall be reachable and willing to furnish information by telephone conversation or email. Please ensure contact information is accurate and up-to-date.

1.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:

See Proposal for client references.
2.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:
3.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:
4.

Project:

Contact Person:

Company Name:

Telephone Number:

E-mail Address:

Ron Lopez

Signature of Authorized Person

Ron Lopez, Managing Partner

Name, Title

Gruber and Lopez, Inc.

Company Name

FORM F
DESIGNATION OF SUBCONTRACTORS

Propose shall provide the names and business addresses of each subcontractor who will perform work under the contract.

Attach additional copies of this form if more space is needed.

Company Name and Address / Contact Name and Phone No. <u>INCLUDE LICENSE NUMBERS</u>	DBE (Included in CUCP List) (Yes / No)	Small Business Enterprise (Yes / No)	Description of Work/Services	Estimated Dollar Amount
N/A- none				

FORM G
AFFIDAVIT OF NON-COLLUSION

Submit this form with the Price Proposal, failure to do so is grounds for disqualification.

I hereby swear (or affirm) under penalty of perjury that:

- 1. I am the Proposer (if the Proposer is an individual), a partner in the proposal (if the Proposer is a partnership), or an officer or employee of the proposing corporation and have authority to sign on its behalf (if the Proposer is a corporation);
- 2. The Proposer has independently produced the attached proposal(s) without collusion, agreement, understanding or planned common course of action, with any other source, that would limit independent proposing competition;
- 3. The contents of the proposal(s) have not been communicated by the Proposer and or its employees and or agents to any person not an employee and or agent of the Proposer or its surety, on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal, and
- 4. I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Proposer’s Company Name	Gruber and Lopez, Inc
Legal Structure (corp./partner/proprietor)	S-Corp
Principal Office Address	438 Old Newport Blvd
City, ST, Zip	Newport Beach, CA 92663
Phone Number	949-346-2900
Fax Number	
E-Mail	rlopez@gruber-inc.com
Federal Employer Identification Number	27-1110267
Title of Person Authorized to Sign	Managing Partner/ Director
Print Name of Person Authorized to Sign	Ron Lopez, Matt Lentoon
Authorized Signature and Date	<u>Ron Lopez</u> 3/13/24

FORM H
CONFLICTS OF INTEREST STATEMENT

Proposers shall provide a list of all entities with which it has relationships that create, or would appear to create, a conflict of interest with the work that is contemplated by this project. The list should indicate the name of the entity, the relationship to the Proposer, and a discussion of the conflict.

Name of Entity:

N/A- none

Relationship to Proposer:

Conflict:

Name of Entity:

Relationship to Proposer:

Conflict:

Name of Entity:

Relationship to Proposer:

Conflict:

OR

I, Ron Lopez, hereby certify that
Authorized Official
Gruber and Lopez, Inc has no known relationships that
Company
create or would appear to create a conflict of interest with the work that is contemplated by this project.

Executed this 13 day of March, 2024
By Ron Lopez
(Signature of Authorized Official)

FORM I
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The successful bidder hereby certifies compliance with all applicable equal employment opportunity laws and regulations, as applicable:

- 1. In implementing the project, the successful bidder may not discriminate against any employee or applicant for employment because of race, color, creed, sex, disability, age or national origin. The recipient agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, creed, sex, disability, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 2. The successful bidder shall be responsible for requiring that all subcontractors of the project comply with this provision, except subcontracts for standard commercial supplies of new materials.

3/13/24

Date

Gruber and Lopez, Inc.

Company

By:

Ron Lopez

Signature of Authorized Official

Ron Lopez

Print Name of Authorized Official

Managing Partner

Title of Authorized Official

FORM J

DRUG-FREE WORKPLACE CERTIFICATION

I, Ron Lopez, hereby certify on behalf of
 (name of authorized official)
Gruber and Lopez, inc. that:
 (name of company)

The Contractor named above, and all Sub-Contractors working on this Contract, will comply with Government Code Section 8355 in matters relating to providing a drug-free workplace. The Contractor and all Sub-Contractors will, therefore:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance are prohibited, and that specified actions will be taken against employees for violation of these prohibitions, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program, as required by Government Code Section 8355(b), to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The firm's policy of maintaining a drug-free workplace.
 - c. Any available counseling, rehabilitation and employee assistance programs, and;
 - d. Penalties that may be imposed upon employees for drug abuse violations, including that no employee who tests positive for use of a controlled substance shall be permitted to work on this Contract.
3. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed Contract:
 - a. Will receive a copy of the firm's drug-free policy statement, and;
 - b. Will agree to abide by the terms of the firm's statement as a condition of employment on the Contract.

CERTIFICATION:

I, Ron Lopez, hereby certify that the above named company, which I am duly authorized to represent, will comply with the Drug-Free Workplace requirements of this Contract. I understand that this certification is made under penalty of perjury, under the laws of the State of California.

Executed this 13 day of March, 20 24

By Ron Lopez
 (Signature of Authorized Official)

Managing Partner

(Title of Authorized Official)

EXHIBIT A

Schedule of Professional Fees and Expenses to Support the Total All-Including Maximum Price				
	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partner	80	\$ 575	\$ 350	\$ 28,000
Manager	225	\$ 450	\$ 225	\$ 50,650
Supervisory Staff		\$	\$	\$
Other (Specify)		\$	\$	\$
Sub-Total				\$ 78,625
Out-of-Pocket Expenses				\$ 0
Total				\$ 78,625

EXHIBIT B

<u>All-Inclusive Maximum Price by Report</u>	<u>Optional Years</u>				
	<u>FY 2023/24</u>	<u>FY 2024/25</u>	<u>FY 2025/26</u>	<u>FY 2026/27</u>	<u>FY 2027/28</u>
City Audit/ACFR	<u>\$64,775</u>	<u>66,071</u>	<u>67,392</u>	<u>68,740</u>	<u>70,115</u>
GTrans Enterprise Fund	<u>8,950</u>	<u>9,129</u>	<u>9,312</u>	<u>9,498</u>	<u>9,688</u>
Single Audit	<u>3,900</u>	<u>3,978</u>	<u>4,058</u>	<u>4,139</u>	<u>4,222</u>
GANN Limit	<u>1,000</u>	<u>1,020</u>	<u>1,040</u>	<u>1,061</u>	<u>1,082</u>
Total	<u>\$78,625</u>	<u>80,198</u>	<u>81,802</u>	<u>83,438</u>	<u>85,107</u>

Exhibit C: Engagement Team Resumes

Ron K. Lopez, C.P.A. (CA License No. 82537)

Executive Summary

Mr. Lopez is a partner and has over 25 years of prior experience including several with a national firm. He has performed numerous financial statement, compliance, operational and performance audits of municipalities (including local governments, tribal governments and special districts), transit agencies, government grants (including federal single audits), other contracts and cooperative agreements, not-for-profit organizations, private companies (including manufacturing, franchising, software, medical receivables and more), ERISA (401k), medical expense reimbursement plans, real estate advisors and personal financial statements.

Mr. Lopez has comprehensive knowledge in all accounting principles, concepts and standards including GASB, FASB, SAS, GAS, GAAS and more. He has reviewed and evaluated entity's accounting policies, regulatory laws, internal controls and financial management systems and suggested areas of improvements in formal letters to clients and grantors. Documented matters pertaining to each phase of the risk assessment process for all cycles (i.e. payroll, cash receipts, cash disbursements, cash and investment reconciliation including wire transfers, journal entry preparation, and IT) that clearly demonstrated procedures performed, results, evidence obtained and conclusions reached. Mr. Lopez also performed quality control reviews of other CPA firms on behalf of federal government. Lastly, Mr. Lopez was one of the first audit managers to audit a local government using the GASB 34 module (City of Indian Wells, 1999).

Education:

B.A.- Cal State University Fullerton, Business Administration with an emphasis in Accounting.

Professional Work History:

1994-2004: Conrad and Associates, CPAs
2004-2008: Mayer Hoffman McCann
2008-2009: Glenn Gelman and Associates, CPAs
2009-Present: Gruber and Lopez Inc.

Recent Audits of Municipalities (including Successor Agencies, Transit Agencies, Special Districts and OMB Uniform Grant Single Audits):

- Stanton, Eastvale, Bell Gardens, Hawaiian Gardens, Villa Park, La Habra Heights, Hermosa Beach, Newport Beach; Aliso Viejo; Rancho Santa Margarita; Laguna Woods; Carlsbad; Indian Wells; Fountain Valley Rancho Mirage; Solana Beach; National City; Escondido; Goleta; Lomita; Santa Monica; San Marcos; Big Bear Area Regional Wastewater Authority; Lake Arrowhead CSD; Big Bear CSD; Salt and Sea Water Authority, County of San Bernardino Special Districts, South Montebello Irrigation District, and more.

Recent Audits of Quasi Governmental and Nonprofit Organizations:

- Mexican Hass Avocado Board, Newport Beach Conference & Visitor's Bureau, Whittier First Day Coalition, Assistance League of Whittier, National Childhood Cancer Foundation (Curesearch), South County Outreach, Miracles for Kids, Grades of Green, Intercommunity Counseling Center, Community Legal Aid SoCal, Hass Avocado Board, Mexican Hass Avocado Importer's Association, Avocados from Mexico, Peruvian Avocado Commission, Substance Abuse Foundation of Long Beach, Center for Community Research, and more.

Ron K. Lopez, C.P.A. (continued)

Recent Performance and Program Specific Audits:

- Orange County Healthcare Agency and Social Services Agency

Recent Continuing Education:

- Fraud, Local Government; Ethics, Non-profit Updates, Risk Assessment (SAS Nos. 103 thru 114); GASB Audit and Accounting updates; Advanced Government Financial Reporting; FASB updates; Single Audit updates.

Memberships: AICPA; California Society of CPA's.

Matthew J. Lenton, C.P.A. (CA License No. 97111)

Executive Summary

Mr. Lenton is the Director of Audit and Accounting and has over 20 years of prior experience including several with a national firm where he was a Shareholder. He has performed numerous financial statement, compliance, operational and performance audits of municipalities (including tribal governments and special districts), transit agencies, government grants (including single audits), other contracts and cooperative agreements, not-for-profit organizations, private companies (including manufacturing, franchising, software, franchises and more), and ERISA (401k & 403b) plans.

Mr. Lenton has comprehensive knowledge in all accounting principles, concepts and standards including GASB, FASB, SAS, GAS, GAAS and more. He has reviewed and evaluated entity's accounting policies, regulatory laws, internal controls and financial management systems and suggested areas of improvements in formal letters to clients and grantors. Documented matters pertaining to each phase of the risk assessment process for all cycles (i.e. payroll, cash receipts, cash disbursements, cash and investment reconciliation including wire transfers, journal entry preparation, and IT) that clearly demonstrated procedures performed, results, evidence obtained and conclusions reached.

Education:

B.S.- California State Polytechnic University - Pomona, Business Administration with an emphasis in Accounting.

Professional Work History:

2001-2004: Conrad and Associates, CPAs
2004-2012: Mayer Hoffman McCann, PC
2012-2014: Whittaker & Company, CPAs
2014-Present: Gruber and Lopez Inc.

Recent Audits of Municipalities (including Redevelopment Agencies, Transit Agencies, Special Districts and OMB Uniform Grant Single Audits):

- Stanton, Eastvale, Bell Gardens, Villa Park, La Habra Heights, Hawaiian Gardens, Newport Beach; Rancho Santa Margarita; Indian Wells; Inglewood; Rancho Mirage; Compton; National City; Lomita; Beverly Hills; Highland; Housing Authority of the City of Los Angeles; Fresno Housing Authority; Lake Arrowhead CSD; County of San Bernardino Special Districts, South Montebello Irrigation District; and more including Orange County -Healthcare Agency and Social Services Agency

Recent Audits of Quasi Governmental and Nonprofit Organizations:

- Mexican Hass Avocado Board; Newport Beach Chamber of Commerce; Community Service Programs, Inc.; California Family Life Center; National Childhood Cancer Foundation (Curesearch); Community Legal Aid SoCal; Substance Abuse Foundation of Long Beach; American College of Trial Lawyers; Orange Coast Interfaith Shelter; New Directions for Women; Orange County Conservation Corps; Order of the Eastern Star; Beverly Hills Chamber of Commerce; Orange YMCA; Laguna Art Museum; and more.

Recent Continuing Education:

- Fraud, Local Government; Ethics, Non-profit Updates, Risk Assessment (SAS Nos. 103 thru 114); GASB Audit and Accounting updates; Advanced Government Financial Reporting; FASB updates; Single Audit updates.

Memberships: AICPA; California Society of CPA's.

Michelle Danaher

Executive Summary

Mrs. Danaher is the Director of Audit and Accounting and has over 25 years of prior experience including several with a national firm, and most recently as the Finance Director of the City of Villa Park for over 10 years. She has performed numerous financial statement, compliance, operational and performance audits of municipalities (including special districts), government grants (including single audits), other contracts and cooperative agreements, not-for-profit organizations, along with overseeing all financial decisions over the City of Villa Park (including preparing the CAFR, annual state controller reports, State and County compliance reporting, and annual City Budget).

Mrs. Danaher has comprehensive knowledge in all accounting principles, concepts and standards including GASB, FASB, SAS, GAS, GAAS and more. She has reviewed, evaluated, and written accounting policies, regulatory laws, internal controls and financial management systems and suggested areas of improvements to provide efficiencies within entities. In her management role at the City, she was the key individual who documented and created segregation of duties over internal controls in payroll, cash receipts, cash disbursements, cash and investment reconciliation including wire transfers, journal entry preparation, and IT.

Education:

B.S.- Biola University, La Mirada, Business Administration with an emphasis in Accounting.

Professional Work History:

1994-1999: Conrad and Associates, CPAs

1999-2004: Santa Margarita Water District

2004-2007: Mayer Hoffman McCann, PC

2007-2018: City of Villa Park

2018-Present: Gruber and Lopez Inc.

Audits of Municipalities (including Special Districts and OMB Uniform Grant Single Audits):

- Stanton, Eastvale. Hawaiian Gardens, Bell Gardens, Hermosa Beach, La Habra Heights, Pico Water District, Costa Mesa, Orange County Water District, Carlsbad, Big Bear Area Regional Wastewater Agency, Palm Springs, San Bernardino and more.

Audits of Nonprofit Organizations:

- Girl Scouts of Orange County Olive Crest, Legal Aid Society of Orange County; Orange YMCA, Mexican Hass Avocado Board, Whittier First Day Coalition, Assistance League of Whittier, South County Outreach, Miracles for Kids, Grades of Green, Intercommunity Counseling Center, Community Legal Aid SoCal, Hass Avocado Board, Mexican Hass Avocado Importer's Association, Avocados from Mexico, Substance Abuse Foundation of Long Beach, Center for Community Research, and more.

Compliance, Performance and Program Specific Audits:

- Orange County -Healthcare Agency and Social Services Agency

Continuing Education:

- Fraud, Local Government; Ethics, Non-profit Updates, Risk Assessment (SAS Nos. 103 thru 114); GASB Audit and Accounting updates; Advanced Government Financial Reporting; Single Audit updates.

Memberships: CSMFO

Christopher Vincent Haro, C.P.A. (License No. 82294)

Executive Summary

Mr. Haro is a manager and has over 20 years of prior experience including several with a national firm. He has performed numerous financial statement, compliance, operational and performance audits of municipalities (including tribal governments and special districts), transit agencies, government grants (including single audits), other contracts and cooperative agreements, not-for-profit organizations, ERISA (401k), and more.

Mr. Haro has comprehensive knowledge in all accounting principles, concepts and standards including GASB, FASB, SAS, GAS, GAAS and more. He has reviewed and evaluated entity's accounting policies, regulatory laws, internal controls and financial management systems and suggested areas of improvements in formal letters to clients and grantors. Documented matters pertaining to each phase of the risk assessment process for all cycles (i.e. payroll, cash receipts, cash disbursements, cash and investment reconciliation including wire transfers, journal entry preparation, and IT) that clearly demonstrated procedures performed, results, evidence obtained and conclusions reached.

Education:

B.S.- Cal Poly Pomona, Business Administration with an emphasis in Accounting.

Professional Work History:

2000-2004: Conrad and Associates, CPAs

2004-2009: Mayer Hoffman McCann

2009-Present: Gruber and Lopez Inc.

Recent Audits of Municipalities (including Redevelopment Agencies, Transit Agencies, Special Districts and OMB Circular A-133 Single Audits):

- Bell Gardens; Lomita; Villa Park; San Diego Port District; San Carlos; San Bernardino; Aliso Viejo; Lomita; Laguna Woods; Indian Wells; Indio; Solana Beach; Big Bear Area Regional Wastewater Authority; Lake Arrowhead CSD; Big Bear CSD; Saltwater Authority, San Gabriel Valley Mosquito and County of San Bernardino Special Districts, Orange County -Healthcare Agency and Social Services Agency and more.

Recent Audits of Quasi Governmental and Nonprofit Organizations:

- Legal Aid Society of Orange County, Southern California Alcohol and Drug Programs, SAFE Refuge, Red Cross of Orange County; Orange County Performing Arts Center; Friend of the Cerritos Center, Chapter 13 Bankruptcy Trustee; Chapter 7 Bankruptcy Trustees; Boys and Girls Club of Anaheim; Boys and Girls Club of Huntington Valley; Southern California Alcohol and Drug Programs, and more.

Recent Continuing Education:

- Fraud, Local Government; Ethics, Non-profit Updates, Risk Assessment (SAS Nos. 103 thru 114); GASB Audit and Accounting updates; Advanced Government Financial Reporting; FASB updates; Single Audit updates.

Membership: AICPA

Exhibit D: Quality Control Peer Review Report



Patrick D. Spafford, CPA
Todd C. Landry, CPA

HERE TO MAKE THE COMPLEX SIMPLE.

Licensed by the California Board of Accountancy
Member: American Institute of Certified Public Accountants

Report on the Firm's System of Quality Control

To Gruber and Lopez, Inc.
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Gruber and Lopez, Inc. (the firm) in effect for the year ended December 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirement of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of the applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selection and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an employee benefit plan audit.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Gruber and Lopez, Inc. in effect for the year ended December 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)*, or *fail*. Gruber and Lopez, Inc. has received a peer review rating of *pass*.

May 30, 2023



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.A
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: April 23, 2024

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

AGENDA TITLE: PUBLIC HEARING: INTRODUCTION OF ORDINANCE NO.

1871: Amending Sections of Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, and hookah lounges

Environmental Determination: The project is exempt pursuant to CEQA Guidelines section 15061(b)(3) as there is no possibility that the activity may have a significant effect on the environment.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1871.

RECOMMENDATION AND STAFF SUMMARY:

On March 12, 2024, the City Council held a study session to determine whether new significant tobacco retailer businesses should be allowed within the City. At the meeting, the City Council directed staff to draft an ordinance that would prohibit further significant tobacco retailer businesses from establishing in the City, with the distinction that the prohibition should not apply to cigar and hookah lounge businesses.

On April 2, 2024, the Planning Commission held a public hearing to consider their recommendation to the Council on Ordinance No. 1871. Prior to the hearing, a public comment was received and included in the record for the Commission's consideration. At the close of the hearing the Commission adopted Resolution No. 7-24, by a 4-1 vote, recommending the City Council adopt the Ordinance.

The Planning Commission staff report is attached for further information regarding the proposed amendments. The comment received from the public regarding this matter has also been attached for the Council's consideration.

FINANCIAL IMPACT/COST:

None.

ATTACHMENTS:

[Staff Report presented to Planning Commission on April 2nd.pdf](#)

[Public Comment on Ordinance No. 1871.pdf](#)
[Planning Commission Resolution No. PC 7-24.pdf](#)
[Ordinance No. 1871.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is written over a light gray rectangular background.

Clint Osorio, City Manager

CITY OF GARDENA
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

STAFF REPORT
RESOLUTION NO. PC 7-24
ZTA # 3-24
AGENDA ITEM #7.A

DATE: April 2, 2024

TO: Chair Henderson and Members of the Planning and Environmental Quality Commission

FROM: Greg Tsujiuchi, Community Development Director

PREPARED BY: Amanda Acuna, Community Development Manager

APPLICANT: City of Gardena

LOCATION: Citywide

REQUEST: Recommendation to the City Council on adoption of Ordinance No.1871 to amend Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, hookah lounges, and similar use determinations and making a finding that the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

BACKGROUND

At the City Council Meeting held on February 28, 2023, staff received a Council directive to begin looking into either regulating or prohibiting significant tobacco retailers due to the proliferation of these types of businesses and the harmful effects of tobacco on the residents, especially the youth. 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 being established in the City while the matter is studied.

A report prepared for the City Council meeting on March 28, 2023, showed that the number of significant tobacco retailers, businesses that principally sell tobacco related products, had significantly increased within the City from ten (10) in October 2021 to sixteen (16) in March 2023. With the concern about the proliferation of these types of businesses and the harmful effects of tobacco on the residents, the City Council adopted an urgent measure for a moratorium prohibiting any new significant tobacco retailer

businesses. On May 9, 2023, the City Council extended the moratorium until March 27, 2024.

On March 12, 2024, the City Council held a study session to determine whether new significant tobacco retailer businesses should be allowed within the city. At the meeting, the City Council extended the moratorium, and at the same time directed staff to draft an ordinance that would prohibit further significant tobacco retailer businesses from establishing in the City, with the distinction that the prohibition should not apply to cigar and hookah lounge businesses.

At this time, the Planning Commission is being asked to consider a recommendation on Ordinance No. 1871 (Exhibit A to Attachment A), to amend Chapter 5.52 and Title 18 of the Gardena Municipal Code relating to significant tobacco retailers, cigar lounges, hookah lounges, and similar use determinations and making a finding that the Ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA).

Ordinance No. 1871

State law requires all tobacco retailers to be licensed by the Board of Equalization, in addition the State explicitly allows cities and counties to enact local tobacco retail permitting ordinances. In 2008, the City did enact its own ordinance establishing Chapter 5.52 of the Gardena Municipal Code (GMC) requiring all tobacco retailers to obtain a tobacco retailer license which shall be renewed on an annual basis. Currently, the City's Zoning Code does not have any specific regulations for significant tobacco retailers.

GMC Chapter 5.52 defines Significant Tobacco Retailers as the following:

“Significant tobacco retailer” means any tobacco retailer for which 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.

Per the direction of the City Council, Ordinance No. 1871 was drafted to make amendments to GMC Title 18 (Zoning) relating to prohibiting significant tobacco retailers within all zoning districts within the City. The Ordinance would also amend GMC Chapter 5.52 to prohibit any new tobacco retailer permits to be issued for a significant tobacco retailer. Significant tobacco retailers may continue to renew their permit on an annual basis for as long as there is a significant tobacco retailer business in existence at the given location.

Ordinance No. 1871 will also add a definition for cigar lounges and hookah lounges and establish that they would be subject to obtaining the approval of a conditional use permit in accordance with the procedures set forth in GMC Chapter 18.46, in specific zones. The ordinance will also establish the following specific provisions for those requesting a conditional use permit for a cigar or hookah lounge:

Cigar and hookah Lounges (“Lounge”) as allowed in the MUO, C-R, C-P, C-2, C-3, C-4, M-1 and M-2 zones shall comply with the following requirements:

- The Lounge has a valid tobacco retailers permit, pursuant to Chapter 5.52 of this Code;
- Entry is prohibited to anyone under the age of 21 years and a sign is posted to that effect at the entrance;
- No person who is obviously intoxicated or under the influence of any intoxicating drug or beverage shall be permitted entry;
- The Lounge must have a stand-alone ventilation system that is not shared with any other business or any portion of the building in which the Lounge is located; and
- The Lounge shall be in compliance with all City, state and federal laws and regulations.

Analysis

Tobacco consumption remains a pressing public health concern, with dire consequences evidenced by the premature deaths of 480,000 individuals annually in the United States due to smoking-related illnesses. This makes tobacco use the primary preventable cause of death. Its detrimental effects extend across nearly all bodily systems, contributing to 87 percent of lung cancer fatalities, 79 percent of chronic obstructive pulmonary disease (COPD) fatalities, and 32 percent of coronary heart disease fatalities. Globally, the World Health Organization estimates that tobacco is the leading cause of death, responsible for nearly 6 million deaths each year.

As mentioned above, 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. The proliferation of these types of businesses is concerning due to the harmful effects of tobacco on the residents of the City, especially the youth. The City currently does not have specific regulations for significant tobacco retailers that would protect minors. Young individuals are especially vulnerable to the addictive nature of tobacco products and are at a heightened risk of becoming lifelong users.

Ordinance No. 1871 would set forth standards that would provide for the public’s health, safety, and welfare in part by protecting youth from commencing the inherently dangerous activity of smoking and protecting the public health and safety of the general public, while balancing business interests of existing City businesses.

ENVIRONMENTAL REVIEW

This zone text amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to the common sense exemption set forth in Guidelines section 15061(b)(3) that CEQA only applies to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is

no possibility that the activity will have a significant effect, the activity is not subject to CEQA.

NOTICE

The public hearing notice was published in the Gardena Valley News on March 21, 2024 (Attachment B). A copy of Proof of Publication and Affidavit of Mailing are on file in the office of the Community Development Department Room 101, City Hall and are considered part of the record.

RECOMMENDATION

Staff recommends the Planning and Environmental Quality Commission to:

- 1) Conduct the public hearing;
- 2) Receive testimony from the public; and
- 3) Adopt Resolution No. PC 7-24 recommending that the City Council adopt Ordinance No. 1871.

ATTACHMENTS

A – Resolution No. PC 7-24

- Exhibit A - Draft Resolution No. 1871

B – Public Hearing Notice

From: Cheapest Smokes <cheapestsmokes@gmail.com>
Sent: Tuesday, April 2, 2024 5:00 PM
To: Public Comment
Subject: Public Comment

Caution! This message was sent from outside your organization.

Honorable Mayor and Members of the City Council,

We understand the concerns set out by the commission regarding the effect of Significant Tobacco Retailers influencing and affecting the public health in the city.

We at Cheapest Smokes Gardena have always strived to be an exemplary Tobacco shop within the city. We have set out our own measures to ensure the utmost safety of the communities' public health and have always made it a priority to obey all laws while doing so. We have even created our own internal management system that prevents any accidental sales made to anyone who should not be purchasing regulated products. Some of these measures include diligent training on ID verification, like that of bars or establishments that serve alcohol.

Our System is resulting to be a positive one as we received a letter from the California Department of Health congratulating us on passing an underage sting test.

We as a small growing business only ask that we get an opportunity to become a Significant Tobacco Retailer to demonstrate how a proper tobacco business should be operated. We come from over a decade's worth of experience in this industry and understand very well what needs to be done to preserve integrity within the business space.

We would like to provide you with a business plan that we have developed that all Significant Tobacco Retailers should follow and if given the opportunity, we would love to present it.

Thank you for your time and consideration.

RESOLUTION NO. PC 7-24

A RESOLUTION OF THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL ADOPT ORDINANCE NO. 1871 AMENDING THE GARDENA MUNICIPAL CODE CHAPTER 5.52 AND TITLE 18 RELATING TO SIGNIFICANT TOBACCO RETAILERS, CIGAR LOUNGES, AND HOOKAH LOUNGES AND MAKING A FINDING THAT THE ORDINANCE TO BE CATEGORICALLY EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO GUIDELINE § 15061(b)(3)

THE PLANNING COMMISSION OF THE CITY OF GARDENA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. RECITALS.

A. Tobacco consumption remains a pressing public health concern, with dire consequences evidenced by the premature deaths of 480,000 individuals annually in the United States due to smoking-related illnesses. This makes tobacco use the primary preventable cause of death. Its detrimental effects extend across nearly all bodily systems, contributing to 87 percent of lung cancer fatalities, 79 percent of chronic obstructive pulmonary disease (COPD) fatalities, and 32 percent of coronary heart disease fatalities. Globally, the World Health Organization estimates that tobacco is the leading cause of death, responsible for nearly 6 million deaths each year.

B. 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.

C. The City is concerned about this proliferation of businesses and the harmful effects of tobacco on the residents of the City.

D. The City has no specific regulations for Significant Tobacco Retailers that would protect minors.

E. It is the intent of the City Council to provide for the public's health, safety, and welfare in part by protecting youth from commencing the inherently dangerous activity of smoking and protecting the public health and safety of the general public, while balancing business interests of existing City businesses.

F. Young individuals are especially vulnerable to the addictive nature of tobacco products and are at a heightened risk of becoming lifelong users.

G. Cigar and hookah lounges enforce a strict policy of prohibiting individuals under the age of 21 from entering their premises.

H. On March 28, 2023, the City Council adopted an urgency ordinance placing a moratorium on all new significant tobacco retailers in the City in accordance with Government Code section 65858.

I. On May 9, 2023, the City Council held a duly noticed public hearing and adopted an extension of the urgency ordinance in accordance with Government Code section 65858; and

J. On March 12, 2024, the City Council held an additional duly noticed public hearing and adopted a further extension of the urgency ordinance which will expire on March 27, 2025.

K. The City Council has determined that in order to protect the public health, safety and welfare, it would like to prohibit any future significant tobacco retailers from locating in the City and wants to make clear that significant tobacco retailers does not include hookah lounges and cigar lounges.

L. On April 2, 2024, the Planning Commission held a duly noticed public hearing on this Ordinance at which time it considered all evidence presented, both written and oral.

NOW, THEREFORE, THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA DOES HEREBY RESOLVE AS FOLLOWS:

The Planning Commission hereby recommends that the City Council adopt the Ordinance attached hereto as Exhibit A amending the Gardena Municipal Code Chapter 5.52 and Title 18 relating to Significant Tobacco Retailers, cigar lounges, hookah lounges, and similar use determinations and making a finding that the Ordinance to be categorically exempt from the provisions of the California Environmental Quality Act. For all the reasons set forth in the reasoning provided by staff, which is incorporated by reference, the Planning Commission believes that these changes represent good land use practices which are required by public necessity, convenience, and the general welfare.


PASSED, APPROVED, AND ADOPTED this 2nd day of April 2024.



DERYL HENDERSON, CHAIR
PLANNING AND ENVIRONMENTAL
QUALITY COMMISSION

ZTA #3-24
April 2, 2024
Page 3 of 3

ATTEST:



GREG TSUJIUCHI, SECRETARY
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF GARDENA

I, Greg Tsujiuchi, Planning and Environmental Quality Commission Secretary of the City of Gardena, do hereby certify that the foregoing Resolution was duly adopted by the Planning and Environmental Quality Commission of the City of Gardena at a regular meeting thereof, held on the 2nd day of April 2024, by the following vote:

AYES: Wright-Scherr, Langley, Kanhan, Sherman
NOES: Henderson
ABSENT:

Attachments:
Exhibit A – Draft Ordinance No. 1871

ORDINANCE NO. 1871

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA,
CALIFORNIA AMENDING SECTIONS OF CHAPTER 5.52 AND TITLE 18 OF THE
GARDENA MUNICIPAL CODE RELATING TO SIGNIFICANT TOBACCO
RETAILERS, CIGAR LOUNGES, AND HOOKAH LOUNGES AND MAKING A
FINDING THAT THE ORDINANCE IS EXEMPT FROM CEQA PURSUANT TO CEQA
GUIDELINES SECTION 15061(B)(3)**

WHEREAS, Tobacco consumption remains a pressing public health concern, with dire consequences evidenced by the premature deaths of 480,000 individuals annually in the United States due to smoking-related illnesses. This makes tobacco use the primary preventable cause of death. Its detrimental effects extend across nearly all bodily systems, contributing to 87 percent of lung cancer fatalities, 79 percent of chronic obstructive pulmonary disease (COPD) fatalities, and 32 percent of coronary heart disease fatalities. Globally, the World Health Organization estimates that tobacco is the leading cause of death, responsible for nearly 6 million deaths each year; 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; and

WHEREAS, it is the intent of the City Council to provide for the public's health, safety, and welfare in part by protecting youth from commencing the inherently dangerous activity of smoking, and protecting the public health and safety of the general public, while balancing business interests of existing City businesses; and

WHEREAS, young individuals are especially vulnerable to the addictive nature of tobacco products and are at a heightened risk of becoming lifelong users; and

WHEREAS, Cigar and hookah lounges enforce a strict policy of prohibiting individuals under the age of 21 from entering their premises; and

WHEREAS, on March 28, 2023, the City Council adopted an urgency ordinance placing a moratorium on all new significant tobacco retailers in the City in accordance with Government Code section 65858; and

WHEREAS, on May 9, 2023, the City Council held a duly noticed public hearing and adopted an extension of the urgency ordinance in accordance with Government Code section 65858; and

WHEREAS, on March 12, 2024, the City Council held an additional duly noticed public hearing and adopted a further extension of the urgency ordinance which will expire on March 27, 2025; and

WHEREAS, the City Council has determined that in order to protect the public health, safety and welfare, it would like to prohibit any future significant tobacco retailers from locating in the City and wants to make clear that significant tobacco retailers does not include hookah lounges and cigar lounges; and

WHEREAS, on April 2, 2024, the Planning Commission held a duly noticed public hearing on this Ordinance at which time it considered all evidence presented, both written and oral; and

WHEREAS, after the close of the public hearing the Planning Commission adopted Resolution No. 7-24 recommending that the City Council adopt this Ordinance; and

WHEREAS, on April 23, 2024 the City Council of the City of Gardena, California held a duly noticed public hearing;

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

SECTION 1. Sections 5.52.010, 5.52.020 and 5.52.090 of Chapter 5.52 of the Gardena Municipal Code are hereby amended to read as follows; all other sections remain the same:

5.52.010 Definitions.

The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

A. "Arm's length transaction" means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this chapter is not an arm's length transaction.

B. "Cigar" means any roll of tobacco wrapped entirely or in part in tobacco or in any substance containing tobacco, and includes all of the component parts of the cigar (including but not limited to tobacco, filters, or wrapping). For the purposes of this section, "cigar" includes, but is not limited to, tobacco products labeled "cigar," "cigarillo," "tiparillo," "little cigar," "blunt," or "blunt wrap."

C. "Cigar lounge" shall have the same meaning as that set forth in Chapter 18.04 of this Code.

D. “Hookah lounge” shall have the same meaning as that set forth in Chapter 18.04 of this Code.

EE. “Person” means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

ED. “Proprietor” means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a fifty percent or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person can or does have or share ultimate control over the day-to-day operations of a business.

GE. “Self-service display” means the open display of tobacco products or tobacco paraphernalia in a manner that is accessible to the general public without the assistance of the retailer or employee of the retailer. A vending machine is a form of self-service display.

HF. “Significant tobacco retailer” shall have the same meaning as that set forth in Chapter 18.04 of this Code. ~~means any tobacco retailer for which 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.~~

IG. “Smoking” means possessing a lighted tobacco product, lighted tobacco paraphernalia, or any other lighted weed or plant (including a lighted pipe, cigar, hookah pipe, or cigarette of any kind), the lighting of a tobacco product, tobacco paraphernalia, or any other weed or plant (including a pipe, cigar, hookah pipe, or cigarette of any kind), or the use of an electronic cigarette.

JH. “Tobacco paraphernalia” means cigarette papers or wrappers, pipes, electronic cigarettes, holders of smoking materials of all types, cigarette rolling machines, and any other item designed for the smoking, preparation, storing, or consumption of tobacco products.

KI. “Tobacco product” means: (1) any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, or any other preparation of tobacco; and (2) electronic cigarette cartridges and any other product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco product dependence.

~~LJ~~. “Tobacco retailer” means any person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia, or who distributes free or low cost samples of tobacco products or tobacco paraphernalia. “Tobacco retailing” shall mean the doing of any of these things. This definition is without regard to the quantity of tobacco, tobacco products, or tobacco paraphernalia sold, offered for sale, exchanged, or offered for exchange. Tobacco retailer includes cigar and hookah lounges.

~~MK~~. “Vending machine” means a machine, appliance, or other mechanical device operated by currency, token, debit card, credit card, or any other form of payment that is designed or used for vending purposes, including, but not limited to, machines or devices that use remote control locking mechanisms.

~~NL~~. “Electronic cigarette” or “e-cigarette” means a device, often shaped like a cigarette, cigar or pipe, that is designed to deliver nicotine or other substances to a user in the form of a vapor. Typically, e-cigarettes consist of battery-powered heating elements and replaceable cartridges that contain nicotine or other chemicals, and an atomizer that, when heated, converts the contents of the cartridge into a vapor that a user inhales.

5.52.020 Tobacco retailer permit required.

A. It shall be unlawful for any person to act as a tobacco retailer without first obtaining and maintaining a valid tobacco retailer permit pursuant to this chapter for each location at which that activity is to occur. Tobacco retailing without a valid tobacco retailer permit is a public nuisance.

B. A tobacco retailer without a valid tobacco retailer permit, including, for example, a person whose permit has been revoked:

1. Shall keep all tobacco products and tobacco paraphernalia out of public view. The public display of tobacco products or tobacco paraphernalia in violation of this provision shall constitute tobacco retailing without a permit and the tobacco retailer shall not be eligible to apply for or be issued a permit as set forth in Section [5.52.120](#).

2. Shall not display any advertisement relating to tobacco products or tobacco paraphernalia that promotes the sale or distribution of such products from the tobacco retailer’s location or that could lead a reasonable consumer to believe that such products can be obtained at that location.

C. Nothing in this chapter shall be construed to grant any person obtaining and maintaining a tobacco retailer permit any status or right other than the right to act as a tobacco retailer at the location in the city identified on the face of the permit. For example, nothing in this chapter shall be construed to render inapplicable, supersede, or apply in lieu of, any other provision of applicable law, including, but not limited to, any provision of this code including without limitation the zoning ordinance, building codes, and business license ordinance, or any condition or limitation on smoking in an enclosed place of

employment pursuant to California Labor Code Section [6404.5](#). For example, obtaining a tobacco retailer permit does not make the retailer a retail or wholesale tobacco shop for the purposes of California Labor Code Section [6404.5](#).

D. As of June 14, 2024, no tobacco retailer permit shall be issued for a significant tobacco retailer. Significant tobacco retailers may continue to renew their permit on an annual basis for as long as there is a significant tobacco retailer business in existence at the given location.

5.52.090 Other requirements and prohibitions.

A. Lawful Business Operation. In the course of tobacco retailing or in the operation of the business or maintenance of the location for which a permit has been issued, it shall be a violation of this chapter for a permittee, or any of the permittee's agents or employees, to:

1. Violate any local, state, or federal law applicable to tobacco products, tobacco paraphernalia, or tobacco retailing.
2. Violate any local, state, or federal law regulating exterior, storefront, window, or door signage.

B. Display of Permit. Each tobacco retailer permit shall be prominently displayed in a publicly visible location at the permitted location.

C. Positive Identification Required. No person engaged in tobacco retailing shall sell or transfer a tobacco product or tobacco paraphernalia to another person who appears to be under the age of twenty-seven years without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase and possess the tobacco product or tobacco paraphernalia.

D. Minimum Age for Persons Selling Tobacco. No person who is younger than the minimum age established by state law for the purchase or possession of tobacco products shall engage in tobacco retailing.

E. Self-Service Displays Prohibited. No tobacco retailer shall display tobacco products or tobacco paraphernalia by means of a self-service display or engage in tobacco retailing by means of a self-service display.

F. Sale of Single Cigars Prohibited.

1. Notwithstanding any other provision of this chapter, no tobacco retailer shall sell, offer for sale, or exchange for any form of consideration:
 - a. Any single cigar, whether or not packaged for individual sale;

- b. Any number of cigars fewer than the number contained in the manufacturer's original consumer packaging designed for retail sale to a consumer; or
- c. Any package of cigars containing fewer than five cigars.

2. This section does not apply to the sale or offer for sale of a single cigar or multiple individual cigars by a significant tobacco retailer or by a cigar lounge.

SECTION 2. Chapter 18.04 of the Gardena Zoning Code is hereby amended by adding the following definitions in alphabetical order.

"Cigar lounge" means an establishment where patrons gather to socialize or smoke cigars, whether purchased on the premises or elsewhere.

"Hookah lounge" means a social establishment where patrons share shisha (flavored tobacco) from a communal hookah or from one placed at each table or a bar.

"Significant tobacco retailer" means any tobacco retailer for which 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. "Significant tobacco retailer" does not include a cigar lounge or hookah lounge.

SECTION 3. Sections 18.19.040 and 18.19.050 of the Gardena Zoning Code relating to uses allowed in the Mixed Use Overlay (MUO) Zone are hereby amended to read as follows:

18.19.040 Uses permitted subject to a conditional use permit.

The following uses may be permitted in a mixed use development under a conditional use permit in accordance with the procedures set forth in Chapter [18.46](#):

- A. Bars and nightclubs;
- B. Restaurants, coffee shops (drive-thru);
- C. Supermarkets;
- D. Public assembly:
 - 1. Lodges and meeting halls,

2. Museums,

3. Theaters (cinema and otherwise);

E. Pharmacies (drive-thru);

F. Health clubs of more than ten thousand square feet;

G. Retail sales and service:

1. Clothing stores of more than five thousand square feet,

2. Department and furniture stores of more than five thousand square feet,

3. Hardware and paint stores of more than five thousand square feet,

4. Television, radio, and home appliance stores of more than five thousand square feet;

H. Computer internet and amusement facilities;

I. Live-work in conjunction with:

1. Restaurants; or

2. Any use that may result in exterior or interior noise levels in excess of city residential noise standards;

J. Churches;

K. Massage establishments that are not otherwise subject to an exception pursuant to Section [5.48.030](#), except no massage establishment shall be allowed to locate in a live-work unit.

L. Cigar and hookah lounges in compliance with section 18.46.030C.30.

18.19.050 Uses prohibited.

A. All uses not listed in Sections [18.19.030](#) and [18.19.040](#) are deemed to be expressly prohibited in the MUO zone, except those determined to be similar pursuant to the provisions of Section [18.42.040](#);

B. Home sharing rentals; and

C. Short-term rentals.

D. Significant tobacco retailers.

SECTION 4. Section 18.19A.050 relating to uses prohibited in the Artesia Mixed Use (AMU) zone is hereby amended to read as follows:

18.19A.050 Uses prohibited.

All uses not listed in Sections [18.19A.030](#) and [18.19A.040](#) are deemed to be expressly prohibited, except those determined to be similar pursuant to the provisions of Section [18.42.040](#). No similar use determination may be made for the following specific uses, which are deemed to be either incompatible with the uses permitted in the ~~G-3AMU~~ zone and are therefore prohibited or otherwise prohibited:

A. Residential.

1. Any residential units other than live-work north of Main Street;
2. Home sharing rentals; and
3. Short-term rentals.

B. Commercial.

1. Any commercial uses other than live-work south of Main Street;
2. Fitness and training facilities.

3. Significant tobacco retailers.

C. Live-Work.

1. Industrial uses;
2. Wholesaling and warehousing;
3. Outdoor sales;
4. Adult-oriented businesses as defined by Section [18.62.020](#)(G).

SECTION 5. Sections 18.20.030 and 18.20.040 relating to uses allowed in the Commercial Residential (C-R) zone are hereby amended to read as follows:

18.20.030 Uses permitted subject to a conditional use permit.

The following uses, after a public hearing, may be permitted in accordance with the procedures set forth in Chapter [18.46](#):

A. Establishments serving alcoholic beverages for consumption on the premises provided the establishment of such a business would not adversely affect the health, safety and general welfare of the community;

B. Lodges and meeting halls;

C. Vocational colleges, such as barber and beauty colleges, modeling schools and medical training and trade schools;

D. Mobile homes certified under the National Mobile Home Construction and Safety Standards Act of 1974 ([42](#) U.S.C. Section [5401](#) et seq.) on a foundation system, pursuant to Section [18551](#) of the Health and Safety Code of the state. Further, such mobile homes shall be occupied only as a residential use type and shall be subject to any and all property development standards of the zone;

E. Amusement arcades;

F. Churches and related facilities. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages or minister's residences; and

G. Those uses permitted with a conditional use permit, pursuant to Section 18.46.030C.

H. Cigar and hookah lounges in compliance with section 18.46.030C.30.

18.20.040 Uses prohibited.

The following uses are deemed to be incompatible with the uses set forth in Sections [18.20.020](#) and [18.20.030](#) and are therefore prohibited:

A. Motor vehicle dealerships;

B. Automobile service stations;

C. Car wash facilities;

D. Fast food and drive-in restaurants;

E. Industrial uses;

F. Motels and hotels;

G. Commercial uses other than those specifically listed or provided for in Sections [18.20.020](#) and [18.20.030](#);

H. Adult-oriented businesses as defined by Section [18.62.020](#);

I. It is unlawful to sell, contract to sell, offer to sell, display for the purpose of sale, or permit the sale of any vehicle from a vacant or unimproved lot. "Vehicle," as used in this subsection, means and includes everything so defined in the Vehicle Code of the state and, in addition, boats;

J. Swap meets;

K. Automobile repair facilities;

L. Home sharing rentals;

M. Short-term rentals; ~~and~~

N. Significant tobacco retailers; and

ON. Any other use not listed in Section [18.20.020](#), [18.20.025](#), or [18.20.030](#), except those determined to be similar pursuant to the provisions of Section [18.42.040](#).

SECTION 6. Sections 18.26.030 and 18.26.040 of the Gardena Zoning Code relating to uses allowed in the Business and Professional Office (C-P) zone are hereby amended to read as follows:

18.26.030 Uses permitted subject to a conditional use permit.

The following uses may be permitted in the C-P zone subject to a conditional use permit in accordance with the procedures set forth in Chapter [18.46](#) of this code:

A. Lodges and meeting halls;

B. Museums;

C. Office supply stores;

D. Public parking lots;

E. Establishments serving alcoholic beverages for consumption on the premises provided the establishment of such a business would not adversely affect the health, safety and general welfare of the community;

F. Group care facilities and community care facilities, but excluding community care facilities for residential uses for less than seven persons;

G. Vocational colleges, such as barber and beauty colleges, modeling schools and medical training and trade schools;

H. Health facilities;

I. Day care facilities;

J. Hospitals;

K. Amusement arcades;

L. Urgent care centers;

M. Massage establishments that are not otherwise subject to an exception pursuant to Section [5.48.030](#);

N. Churches and related facilities. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages or minister's residences;

O. Cigar and hookah lounges in compliance with section 18.46.030C.30:

PQ. Those uses permitted with a conditional use permit, pursuant to Section 18.46.030C.

18.26.040 Uses prohibited.

The following uses are hereby expressly prohibited in the C-P zone, except as otherwise provided in Sections [18.26.020](#) and [18.26.030](#):

A. Residential uses;

B. Any combination of residential and nonresidential uses in any building or structure or on any lot;

C. Industrial uses;

D. Uses other than those specifically set forth or provided for in Sections [18.26.020](#) and [18.26.030](#), except those determined to be similar pursuant to the provisions of Section [18.42.040](#);

E. Outdoor sales, including sales of products from trucks, conducted on vacant lots and outdoor sales of products not related to the business conducted on the premises;

F. Adult-oriented businesses as defined by Section 18.62.020G;

G. It is unlawful to sell, contract to sell, offer to sell, display for the purpose of sale, or permit the sale of any vehicle from a vacant or unimproved lot. "Vehicle," as used in this subsection, means and includes everything so defined in the Vehicle Code of the state and, in addition, boats; ~~and~~

H. Significant tobacco retailers.

SECTION 7. Sections 18.30.030 and 18.30.040 of the Gardena Zoning Code relating to uses allowed in the Commercial (C-2) zone are hereby amended to read as follows:

18.30.030 Uses permitted subject to a conditional use permit.

The following uses may be permitted subject to issuance of a conditional use permit pursuant to the provisions of Chapter [18.46](#) of this code:

A. Establishments selling or serving alcoholic beverages for consumption on or off the premises;

B. Day care facilities;

C. Group care facilities and community care facilities, but excluding community care facilities for residential uses for less than seven persons;

D. Hospitals;

E. Amusement arcades;

F. Health facilities;

G. Massage establishments that are not otherwise subject to an exception pursuant to Section [5.48.030](#);

H. Urgent care centers;

I. Churches and related facilities. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages or minister's residences;

J. Self-service laundromats;

K. Supermarkets;

L. Cigar and hookah lounges in compliance with section 18.46.030C.30; and

~~ML~~. Those uses permitted with a conditional use permit, pursuant to Section 18.46.030C.

18.30.040 Uses prohibited.

All uses not listed in Sections [18.30.020](#) and [18.30.030](#) are deemed to be expressly prohibited, except those determined to be similar pursuant to the provisions of Section [18.42.040](#). No similar use determination may be made for the following specific uses, which are deemed to be ~~either~~ incompatible with the uses permitted in the C-2 zone or otherwise ~~and are therefore~~ prohibited:

A. Residential uses;

B. Any combination of residential and nonresidential uses in any building or structure or on any lot;

C. Hotels and motels;

D. Industrial uses;

E. Laboratories, other than medical and dental;

F. Wholesaling and warehousing;

G. ~~(Deleted)~~ Significant tobacco retailer;

H. Outdoor sales, including sales of products from trucks, conducted on vacant lots and outdoor sales of products not related to the business conducted on the premises;

I. Adult-oriented businesses as defined by Section 18.62.020G;

J. It is unlawful to sell, contract to sell, offer to sell, display for the purpose of sale, or permit the sale of any vehicle from a vacant or unimproved lot. "Vehicle," as used in this subsection, means and includes everything so defined in the Vehicle Code of the state and, in addition, boats;

K. Swap meets.

SECTION 8. Sections 18.32.030 and 18.32.040 of the Gardena Zoning Code relating to uses allowed in the General Commercial (C-3) zone are hereby amended to read as follows:

18.32.030 Uses permitted subject to a conditional use permit.

The following uses may be permitted in the C-3 zone subject to the issuance of a conditional use permit in accordance with the procedure set forth in Chapter [18.46](#):

- A. Car wash facilities;
- B. Establishments selling or serving alcoholic beverages for consumption on or off the premises;
- C. Group care facilities and community care facilities, but excluding community care facilities for residential uses for less than seven persons;
- D. Recreational vehicle storage facilities, provided they are not located on arterial and major collector streets;
- E. Motor vehicle dealerships;
- F. Hospitals;
- G. Day care facilities;
- H. Amusement arcades;
- I. Hotels and motels, subject to the requirements set forth in Section 18.46.030C.15;
- J. Amenity hotels, subject to the requirements set forth in Section 18.46.030C.29;
- K. Health facilities;
- L. Massage establishments that are not otherwise subject to an exception pursuant to Section [5.48.030](#);
- M. Urgent care center;
- N. Vocational colleges, such as barber and beauty colleges, modeling schools and medical training and trade schools;
- O. Churches and related facilities. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages or ministers' residences;
- P. Automobile service stations;
- Q. Self-service laundromats;
- R. Neighborhood markets;
- S. Health clubs;

T. Supermarkets;

U. Lodges and meeting halls;

V. Cigar and hookah lounges in compliance with section 18.46.030C.30;

WV. Those uses permitted with a conditional use permit, pursuant to Section 18.46.030C.

18.32.040 Uses prohibited.

All uses not listed in Sections [18.32.020](#) and [18.32.030](#) are deemed to be expressly prohibited, except those determined to be similar pursuant to the provisions of Section [18.42.040](#). No similar use determination may be made for the following specific uses, which are deemed to be either incompatible with the uses permitted in the C-3 zone ~~and are therefore~~ otherwise prohibited:

A. Residential uses;

B. Any combination of residential and nonresidential uses in any building or structure or on any lot;

C. Industrial uses;

D. Wholesaling and warehousing;

E. Outdoor sales, including sales of products from trucks, conducted on vacant lots and outdoor sales of products not related to the business conducted on the premises;

F. It is unlawful to sell, contract to sell, offer to sell, display for the purpose of sale, or permit the sale of any vehicle from a vacant or unimproved lot. "Vehicle," as used in this subsection, means and includes everything so defined in the Vehicle Code of the state and, in addition, boats;

G. Swap meets;

H. Adult-oriented businesses as defined by Section 18.62.020G;

I. Significant tobacco retailers-

SECTION 9. Sections 18.34.030 and 18.34.040 of the Gardena Zoning Code relating to uses allowed in the Heavy Commercial (C-4) zone are hereby amended to read as follows:

18.34.030 Uses permitted subject to a conditional use permit.

The following uses may be permitted in the C-4 zone subject to the issuance of a conditional use permit in accordance with the procedure set forth in Chapter [18.46](#):

- A. Car wash facilities;
- B. Establishments selling or serving alcoholic beverages for consumption on or off the premises;
- C. Recreational vehicle storage facilities;
- D. Amusement arcades;
- E. Hotels and motels, subject to the requirements set forth in Section 18.46.030C.15;
- F. Amenity hotels, subject to the requirements set forth in Section 18.46.030C.29;
- G. Health facilities;
- H. Group care facilities and community care facilities, but excluding community care facilities for residential uses for less than seven persons;
- I. Hospitals;
- J. Urgent care centers;
- K. Churches and related facilities. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages or ministers' residences;
- L. Motor vehicle dealerships;
- M. Automobile service stations;
- N. Self-service laundromats;
- O. Neighborhood markets;
- P. Supermarkets;
- Q. Health clubs;
- R. Lodges and meeting halls;
- S. Drive-in restaurant;

T. Drive-in theaters;

U. Golf driving range and golf pitch and putt courses;

V. Taxicab services;

W. Massage establishments that are not otherwise exempt from the requirements of Chapter [5.48](#);

X. Self-storage facilities; provided, that the self-storage units do not exceed more than seventy-five feet of ground floor street frontage on a major collector or arterial street, or are otherwise buffered by another allowed, or conditionally allowed, use, including a retail component of the facility, and subject to the requirements set forth in Section 18.46.030C.17; ~~and~~

Y. Cigar and hookah lounges in compliance with section 18.46.030C.30;

~~Z.~~ Those uses permitted with a conditional use permit, pursuant to Section 18.46.030C.

18.34.040 Uses prohibited.

All uses not listed in Sections [18.34.020](#) and [18.34.030](#) are deemed to be expressly prohibited, except those determined by the commission to be similar pursuant to the provisions of Section [18.42.040](#). The following specific uses are deemed to be incompatible with the uses permitted in the C-4 zone ~~and are therefore~~ otherwise prohibited:

A. Residential uses;

B. Any combination of residential and nonresidential uses in any building or structure or on any lot;

C. Industrial uses;

D. Wholesaling and warehousing;

E. Commercial uses other than those specifically listed or provided for in Sections [18.34.020](#) and [18.34.030](#);

F. Outdoor sales, including sales of products from trucks, conducted on vacant lots and outdoor sales of products not related to the business conducted on the premises;

G. Adult-oriented businesses as defined by Section 18.62.020G of this code;

H. It is unlawful to sell, contract to sell, offer to sell, display for the purpose of sale, or permit the sale of any vehicle from a vacant or unimproved lot. "Vehicle," as used in this subsection, shall mean and include everything so defined in the Vehicle Code of the state and, in addition, boats;

I. Swap meets;

J. Significant tobacco retailers.

SECTION 10. Section 18.36.030 and 18.36.050 of the Gardena Zoning Code relating to uses allowed in the Industrial (M-1) zone are hereby amended to read as follows:

18.36.030 Uses permitted subject to a conditional use permit.

Provided all activities are within an enclosed building, unless otherwise provided, the following uses may be permitted in the M-1 zone, subject to the issuance of a conditional use permit in accordance with the procedures set forth in Chapter [18.46](#):

A. Ambulance services, provided they are not located on arterial and major collector streets.

B. Automobile repair facilities, provided they are not located on arterial and major collector streets.

C. Automobile service stations.

D. Building supply centers.

E. Car wash facilities.

F. Churches and related facilities, subject to the requirements set forth in Section 18.46.030C.16. Related facilities do not include day care facilities, schools (kindergarten through twelfth grade), and rectories, convents, parsonages, or ministers' residences.

G. Contractor businesses; provided they are not located on arterial and major collector streets.

H. Establishments selling or serving alcoholic beverages for off- or on-premises consumption.

I. Health facilities.

J. Hotels and motels, subject to the requirements set forth in Section 18.46.030C.15.

K. Amenity hotels, subject to the requirements set forth in Section 18.46.030C.29.

L. Recreational vehicle storage facilities, provided they are not located on arterial and major collector streets.

M. Self-storage facilities, at least five thousand feet from another similar facility and not located along a major collector or arterial street, subject to the requirements set forth in Section 18.46.030C.17.

N. Urgent care centers.

O. Warehouse uses subject to the requirements set forth in Section 18.46.030C.18.

P. Single room occupancy (“SRO”) residential units subject to the following requirements in addition to the other requirements of Chapter [18.46](#):

1. Each room shall have a minimum floor area of one hundred fifty square feet and a maximum floor area of three hundred fifty square feet, which may include bathroom and/or kitchen facilities.

2. Dwelling units shall be offered for rent on a monthly basis or longer.

3. An SRO unit shall accommodate a maximum of two persons.

4. Each SRO development shall provide a minimum common area of ten square feet for each unit or two hundred fifty square feet, whichever is greater. All common areas shall be within the structure. Dining rooms, meeting rooms, recreational rooms, or other similar areas approved by the community development director may be considered common areas. Shared bathrooms, kitchens, janitorial storage, laundry facilities, common hallways, and other similar types of areas shall not be considered as common areas.

5. If a full kitchen is not provided in each SRO unit, common kitchen facilities shall be provided in the development. A full kitchen includes a sink, refrigerator, and a stove, range top and/or oven.

6. Each SRO unit shall have a private toilet in an enclosed compartment with a door and a sink, in addition to a kitchen sink if one is provided. The compartment shall be a minimum of fifteen square feet. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided in accordance with the most recent edition of the California Building Code for congregate residences. However, in no event shall there be less than one full shower or bathtub for every three units, and shower and bathtub facilities shall be located on each floor. Shared shower and bathtub facilities shall be accessible from a common area or hallway and shall be provided with an interior lockable door.

7. Each SRO unit shall have a separate closet.

8. Laundry facilities shall be provided in a separate room at the ratio of one washer and dryer for every ten units, with at least one washer and dryer per floor.

9. A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor.

10. Parking shall be provided for an SRO facility at the rate of one parking space per unit plus an additional two spaces for the resident manager.

11. A management plan shall be submitted with the conditional use permit application for an SRO development, which shall be approved by the planning commission. The management plan must address management and operation of the facility, rental procedures, safety and security of the residents, and building maintenance. A twenty-four-hour resident manager shall be provided for any single-room occupancy with ten or more units. An on-site manager and a manager's office shall be provided for any SRO development with nine or less units; the manager must maintain hours in the office for at least thirty hours a week.

Q. Cigar and hookah lounges in compliance with section 18.46.030C.30.

18.36.050 Uses prohibited.

All uses not listed in Sections [18.36.020](#) and [18.36.030](#) are deemed to be expressly prohibited, except those determined to be similar pursuant to the provisions of Section [18.42.040](#). No similar use determination may be made for the following specific uses, which are deemed to be incompatible with the uses permitted in the M-1 zone and are therefore prohibited:

A. Cocktail lounges;

B. Displays and sales of motor vehicles from vacant or unimproved lots;

C. Outdoor sales conducted on vacant lots and not related to the business on the premises; ~~and~~

D. Residential uses; ~~and-~~

E. Significant tobacco retailers.

SECTION 11. Section 18.46.030 of the Gardena Municipal Code is hereby amended by adding a new C.30 to read as follows:

30. Cigar and hookah Lounges ("Lounge") as allowed in the MUO, C-R, C-P, C-2, C-3, C-4, M-1, and M-2 zones shall comply with the following requirements:

a. The Lounge has a valid tobacco retailers permit, pursuant to Chapter 5.52 of this Code;

b. Entry is prohibited to anyone under the age of 21 years and a sign is posted to that effect at the entrance;

c. No person who is obviously intoxicated or under the influence of any intoxicating drug or beverage shall be permitted entry;

d. The Lounge must have a stand-alone ventilation system that is not shared with any other business or any portion of the building in which the Lounge is located;

e. No advertisement, or display, of tobacco products shall be visible from the front of the business; and

f. The Lounge shall be in compliance with all City, state and federal laws and regulations.

SECTION 12. CEQA. This Ordinance is categorically exempt from CEQA pursuant to the common sense exemption set forth in Guidelines section 15061(b)(3) that CEQA only applies to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity will have a significant effect, the activity is not subject to CEQA. The changes are not for any specific project but is regulatory in nature and therefore will not impact any environmental resource of hazardous or critical concern, will not create cumulative impacts, or impacts to scenic highways, hazardous waste sites, or historical resources. As such, staff is directed to file a Notice of Exemption

SECTION 13. Severability. If any provision of this Ordinance is held to be unconstitutional, it is the intent of the City Council that such portion of this Ordinance be severable from the remainder and that the remainder be given full force and effect.

SECTION 14. Certification. The City Clerk shall certify to the adoption of this Ordinance.

SECTION 15. Effective Date. This Ordinance shall take effect on the thirty-first day after passage.

SECTION 16. Effect on Existing Uses. This Ordinance shall not apply to any cigar or hookah lounge that is legally existing as of April 23, 2024. Legally existing means that in addition to any required city licenses and permits, the business has the required state license and a tobacco retailers permit from the City.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2024.

TASHA CERDA, Mayor

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.B
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: April 23, 2024

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

AGENDA TITLE: PUBLIC HEARING: INTRODUCTION ORDINANCE NO. 1865: Amending Chapter 18.60 of the Gardena Municipal Code and Sections of 5.08.170, 8.16.030 and 8.16.050 relating to temporary use permits and temporary events permits, and amending Section 5.04.160, 5.04.278, and 5.28.020 of Title 5

Environmental Determination: The project is exempt pursuant to CEQA Guidelines sections 15061(b)(3) and 15304, as there is no possibility that the activity may have a significant effect on the environment, and considered minor alterations to a land project.

RESOLUTION NO. 6659: Adopting an application fee for Temporary Use and Temporary Event Permits

Environmental Determination: The project is exempt under Public Resources Code Section 21080(B)(8) and CEQA Guidelines Section 15273.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1865 and adopt Resolution No. 6659.

RECOMMENDATION AND STAFF SUMMARY:

On March 12, 2024, City Council held a public hearing for Ordinance No. 1865 relating to temporary use permits and temporary events permits. At that time, staff recommended to the City Council that the Ordinance be redrafted to add provisions to allow for walk-up food distribution events, in response to correspondences received prior to the meeting.

At the close of the hearing, the Council moved to have the Ordinance updated with the suggested changes and directed it be brought back to the Planning Commission for their recommendation.

On April 2, 2024, the Planning Commission adopted Resolution No. PC 8-24, by a 5-0 vote, recommending that the City Council adopt Ordinance No. 1865 with the updated language. Resolution No. 6659 would adopt an application fee for Temporary Use and Temporary Event Permits.

FINANCIAL IMPACT/COST:

Resolution No. 6659 establishes a Temporary Use permit fee of \$1,160.50, and a Temporary

Event permit fee between \$360.00 to \$756.00 dependent upon the number of attendees expected for the event. At this time the full financial impact is unknown.

ATTACHMENTS:

[Staff Report presented to Planning Commission on April 2nd.pdf](#)

[Planning Commission Resolution No. PC 8-24.pdf](#)

[Ordinance No. 1865 with changes highlighted.pdf](#)

[Resolution No. 6659.pdf](#)

[Cost Detail Temporary Use Permit.pdf](#)

[Cost Detail for Temporary Event Permit.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is positioned above a horizontal line.

Clint Osorio, City Manager

CITY OF GARDENA
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

STAFF REPORT
RESOLUTION NO. PC 9-24
ZTA # 1-24
AGENDA ITEM #7.B

DATE: April 2, 2024

TO: Chair Henderson and Members of the Planning and Environmental Quality Commission

FROM: Greg Tsujiuchi, Community Development Director

PREPARED BY: Amanda Acuna, Community Development Manager

APPLICANT: City of Gardena

LOCATION: Citywide

REQUEST: Recommending that the City Council adopt Ordinance No. 1865 amending Gardena Municipal Code Chapter 18.60 and Sections 5.08.170, 8.16.030, and 8.16.050 relating to temporary use permits and temporary events permits and amending section 5.04.160 and 5.04.278 relating to permits and finding the Ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines § 15061(b)(3) and § 15304 as a Minor Alterations to Land.

BACKGROUND/ANALYSIS

On January 16, 2024, the Planning Commission considered a recommendation on drafted Ordinance No. 1865, relating to the provisions for temporary use permits and temporary events permits in the City. At the close of the hearing, the Commission adopted Resolution No. PC 1-24, making a recommendation to the City Council that Ordinance No. 1865 be adopted.

On March 12, 2024, the City Council held a duly noticed public hearing to consider the adoption of the Ordinance. At the meeting the Council considered a letter sent to the staff on March 5, 2024, from the YMCA located at 1000 West Artesia Blvd., who was currently hosting a walk-up food distribution event in conjunction with a local non-profit. In consideration of the comments made by the YMCA, staff recommended to the City Council that Ordinance No. 1865 be drafted to provide specific provisions for these types of events. At the close of the public hearing the City Council directed staff to amend the

Ordinance to add provisions which would allow food distribution centers to operate in conjunction with non-profits. At this time the staff has prepared the proposed changes to the draft Ordinance. As these changes to the draft Ordinance include additional zone text amendments that were not brought to the Commission for consideration before, staff are bringing the Ordinance back to the Planning Commission for consideration. The Commission is being asked to make a recommendation to the City Council for the zone text amendments proposed under Ordinance No., 1865. The following summarizes the changes to the Ordinance since last presented to the Commission. Additionally, the staff report presented to the Commission on January 16, 2024, is attached (Attachment B) to provide a summary of the previously proposed zone text amendments.

ADDITIONAL AMENDMENT UNDER ORDINANCE NO. 1865

Ordinance No. 1865 has been amended to allow for walk-up food distribution in conjunction with a non-profit to happen up to two days a week, which need not happen consecutively. Similarly to certified farmer's market events, there will be no limit to the number of events yearly.

Special event	4 days	12
Outdoor sales events	4 days per event – with a maximum of four outdoor sales event in a 12 month period	4
Certified Farmer's Market	2 days a week, need not be consecutive	No maximum
Non-certified Farmer's Market	3 days	4
Walk-up food distribution in conjunction with a non-profit	2 days a week, need not be consecutive	No maximum
Seasonal sales lots – pumpkin patches and Christmas Trees	45 days each	Limited to September 15 through December 31 of each calendar year

Lastly, as a cleanup, GMC Section 5.28.020 has been amended to provide clarification to whether solicitation permits are subject to special event permits.

ENVIRONMENTAL REVIEW

This zone text amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to the common sense exemption set forth in Guidelines section 15061(b)(3) that CEQA only applies to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity will have a significant effect, the activity is not subject to CEQA. Additionally, the ordinance is exempt pursuant to Guidelines section 15304 as a Minor Alteration to Land.

NOTICE

The public hearing notice was published in the Gardena Valley News on March 21, 2024 (Attachment C). A copy of Proof of Publication and Affidavit of Mailing are on file in the office of the Community Development Department Room 101, City Hall and are considered part of the record.

RECOMMENDATION

Staff recommends the Planning and Environmental Quality Commission to:

- 1) Conduct the public hearing;
- 2) Receive testimony from the public; and
- 3) Adopt Resolution No. PC 9-24 recommending that the City Council adopt Ordinance No. 1865, with the recommended changes.

ATTACHMENTS

- A – Planning Commission Resolution No. PC #9-24
Exhibit A – Draft Ordinance No. 1865 with **changes highlighted**
- B – Staff Report Dated January 16, 2024
- C – Public Hearing Notice

RESOLUTION NO. PC 8-24

A RESOLUTION OF THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL ADOPT ORDINANCE NO. 1865 AMENDING THE GARDENA MUNICIPAL CODE CHAPTERS 18.60 RELATING TO TEMPORARY USE PERMITS AND TEMPORARY EVENTS PERMITS AND AMENDING SECTIONS 5.08.170, 8.16.030, AND 8.16.050 TO DELETE THE REQUIREMENT FOR A TEMPORARY USE PERMIT FOR CIRCUSES, CARNIVALS, AND FIREWORKS, AND AMENDING SECTION 5.04.160 OF TITLE 5 RELATING TO PERMITS, AND FINDING THE ORDINANCE TO BE CATEGORICALLY EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO GUIDELINES § 15061(b)(3) AND § 15304 AS A MINOR ALTERATION LAND.

THE PLANNING COMMISSION OF THE CITY OF GARDENA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. RECITALS.

A. The City of Gardena wishes to amend its provisions on Temporary Use Permits and Temporary Events Permits, delete the requirement for a Temporary Use Permit for circuses, carnivals, and fireworks, and amend Title 5 relating to Temporary Use Permits.

B. Given the increasing frequency of special events permits that the Community Development Department receives, the City desires to adopt an ordinance to establish administrative regulations for special events permits through Temporary Use Permits and/or Temporary Events Permits.

C. On January 16, 2024, the Planning Commission of the City of Gardena held a duly noticed public hearing on the draft Ordinance at which time it considered all evidence, both written and oral, and recommended approval to the City Council.

D. On March 12, 2024, the City Council of the City of Gardena held a duly noticed public hearing on the draft Ordinance at which time it considered all evidence, both written and oral, and directed staff to amend the Ordinance to add provisions that would allow food distribution centers to operate in conjunction with non-profits.

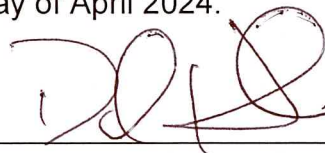
E. The amendments of the draft Ordinance include substantial zone text amendments, that were not brought to the Planning Commission for consideration before and must be brought back to the Planning Commission for consideration.

F. On April 2, 2024, the Planning Commission held a duly noticed public hearing on the revised draft Ordinance to include amendments directed by the City Council, at which time it considered all evidence, both written and oral.

NOW, THEREFORE, THE PLANNING AND ENVIRONMENTAL QUALITY CONTROL COMMISSION OF THE CITY OF GARDENA DOES HEREBY RESOLVE AS FOLLOWS:

The Planning Commission hereby recommends that the City Council adopt the Ordinance attached hereto as Exhibit A making changes to amend Chapter 18.60 of the Gardena Municipal Code relating to Temporary Use Permits and Temporary Events Permits, amending Sections 5.080.170, 8.16.030, and 8.16.050 to delete the requirement for a temporary use permit for circuses, carnivals, and fireworks, amending Section 5.04.160 of Title 5 relating to permits, and finding the ordinance to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to Guidelines section 156061(b)(3) and 15304 as a minor alteration to land. For all the reasons set forth in the reasoning provided by staff, the Planning Commission believes that these changes represent good land use practices which are required by public necessity, convenience, and the general welfare.

PASSED, APPROVED, AND ADOPTED this 2nd day of April 2024.



DERYL HENDERSON, CHAIR
PLANNING AND ENVIRONMENTAL
QUALITY COMMISSION

ATTEST:



GREG TSUJIUCHI, SECRETARY
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF GARDENA

I, Greg Tsujiuchi, Planning and Environmental Quality Commission Secretary of the City of Gardena, do hereby certify that the foregoing Resolution was duly adopted by the Planning and Environmental Quality Commission of the City of Gardena at a regular meeting thereof, held on the 2nd day of April 2024, by the following vote:

AYES: Langley, Wright-Scherr, Sherman, Kanhan, Henderson
NOES:
ABSENT:

Attachments:
Exhibit A –Ordinance No. 1865

ORDINANCE NO. 1865

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA AMENDING CHAPTER 18.60 OF THE GARDENA MUNICIPAL CODE AND SECTIONS 5.08.170, 8.16.030 AND 8.16.050 RELATING TO TEMPORARY USE PERMITS AND TEMPORARY EVENT PERMITS, AND AMENDING SECTIONS 5.04.160 AND 5.04.278 OF TITLE 5 RELATING TO PERMITS AND FINDING THAT THE ORDINANCE IS CATEGORICALLY EXEMPT FROM CEQA PURSUANT TO CEQA GUIDELINES SECTIONS 15061(b)(3) (COMMON SENSE EXEMPTION) AND 15304 (MINOR ALTERATIONS TO LAND)

WHEREAS, the City of Gardena has received requests to hold special, temporary events by various businesses in the City; and

WHEREAS, the City does not have clear and adequate procedures and regulations to govern such events; and

WHEREAS, the lack of clear and adequate procedures and regulations has created issues for staff as they struggle to review last minute applications without clear direction; and

WHEREAS, the City Council desires to allow temporary uses and temporary events to be held in the City subject to reasonable rules and regulations; and

WHEREAS, the City Council has the power to adopt such rules and regulations pursuant to Article XI, section 7 of the California Constitution; and

WHEREAS, the Planning Commission of the City of Gardena held a duly, noticed public hearing on this matter on January 16, 2024, at which time it considered all evidence presented, both written and oral after which it adopted Planning Commission Resolution No. 1-24 recommending that the City Council adopt Ordinance No. 1865; and

WHEREAS, the City Council of the City of Gardena held a duly noticed public hearing on this matter on March 12, 2024 at which time it considered all evidence presented, both written and oral; and

WHEREAS, at the close of the public hearing the City Council directed staff to amend the Ordinance to add provisions which would allow food distribution centers operated in conjunction with non-profits; and

WHEREAS, the Planning Commission of the City of Gardena held a duly, noticed public hearing on the revised Ordinance on April 2, 2024, at which time it considered all evidence presented, both written and oral after which it adopted Planning Commission Resolution No. PC 8-24 recommending that the City Council adopt Ordinance No. 1865 as amended; and

WHEREAS, the City Council of the City of Gardena held a duly noticed public hearing on this matter on April 23, 2024 at which time it considered all evidence presented, both written and oral;

NOW, THEREFORE, the City Council of the City of Gardena does hereby ordain as follows:

SECTION 1. Chapter 18.60 of the Gardena Municipal Code is hereby repealed and a new Chapter 18.60 is hereby added to read as follows:

**CHAPTER 18.60
TEMPORARY USE AND TEMPORARY EVENT PERMITS
FOR PRIVATE PROPERTY**

18.60.010 Intent and purpose.

A. The intent of this chapter is to provide a process for reviewing and acting upon proposed temporary uses and temporary events at specific locations that would otherwise be inappropriate as classified uses on a permanent basis. A temporary use permit or temporary event permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may be considered acceptable because of the temporary nature. It is further the intent to avoid incompatibility between such temporary activities and the surrounding areas by regulating such activities so as to prevent or mitigate adverse effects associated with or resulting from such temporary uses.

B. Temporary use and temporary event permits are in addition to any other required city approvals, licenses, and inspections required by applicable laws or regulations.

18.60.020 Definitions.

“Temporary activity” shall mean both “temporary uses” and “temporary events.”

“Temporary event” shall mean an event of a limited duration.

“Temporary use” shall mean the use of a property that is not meant to be permanent in nature, but may be approved for a period of up to one year.

18.60.030 Allowed Temporary Uses and Temporary Events.

The temporary activities set forth in this Chapter may be allowed, subject to the issuance of a temporary use or temporary event permit by the Director. Conditions may be imposed on these permits to ensure compliance with the required findings set forth in Section

18.60.080. Uses other than the following shall comply with the use and development regulations and permit requirements that otherwise apply to the property.

18.60.040 Temporary Uses

A. The following temporary uses may be allowed upon approval of a temporary use permit issued by the Community Development Director.

1. *Construction yards.* Off-site contractor construction yards including the storage of building materials, in conjunction with an approved construction project within the City limits. The permit shall expire upon completion of the construction project or the expiration of the companion building permit authorizing the construction project.

2. *Residence.* A mobile home as a temporary residence of the property owner when a valid building permit for a new single-family dwelling is in force. In addition, a mobile home may be used as a temporary residence of the property owner when a valid building permit has been issued for the remodel of a single family dwelling and the Building Official has determined that the extent of such remodel would prevent the safe occupancy of the dwelling. The Temporary Use Permit may be approved for up to 1 year, or upon expiration of the building permit, whichever occurs first.

3. *Temporary real estate sales offices.* A temporary real estate sales office may be established within the area of an approved development project or other location within 1,250 feet, solely for the first sale of homes. A permit for a temporary real estate office may be approved for up to 1 year.

4. *Temporary work trailers.* A trailer or mobile home as a temporary work site for employees of a business may be allowed:

a. During construction or remodeling of a permanent commercial or industrial structure, when a valid building permit is in force up to 1 year, or upon expiration of the building permit, whichever occurs first; or

b. For a temporary office occupied only by employees of a business or manufacturer conducting business on property not normally open to the general public for up to 1 year;

c. Upon demonstration by the applicant that this temporary work site is a short-term necessity while a permanent work site is being obtained for up to 1 year.

5. *Similar temporary uses.* Similar temporary uses that, in the opinion of the Director, are compatible with the zoning district and surrounding land uses.

B. When a request for an extension of time within which to comply with any requirement or condition imposed pursuant to the provisions of this chapter is filed for approval, a fee in an amount established by city council resolution shall be paid for the purpose of defraying the costs incidental to the processing of such request.

18.60.050 Temporary Events

A. Temporary Events. The following events may be allowed upon approval of a temporary event permit by the Community Development Director and as summarized in Table 18.60-1 below:

1. *Grand opening.* An event which involves activities outside of the normal business activities, to identify the opening of a new business, the change of ownership for an existing business, or the change of name for an existing business.

a. A grand opening event may last for up to four days.

b. No more than two grand openings shall be allowed per business address in a 12 month period.

c. An event does not include minimal activities such as putting up a temporary banner or having a ribbon cutting ceremony.

2. *Special event.* A temporary event for the use of a premise for an activity that is unrelated to or exceeds the scope of the business licensed and approved for such premises. Special events may be indoors or outdoors and include swap meets, fairs, festivals, flea markets, car shows, and auto dealer sales events. Special events shall be subject to the following:

a. A special event may last up to four days.

b. The applicant for the event shall be responsible for payment of all business license fees to the City in accordance with Title 5 of this Code and shall comply with the California Department of Tax and Fee Administration relating to Operators of Swap Meets, Flea Markets, or Special Events.

c. No special event may include services of any type that requires a state license or certificate unless the person performing such services has a copy of the required license or certificate and a government issued identification on their person at all times services are being provided.

3. *Outdoor sales events.* Unless exempt pursuant to Section 18.60.100, temporary events related to an existing business with temporary outdoor sale of merchandise in any commercial or industrial zoning district, in compliance with the following provisions:

- a. The merchandise displayed shall be that customarily sold at the business premises;
 - b. The site is used for a permanently established business holding a valid business tax certificate as required; and
 - c. Such events may take place four times in a twelve month period for up to four days per event.
4. *Farmer's Markets.* Both certified and noncertified Farmer's Markets may be permitted in compliance with the following provisions:
- a. The applicant for the event shall be responsible for payment of all business license fees to the City in accordance with Title 5 of this Code and shall comply with the California Department of Tax and Fee Administration relating to Operators of Swap Meets, Flea Markets, or Special Events.
 - b. A certified Farmer's Market shall be authorized by the County of Los Angeles Agricultural Commissioner and sponsored by a non-profit organization or a local governmental entity. Certified Farmer's Markets may operate twice a week throughout each calendar year.
 - c. A noncertified Farmer's Market may operate four times a year for up to three days for each event.
5. *Seasonal sales lots.* Seasonal sales activities for pumpkin patches and Christmas tree lots, including temporary security trailers, on nonresidential properties, in compliance with the following:
- a. Sales activity shall only take place between September 15 and December 31.
 - b. The sales activity may be approved for a maximum of 45 days.
 - c. An applicant may apply for a permit for both a pumpkin patch and a Christmas tree lot at the same time.
6. *Similar temporary events.* Similar temporary events that, in the opinion of the Director, are compatible with the zoning district and surrounding land uses.

Table 18.60-1 - Temporary Event Table

Temporary Event Type	Maximum Number of Days Per Event	Maximum Number of Similar Events per 12 month period
Grand Opening	4 days	2 per business address

Special event	4 days	12
Outdoor sales events	4 days per event – with a maximum of four outdoor sales event in a 12 month period	4
Certified Farmer’s Market	2 days a week, need not be consecutive	No maximum
Non-certified Farmer’s Market	3 days	4
Walk-up food distribution in conjunction with a non-profit	2 days a week, need not be consecutive	No maximum
Seasonal sales lots – pumpkin patches and Christmas Trees	45 days each	Limited to September 15 through December 31 of each calendar year

B. Except for certified farmer's markets and walk-up food distribution events in conjunction with a non-profit, there may not be in no event may more than 12 temporary events of any combination that takes place at any single property address in a 12 month period.

C. Alcohol sales and service may be allowed where the applicant has obtained the required permit from the Department of Alcoholic Beverage Control by the time of the event.

D. Food and drink sales and service may be allowed provided they are served in compliance with applicable laws, including required permits for sale or distribution of food and drinks.

18.60.060 Application.

A. An application for both a temporary use permit or temporary event permit shall be filed by the owner, lessee or other person having the right to the possession of the land for which the permit is sought. At a minimum, the application for either of these permits shall contain the following information:

1. The name, address, phone number and e-mail address of the applicant;
2. Evidence in the form of an official or governmental agency issued document or identification card that the applicant is eighteen (18) years of age or older or in instances involving alcohol sales twenty-one (21) years of age or older;
3. Property owner authorization along with the name, residence address, email address, and telephone number of the property owner on whose property the temporary activity will take place;
4. The proposed dates of the temporary activity;

5. A plot plan drawn to scale and which designates all land uses on the property, the location of the proposed temporary activity/facility, utility connections, yards, off-street parking, and other information which the planning division may require; and

6. Any supplemental information deemed necessary by the Director to determine whether the application should be granted, conditioned or denied.

B. Applications for temporary events shall include the following additional information:

1. A detailed description indicating all components of the temporary activity such as rides, entertainment, amplified music, canopies, tents, inflatable devices, jump tents, temporary banners, displays and sales, portable toilets;

2. A parking plan which may include off-site parking locations, shuttles, and valet parking;

3. Expected number of attendees;

4. The daily hours of the temporary activity;

5. Additional dates needed for set-up and tear down.

C. Filing Fees. The applicant shall pay a filing fee established by City Council resolution to defray the costs incurred by the city in processing the temporary use permit application.

D. Indemnification. The applicant shall be required to sign an indemnification and/or hold harmless agreement with the city.

E. Timing of Application. Applications which are filed within the following time frames shall be acted upon by the Director at least one day before the scheduled event.

1. Applications for temporary uses, filed a minimum of 21 business days before the desired start date.

2. Applications for temporary events filed a minimum of 10 business days before the desired start date.

F. No application shall be accepted and processed unless all of the required information is provided and completed, as required by this chapter.

18.60.070 Director's Decision.

A. The Director shall review the application, consult with those departments of the city which might have an interest in or jurisdiction over some aspect of the proposed temporary use, and make any necessary investigation.

B. After review and consultation, the Director shall approve, conditionally approve, or deny the application for the temporary use or temporary event permit.

C. In approving an application, the Director may impose such conditions as deemed necessary to protect the public health, safety and welfare in order to make the required findings set forth in Section 18.60.080. Such conditions may involve any pertinent factors affecting the operation of such temporary activity. In addition to such other conditions as the Director may impose, it shall also be deemed a condition of every temporary use or temporary event permit, whether such condition is set forth in the permit or not, that such approval shall not authorize the construction, establishment, alteration, moving onto, or enlargement of any permanent building, structure or facility.

1. Conditions may be imposed to require the provision of the following, which is not meant to be an all-inclusive list:

- a. Sanitary and medical facilities;
- b. Security and safety measures;
- c. Solid waste collection and disposal.

2. Conditions may be imposed to regulate the following, which is not meant to be an all-inclusive list:

- a. Nuisance factors;
- b. Operating hours and days, including limitation of the duration of the use or event to a shorter time period than that requested;
- c. Temporary signs;
- d. Temporary structures and facilities, including height, placement, and size, and the location of equipment and open areas.

3. All permits shall be conditioned to provide that the site shall be cleaned of debris, litter, or any other evidence of the temporary activity upon completion or removal of the activity and to require that the temporary activity be removed and the site restored as necessary to ensure that no changes to the site will occur.

18.60.080 Findings.

The following findings shall be made in order for the Director to approve a temporary use or temporary event permit:

- A. The proposed site is adequate in size and shape to accommodate such temporary activity without material detriment to the use, enjoyment or valuation of the property of other persons located in the vicinity of the site;
- B. Sufficient off-street parking spaces, which may include off-site locations, shuttles, or valet parking, are provided;
- C. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that such temporary activity will or could reasonably generate;
- D. The proposed activity will not interfere with any other temporary activity for which a permit has already been approved or with the provision of City services in support of other scheduled activities;
- E. The use or event will comply with all applicable provisions of local, state and federal laws and regulations.
- F. The proposed activity will not be detrimental to the public peace, health, safety or welfare;
- G. None of the grounds set forth in Section 18.60.090 exist.

18.60.090 Grounds for Denial.

An application shall be denied if any of the following grounds exist:

- A. The information contained in the application or supplemental information requested from the applicant is found to be materially false, or such information is incomplete;
- B. The applicant or the person or entity on whose behalf the application for the permit was made has failed to conduct a previously authorized activity in accordance with the law or the terms of the permit, or both;
- C. The applicant or the person or entity on whose behalf the application for permit was made, has outstanding and unpaid debts to the City;
- D. The applicant fails to complete the indemnification and hold harmless requirements as prescribed by this chapter; or

E. Where conditions of a previous temporary use or temporary event permit issued to the applicant were violated, or where any City ordinance, rule or regulation was violated within the past twenty-four months.

18.60.100 Exemptions.

A. The following temporary activities shall be exempt from the provisions of this chapter:

1. Circuses and carnivals;
2. Fireworks stands;
3. Garage sales;
4. On-site contractor's construction yards, in conjunction with an approved construction project. The activity shall cease upon completion of the construction project, or the expiration of the building permit authorizing the construction project;
5. Promotional activities related to the primary product lines of a retail business, and similar activities (e.g., book readings and signings at book stores, opening receptions at art galleries); and
6. Any other use or event which requires a separate permit from the City.

B. This chapter shall also not apply to the outdoor display of merchandise located within 10 feet of the main structure provided that the total display area is not located in any parking space, does not interfere with required pedestrian access, and does not create a public safety issue.

18.60.110 Revocation of permits.

A. The Director may revoke or suspend, in whole or in part, a temporary event or temporary use permit at any time if the Director finds: (1) the activity constitutes a public nuisance or disturbs the peace; (2) the activity is injurious to the public peace, health, safety or welfare; (3) the activity is conducted contrary to the permit, permit conditions, any State or City law or rules and regulations adopted by the City Council or the City Manager, or Director governing special events; (4) the applicant, or his or her agent(s) or representatives, has willfully made false or misleading statements in the application or any other document required pursuant to this chapter.

B. Revocation or suspension shall become effective immediately upon delivery of a written notice to the person in immediate charge of the activity or portion thereof affected by such act. The notice of such revocation or suspension shall specify the reasons

therefor. The Director may, for good cause, cancel and make null and void any revocation or suspension action, or written notice ordering the same, but in all cases he or she shall promptly take such steps as are necessary to inform appropriate City officials of the action taken, and of the reason or reasons therefor.

C. Upon revocation or suspension of a temporary use or temporary event permit, the permittee and any parties under the permittee's control shall immediately cease operation of the activities subject to revocation or suspension. In the event that the permit is suspended, the permittee may resume operation once the suspension period has expired or canceled.

18.60.120 Appeals.

A. Any person or body, public or private, may appeal the decision of the Director to the City Manager. Such appeal shall be filed with the planning division within ten days after the date of the decision of the Director. Upon the receipt of such an appeal, the City Manager or the City Manager's designee shall hold a hearing no later than the third business day after the filing of the appeal, and will render a written decision no later than the next business day after hearing the appeal. The City Manager's decision is final. The written decision of the City Manager shall be served upon the applicant or permittee.

B. A fee shall be paid at the time of the filing of the notice of appeal.

18.60.130 Unlawful to use City name without authorization.

It is unlawful for any applicant to use in the title of the event the words "The City of Gardena" or "City of Gardena" in a manner that can be reasonably interpreted to imply that the event is sponsored or endorsed by the City or to use the facsimile of the seal or logo of the City of Gardena without the City's written authorization.

SECTION 2. Section 5.04.160.A of the Gardena Municipal Code relating to permit procedures is hereby amended to read as follows:

A. Application of Section. No person shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on in any location within the city, a business or occupation for which a permit is required, without first having obtained the required permit in addition to the businesses license. No business license shall be issued for any business for which a permit is required pursuant to this Title until the permit is obtained. The procedures set forth in subsections B through L of this section shall apply to any business or occupation for which permit approval by the community development director or the city council is required under this Title, unless a more specific permit application procedure applies¹

SECTION 3. Section 5.04.278.A of the Gardena Municipal Code relating to annual and periodic events is hereby amended to read as follows:

A. Notwithstanding Section [5.04.275](#) above, in the case of periodic events which occur more than once a year but which do not take place on a regular daily basis, the sponsor of the event may obtain a license and any permit required by this Title or Chapter 18.60 for all approved vendors included in the event and pay a fee for the business license based upon gross receipts pursuant to Section [5.08.510](#) of this code.

SECTION 4. Section 5.08.170.B of the Gardena Municipal Code relating to circuses and carnivals is hereby amended to read as follows:

B. Permit Required. Prior to operating any circus or carnival, a permit shall first be obtained from the City Council in accordance with the provisions of Section [5.04.160](#) of this Code. The application shall be filed no later than thirty-five days prior to the scheduled event. No background check shall be required of the applicant. A list of all employees and their date of birth shall accompany the application. ~~Additionally, a temporary use permit shall be required pursuant to Chapter 18.60 of this Code for any circus or carnival which lasts more than three days.~~

SECTION 5. Section 8.16.030.D of the Gardena Municipal Code relating to firework stands is hereby deleted.

D. [repealed] ~~At the time of filing the application for a permit to sell fireworks, pursuant to subsection C of this section, the fireworks distributor ("company") involved with the applicant must simultaneously file an application for temporary use permit (TUP), and pay the requisite fees.~~

SECTION 6. Section 8.16.050 of the Gardena Municipal Code relating to firework stands is hereby amended to read as follows:

8.16.050 Permit applications – Notice of acceptance or rejection.

Applicants for any such permits shall be notified by the community development director, or their designee, by May 15th of the granting or rejection of such applications for fireworks stand ~~and Temporary Use Permits.~~

SECTION 7. Findings. In approving the changes to the Gardena Municipal Code set forth above, the City Council finds that adoption of this Ordinance is required for the public necessity, convenience, general welfare and good land use and zoning practices. This

Ordinance will provide rules and regulations for processing temporary activities and allow the city to impose conditions for the protection of the public health, safety and welfare.

SECTION 8. CEQA. Adoption of this Ordinance is exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The ordinance does not authorize any development and is merely sets forth policy and procedures. Moreover, CEQA Guidelines section 15304 allows minors alterations to land, including temporary uses having negligible and no permanent effects.

SECTION 9. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 10. Effective Date. This Ordinance shall take effect on the thirty-first day after passage.

SECTION 11. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

RESOLUTION NO. 6659

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING AN APPLICATION FEE FOR TEMPORARY USE AND TEMPORARY EVENT PERMITS AND FINDING THAT THE FEE IS EXEMPT UNDER PUBLIC RESOURCES CODE SECTION 21080(B)(8) AND CEQA GUIDELINES SECTION 15273.

WHEREAS, the City of Gardena City Council has introduced Ordinance No. 1835 to amend the provisions on Temporary Use Permits; and

WHEREAS, Section 18.16.060 of Ordinance No. 1865 provides that applications for Temporary Use Permits and Temporary Event Permits shall be accommodated by a fee in an amount established by resolution of the City Council; and

WHEREAS, Government Code Section 66014 provides that when a local agency charges fees for filing and processing applications for planning services or under any other authority, those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, and such fees may include the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations; and

WHEREAS, the City Council has determined that the cost of staff time for processing these permit applications should be borne by the applicants rather than the citizenry-at-large; and

WHEREAS, on March 12, 2024, the City Council held a duly noticed public hearing on the fees that are the subject of this Resolution, which hearing was noticed in accordance with Government Code section 6062(a);

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

SECTION 1. The City Council has determined that Temporary Use Permit fees imposed under Ordinance No. 1865 of the Gardena Municipal Code shall each be \$1,160.50. This fee supersedes the Temporary Use Permit fee set forth in Resolution No. 6386.

SECTION 2. The City Council has determined that Temporary Event Permit fees imposed under Ordinance No. 1865 of the Gardena Municipal Code shall be as follows:

- \$360 Small Events with 1-99 attendees
- \$447 Medium Events with 100-299 attendees
- \$756 Large Events with 300 more attendees

SECTION 3. The City Council finds that all of the Whereas Clauses set forth above are true and correct. The City Council further finds that the fees do not exceed the cost of providing the services for which the fees are charged.

SECTION 4. CEQA. The establishment of these fees are statutorily exempt from the requirements of CEQA because setting these fees fit within the exemptions for local agency decisions involving rates, tolls, or other charges as specified by Public Resources Code section 21080(b)(8) and CEQA Guidelines section 15273.

SECTION 5. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution, or any part hereof, including any specific fee, is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof, including any other fee. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or fee, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases, or fees be declared invalid or unconstitutional.

SECTION 6. CITY CLERK. The City Clerk shall certify to the passage and adoption of this resolution; shall cause the same to be entered among the original resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

SECTION 7. EFFECTIVE. The Temporary Use Permit fee shall be effective immediately. The Temporary Event Permit fees shall not be effective until such time as Ordinance No. 1865 takes effect.


Passed, approved, and adopted this 12th day of March, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA
City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney

**CITY OF GARDENA
COST DETAIL WORKSHEET
FY 2022/23**

SERVICE TEMPORARY USE PERMIT				REFERENCE NO. T-676		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING/BUILDING	GENERAL BUILDING INSPECTO		2.00	\$236.12	10	\$2,361
PLANNING/BUILDING	PLANNING ASSOC/ASST		3.00	\$348.27	10	\$3,483
PLANNING/BUILDING	SR PLANNER		0.50	\$65.35	10	\$654
POLICE SUPPORT	POLICE CHIEF		0.50	\$218.67	10	\$2,187
POLICE SUPPORT	POLICE LIEUTENANT		1.00	\$292.13	10	\$2,921
		TYPE SUBTOTAL	7.00	\$1,160.54		\$11,605
		TOTALS	7.00	\$1,160.50		\$11,605

CITY OF GARDENA
COST DETAIL WORKSHEET
FY 2022/23

SERVICE TEMPORARY EVENT PERMIT- PRIV. PROP.				REFERENCE NO. T-676A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PERMITS AND LICENSE: PERMIT/LICENSING TECH I/I		Small	1.50	\$152.75	1	\$153
PLANNING/BUILDING	COMM DEV DIRECTOR	Small	0.25	\$58.09	1	\$58
PLANNING/BUILDING	PLANNING ASSOC/ASST	Small	0.50	\$58.05	1	\$58
PLANNING/BUILDING	SR PLANNER	Small	0.25	\$32.67	1	\$33
POLICE OPERATIONS	POLICE SERGEANT	Small	0.26	\$58.32	1	\$58
		TYPE SUBTOTAL	2.76	\$359.88		\$360
PERMITS AND LICENSE: PERMIT/LICENSING TECH I/I		Medium	1.50	\$152.75	1	\$153
PLANNING/BUILDING	COMM DEV DIRECTOR	Medium	0.50	\$116.19	1	\$116
PLANNING/BUILDING	PLANNING ASSOC/ASST	Medium	0.75	\$87.07	1	\$87
PLANNING/BUILDING	SR PLANNER	Medium	0.25	\$32.67	1	\$33
POLICE OPERATIONS	POLICE SERGEANT	Medium	0.26	\$58.32	1	\$58
		TYPE SUBTOTAL	3.26	\$447.00		\$447
PERMITS AND LICENSE: PERMIT/LICENSING TECH I/I		Large	1.50	\$152.75	1	\$153
PLANNING/BUILDING	COMM DEV DIRECTOR	Large	1.00	\$232.37	1	\$232
PLANNING/BUILDING	PLANNING ASSOC/ASST	Large	1.00	\$116.09	1	\$116
PLANNING/BUILDING	SR PLANNER	Large	1.50	\$196.04	1	\$196
POLICE OPERATIONS	POLICE SERGEANT	Large	0.26	\$58.32	1	\$58
		TYPE SUBTOTAL	5.26	\$755.57		\$756
TOTALS			11.28	\$1,562.00		\$1,562



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 16.A
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: April 23, 2024

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

AGENDA TITLE: Reject all bids for the Gardena Rowley Park Basketball Rehabilitation Project, JN 530, and re-bid the project with modified requirements and/or scope.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Reject all bids and re-bid.

RECOMMENDATION AND STAFF SUMMARY:

The Gardena Rowley Park Basketball courts are located at 13220 Van Ness Ave. The project includes a new all-weather surface over existing concrete surfacing and reconfiguring the existing basketball court(s) to accommodate two new portable pickleball courts. Additionally, the existing lighting will be upgraded to high efficiency LED fixtures, with new, relocated or upgraded poles/fixtures. Drainage improvements are also included, with new catch basins and drywell stormwater storage and percolation retention areas within the existing tot lot.

The bid opening was held on March 19, 2024. Upon review, it was determined that the bid item prices are unbalanced and therefore, non-responsive. Staff investigated and discovered that all bidders significantly inflated the costs for the furnish and installation of the basketball surface bid item by \$104,357.50 to \$221,717.50. Therefore, staff will consider breaking up the project and bidding out the furnish and installation of the basketball surface separately to reduce the construction cost. Furthermore, We R Builders Inc., and Minco Construction did not list any of the certified installers as subcontractors, which also made their bids non-responsive.

Organization	Bid Amount
1. We R Builders, Inc., Glendale CA	\$655,092.00
2. C.S. Legacy Construction, Inc., Walnut CA	\$727,039.50
3. Minco Construction, Gardena CA	\$736,081.50

Staff respectfully recommends that the City Council reject all bids for the Gardena Rowley Park Basketball Rehabilitation Project, JN 530, and proceed to re-bid the project with modified requirements and/or scope.

FINANCIAL IMPACT/COST:

None

ATTACHMENTS:

[JN 530_We R Builders Bid.pdf](#)

[JN 530_CS Legacy Bid.pdf](#)

[JN 530_Minco Bid.pdf](#)

[JN 530_Bid Tabulation.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is positioned above a horizontal line.

Clint Osorio, City Manager

BID PROPOSAL (BP)
ROWLEY PARK BASKETBALL REHABILITATION
PROJECT NO. JN 530

Contractor: We R Builders, Inc.
Address: 3746 Foothill Blvd.#304, Glendale, CA 91214
Phone: (714) 874-5275
Fax: N/A
License No.: 1055746; Class: A&B
D.I.R. No. 1000884610
Email: operations@wrbconstruction.com

To Be Submitted

WITH

Bid Package

BID PROPOSAL

PROJECT NO. JN 530

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

ROWLEY PARK BASKETBALL REHABILITATION

and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the work as required by said proposed Contract Documents and itemized bid schedule below. All work shall be completed within **60 Working Days** from the date the Notice of Proceed is issued by the Engineer.

Item No.	Item Description	Unit	Approx. Quantity	Unit Price in Figures	Item Total
1	Mobilization & Demobilization (5%)	LS	1	36,169 (NA) 30,000	36,169 (NA) 30,000
2	Sawcut, Remove and Dispose Existing Concrete Paving	SF	1,256	12	15,072
3	Provide Concrete Crack Repair & Grind to Even Plane	LS	1	13,776	13,776
4	Remove and Dispose of Existing Basketball Post/Hoop/Backboard/Conc. Footing.	EA	4	3,062	12,248
5	Grading Export (Cut) Tot Lot Area	CY	266	213	56,658
6	Construct Concrete Pavement	SF	1610	23	37,070
7	Furnish & Install Titan Trax Shield System	SF	14,670	12	176,040
8	Furnish & Install Crushed Rock Subbase for Tot Lot	CY	106	165	17,490
9	Furnish & Install 12-inch Depth of Engineered Tot Lot Wood Chips	CY	160	141	22,560
10	Furnish & Install Benches	EA	4	2,037	8,132
11	Furnish & Install Basketball Post, Hoop, Backboard & Concrete Footing	EA	4	9,338	37,352
12	Furnish Pickleball Net & Post System	EA	2	5,553	11,106

TO BE SUBMITTED WITH PROPOSAL

13	Furnish Portable (rollers) Pickleball Net & Post System	EA	1	5,553	5,553
14	Furnish & Install NDS FWAS24 Drywell (Or Equal)	EA	6	8,272	49,632
15	Furnish & Install 12-inch Brooks Catch Basin 1212CB or equal	EA	5	2,155	10,775
16	Furnish & Install 18-inch Brooks Catch Basin 1818CB or equal	EA	1	3,233	3,233
17	Furnish & Install 24-inch Brooks Catch Basin 2424CB or equal	EA	1	4,310	4,310
18	Furnish and install 4-Inch Sch 40 PVC Drainpipe	LF	555	85	36,075
19	Furnish & Install Miscellaneous Turf & Irrigation Repair	LS	1	8,500	8,500
20	Remove & Dispose of Existing Post, Light Fixture and Footing	EA	3	3,000	9,000
21	Remove Existing Light Fixture (Pole to Remain)	EA	1	250	250
22	Remove and Dispose of Existing Wall Mounted Light Fixtures	EA	3	250	750
23	Furnish & Install (S1) Slim Style Type FT Optics, 20' Pole Mount	EA	1	11,800	11,800
24	Furnish & Install (S2) Dual Slim Style Type FT Optics, 20' Pole Mount	EA	1	12,800	12,800
25	Furnish & Install (S3) Slim Style Type FT Optics, Mount on Existing Pole	EA	1	500	500
26	Furnish & Install (S4) Wall Mounted LED Fixture w/ 0-10V Dimming	EA	3	1,000	3,000
27	Furnish & Install (S5) Slim Style Type 5W Optics, 20' Pole Mount	EA	2	12,000	24,000
28	Furnish & Install (2)#10, (1) #10G / 1" Conduit	LF	83	150	12,450
29	All Other Miscellaneous Electrical Work	LS	1	25,000	25,000

TO BE SUBMITTED WITH PROPOSAL

BID SCHEDULE (Continued)

TOTAL CONTRACT BID:

(Figures) \$ 655,092.00

(Words) Six Hundred Fifty Five Thousand Ninety Two Dollars and Zero Cents

* In case of error in extension of price into the total price column, the unit price will govern.

All work required and shown on the construction plans and this specification for which no price or item is listed on this proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance or direct payment of any kind. Payment for performing such work or furnishing such equipment, labor, tools and materials shall be included in the above lump sum or unit bid prices and no additional compensation will be paid therefor.

If the City determines that any of the unit bid prices are significantly unbalanced to the potential detriment of the City, the bid will be replaced as non-responsive.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount for any item are not in agreement, the unit price alone shall be considered to represent the bidder's intention and all totals will be corrected to conform thereto.

Attached hereto is cash, a certified check, a cashier's check, or a bidder's bond in the amount of _____ Dollar
s, said amount being not less than 10 percent of the amount bid. Pursuant to Public Contract Code Sections 20172 and 20174, it is agreed a portion equal to the difference between the low bid and second low bid shall be retained as a bid bond forfeiture by the City if the undersigned fails or refuses to execute the Contract and furnish the required bonds and certificates of insurance within the time provided.

Nezar Alsmadi
Name of Bidder


Signature of Bidder

BID PROPOSAL (BP)

ROWLEY PARK BASKETBALL REHABILITATION

PROJECT NO. JN 530

Contractor: C.S. Legacy Construction, Inc.
Address: 615 Brea Canyon Rd. STE 8 Walnut, CA. 91789
Phone: 909-590-2626
Fax: 909-590-4117
License No.: 826810
D.I.R. No. 1000002947
Email: gregg@cslegacy.net

To Be Submitted

WITH

Bid Package

BID PROPOSAL

PROJECT NO. JN 530

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

ROWLEY PARK BASKETBALL REHABILITATION

and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the work as required by said proposed Contract Documents and itemized bid schedule below. All work shall be completed within **60 Working Days** from the date the Notice of Proceed is issued by the Engineer.

Item No.	Item Description	Unit	Approx. Quantity	Unit Price in Figures	Item Total
1	Mobilization & Demobilization (5%)	LS	1	\$ 50,000. ⁰⁰	\$ 50,000. ⁰⁰
2	Sawcut, Remove and Dispose Existing Concrete Paving	SF	1,256	\$ 13.53	\$17,031. ⁷⁶
3	Provide Concrete Crack Repair & Grind to Even Plane	LS	1	\$ 27,636. ⁰⁰	\$ 27,636. ⁰⁰
4	Remove and Dispose of Existing Basketball Post/Hoop/Backboard/Conc. Footing.	EA	4	\$ 6,021. ⁹⁸	\$ 24,087. ⁵²
5	Grading Export (Cut) Tot Lot Area	CY	266	\$ 386. ⁹⁴	\$ 102,726. ⁰⁴
6	Construct Concrete Pavement	SF	1610	\$ 24.03	\$ 38,688. ³⁰
7	Furnish & Install Titan Trax Shield System	SF	14,670	\$ 14.84	\$ 217,702. ⁸⁰
8	Furnish & Install Crushed Rock Subbase for Tot Lot	CY	106	\$ 241.78	\$ 25,628. ⁶⁸
9	Furnish & Install 12-inch Depth of Engineered Tot Lot Wood Chips	CY	160	\$ 140. ⁰⁶	\$ 22,409. ⁶⁰
10	Furnish & Install Benches	EA	4	\$ 1,355. ⁹⁵	\$ 5,423. ⁸⁰
11	Furnish & Install Basketball Post, Hoop, Backboard & Concrete Footing	EA	4	\$ 10,000. ⁰⁰	\$ 40,000. ⁰⁰
12	Furnish Pickleball Net & Post System	EA	2	\$ 4,864. ⁵⁰	\$ 9,729. ⁰⁰

TO BE SUBMITTED WITH PROPOSAL

13	Furnish Portable (rollers) Pickleball Net & Post System	EA	1	\$6,956. ⁰⁰	\$6,956. ⁰⁰
14	Furnish & Install NDS FWAS24 Drywell (Or Equal)	EA	6	\$1,767. ⁹⁸	\$10,607. ⁸⁸
15	Furnish & Install 12-inch Brooks Catch Basin 1212CB or equal	EA	5	\$2,502. ²⁸	\$12,511. ⁴⁰
16	Furnish & Install 18-inch Brooks Catch Basin 1818CB or equal	EA	1	\$2,556. ⁸⁰	\$2,556. ⁸⁰
17	Furnish & Install 24-inch Brooks Catch Basin 2424CB or equal	EA	1	\$3,891. ⁶⁰	\$3,891. ⁶⁰
18	Furnish and install 4-Inch Sch 40 PVC Drainpipe	LF	555	\$63.28	\$35,120. ⁴⁰
19	Furnish & Install Miscellaneous Turf & Irrigation Repair	LS	1	\$5,550. ⁷⁰	\$5,550. ⁷⁰
20	Remove & Dispose of Existing Post, Light Fixture and Footing	EA	3	\$1,370. ⁸³	\$4,112. ⁴⁹
21	Remove Existing Light Fixture (Pole to Remain)	EA	1	\$323.13	\$323.13
22	Remove and Dispose of Existing Wall Mounted Light Fixtures	EA	3	\$299.63	\$898.89
23	Furnish & Install (S1) Slim Style Type FT Optics, 20' Pole Mount	EA	1	\$11,482. ¹⁰	\$11,482. ¹⁰
24	Furnish & Install (S2) Duel Slim Style Type FT Optics, 20' Pole Mount	EA	1	\$11,719. ⁴⁵	\$11,719. ⁴⁵
25	Furnish & Install (S3) Slim Style Type FT Optics, Mount on Existing Pole	EA	1	\$2,292. ⁴³	\$2,292. ⁴³
26	Furnish & Install (S4) Wall Mounted LED Fixture w/ 0-10V Dimming	EA	3	\$470. ⁰⁰	\$1,410. ⁰⁰
27	Furnish & Install (S5) Slim Style Type 5W Optics, 20' Pole Mount	EA	2	\$11,482. ¹⁰	\$22,964. ²⁰
28	Furnish & Install (2)#10, (1) #10G / 1" Conduit	LF	83	\$88.13	\$7,314.79
29	All Other Miscellaneous Electrical Work	LS	1	\$6,064. ¹⁸	\$6,064. ¹⁸

TO BE SUBMITTED WITH PROPOSAL

BID SCHEDULE (Continued)

TOTAL CONTRACT BID:

(Figures) \$ 727,039.50

(Words) Seven Hundred twenty-seven thousand, Thirty Nine Dollars and Fifty Cents.

* In case of error in extension of price into the total price column, the unit price will govern.

All work required and shown on the construction plans and this specification for which no price or item is listed on this proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance or direct payment of any kind. Payment for performing such work or furnishing such equipment, labor, tools and materials shall be included in the above lump sum or unit bid prices and no additional compensation will be paid therefor.

If the City determines that any of the unit bid prices are significantly unbalanced to the potential detriment of the City, the bid will be replaced as non-responsive.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount for any item are not in agreement, the unit price alone shall be considered to represent the bidder's intention and all totals will be corrected to conform thereto.

Attached hereto is cash, a certified check, a cashier's check, or a bidder's bond in the amount of 10% Bid Bond Dollar
s, said amount being not less than 10 percent of the amount bid. Pursuant to Public Contract Code Sections 20172 and 20174, it is agreed a portion equal to the difference between the low bid and second low bid shall be retained as a bid bond forfeiture by the City if the undersigned fails or refuses to execute the Contract and furnish the required bonds and certificates of insurance within the time provided.

Gregg Strumpf
Name of Bidder


Signature of Bidder

BID PROPOSAL (BP)

ROWLEY PARK BASKETBALL REHABILITATION

PROJECT NO. JN 530

Contractor: Minako America Corporation, dba Minco Construction

Address: 522 E. Airline way, Gardena, CA 90248

Phone: (310) 516-8100

Fax: (310) 516-7404

License No.: 612429, A, B, C-10, C-7

D.I.R. No. 1000002728

Email: Refaat.Mina@mincoconstruction.com

To Be Submitted

WITH

Bid Package

TO BE SUBMITTED WITH PROPOSAL

BP-1

BID PROPOSAL

PROJECT NO. JN 530

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

ROWLEY PARK BASKETBALL REHABILITATION

and having visited the site and examined the conditions affecting the work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the work as required by said proposed Contract Documents and itemized bid schedule below. All work shall be completed within **60 Working Days** from the date the Notice of Proceed is issued by the Engineer.

Item No.	Item Description	Unit	Approx. Quantity	Unit Price in Figures	Item Total
1	Mobilization & Demobilization (5%)	LS	1	\$35,051.50	\$35,051.50
2	Sawcut, Remove and Dispose Existing Concrete Paving	SF	1,256	\$5.00	\$6,280.00
3	Provide Concrete Crack Repair & Grind to Even Plane	LS	1	\$14,000.00	\$14,000.00
4	Remove and Dispose of Existing Basketball Post/Hoop/Backboard/Conc. Footing.	EA	4	\$500.00	\$2,000.00
5	Grading Export (Cut) Tot Lot Area	CY	266	\$100.00	\$26,600.00
6	Construct Concrete Pavement	SF	1610	\$30.00	\$48,300.00
7	Furnish & Install Titan Trax Shield System	SF	14,670	\$20.00	\$293,400.00
8	Furnish & Install Crushed Rock Subbase for Tot Lot	CY	106	\$150.00	\$15,900.00
9	Furnish & Install 12-inch Depth of Engineered Tot Lot Wood Chips	CY	160	\$100.00	\$16,000.00
10	Furnish & Install Benches	EA	4	\$5,000.00	\$20,000.00
11	Furnish & Install Basketball Post, Hoop, Backboard & Concrete Footing	EA	4	\$3,000.00	\$12,000.00
12	Furnish Pickleball Net & Post System	EA	2	\$2,000.00	\$4,000.00

TO BE SUBMITTED WITH PROPOSAL
BP-2

13	Furnish Portable (rollers) Pickleball Net & Post System	EA	1	\$2,000.00	\$2,000.00
14	Furnish & Install NDS FWAS24 Drywell (Or Equal)	EA	6	\$1,000.00	\$6,000.00
15	Furnish & Install 12-inch Brooks Catch Basin 1212CB or equal	EA	5	\$750.00	\$3,750.00
16	Furnish & Install 18-inch Brooks Catch Basin 1818CB or equal	EA	1	\$1,000.00	\$1,000.00
17	Furnish & Install 24-inch Brooks Catch Basin 2424CB or equal	EA	1	\$3,500.00	\$3,500.00
18	Furnish and install 4-Inch Sch 40 PVC Drainpipe	LF	555	\$100.00	\$55,500.00
19	Furnish & Install Miscellaneous Turf & Irrigation Repair	LS	1	\$10,000.00	\$10,000.00
20	Remove & Dispose of Existing Post, Light Fixture and Footing	EA	3	\$3,000.00	\$9,000.00
21	Remove Existing Light Fixture (Pole to Remain)	EA	1	\$500.00	\$500.00
22	Remove and Dispose of Existing Wall Mounted Light Fixtures	EA	3	\$500.00	\$1,500.00
23	Furnish & Install (S1) Slim Style Type FT Optics, 20' Pole Mount	EA	1	\$20,000.00	\$20,000.00
24	Furnish & Install (S2) Duel Slim Style Type FT Optics, 20' Pole Mount	EA	1	\$23,000.00	\$23,000.00
25	Furnish & Install (S3) Slim Style Type FT Optics, Mount on Existing Pole	EA	1	\$7,500.00	\$7,500.00
26	Furnish & Install (S4) Wall Mounted LED Fixture w/ 0-10V Dimming	EA	3	\$7,000.00	\$21,000.00
27	Furnish & Install (S5) Slim Style Type 5W Optics, 20' Pole Mount	EA	2	\$30,000.00	\$60,000.00
28	Furnish & Install (2)#10, (1) #10G / 1" Conduit	LF	83	\$100.00	\$8,300.00
29	All Other Miscellaneous Electrical Work	LS	1	\$10,000.00	\$10,000.00

BID SCHEDULE (Continued)

TOTAL CONTRACT BID:

(Figures) \$ 736,081.50

(Words) Seven Hundred Thirty Six Thousand Eighty One Dollars and Fifty Cents

* In case of error in extension of price into the total price column, the unit price will govern.

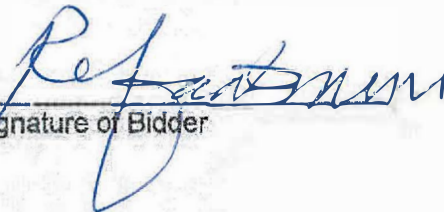
All work required and shown on the construction plans and this specification for which no price or item is listed on this proposal, it shall be understood that such work, equipment, labor, tools and materials shall be provided without extra charge, allowance or direct payment of any kind. Payment for performing such work or furnishing such equipment, labor, tools and materials shall be included in the above lump sum or unit bid prices and no additional compensation will paid therefor.

If the City determines that any of the unit bid prices are significantly unbalanced to the potential detriment of the City, the bid will be replaced as non-responsive.

In case of any discrepancy between the words and the figures, the words shall prevail. If the unit price and the total amount for any item are not in agreement, the unit price alone shall be considered to represent the bidder's intention and all totals will be corrected to conform thereto.

Attached hereto is cash, a certified check, a cashier's check, or a bidder's bond in the amount of 10% of the bid amount _____ Dollar
s, said amount being not less than 10 percent of the amount bid. Pursuant to Public Contract Code Sections 20172 and 20174, it is agreed a portion equal to the difference between the low bid and second low bid shall be retained as a bid bond forfeiture by the City if the undersigned fails or refuses to execute the Contract and furnish the required bonds and certificates of insurance within the time provided.

Minako America Corporation, dba Minco Construction
Name of Bidder


Signature of Bidder



CITY OF GARDENA BID TABULATION

DEPARTMENT: PUBLIC WORKS
 PROJECT: ROWLEY PARK BASKETBALL REHABILITATION- JN 530
 DATE & TIME: MARCH 19, 2024 at 10:00 AM

Bid Bond	✓	✓	✓	
NAME OF BIDDERS & ADDRESS OF BIDDERS	C.S. LEGACY CONSTRUCTION, INC. 675 BREA CANYON RD. STE 8 WALNUT, CA 91789	WE R BUILDERS, INC. 3746 FOOTHILL BLVD. #304 GLENDALE, CA 91214	MINAKO AMERICA CORPORATION DBA MINCO CONSTRUCTION 522 E. AIRLINE WAY GARDENA, CA 90248	
TOTAL BID	\$727,039.50	\$655,092.00	\$736,081.50	
Bid Bond				
NAME OF BIDDERS & ADDRESS OF BIDDERS				
TOTAL BID				



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 16.B
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: April 23, 2024

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6655: Confirming the Diagram and Assessment contained in the Engineer's Report dated March 11, 2024, for the Gardena Artesia Boulevard Landscape Assessment District and ordering the levy of assessments on the same for Fiscal Year 2024-2025.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Conduct Public Hearing; allow each speaker three (3) minutes; and Adopt Resolution 6655

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council adopt Resolution No. 6655 subsequent to holding a hearing to consider any and all protests related to the levy of the proposed annual assessment under the Gardena Artesia Boulevard Assessment District for Fiscal Year 2024-2025.

On February 13, 2024, the City Council adopted Resolution 6651, directing the City Engineer to prepare and file a report according to the provisions of the "Landscape and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the said assessment district.

On March 26, 2024, the City Council adopted Resolution No. 6653 approving the Engineer's Report, filed in the office of the City Clerk, and declaring it's intention to levy and collect assessments from the said assessment district for Fiscal Year 2024-2025.

The adoption of this resolution confirms the diagram and assessment contained in the Engineer's Report and constitutes the levy of the assessment that will pay for the service and maintenance costs of landscaping and appurtenant improvements within the median islands on Artesia Boulevard between Western Avenue and Normandie Avenue.

FINANCIAL IMPACT/COST:

Anticipated Revenue: \$21,662 for Fiscal Year 2024-2025

Funding Source: Assessment District Funds

ATTACHMENTS:

[Artesia_Landscaping_District_Resolution_No._6655.pdf](#)

APPROVED:

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

Clint Osorio, City Manager

RESOLUTION NO. 6655

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 11, 2024, FOR THE GARDENA ARTESIA BOULEVARD LANDSCAPING ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2024-2025.

WHEREAS, on February 13, 2024 the City Council of the City of Gardena, California, adopted Resolution No. 6651, directing the City Engineer to prepare and file a report according to the provisions of the "Landscaping and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2024-2025, and;

WHEREAS, the Engineering Report was prepared and was filed in the office of the City Clerk, and;

WHEREAS, on March 26, 2024, the City Council adopted Resolution No. 6653 approving the Engineer's Report for the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2024-2025, declaring its intention to levy upon and collect assessments for Fiscal Year 2024-2025, and;

WHEREAS, the City Council scheduled a hearing to consider any and all protests related to the levy of the proposed annual assessment for Tuesday, April 23, 2024, at 7:30 p.m. in the City of Gardena Council Chambers, 1700 West 162nd Street, City of Gardena, California, and;

WHEREAS, on April 23, 2024, the City Council held the duly noticed hearing and considered all protests and comments regarding the assessments

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

SECTION 1. A written majority protest was not filed against the annual levy of the assessment of the Gardena Artesia Boulevard Landscaping Assessment District.

SECTION 2. The adoption of this Resolution confirms the diagram and the assessment contained in the Engineer's Report and constitutes the levy of the assessment on the Gardena Artesia Boulevard Landscaping Assessment District for Fiscal Year 2024-2025.

SECTION 3. The City Council orders and directs the City Treasurer to establish

RESOLUTION NO. 6655

a special fund according to the State of California Streets and Highways Code, Division 15, Part 2, for Fiscal Year 2024-2025 entitled, "Gardena Artesia Boulevard Landscaping Assessment District," and place into the fund all payments of assessments received from the County Tax Collector.

SECTION 5. That the City Clerk is ordered to transmit to the County Auditor of Los Angeles County, State of California, a certified copy of the diagram and assessment no later than the third Monday, August 19, 2024.

SECTION 6. That the City Manager, or his authorized agent, is designated as the person for the transmittal of the data processing for the Assessment Roll.

SECTION 7. That this Resolution shall be effective immediately.

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

Passed, approved, and adopted this 23 day of April, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 16.C
Section: DEPARTMENTAL
ITEMS - PUBLIC WORKS
Meeting Date: April 23, 2024

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6656: Confirming the Diagram and Assessment contained in the Engineer's Report dated March 11, 2024, for the Gardena Consolidated Street Lighting Assessment District and ordering the levy of assessments on the same for Fiscal Year 2024-2025.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Conduct Public Hearing; allow each speaker three (3) minutes; and Adopt Resolution No. 6656

RECOMMENDATION AND STAFF SUMMARY:

Staff recommends that the City Council adopt Resolution No. 6656 subsequent to holding a Public Hearing to consider any and all protests related to the levy of the proposed annual assessment under the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2024-2025.

On Feb. 13, 2024, the City Council adopted Resolution No. 6652 directing the City Engineer to prepare and file a report according to the provisions of the "Landscape and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2 for assessments to be levied upon and collected through the said assessment district.

On March 26, 2024, the City Council adopted Resolution No. 6654 approving the Engineer's Report, filed in the office of the City Clerk, and declaring its intention to levy upon and collect assessments from the said assessment district for Fiscal Year 2024-2025.

The adoption of the resolution confirms the diagram and assessment contained in the Engineer's Report and constitutes the levy of the assessment that will pay for all energy, construction and maintenance costs of street lighting, including safety lights that are above traffic signals. These fees are assessed and collected through the Los Angeles County Office of the Assessor and the Los Angeles County Treasurer and Tax Collector and are remitted to the City on a biannual basis.

FINANCIAL IMPACT/COST:

Anticipated Revenue: \$907,007 for Fiscal Year 2024-2025

Funding Source: Lighting Assessment District Fund

ATTACHMENTS:

[Consolidated_Street_Lighting_District_Resolution_No._6656.pdf](#)

APPROVED:

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

Clint Osorio, City Manager

RESOLUTION NO. 6656

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, CONFIRMING THE DIAGRAM AND ASSESSMENT CONTAINED IN THE ENGINEER'S REPORT DATED MARCH 11, 2024, FOR THE GARDENA CONSOLIDATED STREET LIGHTING ASSESSMENT DISTRICT AND ORDERING THE LEVY OF ASSESSMENTS ON THE SAME FOR FISCAL YEAR 2024-2025.

WHEREAS, on February 13, 2024, the City Council of the City of Gardena, California, adopted Resolution No. 6652, directing the City Engineer to prepare and file a report according to the provisions of the "Landscaping and Lighting Act of 1972" of the State of California Streets and Highways Code, Division 15, Part 2, for assessments to be levied upon and collected through the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2024-2025, and;

WHEREAS, the Engineering Report was prepared and was filed in the office of the City Clerk, and;

WHEREAS, on March 26, 2024, the City Council adopted Resolution No. 6654 approving the Engineer's Report for the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2024-2025, declaring its intention to levy and collect assessments for Fiscal Year 2024-2025, and;

WHEREAS, the City Council scheduled a hearing to consider any and all protests related to the levy of the annual proposed assessment for Tuesday, April 23, 2024, at 7:30 p.m., in the City of Gardena Council Chambers, 1700 West 162nd Street, City of Gardena, California, and;

WHEREAS, on April 23, 2024, the City Council held the duly noticed hearing and considered all protests and comments regarding the assessments

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

SECTION 1. A written majority protest was not filed against the annual levy of the assessment of the Gardena Consolidated Street Lighting Assessment District.

SECTION 2. The adoption of this Resolution confirms the diagram and the assessment contained in the Engineer's Report and constitutes the levy of the assessment on the Gardena Consolidated Street Lighting Assessment District for Fiscal Year 2024-2025.

SECTION 3. The City Council orders and directs the City Treasurer to establish

RESOLUTION NO. 6656

a special fund according to the State of California Streets and Highways Code, Division 15, Part 2, for Fiscal Year 2024-2025 entitled, "Gardena Consolidated Street Lighting Assessment District," and place into the fund all payments of assessments received from the County Tax Collector.

SECTION 4. The City Council orders all payments shall be made out of the special fund and only for the purposes provided for in the State of California Streets and Highways Code, Division 15, Part 2.

SECTION 5. The City Clerk is ordered to transmit to the County Auditor of Los Angeles County, State of California, a certified copy of the diagram and assessment no later than the third Monday, August 19, 2024.

SECTION 6. That the City Manager, or his authorized agent, is designated as the person for the transmittal of the data processing for the Assessment Roll.

SECTION 7. That this Resolution shall be effective immediately.

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

Passed, approved, and adopted this 23 day of April, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney