GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda
Council Chamber at City Hall
1700 West 162nd Street, Gardena, California
Website: www.cityofgardena.org

Tuesday, June 23, 2026
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*
IVY TSAI, *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 Assistant City Clerk at publiccomment@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line. Written public comments will be provided to the City Council and will be part of the record but will not be read aloud.
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 of the 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 48 hours prior to the scheduled general meeting to ensure assistance is provided. Assistive listening devices are available.

STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS

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

Thank you for your attendance and cooperation

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1. ROLL CALL

2. PUBLIC COMMENT ON CLOSED SESSION

3. CLOSED SESSION

3.A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code Section 54957(b)

RETURN FROM CLOSED SESSION ROLL CALL

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

4. PLEDGE OF ALLEGIANCE

Sebastian Jauregui
St Catherine Laboure School

5. INVOCATION

New Earth Christian Church
Pastor Larry Dozier

6. PRESENTATIONS

6.A. Boards & Commissions Presentation - Rent Mediation Board

6.B. Gardena Events Video Presentation

7. PROCLAMATIONS

7.A. "Pause for the Pledge of Allegiance" - June 14, 2026, through July 4, 2026 (To be proclaimed only)

7.B. JUNETEENTH Commemoration Day - June 19, 2026 (To be proclaimed only)

8. APPOINTMENTS

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

9. PUBLIC COMMENT ON CONSENT CALENDAR

10. 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.

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

10.B. Approval of Minutes - Regular Meeting of the City Council, May 26, 2026
CONTACT: CITY CLERK

10.C. Approval of Warrants/Payroll Register, June 9, 2026
CONTACT: ADMINISTRATIVE SERVICES

10.D. Approval of Warrants/Payroll Register, June 23, 2026
CONTACT: ADMINISTRATIVE SERVICES

10.E. Monthly Investment Report, May 2026
CONTACT: ADMINISTRATIVE SERVICES

10.F. Personnel Report P-2026-10 6-23-26
CONTACT: ADMINISTRATIVE SERVICES

10.G. Appointment of Representative to the South Bay Workforce Investment Board (SBWIB)
CONTACT: COMMUNITY DEVELOPMENT

10.H. Approval of a Bingo License for Gardena Valley Japanese Cultural Institute at 1964 West 162nd Street
CONTACT: COMMUNITY DEVELOPMENT

10.I. Approval of a Bingo License for Gardena Buddhist Church at 1517 West 166th Street
CONTACT: COMMUNITY DEVELOPMENT

10.J. Acceptance and Notice of Completion for the Artesia Boulevard Arterial Improvement Project (Phase 2), JN 935
CONTACT: PUBLIC WORKS

10.K. Approve Interconnection Agreement with Southern California Edison to Provide Connection between GTrans Solar and Battery System and Edison's Electrical Grid
CONTACT: TRANSPORTATION

10.L. Approve Agreement between the Los Angeles County Metropolitan Transportation Authority and the City of Gardena for GTrans Expansion Bus/Vehicles and Associated Infrastructure Projects
CONTACT: TRANSPORTATION

11. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

11.A. JUNE 2, 2026 MEETING - Cancelled

11.B. JUNE 16, 2026 MEETING - Cancelled

12. ORAL COMMUNICATIONS (LIMITED TO A 30-MINUTES PERIOD)

Oral Communications by the public will be heard for one-half hour during the oral communication segment of the agenda. Any additional speakers will be allowed to speak at the end of the meeting after Council Remarks. Speakers are limited to three minutes, unless otherwise stated by the Mayor. The timer will be displayed on the screen. Your cooperation is appreciated.

13. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES

13.A. PUBLIC HEARING: RESOLUTION NO. 6738, Adopting the City of Gardena's Proposed Budget for Fiscal Year 2026-2027 and Fiscal Year 2027-2028

Staff Recommendation:
- Open the public hearing;
- Receive testimony from the public, allow three (3) minutes for each speaker;
- Close of the public hearing; and
- Adopt Resolution No. 6738

13.B. PUBLIC HEARING: RESOLUTION NO. 6739, Establishing the Appropriations Limit for Fiscal Year 2026-2027 (GANN Limit)

Staff Recommendation:
-Open the public hearing;
-Receive testimony from the public, allow three (3) minutes for each speaker;
-Close the public hearing;
-Adopt Resolution No. 6739

13.C. RESOLUTION NO. 6740, Acknowledging the Receipt and Filing of the Annual Statement of Investment Policy for the Fiscal Year 2026-2027

Staff Recommendation: Adopt Resolution No. 6740

13.D. Approval of Blanket Purchase Orders for Fiscal Year 2026-2027

Staff Recommendation: Approve Blanket Purchase Orders for Fiscal Year 2026-2027

13.E. Approval of an Agreement with Tyler Technologies, Inc., for Implementation Services of a New Enterprise Resource Planning (ERP) System and Ongoing Software as a Service (SaaS) for an Initial Five-Year (5) Term Beginning October 1, 2026, through September 30, 2031, in the Amount of $1,483,090, Along with a Fifteen Percent (15%) Contingency of $222,464, for a Project Total of $1,705,554

Staff Recommendation: Approve Agreement

13.F. Public Hearing: Annual Recruitment and Vacancy Report per Assembly Bill (AB) 2561, Government Code section 3502.3

Staff Recommendation:
-Open public hearing;
-Receive testimony from the public; allow three (3) minutes for each speaker;
-Close the public hearing;
-Receive and File Report

13.G. RESOLUTION NO. 6735, Establishing Benefits for All Unrepresented Positions

Staff Recommendation: Adopt Resolution No. 6735

13.H. Authorize the City Manager to Purchase and Bind Insurance Coverage in the Amount of $147,896 for Fiscal Year 2025-2026 and $3,370,784 for Fiscal Year 2026-2027, for a Total of $3,518,680, and Authorize the City Manager to Execute Any Additional Necessary Documents

Staff Recommendation: Authorize the City Manager to Purchase and Bind Insurance Coverage in the amount of $147,896 for Fiscal Year 2025-2026 and $3,370,784 for Fiscal Year 2026-2027, for a total of $3,518,680, and Authorize the City Manager to Execute any additional necessary documents

13.I. Approval of the Classification and Compensation Plan to Reflect a 4% Cost-of-Living Adjustment Increase to the Chief of Police base salary effective May 24, 2026, Per the Chief of Police Employment Contract Agreement

Staff Recommendation: Approve the Classification and Compensation Plan to reflect a 4% Cost-of-Living Adjustment increase to the Chief of Police base salary, effective May 24, 2026

14. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT

14.A. PUBLIC HEARING: RESOLUTION NO. 6741- Approving Conditional Use Permit (CUP) #1-26 to allow the operations of a private vehicle storage facility within an existing industrial building totaling 11,970 square feet, located at 13625-13629 Alma Avenue (6102-015-027), in the General Industrial (M-2) zone per Section 18.46.030.C.9 of the Gardena Municipal Code.

Staff Recommendation:
-Conduct public hearing and receive public testimony;
-Allow the applicant to speak;
-Allow three (3) minutes for each public speaker; and
-Allow the applicant to respond

Staff recommendation for motion:
- Adopt Resolution No. 6741 approving Conditional Use Permit #1-26;
- Find the Project exempt under CEQA Guidelines Section 153101 (Class 1 - Existing Facility); and
- Direct staff to file a Notice of Exemption

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

15.A. RESOLUTION NO. 6742, Adopting a New City Council Policy Addressing a Disruption of Telephonic or Internet Service During City Council Meetings (SB 707)

Staff Recommendation: Adopt Resolution No. 6742

16. DEPARTMENTAL ITEMS - POLICE

17. DEPARTMENTAL ITEMS - PUBLIC WORKS

17.A. Approve Three-Year Contract for HF&H Consultants, LLC to Monitor and Manage the Solid Waste Agreement and Manage Senate Bill 1383 Requirements for the City of Gardena, in the Amount of $474,575.00 and 10% Contingency of $47,475.50.

Staff Recommendation: Approve Contract

17.B. Approve Four-Year Contract for Citywide Tree Trimming Maintenance Services to Tiger Tree Trimming Services, Inc in the Amount of $629,327.00.

Staff Recommendation: Award Citywide Tree Trimming Maintenance Services

17.C. Authorize the City Manager to execute a Funding Agreement Amendment with the Los Angeles County Metropolitan Transit Authority (LACMTA) in the amount of $1,228,000 and approve a Contract Change Order to the Professional Services Agreement with Iteris, Inc, in the Amount of $28,480 for the Vermont Ave Traffic Signal Improvements, JN 930

Staff Recommendation:
-Authorize the City Manager to execute a Funding Agreement (FA) Amendment
-Approve a Contract Change Order (CCO) for Professional Services with Iteris

18. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

19. DEPARTMENTAL ITEMS - TRANSPORTATION

20. COUNCIL ITEMS

21. COUNCIL DIRECTIVES

22. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

23. COUNCIL REMARKS

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

24. ANNOUNCEMENT(S)

25. REMEMBERANCES

Mrs. Roseetta Murphy; 85 years old and a long time Gardena resident for over 30 years.
Mrs. Virginia Rios; 99 years old and a long-time Gardena resident.
Mr. Simeon Ginyard; 74 years of age and a long-time Gardena resident.
Mrs. Shirley Joyce Madison McCarty; 78 years of age and a longtime member of the Dr. Martin Luther King Jr. Cultural Committee.

26. ADJOURNMENT

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00pm followed by the Regular City Council Meeting at 7:30pm on Tuesday, July 14, 2026.

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.

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk

Date Posted: June 18, 2026

TO BE PROCLAIMED ONLY

" PAUSE FOR THE PLEDGE OF ALLEGIANCE "

21 Days to Honor America

~ JUNE 14, through JULY 4, 2026 ~

The American flag is a powerful and universal symbol of our national heritage and unity. The Pledge of Allegiance has become a way for all Americans to celebrate and re-affirm that heritage, and is a statement of our shared beliefs and aspirations.

The "Pause for the Pledge of Allegiance" is a call for Americans everywhere – regardless of age, race, religion, national origin, or geographic or political differences – to take time to recite the "Pledge of Allegiance to the Flag of the United States of America."

May we all join with millions of citizens across our great nation and take time to reflect on our Country's freedoms as we celebrate "Pause for the Pledge of Allegiance."

And, to further demonstrate our community's solidarity and fellowship, I request, as is our City's annual custom, that Gardena's Walkway of Flags continue to fly from Flag Day (Sunday, June 14) through Independence Day (Saturday, July 4) to emphasize and celebrate "21 Days to Honor America."



TO BE PROCLAIMED ONLY

" JUNETEENTH COMMEMORATION DAY "

~ JUNE 19, 2026 ~

The annual Commemoration of JUNETEENTH honors the effective end of slavery in the Unites States and is also considered the longest-running African American Holiday. Celebrations of Juneteenth began in 1866 and continues to be celebrated throughout the United States.

On January 01, 1863, President Abraham Lincoln issued the Emancipation Proclamation declaring that all enslaved people currently engaged in the rebellion against the Union, "shall be then, thenceforward, and forever free," paving the way to the adoption of the 13th Amendment.

Then, it was on June 19, 1865, that General Gordon Granger arrived in Galveston, Texas, and declared that "The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free." Therefore, June 19th became known as "Juneteenth." There were over 250,000 enslaved people in Texas during this time.

Emancipation did not happen overnight for everyone but, by December of that same year, slavery in America was formally abolished with the adoption of the 13th Amendment which declares: "Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction."

Therefore, I, TASHA CERDA, MAYOR OF THE CITY OF GARDENA, CALIFORNIA, do hereby proclaim June 19, 2026, as

JUNETEENTH

COMMEMORATION DAY

in the City of Gardena and call upon all residents to recognize and celebrate the significance of this important historical event in our nation.

MINUTES
Regular Meeting Notice
Gardena City Council
Tuesday, May 26, 2026

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California was called to order at 7:05p.m. on May 26, 2026, 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. Other City Officials and Employees present: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; Assistant City Clerk Becky Romero; and Records Management Coordinator Katherine Rhee. Council Member Love was away on an excused absence. City Treasurer Guy Mato was not present.

2. PUBLIC COMMENT ON CLOSED SESSION

None.

3. CLOSED SESSION

3.A. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

Significant exposure to litigation, pursuant to subdivision (d)(2) of Government Code Section 54956.9
One Potential Case

RETURN FROM CLOSED SESSION ROLL CALL

Council returned from Closed Session at 7:45p.m. and City Clerk Semenza reported that all Members of the Council were present with the exception of Council Member Love, who was away on an excused absence.

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

When Mayor Cerda asked City Attorney Vasquez if there was anything to report out of Closed Session, City Attorney Vasquez reported that all Members of the Council were present, with the exception of Council Member Love who was away on an excused absence, and the Council met with regards to Item 3.A, but no reportable action was taken.

4. PLEDGE OF ALLEGIANCE

Nicole Banuelos and Amara Cazares, both in the 3rd grade, and both attend Gardena Elementary School led the Pledge of Allegiance. Nicole's favorite subject in school is math. She enjoys baseball and talking to her best friend. Amara's favorite subject in school is art. She enjoys listening to music and singing.

5. INVOCATION

Pastor Stanley A. White, of Mount Tabor Missionary Baptist Church, led the Invocation.

6. PRESENTATIONS

6.A. Resolution of Commendation to Officer Laurent Hentges of the Gardena Police Department in Acknowledgement of Receiving the 2026 Sustained Superiority Award from the South Bay Police and Fire Memorial Foundation at the 50th Annual Medal of Valor Awards Ceremony on May 21, 2026

Chief Todd Fox spoke regarding the act of courage that led Officer Laurent Hentges to received the Award. Mayor Cerda read the Resolution of Commendation. Officer Hentges accepted the Commendation and appropriate photos were taken.

6.B. Certificate of Commendation in Special Recognition of Retirement with the City of Gardena for Brian Tanaka- Human Services Coordinator - 7 years of service

Acting Director of Recreation and Human Services, Nikki Sweeney, spoke about Mr. Tanaka's achievements. Mayor Cerda read the Certificate of Commendation. Mr. Tanaka was not present to accept the recognition.

6.C. Boards & Commissions Presentation - Senior Citizen Commission

Linda Barentine, Chair of the Senior Citizens Commission, and Member Annie Roddy, presented a PowerPoint updating Council regarding their Commission.

6.D. Gardena Events Video Presentation

The video presentation highlighted the Recreation and Human Services Department's current and future events.

7. PROCLAMATIONS

None.

8. APPOINTMENTS

None.

9. PUBLIC COMMENT ON CONSENT CALENDAR

There were no public comments.

10. CONSENT CALENDAR

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

10.B. Approval of Minutes - Regular Meeting of the City Council, May 12, 2026
CONTACT: CITY CLERK

10.C. Personnel Report P-2026-9 05-26-26
CONTACT: ADMINISTRATIVE SERVICES

10.D. Approval of Warrants/Payroll Register, May 26, 2026
CONTACT: ADMINISTRATIVE SERVICES

10.E. Monthly Investment Report, April 2026
CONTACT: ADMINISTRATIVE SERVICES

10.F. Authorize South Bay Workforce Investment Board, Inc. Paid Work Experience Program Worksite Agency Agreement No. 25-W423, for a period through October 31, 2027.
CONTACT: ADMINISTRATIVE SERVICES

10.G. Acceptance and Notice of Completion for the Rowley Park Basketball Rehabilitation Project (Phase 2), JN 530
CONTACT: PUBLIC WORKS

10.H. Adopt Resolution No. 6736 Authorizing the City Manager to Execute an Agreement for the Supportive Services Program

CONTACT: RECREATION AND HUMAN SERVICES

10.I. Adopt Resolution No. 6737 Authorizing the City Manager to Execute an Agreement for the Elderly Nutrition Program

CONTACT: RECREATION AND HUMAN SERVICES

It was moved by Council Member Francis and seconded by Council Member Tanaka to Approve the Consent Calendar items. The motion passed by a vote of 4-0 (Yea: Francis, Tanaka, Cerda, and Henderson. Absent: Love).

11. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

11.A. CONDITIONAL USE PERMIT #1-26 AND ENVIRONMENTAL ASSESSMENT #1-26 TO ALLOW VEHICLE STORAGE FACILITIES WITHIN THE GENERAL INDUSTRIAL (M-2) ZONE AT 13625-13629 ALMA AVENUE (APN: 6102-015-027)

On May 19, 2026, the Planning and Environmental Quality Commission reviewed a request from Liliger Damaso & Rob De La Torre, representing Wanderwell Society South Bay, LLC., to allow the operation of a private vehicle storage facility within an existing industrial building totaling 11,970 square feet.

Commission Action: The Planning and Environmental Quality Commission adopted Resolution No. PC 7-26 approving Conditional Use Permit #1-26 and Environmental Assessment #1-26 and finding that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1 - Existing Facilities), by a vote of 4-0, with one commissioner absent.

City Council Action: Receive and file; OR call for review (by way of two votes from the City Council).

A motion was made by Mayor Cerda and seconded by Council Member Francis to Call for Review.

11.B. CONDITIONAL USE PERMIT #4-26 AND ENVIRONMENTAL ASSESSMENT #4-26 TO ALLOW THE SALES OF BEER AND WINE FOR OFF-SITE CONSUMPTION FOR SPROUTS AT 15505 SOUTH NORMANDIE AVENUE (APN: 6105-008-039)

On May 19, 2026, the Planning and Environmental Quality Commission reviewed a request from Terri Dickerhoff, representing Spouts Farmers Market, to approve Conditional Use Permit (CUP) #4-26 and Environmental Assessment (EA) #4-26 to allow the sales of beer and wine for off-site consumption in a new retail store within an existing tenant space.

Commission Action: The Planning and Environmental Quality Commission adopted Resolution No. PC 6-26 approving Conditional Use Permit #4-26 and Environmental Assessment #4-26 and finding that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Class 1 - Existing Facilities), by a vote of 4-0, with one commissioner absent.

City Council Action: Receive and file OR call for review (by way of two votes from the City Council).

This item was Received and Filed.

11.C. FIRST EXTENSION OF TIME REQUEST FOR CONDITIONAL USE PERMIT #5-24 ALLOWING THE OPERATION OF WAREHOUSING FACILITIES AT 1855 WEST 139TH STREET (APN: 4061-025-130)

On May 19, 2026, the Planning and Environmental Quality Commission reviewed the first extension of time request for Conditional Use Permit (CUP) #5-24, for the operation of warehousing facilities in the General Industrial (M-2) zone submitted by Charles Hobey of Zelda PG PropCo LLC, due to new property ownership.

Commission Action: The Planning and Environmental Quality Commission approved the first extension request for Conditional Use Permit #5-24, extending the entitlement expiration to January 15, 2027, by a vote of 4-0, with one commissioner absent.

City Council Action: No action needed.

No City Council action was required.

12. ORAL COMMUNICATIONS (LIMITED TO A 30-MINUTES PERIOD)

1) Travis Hernandez, Community Library Manager of the Masao W. Satow Library, came to give updates on activities taking place at the Gardena Mayme Dear and Masao W. Satow Libraries.

2) Sheila Richardson, President and CEO of Exclusive Systems; came to promote her constituents concerns desk forms.

3) Sophie Adam, resident; came to share her thoughts and concerns regarding a citation she received.

4) Cecil Davis, resident; came to share his concerns regarding traffic safety, limited seating and shelter for bus stops and considering using vacant lots to add more green space in the city.

12.A. Public Comment

Mayor Cerda asked City Clerk Semenza if any comments had been received from the public. City Clerk Semenza stated that we received a total of five (5) Public Comments. Three (3) Public Comments were received before the deadline and were added to the agenda packet, distributed and made part of the record. Two (2) Public Comments were received after the deadline and will be added to the June 9, 2026 agenda packet.

13. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES

13.A. Presentation of the City of Gardena's Proposed Biennial Budget for Fiscal Year 2026-2027 and Fiscal Year 2027-2028

City Manager Osorio and Director of Administrative Services Ray Beeman presented the City of Gardena's Biennial Budget for Fiscal Year 2026-2027 and Fiscal Year 2027-2028.

Questions and comments were made by Council Member Francis. Mayor Cerda asked if anyone from the public had asked to speak on this item, and if the Council had any questions or comments; there were no public speakers.

She then thanked City Manager Osorio for the presentation and reminded Council that they had thirty days to review and this item would be brought back in about 30 days to adopt.

This Item was Received and Filed.

13.B. Approval of the 2025-2029 Memorandum of Understanding (MOU) between the City of Gardena and the Gardena Municipal Employees Association (GMEA), and Approval of the Classification and Compensation Schedule, Effective July 6, 2025.

City Manager Osorio presented the Staff Report.

Mayor Cerda then asked if anyone from the Public had asked to speak on this item, and if any Member of the Council had any questions or comments.

There were no public comments and no comments from any Member of the Council.

It was moved by Mayor Pro Tem Henderson and seconded by Council Member Tanaka to Approve and Adopt the 2025-2029 GMEA MOU, and the Classification and Compensation Schedule Eff. July 6, 2026. The motion passed by a vote of 4-0 (Yea: Henderson, Tanaka, Cerda and Francis. Absent: Love).

14. DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT

No Items.

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

No Items.

16. DEPARTMENTAL ITEMS - POLICE

No Items.

17. DEPARTMENTAL ITEMS - PUBLIC WORKS

No Items.

18. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

18.A. Authorize Purchase of MAX169 16'x9' Mobile LED Screen for City Events in the Amount of $118,928.39 from Musco Sports Lighting.

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 questions or comments; there were no public speakers.

Questions and comments were made by all Members of the Council. City Manager Osorio and Acting Director of Recreation & Human Services Sweeney, answered all questions.

It was moved by Council Member Francis and seconded by Council Member Tanaka to Authorize the Purchase. The motion passed by a vote of 4-0 (Yea: Francis, Tanaka, Cerda and Henderson. Absent: Love).

19. DEPARTMENTAL ITEMS - TRANSPORTATION

No Items.

20. COUNCIL ITEMS

No Items.

21. COUNCIL DIRECTIVES

There were no Council Directives.

22. CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS

City Manager Osorio stated that he had no updates at this time.

23. COUNCIL REMARKS

1) **COUNCIL MEMBER FRANCIS** – She thanked Pastor Stanley A. White from Mount Taber Missionary Baptist Church for presenting the Invocation. She congratulated Officer Laurent Hentges for being the recipient of the Sustained Superiority

Award. She also thanked Brian Tanaka for his exemplary service as a Human Services Coordinator. She thanked Linda Barentine, chair of the Senior Commission, and Annie Roddy for their presentation about our Senior Citizens' Commission. She is looking forward to watching the World Cup on the big screen. Please watch out for our young people as the school year comes to an end, because they're not looking out.

2) **MAYOR PRO TEM HENDERSON** – Since the last meeting, he has attended the Apollo Apartments ribbon-cutting; his MSRC TAC meeting with South Coast Air Quality Management. He did his business and community visits. He visited the new Salvation Army Service Facility. He also attended the Nisei Memorial event; the Gardena Memorial Day event at Roosevelt Memorial Park Cemetery; the Eritrean celebration at Rowley Park; the Nikkei Credit Union ribbon cutting; a neighborhood watch meeting at Rowley Park. He thanked the Chief for having all the District Lieutenants, Sergeants, and Code Enforcement out. He gave a special shout-out to Ray Beeman for his commitment to transparency and for having our financial information readily available. He may be joining another committee with LA County, a Digital Inclusion Committee. He will be looking out for the interests of Gardena as well as the South Bay and LA County region.

3) **COUNCIL MEMBER TANAKA** – Since the last meeting, he attended the Nikkei Credit Union's 75th anniversary celebration. He apologized for not attending some of the events, especially the Medal of Valor Awards. He was out of state, watching his granddaughter graduate from high school. He attended the Eritrean Community Independence Day picnic at Rowley Park; the Nisei VFW Post 1961 Memorial; the American Legion Post 198 ceremony at American Post 84 in Redondo; and Memorial Day services at Roosevelt Memorial Park Cemetery.

4) **MAYOR CERDA** – Since the last meeting, she attended Coffee with a Cop; the ribbon cutting for our new EV chargers; a couple of neighborhood watch meetings, at Village Mobile Home Park, and at Serra High School. She also attended an organization called Healing in Motion she gave brief greetings from the City of Gardena held at Southwest College; a neighborhood watch meeting hosted by Deborah Griffin and her neighbors; the Nikkei Credit Union's 75th anniversary; the Holly Park Methodist Church as they recognized the first lady celebrating her 80th birthday; a town hall meeting at the properties G3 Urban; her monthly CCGA meeting; her monthly Sanitation meeting; the Purche Elementary School Spelling Bee; the South Bay Medal of Valor and she commends Officer Hentges. She also attended the grand opening of the new Apollo Apartments; a neighborhood watch meeting at GJIP; the Eritrean Independence Day; the Gardena Nesei Memorial at JCI; the Memorial Day event at the Roosevelt Memorial Park Cemetery. The last event she attended was the National Pan-Hellenic Council at Southwest. Last thing she wanted to mention was that she received an email recently about Public Works and what a great job they've been doing as far as just maintenance on the street, and how much they really appreciate it. It's always important that we share with our staff. Our community sees it, and they appreciate it.

5) **COUNCIL MEMBER LOVE** – Council Member Love was absent.

24. ANNOUNCEMENT(S)

1) Rush Gymnasium Vote Center opened, May 23, 2026 to June 1, 2026 from 10:00 a.m. to 7:00 p.m. and June 2, 2026 from 7:00 a.m. to 8:00 p.m. Rowley Park Vote Center and Amestoy Elementary School Vote Center will open May 30, 2026 to June 1, 2026 from 10:00 a.m. to 7:00 p.m. and June 2, 2026 from 7:00 a.m. to 8:00 p.m.;

2) Healthy Pet Clinic, Saturday, May 30, 2026 from 9:00 a.m. to 1:00 p.m. at the Nakaoka Community Center;

3) Come take a Picture in The Gardena Sign Transformed into World Cup Gardena, from June 3, 2026 to June 7, 2026;

4) Soccer & Sundaes, Friday, June 5, 2026 from 5:00 p.m. to 7:00 p.m. at the City Hall Lawn;

5) Gardena Glows, Glow in the Dark Pickleball Game ages 18 and over, Friday, June 5, 2026 from 8:00 p.m. to 10:00 p.m. at Rush Gym;

6) Pitch, Hit & Run, Saturday, June 6, 2026 from 10:00 a.m. to 12:00 p.m. at Mas Fukai Park;

7) Junk in the Trunk, Saturday, June 6, 2026 from 10:00 a.m. to 2:00 p.m. at Gardena Blvd. Public Parking Lot;

8) Community Budget Forum, Thursday, June 11, 2026 starting at 6:00 p.m. at the Nakaoka Community Center;

9) World Cup viewing Party in collaboration with Sounds & Bites, Friday, June 12, 2026 from 6:00 p.m. to 9:00 p.m. at the Gardena Blvd. Public Parking Lot;

10) Community Care Day & Resource Fair, Saturday, June 13, 2026 from 10:30 a.m. to 1:00 p.m. at the Human Services Building;

11) Gardena Dodger Day, Tuesday, June 16, 2026 game starts at 7:10 p.m. purchase tickets at the Nakaoka Community Center; and

12) Juneteenth DJ Show Case, Friday, June 19, 2026, from 2:00 p.m. to 6:00 p.m. at the City Hall Complex.

25. REMEMBERANCES

Mrs. Nicole Lauren Kornoff, 42 years old, beloved granddaughter of Rev. John E. Ward, Senior Pastor of First Southern Baptist Church of Gardena, and Mrs. Nancy L. Ward, former Executive Office Assistant with the City of Gardena who retired in December 2021 after 33 1/2 years of service;

Mr. Darrell E. Goss, 65 years of age, longtime Gardena resident.

Ms. Carla McDonald, former Police Records Technician II with the Gardena Police Department. Ms. McDonald worked with Gardena PD for over 15 years.

26. ADJOURNMENT

At 10:03p.m, Mayor Cerda adjourned the Gardena City Council Meeting to the Closed Session portion of the City Council Meeting at 7:30p.m. on June 9, 2026.

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

APPROVED:

_____
Tasha Cerda, Mayor

By:_____
Becky Romero, Assistant City Clerk

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: City Treasurer's Office

DATE: June 5, 2026

SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

June 9, 2026 TOTAL WARRANTS ISSUED: $1,874,135.67

Wire Transfer:	13285-13293
Prepay:	185252-185254
Check Numbers:	185255-185419
Checks Voided:	

Total Pages of Register: 19

May 29, 2026 TOTAL PAYROLL ISSUED: $2,229,735.81



for Guy Mato, City Treasurer

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
13285	5/15/2026	112401 PINNACLE CLAIMS MANAGEMENT INC	051426		HEALTH INSURANCE CLAIMS	82,571.64
					Total :	**82,571.64**
13286	5/22/2026	619005 GAS COMPANY, THE	035-746-60944 050726		CNG FUEL	31,099.80
					Total :	**31,099.80**
13287	5/14/2026	112326 LWP CLAIMS SOLUTIONS INC.	051426		WORKERS' COMP CLAIMS	4,406.67
					Total :	**4,406.67**
13288	5/18/2026	111374 LINCOLN NATIONAL LIFE, INSURANCE COMPA	4962828802	023-01627	LIFE INSURANCE GRP PLANS - MAY 20	3,887.01
					Total :	**3,887.01**
13289	5/26/2026	101641 CALPERS	100000018285873		MISC GROUP UAL PAYMENT - MAY 202	82,034.00
					Total :	**82,034.00**
13290	5/26/2026	101641 CALPERS	100000018285882		SAFETY CLASSIC UAL PAYMENT - MAY	137,246.75
					Total :	**137,246.75**
13291	5/26/2026	101641 CALPERS	100000018285889		SAFETY PEPRA UAL PAYMENT - MAY 2	2,729.92
					Total :	**2,729.92**
13292	5/26/2026	113747 DELTA DENTAL OF CALIFORNIA	BE007056638C		DENTAL INSURANCE CLAIMS	18,507.60
					Total :	**18,507.60**
13293	5/26/2026	112401 PINNACLE CLAIMS MANAGEMENT INC	052226		HEALTH INSURANCE CLAIMS	18,321.99
					Total :	**18,321.99**
185252	5/29/2026	112708 MERCURY INSURANCE COMPANY	25-19PD		FINAL SETTLEMENT	3,524.35
					Total :	**3,524.35**
185253	5/29/2026	312330 CALIFORNIA DEPARTMENT OF, SOCIAL SERV	052726		SENIOR DAY CARE RELOCATION FEE	151.00
					Total :	**151.00**
185254	6/4/2026	619003 SOUTHERN CALIFORNIA EDISON	051926		LIGHT & POWER	24,434.22
					Total :	**24,434.22**
185255	6/9/2026	106086 ABC COMPANIES	4010216		GTRANS AUTO PARTS	455.05

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185255	6/9/2026	106086 106086 ABC COMPANIES	(Continued)		**Total :**	**455.05**
185256	6/9/2026	107290 ACOSTA, NOLBERTO	051826		MGMT ANNUAL HEALTH BENEFIT	352.67
					Total :	**352.67**
185257	6/9/2026	113870 ACTIVE NETWORK LLC	1015864	034-00741	RECREATION MGMT SOFTWARE PLATI	6,950.00
			11153707	034-00741	RECREATION MGMT SOFTWARE PLATI	1,784.58
					Total :	**8,734.58**
185258	6/9/2026	113870 ACTIVE NETWORK LLC	11155731	034-00741	RECREATION MGMT SOFTWARE PLATI	5,891.86
					Total :	**5,891.86**
185259	6/9/2026	108948 ADAMS-NAULLS, VICKEY	FEBRUARY 2026		VOLUNTEER DRIVER	21.00
			JANUARY 2026		VOLUNTEER DRIVER	28.00
			MARCH 2026		VOLUNTEER DRIVER	21.00
					Total :	**70.00**
185260	6/9/2026	101748 AFTERMARKET PARTS COMPANY LLC, THE	84278548	037-10469	GTRANS AUTO PARTS	626.79
					Total :	**626.79**
185261	6/9/2026	113363 ALPHA ESQUIRES INC	HENDERSON 25/26		COMMUNITY PROMOTION	200.00
					Total :	**200.00**
185262	6/9/2026	100925 AMERICAN MOVING PARTS	01A182033		GTRANS AUTO PARTS	549.77
			01A182295		GTRANS AUTO PARTS	1,965.26
					Total :	**2,515.03**
185263	6/9/2026	110832 ANTHONY'S AUTO DETAILING	04		AUTO DETAILING SERVICES	1,155.00
					Total :	**1,155.00**
185264	6/9/2026	101628 AQUA-FLO SUPPLY	SI2748581		PARK MAINT SUPPLIES	412.53
			SI2751031		PARK MAINT SUPPLIES	35.45
					Total :	**447.98**
185265	6/9/2026	112640 ARELLANO ASSOCIATES, LLC	23994	037-10284	MICROTRANSIT SERVICE COMMUNITY	931.03
					Total :	**931.03**
185266	6/9/2026	104687 AT&T	25251640		TELEPHONE	3,899.35

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185266	6/9/2026	104687 104687 AT&T	(Continued)		**Total :**	**3,899.35**
185267	6/9/2026	100964 AT&T MOBILITY	287275680401X060126		PD CELL PHONE ACCT #287275680401	148.41
					Total :	**148.41**
185268	6/9/2026	112942 AWP SAFETY	40019880		SIGNS - 12"X18" "NO PARKING WEDNE	510.24
					Total :	**510.24**
185269	6/9/2026	112503 BARENTINE, LINDA	FEBRUARY 2026		VOLUNTEER DRIVER	35.00
			JANUARY 2026		VOLUNTEER DRIVER	28.00
			MARCH 2026		VOLUNTEER DRIVER	21.00
					Total :	**84.00**
185270	6/9/2026	103641 BECNEL UNIFORMS	92184		BUS UNIFORM SUPPLIES	102.07
			92265		BUS UNIFORM SUPPLIES	686.15
			92266		BUS UNIFORM SUPPLIES	1,072.57
			92267		BUS UNIFORM SUPPLIES	64.97
			92268		BUS UNIFORM SUPPLIES	422.71
					Total :	**2,348.47**
185271	6/9/2026	109037 BEEMAN, RAYMOND	04/19-04/22		2026 NATIONAL PELRA CONFERENCE	334.96
					Total :	**334.96**
185272	6/9/2026	102135 BEHRENDS, KENT	412	023-01636	IT NETWORK SUPPORT - APRIL 2026	3,400.00
					Total :	**3,400.00**
185273	6/9/2026	113884 BETTINGER, JASON JAMES	26-1047	034-00746	RECREATION & HUMAN SERVICES BR/	4,555.64
					Total :	**4,555.64**
185274	6/9/2026	113662 BIG BELLY SOLAR LLC	62911		GTRANS FACILITY SUPPLIES	452.91
					Total :	**452.91**
185275	6/9/2026	113859 BOERSMA, PITER	PERMIT #50024-0925		PERMIT DEPOSIT REFUND - 13529 S R.	7,500.00
					Total :	**7,500.00**
185276	6/9/2026	113464 BRYTEMOVE ENERGY	S-INV002767	037-10448	EV BUS CHARGING INSTALLATION DES	1,020.00
					Total :	**1,020.00**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185277	6/9/2026	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	52172		LEGAL SERVICES	390.50
			52174		LEGAL SERVICES	157.50
			52176		LEGAL SERVICES	3,078.40
			52177		LEGAL SERVICES	3,685.14
			52178		LEGAL SERVICES	112.70
			52179		LEGAL SERVICES	736.00
			52182		LEGAL SERVICES	410.03
			52183		LEGAL SERVICES	441.00
					Total :	**9,011.27**
185278	6/9/2026	303331 CDTFA	APRIL 2026		DIESEL FUEL EXEMPT BUS	5.00
					Total :	**5.00**
185279	6/9/2026	112462 CHAO, LOUISE T.	FEBRUARY 2026		VOLUNTEER DRIVER	49.00
			JANUARY 2026		VOLUNTEER DRIVER	49.00
			MARCH 2026		VOLUNTEER DRIVER	56.00
					Total :	**154.00**
185280	6/9/2026	104126 CHARTER COMMUNICATIONS	232843901052126	023-01640	SPECTRUM FIBER PEG CHANNELS	1,080.00
					Total :	**1,080.00**
185281	6/9/2026	112352 CIRCLE, THE	239525		TOSHIBA 5525AC COPIER USAGE - PD	2,561.42
			240102		TOSHIBA 3525AC COPIER USAGE - CLE	153.05
			240103		TOSHIBA 3525AC COPIER USAGE - CM	187.28
			240104		TOSHIBA 3525AC COPIER USAGE - HR	224.29
			240105		TOSHIBA 3525AC COPIER USAGE - ADI	170.00
			240106		TOSHIBA 3525AC COPIER USAGE - CDI	137.53
			240107		TOSHIBA 3525AC COPIER USAGE - CDI	199.26
			240108		TOSHIBA 5525AC COPIER USAGE - DB	486.14
			240109		TOSHIBA 908 COPIER USAGE - PRINT S	33.48
			240110		TOSHIBA 6527AC COPIER USAGE - PRI	97.19
			240111		TOSHIBA 3525AC COPIER USAGE - PW	31.82
			240112		TOSHIBA 3525AC COPIER USAGE - PW	79.62
			240114		TOSHIBA 3525AC COPIER USAGE - NC	193.92
			240115		TOSHIBA 3525AC COPIER USAGE - HS	4.00
			240116		TOSHIBA 3525AC COPIER USAGE - HS	263.26
			240117		TOSHIBA 3525AC COPIER USAGE - RE	38.84

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185281	6/9/2026	112352 CIRCLE, THE	(Continued)			
			240118		TOSHIBA 3525AC COPIER USAGE - CH	43.52
			240119		TOSHIBA 3525AC COPIER USAGE - PD	127.10
			240120		TOSHIBA 3525AC COPIER USAGE - WA	160.62
			240121		TOSHIBA 3525AC COPIER USAGE - SR	114.28
			240122		TOSHIBA 6525AC COPIER USAGE - RE	334.94
			240123		TOSHIBA 3525AC COPIER USAGE - GTI	142.46
			240124		TOSHIBA 3525AC COPIER USAGE - GTI	36.30
					Total :	**5,820.32**
185282	6/9/2026	308112 CITY OF HAWTHORNE	ITS-26-P8	035-01449	ANNUAL MAINTENANCE FOR TIBURON	113,205.32
					Total :	**113,205.32**
185283	6/9/2026	110985 CIVICPLUS, LLC	374698		DOCUMENT ACCESSIBILITY PLATFORM	1,999.00
					Total :	**1,999.00**
185284	6/9/2026	113828 CLARKE, JOHN J	RA-MEDRANO 06/2026		RENTAL ASSISTANCE PROGRAM	1,087.50
					Total :	**1,087.50**
185285	6/9/2026	111534 CLEAN ENERGY	CE12842823	037-10478	CNG O&M SERVICES - APRIL 2026	12,917.00
					Total :	**12,917.00**
185286	6/9/2026	113848 CLOUD DRIVEN SOLUTIONS, INC.	1174	011-00048	AGENDA MANAGEMENT SOFTWARE	6,428.00
					Total :	**6,428.00**
185287	6/9/2026	102895 CONSOLIDATED DESIGN WEST	0458770		FIFA STREET BANNER SUPPLIES	4,994.88
					Total :	**4,994.88**
185288	6/9/2026	102388 COPYLAND, INC.	93664	037-10457	GTRANS - 3.5"X8.5" TAKE ONE CARDS	826.52
					Total :	**826.52**
185289	6/9/2026	106193 CUMMINS SALES AND SERVICE	X4-260596028	037-10470	GTRANS AUTO PARTS	869.60
					Total :	**869.60**
185290	6/9/2026	110319 CWE DIRECTOR	F26336	024-01205	MS4 & NPDES MONITORING & COMPLI	23,529.98
			F26339	024-01157	CALRECYCLE USED OIL & BEVERAGE	3,767.51
					Total :	**27,297.49**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185291	6/9/2026	104736 D&R OFFICE WORKS, INC.	139437	034-00736	ROOM E TABLES/CHAIRS	12,867.73
					Total :	**12,867.73**
185292	6/9/2026	110844 DATA GEAR, INC.	45329		GTRANS NEW CAMERA INSTALLATION	3,346.79
					Total :	**3,346.79**
185293	6/9/2026	312558 DEPARTMENT OF ANIMAL CARE, & CONTROL	APRIL 2026		MONTHLY ANIMAL SERVICES - APRIL 2	3,529.74
					Total :	**3,529.74**
185294	6/9/2026	312117 DEPARTMENT OF WATER & POWER	052226		LIGHT & POWER	114.93
					Total :	**114.93**
185295	6/9/2026	113869 DIVERSIFIED FALL PROTECTION	07-007103	037-10533	BUS FACILITY FALL PROTECTION TRAI	5,500.00
					Total :	**5,500.00**
185296	6/9/2026	113664 DREAMERS LOVE COMPANY	052026	020-00069	SOCIAL MEDIA STRATEGY	7,000.00
					Total :	**7,000.00**
185297	6/9/2026	109416 E S SPORTS	12468		CUSTOM GRAPHICS FOR UNIT P11	116.90
			12505		CUSTOM GRAPHICS FOR UNIT P02	896.13
			12506		CUSTOM GRAPHICS FOR UNIT P03	896.13
					Total :	**1,909.16**
185298	6/9/2026	113296 ELECTRONIC ENTRY DISTRIBUTORS	99121020		GTRANS FACILITY SUPPLIES	1,112.48
					Total :	**1,112.48**
185299	6/9/2026	105392 ENTENMANN-ROVIN COMPANY	0194910		PD UNIFORM SUPPLIES	453.46
					Total :	**453.46**
185300	6/9/2026	105650 EWING IRRIGATION PRODUCTS	29779903		PARK MAINT SUPPLIES	427.17
			29788590		PARK MAINT SUPPLIES	1,399.31
			29942306		PARK MAINT SUPPLIES	685.87
			30337472		PARK MAINT SUPPLIES	450.31
			30350975		PARK MAINT SUPPLIES	233.71
			30432632		PARK MAINT SUPPLIES	61.44
					Total :	**3,257.81**
185301	6/9/2026	106129 FEDEX	9-308-22196		SHIPPING SERVICES	91.95

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185301	6/9/2026	106129 FEDEX	(Continued)			
			9-317-81625		SHIPPING SERVICES	110.89
					Total :	**202.84**
185302	6/9/2026	106465 FOX FIRST AID & SAFETY INC	77893		PARK MAINT SUPPLIES	33.15
					Total :	**33.15**
185303	6/9/2026	112566 GALLS, LLC	034796592		PD UNIFORM SUPPLIES	1,011.26
			034796604		PD UNIFORM SUPPLIES	1,011.26
			034796605		PD UNIFORM SUPPLIES	1,011.26
					Total :	**3,033.78**
185304	6/9/2026	107011 GARDENA VALLEY NEWS	00163628		NOMINEES FOR PUBLIC OFFICE	129.50
					Total :	**129.50**
185305	6/9/2026	619005 GAS COMPANY, THE	060126		GAS	891.66
					Total :	**891.66**
185306	6/9/2026	101091 GEURIN MOBILE HOME SERVICE INC	17100-37-90	032-00247	CDBG HOUSING REHAB PROGRAM - 1	22,500.00
					Total :	**22,500.00**
185307	6/9/2026	101091 GEURIN MOBILE HOME SERVICE INC	17100-21-90	032-00250	CDBG HOUSING REHAB PROGRAM - 1	22,095.00
					Total :	**22,095.00**
185308	6/9/2026	101091 GEURIN MOBILE HOME SERVICE INC	17100-50-10		CDBG HOUSING REHAB PROGRAM - 1	2,500.00
					Total :	**2,500.00**
185309	6/9/2026	101091 GEURIN MOBILE HOME SERVICE INC	17100-21-10		CDGB HOUSING REHAB PROGRAM - 1	2,455.00
					Total :	**2,455.00**
185310	6/9/2026	106470 GILLIG LLC	41437341	037-10471	GTRANS AUTO PARTS	418.82
			41437342	037-10409	GTRANS AUTO PARTS	2,097.05
			41439382		GTRANS AUTO PARTS	1,085.38
			41439383	037-10409	GTRANS AUTO PARTS	1,184.20
			41440819	037-10409	GTRANS AUTO PARTS	3,460.76
			41440820	037-10531	GTRANS AUTO PARTS	14,832.42
					Total :	**23,078.63**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185311	6/9/2026	113881 GLADIATOR LIVE EVENTS	1003		ENTERTAINMENT SERVICES - WORLD	1,000.00
					Total :	**1,000.00**
185312	6/9/2026	120212 GLENN E. THOMAS CO.	264693		BUS AUTO PARTS	299.17
			264855		BUS AUTO PARTS	71.50
					Total :	**370.67**
185313	6/9/2026	112692 GOCANVAS	INV00229725		MONTHLY SUBSCRIPTION - JUNE 2026	1,350.00
					Total :	**1,350.00**
185314	6/9/2026	619004 GOLDEN STATE WATER CO.	052126		WATER	34,453.02
					Total :	**34,453.02**
185315	6/9/2026	112872 GOODYEAR TIRE & RUBBER CO.	9865017828	037-10506	GTRANS BUS TIRE LEASE MILEAGE - D	6,474.91
			9865017829	037-10506	GTRANS BUS TIRE LEASE SERVICE - D	1,120.00
			9865993529	037-10506	GTRANS BUS TIRE LEASE SERVICE - J	1,120.00
			9865993530	037-10506	GTRANS BUS TIRE LEASE MILEAGE - J	5,990.46
			9866157216	037-10506	GTRANS BUS TIRE LEASE VALUE OF T	246.38
					Total :	**14,951.75**
185316	6/9/2026	113888 GRAIBE, ELIZABETH	CIT #455137906		PARKING CITATION REFUND	23.00
					Total :	**23.00**
185317	6/9/2026	107513 GRAINGER	9911843010		PW AUTO SUPPLIES	1,259.96
			9913765195		PW AUTO SUPPLIES	1,051.95
			9914526307		GTRANS MAINT SUPPLIES	1,151.08
			9915415211		GTRANS FACILITY SUPPLIES	1,087.15
			9917567811		GTRANS FACILITY SUPPLIES	271.26
			9917974074		GTRANS MAINT SUPPLIES	166.68
			9917974082		GTRANS MAINT SUPPLIES	268.27
			9918583304		PW AUTO SUPPLIES	104.03
			9923876586		GTRANS MAINT SUPPLIES	101.21
					Total :	**5,461.59**
185318	6/9/2026	113836 GRANT ST HILLE, LLC	050526		ENTERTAINMENT SERVICES - JUNETE	400.00
					Total :	**400.00**
185319	6/9/2026	113775 HARDGRAVES, YOLANDA	FEBRUARY 2026		VOLUNTEER DRIVER	7.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185319	6/9/2026	113775 HARDGRAVES, YOLANDA	(Continued)			
			MARCH 2026		VOLUNTEER DRIVER	21.00
					Total :	**28.00**
185320	6/9/2026	102572 HATTEN, ANTHONY D.	051126		ENTERTAINMENT SERVICES - JUNETE	400.00
					Total :	**400.00**
185321	6/9/2026	108949 HELM, SUSAN	FEBRUARY 2026		VOLUNTEER DRIVER	7.00
			JANUARY 2026		VOLUNTEER DRIVER	35.00
			MARCH 2026		VOLUNTEER DRIVER	21.00
					Total :	**63.00**
185322	6/9/2026	111549 HF & H CONSULTANTS, LLC	9723180	024-01096	CONSULTING SERVICES - SOLID WAST	10,790.00
					Total :	**10,790.00**
185323	6/9/2026	111549 HF & H CONSULTANTS, LLC	9723208	024-01185	SB1383 GRANT AUDIT ASSISTANCE	2,857.50
					Total :	**2,857.50**
185324	6/9/2026	108434 HOME DEPOT CREDIT SERVICES	0543231		PARK MAINT SUPPLIES	131.10
			1531015		REC PROGRAM SUPPLIES	83.49
			4330246		BLDG MAINT SUPPLIES	532.68
			5541446		GTRANS MAINT SUPPLIES	193.39
			5902439		GTRANS MAINT SUPPLIES	383.44
			6540157		PD PROGRAM SUPPLIES	177.62
			9341507		BLDG MAINT SUPPLIES	256.58
			9533128		REC PROGRAM SUPPLIES	124.22
					Total :	**1,882.52**
185325	6/9/2026	113218 HORVITZ & LEVY LLP	106169		PROFESSIONAL SERVICES	46,844.50
					Total :	**46,844.50**
185326	6/9/2026	110222 INTERAMERICAN MOTOR, LLC	110-947600		GTRANS AUTO PARTS	59.45
					Total :	**59.45**
185327	6/9/2026	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	41440821	037-10472	GTRANS AUTO PARTS	145.49
					Total :	**145.49**
185328	6/9/2026	100436 J.J. KELLER & ASSOCIATES, INC	9111210582	037-10460	FLEET MANAGEMENT AND COMPLIANC	532.18

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185328	6/9/2026	100436 100436 J.J. KELLER & ASSOCIATES, INC	(Continued)		**Total :**	**532.18**
185329	6/9/2026	110010 JANEK CORPORATION, THE	118265		GTRANS SHOP SUPPLIES	800.00
					Total :	**800.00**
185330	6/9/2026	113858 JIMENEZ, MANUEL	PERMIT #50025-0483		PERMIT DEPOSIT REFUND - 2540 W 15	7,500.00
					Total :	**7,500.00**
185331	6/9/2026	113861 KENNEY SR, LANCE J	051126		ENTERTAINMENT SERVICES - JUNETE	400.00
					Total :	**400.00**
185332	6/9/2026	112812 KIMBALL MIDWEST	104445867		GTRANS SHOP SUPPLIES	532.55
			104464070		GTRANS SHOP SUPPLIES	479.91
					Total :	**1,012.46**
185333	6/9/2026	110385 KIMLEY-HORN AND ASSOCIATES, INC	35748633	032-00236	CONSULTING SERVICES - GARDENA P	16,482.40
					Total :	**16,482.40**
185334	6/9/2026	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	26051106386	024-01160	INDUSTRIAL WASTE SERVICES	25,707.97
					Total :	**25,707.97**
185335	6/9/2026	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	IN260000811		LABOR & EQUIPMENT CHARGES - TS (	732.81
					Total :	**732.81**
185336	6/9/2026	102082 L.A. COUNTY POLICE CHIEF'S, ASSOCIATION	FOX 26/27		2026-2027 ANNUAL DUES	500.00
					Total :	**500.00**
185337	6/9/2026	312113 L.A. COUNTY SHERIFF'S DEPT	262868BL		INMATE MEAL DELIVERY PROGRAM - A	1,040.46
					Total :	**1,040.46**
185338	6/9/2026	104203 L.A. PAINT & BODY WORKS	31465		BODY LABOR	4,771.60
					Total :	**4,771.60**
185339	6/9/2026	112614 LAX AUTO REPAIR	21349		2025 FORD EXPLR #11216 OIL & FILTEF	70.00
					Total :	**70.00**
185340	6/9/2026	113886 LEE, MYUNG S.	PERMIT #18870		PERMIT DEPOSIT REFUND - 1866 W GA	500.00
					Total :	**500.00**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185341	6/9/2026	112260 LIEBERT CASSIDY WHITMORE	318456		LEGAL SERVICES	14,404.50
					Total :	**14,404.50**
185342	6/9/2026	112260 LIEBERT CASSIDY WHITMORE	316656		LEGAL SERVICES	2,894.71
			316657		LEGAL SERVICES	11,943.80
			318450		LEGAL SERVICES	582.00
			318451		LEGAL SERVICES	614.00
			318453		LEGAL SERVICES	1,770.00
			318454		LEGAL SERVICES	7,261.50
					Total :	**25,066.01**
185343	6/9/2026	107991 LRJ CONSTRUCTION, INC.	12811-2-2	032-00249	CDBG HOUSING REHAB PROGRAM - 1	14,625.00
					Total :	**14,625.00**
185344	6/9/2026	107991 LRJ CONSTRUCTION, INC.	12811-1-2	032-00248	PLHA HOUSING REHAB PROGRAM - 12	14,355.00
					Total :	**14,355.00**
185345	6/9/2026	107991 LRJ CONSTRUCTION, INC.	12811-3-R		CDBG HOUSING REHAB PROGRAM - 1	5,000.00
					Total :	**5,000.00**
185346	6/9/2026	107991 LRJ CONSTRUCTION, INC.	12811-1-R		PLHA HOUSING REHAB PROGRAM - 12	4,714.00
					Total :	**4,714.00**
185347	6/9/2026	112326 LWP CLAIMS SOLUTIONS INC.	26593	023-01623	WORKERS' COMP CLAIMS ADMINISTR/	22,583.00
					Total :	**22,583.00**
185348	6/9/2026	113301 M & K METAL CO.	426223		EQUIP MAINT SUPPLIES	30.18
					Total :	**30.18**
185349	6/9/2026	110306 MARIPOSA LANDSCAPES, INC	119817	024-01175	MEDIAN LANDSCAPE MAINTENANCE	8,864.00
					Total :	**8,864.00**
185350	6/9/2026	112524 MDG ASSOCIATES, INC.	20684		PLHA HOUSING REHAB PROGRAM - M/	3,075.00
			20779	034-00687	CPF ADMINISTRATION SOFTWARE - AF	500.00
					Total :	**3,575.00**
185351	6/9/2026	113299 MERRIMAC ENERGY GROUP	2247531	024-01169	RENEWABLE ULS DIESEL 99 CARB	5,078.09

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185351	6/9/2026	113299 113299 MERRIMAC ENERGY GROUP	(Continued)		**Total :**	**5,078.09**
185352	6/9/2026	100078 MESSINA, BRIAN	052026		PD PROGRAM SUPPLIES	434.05
					Total :	**434.05**
185353	6/9/2026	102534 MONCADA, BARBARA	FEBRUARY 2026		VOLUNTEER DRIVER	14.00
					Total :	**14.00**
185354	6/9/2026	113876 MOSELEY, CLIFTON	051926	034-00744	ENTERTAINMENT SERVICES - JAZZ FE	2,750.00
					Total :	**2,750.00**
185355	6/9/2026	109290 MZ AUTO GLASS	96985	037-10532	WINDOW BARRIER PANELS	43,095.00
			97118		WINDOW INSTALL/REPAIR FOR BUS	3,230.25
					Total :	**46,325.25**
185356	6/9/2026	113860 NA'CHO HOUSE	051126		ENTERTAINMENT SERVICES - JUNETE	400.00
					Total :	**400.00**
185357	6/9/2026	112159 NEOU, ROMEO	02/25-03/18		OCTA CERTIFIED MAINTENANCE TRAI	324.80
					Total :	**324.80**
185358	6/9/2026	105140 NMK CORPORATION	COG-051	023-01633	COMPUTER REPLACEMENT PARTS	96,600.07
					Total :	**96,600.07**
185359	6/9/2026	111370 NV5 INC.	518283	024-01209	CONSULTING SERVICES - LANDSCAPE	1,580.00
					Total :	**1,580.00**
185360	6/9/2026	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	90968878		RANDOM TESTS	459.00
			90970163		RANDOM TESTS	464.00
			91056671		RANDOM TESTS	179.00
			91057140		RANDOM TESTS	135.00
			91058555		RANDOM TESTS	150.00
					Total :	**1,387.00**
185361	6/9/2026	115168 OFFICE DEPOT	470414559		HR OFFICE SUPPLIES	28.84
					Total :	**28.84**
185362	6/9/2026	111358 O'REILLY AUTO PARTS	262260		SEWER PROGRAM SUPPLIES	56.86

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185362	6/9/2026	111358 O'REILLY AUTO PARTS	(Continued)			
			262655		STREET SWEEPER SUPPLIES	360.21
			263867		GTRANS AUTO PARTS	280.99
			264513		GTRANS AUTO PARTS	-69.97
					Total :	**628.09**
185363	6/9/2026	115810 ORKIN PEST CONTROL	296422116		PEST CONTROL - ACCT #27336703	387.59
			296422117		PEST CONTROL - ACCT #27336703	387.59
					Total :	**775.18**
185364	6/9/2026	112845 PALICON GROUP	2689	035-01397	BACKGROUND INVESTIGATION SERVI	255.00
					Total :	**255.00**
185365	6/9/2026	113673 PERMITECH SOLUTIONS, CORPORATION	218		PROFESSIONAL SERVICES - EFR# 3-25	230.00
					Total :	**230.00**
185366	6/9/2026	307108 PETTY CASH FUND	12/15/25-05/18/26		REPLENISH PETTY CASH	349.68
					Total :	**349.68**
185367	6/9/2026	112744 PHILLIP, SANJAY	FEBRUARY 2026		VOLUNTEER DRIVER	21.00
			JANUARY 2026		VOLUNTEER DRIVER	21.00
					Total :	**42.00**
185368	6/9/2026	113849 PLASTIC FACTORY INC	18774		GTRANS BUS SUPPLIES	924.89
					Total :	**924.89**
185369	6/9/2026	116225 PLUMBERS DEPOT, INC.	PD-60532		SEWER PROGRAM SUPPLIES	1,639.12
			PD-60534		SEWER PROGRAM SUPPLIES	277.42
			PD-61019		SEWER PROGRAM SUPPLIES	718.18
			PD-61025		SEWER PROGRAM SUPPLIES	474.86
					Total :	**3,109.58**
185370	6/9/2026	111883 PROJECT PARTNERS, INC.	28237	024-01112	PROJECT MANAGEMENT SERVICES	14,700.00
					Total :	**14,700.00**
185371	6/9/2026	106092 PRUDENTIAL OVERALL SUPPLY	43104474	037-10473	UNIFORM & SUPPLY RENTAL	833.75
			43116552	037-10473	UNIFORM & SUPPLY RENTAL	597.90
			43118397	037-10473	UNIFORM & SUPPLY RENTAL	406.66

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185371	6/9/2026	106092 PRUDENTIAL OVERALL SUPPLY	(Continued)			
			43118975	034-00712	SUPPLY RENTAL - DUST MOPS, DELIVE	43.70
			43118976	024-01168	UNIFORM & SUPPLY RENTAL	172.14
				034-00712		
			43118977	034-00712	UNIFORM & SUPPLY RENTAL	32.05
			43118978	034-00712	SUPPLY RENTAL - MATS - GTRANS	51.20
			43120180	037-10473	UNIFORM & SUPPLY RENTAL	406.66
			43120545	034-00712	SUPPLY RENTAL - DUST MOPS, DELIVE	43.70
			43120546	024-01168	UNIFORM & SUPPLY RENTAL	172.14
				034-00712		
			43120547	034-00712	UNIFORM & SUPPLY RENTAL	32.05
			43120548	034-00712	SUPPLY RENTAL - MATS - GTRANS	51.20
			43120549	034-00712	SUPPLY RENTAL - MATS - NCC	13.83
			43120550	034-00712	SUPPLY RENTAL - MATS - CH	19.42
			43120551	034-00712	SUPPLY RENTAL - MATS - PD	29.70
			43120552	034-00712	SUPPLY RENTAL - MATS - HS	11.88
					Total :	**2,917.98**
185372	6/9/2026	104901 Q-20 ENTERTAINMENT	050826	034-00735	ENTERTAINMENT SERVICES - JUNETE	400.00
					Total :	**400.00**
185373	6/9/2026	113864 QUALITY HOOPS	034-00737	034-00737	PORTABLE BASKETBALL HOOPS FOR I	27,253.72
					Total :	**27,253.72**
185374	6/9/2026	102283 QUICK COLOR PRINTING	16874		REC PROGRAM SUPPLIES	55.25
					Total :	**55.25**
185375	6/9/2026	111574 RACE COMMUNICATIONS	RC2219656	023-01621	FIBER INTERNET SERVICES - JUNE 20	5,820.80
					Total :	**5,820.80**
185376	6/9/2026	100836 RESOURCE BUILDING MATERIALS	4205900		PARK MAINT SUPPLIES	135.92
					Total :	**135.92**
185377	6/9/2026	107785 ROMERO, MARIA	051326		MGMT ANNUAL HEALTH BENEFIT	441.99
					Total :	**441.99**
185378	6/9/2026	119015 SAFETY-KLEEN CORPORATION	99853210	037-10474	SERVICE AQUEOUS PARTS WASHER	1,797.02

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185378	6/9/2026	119015 119015 SAFETY-KLEEN CORPORATION	(Continued)		**Total :**	**1,797.02**
185379	6/9/2026	113879 SALAZAR, JESUS	PERMIT #50025-0606		PERMIT DEPOSIT REFUND - 13409 CAS	5,000.00
					Total :	**5,000.00**
185380	6/9/2026	112327 SAMI'S REFEREES LLC	04/16-04/30/2026		SPORT REFEREE SERVICES	960.00
			04/16-04/30/26		SPORT REFEREE SERVICES	240.00
			05/01-05/15/2026		SPORT REFEREE SERVICES	240.00
			05/01-05/15/26		SPORT REFEREE SERVICES	120.00
			05/16-05/31/2026		SPORT REFEREE SERVICES	120.00
			05/16-05/31/26		SPORT REFEREE SERVICES	120.00
					Total :	**1,800.00**
185381	6/9/2026	112847 SANCHEZ, INGRIT	162-981101		FACE PAINTING - COMMUNITY CARE D	300.00
					Total :	**300.00**
185382	6/9/2026	112964 SATO, MATSUTOYO	RECEIPT #100604411		MAINTENANCE DEPOSIT REFUND	250.00
					Total :	**250.00**
185383	6/9/2026	113446 SCOREBOARD SOLUTIONS INC	2719	034-00727	FREEMAN PARK SCOREBOARD REPAI	953.19
					Total :	**953.19**
185384	6/9/2026	107006 SHAMROCK COMPANIES	2820324		STREET MAINT SUPPLIES	482.28
					Total :	**482.28**
185385	6/9/2026	110731 SHAW HR CONSULTING, INC	016148		PROFESSIONAL SERVICES	150.00
			016181		PROFESSIONAL SERVICES	130.00
					Total :	**280.00**
185386	6/9/2026	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8104862	035-01400	2011 FORD CROWN VICTORIA #137657	452.84
			8104896	035-01400	2023 FORD INTRCPTR #1661716 SERVI	2,148.25
			8104903	035-01400	2023 FORD INTRCPTR #1661717 SERVI	275.00
			8104905	035-01400	2024 DODGE DURANGO #1697553 SER	200.00
			8104907	035-01400	2011 FORD CROWN VICTORIA #136783	200.00
			8104908	035-01400	2025 FORD INTRCPTR #1730984 SERVI	200.00
			8104909	035-01400	2020 FORD INTRCPTR #1591740 SERVI	200.00
			8104910	035-01400	2022 FORD INTRCPTR #1630458 SERVI	200.00
			8104911	035-01400	2022 FORD INTRCPTR #1630466 SERVI	200.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185386	6/9/2026	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	(Continued)			
			8104912	035-01400	2023 FORD INTRCPTR #1661718 SERVI	200.00
			8104913	035-01400	2020 FORD INTRCPTR #1591741 SERVI	125.00
			8104914	035-01400	2023 FORD INTRCPTR #1661719 SERVI	71.25
			8104915	035-01400	2011 FORD CROWN VICTORIA #137657	1,474.71
			8104921	035-01400	2020 FORD INTRCPTR #1591741 SERVI	1,162.14
			8104942	035-01400	2011 CHEVY TAHOE #1376558 SERVICE	1,146.83
			8104965	035-01400	2015 TOYOTA SIENNA #9MMP574 SERV	838.95
			8105015	035-01400	2015 TOYOTA CAMRY #1415422 SERVI	1,396.93
			8105033	035-01400	2024 DODGE DURANGO #1697549 SER	2,167.65
					Total :	**12,659.55**
185387	6/9/2026	113857 SIM, HYUNG-JOON	PERMIT #50025-0844		PERMIT DEPOSIT REFUND - 16407 NOI	7,500.00
					Total :	**7,500.00**
185388	6/9/2026	119378 SMARDAN SUPPLY CO.	S4337812		BLDG MAINT SUPPLIES	103.43
			S4345302		BLDG MAINT SUPPLIES	377.51
			S4347194		BLDG MAINT SUPPLIES	421.13
			S4350099		BLDG MAINT SUPPLIES	188.76
					Total :	**1,090.83**
185389	6/9/2026	103940 SOCAL INDUSTRIES	799737		SOUND & BITES RENTALS	430.95
					Total :	**430.95**
185390	6/9/2026	619003 SOUTHERN CALIFORNIA EDISON	060126		LIGHT & POWER	89,334.91
					Total :	**89,334.91**
185391	6/9/2026	103202 SOUTHERN COUNTIES LUBRICANTS, LLC	117395		BUS AUTOMOTIVE FLUIDS	4,972.02
					Total :	**4,972.02**
185392	6/9/2026	111778 SPCALA	202605	032-00227	ANIMAL SHELTER SERVICES	24,200.00
					Total :	**24,200.00**
185393	6/9/2026	104453 SPICERS PAPER, INC.	50533688		PD OFFICE SUPPLIES	2,361.61
					Total :	**2,361.61**
185394	6/9/2026	119548 ST. JOHN LUTHERAN CHURCH	JUNE 2026		SENIOR CITIZENS DAY CARE	1,100.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185394	6/9/2026	119548 119548 ST. JOHN LUTHERAN CHURCH	(Continued)		**Total :**	**1,100.00**
185395	6/9/2026	119594 STANLEY PEST CONTROL	2058145		PEST CONTROL SERVICE - 1717 W 162	75.00
			2058146		PEST CONTROL SERVICE - 1220 W 170	70.00
			2058147		PEST CONTROL SERVICE - 15800 BRIG	42.00
			2058148		PEST CONTROL SERVICE - 1651 W 162	85.00
			2058149		PEST CONTROL SERVICE - 1700 W 162	80.00
			2058150		PEST CONTROL SERVICE - 1670 W 162	80.00
			2058151		PEST CONTROL SERVICE - 1718 W 162	65.00
			2058152		PEST CONTROL SERVICE - 2100 W 154	65.00
			2058153		PEST CONTROL SERVICE - 2320 W 149	42.00
			2058154		PEST CONTROL SERVICE - 14517 CRE	60.00
			2058155		PEST CONTROL SERVICE - 13220 VAN	65.00
			2058157		PEST CONTROL SERVICE - 14708 HALL	42.00
					Total :	**771.00**
185396	6/9/2026	108338 STEAMX, LLC	75721		GTRANS MAINT SUPPLIES	242.00
					Total :	**242.00**
185397	6/9/2026	113774 STELLY, JAMES A.	MARCH 2026		VOLUNTEER DRIVER	14.00
					Total :	**14.00**
185398	6/9/2026	113282 SUNSET VANS INC.	102065		GTRANS AUTO PARTS	155.00
					Total :	**155.00**
185399	6/9/2026	106736 SUPERIOR PLASTIC FABRICATION, INC.	7553		GTRANS MAINT SUPPLIES	5,171.40
					Total :	**5,171.40**
185400	6/9/2026	105070 T-MOBILE USA, INC.	L2605180156		PROSPECTIVE PRECISION LOCATION	115.00
			L2605200110		PROSPECTIVE PRECISION LOCATION	115.00
					Total :	**230.00**
185401	6/9/2026	111990 TOWNSEND PUBLIC AFFAIRS, INC	25438	023-01672	CONSULTING SERVICES - JUNE 2026	7,250.00
					Total :	**7,250.00**
185402	6/9/2026	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	CUFF 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	297.00
			HR 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	3,335.92
			MACIEL 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	386.03

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185402	6/9/2026	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	(Continued)			
			RECREATION 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	24,812.39
			SANTOS 03/23/26		CAL CARD STATEMENT 02/24-03/23/26	3,418.37
					Total :	**32,249.71**
185403	6/9/2026	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	BEEMAN 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	3,347.84
			FINANCE 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	19,387.53
			SANTOS 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	3,204.10
					Total :	**25,939.47**
185404	6/9/2026	107274 U.S. TOW, INC.	2998	037-10475	TOWING SERVICES FOR BUS #2009	112.92
					Total :	**112.92**
185405	6/9/2026	122227 U-HAUL	5405224509		REC RENTAL SERVICES	85.06
					Total :	**85.06**
185406	6/9/2026	104692 ULINE	208177553		REC PROGRAM SUPPLIES	2,496.60
					Total :	**2,496.60**
185407	6/9/2026	121010 UNITED RENTALS	262365314		RENTAL - BOOM 65-70' TELESCOPIC	1,498.50
					Total :	**1,498.50**
185408	6/9/2026	119825 UNITED ROTARY BRUSH CORP.	CI340078		STREET SWEEPER SUPPLIES	2,868.58
					Total :	**2,868.58**
185409	6/9/2026	113814 US STEAM LLC	53796	034-00734	COMMERCIAL STEAM CLEANER	5,917.28
					Total :	**5,917.28**
185410	6/9/2026	105316 VECTORUSA	107052	023-01665	NCC AV SYSTEM REPAIRS	23,797.58
					Total :	**23,797.58**
185411	6/9/2026	111900 VILLACORTA, ARSENIO	FEBRUARY 2026		VOLUNTEER DRIVER	21.00
			JANUARY 2026		VOLUNTEER DRIVER	28.00
			MARCH 2026		VOLUNTEER DRIVER	21.00
					Total :	**70.00**
185412	6/9/2026	122435 VISTA PAINT CORPORATION	2026-356480-00		STREET MAINT SUPPLIES	42.87
			2026-383747-00		GTRANS FACILITY PAINT	540.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185412	6/9/2026	122435 VISTA PAINT CORPORATION	(Continued)			
			2026-383750-00		GTRANS FACILITY PAINT	59.67
					Total :	**643.53**
185413	6/9/2026	113626 WAISMAN CONTRUCTION INC	05	024-01187	CIVIC CENTER LIGHTING IMPROVEME	331,696.34
					Total :	**331,696.34**
185414	6/9/2026	108353 WALTERS WHOLESALE ELECTRIC CO	S129862234		GTRANS FACILITIES SUPPLIES	735.23
			S129916979		PD DRONE SUPPLIES	2,367.52
			S130429846		GTRANS FACILITIES SUPPLIES	221.71
					Total :	**3,324.46**
185415	6/9/2026	112903 WATTS, BARBARA	FEBRUARY 2026		VOLUNTEER DRIVER	21.00
			JANUARY 2026		VOLUNTEER DRIVER	21.00
			MARCH 2026		VOLUNTEER DRIVER	7.00
					Total :	**49.00**
185416	6/9/2026	110370 WESTERN COLLISION CENTER, INC	1171	035-01401	2024 DODGE DURANGO #1697551 BOD	3,617.25
			1172	035-01401	2015 TOYOTA SIENNA #9MMP574 BOD	854.96
			1173	035-01401	2024 DODGE DURANGO #1697553 BOD	718.25
			1174		2026 FORD INTRCPTR #EN48J20 NEW	1,850.00
			1175		2026 FORD INTRCPTR #EN48J15 NEW	1,850.00
					Total :	**8,890.46**
185417	6/9/2026	119387 WEX BANK	112447067		FUEL PURCHASES	132.27
					Total :	**132.27**
185418	6/9/2026	123050 WILLIAMS SCOTSMAN, INC.	9026246452	035-01414	MODULAR BUILDING RENTAL CPX-804	2,284.43
					Total :	**2,284.43**
185419	6/9/2026	113773 YAMASHITA, SCOTT S.	FEBRUARY 2026		VOLUNTEER DRIVER	49.00
			JANUARY 2026		VOLUNTEER DRIVER	63.00
			MARCH 2026		VOLUNTEER DRIVER	56.00
					Total :	**168.00**

177 Vouchers for bank code : usb **Bank total :** **1,874,135.67**

177 Vouchers in this report **Total vouchers :** **1,874,135.67**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount

CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 19 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 19 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:

_____

_____ 06/09/2026
Mayor Date

_____ _____
Councilmember Date

_____ _____
Councilmember Date

Acknowledged:

_____ _____
Councilmember Date

_____ _____
Councilmember Date

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: City Treasurer's Office

DATE: June 18, 2026

SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

June 23, 2026 TOTAL WARRANTS ISSUED: $2,906,086.45

Wire Transfer:	13294-13304
Prepay:	185420-185425
Check Numbers:	185426-185619
Checks Voided:	

Total Pages of Register: 22

June 12, 2026 TOTAL PAYROLL ISSUED: $2,418,410.38



for Guy Mato, City Treasurer

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
13294	5/28/2026	113747 DELTA DENTAL OF CALIFORNIA	BE007077280C		DENTAL INSURANCE CLAIMS	12,855.90
					Total :	**12,855.90**
13295	5/28/2026	111016 KAISER FOUNDATION HEALTH PLAN	JUNE 2026		HEALTH INSURANCE	431,507.47
					Total :	**431,507.47**
13296	6/2/2026	112401 PINNACLE CLAIMS MANAGEMENT INC	060126		HEALTH INSURANCE CLAIMS	53,384.36
					Total :	**53,384.36**
13297	6/3/2026	113747 DELTA DENTAL OF CALIFORNIA	BE007080469C		DENTAL INSURANCE CLAIMS	20,975.92
					Total :	**20,975.92**
13298	5/15/2026	112326 LWP CLAIMS SOLUTIONS INC.	051526		WORKERS' COMP CLAIMS	100,000.00
					Total :	**100,000.00**
13299	6/4/2026	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365992988032		HEALTH INSURANCE PLANS	6,347.84
					Total :	**6,347.84**
13300	6/5/2026	402609 BANK OF NEW YORK, THE	060426		SBRPCA REFUNDING REVENUE BOND	20,537.50
					Total :	**20,537.50**
13301	6/5/2026	419630 U.S. BANK	3256218		2006 COP REFINANCING PROJECT SEI	921,858.00
					Total :	**921,858.00**
13302	6/9/2026	101641 CALPERS	100000018315379		GASB 68 REPORTING SERVICES FEE	2,250.00
					Total :	**2,250.00**
13303	6/9/2026	112401 PINNACLE CLAIMS MANAGEMENT INC	060426		HEALTH INSURANCE CLAIMS	16,586.08
					Total :	**16,586.08**
13304	6/9/2026	112326 LWP CLAIMS SOLUTIONS INC.	060426		WORKERS' COMP CLAIMS	118,041.05
					Total :	**118,041.05**
185420	6/10/2026	113811 LOGAN, MARY F.	RA-LANE 05/2026		RENTAL ASSISTANCE PROGRAM	662.50
					Total :	**662.50**
185421	6/15/2026	112695 MANN, SCOTT A.	26-004	023-01641	RISK MGMT CONSULTING SERVICES	2,000.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185421	6/15/2026	112695 112695 MANN, SCOTT A.	(Continued)		**Total :**	**2,000.00**
185422	6/15/2026	112695 MANN, SCOTT A.	26-005	023-01641	RISK MGMT CONSULTING SERVICES	2,000.00
					Total :	**2,000.00**
185423	6/17/2026	619005 GAS COMPANY, THE	060326		GAS	7,253.24
					Total :	**7,253.24**
185424	6/18/2026	113902 LANDRY, LAURA	25-53PW		FINAL SETTLEMENT	700.00
					Total :	**700.00**
185425	6/18/2026	619003 SOUTHERN CALIFORNIA EDISON	060526		LIGHT & POWER	24,524.99
					Total :	**24,524.99**
185426	6/23/2026	113827 1647 W 147 LLC	RA-TRICHE 07/2026		RENTAL ASSISTANCE PROGRAM	1,500.00
					Total :	**1,500.00**
185427	6/23/2026	106086 ABC COMPANIES	4006228		GTRANS AUTO PARTS	712.91
			4016055		GTRANS AUTO PARTS	764.66
					Total :	**1,477.57**
185428	6/23/2026	110028 ACCENTURE INFRASTRUCTURE, AND CAPITA	40713	024-01108	ARTESIA BLVD. STREET IMPROVEMEN	2,472.50
					Total :	**2,472.50**
185429	6/23/2026	113870 ACTIVE NETWORK LLC	1000156119	034-00741	RECREATION MGMT SOFTWARE PLATI	18,220.56
					Total :	**18,220.56**
185430	6/23/2026	101748 AFTERMARKET PARTS COMPANY LLC, THE	84284573	037-10469	GTRANS AUTO PARTS	481.28
			84304583	037-10469	GTRANS AUTO PARTS	259.67
					Total :	**740.95**
185431	6/23/2026	112520 AGILITY FUEL SYSTEMS, LLC	CD99011907		CNG SYSTEM INSPECTIONS	1,905.00
					Total :	**1,905.00**
185432	6/23/2026	113561 AIELLO, ANGELA	RA-GERMANY 07/2026		RENTAL ASSISTANCE PROGRAM	462.50
					Total :	**462.50**
185433	6/23/2026	113329 AIR AND LUBE SYSTEMS INC.	59881		GTRANS MAINT SERVICE	2,022.46

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185433	6/23/2026	113329 113329 AIR AND LUBE SYSTEMS INC.	(Continued)		**Total :**	**2,022.46**
185434	6/23/2026	107939 AMS.NET	0099492	023-01663	AQUATIC & SENIOR CENTER NETWOR	818.35
			0099507	023-01663	AQUATIC & SENIOR CENTER NETWOR	837.75
			0099508	023-01661	AQUATIC & SENIOR CENTER CABLE IN	30,872.00
					Total :	**32,528.10**
185435	6/23/2026	103465 ANIMAL FRIENDS PET HOTEL	819408482		VETERINARY SERVICES - VITO	1,052.75
					Total :	**1,052.75**
185436	6/23/2026	101628 AQUA-FLO SUPPLY	SI2762384		PARK MAINT SUPPLIES	295.86
			SI2762386		PARK MAINT SUPPLIES	326.84
					Total :	**622.70**
185437	6/23/2026	113330 ASANA, INC.	INV05118808	034-00748	PROJECT MGMT SOFTWARE	12,600.00
					Total :	**12,600.00**
185438	6/23/2026	113874 ASATO, LES	RA-MURRY 07/2026		RENTAL ASSISTANCE PROGRAM	1,282.50
					Total :	**1,282.50**
185439	6/23/2026	101459 ASBURY ENVIRONMENTAL SERVICES	I500-01386035		HAZARDOUS WASTE DISPOSAL SERVI	153.00
			I500-01386788		HAZARDOUS WASTE DISPOSAL SERVI	8.00
					Total :	**161.00**
185440	6/23/2026	111170 AT&T FIRSTNET	287303490376X061026	023-01618	BUS CELL PHONE ACCT #28730349037	2,087.92
					Total :	**2,087.92**
185441	6/23/2026	111170 AT&T FIRSTNET	287298156560X061026	023-01618	CITYWIDE CELL PHONE ACCT #287298	1,698.42
					Total :	**1,698.42**
185442	6/23/2026	111170 AT&T FIRSTNET	287290885074X061026	023-01618	CITYWIDE CELL PHONE ACCT #287290	1,637.21
					Total :	**1,637.21**
185443	6/23/2026	111170 AT&T FIRSTNET	287324972943X061026	023-01618	GTRANS CELL PHONE ACCT #2873249	484.60
					Total :	**484.60**
185444	6/23/2026	111170 AT&T FIRSTNET	287293416290X061026	023-01618	PD CELL PHONE ACCT #287293416290	358.72

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185444	6/23/2026	111170 111170 AT&T FIRSTNET	(Continued)		**Total :**	**358.72**
185445	6/23/2026	111170 AT&T FIRSTNET	287293420631X061026	023-01618	CD CELL PHONE ACCT #287293420631	353.83
					Total :	**353.83**
185446	6/23/2026	111170 AT&T FIRSTNET	287290395417X061026	023-01618	PD CELL PHONE ACCT #287290395417	318.59
					Total :	**318.59**
185447	6/23/2026	111170 AT&T FIRSTNET	287352273971X061026	023-01618	PW CELL PHONE ACCT #287352273971	277.63
					Total :	**277.63**
185448	6/23/2026	111170 AT&T FIRSTNET	287295242065X061026	023-01618	PD CELL PHONE ACCT #287295242065	240.87
					Total :	**240.87**
185449	6/23/2026	110686 AZTECH ELEVATOR COMPANY	AZ21047	037-10452	ELEVATOR MAINTENANCE - GTRANS	285.00
			AZ21051	037-10452	ELEVATOR MAINTENANCE - GTRANS	83.33
					Total :	**368.33**
185450	6/23/2026	113761 BARKER, ANTHONY	RA-LOGAN 07/2026		RENTAL ASSISTANCE PROGRAM	330.25
					Total :	**330.25**
185451	6/23/2026	102054 BAVCO	396900		(25) BACKFLOW VALVE INSPECTIONS	1,625.00
					Total :	**1,625.00**
185452	6/23/2026	102035 BD WHITE TOP SOIL CO., INC.	94674		PARK MAINT SUPPLIES	40.89
			94692		TREE MAINT SUPPLIES	40.89
					Total :	**81.78**
185453	6/23/2026	103641 BECNEL UNIFORMS	91320		BUS UNIFORM SUPPLIES	480.66
			91506		BUS UNIFORM SUPPLIES	137.08
			92432		BUS UNIFORM SUPPLIES	842.50
			92678		BUS UNIFORM SUPPLIES	109.70
			92679		BUS UNIFROM SUPPLIES	364.87
			92680		BUS UNIFORM SUPPLIES	795.69
			92681		BUS UNIFORM SUPPLIES	243.65
			92788		BUS UNIFORM SUPPLIES	976.45
			92789		BUS UNIFORM SUPPLIES	528.66
			92795		BUS UNIFORM SUPPLIES	129.51

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185453	6/23/2026	103641 103641 BECNEL UNIFORMS	(Continued)		**Total :**	**4,608.77**
185454	6/23/2026	113715 BERRO PROPERTY MANAGEMENT	RA-PATTERSON 07/2026		RENTAL ASSISTANCE PROGRAM	495.00
					Total :	**495.00**
185455	6/23/2026	113412 BLUETRITON BRANDS INC	06E8710038701		DRINKING WATER FILTRATION SYSTEM	60.64
					Total :	**60.64**
185456	6/23/2026	110923 CALIFORNIA CITIES GAMING, AUTHORITY	2026B	020-00075	CCGA SPECIAL ASSESSMENT FEE	12,000.00
					Total :	**12,000.00**
185457	6/23/2026	823003 CARL WARREN & COMPANY	MAY 2026		CLAIMS MANAGEMENT	2,003.43
					Total :	**2,003.43**
185458	6/23/2026	112073 CAROLLO ENGINEERS, INC	FB81215	024-01090	STORM DRAIN MASTER PLAN PROJEC	11,374.75
			FB82667	024-01090	STORM DRAIN MASTER PLAN PROJEC	10,312.00
			FB83010	024-01090	STORM DRAIN MASTER PLAN PROJEC	3,670.75
					Total :	**25,357.50**
185459	6/23/2026	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	52218		LEGAL SERVICES	483.00
			52219		LEGAL SERVICES	1,219.00
			52220		LEGAL SERVICES	2,783.00
			52221		LEGAL SERVICES	1,311.00
			52241		LEGAL SERVICES	92.00
			52371		LEGAL SERVICES	796.95
			52372		LEGAL SERVICES	986.70
			52373		LEGAL SERVICES	690.00
					Total :	**8,361.65**
185460	6/23/2026	303331 CDTFA	MAY 2026		DIESEL FUEL EXEMPT BUS	17.00
					Total :	**17.00**
185461	6/23/2026	106228 CENTURY INDUSTRIES, LLC	0026694	034-00747	STAGE INSPECTION	7,100.00
					Total :	**7,100.00**
185462	6/23/2026	110605 CHANDLER ASSET MANAGEMENT	2605GARDENA	023-01628	INVESTMENT MGMT SERVICES - MAY 2	2,785.22
					Total :	**2,785.22**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185463	6/23/2026	104126 CHARTER COMMUNICATIONS	187854501060726	023-01619	CABLE & BACKUP INTERNET SERVICE	5,233.08
					Total :	**5,233.08**
185464	6/23/2026	103269 CINCO DE MAYO COMMITTEE	FRANCIS 25/26.		COMMUNITY PROMOTION	200.00
					Total :	**200.00**
185465	6/23/2026	312105 CITY OF LOS ANGELES	2025033522	024-01235	B PERMIT DEPOSIT - TRAFFIC SIGNAL	10,000.00
					Total :	**10,000.00**
185466	6/23/2026	113828 CLARKE, JOHN J	RA-MEDRANO 07/2026		RENTAL ASSISTANCE PROGRAM	1,087.50
					Total :	**1,087.50**
185467	6/23/2026	111534 CLEAN ENERGY	CE12838944	037-10478	CNG O&M SERVICES - MARCH 2026	12,917.00
					Total :	**12,917.00**
185468	6/23/2026	106712 CODE 5 GROUP, LLC	4026		MONTHLY TRACKING SERVICE	3,000.00
					Total :	**3,000.00**
185469	6/23/2026	111708 COMMLINE, INC.	0533690	020-00077	CHRISTMAS LIGHTING INSTALLATION	7,500.00
					Total :	**7,500.00**
185470	6/23/2026	102388 COPYLAND, INC.	93862	037-10457	GTRANS - 80LB COLOR BROCHURES,	1,675.19
			93870	037-10457	GTRANS - 10X3" B&W VINYL DECAL	61.91
			93961	037-10457	GTRANS - COLOR BUS CARDS ,11"X26	209.37
					Total :	**1,946.47**
185471	6/23/2026	109913 COSTAR REALTY INFORMATION INC.	124198666	032-00228	COSTAR SUITE - JUNE 2026	985.16
					Total :	**985.16**
185472	6/23/2026	104543 COUNTY OF LOS ANGELES	IN1587400		PUBLIC HEALTH FEE - BELL MEMORIAI	274.00
			IN1587401		PUBLIC HEALTH FEE - ROWLEY PARK~	274.00
					Total :	**548.00**
185473	6/23/2026	103353 CRM COMPANY, LLC.	LA30214		SCRAP TIRE DISPOSAL FEE	69.50
			LA30238		SCRAP TIRE DISPOSAL FEE	208.50
					Total :	**278.00**
185474	6/23/2026	106193 CUMMINS SALES AND SERVICE	X4-260596589	037-10470	GTRANS AUTO PARTS	733.81

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185474	6/23/2026	106193 CUMMINS SALES AND SERVICE	(Continued)			
			X4-260596666	037-10470	GTRANS AUTO PARTS	118.24
					Total :	**852.05**
185475	6/23/2026	110319 CWE DIRECTOR	F26146	024-01181	MS4 & NPDES MONITORING & COMPLI	1,277.83
			F26337	024-01181	MS4 & NPDES MONITORING & COMPLI	4,567.68
					Total :	**5,845.51**
185476	6/23/2026	104736 D&R OFFICE WORKS, INC.	138543	037-10507	GTRANS BUILDING A FURNITURE	300.00
			138681 BAL	034-00721	AQUATIC & SENIOR CENTER FURNITU	164.37
			139599		PW OFFICE SUPPLIES	4,502.88
					Total :	**4,967.25**
185477	6/23/2026	111874 DAVID VOLZ DESIGN LANDSCAPE, ARCHITEC	423436	024-00940	ROWLEY PARK SIGN, JN529	2,360.00
					Total :	**2,360.00**
185478	6/23/2026	312117 DEPARTMENT OF WATER & POWER	060126		LIGHT & POWER	95.47
					Total :	**95.47**
185479	6/23/2026	105861 DIVERSIFIED FALL PROTECTION	07-007257	037-10484	FALL PROTECTION INSPECTION & REF	1,380.00
					Total :	**1,380.00**
185480	6/23/2026	104500 DOOLEY ENTERPRISES, INC	71874	035-01396	PD AMMUNITION SUPPLIES	31,530.88
					Total :	**31,530.88**
185481	6/23/2026	104258 DR. MARTIN LUTHER KING JR., CULTURAL CC	FRANCIS 25/26		COMMUNITY PROMOTION	500.00
					Total :	**500.00**
185482	6/23/2026	113586 DRASIN, CORINNE	RA-LOPEZ 07/2026		RENTAL ASSISTANCE PROGRAM	332.80
					Total :	**332.80**
185483	6/23/2026	105418 EMPIRE CLEANING SUPPLY	S7627095		CUSTODIAL SUPPLIES	-6.64
			S7627095.002	034-00713	CUSTODIAL SUPPLIES	46.34
			S7627095.003	034-00713	CUSTODIAL SUPPLIES	639.30
			S7627095.004	034-00713	CUSTODIAL SUPPLIES	505.54
			S7627095.005	034-00713	CUSTODIAL SUPPLIES	206.68
			S7738198	034-00713	CUSTODIAL SUPPLIES	1,169.31
			S7738213	034-00713	CUSTODIAL SUPPLIES	1,430.59

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185483	6/23/2026	105418 EMPIRE CLEANING SUPPLY	(Continued)			
			SE000220	S	CUSTODIAL SUPPLIES	-12.60
			SE035887	S	CUSTODIAL SUPPLIES	-29.36
					Total :	**3,949.16**
185484	6/23/2026	106459 ENTERPRISE FM TRUST	FBN5658164	023-01620 023-01572 023-01634 023-01638 037-10492 023-01620 023-01572	ENTERPRISE LEASE - JUNE 2026	11,406.44
			FBN5658167	023-01620	ENTERPRISE LEASE - JUNE 2026 - PD	11,409.84
					Total :	**22,816.28**
185485	6/23/2026	113896 ESTRADA, JESSE	CIT #411137944		PARKING CITATION REFUND	80.00
					Total :	**80.00**
185486	6/23/2026	112290 EUROFINS TESTOIL, INC.	478425		SAMPLE KITS	471.60
					Total :	**471.60**
185487	6/23/2026	105650 EWING IRRIGATION PRODUCTS	30457055		PARK MAINT SUPPLIES	117.66
					Total :	**117.66**
185488	6/23/2026	106129 FEDEX	9-328-02648		SHIPPING SERVICES	52.94
			9-337-18896		SHIPPING SERVICES	57.28
					Total :	**110.22**
185489	6/23/2026	113708 FERANDELL TENNIS COURTS, INC.	2026-76		ROWLEY PARK BASKETBALL COURT R	9,965.25
					Total :	**9,965.25**
185490	6/23/2026	103083 FIRST ADVANTAGE LNS OCC HEALTH, SOLUT	2502722605		DRUG TEST/ADMIN FEE	300.93
					Total :	**300.93**
185491	6/23/2026	106545 FLEETPRIDE, INC	134794152		STREET SWEEPER SUPPLIES	91.47
					Total :	**91.47**
185492	6/23/2026	106465 FOX FIRST AID & SAFETY INC	77164		PARK MAINT SUPPLIES	16.58

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185492	6/23/2026	106465 FOX FIRST AID & SAFETY INC	(Continued)			
			77403		STREET MAINT SUPPLIES	70.72
			78059		TREE MAINT SUPPLIES	370.18
			78074		PARK MAINT SUPPLIES	216.58
					Total :	**674.06**
185493	6/23/2026	113810 FSB PROPERTIES 1203 W 144TH ST, LLC	RA-WATSON 07/2026		RENTAL ASSISTANCE PROGRAM	899.50
					Total :	**899.50**
185494	6/23/2026	112464 GARDENA HONDA	175825		GTRANS AUTO PARTS	5.81
					Total :	**5.81**
185495	6/23/2026	107735 GARDENA NISSAN	GN5409	034-00750	2026 NISSAN PATHFINDER VIN #5N1DF	41,324.85
					Total :	**41,324.85**
185496	6/23/2026	619005 GAS COMPANY, THE	058-854-91703 060526		CNG FUEL	851.26
					Total :	**851.26**
185497	6/23/2026	106470 GILLIG LLC	41440821	037-10471	GTRANS AUTO PARTS	145.49
			41447930	037-10409	GTRANS AUTO PARTS	5,893.70
			5062806		GTRANS AUTO PARTS	-124.37
			5062807		GTRANS AUTO PARTS	-150.54
					Total :	**5,764.28**
185498	6/23/2026	111798 GOBBLE, SCOTT	061226	024-01032	DECORATIVE LIGHTING PROJECT, JN 9	1,800.00
					Total :	**1,800.00**
185499	6/23/2026	619004 GOLDEN STATE WATER CO.	060426		WATER	18,620.77
					Total :	**18,620.77**
185500	6/23/2026	107513 GRAINGER	9931996582		GTRANS MAINT SUPPLIES	151.80
			9931996590		GTRANS MAINT SUPPLIES	52.11
			9935751033		GTRANS MAINT SUPPLIES	126.37
			9940206627		PW AUTO SUPPLIES	2,869.21
			9940733422		GTRANS MAINT SUPPLIES	75.36
			9944530154		PW AUTO SUPPLIES	2,839.73
			9944711044		PW AUTO SUPPLIES	809.14

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185500	6/23/2026	107513 107513 GRAINGER	(Continued)		**Total :**	**6,923.72**
185501	6/23/2026	112374 GRIFFIN STRUCTURES, INC.	GSI-GCASC-41	024-00910	AQUATIC & SENIOR CENTER, JN978	24,241.13
					Total :	**24,241.13**
185502	6/23/2026	108012 H&H AUTO PARTS WHOLESALE	1IN0777490		PW AUTO PARTS	1,544.58
					Total :	**1,544.58**
185503	6/23/2026	113873 HANALEI PARTNERS LLC	RA-GARNER 07/2026		RENTAL ASSISTANCE PROGRAM	406.50
					Total :	**406.50**
185504	6/23/2026	108434 HOME DEPOT CREDIT SERVICES	0771043		PW MAINT SUPPLIES	2,928.25
			2554282		PD PROGRAM SUPPLIES	131.80
			2904123		CUSTODIAL SUPPLIES	36.38
			3532473		GTRANS FACILITIES SUPPLIES	71.77
			3532498		GTRANS MAINT SUPPLIES	245.42
			5541358		PD PROGRAM SUPPLIES	16.44
			7902100		REC PROGRAM SUPPLIES	88.36
			7904231		REC PROGRAM SUPPLIES	25.38
			8825559		GTRANS MAINT SUPPLIES	69.95
			900658		REC PROGRAM SUPPLIES	373.49
			9109634		GTRANS MAINT SUPPLIES	496.15
			9903625		GTRANS MAINT SUPPLIES	127.36
			9903686		PD PROGRAM SUPPLIES	3.83
					Total :	**4,614.58**
185505	6/23/2026	113276 HYDRAULIC ELECTRIC COMPONENT, SUPPLY	0154545		GTRANS AUTO PARTS	802.14
					Total :	**802.14**
185506	6/23/2026	110222 INTERAMERICAN MOTOR, LLC	065-802954		GTRANS AUTO PARTS	163.93
					Total :	**163.93**
185507	6/23/2026	111593 INTER-CON SECURITY SYSTEMS INC	BD0896556	037-10534	GTRANS SECURITY SERVICES - MAY 2	6,684.16
			BD0896558		REC SECURITY SERVICES - MAY 2026	313.32
			BD0896583	037-10534	GTRANS SECURITY SERVICES - MAY 2	30.74
					Total :	**7,028.22**
185508	6/23/2026	113868 INTERNATIONAL E-Z UP, INC.	INV0774227	034-00738	RECREATION EVENTS SUPPLIES	5,120.59

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Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amount
185508	6/23/2026	113868	113868 INTERNATIONAL E-Z UP, INC.	(Continued)		**Total :**	**5,120.59**
185509	6/23/2026	106714	INTERSTATE BATTERIES OF, CALIFORNIA CO.	120175310	037-10472	GTRANS AUTO PARTS	724.61
				120175928	037-10472	GTRANS AUTO PARTS	579.69
						Total :	**1,304.30**
185510	6/23/2026	104659	IRON MOUNTAIN INFORMATION, MANAGEME	LJXB445		OFF-SITE STORAGE SERVICES - MAY 2	65.62
						Total :	**65.62**
185511	6/23/2026	111715	ISLAND BREEZE APARTMENTS	RA-DOUGLAS 07/2026		RENTAL ASSISTANCE PROGRAM	856.00
						Total :	**856.00**
185512	6/23/2026	103064	ITERIS, INC.	190605	024-01203	CONSULTANT SERVICES - FIBER INFR/	32,925.00
						Total :	**32,925.00**
185513	6/23/2026	110733	J & S PROPERTY MANAGEMENT AND, MAINTE	10097		LANDSCAPE MAINTENANCE SERVICE	2,190.00
						Total :	**2,190.00**
185514	6/23/2026	113743	JANICE SARUWATARI LBT FBO	RA-CARILLO 07/2026		RENTAL ASSISTANCE PROGRAM	368.75
						Total :	**368.75**
185515	6/23/2026	113532	JBT MOBILE DETAIL LLC	2850	037-10481	40' BUS INTERIOR DETAILING	6,504.75
				2851	037-10481	40' BUS INTERIOR DETAILING	6,040.13
						Total :	**12,544.88**
185516	6/23/2026	113890	JHL SOUND PRODUCTIONS INC	052926	034-00745	ENTERTAINMENT SERVICES - JAZZ FE	7,500.00
						Total :	**7,500.00**
185517	6/23/2026	108107	JTB SUPPLY COMPANY, INC	116805		SIGNS/SIGNALS SUPPLIES	4,773.60
						Total :	**4,773.60**
185518	6/23/2026	106184	KAY PARK RECREATION CORP	208287		STEEL COAL ASH RECEPTACLE	4,343.23
						Total :	**4,343.23**
185519	6/23/2026	113905	KELTON TITLE CORPORATION	RA-MENDOZA 07/2026		RENTAL ASSISTANCE PROGRAM	997.50
						Total :	**997.50**
185520	6/23/2026	211429	KEMP, TAMARA	MAY 2026		DANCE INSTRUCTOR	1,230.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185520	6/23/2026	211429 211429 KEMP, TAMARA	(Continued)		**Total :**	**1,230.00**
185521	6/23/2026	110848 KREUZER CONSULTING GROUP	26-072	024-01134	CONSULTANT SERVICES - LOCAL STRI	1,960.00
					Total :	**1,960.00**
185522	6/23/2026	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	26051106683	024-01161	TRAFFIC SIGNAL MAINTENANCE	3,179.66
					Total :	**3,179.66**
185523	6/23/2026	109939 LA UNIFORMS & TAILORING	32829		PD UNIFORM SUPPLIES	13.26
			32876		PD UNIFORM SUPPLIES	184.98
			32883		PD UNIFORM SUPPLIES	46.41
			33034		PD UNIFORM SUPPLIES	233.04
					Total :	**477.69**
185524	6/23/2026	105135 LAEDC	2370	032-00251	ANNUAL LAEDC INVESTOR MEMBERSI	5,000.00
					Total :	**5,000.00**
185525	6/23/2026	113903 LEXITAS	148522		LEGAL SERVICES	863.80
			148557		LEGAL SERVICES	1,406.25
					Total :	**2,270.05**
185526	6/23/2026	113811 LOGAN, MARY F.	RA-LANE 07/2026		RENTAL ASSISTANCE PROGRAM	662.50
					Total :	**662.50**
185527	6/23/2026	113301 M & K METAL CO.	427232		BUS MAINT SUPPLIES	38.92
					Total :	**38.92**
185528	6/23/2026	105082 MAJESTIC LIGHTING, INC.	ML92584		BLDG MAINT SUPPLIES	305.17
			ML92619		BLDG MAINT SUPPLIES	252.24
					Total :	**557.41**
185529	6/23/2026	106794 MARAVILLA FOUNDATION	PERMIT #80026-0015		PERMIT CANCELLATION REFUND	56.00
					Total :	**56.00**
185530	6/23/2026	104841 MAR-CO EQUIPMENT COMPANY	216488		STREET SWEEPER SUPPLIES	730.00
					Total :	**730.00**
185531	6/23/2026	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	E55284		FIRE EXTINGUISHER SERVICE - CITY H	700.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185531	6/23/2026	113046 MARX BROS. FIRE EXTINGUISHER, CO., INC.	(Continued)			
			M20605		FIRE EXTINGUISHER SERVICE - GTRAI	3,250.00
					Total :	**3,950.00**
185532	6/23/2026	113064 MCMASTER-CARR SUPPLY COMPANY	65481933		GTRANS SHOP SUPPLIES	242.64
			65731274		GTRANS SHOP SUPPLIES	462.21
			65887266		GTRANS SHOP SUPPLIES	497.37
			65896876		GTRANS SHOP SUPPLIES	79.36
			66296105		GTRANS SHOP SUPPLIES	108.29
					Total :	**1,389.87**
185533	6/23/2026	112524 MDG ASSOCIATES, INC.	20683	032-00229	CDBG HOUSING REHAB PROGRAM - M	15,323.50
					Total :	**15,323.50**
185534	6/23/2026	112524 MDG ASSOCIATES, INC.	20775	032-00229	CDBG ADMINISTRATION - APRIL 2026	7,749.00
			20776	032-00229	CDBG HOUSING REHAB PROGRAM - A	13,765.00
			20777	032-00229	CDBG ADMINISTRATION SOFTWARE - A	500.00
			20778	032-00229	CDBG HOUSING REHAB PROGRAM SC	500.00
			20780		PLHA HOUSING REHAB PROGRAM - AF	246.00
					Total :	**22,760.00**
185535	6/23/2026	113299 MERRIMAC ENERGY GROUP	2247060	037-10463	87 OCTANE REGULAR UNLEADED FUE	44,576.99
					Total :	**44,576.99**
185536	6/23/2026	111604 MICRO ELECTRONICS, INC	14403229		COMPUTER REPLACEMENT PARTS	10,026.20
					Total :	**10,026.20**
185537	6/23/2026	111981 MIRANDA, ELNNER	03/23-04/13		OCTA CERTIFIED MAINTENANCE TRAIN	278.40
					Total :	**278.40**
185538	6/23/2026	113004 MISSION STEEL FABRICATION	10721	037-10530	BRACKET KIT FOR GILLIG BUS BARRIE	52,294.13
					Total :	**52,294.13**
185539	6/23/2026	113029 MONTEREY APARTMENTS	RA-MORAN 07/2026		RENTAL ASSISTANCE PROGRAM	480.00
					Total :	**480.00**
185540	6/23/2026	113876 MOSELEY, CLIFTON	061026	034-00749	ENTERTAINMENT SERVICES - JAZZ FE	4,000.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185540	6/23/2026	113876 113876 MOSELEY, CLIFTON	(Continued)		**Total :**	**4,000.00**
185541	6/23/2026	113355 MR. HOSE INC.	275955		STREET SWEEPER SUPPLIES	359.25
					Total :	**359.25**
185542	6/23/2026	106803 MSDSONLINE, INC.	350682		SDS MANAGEMENT SYSTEM	3,228.01
					Total :	**3,228.01**
185543	6/23/2026	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	881747		PROPANE GAS	285.79
					Total :	**285.79**
185544	6/23/2026	110960 NINJAONE, LLC	INV88262068927	023-01681	NINJA+ SPLASHTOP RENEWAL	11,700.00
					Total :	**11,700.00**
185545	6/23/2026	105140 NMK CORPORATION	COG-053	023-01633	COMPUTER REPLACEMENT PARTS	44,466.53
					Total :	**44,466.53**
185546	6/23/2026	113742 NORMAN KOUTEK C/O JAMISON, MANAGEME	RA-CONEY 07/2026		RENTAL ASSISTANCE PROGRAM	534.50
					Total :	**534.50**
185547	6/23/2026	110575 OCCUPATIONAL HEALTH CENTERS	90440064		RANDOM TESTS	193.00
			90707156		RANDOM TESTS	445.00
			90707237		RANDOM TESTS	300.00
			90707269		RANDOM TESTS	843.00
			90793103		RANDOM TESTS	1,650.00
			90884648		RANDOM TESTS	1,099.00
			91133650		RANDOM TESTS	599.00
			91133661		RANDOM TESTS	116.00
			91133938		RANDOM TESTS	973.00
			91219310		RANDOM TEST	599.00
			91219592		RANDOM TESTS	135.00
			91220807		RANDOM TESTS	1,621.00
					Total :	**8,573.00**
185548	6/23/2026	115168 OFFICE DEPOT	466825756		HR OFFICE SUPPLIES	-20.66
			468686188		PD OFFICE SUPPLIES	915.82
			468781365		PD OFFICE SUPPLIES	19.44
			468945610		PD OFFICE SUPPLIES	98.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185548	6/23/2026	115168 OFFICE DEPOT	(Continued)			
			469161761-002		HR OFFICE SUPPLIES	25.08
			469162561		HR OFFICE SUPPLIES	19.46
			469162566		HR OFFICE SUPPLIES	23.40
			469571069		PD OFFICE SUPPLIES	48.23
			469572812		PD OFFICE SUPPLIES	15.79
			469611053		HR OFFICE SUPPLIES	58.60
			469613158		HR OFFICE SUPPLIES	25.33
			469884785		PD OFFICE SUPPLIES	27.17
			469884912		PD OFFICE SUPPLIES	44.16
			469884915		PD OFFICE SUPPLIES	85.45
			469884916		PD OFFICE SUPPLIES	63.31
			469884918		PD OFFICE SUPPLIES	73.17
			470415093		HR OFFICE SUPPLIES	50.66
			470446237		PD OFFICE SUPPLIES	215.86
			471418178		PD OFFICE SUPPLIES	80.75
			471929532		PD OFFICE SUPPLIES	-19.44
			472388812		FINANCE OFFICE SUPPLIES	238.98
			472571817		PD OFFICE SUPPLIES	129.53
					Total :	**2,219.08**
185549	6/23/2026	111358 O'REILLY AUTO PARTS	266971		GTRANS AUTO PARTS	44.29
					Total :	**44.29**
185550	6/23/2026	115810 ORKIN PEST CONTROL	296422811		PEST CONTROL - ACCT #27336703	303.31
			297894356		PEST CONTROL - ACCT #27336703	387.59
					Total :	**690.90**
185551	6/23/2026	108382 OSORIO, CLINT	02/11-02/13		2026 CITY MANAGERS CONFERENCE	1,141.98
			02/23-02/27		2026 CSMFO ANNUAL CONFERENCE	2,019.72
					Total :	**3,161.70**
185552	6/23/2026	112771 PANIAGUA BUS REPAIR	1375	037-10537	BUS REPAIR FOR BUS #2009	5,598.13
					Total :	**5,598.13**
185553	6/23/2026	112189 PERFECT SCORE ATHLETIC, TRAINING CENT	05/06-05/20/26		GYMNASTICS INSTRUCTOR SERVICES	1,792.00
					Total :	**1,792.00**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185554	6/23/2026	112859 PET HAVEN CEMETERY	19861	032-00241	PROFESSIONAL CREMATORY SERVICE	820.00
					Total :	**820.00**
185555	6/23/2026	108600 PHOENIX GROUP INFORMATION, SYSTEMS	012026211	035-01399	PARKING CITATION MGMT SERVICES -	11,741.31
			022026211	035-01399	PARKING CITATION MGMT SERVICES -	19,252.70
					Total :	**30,994.01**
185556	6/23/2026	113683 PREMIER PROPERTIES	RA-CLEMONS 07/2026		RENTAL ASSISTANCE PROGRAM	775.00
					Total :	**775.00**
185557	6/23/2026	111883 PROJECT PARTNERS, INC.	28654-A	024-01112	PROJECT MANAGEMENT SERVICES	12,180.00
			28710	024-01112	PROJECT MANAGEMENT SERVICES	7,000.00
					Total :	**19,180.00**
185558	6/23/2026	106092 PRUDENTIAL OVERALL SUPPLY	43121712	037-10473	UNIFORM & SUPPLY RENTAL	411.06
			43122298	034-00712	CUSTODIAL SUPPLIES	43.70
			43122299	024-01168	UNIFORM & SUPPLY RENTAL	172.14
				034-00712		
			43122300	034-00712	UNIFORM & SUPPLY RENTAL	32.05
			43122301	034-00712	SUPPLY RENTAL - MATS - GTRANS	51.20
			43123619	037-10473	UNIFORM & SUPPLY RENTAL	1,834.61
			43124002	034-00712	CUSTODIAL SUPPLIES	3,722.79
			43124003	024-01168	UNIFORM & SUPPLY RENTAL	172.14
				034-00712		
			43124004	034-00712	UNIFORM & SUPPLY RENTAL	32.05
			43124005	034-00712	SUPPLY RENTAL - MATS - GTRANS	51.20
			43124006	034-00712	SUPPLY RENTAL - MATS - NCC	13.83
			43124007	034-00712	SUPPLY RENTAL - MATS - CH	19.42
			43124008	034-00712	SUPPLY RENTAL - MATS - PD	29.70
			43124009	034-00712	SUPPLY RENTAL - MATS - HS	11.88
					Total :	**6,597.77**
185559	6/23/2026	116575 PSYCHOLOGICAL CONSULTING, ASSOCIATES	902701		PEER SUPPORT TRAINING	1,540.00
			902703		INDIVIDUAL PSYCHOTHERAPY	578.00
			902712		INDIVIDUAL PSYCHOTHERAPY	289.00
					Total :	**2,407.00**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185560	6/23/2026	109466 PYNN, DANA	05/16-05/20		2026 APTA MOBILITY CONFERENCE AN	200.00
					Total :	**200.00**
185561	6/23/2026	104868 PYRO-COMM SYSTEMS, INC.	71847	037-10487	FIRE ALARM TESTING - BLDG C	500.00
			71848	037-10487	FIRE ALARM TESTING - BLDG B	500.00
					Total :	**1,000.00**
185562	6/23/2026	103072 REACH	062661		EAP SERVICES	820.00
					Total :	**820.00**
185563	6/23/2026	108886 REDMON GROUP INC.	RG2022736	037-10501	GTRANS WEBSITE SUPPORT	2,910.00
					Total :	**2,910.00**
185564	6/23/2026	108739 REVENUE & COST SPECIALISTS, LLC	E008	023-01682	COST ALLOCATION PLAN STUDY	10,000.00
					Total :	**10,000.00**
185565	6/23/2026	110510 REYES, MELYSSA	05/17-05/20		2026 APTA MOBILITY CONFERENCE AN	299.01
					Total :	**299.01**
185566	6/23/2026	109668 RHEE, KATHERINE	04/29-05/01		2026 CMCA ANNUAL CONFERENCE	100.00
					Total :	**100.00**
185567	6/23/2026	113891 RIGG CONSULTING, INC.	GAR001 06/01/26	024-01231	ENGINEERING CONSULTING SERVICES	9,600.00
					Total :	**9,600.00**
185568	6/23/2026	112433 RIGHTWAY HEALTHCARE, INC	INV11135045	023-01624	CARE NAVIGATION COORDINATORS	1,963.00
					Total :	**1,963.00**
185569	6/23/2026	100585 RKA CONSULTING GROUP	37017		ENGINEERING & SURVEYING SERVICE	1,960.00
					Total :	**1,960.00**
185570	6/23/2026	112339 ROMANO, KEVIN	04/15-04/29		OCTA CERTIFIED MAINTENANCE TRAIN	232.00
			05/15-05/20.		2026 APTA MOBILITY CONFERENCE AN	173.54
					Total :	**405.54**
185571	6/23/2026	119126 S.B.R.P.C.A.	04771		PW AUTO PARTS	389.79
					Total :	**389.79**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185572	6/23/2026	119015 SAFETY-KLEEN CORPORATION	99853194		PW CLARIFIER CLEANING SERVICES	443.18
					Total :	**443.18**
185573	6/23/2026	119045 SAXE-CLIFFORD, PH.D., SUSAN	26-0521-2		PSYCHOLOGICAL EVALUATIONS	450.00
					Total :	**450.00**
185574	6/23/2026	109609 SEA COAST DESIGN GROUP	26223		ERGONOMIC OFFICE CHAIR	851.16
					Total :	**851.16**
185575	6/23/2026	220288 SECOND TIME AROUND SENIORS, CLUB	FRANCIS 25/26.		COMMUNITY PROMOTION	200.00
					Total :	**200.00**
185576	6/23/2026	119233 SHERWIN-WILLIAMS CO.	6593-0		SIGNS/SIGNALS SUPPLIES	162.90
					Total :	**162.90**
185577	6/23/2026	107761 SOCAL STORMWATER RUNOFF, SOLUTION S	14790	037-10479	FACILITY STORMWATER COMPLIANCE	510.00
					Total :	**510.00**
185578	6/23/2026	119359 SOUTH BAY CITIES COUNCIL, OF GOVERNME	MD2027-GARDENA	020-00076	ANNUAL MEMBERSHIP DUES FY 2026-	30,005.40
					Total :	**30,005.40**
185579	6/23/2026	119447 SOUTH BAY FORD	591305		PW AUTO PARTS	172.82
			757568		PW AUTO PARTS	260.71
					Total :	**433.53**
185580	6/23/2026	103202 SOUTHERN COUNTIES LUBRICANTS, LLC	118038		BUS AUTOMOTIVE FLUIDS	4,972.02
					Total :	**4,972.02**
185581	6/23/2026	109067 SPEAKWRITE	10821d5b		TRANSCRIPTION SERVICES - MAY 202	220.54
					Total :	**220.54**
185582	6/23/2026	104453 SPICERS PAPER, INC.	50578891		PD OFFICE SUPPLIES	2,340.24
					Total :	**2,340.24**
185583	6/23/2026	113745 SPRING PROPERTY GROUP	RA-DELACRUZ 07/2026		RENTAL ASSISTANCE PROGRAM	637.50
					Total :	**637.50**
185584	6/23/2026	113332 SQUARE SIGNS LLC	JN551 05/18/26	024-01227	CITY MESSAGE BOARD AT 162ND & WI	15,530.12

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185584	6/23/2026	113332 113332 SQUARE SIGNS LLC	(Continued)		**Total :**	**15,530.12**
185585	6/23/2026	113757 STERLING, LEE	060426		TRANSIT OPERATIONS TRAINING COO	93.27
					Total :	**93.27**
185586	6/23/2026	112505 T Y LIN INTERNATIONAL	30102606003	037-10323	PROJECT MGMT SVCS, MAINT & ASSE	2,062.67
					Total :	**2,062.67**
185587	6/23/2026	100609 TANK SPECIALISTS OF CALIFORNIA	36227		CERTIFIED DESIGNATED OPERATOR S	198.00
					Total :	**198.00**
185588	6/23/2026	113297 TECHNICAL MASTERY SOCCER	MAY 2026		SOCCER INSTRUCTOR	1,623.60
					Total :	**1,623.60**
185589	6/23/2026	113904 THE TYRRELL L. HORIBE TRUST	RA-NORMIS		RENTAL ASSISTANCE PROGRAM	2,100.00
					Total :	**2,100.00**
185590	6/23/2026	113904 THE TYRRELL L. HORIBE TRUST	RA-NORMIS 07/2026		RENTAL ASSISTANCE PROGRAM	1,050.00
					Total :	**1,050.00**
185591	6/23/2026	112931 THERMAL CONCEPTS, INC.	P18209-1	024-01191	PUBLIC WORKS HVAC REPLACEMENT	63,650.00
			P18209-2	024-01191	PUBLIC WORKS HVAC REPLACEMENT	3,505.41
					Total :	**67,155.41**
185592	6/23/2026	110238 TIREHUB, LLC	59133272		TIRES - GY ARMOR MAX MSA 425 65/22	4,529.07
			59159888		TIRES - GY WRL WORKHSE HT 265 75/	545.74
					Total :	**5,074.81**
185593	6/23/2026	105070 T-MOBILE USA, INC.	L2605280056		PROSPECTIVE PRECISION LOCATION	515.00
			L2605280085		TIME DIFFERENCE OF ARRIVAL	515.00
			L2605280306		PROSPECTIVE PRECISION LOCATION	515.00
					Total :	**1,545.00**
185594	6/23/2026	113717 TOP TEAM REALTY, INC	RA-WEBB 07/2026		RENTAL ASSISTANCE PROGRAM	638.75
					Total :	**638.75**
185595	6/23/2026	104806 TOYOTA LIFT OF L.A.	PSI-0498509		PM SERVICE - FORKLIFT #8FGCU25	269.16

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185595	6/23/2026	104806 104806 TOYOTA LIFT OF L.A.	(Continued)		**Total :**	**269.16**
185596	6/23/2026	106018 TRANE U.S. INC.	316013880	037-10495	BUS FACILITY SERVICE MAINTENANCE	1,235.02
					Total :	**1,235.02**
185597	6/23/2026	105717 TRANSPORTATION MANAGEMENT, & DESIGN	1199-07	037-10502	GTRANS COMPREHENSIVE OPERATIO	4,635.76
					Total :	**4,635.76**
185598	6/23/2026	105556 TRIANGLE SPORTS, INC.	43963		YOUTH & ADULT SPORTS SUPPLIES	3,556.56
					Total :	**3,556.56**
185599	6/23/2026	120854 TURF STAR INC.	INV158280		PW AUTO PARTS	111.69
			INV158388		PARK MAINT SUPPLIES	844.43
					Total :	**956.12**
185600	6/23/2026	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	CDD 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	326.95
			HOWARD 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	7,664.53
			NOLAN 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	2,527.70
			NOLAN 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	1,195.98
			PD TRAINING 04/22/26		CAL CARD STATEMENT 03/24-04/22/26	160.95
			PD TRAINING2 4/22/26		CAL CARD STATEMENT 03/24-04/22/26	1,816.25
			PD TRAINING3 4/22/26		CAL CARD STATEMENT 03/24-04/22/26	2,294.00
			PD TRAINING4 4/22/26		CAL CARD STATEMENT 03/24-04/22/26	847.16
			PYNN 05/22/26	037-10535	CAL CARD STATEMENT 04/23-05/22/26	9,286.88
			RIGG 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	34.00
			ROMERO 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	869.90
			TSUJIUCHI 05/22/26		CAL CARD STATEMENT 04/23-05/22/26	3,317.24
					Total :	**30,341.54**
185601	6/23/2026	122227 U-HAUL	5405267652		REC RENTAL SERVICES	224.75
					Total :	**224.75**
185602	6/23/2026	104692 ULINE	208501924		REC PROGRAM SUPPLIES	1,364.14
			208610634		BUS SHOP SUPPLIES	523.23
			208896796		REC PROGRAM SUPPLIES	5,870.91
					Total :	**7,758.28**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185603	6/23/2026	100410 ULTRASYSTEMS ENVIRONMENTAL	13787	032-00237	ENVIRONMENTAL CONSULTING SERVI	40,256.00
					Total :	**40,256.00**
185604	6/23/2026	121275 UNDERGROUND SERVICE ALERT, OF SC	25-263945		CA STATE FEE FOR REGULATORY COS	49.29
			520260310		NEW TICKET CHARGES	141.15
					Total :	**190.44**
185605	6/23/2026	107596 UNION PACIFIC RAILROAD COMPANY	90162224	024-01007	ARTESIA BLVD ARTERIAL IMPVT PROJ,	6,419.15
					Total :	**6,419.15**
185606	6/23/2026	122050 VERIZON WIRELESS	6144056477		REC CELL PHONE SERVICE	1,310.25
					Total :	**1,310.25**
185607	6/23/2026	122435 VISTA PAINT CORPORATION	2026-338978		GTRANS FACILITY PAINT	144.28
			2026-338978-00		GTRANS FACILITY PAINT	144.28
					Total :	**288.56**
185608	6/23/2026	108657 VORTEX INDUSTRIES, LLC	07-2268532	024-01223	FREEMAN PARK SECURITY SHUTTERS	36,723.20
					Total :	**36,723.20**
185609	6/23/2026	113626 WAISMAN CONTRUCTION INC	06	024-01187	CIVIC CENTER LIGHTING IMPROVEME	66,036.04
					Total :	**66,036.04**
185610	6/23/2026	100212 WATKINS, RAMISI	05/16-05/20		2026 APTA MOBILITY CONFERENCE AN	300.46
					Total :	**300.46**
185611	6/23/2026	104107 WAXIE SANITARY SUPPLY	83946489		BUS SHOP SUPPLIES	270.50
					Total :	**270.50**
185612	6/23/2026	112737 WELLS FARGO VENDOR FINANCIAL, SERVICE	5038733195	023-01622	CITYWIDE COPIER LEASE - JUNE 2026	3,921.66
					Total :	**3,921.66**
185613	6/23/2026	113799 WESTHOME PROPERTY MANAGEMENT	RA-BENNETT 07/2026		RENTAL ASSISTANCE PROGRAM	1,824.50
					Total :	**1,824.50**
185614	6/23/2026	113892 WESTPORT CONSTRUCTION INC	PERMIT #50022-0433		SPECIAL INSPECTION DEPOSIT REFUN	4,500.00
					Total :	**4,500.00**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
185615	6/23/2026	119387 WEX BANK	113106590		FUEL PURCHASES	206.72
					Total :	**206.72**
185616	6/23/2026	104647 WILLDAN ENGINEERING	00714976	032-00238	CONSTRUCTION MANAGEMENT SERV	735.00
					Total :	**735.00**
185617	6/23/2026	112925 WRAP BULLYS INC	61545		GARDENA SIGN LETTER WRAP	1,950.00
					Total :	**1,950.00**
185618	6/23/2026	125001 YAMADA COMPANY, INC.	85584		PARK MAINT SUPPLIES	44.52
					Total :	**44.52**
185619	6/23/2026	111102 YOO, IN KYUNG	05/17-05/20		2026 APTA MOBILITY CONFERENCE AN	216.20
					Total :	**216.20**
211	**Vouchers for bank code :**	usb			**Bank total :**	**2,906,086.45**
211	**Vouchers in this report**				**Total vouchers :**	**2,906,086.45**

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount

CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 22 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 22 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:

_____

_____ 06/23/2026
Mayor Date

_____ _____
Councilmember Date

_____ _____
Councilmember Date

Acknowledged:

_____ _____
Councilmember Date

_____ _____
Councilmember Date

CITY OF GARDENA

INVESTMENT REPORT

May 2026

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

CHANDLER ASSET MANAGEMENT

MONTHLY ACCOUNT STATEMENT

City of Gardena Cons | Account #10647 | As of May 31, 2026

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

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

Custodian:

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

PORTFOLIO SUMMARY

City of Gardena Cons | Account #10647 | As of May 31, 2026

Portfolio Characteristics

Average Modified Duration	1.55
Average Coupon	3.88%
Average Purchase YTM	4.03%
Average Market YTM	4.08%
Average Credit Quality*	AA+
Average Final Maturity	1.82
Average Life	1.69

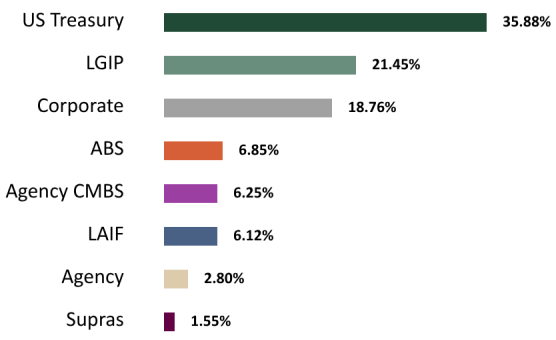
Account Summary

	End Values as of 04/30/2026	End Values as of 05/31/2026
Market Value	98,059,544.99	98,214,138.93
Accrued Interest	585,958.16	561,925.28
Total Market Value	**98,645,503.16**	**98,776,064.21**
Income Earned	329,887.66	239,487.40
Cont/WD	0.00	0.00
Par	91,830,683.43	92,126,862.25
Book Value	98,258,334.01	98,582,142.31
Cost Value	98,056,726.80	98,364,910.37

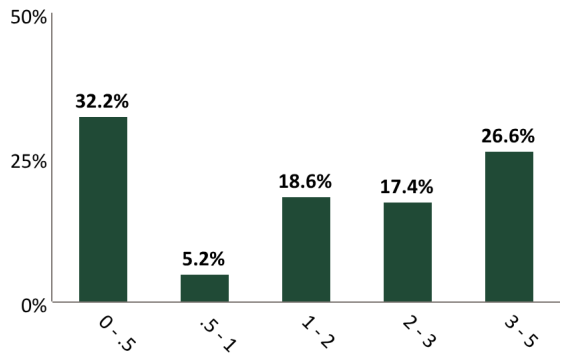
Top Issuers

United States	35.88%
California Asset Mgmt Program	13.89%
CalTrust	7.55%
Federal Home Loan Mortgage Corp	6.25%
LAIF	6.12%
International Bank for Recon and Dev	1.55%
Farm Credit System	1.47%
Federal Home Loan Banks	1.33%

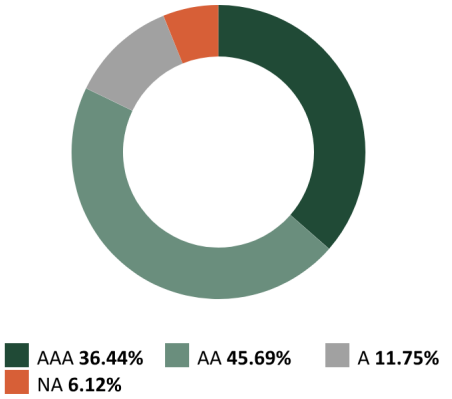
Sector Allocation



Maturity Distribution



Credit Quality*



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

STATEMENT OF COMPLIANCE

City of Gardena Cons | Account #10647 | As of May 31, 2026

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES				
Max % (MV)	100.0	6.2	Compliant	
Max % Issuer (MV)	25.0	6.2	Compliant	
Max Maturity (Years)	5.0	3.7	Compliant	
ASSET-BACKED SECURITIES (ABS)				
Max % (MV)	20.0	6.9	Compliant	
Max % Issuer (MV)	5.0	0.7	Compliant	
Max Maturity (Years)	5.0	4.7	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
BANKERS' ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
Min Rating (A-1 by 1 & A- by 1)	0.0	0.0	Compliant	
CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)				
Max % (MV)	30.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
COMMERCIAL PAPER				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	18.8	Compliant	
Max % Issuer (MV)	5.0	0.8	Compliant	
Max Maturity (Years)	5	4	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	20.0	0.0	Compliant	

STATEMENT OF COMPLIANCE

City of Gardena Cons | Account #10647 | As of May 31, 2026

Rules Name	Limit	Actual	Compliance Status	Notes
Max % Issuer (MV)	5.0	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	2.8	Compliant	
Max % Issuer (MV)	25.0	1.5	Compliant	
Max Callables (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5	2	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	6.0	Compliant	
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)				
Max % (MV)	100.0	21.4	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	0.3	Compliant	
Max % Issuer (MV)	20.0	0.3	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES, CMOS (NON-AGENCY)				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUNICIPAL SECURITIES (CA, OTHER STATES)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A- by 1)	0.0	0.0	Compliant	
MUTUAL FUNDS				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	10.0	0.0	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				

STATEMENT OF COMPLIANCE

City of Gardena Cons | Account #10647 | As of May 31, 2026

Rules Name	Limit	Actual	Compliance Status	Notes
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1 if > FDIC Limit)	0.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	1.5	Compliant	
Max % Issuer (MV)	10.0	1.5	Compliant	
Max Maturity (Years)	5	3	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	35.9	Compliant	
Max Maturity (Years)	5	4	Compliant	

RECONCILIATION SUMMARY

City of Gardena Cons | Account #10647 | As of May 31, 2026

Maturities / Calls

Month to Date	**(550,000.00)**
Fiscal Year to Date	**(28,117,644.00)**

Principal Paydowns

Month to Date	**(183,758.68)**
Fiscal Year to Date	**(1,326,977.85)**

Purchases

Month to Date	**6,147,772.79**
Fiscal Year to Date	**107,417,712.96**

Sales

Month to Date	**(5,162,316.90)**
Fiscal Year to Date	**(85,063,603.25)**

Interest Received

Month to Date	**226,240.03**
Fiscal Year to Date	**3,129,547.38**

Purchased / Sold Interest

Month to Date	**25,457.18**
Fiscal Year to Date	**(239,866.33)**

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2025)
Beginning Book Value	98,258,334.01	105,471,529.46
Maturities/Calls	(550,000.00)	(28,117,644.00)
Principal Paydowns	(183,758.68)	(1,326,977.85)
Purchases	6,147,772.79	107,417,712.96
Sales	(5,162,316.90)	(85,063,603.25)
Change in Cash, Payables, Receivables	55,121.13	7,850.13
Amortization/Accretion	11,823.07	170,513.86
Realized Gain (Loss)	5,166.89	22,761.00
Ending Book Value	98,582,142.31	98,582,142.31

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2025)
Beginning Market Value	98,059,544.99	105,547,571.11
Maturities/Calls	(550,000.00)	(28,117,644.00)
Principal Paydowns	(183,758.68)	(1,326,977.85)
Purchases	6,147,772.79	107,417,712.96
Sales	(5,162,316.90)	(85,063,603.25)
Change in Cash, Payables, Receivables	55,121.13	7,850.13
Amortization/Accretion	11,823.07	170,513.86
Change in Net Unrealized Gain (Loss)	(169,214.37)	(444,045.03)
Realized Gain (Loss)	5,166.89	22,761.00
Ending Market Value	98,214,138.93	98,214,138.93

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									
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	1,087.04	02/16/2023 5.09%	1,086.84 1,087.00	100.07 3.82%	1,087.79 1.52	0.00% 0.79	Aaa/NA AAA	0.89 0.05
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	6,173.04	10/12/2022 3.29%	6,172.56 6,172.95	100.05 3.80%	6,176.19 13.96	0.01% 3.24	Aaa/NA AAA	1.04 0.04
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	9,271.76	01/18/2023 4.56%	9,270.65 9,271.44	100.08 3.92%	9,279.54 18.58	0.01% 8.11	NA/AAA AAA	1.46 0.13
58769GAD5	MBALT 2024-B A3 4.23 02/15/2028	92,727.45	09/17/2024 4.24%	92,711.84 92,719.58	100.08 4.08%	92,800.06 174.33	0.09% 80.47	NA/AAA AAA	1.71 0.43
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	21,786.32	04/04/2023 4.51%	21,785.72 21,786.11	100.10 4.03%	21,807.61 40.58	0.02% 21.51	Aaa/AAA NA	1.71 0.20
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	122,522.34	09/12/2023 5.55%	122,513.93 122,518.81	100.63 3.80%	123,293.50 298.41	0.13% 774.69	Aaa/NA AAA	1.96 0.36
362962AD4	GMALT 2025-2 A3 4.58 05/22/2028	155,000.00	05/20/2025 4.84%	154,997.43 154,998.30	100.41 4.04%	155,629.46 216.91	0.16% 631.16	NA/AAA AAA	1.98 0.70
379965AD8	GMALT 2025-3 A3 4.17 08/21/2028	155,000.00	08/05/2025 4.18%	154,976.44 154,982.67	100.02 4.19%	155,029.61 197.50	0.16% 46.93	NA/AAA AAA	2.22 0.96
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	340,000.00	09/07/2023 5.23%	339,905.75 339,956.82	100.36 3.95%	341,215.16 779.73	0.35% 1,258.34	NA/AAA AAA	2.29 0.28
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2026	340,000.00	09/12/2023 5.29%	339,984.80 339,998.52	100.39 3.89%	341,333.82 790.31	0.35% 1,335.30	NA/AAA AAA	0.29 0.28
05594HAD5	BMWLT 2025-2 A3 3.97 09/25/2028	180,000.00	10/08/2025 4.32%	179,999.50 179,999.61	99.80 4.19%	179,639.87 119.10	0.18% (359.73)	NA/AAA AAA	2.32 1.05
05594HAD5	BMWLT 2025-2 A3 3.97 09/25/2028	180,000.00	10/08/2025 4.32%	179,999.50 179,999.61	99.80 4.19%	179,639.87 119.10	0.18% (359.73)	NA/AAA AAA	2.32 1.05
36273VAD7	GMALT 2026-1 A3 3.88 01/22/2029	195,000.00	02/03/2026 4.11%	194,974.47 194,977.06	99.45 4.30%	193,927.83 231.18	0.20% (1,049.23)	NA/AAA AAA	2.65 1.43
44934QAD3	HART 2024-B A3 4.84 03/15/2029	79,777.35	07/16/2024 5.45%	79,765.31 79,770.12	100.51 4.10%	80,186.75 171.61	0.08% 416.62	NA/AAA AAA	2.79 0.65
36275AAD1	GMALT 2026-2 A3 4.3 03/20/2029	115,000.00	05/05/2026 4.40%	114,987.56 114,987.78	100.01 4.33%	115,008.74 233.51	0.12% 20.96	NA/AAA AAA	2.80 1.65
58770XAD5	MBALT 2025-B A3 3.88 04/16/2029	360,000.00	10/16/2025 4.57%	359,940.92 359,951.23	99.52 4.23%	358,268.11 620.80	0.36% (1,683.12)	NA/AAA AAA	2.88 1.49
448976AD2	HART 2024-C A3 4.41 05/15/2029	140,000.00	10/08/2024 4.46%	139,989.75 139,993.38	100.32 4.03%	140,452.76 274.40	0.14% 459.38	NA/AAA AAA	2.96 0.76

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
05594YAD8	BMWLT 2026-1 A3 4.15 05/25/2029	160,000.00	04/14/2026 4.85%	159,982.32 159,982.95	99.78 4.32%	159,642.54 110.67	0.16% (340.40)	Aaa/NA AAA	2.98 1.74
05594YAD8	BMWLT 2026-1 A3 4.15 05/25/2029	160,000.00	04/14/2026 4.85%	159,982.32 159,982.95	99.78 4.32%	159,642.54 110.67	0.16% (340.40)	Aaa/NA AAA	2.98 1.74
89239TAD4	TAOT 2024-D A3 4.4 06/15/2029	105,000.00	10/10/2024 4.51%	104,994.14 104,996.18	100.21 4.14%	105,224.89 205.33	0.11% 228.71	Aaa/AAA NA	3.04 0.71
38014AAD3	GMCAR 2024-4 A3 4.4 08/16/2029	94,037.01	10/08/2024 4.32%	94,018.90 94,024.98	100.21 4.09%	94,237.22 172.40	0.10% 212.23	Aaa/AAA NA	3.21 0.60
096924AD7	BMWOT 2025-A A3 4.56 09/25/2029	220,000.00	02/04/2025 4.56%	219,978.33 219,984.42	100.42 4.08%	220,924.99 167.20	0.22% 940.57	Aaa/AAA NA	3.32 0.80
437921AD1	HAROT 252 A3 4.15 10/15/2029	105,000.00	04/29/2025 4.15%	104,988.27 104,991.08	99.94 4.24%	104,932.59 193.67	0.11% (58.49)	Aaa/NA AAA	3.38 1.15
58770YAD3	MBALT 2026-A A3 3.93 01/15/2030	95,000.00	01/13/2026 3.97%	94,981.16 94,982.86	99.43 4.27%	94,462.40 165.93	0.10% (520.45)	Aaa/NA AAA	3.63 1.86
58770YAD3	MBALT 2026-A A3 3.93 01/15/2030	100,000.00	01/13/2026 3.97%	99,980.17 99,981.96	99.43 4.27%	99,434.11 174.67	0.10% (547.85)	Aaa/NA AAA	3.63 1.86
92348KDY6	VZMT 2025-3 A1A 4.51 03/20/2030	255,000.00	03/25/2025 4.51%	254,989.04 254,991.62	100.31 4.38%	255,797.13 351.40	0.26% 805.51	Aaa/NA AAA	3.80 0.77
34532BAG6	FORDO 2025-B A3 3.91 04/15/2030	170,000.00	09/23/2025 4.27%	169,981.66 169,984.40	99.45 4.31%	169,061.09 295.42	0.17% (923.31)	Aaa/NA AAA	3.87 1.51
89231GAD0	TAOT 2025-D A3 3.84 06/17/2030	220,000.00	10/15/2025 4.27%	219,974.70 219,977.99	99.37 4.29%	218,610.74 375.47	0.22% (1,367.25)	NA/AAA AAA	4.05 1.52
17305EHA6	CCCIT 2025-A1 A1 4.3 06/21/2030	265,000.00	06/18/2025 4.31%	264,928.11 264,941.53	100.04 4.28%	265,117.71 5,064.44	0.27% 176.18	Aaa/AAA NA	4.06 1.91
17305EHA6	CCCIT 2025-A1 A1 4.3 06/21/2030	190,000.00	10/09/2025 3.90%	191,900.00 191,448.63	100.04 4.28%	190,084.40 3,631.11	0.19% (1,364.23)	Aaa/AAA NA	4.06 1.91
47787DAD3	JDOT 2026 A3 3.87 08/15/2030	120,000.00	03/10/2026 4.49%	119,978.74 119,979.73	98.87 4.57%	118,639.20 206.40	0.12% (1,340.53)	Aaa/NA AAA	4.21 1.69
89240KAD0	TAOT 2026-A A3 3.86 09/15/2030	145,000.00	01/13/2026 4.13%	144,987.65 144,988.60	99.19 4.36%	143,820.72 248.76	0.15% (1,167.89)	Aaa/AAA NA	4.29 1.72
43815CAD0	HAROT 2026-1 A3 3.78 09/23/2030	175,000.00	02/10/2026 3.03%	174,972.12 174,973.83	99.00 4.34%	173,242.48 183.75	0.18% (1,731.36)	Aaa/NA AAA	4.31 1.88
58769MAD2	MBART 261 A3 4.36 10/15/2030	255,000.00	05/12/2026 4.60%	254,944.46 254,944.87	100.03 4.39%	255,071.40 339.72	0.26% 126.53	NA/AAA AAA	4.38 2.11
58769MAD2	MBART 261 A3 4.36 10/15/2030	260,000.00	05/12/2026 4.60%	259,943.37 259,943.79	100.03 4.39%	260,072.80 346.38	0.26% 129.01	NA/AAA AAA	4.38 2.11

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
43814YAD3	HAROT 2026-2 A3 4.3 11/15/2030	265,000.00	05/05/2026 3.02%	264,992.34 264,992.43	99.97 4.35%	264,930.57 569.75	0.27% (61.86)	Aaa/AAA NA	4.46 2.16
448981AD2	HART 2026-A A3 3.79 02/18/2031	230,000.00	02/10/2026 4.30%	229,984.48 229,985.36	98.93 4.34%	227,529.11 387.42	0.23% (2,456.25)	NA/AAA AAA	4.72 2.09
92970QAK1	WFCIT 2026-1 A 4.08 04/16/2029	125,000.00	04/21/2026 4.12%	124,982.48 124,983.02	99.49 4.31%	124,359.13 226.67	0.13% (623.90)	Aaa/NA AAA	2.88 2.65
92970QAK1	WFCIT 2026-1 A 4.08 04/16/2029	255,000.00	04/21/2026 4.12%	254,964.25 254,965.35	99.49 4.31%	253,692.62 462.40	0.26% (1,272.74)	Aaa/NA AAA	2.88 2.65
161571JA3	CHAIT 2026-1 A 4.4 05/15/2029	275,000.00	05/21/2026 4.45%	274,934.94 274,935.18	100.35 4.31%	275,962.50 100.83	0.28% 1,027.32	NA/NA AAA	2.96 2.72
Total ABS		**6,737,382.32**	**4.42%**	**6,738,426.92** **6,738,134.69**	**99.88** **4.23%**	**6,729,269.54** **18,392.00**	**6.85%** **(8,865.14)**		**3.17** **1.45**
AGENCY									
3130B3A29	FEDERAL HOME LOAN BANKS 4.0 10/09/2026	600,000.00	10/21/2024 4.00%	599,994.00 599,998.91	100.09 3.72%	600,543.60 3,466.67	0.61% 544.69	Aa1/AA+ AA+	0.36 0.35
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027	330,000.00	05/23/2024 4.79%	327,333.60 329,137.27	100.57 3.89%	331,893.54 453.75	0.34% 2,756.27	Aa1/AA+ AA+	0.97 0.94
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	700,000.00	03/21/2023 3.99%	715,799.00 705,640.63	100.85 3.99%	705,975.90 7,087.50	0.72% 335.27	Aa1/AA+ AA+	1.78 1.68
3133ERGL9	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028	450,000.00	06/25/2024 4.44%	450,984.50 450,503.17	100.92 4.02%	454,157.55 9,787.50	0.46% 3,654.38	Aa1/AA+ AA+	2.02 1.87
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	650,000.00	12/28/2023 3.89%	660,575.50 655,413.16	100.50 4.04%	653,264.30 12,738.19	0.67% (2,148.86)	Aa1/AA+ AA+	2.54 2.34
Total Agency		**2,730,000.00**	**4.14%**	**2,754,686.60** **2,740,693.15**	**100.58** **3.94%**	**2,745,834.89** **33,533.61**	**2.80%** **5,141.74**		**1.59** **1.49**
AGENCY CMBS									
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	315,516.77	02/06/2024 4.48%	306,371.72 313,665.27	99.51 4.00%	313,965.69 901.85	0.32% 300.43	Aa1/AA+ AAA	0.65 0.49
3137FTFK8	FHMS K-738 A2 1.545 01/25/2027	350,000.00	09/22/2025 3.84%	340,511.72 345,614.49	98.72 4.01%	345,503.20 450.63	0.35% (111.29)	Aa1/AA+ AAA	0.65 0.48
3137F2LJ3	FHMS K-066 A2 3.117 06/25/2027	177,535.72	09/19/2025 3.85%	175,240.24 176,173.37	99.01 4.02%	175,774.57 461.15	0.18% (398.80)	Aa1/AA+ AAA	1.07 0.89
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	500,000.00	08/22/2023 4.98%	470,429.69 489,605.82	98.84 4.13%	494,176.50 1,435.00	0.50% 4,570.68	Aa1/AA+ AAA	1.57 1.42

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
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	350,000.00	08/14/2025 4.01%	345,146.48 346,810.88	98.84 4.13%	345,923.55 1,004.50	0.35% (887.33)	Aa1/AA+ AAA	1.57 1.42
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	465,000.00	05/24/2023 4.34%	446,908.59 458,753.77	98.64 4.15%	458,672.19 1,298.13	0.47% (81.58)	Aa1/AA+ AAA	1.65 1.47
3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	325,000.00	01/23/2024 4.45%	317,814.45 321,620.39	99.14 4.26%	322,221.09 1,063.29	0.33% 600.69	Aaa/AA+ AA+	2.15 2.01
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	155,000.00	09/15/2023 4.86%	148,436.72 152,074.78	99.07 4.26%	153,554.47 503.75	0.16% 1,479.69	Aa1/AA+ AAA	2.24 2.07
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	315,000.00	10/03/2023 5.30%	270,973.83 294,780.39	95.08 4.29%	299,500.11 533.14	0.30% 4,719.72	Aa1/AA+ AAA	2.32 2.17
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	297,000.00	12/07/2023 4.60%	289,783.83 293,557.15	99.33 4.27%	294,996.44 1,002.38	0.30% 1,439.28	Aa1/AA+ AAA	2.32 2.15
3137FJKE8	FHMS K-082 A2 3.92 09/25/2028	220,000.00	09/20/2024 3.81%	220,575.78 220,329.76	99.10 4.26%	218,009.11 718.67	0.22% (2,320.65)	Aa1/AA+ AAA	2.32 2.10
3137FJKE8	FHMS K-082 A2 3.92 09/25/2028	460,000.00	07/25/2025 4.14%	456,334.38 457,327.90	99.10 4.26%	455,837.23 1,502.67	0.46% (1,490.67)	Aa1/AA+ AAA	2.32 2.10
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	240,000.00	10/20/2023 5.40%	223,818.75 232,344.64	98.73 4.28%	236,954.64 756.00	0.24% 4,610.00	Aaa/AA+ AA+	2.40 2.20
3137FK4M5	FHMS K-085 A2 4.06 10/25/2028	350,000.00	07/23/2025 4.11%	348,865.23 349,166.27	99.33 4.28%	347,653.15 1,184.17	0.35% (1,513.13)	Aaa/AA+ AA+	2.40 2.21
3137FKUP9	FHMS K-087 A2 3.771 12/25/2028	338,031.29	07/23/2025 4.11%	334,056.78 335,058.54	98.75 4.24%	333,800.49 1,062.26	0.34% (1,258.05)	Aa1/AAA AA+	2.57 2.29
3137FLN91	FHMS K-091 A2 3.505 03/25/2029	350,000.00	07/23/2025 4.13%	342,384.77 344,172.49	97.86 4.29%	342,493.55 1,022.29	0.35% (1,678.94)	Aa1/AAA AA+	2.82 2.53
3137FMTY8	FHMS K-094 A2 2.903 06/25/2029	700,000.00	12/05/2025 3.87%	677,496.09 680,564.00	95.98 4.31%	671,855.80 1,693.42	0.68% (8,708.20)	Aa1/AA+ AAA	3.07 2.80
3137FRUT6	FHMS K-106 A2 2.069 01/25/2030	350,000.00	07/14/2025 4.28%	318,609.38 324,756.47	92.41 4.34%	323,423.45 603.46	0.33% (1,333.02)	Aa1/AA+ AAA	3.65 3.41
Total Agency CMBS		**6,258,083.79**	**4.33%**	**6,033,758.44** **6,136,376.38**	**98.06** **4.21%**	**6,134,315.22** **17,196.74**	**6.25%** **(2,061.16)**		**2.14** **1.94**
CASH									
CCYUSD	Receivable	18,194.90	--	18,194.90 18,194.90	1.00	18,194.90 0.00	0.02% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	38,343.69	--	38,343.69 38,343.69	1.00	38,343.69 0.00	0.04% 0.00	Aaa/AAA AAA	0.00 0.00

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
CCYUSD	Receivable	18,631.20	--	18,631.20 18,631.20	1.00	18,631.20 0.00	0.02% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		**75,169.79**		**75,169.79** **75,169.79**	**1.00**	**75,169.79** **0.00**	**0.08%** **0.00**		**0.00** **0.00**
CORPORATE									
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	300,000.00	09/19/2023 5.61%	299,277.00 299,946.90	100.19 4.54%	300,582.60 4,743.15	0.31% 635.70	Aa2/A+ AA	0.22 0.13
931142ER0	WALMART INC 1.05 09/17/2026	40,000.00	09/08/2021 1.09%	39,924.40 39,995.53	99.14 4.01%	39,654.80 86.33	0.04% (340.73)	Aa2/AA AA	0.30 0.29
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	390,000.00	11/14/2023 5.25%	393,666.00 390,462.57	100.58 4.28%	392,243.67 1,092.00	0.40% 1,781.11	A2/A- A	0.45 0.36
94988J6F9	WELLS FARGO BANK NA 5.254 12/11/2026	250,000.00	10/22/2025 3.76%	253,795.00 251,605.20	100.58 4.12%	251,455.25 6,202.64	0.26% (149.95)	Aa2/A+ AA-	0.53 0.42
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	170,000.00	02/21/2024 4.85%	169,779.00 169,945.56	100.52 4.07%	170,878.73 2,153.33	0.17% 933.17	A1/AA- NA	0.74 0.63
857477CL5	STATE STREET CORP 4.993 03/18/2027	365,000.00	03/13/2024 4.99%	365,000.00 365,000.00	100.66 4.13%	367,415.21 3,695.51	0.37% 2,415.21	Aa3/A AA-	0.80 0.69
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	450,000.00	10/05/2022 4.70%	436,909.50 447,320.98	99.93 4.08%	449,680.95 1,050.00	0.46% 2,359.97	A2/A+ A+	0.94 0.91
14913UAL4	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027	405,000.00	05/21/2024 4.93%	405,743.58 405,237.59	100.96 3.96%	408,882.33 956.25	0.42% 3,644.74	A1/A A+	0.95 0.92
06051GGA1	BANK OF AMERICA CORP 3.248 10/21/2027	250,000.00	08/26/2025 4.01%	246,100.00 247,481.15	98.92 4.05%	247,306.75 902.22	0.25% (174.40)	A1/A- AA-	1.39 1.34
571748BY7	MARSH & MCLENNAN COMPANIES INC 4.55 11/08/2027	250,000.00	09/12/2025 3.92%	253,065.00 252,010.77	100.41 4.25%	251,034.50 726.74	0.26% (976.27)	A3/A- A-	1.44 1.30
24422EXZ7	JOHN DEERE CAPITAL CORP 4.65 01/07/2028	280,000.00	01/06/2025 4.66%	279,916.00 279,955.04	100.69 4.20%	281,927.52 5,208.00	0.29% 1,972.48	A1/A A+	1.61 1.50
808513AU9	CHARLES SCHWAB CORP 3.2 01/25/2028	250,000.00	09/18/2025 3.94%	245,890.00 247,111.50	98.32 4.26%	245,803.75 2,800.00	0.25% (1,307.75)	A2/A- A	1.65 1.57
06406RAF4	BANK OF NEW YORK MELLON CORP 3.4 01/29/2028	250,000.00	09/18/2025 3.82%	247,665.00 248,355.75	98.97 4.04%	247,431.25 2,880.56	0.25% (924.50)	Aa3/A AA-	1.67 1.58
57636QAW4	MASTERCARD INC 4.875 03/09/2028	290,000.00	04/19/2023 4.17%	298,833.40 293,110.56	101.24 4.14%	293,583.24 3,220.21	0.30% 472.68	Aa3/A+ NA	1.77 1.59

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
64110LAS5	NETFLIX INC 4.875 04/15/2028	240,000.00	09/22/2025 3.88%	245,791.20 244,236.56	101.15 4.23%	242,757.60 1,495.00	0.25% (1,478.96)	A3/A NA	1.88 1.77
91159HHS2	US BANCORP 3.9 04/26/2028	250,000.00	09/12/2025 3.88%	250,102.50 250,073.68	99.34 4.26%	248,355.75 947.92	0.25% (1,717.93)	A3/A A+	1.91 1.81
46647PDA1	JPMORGAN CHASE & CO 4.323 04/26/2028	250,000.00	09/22/2025 4.10%	250,835.00 250,473.65	99.95 4.81%	249,871.50 1,050.73	0.25% (602.15)	A1/A AA-	1.91 0.87
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	300,000.00	09/06/2023 5.10%	282,801.00 292,905.54	99.11 4.19%	297,317.70 925.00	0.30% 4,412.16	A1/A NA	1.92 1.82
58933YBH7	MERCK & CO INC 4.05 05/17/2028	90,000.00	05/08/2023 4.07%	89,927.10 89,971.43	99.83 4.14%	89,846.01 141.75	0.09% (125.42)	Aa3/A+ NA	1.96 1.86
009158BN5	AIR PRODUCTS AND CHEMICALS INC 4.3 06/11/2028	240,000.00	07/17/2025 4.29%	240,043.20 240,029.84	100.09 4.25%	240,226.32 4,873.33	0.24% 196.48	A3/A NA	2.03 1.81
87612EBU9	TARGET CORP 4.35 06/15/2028	250,000.00	09/18/2025 3.88%	252,955.00 252,177.37	100.25 4.22%	250,633.50 5,014.58	0.26% (1,543.87)	A2/A NA	2.04 1.82
29379VCJ0	ENTERPRISE PRODUCTS OPERATING LLC 4.3 06/20/2028	250,000.00	09/12/2025 3.94%	252,262.50 251,663.33	99.94 4.33%	249,845.25 4,807.64	0.25% (1,818.08)	A3/A- A-	2.05 1.91
61776NVE0	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028	250,000.00	08/05/2025 4.30%	250,737.50 250,422.03	100.06 4.41%	250,142.22 4,497.01	0.25% (279.81)	Aa3/A+ AA	2.10 1.04
61776NVE0	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028	250,000.00	08/05/2025 4.30%	250,737.50 250,422.03	100.06 4.41%	250,142.22 4,497.01	0.25% (279.81)	Aa3/A+ AA	2.10 1.04
14913UBB5	CATERPILLAR FINANCIAL SERVICES CORP 4.1 08/15/2028	250,000.00	08/12/2025 4.05%	250,322.50 250,237.17	99.85 4.17%	249,632.08 3,018.06	0.25% (605.08)	A1/A A+	2.21 2.06
63743HFJ6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.05 09/15/2028	240,000.00	07/14/2025 4.40%	244,425.60 243,165.07	101.31 4.44%	243,139.44 2,558.67	0.25% (25.63)	A2/A- A	2.29 2.05
532457DB1	ELI LILLY AND CO 4.0 10/15/2028	250,000.00	09/12/2025 3.89%	250,767.50 250,586.13	99.80 4.09%	249,494.25 1,277.78	0.25% (1,091.88)	Aa3/AA- NA	2.38 2.23
532457DB1	ELI LILLY AND CO 4.0 10/15/2028	250,000.00	09/12/2025 3.89%	250,767.50 250,586.13	99.80 4.09%	249,494.25 1,277.78	0.25% (1,091.88)	Aa3/AA- NA	2.38 2.23
00287YBF5	ABBVIE INC 4.25 11/14/2028	250,000.00	09/18/2025 3.89%	252,420.00 251,837.83	99.98 4.26%	249,947.00 501.74	0.25% (1,890.83)	A2/A- NA	2.46 2.30
91324PEU2	UNITEDHEALTH GROUP INC 4.25 01/15/2029	350,000.00	02/13/2025 4.77%	343,563.50 345,686.51	99.70 4.37%	348,948.25 5,619.44	0.36% 3,261.74	A2/A+ A	2.63 2.42
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	410,000.00	01/24/2024 4.64%	409,331.70 409,643.35	101.29 4.08%	415,296.38 6,339.06	0.42% 5,653.03	A1/A+ NA	2.67 2.45

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
009158BH8	AIR PRODUCTS AND CHEMICALS INC 4.6 02/08/2029	250,000.00	09/18/2025 3.95%	254,982.50 253,929.86	100.51 4.39%	251,275.75 3,609.72	0.26% (2,654.11)	A3/A NA	2.69 2.40
002824BR0	ABBOTT LABORATORIES 3.7 03/09/2029	275,000.00	03/17/2026 4.05%	272,362.75 272,544.71	98.33 4.34%	270,408.33 2,317.64	0.28% (2,136.39)	Aa3/A+ NA	2.77 2.58
693475AW5	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029	250,000.00	07/16/2025 4.34%	242,315.00 244,096.62	97.51 4.38%	243,767.25 910.42	0.25% (329.37)	A3/A- A	2.90 2.71
693475AW5	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029	250,000.00	07/16/2025 4.34%	242,315.00 244,096.62	97.51 4.38%	243,767.25 910.42	0.25% (329.37)	A3/A- A	2.90 2.71
74456QBY1	PUBLIC SERVICE ELECTRIC AND GAS CO 3.2 05/15/2029	250,000.00	07/14/2025 4.40%	239,555.00 241,949.89	96.94 4.32%	242,338.50 355.56	0.25% 388.61	A1/A NA	2.96 2.78
89236TMF9	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029	400,000.00	06/25/2024 4.88%	402,872.00 401,737.68	101.88 4.36%	407,531.20 841.67	0.41% 5,793.52	A1/A+ A+	2.96 2.72
532457DK1	ELI LILLY AND CO 4.15 05/20/2029	95,000.00	05/06/2026 4.17%	94,943.95 94,944.56	99.84 4.21%	94,847.34 120.47	0.10% (97.23)	Aa3/AA- NA	2.97 2.76
90331HPV9	US BANK NA 4.535 05/20/2029	265,000.00	05/14/2026 4.42%	265,129.85 265,128.39	100.03 4.80%	265,090.37 367.21	0.27% (38.02)	A2/A+ AA-	2.97 1.86
341081GT8	FLORIDA POWER & LIGHT CO 5.15 06/15/2029	330,000.00	09/19/2024 4.03%	345,331.80 339,642.12	102.20 4.37%	337,245.81 7,836.58	0.34% (2,396.31)	Aa2/A+ AA-	3.04 2.59
437076DC3	HOME DEPOT INC 4.75 06/25/2029	295,000.00	-- 4.74%	295,110.25 295,069.24	101.27 4.30%	298,760.37 6,072.08	0.30% 3,691.13	A2/A A	3.07 2.70
713448FX1	PEPSICO INC 4.5 07/17/2029	295,000.00	07/15/2024 4.53%	294,542.75 294,714.03	100.65 4.28%	296,903.34 4,941.25	0.30% 2,189.31	A1/A+ NA	3.13 2.77
025816EJ4	AMERICAN EXPRESS CO 4.351 07/20/2029	285,000.00	07/21/2025 4.35%	285,000.00 285,000.00	99.69 4.49%	284,120.87 4,512.35	0.29% (879.13)	A2/A- A	3.14 1.99
025816EJ4	AMERICAN EXPRESS CO 4.351 07/20/2029	290,000.00	07/21/2025 4.35%	290,000.00 290,000.00	99.69 4.49%	289,105.45 4,591.51	0.29% (894.55)	A2/A- A	3.14 1.99
171239AL0	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	250,000.00	08/14/2025 4.14%	254,592.50 253,661.15	100.75 4.40%	251,871.13 3,422.92	0.26% (1,790.03)	A2/A A	3.21 2.84
26444HAH4	DUKE ENERGY FLORIDA LLC 2.5 12/01/2029	450,000.00	12/16/2024 4.72%	406,363.50 419,165.15	93.70 4.46%	421,653.60 5,625.00	0.43% 2,488.45	A1/A NA	3.50 3.29
023135CQ7	AMAZON.COM INC 4.65 12/01/2029	250,000.00	09/18/2025 3.88%	257,150.00 255,912.22	101.00 4.34%	252,506.75 5,812.50	0.26% (3,405.47)	A1/AA AA-	3.50 3.06
06406RCG0	BANK OF NEW YORK MELLON CORP 4.026 01/22/2030	245,000.00	01/14/2026 4.05%	245,060.00 245,052.88	98.87 4.41%	242,236.38 3,534.49	0.25% (2,816.50)	Aa3/A AA-	3.65 2.44
95000U4D2	WELLS FARGO & CO 4.182 01/23/2030	250,000.00	01/16/2026 4.21%	249,812.50 249,829.06	98.98 4.54%	247,447.69 3,717.33	0.25% (2,381.37)	A1/BBB+ A+	3.65 2.44

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
17275RBX9	CISCO SYSTEMS INC 4.75 02/24/2030	250,000.00	08/21/2025 4.24%	255,120.00 254,223.37	101.26 4.38%	253,154.50 3,199.65	0.26% (1,068.87)	A1/AA- NA	3.74 3.28
12572QAL9	CME GROUP INC 4.4 03/15/2030	250,000.00	07/16/2025 4.39%	250,047.50 250,038.45	99.99 4.40%	249,970.75 2,322.22	0.25% (67.70)	Aa3/AA- AA-	3.79 3.42
743315AW3	PROGRESSIVE CORP 3.2 03/26/2030	300,000.00	02/24/2026 4.00%	291,039.00 291,616.35	95.58 4.47%	286,754.74 1,733.33	0.29% (4,861.62)	A2/A A	3.82 3.52
743315AW3	PROGRESSIVE CORP 3.2 03/26/2030	250,000.00	09/12/2025 4.03%	241,522.50 242,850.80	95.58 4.47%	238,962.28 1,444.44	0.24% (3,888.52)	A2/A A	3.82 3.52
06051GMY2	BANK OF AMERICA CORP 4.477 04/23/2030	250,000.00	05/26/2026 4.63%	248,585.00 248,589.96	99.56 4.61%	248,891.50 1,181.43	0.25% 301.54	A1/A- AA-	3.90 2.67
857477DB6	STATE STREET CORP 4.834 04/24/2030	240,000.00	07/14/2025 4.54%	242,992.80 242,431.98	101.34 4.46%	243,209.76 1,192.39	0.25% 777.78	Aa3/A AA-	3.90 3.44
931142FN8	WALMART INC 4.35 04/28/2030	310,000.00	04/23/2025 4.39%	309,463.70 309,580.89	100.45 4.22%	311,402.75 1,236.13	0.32% 1,821.86	Aa2/AA AA	3.91 3.48
09247XAQ4	BLACKROCK FINANCE INC 2.4 04/30/2030	275,000.00	09/18/2025 4.04%	256,214.75 259,059.31	92.88 4.40%	255,410.93 568.33	0.26% (3,648.38)	Aa3/AA- NA	3.91 3.66
665859AV6	NORTHERN TRUST CORP 1.95 05/01/2030	275,000.00	12/22/2025 4.11%	251,545.25 253,905.48	91.16 4.43%	250,679.00 446.88	0.26% (3,226.48)	A2/A+ A+	3.92 3.69
69371RT71	PACCAR FINANCIAL CORP 4.55 05/08/2030	250,000.00	09/18/2025 4.03%	255,457.50 254,635.00	100.80 4.32%	252,011.25 726.74	0.26% (2,623.75)	A1/A+ NA	3.94 3.56
89236TNJ0	TOYOTA MOTOR CREDIT CORP 4.8 05/15/2030	240,000.00	07/15/2025 4.58%	242,239.20 241,833.00	100.98 4.53%	242,358.00 512.00	0.25% 525.00	A1/A+ A+	3.96 3.56
747525BU6	QUALCOMM INC 4.5 05/20/2030	250,000.00	09/18/2025 4.03%	254,890.00 254,145.11	100.50 4.36%	251,250.40 343.75	0.26% (2,894.71)	A2/A NA	3.97 3.53
808513CQ6	CHARLES SCHWAB CORP 4.744 05/21/2030	265,000.00	05/19/2026 4.76%	264,896.65 264,897.43	100.53 4.52%	266,394.43 349.21	0.27% 1,497.00	A2/A- A	3.97 2.74
24422EYE3	JOHN DEERE CAPITAL CORP 4.55 06/05/2030	250,000.00	08/25/2025 4.25%	253,152.50 252,648.17	100.42 4.43%	251,051.25 5,561.11	0.26% (1,596.92)	A1/A A+	4.01 3.55
26444HAJ0	DUKE ENERGY FLORIDA LLC 1.75 06/15/2030	275,000.00	07/14/2025 4.56%	241,290.50 247,315.42	89.86 4.53%	247,107.03 2,219.10	0.25% (208.39)	A1/A NA	4.04 3.79
74464AAC5	PUBLIC STORAGE OPERATING CO 4.375 07/01/2030	215,000.00	07/17/2025 4.58%	213,052.10 213,394.52	99.48 4.52%	213,879.87 3,919.27	0.22% 485.36	A2/A NA	4.08 3.63
713448GH5	PEPSICO INC 4.3 07/23/2030	250,000.00	08/12/2025 4.28%	250,205.00 250,171.28	100.11 4.27%	250,279.05 3,822.22	0.25% 107.77	A1/A+ NA	4.15 3.70
437076DJ8	HOME DEPOT INC 3.95 09/15/2030	250,000.00	09/09/2025 4.02%	249,225.00 249,334.93	98.30 4.39%	245,741.51 2,084.72	0.25% (3,593.42)	A2/A A	4.29 3.87

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
58933YBQ7	MERCK & CO INC 4.15 09/15/2030	250,000.00	09/12/2025 4.03%	251,332.50 251,140.23	99.11 4.38%	247,777.50 2,190.28	0.25% (3,362.73)	Aa3/A+ NA	4.29 3.85
92826CAZ5	VISA INC 4.1 02/12/2031	235,000.00	02/03/2026 4.13%	234,685.10 234,703.90	99.41 4.24%	233,612.78 2,917.26	0.24% (1,091.11)	Aa3/AA- NA	4.70 4.18
532457DL9	ELI LILLY AND CO 4.375 05/20/2031	125,000.00	05/06/2026 4.40%	124,866.25 124,867.13	99.49 4.49%	124,360.88 167.10	0.13% (506.25)	Aa3/AA- NA	4.97 4.41
Total Corporate		**18,540,000.00**	**4.35%**	**18,422,616.83** **18,449,513.59**	**99.45** **4.33%**	**18,428,107.76** **182,196.11**	**18.76%** **(21,405.83)**		**2.71** **2.35**
LAIF									
90LAIF$00	Local Agency Investment Fund State Pool	6,010,813.81	-- 3.81%	6,010,813.81 6,010,813.81	1.00 3.81%	6,010,813.81 0.00	6.12% 0.00	NA/NA NA	0.00 0.00
Total LAIF		**6,010,813.81**	**3.81%**	**6,010,813.81** **6,010,813.81**	**1.00** **3.81%**	**6,010,813.81** **0.00**	**6.12%** **0.00**		**0.00** **0.00**
LOCAL GOV INVESTMENT POOL									
09CATR$05	CalTrust MTF	755,433.63	-- 4.03%	7,574,451.14 7,574,451.14	9.82 4.03%	7,418,358.21 0.00	7.55% (156,092.93)	NA/AAAm NA	0.00 0.00
90CAMP$00	CAMP	3,646,108.68	-- 3.76%	3,646,108.68 3,646,108.68	1.00 3.76%	3,646,108.68 0.00	3.71% 0.00	NA/AAAm NA	0.00 0.00
90CAMP$06	CAMP	10,000,000.00	-- 4.17%	10,000,000.00 10,000,000.00	1.00 4.17%	10,000,000.00 0.00	10.18% 0.00	NA/AAAm NA	0.00 0.00
Total Local Gov Investment Pool		**14,401,542.31**	**4.05%**	**21,220,559.82** **21,220,559.82**	**4.11** **4.05%**	**21,064,466.89** **0.00**	**21.45%** **(156,092.93)**		**0.00** **0.00**
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	133,695.49	-- 3.26%	133,695.49 133,695.49	1.00 0.00%	133,695.49 0.00	0.14% 0.00	Aaa/ AAAm AAA	0.00 0.00
31846V203	FIRST AMER:GVT OBLG Y	135,174.75	-- 3.26%	135,174.75 135,174.75	1.00 0.00%	135,174.75 0.00	0.14% 0.00	Aaa/ AAAm AAA	0.00 0.00

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Total Money Market Fund		**268,870.24**	**3.26%**	**268,870.24** **268,870.24**	**1.00** **0.00%**	**268,870.24** **0.00**	**0.27%** **0.00**		**0.00** **0.00**
SUPRANATIONAL									
459058LK7	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	170,000.00	08/20/2024 4.06%	169,802.80 169,976.50	100.03 3.84%	170,049.47 1,775.56	0.17% 72.97	Aaa/AAA NA	0.24 0.24
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	250,000.00	11/28/2023 4.53%	239,372.50 245,133.79	98.91 4.04%	247,280.25 3,378.47	0.25% 2,146.46	Aaa/AAA NA	2.11 1.99
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	-- 4.97%	246,407.00 248,372.75	101.19 4.04%	252,972.50 3,854.17	0.26% 4,599.75	Aaa/AAA NA	2.17 2.02
459058LN1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029	300,000.00	10/08/2024 3.93%	299,217.00 299,471.28	99.28 4.10%	297,850.20 1,452.00	0.30% (1,621.08)	Aaa/AAA NA	3.38 3.12
459058KQ5	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 02/14/2030	350,000.00	10/09/2025 3.75%	351,711.50 351,459.30	99.16 4.12%	347,045.65 4,031.08	0.35% (4,413.65)	Aaa/AAA NA	3.71 3.38
459058LR2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.125 03/20/2030	205,000.00	03/14/2025 4.20%	204,268.15 204,443.70	100.02 4.12%	205,031.57 1,667.76	0.21% 587.87	Aaa/AAA NA	3.80 3.46
Total Supranational		**1,525,000.00**	**4.21%**	**1,510,778.95** **1,518,857.32**	**99.69** **4.06%**	**1,520,229.64** **16,159.03**	**1.55%** **1,372.32**		**2.75** **2.53**
US TREASURY									
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	475,000.00	08/26/2024 3.94%	476,502.93 475,032.03	100.01 3.71%	475,062.48 9,043.27	0.48% 30.46	Aa1/AA+ AA+	0.04 0.04
91282CHM6	UNITED STATES TREASURY 4.5 07/15/2026	500,000.00	09/16/2025 3.74%	503,046.88 500,445.39	100.09 3.68%	500,458.99 8,515.19	0.51% 13.59	Aa1/AA+ AA+	0.12 0.12
912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	300,000.00	12/28/2021 1.24%	305,296.88 300,369.20	99.30 3.74%	297,914.06 825.82	0.30% (2,455.13)	Aa1/AA+ AA+	0.33 0.33
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	475,000.00	08/26/2024 3.84%	482,514.65 476,311.93	100.32 3.74%	476,496.74 2,821.12	0.49% 184.82	Aa1/AA+ AA+	0.38 0.37
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	625,000.00	03/29/2022 2.55%	609,912.11 623,509.95	99.20 3.78%	620,014.65 577.45	0.63% (3,495.30)	Aa1/AA+ AA+	0.46 0.45

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91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	300,000.00	12/27/2023 4.02%	302,906.25 300,528.65	100.32 3.76%	300,963.87 6,057.69	0.31% 435.21	Aa1/AA+ AA+	0.54 0.52
912828V98	UNITED STATES TREASURY 2.25 02/15/2027	700,000.00	12/16/2025 3.51%	690,019.53 693,917.78	98.90 3.84%	692,297.95 4,611.88	0.70% (1,619.84)	Aa1/AA+ AA+	0.71 0.69
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	-- 2.90%	736,449.21 747,665.86	98.92 3.83%	741,914.25 3,176.23	0.76% (5,751.61)	Aa1/AA+ AA+	0.83 0.81
91282CKJ9	UNITED STATES TREASURY 4.5 04/15/2027	400,000.00	05/26/2026 3.83%	402,312.50 402,276.70	100.54 3.86%	402,156.25 2,311.48	0.41% (120.45)	Aa1/AA+ AA+	0.87 0.84
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	350,000.00	06/09/2022 3.08%	338,666.02 347,808.76	98.57 3.91%	344,998.83 384.00	0.35% (2,809.94)	Aa1/AA+ AA+	0.96 0.93
91282CNL1	UNITED STATES TREASURY 3.75 06/30/2027	800,000.00	03/30/2026 3.82%	799,281.25 799,378.97	99.83 3.91%	798,625.00 12,596.69	0.81% (753.97)	Aa1/AA+ AA+	1.08 1.03
91282CKZ3	UNITED STATES TREASURY 4.375 07/15/2027	1,000,000.00	11/18/2024 4.29%	1,002,070.31 1,000,874.75	100.49 3.92%	1,004,921.88 16,557.32	1.02% 4,047.13	Aa1/AA+ AA+	1.12 1.07
91282CNP2	UNITED STATES TREASURY 3.875 07/31/2027	700,000.00	09/25/2025 3.69%	702,296.88 701,450.48	99.93 3.94%	699,480.47 9,066.64	0.71% (1,970.01)	Aa1/AA+ AA+	1.17 1.12
91282CLG4	UNITED STATES TREASURY 3.75 08/15/2027	700,000.00	09/12/2025 3.57%	702,242.19 701,411.39	99.77 3.94%	698,414.07 7,686.46	0.71% (2,997.33)	Aa1/AA+ AA+	1.21 1.16
91282CLG4	UNITED STATES TREASURY 3.75 08/15/2027	700,000.00	09/25/2025 3.68%	700,902.34 700,577.08	99.77 3.94%	698,414.07 7,686.46	0.71% (2,163.01)	Aa1/AA+ AA+	1.21 1.16
91282CLL3	UNITED STATES TREASURY 3.375 09/15/2027	700,000.00	09/25/2025 3.66%	696,226.56 697,528.11	99.29 3.94%	695,050.78 5,007.47	0.71% (2,477.33)	Aa1/AA+ AA+	1.29 1.24
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	570,000.00	10/26/2022 4.19%	568,419.14 569,572.93	100.22 3.95%	571,269.14 3,982.99	0.58% 1,696.21	Aa1/AA+ AA+	1.33 1.28
91282CLQ2	UNITED STATES TREASURY 3.875 10/15/2027	700,000.00	09/16/2025 3.51%	705,003.91 703,307.33	99.89 3.96%	699,206.90 3,483.27	0.71% (4,100.43)	Aa1/AA+ AA+	1.38 1.32
91282CLQ2	UNITED STATES TREASURY 3.875 10/15/2027	400,000.00	07/30/2025 3.88%	399,937.50 399,961.15	99.89 3.96%	399,546.80 1,990.44	0.41% (414.35)	Aa1/AA+ AA+	1.38 1.32
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	800,000.00	12/20/2022 3.84%	743,625.00 783,244.97	97.58 3.98%	780,624.80 831.52	0.79% (2,620.17)	Aa1/AA+ AA+	1.46 1.41
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	700,000.00	09/25/2025 3.66%	679,875.00 686,273.72	97.58 3.98%	683,046.70 727.58	0.70% (3,227.02)	Aa1/AA+ AA+	1.46 1.41
91282CMB4	UNITED STATES TREASURY 4.0 12/15/2027	700,000.00	09/25/2025 3.64%	705,222.66 703,623.62	100.03 3.98%	700,218.75 12,923.08	0.71% (3,404.87)	Aa1/AA+ AA+	1.54 1.45
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	500,000.00	05/25/2023 3.98%	497,890.63 499,274.28	99.82 3.99%	499,101.56 8,135.36	0.51% (172.72)	Aa1/AA+ AA+	1.59 1.49

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
91282CGH8	UNITED STATES TREASURY 3.5 01/31/2028	700,000.00	07/30/2025 3.87%	693,847.66 695,900.69	99.20 4.00%	694,421.88 8,189.23	0.71% (1,478.81)	Aa1/AA+ AA+	1.67 1.58
9128283W8	UNITED STATES TREASURY 2.75 02/15/2028	700,000.00	09/25/2025 3.66%	685,507.81 689,629.44	97.95 4.00%	685,644.40 5,636.74	0.70% (3,985.04)	Aa1/AA+ AA+	1.71 1.63
91282CMS7	UNITED STATES TREASURY 3.875 03/15/2028	700,000.00	09/25/2025 3.64%	703,773.44 702,734.80	99.79 4.00%	698,523.43 5,749.32	0.71% (4,211.37)	Aa1/AA+ AA+	1.79 1.70
91282CGT2	UNITED STATES TREASURY 3.625 03/31/2028	600,000.00	01/10/2025 4.46%	585,117.19 591,511.85	99.34 4.00%	596,015.63 3,684.43	0.61% 4,503.78	Aa1/AA+ AA+	1.84 1.74
91282CMW8	UNITED STATES TREASURY 3.75 04/15/2028	700,000.00	09/25/2025 3.66%	701,531.25 701,123.79	99.54 4.00%	696,800.78 3,370.90	0.71% (4,323.01)	Aa1/AA+ AA+	1.88 1.78
91282CND9	UNITED STATES TREASURY 3.75 05/15/2028	700,000.00	07/30/2025 3.86%	698,031.25 698,620.52	99.52 4.01%	696,609.20 1,212.64	0.71% (2,011.32)	Aa1/AA+ AA+	1.96 1.86
91282CNM9	UNITED STATES TREASURY 3.875 07/15/2028	700,000.00	07/30/2025 3.86%	700,300.78 700,215.84	99.70 4.02%	697,894.53 10,265.54	0.71% (2,321.30)	Aa1/AA+ AA+	2.12 1.99
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	400,000.00	04/10/2025 3.89%	389,765.63 393,005.74	97.88 4.04%	391,531.20 577.45	0.40% (1,474.54)	Aa1/AA+ AA+	2.46 2.33
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	700,000.00	07/30/2025 3.87%	683,949.22 688,018.62	97.88 4.04%	685,179.60 1,010.53	0.70% (2,839.02)	Aa1/AA+ AA+	2.46 2.33
91282CPT2	UNITED STATES TREASURY 3.5 01/15/2029	500,000.00	01/16/2026 3.66%	497,753.91 498,025.66	98.65 4.05%	493,261.72 6,622.93	0.50% (4,763.94)	Aa1/AA+ AA+	2.63 2.44
91282CJW2	UNITED STATES TREASURY 4.0 01/31/2029	700,000.00	07/30/2025 3.88%	702,789.06 702,124.48	99.87 4.05%	699,070.40 9,359.12	0.71% (3,054.08)	Aa1/AA+ AA+	2.67 2.47
91282CKG5	UNITED STATES TREASURY 4.125 03/31/2029	700,000.00	07/30/2025 3.88%	705,742.19 704,434.22	100.18 4.05%	701,285.16 4,891.39	0.71% (3,149.06)	Aa1/AA+ AA+	2.83 2.63
91282CQJ3	UNITED STATES TREASURY 3.875 04/15/2029	425,000.00	04/16/2026 3.79%	426,062.50 426,018.80	99.52 4.05%	422,974.45 2,114.84	0.43% (3,044.35)	Aa1/AA+ AA+	2.87 2.68
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	380,000.00	06/25/2025 3.82%	390,835.94 388,211.85	101.54 4.06%	385,848.58 1,528.26	0.39% (2,363.27)	Aa1/AA+ AA+	2.91 2.70
91282CEV9	UNITED STATES TREASURY 3.25 06/30/2029	700,000.00	07/30/2025 3.90%	683,675.78 687,157.52	97.67 4.06%	683,675.78 9,552.49	0.70% (3,481.74)	Aa1/AA+ AA+	3.08 2.86
912828YB0	UNITED STATES TREASURY 1.625 08/15/2029	150,000.00	09/24/2024 3.49%	137,542.97 141,827.91	92.77 4.05%	139,148.40 713.74	0.14% (2,679.51)	Aa1/AA+ AA+	3.21 3.06
91282CLK5	UNITED STATES TREASURY 3.625 08/31/2029	700,000.00	07/30/2025 3.90%	692,671.88 694,169.92	98.63 4.08%	690,429.68 6,412.70	0.70% (3,740.24)	Aa1/AA+ AA+	3.25 3.00
91282CFT3	UNITED STATES TREASURY 4.0 10/31/2029	700,000.00	07/30/2025 3.91%	702,488.28 701,999.60	99.74 4.08%	698,167.97 2,434.78	0.71% (3,831.63)	Aa1/AA+ AA+	3.42 3.15

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
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	200,000.00	12/17/2024 4.25%	198,929.69 199,243.44	100.13 4.09%	200,250.00 22.54	0.20% 1,006.56	Aa1/AA+ AA+	3.50 3.23
91282CGB1	UNITED STATES TREASURY 3.875 12/31/2029	700,000.00	07/30/2025 3.91%	698,878.91 699,090.76	99.27 4.10%	694,886.72 11,389.50	0.71% (4,204.05)	Aa1/AA+ AA+	3.59 3.26
912828Z94	UNITED STATES TREASURY 1.5 02/15/2030	400,000.00	02/24/2026 3.52%	370,234.38 372,203.71	91.18 4.09%	364,718.80 1,756.91	0.37% (7,484.91)	Aa1/AA+ AA+	3.71 3.53
91282CGQ8	UNITED STATES TREASURY 4.0 02/28/2030	380,000.00	06/25/2025 3.86%	382,315.63 381,854.67	99.66 4.10%	378,723.44 3,841.30	0.39% (3,131.24)	Aa1/AA+ AA+	3.75 3.41
91282CGQ8	UNITED STATES TREASURY 4.0 02/28/2030	700,000.00	07/30/2025 3.91%	702,460.94 702,012.29	99.66 4.10%	697,648.43 7,076.09	0.71% (4,363.86)	Aa1/AA+ AA+	3.75 3.41
91282CMU2	UNITED STATES TREASURY 4.0 03/31/2030	250,000.00	03/28/2025 4.02%	249,804.69 249,850.36	99.65 4.10%	249,130.86 1,693.99	0.25% (719.50)	Aa1/AA+ AA+	3.83 3.49
91282CMZ1	UNITED STATES TREASURY 3.875 04/30/2030	400,000.00	05/22/2025 4.11%	395,906.25 396,755.43	99.18 4.10%	396,718.80 1,347.83	0.40% (36.63)	Aa1/AA+ AA+	3.91 3.58
91282CMZ1	UNITED STATES TREASURY 3.875 04/30/2030	700,000.00	07/30/2025 3.93%	698,195.31 698,512.74	99.18 4.10%	694,257.90 2,358.70	0.71% (4,254.84)	Aa1/AA+ AA+	3.91 3.58
91282CHF1	UNITED STATES TREASURY 3.75 05/31/2030	700,000.00	07/30/2025 3.95%	693,847.66 694,910.81	98.69 4.11%	690,839.84 71.72	0.70% (4,070.97)	Aa1/AA+ AA+	4.00 3.67
91282CNK3	UNITED STATES TREASURY 3.875 06/30/2030	700,000.00	07/15/2025 4.05%	694,667.97 695,610.65	99.11 4.11%	693,792.97 11,389.50	0.71% (1,817.68)	Aa1/AA+ AA+	4.08 3.68
91282CNN7	UNITED STATES TREASURY 3.875 07/31/2030	200,000.00	08/28/2025 3.71%	201,492.19 201,263.01	99.09 4.11%	198,179.60 2,590.47	0.20% (3,083.41)	Aa1/AA+ AA+	4.17 3.76
91282CNN7	UNITED STATES TREASURY 3.875 07/31/2030	700,000.00	07/30/2025 3.95%	697,675.78 698,064.00	99.09 4.11%	693,628.60 9,066.64	0.71% (4,435.40)	Aa1/AA+ AA+	4.17 3.76
91282CPA3	UNITED STATES TREASURY 3.625 09/30/2030	350,000.00	10/23/2025 3.58%	350,724.61 350,636.14	98.05 4.12%	343,164.06 2,149.25	0.35% (7,472.08)	Aa1/AA+ AA+	4.33 3.94
91282CPD7	UNITED STATES TREASURY 3.625 10/31/2030	550,000.00	11/17/2025 3.72%	547,636.72 547,891.61	97.99 4.13%	538,957.03 1,733.70	0.55% (8,934.58)	Aa1/AA+ AA+	4.42 4.02
91282CPN5	UNITED STATES TREASURY 3.5 11/30/2030	700,000.00	12/05/2025 3.71%	693,519.53 694,143.34	97.44 4.13%	682,089.80 66.94	0.69% (12,053.54)	Aa1/AA+ AA+	4.50 4.11
91282CPN5	UNITED STATES TREASURY 3.5 11/30/2030	250,000.00	12/22/2025 3.71%	247,607.42 247,819.74	97.44 4.13%	243,603.50 23.91	0.25% (4,216.24)	Aa1/AA+ AA+	4.50 4.11
91282CPR6	UNITED STATES TREASURY 3.625 12/31/2030	250,000.00	01/27/2026 3.81%	247,968.75 248,108.84	97.90 4.13%	244,746.10 3,805.25	0.25% (3,362.74)	Aa1/AA+ AA+	4.59 4.11
91282CPW5	UNITED STATES TREASURY 3.75 01/31/2031	350,000.00	02/25/2026 3.60%	352,269.53 352,149.75	98.38 4.13%	344,339.80 4,387.09	0.35% (7,809.95)	Aa1/AA+ AA+	4.67 4.18

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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
91282CQD6	UNITED STATES TREASURY 3.5 02/28/2031	700,000.00	03/25/2026 3.97%	685,425.78 685,968.26	97.30 4.13%	681,132.82 6,191.58	0.69% (4,835.45)	Aa1/AA+ AA+	4.75 4.28
91282CQD6	UNITED STATES TREASURY 3.5 02/28/2031	700,000.00	03/05/2026 3.72%	692,972.66 693,308.58	97.30 4.13%	681,132.82 6,191.58	0.69% (12,175.77)	Aa1/AA+ AA+	4.75 4.28
91282CQG9	UNITED STATES TREASURY 3.875 03/31/2031	500,000.00	04/17/2026 3.84%	500,800.78 500,782.16	98.85 4.14%	494,257.81 3,282.10	0.50% (6,524.35)	Aa1/AA+ AA+	4.83 4.33
91282CQK0	UNITED STATES TREASURY 3.875 04/30/2031	500,000.00	05/28/2026 4.15%	493,886.72 493,896.93	98.84 4.14%	494,179.69 1,684.78	0.50% 282.76	Aa1/AA+ AA+	4.91 4.41
Total US Treasury		**35,580,000.00**	**3.77%**	**35,329,228.97** **35,423,153.52**	**99.05** **4.00%**	**35,237,061.15** **294,447.78**	**35.88%** **(186,092.37)**		**2.43** **2.25**
Total Portfolio		**92,126,862.25**	**4.03%**	**98,364,910.37** **98,582,142.31**	**72.47** **4.08%**	**98,214,138.93** **561,925.28**	**100.00%** **(368,003.39)**		**1.82** **1.55**
Total Market Value + Accrued						**98,776,064.21**			

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	05/01/2026	31846V203	5,550.00	FIRST AMER:GVT OBLG Y	1.000	3.27%	(5,550.00)	0.00	(5,550.00)	0.00
Purchase	05/01/2026	31846V203	2,681.25	FIRST AMER:GVT OBLG Y	1.000	3.27%	(2,681.25)	0.00	(2,681.25)	0.00
Purchase	05/04/2026	31846V203	713.33	FIRST AMER:GVT OBLG Y	1.000	3.26%	(713.33)	0.00	(713.33)	0.00
Purchase	05/04/2026	31846V203	521.02	FIRST AMER:GVT OBLG Y	1.000	3.26%	(521.02)	0.00	(521.02)	0.00
Purchase	05/08/2026	31846V203	569,544.35	FIRST AMER:GVT OBLG Y	1.000	3.24%	(569,544.35)	0.00	(569,544.35)	0.00
Purchase	05/08/2026	31846V203	720,219.27	FIRST AMER:GVT OBLG Y	1.000	3.24%	(720,219.27)	0.00	(720,219.27)	0.00
Purchase	05/11/2026	31846V203	9,000.00	FIRST AMER:GVT OBLG Y	1.000	3.24%	(9,000.00)	0.00	(9,000.00)	0.00
Purchase	05/12/2026	31846V203	153,079.81	FIRST AMER:GVT OBLG Y	1.000	3.24%	(153,079.81)	0.00	(153,079.81)	0.00
Purchase	05/13/2026	31846V203	10,920.00	FIRST AMER:GVT OBLG Y	1.000	3.24%	(10,920.00)	0.00	(10,920.00)	0.00
Purchase	05/13/2026	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030	99.997	3.02%	(264,992.34)	0.00	(264,992.34)	0.00
Purchase	05/14/2026	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029	99.989	4.40%	(114,987.56)	0.00	(114,987.56)	0.00
Purchase	05/14/2026	31846V203	10,125.00	FIRST AMER:GVT OBLG Y	1.000	3.24%	(10,125.00)	0.00	(10,125.00)	0.00
Purchase	05/15/2026	31846V203	131,612.89	FIRST AMER:GVT OBLG Y	1.000	3.23%	(131,612.89)	0.00	(131,612.89)	0.00
Purchase	05/15/2026	31846V203	632,300.03	FIRST AMER:GVT OBLG Y	1.000	3.23%	(632,300.03)	0.00	(632,300.03)	0.00
Purchase	05/15/2026	31846V203	45,842.96	FIRST AMER:GVT OBLG Y	1.000	3.23%	(45,842.96)	0.00	(45,842.96)	0.00
Purchase	05/15/2026	31846V203	704.00	FIRST AMER:GVT OBLG Y	1.000	3.23%	(704.00)	0.00	(704.00)	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Purchase	05/18/2026	31846V203	11,922.50	FIRST AMER:GVT OBLG Y	1.000	3.22%	(11,922.50)	0.00	(11,922.50)	0.00
Purchase	05/18/2026	31846V203	5,959.77	FIRST AMER:GVT OBLG Y	1.000	3.22%	(5,959.77)	0.00	(5,959.77)	0.00
Purchase	05/20/2026	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030	99.978	4.60%	(254,944.46)	0.00	(254,944.46)	0.00
Purchase	05/20/2026	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030	99.978	4.60%	(259,943.37)	0.00	(259,943.37)	0.00
Purchase	05/20/2026	90331HPV9	265,000.00	US BANK NA 4.535 05/20/2029	100.049	4.42%	(265,129.85)	0.00	(265,129.85)	0.00
Purchase	05/20/2026	532457DL9	125,000.00	ELI LILLY AND CO 4.375 05/20/2031	99.893	4.40%	(124,866.25)	0.00	(124,866.25)	0.00
Purchase	05/20/2026	532457DK1	95,000.00	ELI LILLY AND CO 4.15 05/20/2029	99.941	4.17%	(94,943.95)	0.00	(94,943.95)	0.00
Purchase	05/21/2026	808513CQ6	265,000.00	CHARLES SCHWAB CORP 4.744 05/21/2030	99.961	4.76%	(264,896.65)	0.00	(264,896.65)	0.00
Purchase	05/21/2026	31846V203	2,748.14	FIRST AMER:GVT OBLG Y	1.000	3.20%	(2,748.14)	0.00	(2,748.14)	0.00
Purchase	05/21/2026	31846V203	551.25	FIRST AMER:GVT OBLG Y	1.000	3.20%	(551.25)	0.00	(551.25)	0.00
Purchase	05/26/2026	31846V203	9,350.52	FIRST AMER:GVT OBLG Y	1.000	3.25%	(9,350.52)	0.00	(9,350.52)	0.00
Purchase	05/26/2026	31846V203	1,670.36	FIRST AMER:GVT OBLG Y	1.000	3.25%	(1,670.36)	0.00	(1,670.36)	0.00
Purchase	05/26/2026	31846V203	10,903.33	FIRST AMER:GVT OBLG Y	1.000	3.25%	(10,903.33)	0.00	(10,903.33)	0.00
Purchase	05/27/2026	06051GMY2	250,000.00	BANK OF AMERICA CORP 4.477 04/23/2030	99.434	4.63%	(248,585.00)	(1,057.07)	(249,642.07)	0.00
Purchase	05/27/2026	91282CKJ9	400,000.00	UNITED STATES TREASURY 4.5 04/15/2027	100.578	3.83%	(402,312.50)	(2,065.57)	(404,378.07)	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Purchase	05/27/2026	31846V203	712,963.64	FIRST AMER:GVT OBLG Y	1.000	3.25%	(712,963.64)	0.00	(712,963.64)	0.00
Purchase	05/28/2026	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029	99.976	4.45%	(274,934.94)	0.00	(274,934.94)	0.00
Purchase	05/29/2026	91282CQK0	500,000.00	UNITED STATES TREASURY 3.875 04/30/2031	98.777	4.15%	(493,886.72)	(1,526.83)	(495,413.55)	0.00
Purchase	05/29/2026	09CATR$05	2,328.95	CalTrust MTF	9.820	4.03%	(22,870.30)	0.00	(22,870.30)	0.00
Purchase	05/29/2026	90CAMP$00	11,595.48	CAMP	1.000	3.76%	(11,595.48)	0.00	(11,595.48)	0.00
Total Purchase			**6,132,807.85**				**(6,147,772.79)**	**(4,649.47)**	**(6,152,422.26)**	**0.00**
TOTAL ACQUISITIONS			**6,132,807.85**				**(6,147,772.79)**	**(4,649.47)**	**(6,152,422.26)**	**0.00**
DISPOSITIONS										
Maturity	05/15/2026	02582JJZ4	(125,000.00)	AMXCA 2023-1 A 4.87 05/15/2026	100.000	4.92%	0.00	0.00	0.00	0.00
Maturity	05/15/2026	91282CHB0	(300,000.00)	UNITED STATES TREASURY 3.625 05/15/2026	100.000	4.06%	300,000.00	0.00	300,000.00	0.00
Maturity	05/15/2026	912828R36	(250,000.00)	UNITED STATES TREASURY 1.625 05/15/2026	100.000	0.99%	250,000.00	0.00	250,000.00	0.00
Total Maturity			**(675,000.00)**				**550,000.00**	**0.00**	**550,000.00**	**0.00**
Sale	05/08/2026	89115A2V3	(160,000.00)	TORONTO-DOMINION BANK 5.264 12/11/2026	100.682	5.26%	161,091.20	(3,439.15)	164,530.35	1,091.20
Sale	05/08/2026	89115A2W1	(400,000.00)	TORONTO-DOMINION BANK 4.98 04/05/2027	100.797	5.21%	403,188.00	(1,826.00)	405,014.00	3,965.31
Sale	05/08/2026	91282CNL1	(700,000.00)	UNITED STATES TREASURY 3.75 06/30/2027	99.938	3.91%	699,562.50	(9,281.77)	708,844.27	821.57

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Sale	05/12/2026	78016HZT0	(150,000.00)	ROYAL BANK OF CANADA 4.875 01/19/2027	100.523	4.88%	150,784.50	(2,295.31)	153,079.81	793.12
Sale	05/13/2026	31846V203	(264,992.34)	FIRST AMER:GVT OBLG Y	1.000	3.24%	264,992.34	0.00	264,992.34	0.00
Sale	05/14/2026	31846V203	(109,675.06)	FIRST AMER:GVT OBLG Y	1.000	3.24%	109,675.06	0.00	109,675.06	0.00
Sale	05/20/2026	31846V203	(606,043.31)	FIRST AMER:GVT OBLG Y	1.000	3.21%	606,043.31	0.00	606,043.31	0.00
Sale	05/20/2026	31846V203	(378,015.49)	FIRST AMER:GVT OBLG Y	1.000	3.21%	378,015.49	0.00	378,015.49	0.00
Sale	05/21/2026	31846V203	(264,896.65)	FIRST AMER:GVT OBLG Y	1.000	3.20%	264,896.65	0.00	264,896.65	0.00
Sale	05/27/2026	91282CNE7	(700,000.00)	UNITED STATES TREASURY 3.875 05/31/2027	99.957	3.70%	699,699.22	(13,264.42)	712,963.64	(1,504.30)
Sale	05/27/2026	31846V203	(654,020.14)	FIRST AMER:GVT OBLG Y	1.000	3.25%	654,020.14	0.00	654,020.14	0.00
Sale	05/28/2026	31846V203	(274,934.94)	FIRST AMER:GVT OBLG Y	1.000	3.26%	274,934.94	0.00	274,934.94	0.00
Sale	05/29/2026	31846V203	(495,413.55)	FIRST AMER:GVT OBLG Y	1.000	3.26%	495,413.55	0.00	495,413.55	0.00
Total Sale			**(5,157,991.48)**				**5,162,316.90**	**(30,106.65)**	**5,192,423.55**	**5,166.89**
TOTAL DISPOSITIONS			**(5,832,991.48)**				**5,712,316.90**	**(30,106.65)**	**5,742,423.55**	**5,166.89**
OTHER TRANSACTIONS										
Coupon	05/01/2026	3137FJZ93	0.00	FHMS K-084 A2 3.78 10/25/2028		5.40%	756.00	0.00	756.00	0.00
Coupon	05/01/2026	3137H4BY5	0.00	FHMS K-746 A2 2.031 09/25/2028		5.30%	533.14	0.00	533.14	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	05/01/2026	74456QBU9	0.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5.10%	5,550.00	0.00	5,550.00	0.00
Coupon	05/01/2026	3137FEBQ2	0.00	FHMS K-072 A2 3.444 12/25/2027		4.98%	1,435.00	0.00	1,435.00	0.00
Coupon	05/01/2026	3137FJEH8	0.00	FHMS K-081 A2 3.9 08/25/2028		4.86%	503.75	0.00	503.75	0.00
Coupon	05/01/2026	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.60%	1,002.38	0.00	1,002.38	0.00
Coupon	05/01/2026	3137BVZ82	0.00	FHMS K-063 A2 3.43 01/25/2027		4.48%	904.04	0.00	904.04	0.00
Coupon	05/01/2026	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	05/01/2026	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.34%	1,298.12	0.00	1,298.12	0.00
Coupon	05/01/2026	3137FRUT6	0.00	FHMS K-106 A2 2.069 01/25/2030		4.28%	603.46	0.00	603.46	0.00
Coupon	05/01/2026	3137FJKE8	0.00	FHMS K-082 A2 3.92 09/25/2028		4.14%	1,502.67	0.00	1,502.67	0.00
Coupon	05/01/2026	3137FLN91	0.00	FHMS K-091 A2 3.505 03/25/2029		4.13%	1,022.29	0.00	1,022.29	0.00
Coupon	05/01/2026	3137FK4M5	0.00	FHMS K-085 A2 4.06 10/25/2028		4.11%	1,184.17	0.00	1,184.17	0.00
Coupon	05/01/2026	665859AV6	0.00	NORTHERN TRUST CORP 1.95 05/01/2030		4.11%	2,681.25	0.00	2,681.25	0.00
Coupon	05/01/2026	3137FKUP9	0.00	FHMS K-087 A2 3.771 12/25/2028		4.11%	1,063.58	0.00	1,063.58	0.00
Coupon	05/01/2026	3137FEBQ2	0.00	FHMS K-072 A2 3.444 12/25/2027		4.01%	1,004.50	0.00	1,004.50	0.00
Coupon	05/01/2026	3137FMTY8	0.00	FHMS K-094 A2 2.903 06/25/2029		3.87%	1,693.42	0.00	1,693.42	0.00
Coupon	05/01/2026	3137F2LJ3	0.00	FHMS K-066 A2 3.117 06/25/2027		3.85%	461.91	0.00	461.91	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Coupon	05/01/2026	3137FTFK8	0.00	FHMS K-738 A2 1.545 01/25/2027		3.84%	450.63	0.00	450.63	0.00
Coupon	05/01/2026	3137FJKE8	0.00	FHMS K-082 A2 3.92 09/25/2028		3.81%	718.67	0.00	718.67	0.00
Coupon	05/08/2026	69371RT71	0.00	PACCAR FINANCIAL CORP 4.55 05/08/2030		4.03%	5,687.50	0.00	5,687.50	0.00
Coupon	05/08/2026	571748BY7	0.00	MARSH & MCLENNAN COMPANIES INC 4.55 11/08/2027		3.92%	5,687.50	0.00	5,687.50	0.00
Coupon	05/10/2026	665859AW4	0.00	NORTHERN TRUST CORP 4.0 05/10/2027		4.70%	9,000.00	0.00	9,000.00	0.00
Coupon	05/13/2026	63743HFK3	0.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		5.25%	10,920.00	0.00	10,920.00	0.00
Coupon	05/14/2026	14913UAL4	0.00	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027		4.93%	10,125.00	0.00	10,125.00	0.00
Coupon	05/14/2026	00287YBF5	0.00	ABBVIE INC 4.25 11/14/2028		3.89%	5,312.50	0.00	5,312.50	0.00
Coupon	05/15/2026	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	652.73	0.00	652.73	0.00
Coupon	05/15/2026	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		5.45%	345.49	0.00	345.49	0.00
Coupon	05/15/2026	02582JKD1	0.00	AMXCA 2023-3 A 5.23 09/15/2026		5.29%	1,481.83	0.00	1,481.83	0.00
Coupon	05/15/2026	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	05/15/2026	02582JJZ4	0.00	AMXCA 2023-1 A 4.87 05/15/2026		4.92%	507.29	0.00	507.29	0.00
Coupon	05/15/2026	89236TNJ0	0.00	TOYOTA MOTOR CREDIT CORP 4.8 05/15/2030		4.58%	5,760.00	0.00	5,760.00	0.00
Coupon	05/15/2026	58770XAD5	0.00	MBALT 2025-B A3 3.88 04/16/2029		4.57%	1,164.00	0.00	1,164.00	0.00

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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	05/15/2026	58770AAC7	0.00	MBART 2023-1 A3 4.51 11/15/2027		4.56%	46.49	0.00	46.49	0.00
Coupon	05/15/2026	89239TAD4	0.00	TAOT 2024-D A3 4.4 06/15/2029		4.51%	385.00	0.00	385.00	0.00
Coupon	05/15/2026	47787DAD3	0.00	JDOT 2026 A3 3.87 08/15/2030		4.49%	387.00	0.00	387.00	0.00
Coupon	05/15/2026	448976AD2	0.00	HART 2024-C A3 4.41 05/15/2029		4.46%	514.50	0.00	514.50	0.00
Coupon	05/15/2026	74456QBY1	0.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.2 05/15/2029		4.40%	4,000.00	0.00	4,000.00	0.00
Coupon	05/15/2026	448981AD2	0.00	HART 2026-A A3 3.79 02/18/2031		4.30%	726.42	0.00	726.42	0.00
Coupon	05/15/2026	89231GAD0	0.00	TAOT 2025-D A3 3.84 06/17/2030		4.27%	704.00	0.00	704.00	0.00
Coupon	05/15/2026	34532BAG6	0.00	FORDO 2025-B A3 3.91 04/15/2030		4.27%	553.92	0.00	553.92	0.00
Coupon	05/15/2026	58769GAD5	0.00	MBALT 2024-B A3 4.23 02/15/2028		4.24%	363.38	0.00	363.38	0.00
Coupon	05/15/2026	437921AD1	0.00	HAROT 252 A3 4.15 10/15/2029		4.15%	363.12	0.00	363.12	0.00
Coupon	05/15/2026	89240KAD0	0.00	TAOT 2026-A A3 3.86 09/15/2030		4.13%	466.42	0.00	466.42	0.00
Coupon	05/15/2026	92970QAK1	0.00	WFCIT 2026-1 A 4.08 04/16/2029		4.12%	255.00	0.00	255.00	0.00
Coupon	05/15/2026	92970QAK1	0.00	WFCIT 2026-1 A 4.08 04/16/2029		4.12%	520.20	0.00	520.20	0.00
Coupon	05/15/2026	91282CHB0	0.00	UNITED STATES TREASURY 3.625 05/15/2026		4.06%	5,437.50	0.00	5,437.50	0.00
Coupon	05/15/2026	58770YAD3	0.00	MBALT 2026-A A3 3.93 01/15/2030		3.97%	311.13	0.00	311.13	0.00
Coupon	05/15/2026	58770YAD3	0.00	MBALT 2026-A A3 3.93 01/15/2030		3.97%	327.50	0.00	327.50	0.00

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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	05/15/2026	9128285M8	0.00	UNITED STATES TREASURY 3.125 11/15/2028		3.89%	6,250.00	0.00	6,250.00	0.00
Coupon	05/15/2026	9128285M8	0.00	UNITED STATES TREASURY 3.125 11/15/2028		3.87%	10,937.50	0.00	10,937.50	0.00
Coupon	05/15/2026	91282CND9	0.00	UNITED STATES TREASURY 3.75 05/15/2028		3.86%	13,125.00	0.00	13,125.00	0.00
Coupon	05/15/2026	9128283F5	0.00	UNITED STATES TREASURY 2.25 11/15/2027		3.84%	9,000.00	0.00	9,000.00	0.00
Coupon	05/15/2026	9128283F5	0.00	UNITED STATES TREASURY 2.25 11/15/2027		3.66%	7,875.00	0.00	7,875.00	0.00
Coupon	05/15/2026	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		3.29%	65.57	0.00	65.57	0.00
Coupon	05/15/2026	912828X88	0.00	UNITED STATES TREASURY 2.375 05/15/2027		3.08%	4,156.25	0.00	4,156.25	0.00
Coupon	05/15/2026	912828U24	0.00	UNITED STATES TREASURY 2.0 11/15/2026		2.55%	6,250.00	0.00	6,250.00	0.00
Coupon	05/15/2026	912828R36	0.00	UNITED STATES TREASURY 1.625 05/15/2026		0.99%	2,031.25	0.00	2,031.25	0.00
Coupon	05/16/2026	89236TMF9	0.00	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029		4.88%	10,100.00	0.00	10,100.00	0.00
Coupon	05/16/2026	362583AD8	0.00	GMCAR 2023-2 A3 4.47 02/16/2028		4.51%	98.10	0.00	98.10	0.00
Coupon	05/16/2026	38014AAD3	0.00	GMCAR 2024-4 A3 4.4 08/16/2029		4.32%	348.33	0.00	348.33	0.00
Coupon	05/17/2026	58933YBH7	0.00	MERCK & CO INC 4.05 05/17/2028		4.07%	1,822.50	0.00	1,822.50	0.00

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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	05/20/2026	362962AD4	0.00	GMALT 2025-2 A3 4.58 05/22/2028		4.84%	591.58	0.00	591.58	0.00
Coupon	05/20/2026	3133ERFJ5	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027		4.79%	7,425.00	0.00	7,425.00	0.00
Coupon	05/20/2026	92348KDY6	0.00	VZMT 2025-3 A1A 4.51 03/20/2030		4.51%	958.37	0.00	958.37	0.00
Coupon	05/20/2026	379965AD8	0.00	GMALT 2025-3 A3 4.17 08/21/2028		4.18%	538.63	0.00	538.63	0.00
Coupon	05/20/2026	36273VAD7	0.00	GMALT 2026-1 A3 3.88 01/22/2029		4.11%	630.50	0.00	630.50	0.00
Coupon	05/20/2026	747525BU6	0.00	QUALCOMM INC 4.5 05/20/2030		4.03%	5,625.00	0.00	5,625.00	0.00
Coupon	05/21/2026	43815JAC7	0.00	HAROT 2023-1 A3 5.04 04/21/2027		5.09%	16.04	0.00	16.04	0.00
Coupon	05/21/2026	43815CAD0	0.00	HAROT 2026-1 A3 3.78 09/23/2030		3.03%	551.25	0.00	551.25	0.00
Coupon	05/25/2026	05594YAD8	0.00	BMWLT 2026-1 A3 4.15 05/25/2029		4.85%	608.67	0.00	608.67	0.00
Coupon	05/25/2026	05594YAD8	0.00	BMWLT 2026-1 A3 4.15 05/25/2029		4.85%	608.67	0.00	608.67	0.00
Coupon	05/25/2026	096924AD7	0.00	BMWOT 2025-A A3 4.56 09/25/2029		4.56%	836.00	0.00	836.00	0.00
Coupon	05/25/2026	05594HAD5	0.00	BMWLT 2025-2 A3 3.97 09/25/2028		4.32%	595.50	0.00	595.50	0.00
Coupon	05/25/2026	05594HAD5	0.00	BMWLT 2025-2 A3 3.97 09/25/2028		4.32%	595.50	0.00	595.50	0.00
Coupon	05/31/2026	91282CMA6	0.00	UNITED STATES TREASURY 4.125 11/30/2029		4.25%	4,125.00	0.00	4,125.00	0.00
Coupon	05/31/2026	91282CHF1	0.00	UNITED STATES TREASURY 3.75 05/31/2030		3.95%	13,125.00	0.00	13,125.00	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	05/31/2026	91282CPN5	0.00	UNITED STATES TREASURY 3.5 11/30/2030		3.71%	4,375.00	0.00	4,375.00	0.00
Coupon	05/31/2026	91282CPN5	0.00	UNITED STATES TREASURY 3.5 11/30/2030		3.71%	12,250.00	0.00	12,250.00	0.00
Total Coupon			**0.00**				**224,414.90**	**0.00**	**224,414.90**	**0.00**
Dividend	05/29/2026	09CATR$05	0.00	CalTrust MTF		4.03%	22,870.30	0.00	22,870.30	0.00
Dividend	05/29/2026	90CAMP$00	0.00	CAMP		3.76%	11,595.48	0.00	11,595.48	0.00
Dividend	05/31/2026	31846V203	0.00	FIRST AMER:GVT OBLG Y		3.26%	2,951.10	0.00	2,951.10	0.00
Total Dividend			**0.00**				**37,416.88**	**0.00**	**37,416.88**	**0.00**
Principal Paydown	05/01/2026	3137BVZ82	766.32	FHMS K-063 A2 3.43 01/25/2027		4.48%	766.32	--	766.32	0.00
Principal Paydown	05/01/2026	3137FKUP9	419.00	FHMS K-087 A2 3.771 12/25/2028		4.11%	419.00	--	419.00	(0.00)
Principal Paydown	05/01/2026	3137F2LJ3	293.53	FHMS K-066 A2 3.117 06/25/2027		3.85%	293.53	--	293.53	(0.00)
Principal Paydown	05/15/2026	47787CAC7	20,410.77	JDOT 2023-C A3 5.48 05/15/2028		5.55%	20,410.77	--	20,410.77	0.00
Principal Paydown	05/15/2026	44934QAD3	5,882.40	HART 2024-B A3 4.84 03/15/2029		5.45%	5,882.40	--	5,882.40	(0.00)
Principal Paydown	05/15/2026	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		4.92%	125,000.00	--	125,000.00	0.00
Principal Paydown	05/15/2026	58770AAC7	3,097.51	MBART 2023-1 A3 4.51 11/15/2027		4.56%	3,097.51	--	3,097.51	0.00
Principal Paydown	05/15/2026	58769GAD5	10,357.84	MBALT 2024-B A3 4.23 02/15/2028		4.24%	10,357.84	--	10,357.84	(0.00)
Principal Paydown	05/15/2026	47800BAC2	9,285.87	JDOT 2022-C A3 5.09 06/15/2027		3.29%	9,285.87	--	9,285.87	0.00
Principal Paydown	05/16/2026	362583AD8	4,550.35	GMCAR 2023-2 A3 4.47 02/16/2028		4.51%	4,550.35	--	4,550.35	0.00

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Principal Paydown	05/16/2026	38014AAD3	962.99	GMCAR 2024-4 A3 4.4 08/16/2029		4.32%	962.99	--	962.99	0.00
Principal Paydown	05/21/2026	43815JAC7	2,732.10	HAROT 2023-1 A3 5.04 04/21/2027		5.09%	2,732.10	--	2,732.10	(0.00)
Total Principal Paydown			**183,758.68**				**183,758.68**	**--**	**183,758.68**	**(0.00)**
TOTAL OTHER TRANSACTIONS			**183,758.68**				**445,590.46**	**0.00**	**445,590.46**	**(0.00)**

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
31846V203		268,870.24	267,978.30 3,048,883.42 (3,047,991.48) 268,870.24	0.00 1,234.35 0.00 1,234.35	0.00 0.00 0.00 1,234.35	1,234.35
Total		**268,870.24**	**267,978.30** **3,048,883.42** **(3,047,991.48)** **268,870.24**	**0.00** **1,234.35** **0.00** **1,234.35**	**0.00** **0.00** **0.00** **1,234.35**	**1,234.35**
CASH & EQUIVALENTS						
CCYUSD	Receivable	75,169.79	20,048.66 0.00 0.00 75,169.79	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
Total Cash & Equivalents		**75,169.79**	**20,048.66** **0.00** **0.00** **75,169.79**	**0.00** **0.00** **0.00** **0.00**	**0.00** **0.00** **0.00** **0.00**	**0.00**
FIXED INCOME						
002824BR0	ABBOTT LABORATORIES 3.7 03/09/2029	03/17/2026 03/18/2026 275,000.00	272,469.50 0.00 0.00 272,544.71	1,469.72 0.00 2,317.64 847.92	75.21 0.00 75.21 923.13	923.13
00287YBF5	ABBVIE INC 4.25 11/14/2028	09/18/2025 09/19/2025 250,000.00	251,908.60 0.00 0.00 251,837.83	4,928.82 5,312.50 501.74 885.42	0.00 (70.77) (70.77) 814.64	814.64
009158BH8	AIR PRODUCTS AND CHEMICALS INC 4.6 02/08/2029	09/18/2025 09/19/2025 250,000.00	254,057.83 0.00 0.00 253,929.86	2,651.39 0.00 3,609.72 958.33	0.00 (127.97) (127.97) 830.37	830.37
009158BN5	AIR PRODUCTS AND CHEMICALS INC 4.3 06/11/2028	07/17/2025 07/18/2025 240,000.00	240,031.14 0.00 0.00 240,029.84	4,013.33 0.00 4,873.33 860.00	0.00 (1.30) (1.30) 858.70	858.70

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
023135CQ7	AMAZON.COM INC 4.65 12/01/2029	09/18/2025 09/19/2025 250,000.00	256,062.70 0.00 0.00 255,912.22	4,843.75 0.00 5,812.50 968.75	0.00 (150.48) (150.48) 818.27	818.27
025816EJ4	AMERICAN EXPRESS CO 4.351 07/20/2029	07/21/2025 07/25/2025 575,000.00	575,000.00 0.00 0.00 575,000.00	7,019.01 0.00 9,103.86 2,084.85	0.00 0.00 0.00 2,084.85	2,084.85
02582JJZ4	AMXCA 2023-1 A 4.87 05/15/2026	06/07/2023 06/14/2023 0.00	124,999.81 0.00 (125,000.00) 0.00	270.56 507.29 0.00 236.73	0.19 0.00 0.19 236.93	236.93
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2026	09/12/2023 09/19/2023 340,000.00	339,998.09 0.00 0.00 339,998.52	790.31 1,481.83 790.31 1,481.83	0.43 0.00 0.43 1,482.26	1,482.26
05594HAD5	BMWLT 2025-2 A3 3.97 09/25/2028	10/08/2025 10/15/2025 360,000.00	359,999.19 0.00 0.00 359,999.21	238.20 1,191.00 238.20 1,191.00	0.03 0.00 0.03 1,191.03	1,191.03
05594YAD8	BMWLT 2026-1 A3 4.15 05/25/2029	04/14/2026 04/22/2026 320,000.00	319,964.92 0.00 0.00 319,965.89	332.00 1,217.34 221.33 1,106.67	0.97 0.00 0.97 1,107.64	1,107.64
06051GGA1	BANK OF AMERICA CORP 3.248 10/21/2027	08/26/2025 08/27/2025 250,000.00	247,327.13 0.00 0.00 247,481.15	225.56 0.00 902.22 676.67	154.01 0.00 154.01 830.68	830.68
06051GMY2	BANK OF AMERICA CORP 4.477 04/23/2030	05/26/2026 05/27/2026 250,000.00	0.00 248,585.00 0.00 248,589.96	0.00 (1,057.07) 1,181.43 124.36	4.96 0.00 4.96 129.32	129.32
06406RAF4	BANK OF NEW YORK MELLON CORP 3.4 01/29/2028	09/18/2025 09/19/2025 250,000.00	248,271.77 0.00 0.00 248,355.75	2,172.22 0.00 2,880.56 708.33	83.97 0.00 83.97 792.31	792.31

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06406RCG0	BANK OF NEW YORK MELLON CORP 4.026 01/22/2030	01/14/2026 01/22/2026 245,000.00	245,054.58 0.00 0.00 245,052.88	2,712.52 0.00 3,534.49 821.98	0.00 (1.70) (1.70) 820.28	820.28
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	09/19/2023 09/21/2023 300,000.00	299,925.79 0.00 0.00 299,946.90	3,361.65 0.00 4,743.15 1,381.50	21.10 0.00 21.10 1,402.60	1,402.60
09247XAQ4	BLACKROCK FINANCE INC 2.4 04/30/2030	09/18/2025 09/19/2025 275,000.00	258,713.50 0.00 0.00 259,059.31	18.33 0.00 568.33 550.00	345.81 0.00 345.81 895.81	895.81
096924AD7	BMWOT 2025-A A3 4.56 09/25/2029	02/04/2025 02/12/2025 220,000.00	219,984.02 0.00 0.00 219,984.42	167.20 836.00 167.20 836.00	0.40 0.00 0.40 836.40	836.40
12572QAL9	CME GROUP INC 4.4 03/15/2030	07/16/2025 07/17/2025 250,000.00	250,039.33 0.00 0.00 250,038.45	1,405.56 0.00 2,322.22 916.67	0.00 (0.88) (0.88) 915.79	915.79
14913UAL4	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027	05/21/2024 05/23/2024 405,000.00	405,258.82 0.00 0.00 405,237.59	9,393.75 10,125.00 956.25 1,687.50	0.00 (21.23) (21.23) 1,666.27	1,666.27
14913UBB5	CATERPILLAR FINANCIAL SERVICES CORP 4.1 08/15/2028	08/12/2025 08/15/2025 250,000.00	250,246.29 0.00 0.00 250,237.17	2,163.89 0.00 3,018.06 854.17	0.00 (9.12) (9.12) 845.04	845.04
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	09/07/2023 09/15/2023 340,000.00	339,955.22 0.00 0.00 339,956.82	779.73 1,462.00 779.73 1,462.00	1.60 0.00 1.60 1,463.60	1,463.60
161571JA3	CHAIT 2026-1 A 4.4 05/15/2029	05/21/2026 05/28/2026 275,000.00	0.00 274,934.94 0.00 274,935.18	0.00 0.00 100.83 100.83	0.24 0.00 0.24 101.07	101.07

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171239AL0	CHUBB INA HOLDINGS LLC 4.65 08/15/2029	08/14/2025 08/15/2025 250,000.00	253,760.71 0.00 0.00 253,661.15	2,454.17 0.00 3,422.92 968.75	0.00 (99.56) (99.56) 869.19	869.19
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	02/21/2024 02/26/2024 170,000.00	169,939.31 0.00 0.00 169,945.56	1,473.33 0.00 2,153.33 680.00	6.25 0.00 6.25 686.25	686.25
17275RBX9	CISCO SYSTEMS INC 4.75 02/24/2030	08/21/2025 08/22/2025 250,000.00	254,321.58 0.00 0.00 254,223.37	2,210.07 0.00 3,199.65 989.58	0.00 (98.22) (98.22) 891.37	891.37
17305EHA6	CCCIT 2025-A1 A1 4.3 06/21/2030	455,000.00	456,448.74 0.00 0.00 456,390.16	7,065.14 0.00 8,695.56 1,630.42	1.22 (59.80) (58.57) 1,571.84	1,571.84
24422EXZ7	JOHN DEERE CAPITAL CORP 4.65 01/07/2028	01/06/2025 01/09/2025 280,000.00	279,952.66 0.00 0.00 279,955.04	4,123.00 0.00 5,208.00 1,085.00	2.38 0.00 2.38 1,087.38	1,087.38
24422EYE3	JOHN DEERE CAPITAL CORP 4.55 06/05/2030	08/25/2025 08/26/2025 250,000.00	252,704.21 0.00 0.00 252,648.17	4,613.19 0.00 5,561.11 947.92	0.00 (56.04) (56.04) 891.88	891.88
26444HAH4	DUKE ENERGY FLORIDA LLC 2.5 12/01/2029	12/16/2024 12/17/2024 450,000.00	418,417.78 0.00 0.00 419,165.15	4,687.50 0.00 5,625.00 937.50	747.37 0.00 747.37 1,684.87	1,684.87
26444HAJ0	DUKE ENERGY FLORIDA LLC 1.75 06/15/2030	07/14/2025 07/15/2025 275,000.00	246,733.57 0.00 0.00 247,315.42	1,818.06 0.00 2,219.10 401.04	581.85 0.00 581.85 982.89	982.89
29379VCJ0	ENTERPRISE PRODUCTS OPERATING LLC 4.3 06/20/2028	09/12/2025 09/15/2025 250,000.00	251,735.05 0.00 0.00 251,663.33	3,911.81 0.00 4,807.64 895.83	0.00 (71.72) (71.72) 824.12	824.12

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3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	03/21/2023 03/22/2023 700,000.00	705,910.48 0.00 0.00 705,640.63	4,462.50 0.00 7,087.50 2,625.00	0.00 (269.85) (269.85) 2,355.15	2,355.15
3130B3A29	FEDERAL HOME LOAN BANKS 4.0 10/09/2026	10/21/2024 10/22/2024 600,000.00	599,998.65 0.00 0.00 599,998.91	1,466.67 0.00 3,466.67 2,000.00	0.26 0.00 0.26 2,000.26	2,000.26
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	12/28/2023 12/29/2023 650,000.00	655,593.99 0.00 0.00 655,413.16	10,436.11 0.00 12,738.19 2,302.08	0.00 (180.83) (180.83) 2,121.26	2,121.26
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027	05/23/2024 05/24/2024 330,000.00	329,061.51 0.00 0.00 329,137.27	6,641.25 7,425.00 453.75 1,237.50	75.76 0.00 75.76 1,313.26	1,313.26
3133ERGL9	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028	06/25/2024 06/26/2024 450,000.00	450,524.34 0.00 0.00 450,503.17	8,100.00 0.00 9,787.50 1,687.50	0.00 (21.16) (21.16) 1,666.34	1,666.34
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	02/06/2024 02/09/2024 315,516.77	314,158.23 0.00 (766.32) 313,665.27	904.04 904.04 901.85 901.85	273.36 0.00 273.36 1,175.21	1,175.21
3137F2LJ3	FHMS K-066 A2 3.117 06/25/2027	09/19/2025 09/24/2025 177,535.72	176,348.75 0.00 (293.53) 176,173.37	461.91 461.91 461.15 461.15	118.15 0.00 118.15 579.30	579.30
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	850,000.00	835,648.30 0.00 0.00 836,416.69	2,439.50 2,439.50 2,439.50 2,439.50	768.40 0.00 768.40 3,207.90	3,207.90
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	05/24/2023 05/30/2023 465,000.00	458,419.34 0.00 0.00 458,753.77	1,298.13 1,298.12 1,298.13 1,298.12	334.43 0.00 334.43 1,632.55	1,632.55

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3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	01/23/2024 01/26/2024 325,000.00	321,482.72 0.00 0.00 321,620.39	1,063.29 1,063.29 1,063.29 1,063.29	137.67 0.00 137.67 1,200.96	1,200.96
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	09/15/2023 09/20/2023 155,000.00	151,960.28 0.00 0.00 152,074.78	503.75 503.75 503.75 503.75	114.50 0.00 114.50 618.25	618.25
3137FJKE8	FHMS K-082 A2 3.92 09/25/2028	680,000.00	677,569.43 0.00 0.00 677,657.66	2,221.33 2,221.34 2,221.33 2,221.34	100.65 (12.42) 88.23 2,309.57	2,309.57
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	12/07/2023 12/12/2023 297,000.00	293,427.47 0.00 0.00 293,557.15	1,002.38 1,002.38 1,002.38 1,002.38	129.68 0.00 129.68 1,132.06	1,132.06
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	10/20/2023 10/25/2023 240,000.00	232,066.43 0.00 0.00 232,344.64	756.00 756.00 756.00 756.00	278.21 0.00 278.21 1,034.21	1,034.21
3137FK4M5	FHMS K-085 A2 4.06 10/25/2028	07/23/2025 07/28/2025 350,000.00	349,135.97 0.00 0.00 349,166.27	1,184.17 1,184.17 1,184.17 1,184.17	30.30 0.00 30.30 1,214.47	1,214.47
3137FKUP9	FHMS K-087 A2 3.771 12/25/2028	07/23/2025 07/28/2025 338,031.29	335,372.91 0.00 (419.00) 335,058.54	1,063.58 1,063.58 1,062.26 1,062.26	104.64 0.00 104.64 1,166.90	1,166.90
3137FLN91	FHMS K-091 A2 3.505 03/25/2029	07/23/2025 07/28/2025 350,000.00	343,992.56 0.00 0.00 344,172.49	1,022.29 1,022.29 1,022.29 1,022.29	179.93 0.00 179.93 1,202.22	1,202.22
3137FMTY8	FHMS K-094 A2 2.903 06/25/2029	12/05/2025 12/10/2025 700,000.00	680,014.26 0.00 0.00 680,564.00	1,693.42 1,693.42 1,693.42 1,693.42	549.74 0.00 549.74 2,243.16	2,243.16

INCOME EARNED

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3137FRUT6	FHMS K-106 A2 2.069 01/25/2030	07/14/2025 07/17/2025 350,000.00	324,159.10 0.00 0.00 324,756.47	603.46 603.46 603.46 603.46	597.37 0.00 597.37 1,200.83	1,200.83
3137FTFK8	FHMS K-738 A2 1.545 01/25/2027	09/22/2025 09/25/2025 350,000.00	344,979.20 0.00 0.00 345,614.49	450.63 450.63 450.63 450.63	635.28 0.00 635.28 1,085.91	1,085.91
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	10/03/2023 10/06/2023 315,000.00	294,018.78 0.00 0.00 294,780.39	533.14 533.14 533.14 533.14	761.61 0.00 761.61 1,294.75	1,294.75
341081GT8	FLORIDA POWER & LIGHT CO 5.15 06/15/2029	09/19/2024 09/20/2024 330,000.00	339,927.06 0.00 0.00 339,642.12	6,420.33 0.00 7,836.58 1,416.25	0.00 (284.94) (284.94) 1,131.31	1,131.31
34532BAG6	FORDO 2025-B A3 3.91 04/15/2030	09/23/2025 09/26/2025 170,000.00	169,984.06 0.00 0.00 169,984.40	295.42 553.92 295.42 553.92	0.34 0.00 0.34 554.26	554.26
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	04/04/2023 04/12/2023 21,786.32	26,336.40 0.00 (4,550.35) 21,786.11	49.05 98.10 40.58 89.63	0.06 0.00 0.06 89.68	89.68
36273VAD7	GMALT 2026-1 A3 3.88 01/22/2029	02/03/2026 02/12/2026 195,000.00	194,976.32 0.00 0.00 194,977.06	231.18 630.50 231.18 630.50	0.74 0.00 0.74 631.24	631.24
36275AAD1	GMALT 2026-2 A3 4.3 03/20/2029	05/05/2026 05/14/2026 115,000.00	0.00 114,987.56 0.00 114,987.78	0.00 0.00 233.51 233.51	0.22 0.00 0.22 233.73	233.73
362962AD4	GMALT 2025-2 A3 4.58 05/22/2028	05/20/2025 05/29/2025 155,000.00	154,998.23 0.00 0.00 154,998.30	216.91 591.58 216.91 591.58	0.07 0.00 0.07 591.65	591.65

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379965AD8	GMALT 2025-3 A3 4.17 08/21/2028	08/05/2025 08/13/2025 155,000.00	154,982.01 0.00 0.00 154,982.67	197.50 538.63 197.50 538.63	0.66 0.00 0.66 539.29	539.29
38014AAD3	GMCAR 2024-4 A3 4.4 08/16/2029	10/08/2024 10/16/2024 94,037.01	94,987.53 0.00 (962.99) 94,024.98	174.17 348.33 172.40 346.56	0.44 0.00 0.44 347.01	347.01
437076DC3	HOME DEPOT INC 4.75 06/25/2029	295,000.00	295,071.66 0.00 0.00 295,069.24	4,904.38 0.00 6,072.08 1,167.71	15.88 (18.30) (2.42) 1,165.29	1,165.29
437076DJ8	HOME DEPOT INC 3.95 09/15/2030	09/09/2025 09/15/2025 250,000.00	249,321.77 0.00 0.00 249,334.93	1,261.81 0.00 2,084.72 822.92	13.16 0.00 13.16 836.07	836.07
437921AD1	HAROT 252 A3 4.15 10/15/2029	04/29/2025 05/08/2025 105,000.00	104,990.86 0.00 0.00 104,991.08	193.67 363.12 193.67 363.12	0.22 0.00 0.22 363.34	363.34
43814YAD3	HAROT 2026-2 A3 4.3 11/15/2030	05/05/2026 05/13/2026 265,000.00	0.00 264,992.34 0.00 264,992.43	0.00 0.00 569.75 569.75	0.09 0.00 0.09 569.84	569.84
43815CAD0	HAROT 2026-1 A3 3.78 09/23/2030	02/10/2026 02/18/2026 175,000.00	174,973.32 0.00 0.00 174,973.83	183.75 551.25 183.75 551.25	0.52 0.00 0.52 551.77	551.77
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	02/16/2023 02/24/2023 1,087.04	3,818.98 0.00 (2,732.10) 1,087.00	5.35 16.04 1.52 12.22	0.12 0.00 0.12 12.34	12.34
448976AD2	HART 2024-C A3 4.41 05/15/2029	10/08/2024 10/16/2024 140,000.00	139,993.19 0.00 0.00 139,993.38	274.40 514.50 274.40 514.50	0.19 0.00 0.19 514.69	514.69

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448981AD2	HART 2026-A A3 3.79 02/18/2031	02/10/2026 02/18/2026 230,000.00	229,985.09 0.00 0.00 229,985.36	387.42 726.42 387.42 726.42	0.26 0.00 0.26 726.68	726.68
44934QAD3	HART 2024-B A3 4.84 03/15/2029	07/16/2024 07/24/2024 79,777.35	85,651.75 0.00 (5,882.40) 79,770.12	184.26 345.49 171.61 332.84	0.77 0.00 0.77 333.61	333.61
459058KQ5	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 02/14/2030	10/09/2025 10/10/2025 350,000.00	351,492.71 0.00 0.00 351,459.30	2,900.87 0.00 4,031.08 1,130.21	0.00 (33.41) (33.41) 1,096.80	1,096.80
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	11/28/2023 11/30/2023 250,000.00	244,938.39 0.00 0.00 245,133.79	2,649.31 0.00 3,378.47 729.17	195.40 0.00 195.40 924.57	924.57
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	248,309.06 0.00 0.00 248,372.75	2,890.63 0.00 3,854.17 963.54	63.69 0.00 63.69 1,027.23	1,027.23
459058LK7	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	08/20/2024 08/27/2024 170,000.00	169,968.12 0.00 0.00 169,976.50	1,208.89 0.00 1,775.56 566.67	8.37 0.00 8.37 575.04	575.04
459058LN1	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029	10/08/2024 10/16/2024 300,000.00	299,457.99 0.00 0.00 299,471.28	483.00 0.00 1,452.00 969.00	13.29 0.00 13.29 982.29	982.29
459058LR2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.125 03/20/2030	03/14/2025 03/20/2025 205,000.00	204,431.27 0.00 0.00 204,443.70	963.07 0.00 1,667.76 704.69	12.42 0.00 12.42 717.11	717.11
46647PDA1	JPMORGAN CHASE & CO 4.323 04/26/2028	09/22/2025 09/23/2025 250,000.00	250,518.28 0.00 0.00 250,473.65	150.10 0.00 1,050.73 900.63	0.00 (44.63) (44.63) 856.00	856.00

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47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	09/12/2023 09/19/2023 122,522.34	142,928.81 0.00 (20,410.77) 122,518.81	348.12 652.73 298.41 603.02	0.77 0.00 0.77 603.79	603.79
47787DAD3	JDOT 2026 A3 3.87 08/15/2030	03/10/2026 03/18/2026 120,000.00	119,979.32 0.00 0.00 119,979.73	206.40 387.00 206.40 387.00	0.41 0.00 0.41 387.41	387.41
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	10/12/2022 10/19/2022 6,173.04	15,458.65 0.00 (9,285.87) 6,172.95	34.97 65.57 13.96 44.56	0.16 0.00 0.16 44.73	44.73
532457DB1	ELI LILLY AND CO 4.0 10/15/2028	09/12/2025 09/15/2025 500,000.00	501,215.68 0.00 0.00 501,172.26	888.89 0.00 2,555.56 1,666.67	0.00 (43.42) (43.42) 1,623.25	1,623.25
532457DK1	ELI LILLY AND CO 4.15 05/20/2029	05/06/2026 05/20/2026 95,000.00	0.00 94,943.95 0.00 94,944.56	0.00 0.00 120.47 120.47	0.61 0.00 0.61 121.08	121.08
532457DL9	ELI LILLY AND CO 4.375 05/20/2031	05/06/2026 05/20/2026 125,000.00	0.00 124,866.25 0.00 124,867.13	0.00 0.00 167.10 167.10	0.88 0.00 0.88 167.98	167.98
571748BY7	MARSH & MCLENNAN COMPANIES INC 4.55 11/08/2027	09/12/2025 09/15/2025 250,000.00	252,136.95 0.00 0.00 252,010.77	5,466.32 5,687.50 726.74 947.92	0.00 (126.18) (126.18) 821.73	821.73
57636QAW4	MASTERCARD INC 4.875 03/09/2028	04/19/2023 04/21/2023 290,000.00	293,266.60 0.00 0.00 293,110.56	2,042.08 0.00 3,220.21 1,178.13	0.00 (156.03) (156.03) 1,022.09	1,022.09
58769GAD5	MBALT 2024-B A3 4.23 02/15/2028	09/17/2024 09/25/2024 92,727.45	103,076.12 0.00 (10,357.84) 92,719.58	193.80 363.38 174.33 343.91	1.31 0.00 1.31 345.22	345.22

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58769MAD2	MBART 261 A3 4.36 10/15/2030	05/12/2026 05/20/2026 515,000.00	0.00 514,887.83 0.00 514,888.67	0.00 0.00 686.09 686.09	0.84 0.00 0.84 686.93	686.93
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	01/18/2023 01/25/2023 9,271.76	12,368.81 0.00 (3,097.51) 9,271.44	24.79 46.49 18.58 40.28	0.14 0.00 0.14 40.42	40.42
58770XAD5	MBALT 2025-B A3 3.88 04/16/2029	10/16/2025 10/22/2025 360,000.00	359,949.79 0.00 0.00 359,951.23	620.80 1,164.00 620.80 1,164.00	1.44 0.00 1.44 1,165.44	1,165.44
58770YAD3	MBALT 2026-A A3 3.93 01/15/2030	01/13/2026 01/21/2026 195,000.00	194,963.99 0.00 0.00 194,964.81	340.60 638.63 340.60 638.63	0.82 0.00 0.82 639.45	639.45
58933YBH7	MERCK & CO INC 4.05 05/17/2028	05/08/2023 05/17/2023 90,000.00	89,970.19 0.00 0.00 89,971.43	1,660.50 1,822.50 141.75 303.75	1.24 0.00 1.24 304.99	304.99
58933YBQ7	MERCK & CO INC 4.15 09/15/2030	09/12/2025 09/15/2025 250,000.00	251,163.25 0.00 0.00 251,140.23	1,325.69 0.00 2,190.28 864.58	0.00 (23.01) (23.01) 841.57	841.57
61776NVE0	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028	08/05/2025 08/06/2025 500,000.00	500,909.48 0.00 0.00 500,844.06	7,133.19 0.00 8,994.03 1,860.83	0.00 (65.41) (65.41) 1,795.42	1,795.42
63743HFJ6	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.05 09/15/2028	07/14/2025 07/15/2025 240,000.00	243,286.80 0.00 0.00 243,165.07	1,548.67 0.00 2,558.67 1,010.00	0.00 (121.73) (121.73) 888.27	888.27
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	11/14/2023 11/16/2023 390,000.00	390,569.58 0.00 0.00 390,462.57	10,192.00 10,920.00 1,092.00 1,820.00	0.00 (107.01) (107.01) 1,712.99	1,712.99

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64110LAS5	NETFLIX INC 4.875 04/15/2028	09/22/2025 09/23/2025 240,000.00	244,428.56 0.00 0.00 244,236.56	520.00 0.00 1,495.00 975.00	0.00 (192.01) (192.01) 782.99	782.99
665859AV6	NORTHERN TRUST CORP 1.95 05/01/2030	12/22/2025 12/23/2025 275,000.00	253,448.18 0.00 0.00 253,905.48	2,681.25 2,681.25 446.88 446.88	457.29 0.00 457.29 904.17	904.17
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	10/05/2022 10/07/2022 450,000.00	447,078.85 0.00 0.00 447,320.98	8,550.00 9,000.00 1,050.00 1,500.00	242.13 0.00 242.13 1,742.13	1,742.13
693475AW5	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029	07/16/2025 07/17/2025 500,000.00	487,846.98 0.00 0.00 488,193.25	383.33 0.00 1,820.83 1,437.50	346.27 0.00 346.27 1,783.77	1,783.77
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	01/24/2024 01/31/2024 410,000.00	409,632.01 0.00 0.00 409,643.35	4,767.39 0.00 6,339.06 1,571.67	11.34 0.00 11.34 1,583.01	1,583.01
69371RT71	PACCAR FINANCIAL CORP 4.55 05/08/2030	09/18/2025 09/19/2025 250,000.00	254,734.99 0.00 0.00 254,635.00	5,466.32 5,687.50 726.74 947.92	0.00 (99.99) (99.99) 847.93	847.93
713448FX1	PEPSICO INC 4.5 07/17/2029	07/15/2024 07/17/2024 295,000.00	294,706.27 0.00 0.00 294,714.03	3,835.00 0.00 4,941.25 1,106.25	7.76 0.00 7.76 1,114.01	1,114.01
713448GH5	PEPSICO INC 4.3 07/23/2030	08/12/2025 08/13/2025 250,000.00	250,174.86 0.00 0.00 250,171.28	2,926.39 0.00 3,822.22 895.83	0.00 (3.58) (3.58) 892.25	892.25
743315AW3	PROGRESSIVE CORP 3.2 03/26/2030	550,000.00	534,121.73 0.00 0.00 534,467.15	1,711.11 0.00 3,177.78 1,466.67	345.42 0.00 345.42 1,812.09	1,812.09

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74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	09/06/2023 09/08/2023 300,000.00	292,591.36 0.00 0.00 292,905.54	5,550.00 5,550.00 925.00 925.00	314.18 0.00 314.18 1,239.18	1,239.18
74456QBY1	PUBLIC SERVICE ELECTRIC AND GAS CO 3.2 05/15/2029	07/14/2025 07/15/2025 250,000.00	241,718.61 0.00 0.00 241,949.89	3,688.89 4,000.00 355.56 666.67	231.28 0.00 231.28 897.95	897.95
74464AAC5	PUBLIC STORAGE OPERATING CO 4.375 07/01/2030	07/17/2025 07/18/2025 215,000.00	213,361.14 0.00 0.00 213,394.52	3,135.42 0.00 3,919.27 783.85	33.38 0.00 33.38 817.23	817.23
747525BU6	QUALCOMM INC 4.5 05/20/2030	09/18/2025 09/19/2025 250,000.00	254,235.66 0.00 0.00 254,145.11	5,031.25 5,625.00 343.75 937.50	0.00 (90.56) (90.56) 846.94	846.94
78016HZT0	ROYAL BANK OF CANADA 4.875 01/19/2027	01/10/2024 01/19/2024 0.00	149,991.00 0.00 (149,991.38) 0.00	2,071.88 2,295.31 0.00 223.44	0.38 0.00 0.38 223.81	223.81
808513AU9	CHARLES SCHWAB CORP 3.2 01/25/2028	09/18/2025 09/19/2025 250,000.00	246,963.01 0.00 0.00 247,111.50	2,133.33 0.00 2,800.00 666.67	148.50 0.00 148.50 815.16	815.16
808513CQ6	CHARLES SCHWAB CORP 4.744 05/21/2030	05/19/2026 05/21/2026 265,000.00	0.00 264,896.65 0.00 264,897.43	0.00 0.00 349.21 349.21	0.78 0.00 0.78 349.99	349.99
857477CL5	STATE STREET CORP 4.993 03/18/2027	03/13/2024 03/18/2024 365,000.00	365,000.00 0.00 0.00 365,000.00	2,176.81 0.00 3,695.51 1,518.70	0.00 0.00 0.00 1,518.70	1,518.70
857477DB6	STATE STREET CORP 4.834 04/24/2030	07/14/2025 07/15/2025 240,000.00	242,486.14 0.00 0.00 242,431.98	225.59 0.00 1,192.39 966.80	0.00 (54.16) (54.16) 912.64	912.64

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87612EBU9	TARGET CORP 4.35 06/15/2028	09/18/2025 09/19/2025 250,000.00	252,271.90 0.00 0.00 252,177.37	4,108.33 0.00 5,014.58 906.25	0.00 (94.54) (94.54) 811.71	811.71
89115A2V3	TORONTO-DOMINION BANK 5.264 12/11/2026	12/04/2023 12/11/2023 0.00	160,000.00 0.00 (160,000.00) 0.00	3,275.38 3,439.15 0.00 163.77	0.00 0.00 0.00 163.77	163.77
89115A2W1	TORONTO-DOMINION BANK 4.98 04/05/2027	04/08/2024 04/10/2024 0.00	399,206.30 0.00 (399,222.69) 0.00	1,438.67 1,826.00 0.00 387.33	16.39 0.00 16.39 403.72	403.72
89231GAD0	TAOT 2025-D A3 3.84 06/17/2030	10/15/2025 10/23/2025 220,000.00	219,977.53 0.00 0.00 219,977.99	375.47 704.00 375.47 704.00	0.46 0.00 0.46 704.46	704.46
89236TMF9	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029	06/25/2024 06/26/2024 400,000.00	401,787.56 0.00 0.00 401,737.68	9,258.33 10,100.00 841.67 1,683.33	0.00 (49.88) (49.88) 1,633.46	1,633.46
89236TNJ0	TOYOTA MOTOR CREDIT CORP 4.8 05/15/2030	07/15/2025 07/16/2025 240,000.00	241,872.35 0.00 0.00 241,833.00	5,312.00 5,760.00 512.00 960.00	0.00 (39.35) (39.35) 920.65	920.65
89239TAD4	TAOT 2024-D A3 4.4 06/15/2029	10/10/2024 10/17/2024 105,000.00	104,996.07 0.00 0.00 104,996.18	205.33 385.00 205.33 385.00	0.11 0.00 0.11 385.11	385.11
89240KAD0	TAOT 2026-A A3 3.86 09/15/2030	01/13/2026 01/21/2026 145,000.00	144,988.38 0.00 0.00 144,988.60	248.76 466.42 248.76 466.42	0.23 0.00 0.23 466.65	466.65
90331HPV9	US BANK NA 4.535 05/20/2029	05/14/2026 05/20/2026 265,000.00	0.00 265,129.85 0.00 265,128.39	0.00 0.00 367.21 367.21	0.00 (1.46) (1.46) 365.75	365.75

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91159HHS2	US BANCORP 3.9 04/26/2028	09/12/2025 09/15/2025 250,000.00	250,077.13 0.00 0.00 250,073.68	135.42 0.00 947.92 812.50	0.00 (3.45) (3.45) 809.05	809.05
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	1,500,000.00	1,467,742.52 0.00 0.00 1,469,518.69	15,569.75 16,875.00 1,559.10 2,864.35	1,776.17 0.00 1,776.17 4,640.52	4,640.52
9128283W8	UNITED STATES TREASURY 2.75 02/15/2028	09/25/2025 09/26/2025 700,000.00	689,114.24 0.00 0.00 689,629.44	3,988.26 0.00 5,636.74 1,648.48	515.20 0.00 515.20 2,163.68	2,163.68
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	1,100,000.00	1,080,369.29 0.00 0.00 1,081,024.35	15,858.08 17,187.50 1,587.98 2,917.40	655.06 0.00 655.06 3,572.46	3,572.46
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	10/14/2021 10/15/2021 0.00	250,059.82 0.00 (250,000.00) 0.00	1,874.14 2,031.25 0.00 157.11	0.00 (59.82) (59.82) 97.29	97.29
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	03/29/2022 03/30/2022 625,000.00	623,233.35 0.00 0.00 623,509.95	5,766.57 6,250.00 577.45 1,060.87	276.60 0.00 276.60 1,337.47	1,337.47
912828V98	UNITED STATES TREASURY 2.25 02/15/2027	12/16/2025 12/17/2025 700,000.00	693,189.80 0.00 0.00 693,917.78	3,263.12 0.00 4,611.88 1,348.76	727.99 0.00 727.99 2,076.74	2,076.74
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	06/09/2022 06/10/2022 350,000.00	347,613.57 0.00 0.00 347,808.76	3,834.77 4,156.25 384.00 705.48	195.20 0.00 195.20 900.68	900.68
912828YB0	UNITED STATES TREASURY 1.625 08/15/2029	09/24/2024 09/25/2024 150,000.00	141,611.57 0.00 0.00 141,827.91	505.01 0.00 713.74 208.74	216.34 0.00 216.34 425.08	425.08

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912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	12/28/2021 12/29/2021 300,000.00	300,463.78 0.00 0.00 300,369.20	412.91 0.00 825.82 412.91	0.00 (94.59) (94.59) 318.32	318.32
912828Z94	UNITED STATES TREASURY 1.5 02/15/2030	02/24/2026 02/25/2026 400,000.00	371,567.78 0.00 0.00 372,203.71	1,243.09 0.00 1,756.91 513.81	635.93 0.00 635.93 1,149.74	1,149.74
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	747,427.06 0.00 0.00 747,665.86	1,588.11 0.00 3,176.23 1,588.11	238.81 0.00 238.81 1,826.92	1,826.92
91282CEV9	UNITED STATES TREASURY 3.25 06/30/2029	07/30/2025 07/31/2025 700,000.00	686,803.64 0.00 0.00 687,157.52	7,604.28 0.00 9,552.49 1,948.20	353.88 0.00 353.88 2,302.09	2,302.09
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	10/26/2022 10/27/2022 570,000.00	569,545.69 0.00 0.00 569,572.93	1,991.50 0.00 3,982.99 1,991.50	27.24 0.00 27.24 2,018.74	2,018.74
91282CFT3	UNITED STATES TREASURY 4.0 10/31/2029	07/30/2025 07/31/2025 700,000.00	702,049.27 0.00 0.00 701,999.60	76.09 0.00 2,434.78 2,358.70	0.00 (49.67) (49.67) 2,309.03	2,309.03
91282CGB1	UNITED STATES TREASURY 3.875 12/31/2029	07/30/2025 07/31/2025 700,000.00	699,069.23 0.00 0.00 699,090.76	9,066.64 0.00 11,389.50 2,322.86	21.53 0.00 21.53 2,344.39	2,344.39
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	05/25/2023 05/26/2023 500,000.00	499,235.35 0.00 0.00 499,274.28	6,476.17 0.00 8,135.36 1,659.19	38.92 0.00 38.92 1,698.11	1,698.11
91282CGH8	UNITED STATES TREASURY 3.5 01/31/2028	07/30/2025 07/31/2025 700,000.00	695,692.02 0.00 0.00 695,900.69	6,091.16 0.00 8,189.23 2,098.07	208.67 0.00 208.67 2,306.73	2,306.73

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91282CGQ8	UNITED STATES TREASURY 4.0 02/28/2030	1,080,000.00	1,083,954.59 0.00 0.00 1,083,866.97	7,278.26 0.00 10,917.39 3,639.13	0.00 (87.63) (87.63) 3,551.50	3,551.50
91282CGT2	UNITED STATES TREASURY 3.625 03/31/2028	01/10/2025 01/13/2025 600,000.00	591,118.53 0.00 0.00 591,511.85	1,842.21 0.00 3,684.43 1,842.21	393.32 0.00 393.32 2,235.54	2,235.54
91282CHB0	UNITED STATES TREASURY 3.625 05/15/2026	03/28/2025 03/31/2025 0.00	299,950.78 0.00 (300,000.00) 0.00	5,016.92 5,437.50 0.00 420.58	49.22 0.00 49.22 469.80	469.80
91282CHF1	UNITED STATES TREASURY 3.75 05/31/2030	07/30/2025 07/31/2025 700,000.00	694,802.75 0.00 0.00 694,910.81	10,961.54 0.00 71.72 (10,889.82)	108.06 0.00 108.06 (10,781.76)	(10,781.76)
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	08/26/2024 08/27/2024 475,000.00	475,102.94 0.00 0.00 475,032.03	7,374.57 0.00 9,043.27 1,668.70	0.00 (70.91) (70.91) 1,597.78	1,597.78
91282CHM6	UNITED STATES TREASURY 4.5 07/15/2026	09/16/2025 09/17/2025 500,000.00	500,759.19 0.00 0.00 500,445.39	6,588.40 0.00 8,515.19 1,926.80	0.00 (313.80) (313.80) 1,613.00	1,613.00
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	08/26/2024 08/27/2024 475,000.00	476,610.97 0.00 0.00 476,311.93	960.38 0.00 2,821.12 1,860.74	0.00 (299.04) (299.04) 1,561.70	1,561.70
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	12/27/2023 12/28/2023 300,000.00	300,611.84 0.00 0.00 300,528.65	4,939.90 0.00 6,057.69 1,117.79	0.00 (83.19) (83.19) 1,034.60	1,034.60
91282CJW2	UNITED STATES TREASURY 4.0 01/31/2029	07/30/2025 07/31/2025 700,000.00	702,192.03 0.00 0.00 702,124.48	6,961.33 0.00 9,359.12 2,397.79	0.00 (67.55) (67.55) 2,330.24	2,330.24

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91282CKG5	UNITED STATES TREASURY 4.125 03/31/2029	07/30/2025 07/31/2025 700,000.00	704,567.16 0.00 0.00 704,434.22	2,445.70 0.00 4,891.39 2,445.70	0.00 (132.94) (132.94) 2,312.76	2,312.76
91282CKJ9	UNITED STATES TREASURY 4.5 04/15/2027	05/26/2026 05/27/2026 400,000.00	0.00 402,312.50 0.00 402,276.70	0.00 (2,065.57) 2,311.48 245.91	0.00 (35.80) (35.80) 210.11	210.11
91282CKP5	UNITED STATES TREASURY 4.625 04/30/2029	06/25/2025 06/26/2025 380,000.00	388,451.11 0.00 0.00 388,211.85	47.76 0.00 1,528.26 1,480.50	0.00 (239.26) (239.26) 1,241.25	1,241.25
91282CKZ3	UNITED STATES TREASURY 4.375 07/15/2027	11/18/2024 11/19/2024 1,000,000.00	1,000,941.05 0.00 0.00 1,000,874.75	12,810.77 0.00 16,557.32 3,746.55	0.00 (66.30) (66.30) 3,680.25	3,680.25
91282CLG4	UNITED STATES TREASURY 3.75 08/15/2027	1,400,000.00	1,402,128.57 0.00 0.00 1,401,988.47	10,877.07 0.00 15,372.93 4,495.86	0.00 (140.10) (140.10) 4,355.76	4,355.76
91282CLK5	UNITED STATES TREASURY 3.625 08/31/2029	07/30/2025 07/31/2025 700,000.00	694,017.66 0.00 0.00 694,169.92	4,275.14 0.00 6,412.70 2,137.57	152.26 0.00 152.26 2,289.83	2,289.83
91282CLL3	UNITED STATES TREASURY 3.375 09/15/2027	09/25/2025 09/26/2025 700,000.00	697,365.41 0.00 0.00 697,528.11	3,017.32 0.00 5,007.47 1,990.15	162.69 0.00 162.69 2,152.84	2,152.84
91282CLQ2	UNITED STATES TREASURY 3.875 10/15/2027	1,100,000.00	1,103,470.73 0.00 0.00 1,103,268.49	1,863.39 0.00 5,473.70 3,610.31	2.40 (204.65) (202.24) 3,408.07	3,408.07
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	12/17/2024 12/18/2024 200,000.00	199,225.09 0.00 0.00 199,243.44	3,445.05 0.00 22.54 (3,422.51)	18.35 0.00 18.35 (3,404.16)	(3,404.16)

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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
91282CMB4	UNITED STATES TREASURY 4.0 12/15/2027	09/25/2025 09/26/2025 700,000.00	703,823.50 0.00 0.00 703,623.62	10,538.46 0.00 12,923.08 2,384.62	0.00 (199.88) (199.88) 2,184.74	2,184.74
91282CMS7	UNITED STATES TREASURY 3.875 03/15/2028	09/25/2025 09/26/2025 700,000.00	702,864.63 0.00 0.00 702,734.80	3,464.33 0.00 5,749.32 2,284.99	0.00 (129.83) (129.83) 2,155.16	2,155.16
91282CMU2	UNITED STATES TREASURY 4.0 03/31/2030	03/28/2025 03/31/2025 250,000.00	249,847.05 0.00 0.00 249,850.36	846.99 0.00 1,693.99 846.99	3.32 0.00 3.32 850.31	850.31
91282CMW8	UNITED STATES TREASURY 3.75 04/15/2028	09/25/2025 09/26/2025 700,000.00	701,174.73 0.00 0.00 701,123.79	1,147.54 0.00 3,370.90 2,223.36	0.00 (50.93) (50.93) 2,172.43	2,172.43
91282CMZ1	UNITED STATES TREASURY 3.875 04/30/2030	1,100,000.00	1,095,165.52 0.00 0.00 1,095,268.17	115.83 0.00 3,706.52 3,590.69	102.65 0.00 102.65 3,693.34	3,693.34
91282CND9	UNITED STATES TREASURY 3.75 05/15/2028	07/30/2025 07/31/2025 700,000.00	698,560.63 0.00 0.00 698,620.52	12,109.81 13,125.00 1,212.64 2,227.83	59.89 0.00 59.89 2,287.72	2,287.72
91282CNE7	UNITED STATES TREASURY 3.875 05/31/2027	09/25/2025 09/26/2025 0.00	701,288.33 0.00 (701,203.52) 0.00	11,326.92 13,264.42 0.00 1,937.50	0.00 (84.80) (84.80) 1,852.70	1,852.70
91282CNK3	UNITED STATES TREASURY 3.875 06/30/2030	07/15/2025 07/16/2025 700,000.00	695,519.33 0.00 0.00 695,610.65	9,066.64 0.00 11,389.50 2,322.86	91.32 0.00 91.32 2,414.18	2,414.18
91282CNL1	UNITED STATES TREASURY 3.75 06/30/2027	800,000.00	1,498,049.96 0.00 (698,740.93) 799,378.97	18,801.80 9,281.77 12,596.69 3,076.66	69.95 0.00 69.95 3,146.61	3,146.61

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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
91282CNM9	UNITED STATES TREASURY 3.875 07/15/2028	07/30/2025 07/31/2025 700,000.00	700,224.47 0.00 0.00 700,215.84	7,942.68 0.00 10,265.54 2,322.86	0.00 (8.63) (8.63) 2,314.23	2,314.23
91282CNN7	UNITED STATES TREASURY 3.875 07/31/2030	900,000.00	899,313.29 0.00 0.00 899,327.00	8,670.58 0.00 11,657.11 2,986.53	39.46 (25.74) 13.72 3,000.25	3,000.25
91282CNP2	UNITED STATES TREASURY 3.875 07/31/2027	09/25/2025 09/26/2025 700,000.00	701,556.28 0.00 0.00 701,450.48	6,743.78 0.00 9,066.64 2,322.86	0.00 (105.80) (105.80) 2,217.06	2,217.06
91282CPA3	UNITED STATES TREASURY 3.625 09/30/2030	10/23/2025 10/24/2025 350,000.00	350,648.61 0.00 0.00 350,636.14	1,074.62 0.00 2,149.25 1,074.62	0.00 (12.47) (12.47) 1,062.16	1,062.16
91282CPD7	UNITED STATES TREASURY 3.625 10/31/2030	11/17/2025 11/18/2025 550,000.00	547,851.09 0.00 0.00 547,891.61	54.18 0.00 1,733.70 1,679.52	40.52 0.00 40.52 1,720.04	1,720.04
91282CPN5	UNITED STATES TREASURY 3.5 11/30/2030	950,000.00	941,811.44 0.00 0.00 941,963.08	13,884.62 0.00 90.85 (13,793.77)	151.64 0.00 151.64 (13,642.13)	(13,642.13)
91282CPR6	UNITED STATES TREASURY 3.625 12/31/2030	01/27/2026 01/28/2026 250,000.00	248,073.81 0.00 0.00 248,108.84	3,029.18 0.00 3,805.25 776.07	35.02 0.00 35.02 811.09	811.09
91282CPT2	UNITED STATES TREASURY 3.5 01/15/2029	01/16/2026 01/20/2026 500,000.00	497,961.84 0.00 0.00 498,025.66	5,124.31 0.00 6,622.93 1,498.62	63.82 0.00 63.82 1,562.44	1,562.44
91282CPW5	UNITED STATES TREASURY 3.75 01/31/2031	02/25/2026 02/26/2026 350,000.00	352,188.84 0.00 0.00 352,149.75	3,263.12 0.00 4,387.09 1,123.96	0.00 (39.09) (39.09) 1,084.88	1,084.88

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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
91282CQD6	UNITED STATES TREASURY 3.5 02/28/2031	1,400,000.00	1,378,906.15 0.00 0.00 1,379,276.85	8,255.43 0.00 12,383.15 4,127.72	370.70 0.00 370.70 4,498.41	4,498.41
91282CQG9	UNITED STATES TREASURY 3.875 03/31/2031	04/17/2026 04/20/2026 500,000.00	500,795.90 0.00 0.00 500,782.16	1,641.05 0.00 3,282.10 1,641.05	0.00 (13.75) (13.75) 1,627.31	1,627.31
91282CQJ3	UNITED STATES TREASURY 3.875 04/15/2029	04/16/2026 04/17/2026 425,000.00	426,048.90 0.00 0.00 426,018.80	719.95 0.00 2,114.84 1,394.89	0.00 (30.11) (30.11) 1,364.79	1,364.79
91282CQK0	UNITED STATES TREASURY 3.875 04/30/2031	05/28/2026 05/29/2026 500,000.00	0.00 493,886.72 0.00 493,896.93	0.00 (1,526.83) 1,684.78 157.95	10.21 0.00 10.21 168.16	168.16
91324PEU2	UNITEDHEALTH GROUP INC 4.25 01/15/2029	02/13/2025 02/14/2025 350,000.00	345,547.08 0.00 0.00 345,686.51	4,379.86 0.00 5,619.44 1,239.58	139.44 0.00 139.44 1,379.02	1,379.02
92348KDY6	VZMT 2025-3 A1A 4.51 03/20/2030	03/25/2025 03/31/2025 255,000.00	254,991.43 0.00 0.00 254,991.62	351.40 958.37 351.40 958.37	0.19 0.00 0.19 958.56	958.56
92826CAZ5	VISA INC 4.1 02/12/2031	02/03/2026 02/12/2026 235,000.00	234,698.55 0.00 0.00 234,703.90	2,114.35 0.00 2,917.26 802.92	5.35 0.00 5.35 808.26	808.26
92970QAK1	WFCIT 2026-1 A 4.08 04/16/2029	04/21/2026 04/27/2026 380,000.00	379,946.85 0.00 0.00 379,948.37	172.27 775.20 689.07 1,292.00	1.52 0.00 1.52 1,293.52	1,293.52
931142ER0	WALMART INC 1.05 09/17/2026	09/08/2021 09/17/2021 40,000.00	39,994.24 0.00 0.00 39,995.53	51.33 0.00 86.33 35.00	1.28 0.00 1.28 36.28	36.28

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
931142FN8	WALMART INC 4.35 04/28/2030	04/23/2025 04/28/2025 310,000.00	309,571.78 0.00 0.00 309,580.89	112.38 0.00 1,236.13 1,123.75	9.10 0.00 9.10 1,132.85	1,132.85
94988J6F9	WELLS FARGO BANK NA 5.254 12/11/2026	10/22/2025 10/23/2025 250,000.00	251,912.36 0.00 0.00 251,605.20	5,108.06 0.00 6,202.64 1,094.58	0.00 (307.17) (307.17) 787.42	787.42
95000U4D2	WELLS FARGO & CO 4.182 01/23/2030	01/16/2026 01/23/2026 250,000.00	249,825.08 0.00 0.00 249,829.06	2,846.08 0.00 3,717.33 871.25	3.98 0.00 3.98 875.23	875.23
Total Fixed Income		**71,370,466.11**	**70,773,399.20** **3,064,423.59** **(2,842,917.21)** **71,006,728.65**	**585,958.16** **215,997.08** **561,925.28** **191,964.20**	**17,682.58** **(5,859.51)** **11,823.07** **203,787.27**	**203,787.27**
LAIF						
90LAIF$00	Local Agency Investment Fund State Pool	6,010,813.81	6,010,813.81 0.00 0.00 6,010,813.81	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
Total LAIF		**6,010,813.81**	**6,010,813.81** **0.00** **0.00** **6,010,813.81**	**0.00** **0.00** **0.00** **0.00**	**0.00** **0.00** **0.00** **0.00**	**0.00**
LOCAL GOV INVESTMENT POOL						
09CATR$05	CalTrust MTF	755,433.63	7,551,580.84 22,870.30 0.00 7,574,451.14	0.00 22,870.30 0.00 22,870.30	0.00 0.00 0.00 22,870.30	22,870.30
90CAMP$00	CAMP	3,646,108.68	3,634,513.20 11,595.48 0.00 3,646,108.68	0.00 11,595.48 0.00 11,595.48	0.00 0.00 0.00 11,595.48	11,595.48

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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
90CAMP$06	CAMP	10,000,000.00	10,000,000.00 0.00 0.00 10,000,000.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
			21,186,094.04	**0.00**	**0.00**	
			34,465.78	**34,465.78**	**0.00**	
Total Local Gov Investment Pool		**14,401,542.31**	**0.00** **21,220,559.82**	**0.00** **34,465.78**	**0.00** **34,465.78**	**34,465.78**
			98,258,334.01	**585,958.16**	**17,682.58**	
			6,147,772.79	**251,697.21**	**(5,859.51)**	
			(5,890,908.69)	**561,925.28**	**11,823.07**	
TOTAL PORTFOLIO		**92,126,862.25**	**98,582,142.31**	**227,664.33**	**239,487.40**	**239,487.40**

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
JUNE 2026							
06/01/2026	Coupon	91282CPN5	0.00	UNITED STATES TREASURY 3.5 11/30/2030		12,250.00	12,250.00
06/01/2026	Coupon	91282CPN5	0.00	UNITED STATES TREASURY 3.5 11/30/2030		4,375.00	4,375.00
06/01/2026	Coupon	91282CMA6	0.00	UNITED STATES TREASURY 4.125 11/30/2029		4,125.00	4,125.00
06/01/2026	Coupon	91282CHF1	0.00	UNITED STATES TREASURY 3.75 05/31/2030		13,125.00	13,125.00
06/01/2026	Dividend	31846V203	0.00	FIRST AMER:GVT OBLG Y	1,819.90		1,819.90
06/01/2026	Dividend	31846V203	0.00	FIRST AMER:GVT OBLG Y	1,131.20		1,131.20
06/01/2026	Coupon	26444HAH4	0.00	DUKE ENERGY FLORIDA LLC 2.5 12/01/2029		5,625.00	5,625.00
06/01/2026	Coupon	023135CQ7	0.00	AMAZON.COM INC 4.65 12/01/2029		5,812.50	5,812.50
06/05/2026	Coupon	24422EYE3	0.00	JOHN DEERE CAPITAL CORP 4.55 06/05/2030		5,687.50	5,687.50
06/08/2026	Coupon	3133ERGL9	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028		10,125.00	10,125.00
06/08/2026	Sell	91282CLQ2	0.00	UNITED STATES TREASURY 3.875 10/15/2027	398,937.50		398,937.50
06/11/2026	Coupon	009158BN5	240,000.00	AIR PRODUCTS AND CHEMICALS INC 4.3 06/11/2028		5,160.00	5,160.00
06/11/2026	Coupon	94988J6F9	250,000.00	WELLS FARGO BANK NA 5.254 12/11/2026		6,567.50	6,567.50
06/15/2026	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2026		1,481.83	1,481.83
06/15/2026	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
06/15/2026	Coupon	26444HAJ0	275,000.00	DUKE ENERGY FLORIDA LLC 1.75 06/15/2030		2,406.25	2,406.25
06/15/2026	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
06/15/2026	Coupon	341081GT8	330,000.00	FLORIDA POWER & LIGHT CO 5.15 06/15/2029		8,497.50	8,497.50
06/15/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
06/15/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
06/15/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		1,012.89	1,012.89
06/15/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		514.50	514.50
06/15/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
06/15/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		325.75	325.75
06/15/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,778.49		4,778.49
06/15/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		559.52	559.52
06/15/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	14,366.59		14,366.59
06/15/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/15/2026	Coupon	47800BAC2	6,173.04	JDOT 2022-C A3 5.09 06/15/2027		26.18	26.18
06/15/2026	Principal Paydown	47800BAC2	6,173.04	JDOT 2022-C A3 5.09 06/15/2027	5,500.30		5,500.30
06/15/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		326.86	326.86
06/15/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	16,374.49		16,374.49
06/15/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		805.73	805.73
06/15/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		821.53	821.53
06/15/2026	Coupon	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027		34.85	34.85
06/15/2026	Principal Paydown	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027	2,536.08		2,536.08
06/15/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
06/15/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
06/15/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
06/15/2026	Coupon	87612EBU9	250,000.00	TARGET CORP 4.35 06/15/2028		5,437.50	5,437.50
06/15/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
06/15/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		385.00	385.00
06/15/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,517.87		4,517.87
06/15/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
06/15/2026	Coupon	91282CHH7	475,000.00	UNITED STATES TREASURY 4.125 06/15/2026		9,796.88	9,796.88
06/15/2026	Final Maturity	91282CHH7	475,000.00	UNITED STATES TREASURY 4.125 06/15/2026	475,000.00		475,000.00
06/15/2026	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
06/15/2026	Coupon	91282CMB4	700,000.00	UNITED STATES TREASURY 4.0 12/15/2027		14,000.00	14,000.00
06/15/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
06/15/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
06/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		92.58	92.58
06/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	4,014.74		4,014.74
06/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		348.33	348.33
06/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,512.94		4,512.94
06/22/2026	Coupon	17305EHA6	190,000.00	CCCIT 2025-A1 A1 4.3 06/21/2030		4,085.00	4,085.00
06/22/2026	Coupon	17305EHA6	265,000.00	CCCIT 2025-A1 A1 4.3 06/21/2030		5,697.50	5,697.50
06/22/2026	Coupon	29379VCJ0	250,000.00	ENTERPRISE PRODUCTS OPERATING LLC 4.3 06/20/2028		5,375.00	5,375.00
06/22/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
06/22/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		500.25	500.25

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/22/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		591.58	591.58
06/22/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
06/22/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
06/22/2026	Coupon	43815JAC7	1,087.04	HAROT 2023-1 A3 5.04 04/21/2027		14.48	14.48
06/22/2026	Principal Paydown	43815JAC7	1,087.04	HAROT 2023-1 A3 5.04 04/21/2027	2,784.35		2,784.35
06/22/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
06/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
06/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
06/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
06/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
06/25/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		836.00	836.00
06/25/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		901.85	901.85
06/25/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	720.51		720.51
06/25/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		461.15	461.15
06/25/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	274.14		274.14
06/25/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
06/25/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
06/25/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
06/25/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
06/25/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
06/25/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
06/25/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
06/25/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
06/25/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
06/25/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
06/25/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,062.26	1,062.26
06/25/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	385.97		385.97
06/25/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
06/25/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
06/25/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
06/25/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		450.63	450.63
06/25/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/25/2026	Coupon	437076DC3	295,000.00	HOME DEPOT INC 4.75 06/25/2029		7,006.25	7,006.25
06/30/2026	Coupon	91282CEV9	700,000.00	UNITED STATES TREASURY 3.25 06/30/2029		11,375.00	11,375.00
06/30/2026	Coupon	91282CGB1	700,000.00	UNITED STATES TREASURY 3.875 12/31/2029		13,562.50	13,562.50
06/30/2026	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
06/30/2026	Coupon	91282CNK3	700,000.00	UNITED STATES TREASURY 3.875 06/30/2030		13,562.50	13,562.50
06/30/2026	Coupon	91282CNL1	800,000.00	UNITED STATES TREASURY 3.75 06/30/2027		15,000.00	15,000.00
06/30/2026	Coupon	91282CPR6	250,000.00	UNITED STATES TREASURY 3.625 12/31/2030		4,531.25	4,531.25
June 2026 Total					**937,655.08**	**261,856.65**	**1,199,511.73**
JULY 2026							
07/01/2026	Coupon	74464AAC5	215,000.00	PUBLIC STORAGE OPERATING CO 4.375 07/01/2030		4,703.13	4,703.13
07/06/2026	Coupon	61776NVE0	250,000.00	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028		5,582.50	5,582.50
07/06/2026	Coupon	61776NVE0	250,000.00	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028		5,582.50	5,582.50
07/07/2026	Coupon	24422EXZ7	280,000.00	JOHN DEERE CAPITAL CORP 4.65 01/07/2028		6,510.00	6,510.00
07/13/2026	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
07/15/2026	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2026		1,481.83	1,481.83
07/15/2026	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
07/15/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,579.72	1,579.72
07/15/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
07/15/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
07/15/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
07/15/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		514.50	514.50
07/15/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	870.73		870.73
07/15/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
07/15/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		306.48	306.48
07/15/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,686.13		4,686.13
07/15/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		493.91	493.91
07/15/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	15,326.12		15,326.12
07/15/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2026	Coupon	47800BAC2	6,173.04	JDOT 2022-C A3 5.09 06/15/2027		2.85	2.85
07/15/2026	Effective Maturity	47800BAC2	6,173.04	JDOT 2022-C A3 5.09 06/15/2027	672.75		672.75
07/15/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		269.14	269.14
07/15/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	14,681.27		14,681.27
07/15/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
07/15/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
07/15/2026	Coupon	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027		25.31	25.31
07/15/2026	Principal Paydown	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027	2,490.35		2,490.35
07/15/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
07/15/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
07/15/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
07/15/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
07/15/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		368.43	368.43
07/15/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	5,969.41		5,969.41
07/15/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
07/15/2026	Dividend	90LAIF$00	6,010,813.81	Local Agency Investment Fund State Pool	38,343.69		38,343.69
07/15/2026	Coupon	91282CHM6	500,000.00	UNITED STATES TREASURY 4.5 07/15/2026		11,250.00	11,250.00
07/15/2026	Final Maturity	91282CHM6	500,000.00	UNITED STATES TREASURY 4.5 07/15/2026	500,000.00		500,000.00
07/15/2026	Coupon	91282CKZ3	1,000,000.00	UNITED STATES TREASURY 4.375 07/15/2027		21,875.00	21,875.00
07/15/2026	Coupon	91282CNM9	700,000.00	UNITED STATES TREASURY 3.875 07/15/2028		13,562.50	13,562.50
07/15/2026	Coupon	91282CPT2	500,000.00	UNITED STATES TREASURY 3.5 01/15/2029		8,750.00	8,750.00
07/15/2026	Coupon	91324PEU2	350,000.00	UNITEDHEALTH GROUP INC 4.25 01/15/2029		7,437.50	7,437.50
07/15/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
07/15/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
07/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		77.62	77.62
07/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	3,927.83		3,927.83
07/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		331.79	331.79
07/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,720.82		4,720.82
07/17/2026	Coupon	713448FX1	295,000.00	PEPSICO INC 4.5 07/17/2029		6,637.50	6,637.50
07/20/2026	Coupon	025816EJ4	285,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029		6,200.18	6,200.18
07/20/2026	Coupon	025816EJ4	290,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029		6,308.95	6,308.95
07/20/2026	Coupon	06428CAA2	300,000.00	BANK OF AMERICA NA 5.526 08/18/2026		6,907.50	6,907.50

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/20/2026	Effective Maturity	06428CAA2	300,000.00	BANK OF AMERICA NA 5.526 08/18/2026	300,000.00		300,000.00
07/20/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
07/20/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
07/20/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		591.58	591.58
07/20/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
07/20/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
07/21/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
07/21/2026	Coupon	43815JAC7	1,087.04	HAROT 2023-1 A3 5.04 04/21/2027		2.79	2.79
07/21/2026	Effective Maturity	43815JAC7	1,087.04	HAROT 2023-1 A3 5.04 04/21/2027	664.04		664.04
07/22/2026	Coupon	06406RCG0	245,000.00	BANK OF NEW YORK MELLON CORP 4.026 01/22/2030		4,931.85	4,931.85
07/23/2026	Coupon	713448GH5	250,000.00	PEPSICO INC 4.3 07/23/2030		5,375.00	5,375.00
07/23/2026	Coupon	95000U4D2	250,000.00	WELLS FARGO & CO 4.182 01/23/2030		5,227.50	5,227.50
07/27/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
07/27/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
07/27/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
07/27/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
07/27/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		836.00	836.00
07/27/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		899.80	899.80
07/27/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	764.19		764.19
07/27/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		460.44	460.44
07/27/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	293.71		293.71
07/27/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
07/27/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
07/27/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
07/27/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
07/27/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
07/27/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
07/27/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
07/27/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
07/27/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
07/27/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/27/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,061.05	1,061.05
07/27/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	421.38		421.38
07/27/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
07/27/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
07/27/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
07/27/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		450.63	450.63
07/27/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
07/27/2026	Coupon	808513AU9	250,000.00	CHARLES SCHWAB CORP 3.2 01/25/2028		4,000.00	4,000.00
07/29/2026	Coupon	06406RAF4	250,000.00	BANK OF NEW YORK MELLON CORP 3.4 01/29/2028		4,250.00	4,250.00
07/31/2026	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
07/31/2026	Coupon	91282CGH8	700,000.00	UNITED STATES TREASURY 3.5 01/31/2028		12,250.00	12,250.00
07/31/2026	Coupon	91282CJW2	700,000.00	UNITED STATES TREASURY 4.0 01/31/2029		14,000.00	14,000.00
07/31/2026	Coupon	91282CNN7	200,000.00	UNITED STATES TREASURY 3.875 07/31/2030		3,875.00	3,875.00
07/31/2026	Coupon	91282CNN7	700,000.00	UNITED STATES TREASURY 3.875 07/31/2030		13,562.50	13,562.50
07/31/2026	Coupon	91282CNP2	700,000.00	UNITED STATES TREASURY 3.875 07/31/2027		13,562.50	13,562.50
07/31/2026	Coupon	91282CPW5	350,000.00	UNITED STATES TREASURY 3.75 01/31/2031		6,562.50	6,562.50
July 2026 Total					**893,832.40**	**252,836.92**	**1,146,669.32**
AUGUST 2026							
08/03/2026	Coupon	459058KW2	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		5,781.25	5,781.25
08/10/2026	Coupon	009158BH8	250,000.00	AIR PRODUCTS AND CHEMICALS INC 4.6 02/08/2029		5,750.00	5,750.00
08/12/2026	Coupon	92826CAZ5	235,000.00	VISA INC 4.1 02/12/2031		4,817.50	4,817.50
08/14/2026	Coupon	459058KQ5	350,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 02/14/2030		6,781.25	6,781.25
08/17/2026	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2026		1,481.83	1,481.83
08/17/2026	Coupon	14913UBB5	250,000.00	CATERPILLAR FINANCIAL SERVICES CORP 4.1 08/15/2028		5,125.00	5,125.00
08/17/2026	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
08/17/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
08/17/2026	Coupon	171239AL0	250,000.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029		5,812.50	5,812.50
08/17/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/17/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		62.99	62.99
08/17/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	3,726.99		3,726.99
08/17/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		314.48	314.48
08/17/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	5,144.61		5,144.61
08/17/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
08/17/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
08/17/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		511.30	511.30
08/17/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	7,981.42		7,981.42
08/17/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
08/17/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		287.58	287.58
08/17/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,556.33		4,556.33
08/17/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		423.92	423.92
08/17/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	10,949.82		10,949.82
08/17/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
08/17/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		217.39	217.39
08/17/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	13,417.91		13,417.91
08/17/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
08/17/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
08/17/2026	Coupon	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027		15.96	15.96
08/17/2026	Principal Paydown	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027	2,433.25		2,433.25
08/17/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
08/17/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
08/17/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
08/17/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
08/17/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		346.55	346.55
08/17/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	5,798.11		5,798.11
08/17/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
08/17/2026	Coupon	9128283W8	700,000.00	UNITED STATES TREASURY 2.75 02/15/2028		9,625.00	9,625.00
08/17/2026	Coupon	912828V98	700,000.00	UNITED STATES TREASURY 2.25 02/15/2027		7,875.00	7,875.00
08/17/2026	Coupon	912828YB0	150,000.00	UNITED STATES TREASURY 1.625 08/15/2029		1,218.75	1,218.75
08/17/2026	Coupon	912828Z94	400,000.00	UNITED STATES TREASURY 1.5 02/15/2030		3,000.00	3,000.00
08/17/2026	Coupon	91282CLG4	700,000.00	UNITED STATES TREASURY 3.75 08/15/2027		13,125.00	13,125.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/17/2026	Coupon	91282CLG4	700,000.00	UNITED STATES TREASURY 3.75 08/15/2027		13,125.00	13,125.00
08/17/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
08/17/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
08/20/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
08/20/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
08/20/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		591.58	591.58
08/20/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
08/20/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
08/21/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
08/24/2026	Coupon	17275RBX9	250,000.00	CISCO SYSTEMS INC 4.75 02/24/2030		5,937.50	5,937.50
08/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
08/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
08/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
08/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
08/25/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		836.00	836.00
08/25/2026	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	6,272.01		6,272.01
08/25/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		897.62	897.62
08/25/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	40,035.69		40,035.69
08/25/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		459.68	459.68
08/25/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	275.08		275.08
08/25/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
08/25/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
08/25/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
08/25/2026	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	73.76		73.76
08/25/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
08/25/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
08/25/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
08/25/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
08/25/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
08/25/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
08/25/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
08/25/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,059.73	1,059.73

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
08/25/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	388.75		388.75
08/25/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
08/25/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
08/25/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
08/25/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		450.63	450.63
08/25/2026	Principal Paydown	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	35,970.21		35,970.21
08/25/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
08/26/2026	Coupon	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027		4,080.00	4,080.00
08/27/2026	Coupon	459058LK7	170,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026		3,400.00	3,400.00
08/27/2026	Final Maturity	459058LK7	170,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	170,000.00		170,000.00
08/31/2026	Coupon	91282CGQ8	380,000.00	UNITED STATES TREASURY 4.0 02/28/2030		7,600.00	7,600.00
08/31/2026	Coupon	91282CGQ8	700,000.00	UNITED STATES TREASURY 4.0 02/28/2030		14,000.00	14,000.00
08/31/2026	Coupon	91282CLK5	700,000.00	UNITED STATES TREASURY 3.625 08/31/2029		12,687.50	12,687.50
08/31/2026	Coupon	91282CQD6	700,000.00	UNITED STATES TREASURY 3.5 02/28/2031		12,250.00	12,250.00
08/31/2026	Coupon	91282CQD6	700,000.00	UNITED STATES TREASURY 3.5 02/28/2031		12,250.00	12,250.00
August 2026 Total					**307,023.94**	**193,580.73**	**500,604.68**
SEPTEMBER 2026							
09/09/2026	Coupon	002824BR0	275,000.00	ABBOTT LABORATORIES 3.7 03/09/2029		5,087.50	5,087.50
09/09/2026	Coupon	57636QAW4	290,000.00	MASTERCARD INC 4.875 03/09/2028		7,068.75	7,068.75
09/10/2026	Coupon	3130ATS57	700,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		15,750.00	15,750.00
09/15/2026	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2026		1,481.83	1,481.83
09/15/2026	Final Maturity	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2026	340,000.00		340,000.00
09/15/2026	Coupon	12572QAL9	250,000.00	CME GROUP INC 4.4 03/15/2030		5,500.00	5,500.00
09/15/2026	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
09/15/2026	Effective Maturity	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028	340,000.00		340,000.00
09/15/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
09/15/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
09/15/2026	Coupon	437076DJ8	250,000.00	HOME DEPOT INC 3.95 09/15/2030		4,937.50	4,937.50
09/15/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
09/15/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/15/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		481.97	481.97
09/15/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	7,849.17		7,849.17
09/15/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
09/15/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		269.20	269.20
09/15/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,479.79		4,479.79
09/15/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		373.92	373.92
09/15/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	8,051.10		8,051.10
09/15/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
09/15/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		170.09	170.09
09/15/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	12,156.32		12,156.32
09/15/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
09/15/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
09/15/2026	Coupon	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027		6.81	6.81
09/15/2026	Effective Maturity	58770AAC7	9,271.76	MBART 2023-1 A3 4.51 11/15/2027	1,812.08		1,812.08
09/15/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
09/15/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
09/15/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
09/15/2026	Coupon	58933YBQ7	250,000.00	MERCK & CO INC 4.15 09/15/2030		5,187.50	5,187.50
09/15/2026	Coupon	63743HFJ6	240,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.05 09/15/2028		6,060.00	6,060.00
09/15/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
09/15/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		325.29	325.29
09/15/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	5,693.92		5,693.92
09/15/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
09/15/2026	Coupon	91282CLL3	700,000.00	UNITED STATES TREASURY 3.375 09/15/2027		11,812.50	11,812.50
09/15/2026	Coupon	91282CMS7	700,000.00	UNITED STATES TREASURY 3.875 03/15/2028		13,562.50	13,562.50
09/15/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
09/15/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
09/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		49.11	49.11
09/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	3,479.20		3,479.20
09/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		295.61	295.61
09/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	5,061.35		5,061.35

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/17/2026	Coupon	931142ER0	40,000.00	WALMART INC 1.05 09/17/2026		210.00	210.00
09/17/2026	Final Maturity	931142ER0	40,000.00	WALMART INC 1.05 09/17/2026	40,000.00		40,000.00
09/18/2026	Coupon	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027		9,112.23	9,112.23
09/21/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
09/21/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
09/21/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		591.58	591.58
09/21/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
09/21/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
09/21/2026	Coupon	459058LR2	205,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.125 03/20/2030		4,228.13	4,228.13
09/21/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
09/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
09/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
09/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
09/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
09/25/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		812.17	812.17
09/25/2026	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	12,167.25		12,167.25
09/25/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		783.18	783.18
09/25/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	638.53		638.53
09/25/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		458.96	458.96
09/25/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	275.52		275.52
09/25/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
09/25/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
09/25/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,297.92	1,297.92
09/25/2026	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	817.91		817.91
09/25/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
09/25/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
09/25/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
09/25/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
09/25/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
09/25/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
09/25/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/25/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,058.51	1,058.51
09/25/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	390.08		390.08
09/25/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
09/25/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
09/25/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
09/25/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		404.31	404.31
09/25/2026	Principal Paydown	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	50,734.20		50,734.20
09/25/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
09/28/2026	Coupon	743315AW3	250,000.00	PROGRESSIVE CORP 3.2 03/26/2030		4,000.00	4,000.00
09/28/2026	Coupon	743315AW3	300,000.00	PROGRESSIVE CORP 3.2 03/26/2030		4,800.00	4,800.00
09/30/2026	Coupon	912828YG9	300,000.00	UNITED STATES TREASURY 1.625 09/30/2026		2,437.50	2,437.50
09/30/2026	Final Maturity	912828YG9	300,000.00	UNITED STATES TREASURY 1.625 09/30/2026	300,000.00		300,000.00
09/30/2026	Coupon	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
09/30/2026	Coupon	91282CFM8	570,000.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
09/30/2026	Coupon	91282CGT2	600,000.00	UNITED STATES TREASURY 3.625 03/31/2028		10,875.00	10,875.00
09/30/2026	Coupon	91282CKG5	700,000.00	UNITED STATES TREASURY 4.125 03/31/2029		14,437.50	14,437.50
09/30/2026	Coupon	91282CMU2	250,000.00	UNITED STATES TREASURY 4.0 03/31/2030		5,000.00	5,000.00
09/30/2026	Coupon	91282CPA3	350,000.00	UNITED STATES TREASURY 3.625 09/30/2030		6,343.75	6,343.75
09/30/2026	Coupon	91282CQG9	500,000.00	UNITED STATES TREASURY 3.875 03/31/2031		9,687.50	9,687.50
September 2026 Total					**1,133,606.41**	**206,173.70**	**1,339,780.11**
OCTOBER 2026							
10/09/2026	Coupon	3130B3A29	600,000.00	FEDERAL HOME LOAN BANKS 4.0 10/09/2026		12,000.00	12,000.00
10/09/2026	Final Maturity	3130B3A29	600,000.00	FEDERAL HOME LOAN BANKS 4.0 10/09/2026	600,000.00		600,000.00
10/13/2026	Coupon	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		9,100.00	9,100.00
10/13/2026	Effective Maturity	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	390,000.00		390,000.00
10/15/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
10/15/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
10/15/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
10/15/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		453.12	453.12
10/15/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	7,545.58		7,545.58
10/15/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
10/15/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		251.13	251.13
10/15/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,311.23		4,311.23
10/15/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		337.15	337.15
10/15/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	9,680.26		9,680.26
10/15/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
10/15/2026	Coupon	532457DB1	250,000.00	ELI LILLY AND CO 4.0 10/15/2028		5,000.00	5,000.00
10/15/2026	Coupon	532457DB1	250,000.00	ELI LILLY AND CO 4.0 10/15/2028		5,000.00	5,000.00
10/15/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		127.24	127.24
10/15/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	11,059.85		11,059.85
10/15/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
10/15/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
10/15/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
10/15/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
10/15/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
10/15/2026	Coupon	64110LAS5	240,000.00	NETFLIX INC 4.875 04/15/2028		5,850.00	5,850.00
10/15/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
10/15/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		304.41	304.41
10/15/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	5,362.70		5,362.70
10/15/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
10/15/2026	Coupon	91282CJC6	475,000.00	UNITED STATES TREASURY 4.625 10/15/2026		10,984.38	10,984.38
10/15/2026	Final Maturity	91282CJC6	475,000.00	UNITED STATES TREASURY 4.625 10/15/2026	475,000.00		475,000.00
10/15/2026	Coupon	91282CKJ9	400,000.00	UNITED STATES TREASURY 4.5 04/15/2027		9,000.00	9,000.00
10/15/2026	Coupon	91282CLQ2	700,000.00	UNITED STATES TREASURY 3.875 10/15/2027		13,562.50	13,562.50
10/15/2026	Coupon	91282CMW8	700,000.00	UNITED STATES TREASURY 3.75 04/15/2028		13,125.00	13,125.00
10/15/2026	Coupon	91282CQJ3	425,000.00	UNITED STATES TREASURY 3.875 04/15/2029		8,234.38	8,234.38
10/15/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
10/15/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
10/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		36.15	36.15
10/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	3,360.58		3,360.58

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		277.05	277.05
10/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,869.42		4,869.42
10/16/2026	Coupon	459058LN1	300,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029		5,812.50	5,812.50
10/20/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
10/20/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
10/20/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		591.58	591.58
10/20/2026	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	14,243.59		14,243.59
10/20/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
10/20/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
10/21/2026	Coupon	06051GGA1	250,000.00	BANK OF AMERICA CORP 3.248 10/21/2027		4,060.00	4,060.00
10/21/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
10/23/2026	Coupon	06051GMY2	250,000.00	BANK OF AMERICA CORP 4.477 04/23/2030		5,596.25	5,596.25
10/23/2026	Coupon	693475AW5	250,000.00	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029		4,312.50	4,312.50
10/23/2026	Coupon	693475AW5	250,000.00	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029		4,312.50	4,312.50
10/26/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
10/26/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
10/26/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
10/26/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
10/26/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		765.93	765.93
10/26/2026	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	11,699.64		11,699.64
10/26/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		781.35	781.35
10/26/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	25,895.94		25,895.94
10/26/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		458.25	458.25
10/26/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	294.87		294.87
10/26/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
10/26/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
10/26/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,295.64	1,295.64
10/26/2026	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	874.78		874.78
10/26/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/26/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
10/26/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
10/26/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
10/26/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
10/26/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
10/26/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
10/26/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,057.28	1,057.28
10/26/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	425.29		425.29
10/26/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
10/26/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
10/26/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
10/26/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		338.99	338.99
10/26/2026	Principal Paydown	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	47,495.84		47,495.84
10/26/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
10/26/2026	Coupon	46647PDA1	250,000.00	JPMORGAN CHASE & CO 4.323 04/26/2028		5,403.75	5,403.75
10/26/2026	Coupon	857477DB6	240,000.00	STATE STREET CORP 4.834 04/24/2030		5,800.80	5,800.80
10/26/2026	Coupon	91159HHS2	250,000.00	US BANCORP 3.9 04/26/2028		4,875.00	4,875.00
10/28/2026	Coupon	931142FN8	310,000.00	WALMART INC 4.35 04/28/2030		6,742.50	6,742.50
10/30/2026	Coupon	09247XAQ4	275,000.00	BLACKROCK FINANCE INC 2.4 04/30/2030		3,300.00	3,300.00
October 2026 Total					**1,612,119.57**	**177,769.47**	**1,789,889.04**
NOVEMBER 2026							
11/02/2026	Coupon	665859AV6	275,000.00	NORTHERN TRUST CORP 1.95 05/01/2030		2,681.25	2,681.25
11/02/2026	Coupon	74456QBU9	300,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5,550.00	5,550.00
11/02/2026	Coupon	91282CFT3	700,000.00	UNITED STATES TREASURY 4.0 10/31/2029		14,000.00	14,000.00
11/02/2026	Coupon	91282CKP5	380,000.00	UNITED STATES TREASURY 4.625 04/30/2029		8,787.50	8,787.50
11/02/2026	Coupon	91282CMZ1	400,000.00	UNITED STATES TREASURY 3.875 04/30/2030		7,750.00	7,750.00
11/02/2026	Coupon	91282CMZ1	700,000.00	UNITED STATES TREASURY 3.875 04/30/2030		13,562.50	13,562.50
11/02/2026	Coupon	91282CPD7	550,000.00	UNITED STATES TREASURY 3.625 10/31/2030		9,968.75	9,968.75
11/02/2026	Coupon	91282CQK0	500,000.00	UNITED STATES TREASURY 3.875 04/30/2031		9,687.50	9,687.50
11/09/2026	Coupon	571748BY7	250,000.00	MARSH & MCLENNAN COMPANIES INC 4.55 11/08/2027		5,687.50	5,687.50

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/09/2026	Coupon	69371RT71	250,000.00	PACCAR FINANCIAL CORP 4.55 05/08/2030		5,687.50	5,687.50
11/10/2026	Coupon	665859AW4	450,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		9,000.00	9,000.00
11/10/2026	Coupon	94988J6F9	250,000.00	WELLS FARGO BANK NA 5.254 12/11/2026		5,436.43	5,436.43
11/10/2026	Effective Maturity	94988J6F9	250,000.00	WELLS FARGO BANK NA 5.254 12/11/2026	250,000.00		250,000.00
11/16/2026	Coupon	00287YBF5	250,000.00	ABBVIE INC 4.25 11/14/2028		5,312.50	5,312.50
11/16/2026	Coupon	14913UAL4	405,000.00	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027		10,125.00	10,125.00
11/16/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
11/16/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
11/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		23.63	23.63
11/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	3,129.84		3,129.84
11/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		259.20	259.20
11/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,778.06		4,778.06
11/16/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
11/16/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
11/16/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		425.39	425.39
11/16/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	7,400.99		7,400.99
11/16/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
11/16/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		233.74	233.74
11/16/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,228.39		4,228.39
11/16/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		292.94	292.94
11/16/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	10,536.10		10,536.10
11/16/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
11/16/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		88.26	88.26
11/16/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	10,952.12		10,952.12
11/16/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
11/16/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
11/16/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
11/16/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
11/16/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
11/16/2026	Coupon	74456QBY1	250,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.2 05/15/2029		4,000.00	4,000.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/16/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
11/16/2026	Coupon	89236TMF9	400,000.00	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029		10,100.00	10,100.00
11/16/2026	Coupon	89236TNJ0	240,000.00	TOYOTA MOTOR CREDIT CORP 4.8 05/15/2030		5,760.00	5,760.00
11/16/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		284.75	284.75
11/16/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	5,016.50		5,016.50
11/16/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
11/16/2026	Coupon	9128283F5	700,000.00	UNITED STATES TREASURY 2.25 11/15/2027		7,875.00	7,875.00
11/16/2026	Coupon	9128283F5	800,000.00	UNITED STATES TREASURY 2.25 11/15/2027		9,000.00	9,000.00
11/16/2026	Coupon	9128285M8	400,000.00	UNITED STATES TREASURY 3.125 11/15/2028		6,250.00	6,250.00
11/16/2026	Coupon	9128285M8	700,000.00	UNITED STATES TREASURY 3.125 11/15/2028		10,937.50	10,937.50
11/16/2026	Coupon	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026		6,250.00	6,250.00
11/16/2026	Final Maturity	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026	625,000.00		625,000.00
11/16/2026	Coupon	912828X88	350,000.00	UNITED STATES TREASURY 2.375 05/15/2027		4,156.25	4,156.25
11/16/2026	Coupon	91282CND9	700,000.00	UNITED STATES TREASURY 3.75 05/15/2028		13,125.00	13,125.00
11/16/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
11/16/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
11/17/2026	Coupon	58933YBH7	90,000.00	MERCK & CO INC 4.05 05/17/2028		1,822.50	1,822.50
11/20/2026	Coupon	3133ERFJ5	330,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027		7,425.00	7,425.00
11/20/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
11/20/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
11/20/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		537.22	537.22
11/20/2026	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	16,932.20		16,932.20
11/20/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
11/20/2026	Coupon	532457DK1	95,000.00	ELI LILLY AND CO 4.15 05/20/2029		1,971.25	1,971.25
11/20/2026	Coupon	532457DL9	125,000.00	ELI LILLY AND CO 4.375 05/20/2031		2,734.38	2,734.38
11/20/2026	Coupon	747525BU6	250,000.00	QUALCOMM INC 4.5 05/20/2030		5,625.00	5,625.00
11/20/2026	Coupon	90331HPV9	265,000.00	US BANK NA 4.535 05/20/2029		6,008.88	6,008.88
11/20/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
11/23/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
11/23/2026	Coupon	808513CQ6	265,000.00	CHARLES SCHWAB CORP 4.744 05/21/2030		6,285.80	6,285.80
11/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
11/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
11/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
11/25/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		721.47	721.47
11/25/2026	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	11,470.41		11,470.41
11/25/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		707.34	707.34
11/25/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	53,637.53		53,637.53
11/25/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		457.48	457.48
11/25/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	276.45		276.45
11/25/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
11/25/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
11/25/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,293.19	1,293.19
11/25/2026	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	822.99		822.99
11/25/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
11/25/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
11/25/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
11/25/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
11/25/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
11/25/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
11/25/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
11/25/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,055.94	1,055.94
11/25/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	392.88		392.88
11/25/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
11/25/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
11/25/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
11/25/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		277.84	277.84
11/25/2026	Principal Paydown	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	215.39		215.39
11/25/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
11/30/2026	Coupon	91282CHF1	700,000.00	UNITED STATES TREASURY 3.75 05/31/2030		13,125.00	13,125.00
11/30/2026	Coupon	91282CMA6	200,000.00	UNITED STATES TREASURY 4.125 11/30/2029		4,125.00	4,125.00
11/30/2026	Coupon	91282CPN5	250,000.00	UNITED STATES TREASURY 3.5 11/30/2030		4,375.00	4,375.00
11/30/2026	Coupon	91282CPN5	700,000.00	UNITED STATES TREASURY 3.5 11/30/2030		12,250.00	12,250.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
November 2026 Total					**1,004,789.85**	**291,718.52**	**1,296,508.37**
DECEMBER 2026							
12/01/2026	Coupon	023135CQ7	250,000.00	AMAZON.COM INC 4.65 12/01/2029		5,812.50	5,812.50
12/01/2026	Coupon	26444HAH4	450,000.00	DUKE ENERGY FLORIDA LLC 2.5 12/01/2029		5,625.00	5,625.00
12/07/2026	Coupon	24422EYE3	250,000.00	JOHN DEERE CAPITAL CORP 4.55 06/05/2030		5,687.50	5,687.50
12/07/2026	Coupon	3133ERGL9	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028		10,125.00	10,125.00
12/08/2026	Coupon	57636QBL7	615,000.00	MASTERCARD INC 4.6 06/08/2031		14,145.00	14,145.00
12/11/2026	Coupon	009158BN5	240,000.00	AIR PRODUCTS AND CHEMICALS INC 4.3 06/11/2028		5,160.00	5,160.00
12/15/2026	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
12/15/2026	Coupon	26444HAJ0	275,000.00	DUKE ENERGY FLORIDA LLC 1.75 06/15/2030		2,406.25	2,406.25
12/15/2026	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
12/15/2026	Coupon	341081GT8	330,000.00	FLORIDA POWER & LIGHT CO 5.15 06/15/2029		8,497.50	8,497.50
12/15/2026	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
12/15/2026	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
12/15/2026	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
12/15/2026	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		398.19	398.19
12/15/2026	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	7,011.01		7,011.01
12/15/2026	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
12/15/2026	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		216.69	216.69
12/15/2026	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	4,015.44		4,015.44
12/15/2026	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		244.83	244.83
12/15/2026	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	7,235.53		7,235.53
12/15/2026	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
12/15/2026	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		49.65	49.65
12/15/2026	Principal Paydown	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	9,688.15		9,688.15
12/15/2026	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
12/15/2026	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
12/15/2026	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/15/2026	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
12/15/2026	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
12/15/2026	Coupon	87612EBU9	250,000.00	TARGET CORP 4.35 06/15/2028		5,437.50	5,437.50
12/15/2026	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
12/15/2026	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		266.35	266.35
12/15/2026	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,768.63		4,768.63
12/15/2026	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
12/15/2026	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
12/15/2026	Final Maturity	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026	300,000.00		300,000.00
12/15/2026	Coupon	91282CMB4	700,000.00	UNITED STATES TREASURY 4.0 12/15/2027		14,000.00	14,000.00
12/15/2026	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
12/15/2026	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
12/16/2026	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		11.97	11.97
12/16/2026	Principal Paydown	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	2,992.63		2,992.63
12/16/2026	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		241.68	241.68
12/16/2026	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,530.75		4,530.75
12/21/2026	Coupon	17305EHA6	190,000.00	CCCIT 2025-A1 A1 4.3 06/21/2030		4,085.00	4,085.00
12/21/2026	Coupon	17305EHA6	265,000.00	CCCIT 2025-A1 A1 4.3 06/21/2030		5,697.50	5,697.50
12/21/2026	Coupon	29379VCJ0	250,000.00	ENTERPRISE PRODUCTS OPERATING LLC 4.3 06/20/2028		5,375.00	5,375.00
12/21/2026	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
12/21/2026	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
12/21/2026	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		472.60	472.60
12/21/2026	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	21,506.18		21,506.18
12/21/2026	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
12/21/2026	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
12/21/2026	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
12/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
12/25/2026	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		595.50	595.50
12/25/2026	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	1,469.38		1,469.38
12/25/2026	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	1,469.38		1,469.38
12/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/25/2026	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
12/25/2026	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		677.88	677.88
12/25/2026	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	10,453.33		10,453.33
12/25/2026	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		554.02	554.02
12/25/2026	Principal Paydown	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	157,175.89		157,175.89
12/25/2026	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		456.76	456.76
12/25/2026	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	5,194.14		5,194.14
12/25/2026	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
12/25/2026	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
12/25/2026	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,290.90	1,290.90
12/25/2026	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	879.64		879.64
12/25/2026	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
12/25/2026	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
12/25/2026	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
12/25/2026	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
12/25/2026	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
12/25/2026	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
12/25/2026	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
12/25/2026	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,054.71	1,054.71
12/25/2026	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	427.96		427.96
12/25/2026	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
12/25/2026	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
12/25/2026	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
12/25/2026	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		277.56	277.56
12/25/2026	Principal Paydown	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	105,676.88		105,676.88
12/25/2026	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
12/28/2026	Coupon	437076DC3	295,000.00	HOME DEPOT INC 4.75 06/25/2029		7,006.25	7,006.25
12/31/2026	Coupon	91282CEV9	700,000.00	UNITED STATES TREASURY 3.25 06/30/2029		11,375.00	11,375.00
12/31/2026	Coupon	91282CGB1	700,000.00	UNITED STATES TREASURY 3.875 12/31/2029		13,562.50	13,562.50
12/31/2026	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
12/31/2026	Coupon	91282CNK3	700,000.00	UNITED STATES TREASURY 3.875 06/30/2030		13,562.50	13,562.50
12/31/2026	Coupon	91282CNL1	800,000.00	UNITED STATES TREASURY 3.75 06/30/2027		15,000.00	15,000.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/31/2026	Coupon	91282CPR6	250,000.00	UNITED STATES TREASURY 3.625 12/31/2030		4,531.25	4,531.25
December 2026 Total					**644,494.93**	**221,989.69**	**866,484.62**
JANUARY 2027							
01/04/2027	Coupon	74464AAC5	215,000.00	PUBLIC STORAGE OPERATING CO 4.375 07/01/2030		4,703.13	4,703.13
01/06/2027	Coupon	61776NVE0	250,000.00	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028		5,582.50	5,582.50
01/06/2027	Coupon	61776NVE0	250,000.00	MORGAN STANLEY PRIVATE BANK NA 4.466 07/06/2028		5,582.50	5,582.50
01/07/2027	Coupon	24422EXZ7	280,000.00	JOHN DEERE CAPITAL CORP 4.65 01/07/2028		6,510.00	6,510.00
01/12/2027	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
01/15/2027	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
01/15/2027	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
01/15/2027	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
01/15/2027	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
01/15/2027	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		372.43	372.43
01/15/2027	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	6,895.68		6,895.68
01/15/2027	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
01/15/2027	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		200.49	200.49
01/15/2027	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	3,948.92		3,948.92
01/15/2027	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		211.79	211.79
01/15/2027	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	11,163.48		11,163.48
01/15/2027	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
01/15/2027	Coupon	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028		15.50	15.50
01/15/2027	Effective Maturity	58769GAD5	92,727.45	MBALT 2024-B A3 4.23 02/15/2028	4,397.34		4,397.34
01/15/2027	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
01/15/2027	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
01/15/2027	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
01/15/2027	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
01/15/2027	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
01/15/2027	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2027	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		248.87	248.87
01/15/2027	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,689.69		4,689.69
01/15/2027	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
01/15/2027	Coupon	91282CKZ3	1,000,000.00	UNITED STATES TREASURY 4.375 07/15/2027		21,875.00	21,875.00
01/15/2027	Coupon	91282CNM9	700,000.00	UNITED STATES TREASURY 3.875 07/15/2028		13,562.50	13,562.50
01/15/2027	Coupon	91282CPT2	500,000.00	UNITED STATES TREASURY 3.5 01/15/2029		8,750.00	8,750.00
01/15/2027	Coupon	91324PEU2	350,000.00	UNITEDHEALTH GROUP INC 4.25 01/15/2029		7,437.50	7,437.50
01/15/2027	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
01/15/2027	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
01/18/2027	Coupon	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028		0.82	0.82
01/18/2027	Effective Maturity	362583AD8	21,786.32	GMCAR 2023-2 A3 4.47 02/16/2028	221.25		221.25
01/18/2027	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		225.07	225.07
01/18/2027	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,457.28		4,457.28
01/19/2027	Coupon	713448FX1	295,000.00	PEPSICO INC 4.5 07/17/2029		6,637.50	6,637.50
01/20/2027	Coupon	025816EJ4	285,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029		6,200.18	6,200.18
01/20/2027	Coupon	025816EJ4	290,000.00	AMERICAN EXPRESS CO 4.351 07/20/2029		6,308.95	6,308.95
01/20/2027	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
01/20/2027	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
01/20/2027	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		390.51	390.51
01/20/2027	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	22,034.45		22,034.45
01/20/2027	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		538.63	538.63
01/20/2027	Principal Paydown	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028	13,965.78		13,965.78
01/20/2027	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
01/21/2027	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
01/22/2027	Coupon	06406RCG0	245,000.00	BANK OF NEW YORK MELLON CORP 4.026 01/22/2030		4,931.85	4,931.85
01/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		590.64	590.64
01/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		590.64	590.64
01/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	22,784.67		22,784.67
01/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	22,784.67		22,784.67
01/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
01/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/25/2027	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		638.16	638.16
01/25/2027	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	10,279.61		10,279.61
01/25/2027	Coupon	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027		104.76	104.76
01/25/2027	Final Maturity	3137BVZ82	315,516.77	FHMS K-063 A2 3.43 01/25/2027	36,650.87		36,650.87
01/25/2027	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		443.27	443.27
01/25/2027	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	8,302.91		8,302.91
01/25/2027	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
01/25/2027	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
01/25/2027	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,288.44	1,288.44
01/25/2027	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	828.10		828.10
01/25/2027	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
01/25/2027	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
01/25/2027	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
01/25/2027	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
01/25/2027	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
01/25/2027	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
01/25/2027	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
01/25/2027	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,053.36	1,053.36
01/25/2027	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	395.70		395.70
01/25/2027	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
01/25/2027	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
01/25/2027	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
01/25/2027	Coupon	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027		141.51	141.51
01/25/2027	Final Maturity	3137FTFK8	350,000.00	FHMS K-738 A2 1.545 01/25/2027	109,907.48		109,907.48
01/25/2027	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
01/25/2027	Coupon	713448GH5	250,000.00	PEPSICO INC 4.3 07/23/2030		5,375.00	5,375.00
01/25/2027	Coupon	808513AU9	250,000.00	CHARLES SCHWAB CORP 3.2 01/25/2028		4,000.00	4,000.00
01/25/2027	Coupon	95000U4D2	250,000.00	WELLS FARGO & CO 4.182 01/23/2030		5,227.50	5,227.50
01/26/2027	Coupon	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027		3,400.00	3,400.00
01/26/2027	Effective Maturity	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027	170,000.00		170,000.00
01/29/2027	Coupon	06406RAF4	250,000.00	BANK OF NEW YORK MELLON CORP 3.4 01/29/2028		4,250.00	4,250.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
January 2027 Total					**453,707.88**	**158,656.50**	**612,364.38**
FEBRUARY 2027							
02/01/2027	Coupon	459058KW2	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		5,781.25	5,781.25
02/01/2027	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
02/01/2027	Coupon	91282CGH8	700,000.00	UNITED STATES TREASURY 3.5 01/31/2028		12,250.00	12,250.00
02/01/2027	Coupon	91282CJW2	700,000.00	UNITED STATES TREASURY 4.0 01/31/2029		14,000.00	14,000.00
02/01/2027	Coupon	91282CNN7	200,000.00	UNITED STATES TREASURY 3.875 07/31/2030		3,875.00	3,875.00
02/01/2027	Coupon	91282CNN7	700,000.00	UNITED STATES TREASURY 3.875 07/31/2030		13,562.50	13,562.50
02/01/2027	Coupon	91282CNP2	700,000.00	UNITED STATES TREASURY 3.875 07/31/2027		13,562.50	13,562.50
02/01/2027	Coupon	91282CPW5	350,000.00	UNITED STATES TREASURY 3.75 01/31/2031		6,562.50	6,562.50
02/08/2027	Coupon	009158BH8	250,000.00	AIR PRODUCTS AND CHEMICALS INC 4.6 02/08/2029		5,750.00	5,750.00
02/12/2027	Coupon	92826CAZ5	235,000.00	VISA INC 4.1 02/12/2031		4,817.50	4,817.50
02/15/2027	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
02/15/2027	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		363.13	363.13
02/15/2027	Principal Paydown	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029	5,438.52		5,438.52
02/15/2027	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
02/15/2027	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		347.09	347.09
02/15/2027	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	6,827.27		6,827.27
02/15/2027	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
02/15/2027	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		184.57	184.57
02/15/2027	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	3,747.24		3,747.24
02/15/2027	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		160.81	160.81
02/15/2027	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	10,426.61		10,426.61
02/15/2027	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
02/15/2027	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
02/15/2027	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
02/15/2027	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
02/15/2027	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
02/15/2027	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
02/15/2027	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/15/2027	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		231.67	231.67
02/15/2027	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,639.00		4,639.00
02/15/2027	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
02/16/2027	Coupon	14913UBB5	250,000.00	CATERPILLAR FINANCIAL SERVICES CORP 4.1 08/15/2028		5,125.00	5,125.00
02/16/2027	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
02/16/2027	Coupon	171239AL0	250,000.00	CHUBB INA HOLDINGS LLC 4.65 08/15/2029		5,812.50	5,812.50
02/16/2027	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		208.72	208.72
02/16/2027	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,413.29		4,413.29
02/16/2027	Coupon	459058KQ5	350,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 02/14/2030		6,781.25	6,781.25
02/16/2027	Coupon	9128283W8	700,000.00	UNITED STATES TREASURY 2.75 02/15/2028		9,625.00	9,625.00
02/16/2027	Coupon	912828V98	700,000.00	UNITED STATES TREASURY 2.25 02/15/2027		7,875.00	7,875.00
02/16/2027	Final Maturity	912828V98	700,000.00	UNITED STATES TREASURY 2.25 02/15/2027	700,000.00		700,000.00
02/16/2027	Coupon	912828YB0	150,000.00	UNITED STATES TREASURY 1.625 08/15/2029		1,218.75	1,218.75
02/16/2027	Coupon	912828Z94	400,000.00	UNITED STATES TREASURY 1.5 02/15/2030		3,000.00	3,000.00
02/16/2027	Coupon	91282CLG4	700,000.00	UNITED STATES TREASURY 3.75 08/15/2027		13,125.00	13,125.00
02/16/2027	Coupon	91282CLG4	700,000.00	UNITED STATES TREASURY 3.75 08/15/2027		13,125.00	13,125.00
02/16/2027	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
02/16/2027	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
02/18/2027	Coupon	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027		7,593.52	7,593.52
02/18/2027	Effective Maturity	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027	365,000.00		365,000.00
02/22/2027	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
02/22/2027	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
02/22/2027	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		306.42	306.42
02/22/2027	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	17,834.30		17,834.30
02/22/2027	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		490.09	490.09
02/22/2027	Principal Paydown	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028	16,634.11		16,634.11
02/22/2027	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
02/22/2027	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
02/24/2027	Coupon	17275RBX9	250,000.00	CISCO SYSTEMS INC 4.75 02/24/2030		5,937.50	5,937.50
02/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		515.26	515.26

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		515.26	515.26
02/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	16,866.74		16,866.74
02/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	16,866.74		16,866.74
02/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
02/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
02/25/2027	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		599.10	599.10
02/25/2027	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	10,175.51		10,175.51
02/25/2027	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		421.70	421.70
02/25/2027	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	2,608.91		2,608.91
02/25/2027	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,004.50	1,004.50
02/25/2027	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
02/25/2027	Principal Paydown	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027	340.38		340.38
02/25/2027	Principal Paydown	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027	486.26		486.26
02/25/2027	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,286.13	1,286.13
02/25/2027	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	830.57		830.57
02/25/2027	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
02/25/2027	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
02/25/2027	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
02/25/2027	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
02/25/2027	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
02/25/2027	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
02/25/2027	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
02/25/2027	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,052.12	1,052.12
02/25/2027	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	397.05		397.05
02/25/2027	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
02/25/2027	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
02/25/2027	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
02/25/2027	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
February 2027 Total					**1,183,532.50**	**202,021.22**	**1,385,553.72**
MARCH 2027							
03/01/2027	Coupon	91282CGQ8	380,000.00	UNITED STATES TREASURY 4.0 02/28/2030		7,600.00	7,600.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/01/2027	Coupon	91282CGQ8	700,000.00	UNITED STATES TREASURY 4.0 02/28/2030		14,000.00	14,000.00
03/01/2027	Coupon	91282CLK5	700,000.00	UNITED STATES TREASURY 3.625 08/31/2029		12,687.50	12,687.50
03/01/2027	Coupon	91282CQD6	700,000.00	UNITED STATES TREASURY 3.5 02/28/2031		12,250.00	12,250.00
03/01/2027	Coupon	91282CQD6	700,000.00	UNITED STATES TREASURY 3.5 02/28/2031		12,250.00	12,250.00
03/09/2027	Coupon	002824BR0	275,000.00	ABBOTT LABORATORIES 3.7 03/09/2029		5,087.50	5,087.50
03/09/2027	Coupon	57636QAW4	290,000.00	MASTERCARD INC 4.875 03/09/2028		7,068.75	7,068.75
03/10/2027	Coupon	3130ATS57	700,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		15,750.00	15,750.00
03/15/2027	Coupon	12572QAL9	250,000.00	CME GROUP INC 4.4 03/15/2030		5,500.00	5,500.00
03/15/2027	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
03/15/2027	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
03/15/2027	Coupon	437076DJ8	250,000.00	HOME DEPOT INC 3.95 09/15/2030		4,937.50	4,937.50
03/15/2027	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		344.32	344.32
03/15/2027	Principal Paydown	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029	6,160.84		6,160.84
03/15/2027	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
03/15/2027	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		322.00	322.00
03/15/2027	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	6,632.05		6,632.05
03/15/2027	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
03/15/2027	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		169.45	169.45
03/15/2027	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	3,557.10		3,557.10
03/15/2027	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		113.19	113.19
03/15/2027	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	7,867.82		7,867.82
03/15/2027	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
03/15/2027	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
03/15/2027	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
03/15/2027	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
03/15/2027	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
03/15/2027	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
03/15/2027	Coupon	58933YBQ7	250,000.00	MERCK & CO INC 4.15 09/15/2030		5,187.50	5,187.50
03/15/2027	Coupon	63743HFJ6	240,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.05 09/15/2028		6,060.00	6,060.00
03/15/2027	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
03/15/2027	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		214.66	214.66

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/15/2027	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,511.89		4,511.89
03/15/2027	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
03/15/2027	Coupon	91282CLL3	700,000.00	UNITED STATES TREASURY 3.375 09/15/2027		11,812.50	11,812.50
03/15/2027	Coupon	91282CMS7	700,000.00	UNITED STATES TREASURY 3.875 03/15/2028		13,562.50	13,562.50
03/15/2027	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
03/15/2027	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
03/16/2027	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		192.54	192.54
03/16/2027	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,288.37		4,288.37
03/22/2027	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
03/22/2027	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
03/22/2027	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		238.35	238.35
03/22/2027	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	15,848.61		15,848.61
03/22/2027	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		432.29	432.29
03/22/2027	Principal Paydown	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028	21,538.63		21,538.63
03/22/2027	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
03/22/2027	Coupon	459058LR2	205,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.125 03/20/2030		4,228.13	4,228.13
03/22/2027	Coupon	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030		958.38	958.38
03/22/2027	Effective Maturity	92348KDY6	255,000.00	VZMT 2025-3 A1A 4.51 03/20/2030	255,000.00		255,000.00
03/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		459.46	459.46
03/25/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		459.46	459.46
03/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	17,148.06		17,148.06
03/25/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	17,148.06		17,148.06
03/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
03/25/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
03/25/2027	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		560.43	560.43
03/25/2027	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	9,882.19		9,882.19
03/25/2027	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		414.93	414.93
03/25/2027	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	29,524.57		29,524.57
03/25/2027	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,003.52	1,003.52
03/25/2027	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,433.60	1,433.60
03/25/2027	Principal Paydown	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027	736.21		736.21

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/25/2027	Principal Paydown	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027	1,051.72		1,051.72
03/25/2027	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,283.81	1,283.81
03/25/2027	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	994.53		994.53
03/25/2027	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
03/25/2027	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
03/25/2027	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
03/25/2027	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
03/25/2027	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
03/25/2027	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
03/25/2027	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
03/25/2027	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,050.87	1,050.87
03/25/2027	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	498.99		498.99
03/25/2027	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
03/25/2027	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
03/25/2027	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
03/25/2027	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
03/26/2027	Coupon	743315AW3	250,000.00	PROGRESSIVE CORP 3.2 03/26/2030		4,000.00	4,000.00
03/26/2027	Coupon	743315AW3	300,000.00	PROGRESSIVE CORP 3.2 03/26/2030		4,800.00	4,800.00
03/31/2027	Coupon	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
03/31/2027	Final Maturity	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00		750,000.00
03/31/2027	Coupon	91282CFM8	570,000.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
03/31/2027	Coupon	91282CGT2	600,000.00	UNITED STATES TREASURY 3.625 03/31/2028		10,875.00	10,875.00
03/31/2027	Coupon	91282CKG5	700,000.00	UNITED STATES TREASURY 4.125 03/31/2029		14,437.50	14,437.50
03/31/2027	Coupon	91282CMU2	250,000.00	UNITED STATES TREASURY 4.0 03/31/2030		5,000.00	5,000.00
03/31/2027	Coupon	91282CPA3	350,000.00	UNITED STATES TREASURY 3.625 09/30/2030		6,343.75	6,343.75
03/31/2027	Coupon	91282CQG9	500,000.00	UNITED STATES TREASURY 3.875 03/31/2031		9,687.50	9,687.50
March 2027 Total					**1,152,389.64**	**247,039.65**	**1,399,429.29**
APRIL 2027							
04/15/2027	Coupon	161571JA3	275,000.00	CHAIT 2026-1 A 4.4 05/15/2029		1,008.33	1,008.33
04/15/2027	Coupon	34532BAG6	170,000.00	FORDO 2025-B A3 3.91 04/15/2030		553.92	553.92
04/15/2027	Coupon	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029		323.01	323.01
04/15/2027	Principal Paydown	437921AD1	105,000.00	HAROT 252 A3 4.15 10/15/2029	6,376.00		6,376.00

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/15/2027	Coupon	43814YAD3	265,000.00	HAROT 2026-2 A3 4.3 11/15/2030		949.58	949.58
04/15/2027	Coupon	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029		297.62	297.62
04/15/2027	Principal Paydown	448976AD2	140,000.00	HART 2024-C A3 4.41 05/15/2029	6,900.05		6,900.05
04/15/2027	Coupon	448981AD2	230,000.00	HART 2026-A A3 3.79 02/18/2031		726.42	726.42
04/15/2027	Coupon	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029		155.11	155.11
04/15/2027	Principal Paydown	44934QAD3	79,777.35	HART 2024-B A3 4.84 03/15/2029	3,701.70		3,701.70
04/15/2027	Coupon	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028		77.26	77.26
04/15/2027	Principal Paydown	47787CAC7	122,522.34	JDOT 2023-C A3 5.48 05/15/2028	10,574.24		10,574.24
04/15/2027	Coupon	47787DAD3	120,000.00	JDOT 2026 A3 3.87 08/15/2030		387.00	387.00
04/15/2027	Coupon	532457DB1	250,000.00	ELI LILLY AND CO 4.0 10/15/2028		5,000.00	5,000.00
04/15/2027	Coupon	532457DB1	250,000.00	ELI LILLY AND CO 4.0 10/15/2028		5,000.00	5,000.00
04/15/2027	Coupon	58769MAD2	255,000.00	MBART 261 A3 4.36 10/15/2030		966.88	966.88
04/15/2027	Coupon	58769MAD2	260,000.00	MBART 261 A3 4.36 10/15/2030		985.83	985.83
04/15/2027	Coupon	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029		1,164.00	1,164.00
04/15/2027	Principal Paydown	58770XAD5	360,000.00	MBALT 2025-B A3 3.88 04/16/2029	20,567.99		20,567.99
04/15/2027	Coupon	58770YAD3	95,000.00	MBALT 2026-A A3 3.93 01/15/2030		311.13	311.13
04/15/2027	Coupon	58770YAD3	100,000.00	MBALT 2026-A A3 3.93 01/15/2030		327.50	327.50
04/15/2027	Coupon	64110LAS5	240,000.00	NETFLIX INC 4.875 04/15/2028		5,850.00	5,850.00
04/15/2027	Coupon	89231GAD0	220,000.00	TAOT 2025-D A3 3.84 06/17/2030		704.00	704.00
04/15/2027	Coupon	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029		198.12	198.12
04/15/2027	Principal Paydown	89239TAD4	105,000.00	TAOT 2024-D A3 4.4 06/15/2029	4,663.71		4,663.71
04/15/2027	Coupon	89240KAD0	145,000.00	TAOT 2026-A A3 3.86 09/15/2030		466.42	466.42
04/15/2027	Coupon	91282CKJ9	400,000.00	UNITED STATES TREASURY 4.5 04/15/2027		9,000.00	9,000.00
04/15/2027	Final Maturity	91282CKJ9	400,000.00	UNITED STATES TREASURY 4.5 04/15/2027	400,000.00		400,000.00
04/15/2027	Coupon	91282CLQ2	700,000.00	UNITED STATES TREASURY 3.875 10/15/2027		13,562.50	13,562.50
04/15/2027	Coupon	91282CMW8	700,000.00	UNITED STATES TREASURY 3.75 04/15/2028		13,125.00	13,125.00
04/15/2027	Coupon	91282CQJ3	425,000.00	UNITED STATES TREASURY 3.875 04/15/2029		8,234.38	8,234.38
04/15/2027	Coupon	92970QAK1	125,000.00	WFCIT 2026-1 A 4.08 04/16/2029		425.00	425.00
04/15/2027	Coupon	92970QAK1	255,000.00	WFCIT 2026-1 A 4.08 04/16/2029		867.00	867.00
04/16/2027	Coupon	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029		176.82	176.82
04/16/2027	Principal Paydown	38014AAD3	94,037.01	GMCAR 2024-4 A3 4.4 08/16/2029	4,460.65		4,460.65

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/16/2027	Coupon	459058LN1	300,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.875 10/16/2029		5,812.50	5,812.50
04/20/2027	Coupon	36273VAD7	195,000.00	GMALT 2026-1 A3 3.88 01/22/2029		630.50	630.50
04/20/2027	Coupon	36275AAD1	115,000.00	GMALT 2026-2 A3 4.3 03/20/2029		416.88	416.88
04/20/2027	Coupon	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028		177.86	177.86
04/20/2027	Principal Paydown	362962AD4	155,000.00	GMALT 2025-2 A3 4.58 05/22/2028	15,498.82		15,498.82
04/20/2027	Coupon	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028		357.44	357.44
04/20/2027	Principal Paydown	379965AD8	155,000.00	GMALT 2025-3 A3 4.17 08/21/2028	24,243.59		24,243.59
04/21/2027	Coupon	06051GGA1	250,000.00	BANK OF AMERICA CORP 3.248 10/21/2027		4,060.00	4,060.00
04/21/2027	Coupon	43815CAD0	175,000.00	HAROT 2026-1 A3 3.78 09/23/2030		551.25	551.25
04/23/2027	Coupon	06051GMY2	250,000.00	BANK OF AMERICA CORP 4.477 04/23/2030		5,596.25	5,596.25
04/23/2027	Coupon	693475AW5	250,000.00	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029		4,312.50	4,312.50
04/23/2027	Coupon	693475AW5	250,000.00	PNC FINANCIAL SERVICES GROUP INC 3.45 04/23/2029		4,312.50	4,312.50
04/26/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		402.73	402.73
04/26/2027	Coupon	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028		402.73	402.73
04/26/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	18,122.37		18,122.37
04/26/2027	Principal Paydown	05594HAD5	180,000.00	BMWLT 2025-2 A3 3.97 09/25/2028	18,122.37		18,122.37
04/26/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
04/26/2027	Coupon	05594YAD8	160,000.00	BMWLT 2026-1 A3 4.15 05/25/2029		553.33	553.33
04/26/2027	Coupon	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029		522.88	522.88
04/26/2027	Principal Paydown	096924AD7	220,000.00	BMWOT 2025-A A3 4.56 09/25/2029	10,283.62		10,283.62
04/26/2027	Coupon	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027		338.24	338.24
04/26/2027	Principal Paydown	3137F2LJ3	177,535.72	FHMS K-066 A2 3.117 06/25/2027	25,970.97		25,970.97
04/26/2027	Coupon	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027		1,001.41	1,001.41
04/26/2027	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,430.59	1,430.59
04/26/2027	Principal Paydown	3137FEBQ2	350,000.00	FHMS K-072 A2 3.444 12/25/2027	623.93		623.93
04/26/2027	Principal Paydown	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027	891.33		891.33
04/26/2027	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,281.03	1,281.03
04/26/2027	Principal Paydown	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028	836.10		836.10
04/26/2027	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/26/2027	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
04/26/2027	Coupon	3137FJKE8	220,000.00	FHMS K-082 A2 3.92 09/25/2028		718.67	718.67
04/26/2027	Coupon	3137FJKE8	460,000.00	FHMS K-082 A2 3.92 09/25/2028		1,502.67	1,502.67
04/26/2027	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
04/26/2027	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
04/26/2027	Coupon	3137FK4M5	350,000.00	FHMS K-085 A2 4.06 10/25/2028		1,184.17	1,184.17
04/26/2027	Coupon	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028		1,049.30	1,049.30
04/26/2027	Principal Paydown	3137FKUP9	338,031.29	FHMS K-087 A2 3.771 12/25/2028	400.17		400.17
04/26/2027	Coupon	3137FLN91	350,000.00	FHMS K-091 A2 3.505 03/25/2029		1,022.29	1,022.29
04/26/2027	Coupon	3137FMTY8	700,000.00	FHMS K-094 A2 2.903 06/25/2029		1,693.42	1,693.42
04/26/2027	Coupon	3137FRUT6	350,000.00	FHMS K-106 A2 2.069 01/25/2030		603.46	603.46
04/26/2027	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
04/26/2027	Coupon	46647PDA1	250,000.00	JPMORGAN CHASE & CO 4.323 04/26/2028		5,403.75	5,403.75
04/26/2027	Effective Maturity	46647PDA1	250,000.00	JPMORGAN CHASE & CO 4.323 04/26/2028	250,000.00		250,000.00
04/26/2027	Coupon	857477DB6	240,000.00	STATE STREET CORP 4.834 04/24/2030		5,800.80	5,800.80
04/26/2027	Coupon	91159HHS2	250,000.00	US BANCORP 3.9 04/26/2028		4,875.00	4,875.00
04/28/2027	Coupon	931142FN8	310,000.00	WALMART INC 4.35 04/28/2030		6,742.50	6,742.50
04/30/2027	Coupon	09247XAQ4	275,000.00	BLACKROCK FINANCE INC 2.4 04/30/2030		3,300.00	3,300.00
04/30/2027	Coupon	91282CFT3	700,000.00	UNITED STATES TREASURY 4.0 10/31/2029		14,000.00	14,000.00
04/30/2027	Coupon	91282CKP5	380,000.00	UNITED STATES TREASURY 4.625 04/30/2029		8,787.50	8,787.50
04/30/2027	Coupon	91282CMZ1	400,000.00	UNITED STATES TREASURY 3.875 04/30/2030		7,750.00	7,750.00
04/30/2027	Coupon	91282CMZ1	700,000.00	UNITED STATES TREASURY 3.875 04/30/2030		13,562.50	13,562.50
04/30/2027	Coupon	91282CPD7	550,000.00	UNITED STATES TREASURY 3.625 10/31/2030		9,968.75	9,968.75
04/30/2027	Coupon	91282CQK0	500,000.00	UNITED STATES TREASURY 3.875 04/30/2031		9,687.50	9,687.50
April 2027 Total					**822,237.60**	**205,067.58**	**1,027,305.19**
Grand Total			**276,823,398.73**		**10,145,389.80**	**2,418,710.64**	**12,564,100.44**

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

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

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

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest.

LGIP Yields: Reported yields for local government investment pools may be presented as either the 30-day yield or the monthly distribution yield, as applicable. For certain funds, the 30-day yield is calculated using reported daily yield data. Yield calculations are subject to change and may not be directly comparable across funds.

LAIF Yields: Additional Disclosure for CA Clients - As a result of a reporting lag from the Local Agency Investment Fund (LAIF), reported LAIF yields represent the most recently available Daily Effective Yield and may reflect data from approximately 7–10 days prior to month-end.

CITY of GARDENA

Report No. P-2026-10

TO: THE HONORABLE MAYOR AND CITY COUNCIL

SUBJECT: PERSONNEL REPORT

1. Request City Council approval to revise the City's Classification and Compensation Plan *(Attachment #1)* to add classification Assistant City Clerk to Schedule 122 ($8,516 - $10,869/month) with an effective date of January 4, 2026.

2. Request City Council approval to revise the City's Classification and Compensation Plan *(Attachment #2*) to add new classification, Senior Civil Engineer (*Job Description attached; Attachment #3)*, to Schedule 127 ($9,636 – $12,299/month). The position will be located in the Public Works Department.

3. Report the appointment of the following individuals:
   a. ***CHRISTOPHER PULIDO*** to the position of Building/Planning Technician, Schedule 44 ($5,305 – $6,770/month), with the Community Development Department, effective May 26, 2026.
   b. ***ARTHUR GOMEZ*** to the position of General Building Inspector, Schedule 51 ($6,306 – $8,048/month), with the Community Development Department, effective May 26, 2026.
   c. ***LANE PASOWICZ*** to the position of Police Service Officer, Schedule 42 ($5,049 – $6,443/month), with the Police Department, effective June 1, 2026.
   d. ***COLBY HAFNER*** to the position of Purchasing Specialist, Schedule 52 ($6,463 – $8,248/month), with the Transportation Department, effective June 8, 2026.

4. Report the promotion of ***NICHOLAS BEERLING*** to the position of Police Lieutenant, Schedule 227 ($13,560 – $17,307/month), with the Police Department, effective May 28, 2026.

5. Report the Service Retirement of ***RODERICK POWELL***, Bus Operator, with the Transportation Department, effective May 28, 2026. Mr. Powell provided the City with 24.1 years of full-time service.

6. Report the Separation of the following employees:
   a. ***CARL SLUSHER,*** Bus Operator, with the Transportation Department, effective May 26, 2026. Mr. Slusher provided 2 months of service to the City.
   b. ***MAURICIO JIMENEZ,*** Right-of-Way Maintenance Worker, with the Public Works Department, effective May 27, 2026. Mr. Jimenez provided 7 months of full-time service to the City.
   c. ***SHANICA MARDIS,*** Bus Operator, with the Transportation Department, effective June 8, 2026. Ms. Mardis provided 5.1 years of full-time service to the City.
   d. ***NATHALIE PEREZ,*** Human Resources Technician, with the Administrative Services Department, effective June 12, 2026. Ms. Perez provided 4.4 years of full-time service to the City.

7. Report the Recruitment for the Open/Competitive position of Lifeguard (Recreation and Human Services Department). This is a continuous recruitment.

8. Report the Recruitment for the Open/Competitive position of Lifeguard/Instructor (Recreation and Human Services Department). This is a continuous recruitment.

9. Report the Recruitment for the Open/Competitive position of Recreation Leader I (Recreation and Human Services Department). This recruitment closed on June 11, 2026.

10. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.

11. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This recruitment is scheduled to close on August 31, 2026.

12. Report the Recruitment for the Open/Competitive position of Financial Services Manager (Transportation Department). This recruitment closed on June 12, 2026.

13. Report the Recruitment for the Open/Competitive position of Transit Operations Training Coordinator (Transportation Department). This recruitment is scheduled to close on August 2, 2026.

CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
Adopted June 23, 2026. Effective January 4, 2026

Add New Classification: Assistant City Clerk, Schedule 122

4 Lifeguard Trainee

	1
HOURLY	[redacted]

5 Recreation Instructor

HOURLY RANGE	20.00 - 35.00

6 Clerical Aide I
6 Police Aide

STEP	[redacted]	*6*
ANNUAL	33,360.00	36,780.00
MONTHLY	2,780.00	3,065.00
BI-WEEKLY	1,283.08	1,414.62
HOURLY	16.0385	17.6827

7 Peer Advocate Counselor II
7 Storeroom Aide

STEP	[redacted]	*6*
ANNUAL		35,928.00
MONTHLY		2,994.00
BI-WEEKLY		1,381.85
HOURLY		17.2731

8 Community Aide I

STEP	[redacted]	*5*	*6*
ANNUAL		35,076.00	36,828.00
MONTHLY		2,923.00	3,069.00
BI-WEEKLY		1,349.08	1,416.46
HOURLY		16.8635	17.7058

13

STEP	[redacted]	*5*	*6*
ANNUAL		36,000.00	37,800.00
MONTHLY		3,000.00	3,150.00
BI-WEEKLY		1,384.62	1,453.85
HOURLY		17.3077	18.1731

14 Pool Cashier

STEP	[redacted]	*5*	*6*
ANNUAL	35,160.00	36,924.00	38,772.00
MONTHLY	2,930.00	3,077.00	3,231.00
BI-WEEKLY	1,352.31	1,420.15	1,491.23
HOURLY	16.9038	17.7519	18.6404

15

STEP	[redacted]	*4*	*5*	*6*
ANNUAL		36,036.00	37,836.00	39,732.00
MONTHLY		3,003.00	3,153.00	3,311.00
BI-WEEKLY		1,386.00	1,455.23	1,528.15
HOURLY		17.3250	18.1904	19.1019

16

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		35,172.00	36,936.00	38,784.00	40,728.00
MONTHLY		2,931.00	3,078.00	3,232.00	3,394.00
BI-WEEKLY		1,352.77	1,420.62	1,491.69	1,566.46
HOURLY		16.9096	17.7577	18.6462	19.5808

17 Clerk Typist

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		36,048.00	37,848.00	39,744.00	41,736.00
MONTHLY		3,004.00	3,154.00	3,312.00	3,478.00
BI-WEEKLY		1,386.46	1,455.69	1,528.62	1,605.23
HOURLY		17.3308	18.1962	19.1077	20.0654

18

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		35,196.00	36,960.00	38,808.00	40,752.00	42,792.00
MONTHLY		2,933.00	3,080.00	3,234.00	3,396.00	3,566.00
BI-WEEKLY		1,353.69	1,421.54	1,492.62	1,567.38	1,645.85
HOURLY		16.9212	17.7692	18.6577	19.5923	20.5731

19

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,060.00	37,860.00	39,756.00	41,748.00	43,836.00
MONTHLY		3,005.00	3,155.00	3,313.00	3,479.00	3,653.00
BI-WEEKLY		1,386.92	1,456.15	1,529.08	1,605.69	1,686.00
HOURLY		17.3365	18.2019	19.1135	20.0712	21.0750

20

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,972.00	38,820.00	40,764.00	42,804.00	44,940.00
MONTHLY		3,081.00	3,235.00	3,397.00	3,567.00	3,745.00
BI-WEEKLY		1,422.00	1,493.08	1,567.85	1,646.31	1,728.46
HOURLY		17.7750	18.6635	19.5981	20.5788	21.6058

21 Police Cadet

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		37,884.00	39,780.00	41,772.00	43,860.00	46,056.00
MONTHLY		3,157.00	3,315.00	3,481.00	3,655.00	3,838.00
BI-WEEKLY		1,457.08	1,530.00	1,606.62	1,686.92	1,771.38
HOURLY		18.2135	19.1250	20.0827	21.0865	22.1423

22 FCC Program Assistant I
22 Geriatric Aide
22 Human Services Aide
22 Recreation Leader I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,984.00	38,832.00	40,776.00	42,816.00	44,952.00	47,196.00
MONTHLY	3,082.00	3,236.00	3,398.00	3,568.00	3,746.00	3,933.00
BI-WEEKLY	1,422.46	1,493.54	1,568.31	1,646.77	1,728.92	1,815.23
HOURLY	17.7808	18.6692	19.6038	20.5846	21.6115	22.6904

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,908.00	39,804.00	41,796.00	43,884.00	46,080.00	48,384.00
MONTHLY	3,159.00	3,317.00	3,483.00	3,657.00	3,840.00	4,032.00
BI-WEEKLY	1,458.00	1,530.92	1,607.54	1,687.85	1,772.31	1,860.92
HOURLY	18.2250	19.1365	20.0942	21.0981	22.1538	23.2615

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,856.00	40,800.00	42,840.00	44,988.00	47,232.00	49,596.00
MONTHLY	3,238.00	3,400.00	3,570.00	3,749.00	3,936.00	4,133.00
BI-WEEKLY	1,494.46	1,569.23	1,647.69	1,730.31	1,816.62	1,907.54
HOURLY	18.6808	19.6154	20.5962	21.6288	22.7077	23.8442

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	39,840.00	41,832.00	43,920.00	46,116.00	48,420.00	50,844.00
MONTHLY	3,320.00	3,486.00	3,660.00	3,843.00	4,035.00	4,237.00
BI-WEEKLY	1,532.31	1,608.92	1,689.23	1,773.69	1,862.31	1,955.54
HOURLY	19.1538	20.1115	21.1154	22.1712	23.2788	24.4442

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	40,824.00	42,864.00	45,012.00	47,268.00	49,632.00	52,116.00
MONTHLY	3,402.00	3,572.00	3,751.00	3,939.00	4,136.00	4,343.00
BI-WEEKLY	1,570.15	1,648.62	1,731.23	1,818.00	1,908.92	2,004.46
HOURLY	19.6269	20.6077	21.6404	22.7250	23.8615	25.0558

27 Lifeguard

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	41,844.00	43,932.00	46,128.00	48,432.00	50,856.00	53,400.00
MONTHLY	3,487.00	3,661.00	3,844.00	4,036.00	4,238.00	4,450.00
BI-WEEKLY	1,609.38	1,689.69	1,774.15	1,862.77	1,956.00	2,053.85
HOURLY	20.1173	21.1212	22.1769	23.2846	24.4500	25.6731

28 Meal Services Coordinator
28 Police Assistant
28 Recreation Leader II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	42,876.00	45,024.00	47,280.00	49,644.00	52,128.00	54,732.00
MONTHLY	3,573.00	3,752.00	3,940.00	4,137.00	4,344.00	4,561.00
BI-WEEKLY	1,649.08	1,731.69	1,818.46	1,909.38	2,004.92	2,105.08
HOURLY	20.6135	21.6462	22.7308	23.8673	25.0615	26.3135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	43,956.00	46,152.00	48,456.00	50,880.00	53,424.00	56,100.00
MONTHLY	3,663.00	3,846.00	4,038.00	4,240.00	4,452.00	4,675.00
BI-WEEKLY	1,690.62	1,775.08	1,863.69	1,956.92	2,054.77	2,157.69
HOURLY	21.1327	22.1885	23.2962	24.4615	25.6846	26.9712

30 Certified Nursing Assistant
30 Custodian I
30 FCC Education Assistant II
30 FCC Program Assistant II
30 Lifeguard/Swim Instuctor
30 Office Specialist

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,036.00	47,292.00	49,656.00	52,140.00	54,744.00	57,480.00
MONTHLY	3,753.00	3,941.00	4,138.00	4,345.00	4,562.00	4,790.00
BI-WEEKLY	1,732.15	1,818.92	1,909.85	2,005.38	2,105.54	2,210.77
HOURLY	21.6519	22.7365	23.8731	25.0673	26.3192	27.6346

31 On-Demand (Micro/Paratransit) Operator
31 Paratransit Driver

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	46,176.00	48,480.00	50,904.00	53,448.00	56,124.00	58,932.00
MONTHLY	3,848.00	4,040.00	4,242.00	4,454.00	4,677.00	4,911.00
BI-WEEKLY	1,776.00	1,864.62	1,957.85	2,055.69	2,158.62	2,266.62
HOURLY	22.2000	23.3077	24.4731	25.6962	26.9827	28.3327

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,328.00	49,692.00	52,176.00	54,780.00	57,516.00	60,396.00
MONTHLY	3,944.00	4,141.00	4,348.00	4,565.00	4,793.00	5,033.00
BI-WEEKLY	1,820.31	1,911.23	2,006.77	2,106.92	2,212.15	2,322.92
HOURLY	22.7538	23.8904	25.0846	26.3365	27.6519	29.0365

33 Customer Service Clerk II
33 Equipment Utility Worker I
33 Public Safety Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,516.00	50,940.00	53,484.00	56,160.00	58,968.00	61,920.00
MONTHLY	4,043.00	4,245.00	4,457.00	4,680.00	4,914.00	5,160.00
BI-WEEKLY	1,866.00	1,959.23	2,057.08	2,160.00	2,268.00	2,381.54
HOURLY	23.3250	24.4904	25.7135	27.0000	28.3500	29.7692

33 Relief Bus Operator Trainee (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,100.00	49,452.00	51,924.00	54,516.00	57,240.00	60,108.00
MONTHLY	3,925.00	4,121.00	4,327.00	4,543.00	4,770.00	5,009.00
BI-WEEKLY	1,811.54	1,902.00	1,997.08	2,096.77	2,201.54	2,311.85
HOURLY	22.6442	23.7750	24.9635	26.2096	27.5192	28.8981

34 Custodian II
34 Graffiti Technician
34 On-Demand Transit Dispatcher
34 Paratransit Dispatcher
34 Park Maintenance Worker I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,728.00	52,212.00	54,828.00	57,564.00	60,444.00	63,468.00
MONTHLY	4,144.00	4,351.00	4,569.00	4,797.00	5,037.00	5,289.00
BI-WEEKLY	1,912.62	2,008.15	2,108.77	2,214.00	2,324.77	2,441.08
HOURLY	23.9077	25.1019	26.3596	27.6750	29.0596	30.5135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	50,976.00	53,520.00	56,196.00	59,004.00	61,956.00	65,052.00
MONTHLY	4,248.00	4,460.00	4,683.00	4,917.00	5,163.00	5,421.00
BI-WEEKLY	1,960.62	2,058.46	2,161.38	2,269.38	2,382.92	2,502.00
HOURLY	24.5077	25.7308	27.0173	28.3673	29.7865	31.2750

36 Court Liaison
36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,248.00	54,864.00	57,612.00	60,492.00	63,516.00	66,696.00
MONTHLY	4,354.00	4,572.00	4,801.00	5,041.00	5,293.00	5,558.00
BI-WEEKLY	2,009.54	2,110.15	2,215.85	2,326.62	2,442.92	2,565.23
HOURLY	25.1192	26.3769	27.6981	29.0827	30.5365	32.0654

37 Nutrition Services Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,556.00	56,232.00	59,040.00	61,992.00	65,088.00	68,340.00
MONTHLY	4,463.00	4,686.00	4,920.00	5,166.00	5,424.00	5,695.00
BI-WEEKLY	2,059.85	2,162.77	2,270.77	2,384.31	2,503.38	2,628.46
HOURLY	25.7481	27.0346	28.3846	29.8038	31.2923	32.8558

37 Relief Bus Operator (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,996.00	54,600.00	57,336.00	60,204.00	63,216.00	66,372.00
MONTHLY	4,333.00	4,550.00	4,778.00	5,017.00	5,268.00	5,531.00
BI-WEEKLY	1,999.85	2,100.00	2,205.23	2,315.54	2,431.38	2,552.77
HOURLY	24.9981	26.2500	27.5654	28.9442	30.3923	31.9096

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,888.00	57,636.00	60,516.00	63,540.00	66,720.00	70,056.00
MONTHLY	4,574.00	4,803.00	5,043.00	5,295.00	5,560.00	5,838.00
BI-WEEKLY	2,111.08	2,216.77	2,327.54	2,443.85	2,566.15	2,694.46
HOURLY	26.3885	27.7096	29.0942	30.5481	32.0769	33.6808

39 Apprentice Mechanic
39 Home Improvement Lead Person
39 Park Maintenance Worker II
39 Records Management Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,268.00	59,076.00	62,028.00	65,124.00	68,376.00	71,796.00
MONTHLY	4,689.00	4,923.00	5,169.00	5,427.00	5,698.00	5,983.00
BI-WEEKLY	2,164.15	2,272.15	2,385.69	2,504.77	2,629.85	2,761.38
HOURLY	27.0519	28.4019	29.8212	31.3096	32.8731	34.5173

40 Engineering Aide
40 FCC Education Assistant III
40 FCC Program Assistant III
40 Public Works Coordinator
40 Sr. Transit Utility Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,660.00	60,540.00	63,564.00	66,744.00	70,080.00	73,584.00
MONTHLY	4,805.00	5,045.00	5,297.00	5,562.00	5,840.00	6,132.00
BI-WEEKLY	2,217.69	2,328.46	2,444.77	2,567.08	2,695.38	2,830.15
HOURLY	27.7212	29.1058	30.5596	32.0885	33.6923	35.3769

41 Deputy City Clerk I
41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,100.00	62,052.00	65,160.00	68,424.00	71,844.00	75,432.00
MONTHLY	4,925.00	5,171.00	5,430.00	5,702.00	5,987.00	6,286.00
BI-WEEKLY	2,273.08	2,386.62	2,506.15	2,631.69	2,763.23	2,901.23
HOURLY	28.4135	29.8327	31.3269	32.8962	34.5404	36.2654

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,588.00	63,612.00	66,792.00	70,128.00	73,632.00	77,316.00
MONTHLY	5,049.00	5,301.00	5,566.00	5,844.00	6,136.00	6,443.00
BI-WEEKLY	2,330.31	2,446.62	2,568.92	2,697.23	2,832.00	2,973.69
HOURLY	29.1288	30.5827	32.1115	33.7154	35.4000	37.1712

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	62,100.00	65,208.00	68,472.00	71,892.00	75,492.00	79,272.00
MONTHLY	5,175.00	5,434.00	5,706.00	5,991.00	6,291.00	6,606.00
BI-WEEKLY	2,388.46	2,508.00	2,633.54	2,765.08	2,903.54	3,048.92
HOURLY	29.8558	31.3500	32.9192	34.5635	36.2942	38.1115

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,660.00	66,840.00	70,188.00	73,692.00	77,376.00	81,240.00
MONTHLY	5,305.00	5,570.00	5,849.00	6,141.00	6,448.00	6,770.00
BI-WEEKLY	2,448.46	2,570.77	2,699.54	2,834.31	2,976.00	3,124.62
HOURLY	30.6058	32.1346	33.7442	35.4288	37.2000	39.0577

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,244.00	68,508.00	71,928.00	75,528.00	79,308.00	83,268.00
MONTHLY	5,437.00	5,709.00	5,994.00	6,294.00	6,609.00	6,939.00
BI-WEEKLY	2,509.38	2,634.92	2,766.46	2,904.92	3,050.31	3,202.62
HOURLY	31.3673	32.9365	34.5808	36.3115	38.1288	40.0327

46 Heavy Equipment Operator
46 Street Traffic Painter

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,876.00	70,224.00	73,740.00	77,424.00	81,300.00	85,368.00
MONTHLY	5,573.00	5,852.00	6,145.00	6,452.00	6,775.00	7,114.00
BI-WEEKLY	2,572.15	2,700.92	2,836.15	2,977.85	3,126.92	3,283.38
HOURLY	32.1519	33.7615	35.4519	37.2231	39.0865	41.0423

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,544.00	71,976.00	75,576.00	79,356.00	83,328.00	87,492.00
MONTHLY	5,712.00	5,998.00	6,298.00	6,613.00	6,944.00	7,291.00
BI-WEEKLY	2,636.31	2,768.31	2,906.77	3,052.15	3,204.92	3,365.08
HOURLY	32.9538	34.6038	36.3346	38.1519	40.0615	42.0635

48 Custodian-Lead
48 Financial Services Technician
48 Human Resources Technician
48 Junior Accountant
48 Property and Evidence Technician

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,272.00	73,788.00	77,472.00	81,348.00	85,416.00	89,688.00
MONTHLY	5,856.00	6,149.00	6,456.00	6,779.00	7,118.00	7,474.00
BI-WEEKLY	2,702.77	2,838.00	2,979.69	3,128.77	3,285.23	3,449.54
HOURLY	33.7846	35.4750	37.2462	39.1096	41.0654	43.1192

49 Administrative Analyst I
49 Community Services Counselor
49 Program Coordinator
49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,024.00	75,624.00	79,404.00	83,376.00	87,540.00	91,920.00
MONTHLY	6,002.00	6,302.00	6,617.00	6,948.00	7,295.00	7,660.00
BI-WEEKLY	2,770.15	2,908.62	3,054.00	3,206.77	3,366.92	3,535.38
HOURLY	34.6269	36.3577	38.1750	40.0846	42.0865	44.1923

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,824.00	77,520.00	81,396.00	85,464.00	89,736.00	94,224.00
MONTHLY	6,152.00	6,460.00	6,783.00	7,122.00	7,478.00	7,852.00
BI-WEEKLY	2,839.38	2,981.54	3,130.62	3,287.08	3,451.38	3,624.00
HOURLY	35.4923	37.2692	39.1327	41.0885	43.1423	45.3000

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,672.00	79,452.00	83,424.00	87,600.00	91,980.00	96,576.00
MONTHLY	6,306.00	6,621.00	6,952.00	7,300.00	7,665.00	8,048.00
BI-WEEKLY	2,910.46	3,055.85	3,208.62	3,369.23	3,537.69	3,714.46
HOURLY	36.3808	38.1981	40.1077	42.1154	44.2212	46.4308

52 Payroll Specialist
52 Purchasing Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,556.00	81,432.00	85,500.00	89,772.00	94,260.00	98,976.00
MONTHLY	6,463.00	6,786.00	7,125.00	7,481.00	7,855.00	8,248.00
BI-WEEKLY	2,982.92	3,132.00	3,288.46	3,452.77	3,625.38	3,806.77
HOURLY	37.2865	39.1500	41.1058	43.1596	45.3173	47.5846

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,500.00	83,472.00	87,648.00	92,028.00	96,624.00	101,460.00
MONTHLY	6,625.00	6,956.00	7,304.00	7,669.00	8,052.00	8,455.00
BI-WEEKLY	3,057.69	3,210.46	3,371.08	3,539.54	3,716.31	3,902.31
HOURLY	38.2212	40.1308	42.1385	44.2442	46.4538	48.7788

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician
54 Transit Marketing Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,504.00	85,584.00	89,868.00	94,356.00	99,072.00	104,028.00
MONTHLY	6,792.00	7,132.00	7,489.00	7,863.00	8,256.00	8,669.00
BI-WEEKLY	3,134.77	3,291.69	3,456.46	3,629.08	3,810.46	4,001.08
HOURLY	39.1846	41.1462	43.2058	45.3635	47.6308	50.0135

55 Crime Analyst
55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,544.00	87,720.00	92,112.00	96,720.00	101,556.00	106,632.00
MONTHLY	6,962.00	7,310.00	7,676.00	8,060.00	8,463.00	8,886.00
BI-WEEKLY	3,213.23	3,373.85	3,542.77	3,720.00	3,906.00	4,101.23
HOURLY	40.1654	42.1731	44.2846	46.5000	48.8250	51.2654

56 Administrative Coordinator
56 Assistant Engineer
56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,620.00	89,904.00	94,404.00	99,120.00	104,076.00	109,284.00
MONTHLY	7,135.00	7,492.00	7,867.00	8,260.00	8,673.00	9,107.00
BI-WEEKLY	3,293.08	3,457.85	3,630.92	3,812.31	4,002.92	4,203.23
HOURLY	41.1635	43.2231	45.3865	47.6538	50.0365	52.5404

57 Communications Liaison Officer
57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,768.00	92,160.00	96,768.00	101,604.00	106,680.00	112,020.00
MONTHLY	7,314.00	7,680.00	8,064.00	8,467.00	8,890.00	9,335.00
BI-WEEKLY	3,375.69	3,544.62	3,721.85	3,907.85	4,103.08	4,308.46
HOURLY	42.1962	44.3077	46.5231	48.8481	51.2885	53.8558

58 Associate Planner
58 Code Enforcement Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,964.00	94,464.00	99,192.00	104,148.00	109,356.00	114,828.00
MONTHLY	7,497.00	7,872.00	8,266.00	8,679.00	9,113.00	9,569.00
BI-WEEKLY	3,460.15	3,633.23	3,815.08	4,005.69	4,206.00	4,416.46
HOURLY	43.2519	45.4154	47.6885	50.0712	52.5750	55.2058

59 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,220.00	96,828.00	101,664.00	106,752.00	112,092.00	117,696.00
MONTHLY	7,685.00	8,069.00	8,472.00	8,896.00	9,341.00	9,808.00
BI-WEEKLY	3,546.92	3,724.15	3,910.15	4,105.85	4,311.23	4,526.77
HOURLY	44.3365	46.5519	48.8769	51.3231	53.8904	56.5846

60

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,512.00	99,240.00	104,208.00	109,416.00	114,888.00	120,636.00
MONTHLY	7,876.00	8,270.00	8,684.00	9,118.00	9,574.00	10,053.00
BI-WEEKLY	3,635.08	3,816.92	4,008.00	4,208.31	4,418.77	4,639.85
HOURLY	45.4385	47.7115	50.1000	52.6038	55.2346	57.9981

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	96,876.00	101,724.00	106,812.00	112,152.00	117,756.00	123,648.00
MONTHLY	8,073.00	8,477.00	8,901.00	9,346.00	9,813.00	10,304.00
BI-WEEKLY	3,726.00	3,912.46	4,108.15	4,313.54	4,529.08	4,755.69
HOURLY	46.5750	48.9058	51.3519	53.9192	56.6135	59.4462

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,300.00	104,268.00	109,476.00	114,948.00	120,696.00	126,732.00
MONTHLY	8,275.00	8,689.00	9,123.00	9,579.00	10,058.00	10,561.00
BI-WEEKLY	3,819.23	4,010.31	4,210.62	4,421.08	4,642.15	4,874.31
HOURLY	47.7404	50.1288	52.6327	55.2635	58.0269	60.9288

63

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	101,784.00	106,872.00	112,212.00	117,828.00	123,720.00	129,912.00
MONTHLY	8,482.00	8,906.00	9,351.00	9,819.00	10,310.00	10,826.00
BI-WEEKLY	3,914.77	4,110.46	4,315.85	4,531.85	4,758.46	4,996.62
HOURLY	48.9346	51.3808	53.9481	56.6481	59.4808	62.4577

64

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,328.00	109,548.00	115,020.00	120,768.00	126,804.00	133,140.00
MONTHLY	8,694.00	9,129.00	9,585.00	10,064.00	10,567.00	11,095.00
BI-WEEKLY	4,012.62	4,213.38	4,423.85	4,644.92	4,877.08	5,120.77
HOURLY	50.1577	52.6673	55.2981	58.0615	60.9635	64.0096

65

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	106,944.00	112,296.00	117,912.00	123,804.00	129,996.00	136,500.00
MONTHLY	8,912.00	9,358.00	9,826.00	10,317.00	10,833.00	11,375.00
BI-WEEKLY	4,113.23	4,319.08	4,535.08	4,761.69	4,999.85	5,250.00
HOURLY	51.4154	53.9885	56.6885	59.5212	62.4981	65.6250

66 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	109,608.00	115,092.00	120,852.00	126,900.00	133,248.00	139,908.00
MONTHLY	9,134.00	9,591.00	10,071.00	10,575.00	11,104.00	11,659.00
BI-WEEKLY	4,215.69	4,426.62	4,648.15	4,880.77	5,124.92	5,381.08
HOURLY	52.6962	55.3327	58.1019	61.0096	64.0615	67.2635

67

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,356.00	117,972.00	123,876.00	130,068.00	136,572.00	143,400.00
MONTHLY	9,363.00	9,831.00	10,323.00	10,839.00	11,381.00	11,950.00
BI-WEEKLY	4,321.38	4,537.38	4,764.46	5,002.62	5,252.77	5,515.38
HOURLY	54.0173	56.7173	59.5558	62.5327	65.6596	68.9423

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,424.00	62,400.00	65,520.00	68,796.00	72,240.00	75,852.00
MONTHLY	4,952.00	5,200.00	5,460.00	5,733.00	6,020.00	6,321.00
BI-WEEKLY	2,285.54	2400.00	2520.00	2,646.00	2,778.46	2,917.38
HOURLY	28.5692	30.0000	31.5000	33.0750	34.7308	36.4673
Specialty - 5% Monthly	247.60	260.00	273.00	286.65	301.00	316.05

104

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,508.00	68,784.00	72,228.00	75,840.00	79,632.00	83,616.00
MONTHLY	5,459.00	5,732.00	6,019.00	6,320.00	6,636.00	6,968.00
BI-WEEKLY	2,519.54	2,645.54	2,778.00	2,916.92	3,062.77	3,216.00
HOURLY	31.4942	33.0692	34.7250	36.4615	38.2846	40.2000
Monthly						
Lgy Bonus 10	136.48	143.30	150.48	158.00	165.90	174.20
Lgy Bonus 20	272.95	286.60	300.95	316.00	331.80	348.40
Lgy Bonus 25	409.43	429.90	451.43	474.00	497.70	522.60

105

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,140.00	70,500.00	74,028.00	77,724.00	81,612.00	85,692.00
MONTHLY	5,595.00	5,875.00	6,169.00	6,477.00	6,801.00	7,141.00
BI-WEEKLY	2,582.31	2711.54	2847.23	2989.38	3138.92	3295.85
HOURLY	32.2788	33.8942	35.5904	37.3673	39.2365	41.1981
Monthly						
Lgy Bonus 10	139.88	146.88	154.23	161.93	170.03	178.53
Lgy Bonus 20	279.75	293.75	308.45	323.85	340.05	357.05
Lgy Bonus 25	419.63	440.63	462.68	485.78	510.08	535.58

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,820.00	72,264.00	75,876.00	79,668.00	83,652.00	87,840.00
MONTHLY	5,735.00	6,022.00	6,323.00	6,639.00	6,971.00	7,320.00
BI-WEEKLY	2,646.92	2,779.38	2,918.31	3,064.15	3,217.38	3,378.46
HOURLY	33.0865	34.7423	36.4788	38.3019	40.2173	42.2308
Monthly						
Lgy Bonus 10	143.38	150.55	158.08	165.98	174.28	183.00
Lgy Bonus 20	286.75	301.10	316.15	331.95	348.55	366.00
Lgy Bonus 25	430.13	451.65	474.23	497.93	522.83	549.00

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,548.00	74,076.00	77,784.00	81,672.00	85,752.00	90,036.00
MONTHLY	5,879.00	6,173.00	6,482.00	6,806.00	7,146.00	7,503.00
BI-WEEKLY	2,713.38	2,849.08	2,991.69	3,141.23	3,298.15	3,462.92
HOURLY	33.9173	35.6135	37.3962	39.2654	41.2269	43.2865
Monthly						
Lgy Bonus 10	146.98	154.33	162.05	170.15	178.65	187.58
Lgy Bonus 20	293.95	308.65	324.10	340.30	357.30	375.15
Lgy Bonus 25	440.93	462.98	486.15	510.45	535.95	562.73

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,312.00	75,924.00	79,716.00	83,700.00	87,888.00	92,280.00
MONTHLY	6,026.00	6,327.00	6,643.00	6,975.00	7,324.00	7,690.00
BI-WEEKLY	2,781.23	2,920.15	3,066.00	3,219.23	3,380.31	3,549.23
HOURLY	34.7654	36.5019	38.3250	40.2404	42.2538	44.3654
Monthly						
Lgy Bonus 10	150.65	158.18	166.08	174.38	183.10	192.25
Lgy Bonus 20	301.30	316.35	332.15	348.75	366.20	384.50
Lgy Bonus 25	451.95	474.53	498.23	523.13	549.30	576.75

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,124.00	77,832.00	81,720.00	85,812.00	90,108.00	94,608.00
MONTHLY	6,177.00	6,486.00	6,810.00	7,151.00	7,509.00	7,884.00
BI-WEEKLY	2,850.92	2,993.54	3,143.08	3,300.46	3,465.69	3,638.77
HOURLY	35.6365	37.4192	39.2885	41.2558	43.3212	45.4846
Monthly						
Lgy Bonus 10	154.43	162.15	170.25	178.78	187.73	197.10
Lgy Bonus 20	308.85	324.30	340.50	357.55	375.45	394.20
Lgy Bonus 25	463.28	486.45	510.75	536.33	563.18	591.30

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,960.00	79,764.00	83,748.00	87,936.00	92,328.00	96,948.00
MONTHLY	6,330.00	6,647.00	6,979.00	7,328.00	7,694.00	8,079.00
BI-WEEKLY	2,921.54	3,067.85	3,221.08	3,382.15	3,551.08	3,728.77
HOURLY	36.5192	38.3481	40.2635	42.2769	44.3885	46.6096
Monthly						
Lgy Bonus 10	158.25	166.18	174.48	183.20	192.35	201.98
Lgy Bonus 20	316.50	332.35	348.95	366.40	384.70	403.95
Lgy Bonus 25	474.75	498.53	523.43	549.60	577.05	605.93

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,868.00	81,756.00	85,848.00	90,144.00	94,656.00	99,384.00
MONTHLY	6,489.00	6,813.00	7,154.00	7,512.00	7,888.00	8,282.00
BI-WEEKLY	2,994.92	3,144.46	3,301.85	3,467.08	3,640.62	3,822.46
HOURLY	37.4365	39.3058	41.2731	43.3385	45.5077	47.7808
Monthly						
Lgy Bonus 10	162.23	170.33	178.85	187.80	197.20	207.05
Lgy Bonus 20	324.45	340.65	357.70	375.60	394.40	414.10
Lgy Bonus 25	486.68	510.98	536.55	563.40	591.60	621.15

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,836.00	83,832.00	88,020.00	92,424.00	97,044.00	101,892.00
MONTHLY	6,653.00	6,986.00	7,335.00	7,702.00	8,087.00	8,491.00
BI-WEEKLY	3,070.62	3,224.31	3,385.38	3,554.77	3,732.46	3,918.92
HOURLY	38.3827	40.3038	42.3173	44.4346	46.6558	48.9865
Monthly						
Lgy Bonus 10	166.33	174.65	183.38	192.55	202.18	212.28
Lgy Bonus 20	332.65	349.30	366.75	385.10	404.35	424.55
Lgy Bonus 25	498.98	523.95	550.13	577.65	606.53	636.83

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,840.00	85,932.00	90,228.00	94,740.00	99,480.00	104,460.00
MONTHLY	6,820.00	7,161.00	7,519.00	7,895.00	8,290.00	8,705.00
BI-WEEKLY	3,147.69	3,305.08	3,470.31	3,643.85	3,826.15	4,017.69
HOURLY	39.3462	41.3135	43.3788	45.5481	47.8269	50.2212
Monthly						
Lgy Bonus 10	170.50	179.03	187.98	197.38	207.25	217.63
Lgy Bonus 20	341.00	358.05	375.95	394.75	414.50	435.25
Lgy Bonus 25	511.50	537.08	563.93	592.13	621.75	652.88

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,880.00	88,080.00	92,484.00	97,104.00	101,964.00	107,064.00
MONTHLY	6,990.00	7,340.00	7,707.00	8,092.00	8,497.00	8,922.00
BI-WEEKLY	3,226.15	3,387.69	3,557.08	3,734.77	3,921.69	4,117.85
HOURLY	40.3269	42.3462	44.4635	46.6846	49.0212	51.4731
Monthly						
Lgy Bonus 10	174.75	183.50	192.68	202.30	212.43	223.05
Lgy Bonus 20	349.50	367.00	385.35	404.60	424.85	446.10
Lgy Bonus 25	524.25	550.50	578.03	606.90	637.28	669.15

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,980.00	90,276.00	94,788.00	99,528.00	104,508.00	109,728.00
MONTHLY	7,165.00	7,523.00	7,899.00	8,294.00	8,709.00	9,144.00
BI-WEEKLY	3,306.92	3,472.15	3,645.69	3,828.00	4,019.54	4,220.31
HOURLY	41.3365	43.4019	45.5712	47.8500	50.2442	52.7538
Monthly						
Lgy Bonus 10	179.13	188.08	197.48	207.35	217.73	228.60
Lgy Bonus 20	358.25	376.15	394.95	414.70	435.45	457.20
Lgy Bonus 25	537.38	564.23	592.43	622.05	653.18	685.80

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	88,116.00	92,520.00	97,152.00	102,012.00	107,112.00	112,464.00
MONTHLY	7,343.00	7,710.00	8,096.00	8,501.00	8,926.00	9,372.00
BI-WEEKLY	3,389.08	3,558.46	3,736.62	3,923.54	4,119.69	4,325.54
HOURLY	42.3635	44.4808	46.7077	49.0442	51.4962	54.0692
Monthly						
Lgy Bonus 10	183.58	192.75	202.40	212.53	223.15	234.30
Lgy Bonus 20	367.15	385.50	404.80	425.05	446.30	468.60
Lgy Bonus 25	550.73	578.25	607.20	637.58	669.45	702.90

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	90,312.00	94,824.00	99,564.00	104,544.00	109,776.00	115,260.00
MONTHLY	7,526.00	7,902.00	8,297.00	8,712.00	9,148.00	9,605.00
BI-WEEKLY	3,473.54	3,647.08	3,829.38	4,020.92	4,222.15	4,433.08
HOURLY	43.4192	45.5885	47.8673	50.2615	52.7769	55.4135
Monthly						
Lgy Bonus 10	188.15	197.55	207.43	217.80	228.70	240.13
Lgy Bonus 20	376.30	395.10	414.85	435.60	457.40	480.25
Lgy Bonus 25	564.45	592.65	622.28	653.40	686.10	720.38

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,580.00	97,212.00	102,072.00	107,172.00	112,536.00	118,164.00
MONTHLY	7,715.00	8,101.00	8,506.00	8,931.00	9,378.00	9,847.00
BI-WEEKLY	3,560.77	3,738.92	3,925.85	4,122.00	4,328.31	4,544.77
HOURLY	44.5096	46.7365	49.0731	51.5250	54.1038	56.8096
Monthly						
Lgy Bonus 10	192.88	202.53	212.65	223.28	234.45	246.18
Lgy Bonus 20	385.75	405.05	425.30	446.55	468.90	492.35
Lgy Bonus 25	578.63	607.58	637.95	669.83	703.35	738.53

119 Accountant/Cost Accountant
119 Fleet Maintenance Supervisor
119 Transit Administrative Supervisor
119 Transit Training and Safety Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,884.00	99,624.00	104,604.00	109,836.00	115,332.00	121,104.00
MONTHLY	7,907.00	8,302.00	8,717.00	9,153.00	9,611.00	10,092.00
BI-WEEKLY	3,649.38	3,831.69	4,023.23	4,224.46	4,435.85	4,657.85
HOURLY	45.6173	47.8962	50.2904	52.8058	55.4481	58.2231
Monthly						
Lgy Bonus 10	197.68	207.55	217.93	228.83	240.28	252.30
Lgy Bonus 20	395.35	415.10	435.85	457.65	480.55	504.60
Lgy Bonus 25	593.03	622.65	653.78	686.48	720.83	756.90

120 Administrative Management Analyst II
120 Executive Office Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	97,272.00	102,132.00	107,244.00	112,608.00	118,236.00	124,152.00
MONTHLY	8,106.00	8,511.00	8,937.00	9,384.00	9,853.00	10,346.00
BI-WEEKLY	3,741.23	3,928.15	4,124.77	4,331.08	4,547.54	4,775.08
HOURLY	46.7654	49.1019	51.5596	54.1385	56.8442	59.6885
Monthly						
Lgy Bonus 10	202.65	212.78	223.43	234.60	246.33	258.65
Lgy Bonus 20	405.30	425.55	446.85	469.20	492.65	517.30
Lgy Bonus 25	607.95	638.33	670.28	703.80	738.98	775.95

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,696.00	104,676.00	109,908.00	115,404.00	121,176.00	127,236.00
MONTHLY	8,308.00	8,723.00	9,159.00	9,617.00	10,098.00	10,603.00
BI-WEEKLY	3,834.46	4,026.00	4,227.23	4,438.62	4,660.62	4,893.69
HOURLY	47.9308	50.3250	52.8404	55.4827	58.2577	61.1712
Monthly						
Lgy Bonus 10	207.70	218.08	228.98	240.43	252.45	265.08
Lgy Bonus 20	415.40	436.15	457.95	480.85	504.90	530.15
Lgy Bonus 25	623.10	654.23	686.93	721.28	757.35	795.23

122 Assistant City Clerk
122 Facilities Maintenance Supervisor
122 Senior Human Resources Analyst
122 Senior Planner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,192.00	107,304.00	112,668.00	118,296.00	124,212.00	130,428.00
MONTHLY	8,516.00	8,942.00	9,389.00	9,858.00	10,351.00	10,869.00
BI-WEEKLY	3,930.46	4,127.08	4,333.38	4,549.85	4,777.38	5,016.46
HOURLY	49.1308	51.5885	54.1673	56.8731	59.7173	62.7058
Monthly						
Lgy Bonus 10	212.90	223.55	234.73	246.45	258.78	271.73
Lgy Bonus 20	425.80	447.10	469.45	492.90	517.55	543.45
Lgy Bonus 25	638.70	670.65	704.18	739.35	776.33	815.18

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,748.00	109,980.00	115,476.00	121,248.00	127,308.00	133,668.00
MONTHLY	8,729.00	9,165.00	9,623.00	10,104.00	10,609.00	11,139.00
BI-WEEKLY	4,028.77	4,230.00	4,441.38	4,663.38	4,896.46	5,141.08
HOURLY	50.3596	52.8750	55.5173	58.2923	61.2058	64.2635
Monthly						
Lgy Bonus 10	218.23	229.13	240.58	252.60	265.23	278.48
Lgy Bonus 20	436.45	458.25	481.15	505.20	530.45	556.95
Lgy Bonus 25	654.68	687.38	721.73	757.80	795.68	835.43

124 Assistant Transit Operations Manager
124 Senior Administrative Analyst
124 Transit Training and Safety Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	107,376.00	112,740.00	118,380.00	124,296.00	130,512.00	137,040.00
MONTHLY	8,948.00	9,395.00	9,865.00	10,358.00	10,876.00	11,420.00
BI-WEEKLY	4,129.85	4,336.15	4,553.08	4,780.62	5,019.69	5,270.77
HOURLY	51.6231	54.2019	56.9135	59.7577	62.7462	65.8846
Monthly						
Lgy Bonus 10	223.70	234.88	246.63	258.95	271.90	285.50
Lgy Bonus 20	447.40	469.75	493.25	517.90	543.80	571.00
Lgy Bonus 25	671.10	704.63	739.88	776.85	815.70	856.50

125 Public Information Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	110,052.00	115,560.00	121,344.00	127,416.00	133,788.00	140,472.00
MONTHLY	9,171.00	9,630.00	10,112.00	10,618.00	11,149.00	11,706.00
BI-WEEKLY	4,232.77	4,444.62	4,667.08	4,900.62	5,145.69	5,402.77
HOURLY	52.9096	55.5577	58.3385	61.2577	64.3212	67.5346
Monthly						
Lgy Bonus 10	229.28	240.75	252.80	265.45	278.73	292.65
Lgy Bonus 20	458.55	481.50	505.60	530.90	557.45	585.30
Lgy Bonus 25	687.83	722.25	758.40	796.35	836.18	877.95

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,812.00	118,452.00	124,380.00	130,596.00	137,124.00	143,976.00
MONTHLY	9,401.00	9,871.00	10,365.00	10,883.00	11,427.00	11,998.00
BI-WEEKLY	4,338.92	4,555.85	4,783.85	5,022.92	5,274.00	5,537.54
HOURLY	54.2365	56.9481	59.7981	62.7865	65.9250	69.2192
Monthly						
Lgy Bonus 10	235.03	246.78	259.13	272.08	285.68	299.95
Lgy Bonus 20	470.05	493.55	518.25	544.15	571.35	599.90
Lgy Bonus 25	705.08	740.33	777.38	816.23	857.03	899.85

127

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	115,632.00	121,416.00	127,488.00	133,860.00	140,556.00	147,588.00
MONTHLY	9,636.00	10,118.00	10,624.00	11,155.00	11,713.00	12,299.00
BI-WEEKLY	4,447.38	4,669.85	4,903.38	5,148.46	5,406.00	5,676.46
HOURLY	55.5923	58.3731	61.2923	64.3558	67.5750	70.9558
Monthly						
Lgy Bonus 10	240.90	252.95	265.60	278.88	292.83	307.48
Lgy Bonus 20	481.80	505.90	531.20	557.75	585.65	614.95
Lgy Bonus 25	722.70	758.85	796.80	836.63	878.48	922.43

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	118,524.00	124,452.00	130,680.00	137,220.00	144,084.00	151,284.00
MONTHLY	9,877.00	10,371.00	10,890.00	11,435.00	12,007.00	12,607.00
BI-WEEKLY	4,558.62	4,786.62	5,026.15	5,277.69	5,541.69	5,818.62
HOURLY	56.9827	59.8327	62.8269	65.9712	69.2712	72.7327
Monthly						
Lgy Bonus 10	246.93	259.28	272.25	285.88	300.18	315.18
Lgy Bonus 20	493.85	518.55	544.50	571.75	600.35	630.35
Lgy Bonus 25	740.78	777.83	816.75	857.63	900.53	945.53

129

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	121,488.00	127,560.00	133,944.00	140,640.00	147,672.00	155,052.00
MONTHLY	10,124.00	10,630.00	11,162.00	11,720.00	12,306.00	12,921.00
BI-WEEKLY	4,672.62	4,906.15	5,151.69	5,409.23	5,679.69	5,963.54
HOURLY	58.4077	61.3269	64.3962	67.6154	70.9962	74.5442
Monthly						
Lgy Bonus 10	253.10	265.75	279.05	293.00	307.65	323.03
Lgy Bonus 20	506.20	531.50	558.10	586.00	615.30	646.05
Lgy Bonus 25	759.30	797.25	837.15	879.00	922.95	969.08

130 Accounting/Finance Manager
130 Information Technology Manager
130 Park Maintenance Superintendent
130 Recreation Program Administrator
130 Revenue and Purchasing Manager
130 Street Maintenance Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	124,512.00	130,740.00	137,280.00	144,144.00	151,356.00	158,928.00
MONTHLY	10,376.00	10,895.00	11,440.00	12,012.00	12,613.00	13,244.00
BI-WEEKLY	4,788.92	5,028.46	5,280.00	5,544.00	5,821.38	6,112.62
HOURLY	59.8615	62.8558	66.0000	69.3000	72.7673	76.4077
Monthly						
Lgy Bonus 10	259.40	272.38	286.00	300.30	315.33	331.10
Lgy Bonus 20	518.80	544.75	572.00	600.60	630.65	662.20
Lgy Bonus 25	778.20	817.13	858.00	900.90	945.98	993.30

131 Plan Check Engineer
131 Transit Operations Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	127,632.00	134,016.00	140,712.00	147,744.00	155,136.00	162,888.00
MONTHLY	10,636.00	11,168.00	11,726.00	12,312.00	12,928.00	13,574.00
BI-WEEKLY	4,908.92	5,154.46	5,412.00	5,682.46	5,966.77	6,264.92
HOURLY	61.3615	64.4308	67.6500	71.0308	74.5846	78.3115
Monthly						
Lgy Bonus 10	265.90	279.20	293.15	307.80	323.20	339.35
Lgy Bonus 20	531.80	558.40	586.30	615.60	646.40	678.70
Lgy Bonus 25	797.70	837.60	879.45	923.40	969.60	1018.05

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	130,824.00	137,364.00	144,228.00	151,440.00	159,012.00	166,968.00
MONTHLY	10,902.00	11,447.00	12,019.00	12,620.00	13,251.00	13,914.00
BI-WEEKLY	5,031.69	5,283.23	5,547.23	5,824.62	6,115.85	6,421.85
HOURLY	62.8962	66.0404	69.3404	72.8077	76.4481	80.2731
Monthly						
Lgy Bonus 10	272.55	286.18	300.48	315.50	331.28	347.85
Lgy Bonus 20	545.10	572.35	600.95	631.00	662.55	695.70
Lgy Bonus 25	817.65	858.53	901.43	946.50	993.83	1043.55

133 Human Resources Manager
133 Public Works Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	134,076.00	140,784.00	147,828.00	155,220.00	162,984.00	171,132.00
MONTHLY	11,173.00	11,732.00	12,319.00	12,935.00	13,582.00	14,261.00
BI-WEEKLY	5,156.77	5,414.77	5,685.69	5,970.00	6,268.62	6,582.00
HOURLY	64.4596	67.6846	71.0712	74.6250	78.3577	82.2750
Monthly						
Lgy Bonus 10	279.33	293.30	307.98	323.38	339.55	356.53
Lgy Bonus 20	558.65	586.60	615.95	646.75	679.10	713.05
Lgy Bonus 25	837.98	879.90	923.93	970.13	1018.65	1069.58

134 Assistant to the City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	137,448.00	144,324.00	151,536.00	159,108.00	167,064.00	175,416.00
MONTHLY	11,454.00	12,027.00	12,628.00	13,259.00	13,922.00	14,618.00
BI-WEEKLY	5,286.46	5,550.92	5,828.31	6,119.54	6,425.54	6,746.77
HOURLY	66.0808	69.3865	72.8538	76.4942	80.3192	84.3346
Monthly						
Lgy Bonus 10	286.35	300.68	315.70	331.48	348.05	365.45
Lgy Bonus 20	572.70	601.35	631.40	662.95	696.10	730.90
Lgy Bonus 25	859.05	902.03	947.10	994.43	1044.15	1096.35

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	140,868.00	147,912.00	155,304.00	163,068.00	171,216.00	179,772.00
MONTHLY	11,739.00	12,326.00	12,942.00	13,589.00	14,268.00	14,981.00
BI-WEEKLY	5,418.00	5,688.92	5,973.23	6,271.85	6,585.23	6,914.31
HOURLY	67.7250	71.1115	74.6654	78.3981	82.3154	86.4288
Monthly						
Lgy Bonus 10	293.48	308.15	323.55	339.73	356.70	374.53
Lgy Bonus 20	586.95	616.30	647.10	679.45	713.40	749.05
Lgy Bonus 25	880.43	924.45	970.65	1019.18	1070.10	1123.58

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	144,384.00	151,608.00	159,192.00	167,148.00	175,500.00	184,272.00
MONTHLY	12,032.00	12,634.00	13,266.00	13,929.00	14,625.00	15,356.00
BI-WEEKLY	5,553.23	5,831.08	6,122.77	6,428.77	6,750.00	7,087.38
HOURLY	69.4154	72.8885	76.5346	80.3596	84.3750	88.5923
Monthly						
Lgy Bonus 10	300.80	315.85	331.65	348.23	365.63	383.90
Lgy Bonus 20	601.60	631.70	663.30	696.45	731.25	767.80
Lgy Bonus 25	902.40	947.55	994.95	1044.68	1096.88	1151.70

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	148,008.00	155,412.00	163,188.00	171,348.00	179,916.00	188,916.00
MONTHLY	12,334.00	12,951.00	13,599.00	14,279.00	14,993.00	15,743.00
BI-WEEKLY	5,692.62	5,977.38	6,276.46	6,590.31	6,919.85	7,266.00
HOURLY	71.1577	74.7173	78.4558	82.3788	86.4981	90.8250
Monthly						
Lgy Bonus 10	308.35	323.78	339.98	356.98	374.83	393.58
Lgy Bonus 20	616.70	647.55	679.95	713.95	749.65	787.15
Lgy Bonus 25	925.05	971.33	1019.93	1070.93	1124.48	1180.73

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	151,704.00	159,288.00	167,256.00	175,620.00	184,404.00	193,620.00
MONTHLY	12,642.00	13,274.00	13,938.00	14,635.00	15,367.00	16,135.00
BI-WEEKLY	5,834.77	6,126.46	6,432.92	6,754.62	7,092.46	7,446.92
HOURLY	72.9346	76.5808	80.4115	84.4327	88.6558	93.0865
Monthly						
Lgy Bonus 10	316.05	331.85	348.45	365.88	384.18	403.38
Lgy Bonus 20	632.10	663.70	696.90	731.75	768.35	806.75
Lgy Bonus 25	948.15	995.55	1045.35	1097.63	1152.53	1210.13

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	155,496.00	163,272.00	171,432.00	180,000.00	189,000.00	198,456.00
MONTHLY	12,958.00	13,606.00	14,286.00	15,000.00	15,750.00	16,538.00
BI-WEEKLY	5,980.62	6,279.69	6,593.54	6,923.08	7,269.23	7,632.92
HOURLY	74.7577	78.4962	82.4192	86.5385	90.8654	95.4115
Monthly						
Lgy Bonus 10	323.95	340.15	357.15	375.00	393.75	413.45
Lgy Bonus 20	647.90	680.30	714.30	750.00	787.50	826.90
Lgy Bonus 25	971.85	1020.45	1071.45	1125.00	1181.25	1240.35

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	159,384.00	167,352.00	175,716.00	184,500.00	193,728.00	203,412.00
MONTHLY	13,282.00	13,946.00	14,643.00	15,375.00	16,144.00	16,951.00
BI-WEEKLY	6,130.15	6,436.62	6,758.31	7,096.15	7,451.08	7,823.54
HOURLY	76.6269	80.4577	84.4788	88.7019	93.1385	97.7942
Monthly						
Lgy Bonus 10	332.05	348.65	366.08	384.38	403.60	423.78
Lgy Bonus 20	664.10	697.30	732.15	768.75	807.20	847.55
Lgy Bonus 25	996.15	1045.95	1098.23	1153.13	1210.80	1271.33

141 Assistant Director of Community Development
141 Assistant Director of Transportation
141 Assistant Public Works Director/City Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	163,368.00	171,540.00	180,120.00	189,132.00	198,588.00	208,512.00
MONTHLY	13,614.00	14,295.00	15,010.00	15,761.00	16,549.00	17,376.00
BI-WEEKLY	6,283.38	6,597.69	6,927.69	7,274.31	7,638.00	8,019.69
HOURLY	78.5423	82.4712	86.5962	90.9288	95.4750	100.2462
Monthly						
Lgy Bonus 10	340.35	357.38	375.25	394.03	413.73	434.40
Lgy Bonus 20	680.70	714.75	750.50	788.05	827.45	868.80
Lgy Bonus 25	1021.05	1072.13	1125.75	1182.08	1241.18	1303.20

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	167,448.00	175,824.00	184,620.00	193,848.00	203,544.00	213,720.00
MONTHLY	13,954.00	14,652.00	15,385.00	16,154.00	16,962.00	17,810.00
BI-WEEKLY	6,440.31	6,762.46	7,100.77	7,455.69	7,828.62	8,220.00
HOURLY	80.5038	84.5308	88.7596	93.1962	97.8577	102.7500
Monthly						
Lgy Bonus 10	348.85	366.30	384.63	403.85	424.05	445.25
Lgy Bonus 20	697.70	732.60	769.25	807.70	848.10	890.50
Lgy Bonus 25	1046.55	1098.90	1153.88	1211.55	1272.15	1335.75

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	171,648.00	180,228.00	189,240.00	198,708.00	208,644.00	219,072.00
MONTHLY	14,304.00	15,019.00	15,770.00	16,559.00	17,387.00	18,256.00
BI-WEEKLY	6,601.85	6,931.85	7,278.46	7,642.62	8,024.77	8,425.85
HOURLY	82.5231	86.6481	90.9808	95.5327	100.3096	105.3231
Monthly						
Lgy Bonus 10	357.60	375.48	394.25	413.98	434.68	456.40
Lgy Bonus 20	715.20	750.95	788.50	827.95	869.35	912.80
Lgy Bonus 25	1072.80	1126.43	1182.75	1241.93	1304.03	1369.20

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	175,932.00	184,728.00	193,968.00	203,664.00	213,852.00	224,544.00
MONTHLY	14,661.00	15,394.00	16,164.00	16,972.00	17,821.00	18,712.00
BI-WEEKLY	6,766.62	7,104.92	7,460.31	7,833.23	8,225.08	8,636.31
HOURLY	84.5827	88.8115	93.2538	97.9154	102.8135	107.9538
Monthly						
Lgy Bonus 10	366.53	384.85	404.10	424.30	445.53	467.80
Lgy Bonus 20	733.05	769.70	808.20	848.60	891.05	935.60
Lgy Bonus 25	1099.58	1154.55	1212.30	1272.90	1336.58	1403.40

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	180,336.00	189,348.00	198,816.00	208,752.00	219,192.00	230,148.00
MONTHLY	15,028.00	15,779.00	16,568.00	17,396.00	18,266.00	19,179.00
BI-WEEKLY	6,936.00	7,282.62	7,646.77	8,028.92	8,430.46	8,851.85
HOURLY	86.7000	91.0327	95.5846	100.3615	105.3808	110.6481
Monthly						
Lgy Bonus 10	375.70	394.48	414.20	434.90	456.65	479.48
Lgy Bonus 20	751.40	788.95	828.40	869.80	913.30	958.95
Lgy Bonus 25	1127.10	1183.43	1242.60	1304.70	1369.95	1438.43

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	184,848.00	194,088.00	203,796.00	213,984.00	224,688.00	235,920.00
MONTHLY	15,404.00	16,174.00	16,983.00	17,832.00	18,724.00	19,660.00
BI-WEEKLY	7,109.54	7,464.92	7,838.31	8,230.15	8,641.85	9,073.85
HOURLY	88.8692	93.3115	97.9788	102.8769	108.0231	113.4231
Monthly						
Lgy Bonus 10	385.10	404.35	424.58	445.80	468.10	491.50
Lgy Bonus 20	770.20	808.70	849.15	891.60	936.20	983.00
Lgy Bonus 25	1155.30	1213.05	1273.73	1337.40	1404.30	1474.50

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	189,480.00	198,960.00	208,908.00	219,348.00	230,316.00	241,836.00
MONTHLY	15,790.00	16,580.00	17,409.00	18,279.00	19,193.00	20,153.00
BI-WEEKLY	7,287.69	7,652.31	8,034.92	8,436.46	8,858.31	9,301.38
HOURLY	91.0962	95.6538	100.4365	105.4558	110.7288	116.2673
Monthly						
Lgy Bonus 10	394.75	414.50	435.23	456.98	479.83	503.83
Lgy Bonus 20	789.50	829.00	870.45	913.95	959.65	1007.65
Lgy Bonus 25	1184.25	1243.50	1305.68	1370.93	1439.48	1511.48

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	194,208.00	203,916.00	214,116.00	224,820.00	236,064.00	247,872.00
MONTHLY	16,184.00	16,993.00	17,843.00	18,735.00	19,672.00	20,656.00
BI-WEEKLY	7,469.54	7,842.92	8,235.23	8,646.92	9,079.38	9,533.54
HOURLY	93.3692	98.0365	102.9404	108.0865	113.4923	119.1692
Monthly						
Lgy Bonus 10	404.60	424.83	446.08	468.38	491.80	516.40
Lgy Bonus 20	809.20	849.65	892.15	936.75	983.60	1032.80
Lgy Bonus 25	1213.80	1274.48	1338.23	1405.13	1475.40	1549.20

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	199,068.00	209,016.00	219,468.00	230,436.00	241,956.00	254,052.00
MONTHLY	16,589.00	17,418.00	18,289.00	19,203.00	20,163.00	21,171.00
BI-WEEKLY	7,656.46	8,039.08	8,441.08	8,862.92	9,306.00	9,771.23
HOURLY	95.7058	100.4885	105.5135	110.7865	116.3250	122.1404
Monthly						
Lgy Bonus 10	414.73	435.45	457.23	480.08	504.08	529.28
Lgy Bonus 20	829.45	870.90	914.45	960.15	1008.15	1058.55
Lgy Bonus 25	1244.18	1306.35	1371.68	1440.23	1512.23	1587.83

150 Joint Powers Authority Accountant

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

200 Police Trainee

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,336.00	-	-	-	-	-
MONTHLY	7,278.00	-	-	-	-	-
BI-WEEKLY	3,359.08	-	-	-	-	-
HOURLY	41.9885	-	-	-	-	-

201 Police Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,744.00	107,868.00	113,268.00	118,920.00	124,884.00	131,124.00
MONTHLY	8,562.00	8,989.00	9,439.00	9,910.00	10,407.00	10,927.00
BI-WEEKLY	3,951.69	4,148.77	4,356.46	4,573.85	4,803.23	5,043.23
HOURLY	49.3962	51.8596	54.4558	57.1731	60.0404	63.0404

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41
BA	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41
SPECIALIST	694.67	694.67	694.67	694.67	694.67	694.67
Lgy Bonus 7	365.00	365.00	365.00	365.00	365.00	365.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	948.10	969.45	991.95	1,015.50	1,040.35	1,066.35
Lgy Bonus 26	1,376.20	1,418.90	1,463.90	1,511.00	1,560.70	1,612.70

203 Police Sergeant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	133,212.00	139,884.00	146,856.00	154,200.00	161,928.00	170,028.00
MONTHLY	11,101.00	11,657.00	12,238.00	12,850.00	13,494.00	14,169.00
BI-WEEKLY	5,123.54	5,380.15	5,648.31	5,930.77	6,228.00	6,539.54
HOURLY	64.0442	67.2519	70.6038	74.1346	77.8500	81.7442

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48
BA	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48
SPECIAL DUTY PAY	420.00	420.00	420.00	420.00	420.00	420.00
Lgy Bonus 7	326.00	326.00	326.00	326.00	326.00	326.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	1,075.05	1,102.85	1,131.90	1,162.50	1,194.70	1,228.45
Lgy Bonus 26	1,630.10	1,685.70	1,743.80	1,805.00	1,869.40	1,936.90

227 Police Lieutenant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	162,720.00	170,856.00	179,400.00	188,376.00	197,796.00	207,684.00
MONTHLY	13,560.00	14,238.00	14,950.00	15,698.00	16,483.00	17,307.00
BI-WEEKLY	6,258.46	6,571.38	6,900.00	7,245.23	7,607.54	7,987.85
HOURLY	78.2308	82.1423	86.2500	90.5654	95.0942	99.8481
			Monthly Rates			
CA POST Supervisory/Adv.	1,766.44	1,837.84	1,912.84	1,991.56	2,074.24	2,161.00
CA POST Mgmt. Cert.	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 20	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 26	1,356.00	1,423.80	1,495.00	1,569.80	1,648.30	1,730.70
Mgmt Incentive Pay	1,288.20	1,352.61	1,420.25	1,491.31	1,565.89	1,644.17

231 Police Captain

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	193,476.00	203,148.00	213,300.00	223,968.00	235,164.00	246,924.00
MONTHLY	16,123.00	16,929.00	17,775.00	18,664.00	19,597.00	20,577.00
BI-WEEKLY	7,441.38	7,813.38	8,203.85	8,614.15	9,044.77	9,497.08
HOURLY	93.0173	97.6673	102.5481	107.6769	113.0596	118.7135
			Monthly Rates			
CA POST Supervisory/Adv.	2,036.08	2,120.92	2,209.96	2,303.56	2,401.84	2,505.04
CA POST Mgmt. Cert.	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 20	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 26	1,612.30	1,692.90	1,777.50	1,866.40	1,959.70	2,057.70
Mgmt Incentive Pay	1,531.69	1,608.26	1,688.63	1,773.08	1,861.72	1,954.82

232 Deputy Police Chief

STEP	*1*
ANNUAL	259,272.00
MONTHLY	21,606.00
BI-WEEKLY	9,972.00
HOURLY	124.6500
Monthly Rates	
CA POST Supervisory/Adv.	2,613.40
CA POST Mgmt. Cert.	1,080.30
Lgy Bonus 20	1,080.30
Lgy Bonus 26	2,160.60
Mgmt Incentive Pay	2,052.57

301 Mayor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	31,200.00					
MONTHLY	2,600.00					
BI-WEEKLY	1,200.00					
HOURLY	15.0000					

302 Councilmember

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	19,200.00					
MONTHLY	1,600.00					
BI-WEEKLY	738.46					
HOURLY	9.2308					

303 City Clerk

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

304 City Treasurer

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

305 Youth Commissioner

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

306 Gardena Beautification Commissioner
306 Gardena Economic Business Advisory Commissioner
306 Human Services Commissioner
306 Recreation Commissioner
306 Rent Mediation Board Member
306 Senior Citizens Commissioner

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

308 Planning Commissioner

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

330 Director of Administrative Services
330 Director of Community Development
330 Director of Public Works/City Engineer
330 Director of Recreation and Human Services
330 Director of Transportation

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	188,580.00	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00
MONTHLY	15,715.00	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00
BI-WEEKLY	7,253.08	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08
HOURLY	90.6635	95.1981	99.9577	104.9538	110.2038	115.7135
Monthly						
Lgy Bonus 10	392.88	412.53	433.15	454.80	477.55	501.43
Lgy Bonus 20	785.75	825.05	866.30	909.60	955.10	1002.85
Lgy Bonus 25	1178.63	1237.58	1299.45	1364.40	1432.65	1504.28

335 Deputy City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00	252,720.00
MONTHLY	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00	21,060.00
BI-WEEKLY	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08	9,720.00
HOURLY	95.1981	99.9577	104.9538	110.2038	115.7135	121.5000
Monthly						
Lgy Bonus 10	412.53	433.15	454.80	477.55	501.43	526.50
Lgy Bonus 20	825.05	866.30	909.60	955.10	1002.85	1053.00
Lgy Bonus 25	1237.58	1299.45	1364.40	1432.65	1504.28	1579.50

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	206,988.00	217,332.00	228,204.00	239,616.00	251,592.00	264,168.00
MONTHLY	17,249.00	18,111.00	19,017.00	19,968.00	20,966.00	22,014.00
BI-WEEKLY	7,961.08	8,358.92	8,777.08	9,216.00	9,676.62	10,160.31
HOURLY	99.5135	104.4865	109.7135	115.2000	120.9577	127.0038
Monthly						
Lgy Bonus 10	431.23	452.78	475.43	499.20	524.15	550.35
Lgy Bonus 20	862.45	905.55	950.85	998.40	1048.30	1100.70
Lgy Bonus 25	1293.68	1358.33	1426.28	1497.60	1572.45	1651.05

340 Police Chief

STEP	*1*
ANNUAL	272,235.00
MONTHLY	22,686.25
BI-WEEKLY	10,470.58
HOURLY	130.8822

	Monthly
CA POST Supervisory/Adv.	2,727.12
CA POST Mgmt. Cert.	1,134.31
Lgy Bonus 20	1,134.31
Mgmt Incentive Pay	2,155.19

350 City Manager

STEP	*1*
ANNUAL	333,732.00
MONTHLY	27,811.00
BI-WEEKLY	12,835.85
HOURLY	160.4481

	Monthly
Educational Incentive Pay	3,337.32

CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
Effective June 23, 2026

Add New Classification: Sr. Civil Engineer, Schedule 127

4 Lifeguard Trainee

	1
HOURLY	16.5000

5 Recreation Instructor

HOURLY RANGE	20.00 - 35.00

6 Clerical Aide I
6 Police Aide

	4	*6*
STEP		
ANNUAL	33,360.00	36,780.00
MONTHLY	2,780.00	3,065.00
BI-WEEKLY	1,283.08	1,414.62
HOURLY	16.0385	17.6827

7 Peer Advocate Counselor II
7 Storeroom Aide

	6
STEP	
ANNUAL	35,928.00
MONTHLY	2,994.00
BI-WEEKLY	1,381.85
HOURLY	17.2731

8 Community Aide I

	5	*6*
STEP		
ANNUAL	35,076.00	36,828.00
MONTHLY	2,923.00	3,069.00
BI-WEEKLY	1,349.08	1,416.46
HOURLY	16.8635	17.7058

13

	5	*6*
STEP		
ANNUAL	36,000.00	37,800.00
MONTHLY	3,000.00	3,150.00
BI-WEEKLY	1,384.62	1,453.85
HOURLY	17.3077	18.1731

14 Pool Cashier

	4	*5*	*6*
STEP			
ANNUAL	35,160.00	36,924.00	38,772.00
MONTHLY	2,930.00	3,077.00	3,231.00
BI-WEEKLY	1,352.31	1,420.15	1,491.23
HOURLY	16.9038	17.7519	18.6404

15

STEP	[redacted]	*4*	*5*	*6*
ANNUAL		36,036.00	37,836.00	39,732.00
MONTHLY		3,003.00	3,153.00	3,311.00
BI-WEEKLY		1,386.00	1,455.23	1,528.15
HOURLY		17.3250	18.1904	19.1019

16

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		35,172.00	36,936.00	38,784.00	40,728.00
MONTHLY		2,931.00	3,078.00	3,232.00	3,394.00
BI-WEEKLY		1,352.77	1,420.62	1,491.69	1,566.46
HOURLY		16.9096	17.7577	18.6462	19.5808

17 Clerk Typist

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		36,048.00	37,848.00	39,744.00	41,736.00
MONTHLY		3,004.00	3,154.00	3,312.00	3,478.00
BI-WEEKLY		1,386.46	1,455.69	1,528.62	1,605.23
HOURLY		17.3308	18.1962	19.1077	20.0654

18

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		35,196.00	36,960.00	38,808.00	40,752.00	42,792.00
MONTHLY		2,933.00	3,080.00	3,234.00	3,396.00	3,566.00
BI-WEEKLY		1,353.69	1,421.54	1,492.62	1,567.38	1,645.85
HOURLY		16.9212	17.7692	18.6577	19.5923	20.5731

19

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,060.00	37,860.00	39,756.00	41,748.00	43,836.00
MONTHLY		3,005.00	3,155.00	3,313.00	3,479.00	3,653.00
BI-WEEKLY		1,386.92	1,456.15	1,529.08	1,605.69	1,686.00
HOURLY		17.3365	18.2019	19.1135	20.0712	21.0750

20

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,972.00	38,820.00	40,764.00	42,804.00	44,940.00
MONTHLY		3,081.00	3,235.00	3,397.00	3,567.00	3,745.00
BI-WEEKLY		1,422.00	1,493.08	1,567.85	1,646.31	1,728.46
HOURLY		17.7750	18.6635	19.5981	20.5788	21.6058

21 Police Cadet

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		37,884.00	39,780.00	41,772.00	43,860.00	46,056.00
MONTHLY		3,157.00	3,315.00	3,481.00	3,655.00	3,838.00
BI-WEEKLY		1,457.08	1,530.00	1,606.62	1,686.92	1,771.38
HOURLY		18.2135	19.1250	20.0827	21.0865	22.1423

22 FCC Program Assistant I
22 Geriatric Aide
22 Human Services Aide
22 Recreation Leader I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,984.00	38,832.00	40,776.00	42,816.00	44,952.00	47,196.00
MONTHLY	3,082.00	3,236.00	3,398.00	3,568.00	3,746.00	3,933.00
BI-WEEKLY	1,422.46	1,493.54	1,568.31	1,646.77	1,728.92	1,815.23
HOURLY	17.7808	18.6692	19.6038	20.5846	21.6115	22.6904

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,908.00	39,804.00	41,796.00	43,884.00	46,080.00	48,384.00
MONTHLY	3,159.00	3,317.00	3,483.00	3,657.00	3,840.00	4,032.00
BI-WEEKLY	1,458.00	1,530.92	1,607.54	1,687.85	1,772.31	1,860.92
HOURLY	18.2250	19.1365	20.0942	21.0981	22.1538	23.2615

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,856.00	40,800.00	42,840.00	44,988.00	47,232.00	49,596.00
MONTHLY	3,238.00	3,400.00	3,570.00	3,749.00	3,936.00	4,133.00
BI-WEEKLY	1,494.46	1,569.23	1,647.69	1,730.31	1,816.62	1,907.54
HOURLY	18.6808	19.6154	20.5962	21.6288	22.7077	23.8442

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	39,840.00	41,832.00	43,920.00	46,116.00	48,420.00	50,844.00
MONTHLY	3,320.00	3,486.00	3,660.00	3,843.00	4,035.00	4,237.00
BI-WEEKLY	1,532.31	1,608.92	1,689.23	1,773.69	1,862.31	1,955.54
HOURLY	19.1538	20.1115	21.1154	22.1712	23.2788	24.4442

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	40,824.00	42,864.00	45,012.00	47,268.00	49,632.00	52,116.00
MONTHLY	3,402.00	3,572.00	3,751.00	3,939.00	4,136.00	4,343.00
BI-WEEKLY	1,570.15	1,648.62	1,731.23	1,818.00	1,908.92	2,004.46
HOURLY	19.6269	20.6077	21.6404	22.7250	23.8615	25.0558

27 Lifeguard

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	41,844.00	43,932.00	46,128.00	48,432.00	50,856.00	53,400.00
MONTHLY	3,487.00	3,661.00	3,844.00	4,036.00	4,238.00	4,450.00
BI-WEEKLY	1,609.38	1,689.69	1,774.15	1,862.77	1,956.00	2,053.85
HOURLY	20.1173	21.1212	22.1769	23.2846	24.4500	25.6731

28 Meal Services Coordinator
28 Police Assistant
28 Recreation Leader II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	42,876.00	45,024.00	47,280.00	49,644.00	52,128.00	54,732.00
MONTHLY	3,573.00	3,752.00	3,940.00	4,137.00	4,344.00	4,561.00
BI-WEEKLY	1,649.08	1,731.69	1,818.46	1,909.38	2,004.92	2,105.08
HOURLY	20.6135	21.6462	22.7308	23.8673	25.0615	26.3135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	43,956.00	46,152.00	48,456.00	50,880.00	53,424.00	56,100.00
MONTHLY	3,663.00	3,846.00	4,038.00	4,240.00	4,452.00	4,675.00
BI-WEEKLY	1,690.62	1,775.08	1,863.69	1,956.92	2,054.77	2,157.69
HOURLY	21.1327	22.1885	23.2962	24.4615	25.6846	26.9712

30 Certified Nursing Assistant
30 Custodian I
30 FCC Education Assistant II
30 FCC Program Assistant II
30 Lifeguard/Swim Instuctor
30 Office Specialist

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,036.00	47,292.00	49,656.00	52,140.00	54,744.00	57,480.00
MONTHLY	3,753.00	3,941.00	4,138.00	4,345.00	4,562.00	4,790.00
BI-WEEKLY	1,732.15	1,818.92	1,909.85	2,005.38	2,105.54	2,210.77
HOURLY	21.6519	22.7365	23.8731	25.0673	26.3192	27.6346

31 On-Demand (Micro/Paratransit) Operator
31 Paratransit Driver

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	46,176.00	48,480.00	50,904.00	53,448.00	56,124.00	58,932.00
MONTHLY	3,848.00	4,040.00	4,242.00	4,454.00	4,677.00	4,911.00
BI-WEEKLY	1,776.00	1,864.62	1,957.85	2,055.69	2,158.62	2,266.62
HOURLY	22.2000	23.3077	24.4731	25.6962	26.9827	28.3327

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,328.00	49,692.00	52,176.00	54,780.00	57,516.00	60,396.00
MONTHLY	3,944.00	4,141.00	4,348.00	4,565.00	4,793.00	5,033.00
BI-WEEKLY	1,820.31	1,911.23	2,006.77	2,106.92	2,212.15	2,322.92
HOURLY	22.7538	23.8904	25.0846	26.3365	27.6519	29.0365

33 Customer Service Clerk II
33 Equipment Utility Worker I
33 Public Safety Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,516.00	50,940.00	53,484.00	56,160.00	58,968.00	61,920.00
MONTHLY	4,043.00	4,245.00	4,457.00	4,680.00	4,914.00	5,160.00
BI-WEEKLY	1,866.00	1,959.23	2,057.08	2,160.00	2,268.00	2,381.54
HOURLY	23.3250	24.4904	25.7135	27.0000	28.3500	29.7692

33 Relief Bus Operator Trainee (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,100.00	49,452.00	51,924.00	54,516.00	57,240.00	60,108.00
MONTHLY	3,925.00	4,121.00	4,327.00	4,543.00	4,770.00	5,009.00
BI-WEEKLY	1,811.54	1,902.00	1,997.08	2,096.77	2,201.54	2,311.85
HOURLY	22.6442	23.7750	24.9635	26.2096	27.5192	28.8981

34 Custodian II
34 Graffiti Technician
34 On-Demand Transit Dispatcher
34 Paratransit Dispatcher
34 Park Maintenance Worker I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,728.00	52,212.00	54,828.00	57,564.00	60,444.00	63,468.00
MONTHLY	4,144.00	4,351.00	4,569.00	4,797.00	5,037.00	5,289.00
BI-WEEKLY	1,912.62	2,008.15	2,108.77	2,214.00	2,324.77	2,441.08
HOURLY	23.9077	25.1019	26.3596	27.6750	29.0596	30.5135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	50,976.00	53,520.00	56,196.00	59,004.00	61,956.00	65,052.00
MONTHLY	4,248.00	4,460.00	4,683.00	4,917.00	5,163.00	5,421.00
BI-WEEKLY	1,960.62	2,058.46	2,161.38	2,269.38	2,382.92	2,502.00
HOURLY	24.5077	25.7308	27.0173	28.3673	29.7865	31.2750

36 Court Liaison
36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,248.00	54,864.00	57,612.00	60,492.00	63,516.00	66,696.00
MONTHLY	4,354.00	4,572.00	4,801.00	5,041.00	5,293.00	5,558.00
BI-WEEKLY	2,009.54	2,110.15	2,215.85	2,326.62	2,442.92	2,565.23
HOURLY	25.1192	26.3769	27.6981	29.0827	30.5365	32.0654

37 Nutrition Services Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,556.00	56,232.00	59,040.00	61,992.00	65,088.00	68,340.00
MONTHLY	4,463.00	4,686.00	4,920.00	5,166.00	5,424.00	5,695.00
BI-WEEKLY	2,059.85	2,162.77	2,270.77	2,384.31	2,503.38	2,628.46
HOURLY	25.7481	27.0346	28.3846	29.8038	31.2923	32.8558

37 Relief Bus Operator (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,996.00	54,600.00	57,336.00	60,204.00	63,216.00	66,372.00
MONTHLY	4,333.00	4,550.00	4,778.00	5,017.00	5,268.00	5,531.00
BI-WEEKLY	1,999.85	2,100.00	2,205.23	2,315.54	2,431.38	2,552.77
HOURLY	24.9981	26.2500	27.5654	28.9442	30.3923	31.9096

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,888.00	57,636.00	60,516.00	63,540.00	66,720.00	70,056.00
MONTHLY	4,574.00	4,803.00	5,043.00	5,295.00	5,560.00	5,838.00
BI-WEEKLY	2,111.08	2,216.77	2,327.54	2,443.85	2,566.15	2,694.46
HOURLY	26.3885	27.7096	29.0942	30.5481	32.0769	33.6808

39 Apprentice Mechanic
39 Home Improvement Lead Person
39 Park Maintenance Worker II
39 Records Management Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,268.00	59,076.00	62,028.00	65,124.00	68,376.00	71,796.00
MONTHLY	4,689.00	4,923.00	5,169.00	5,427.00	5,698.00	5,983.00
BI-WEEKLY	2,164.15	2,272.15	2,385.69	2,504.77	2,629.85	2,761.38
HOURLY	27.0519	28.4019	29.8212	31.3096	32.8731	34.5173

40 Engineering Aide
40 FCC Education Assistant III
40 FCC Program Assistant III
40 Public Works Coordinator
40 Sr. Transit Utility Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,660.00	60,540.00	63,564.00	66,744.00	70,080.00	73,584.00
MONTHLY	4,805.00	5,045.00	5,297.00	5,562.00	5,840.00	6,132.00
BI-WEEKLY	2,217.69	2,328.46	2,444.77	2,567.08	2,695.38	2,830.15
HOURLY	27.7212	29.1058	30.5596	32.0885	33.6923	35.3769

41 Deputy City Clerk I
41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,100.00	62,052.00	65,160.00	68,424.00	71,844.00	75,432.00
MONTHLY	4,925.00	5,171.00	5,430.00	5,702.00	5,987.00	6,286.00
BI-WEEKLY	2,273.08	2,386.62	2,506.15	2,631.69	2,763.23	2,901.23
HOURLY	28.4135	29.8327	31.3269	32.8962	34.5404	36.2654

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,588.00	63,612.00	66,792.00	70,128.00	73,632.00	77,316.00
MONTHLY	5,049.00	5,301.00	5,566.00	5,844.00	6,136.00	6,443.00
BI-WEEKLY	2,330.31	2,446.62	2,568.92	2,697.23	2,832.00	2,973.69
HOURLY	29.1288	30.5827	32.1115	33.7154	35.4000	37.1712

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	62,100.00	65,208.00	68,472.00	71,892.00	75,492.00	79,272.00
MONTHLY	5,175.00	5,434.00	5,706.00	5,991.00	6,291.00	6,606.00
BI-WEEKLY	2,388.46	2,508.00	2,633.54	2,765.08	2,903.54	3,048.92
HOURLY	29.8558	31.3500	32.9192	34.5635	36.2942	38.1115

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,660.00	66,840.00	70,188.00	73,692.00	77,376.00	81,240.00
MONTHLY	5,305.00	5,570.00	5,849.00	6,141.00	6,448.00	6,770.00
BI-WEEKLY	2,448.46	2,570.77	2,699.54	2,834.31	2,976.00	3,124.62
HOURLY	30.6058	32.1346	33.7442	35.4288	37.2000	39.0577

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,244.00	68,508.00	71,928.00	75,528.00	79,308.00	83,268.00
MONTHLY	5,437.00	5,709.00	5,994.00	6,294.00	6,609.00	6,939.00
BI-WEEKLY	2,509.38	2,634.92	2,766.46	2,904.92	3,050.31	3,202.62
HOURLY	31.3673	32.9365	34.5808	36.3115	38.1288	40.0327

46 Heavy Equipment Operator
46 Street Traffic Painter

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,876.00	70,224.00	73,740.00	77,424.00	81,300.00	85,368.00
MONTHLY	5,573.00	5,852.00	6,145.00	6,452.00	6,775.00	7,114.00
BI-WEEKLY	2,572.15	2,700.92	2,836.15	2,977.85	3,126.92	3,283.38
HOURLY	32.1519	33.7615	35.4519	37.2231	39.0865	41.0423

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,544.00	71,976.00	75,576.00	79,356.00	83,328.00	87,492.00
MONTHLY	5,712.00	5,998.00	6,298.00	6,613.00	6,944.00	7,291.00
BI-WEEKLY	2,636.31	2,768.31	2,906.77	3,052.15	3,204.92	3,365.08
HOURLY	32.9538	34.6038	36.3346	38.1519	40.0615	42.0635

48 Custodian-Lead
48 Financial Services Technician
48 Human Resources Technician
48 Junior Accountant
48 Property and Evidence Technician

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,272.00	73,788.00	77,472.00	81,348.00	85,416.00	89,688.00
MONTHLY	5,856.00	6,149.00	6,456.00	6,779.00	7,118.00	7,474.00
BI-WEEKLY	2,702.77	2,838.00	2,979.69	3,128.77	3,285.23	3,449.54
HOURLY	33.7846	35.4750	37.2462	39.1096	41.0654	43.1192

49 Administrative Analyst I
49 Community Services Counselor
49 Program Coordinator
49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,024.00	75,624.00	79,404.00	83,376.00	87,540.00	91,920.00
MONTHLY	6,002.00	6,302.00	6,617.00	6,948.00	7,295.00	7,660.00
BI-WEEKLY	2,770.15	2,908.62	3,054.00	3,206.77	3,366.92	3,535.38
HOURLY	34.6269	36.3577	38.1750	40.0846	42.0865	44.1923

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,824.00	77,520.00	81,396.00	85,464.00	89,736.00	94,224.00
MONTHLY	6,152.00	6,460.00	6,783.00	7,122.00	7,478.00	7,852.00
BI-WEEKLY	2,839.38	2,981.54	3,130.62	3,287.08	3,451.38	3,624.00
HOURLY	35.4923	37.2692	39.1327	41.0885	43.1423	45.3000

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,672.00	79,452.00	83,424.00	87,600.00	91,980.00	96,576.00
MONTHLY	6,306.00	6,621.00	6,952.00	7,300.00	7,665.00	8,048.00
BI-WEEKLY	2,910.46	3,055.85	3,208.62	3,369.23	3,537.69	3,714.46
HOURLY	36.3808	38.1981	40.1077	42.1154	44.2212	46.4308

52 Payroll Specialist
52 Purchasing Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,556.00	81,432.00	85,500.00	89,772.00	94,260.00	98,976.00
MONTHLY	6,463.00	6,786.00	7,125.00	7,481.00	7,855.00	8,248.00
BI-WEEKLY	2,982.92	3,132.00	3,288.46	3,452.77	3,625.38	3,806.77
HOURLY	37.2865	39.1500	41.1058	43.1596	45.3173	47.5846

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,500.00	83,472.00	87,648.00	92,028.00	96,624.00	101,460.00
MONTHLY	6,625.00	6,956.00	7,304.00	7,669.00	8,052.00	8,455.00
BI-WEEKLY	3,057.69	3,210.46	3,371.08	3,539.54	3,716.31	3,902.31
HOURLY	38.2212	40.1308	42.1385	44.2442	46.4538	48.7788

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician
54 Transit Marketing Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,504.00	85,584.00	89,868.00	94,356.00	99,072.00	104,028.00
MONTHLY	6,792.00	7,132.00	7,489.00	7,863.00	8,256.00	8,669.00
BI-WEEKLY	3,134.77	3,291.69	3,456.46	3,629.08	3,810.46	4,001.08
HOURLY	39.1846	41.1462	43.2058	45.3635	47.6308	50.0135

55 Crime Analyst
55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,544.00	87,720.00	92,112.00	96,720.00	101,556.00	106,632.00
MONTHLY	6,962.00	7,310.00	7,676.00	8,060.00	8,463.00	8,886.00
BI-WEEKLY	3,213.23	3,373.85	3,542.77	3,720.00	3,906.00	4,101.23
HOURLY	40.1654	42.1731	44.2846	46.5000	48.8250	51.2654

56 Administrative Coordinator
56 Assistant Engineer
56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,620.00	89,904.00	94,404.00	99,120.00	104,076.00	109,284.00
MONTHLY	7,135.00	7,492.00	7,867.00	8,260.00	8,673.00	9,107.00
BI-WEEKLY	3,293.08	3,457.85	3,630.92	3,812.31	4,002.92	4,203.23
HOURLY	41.1635	43.2231	45.3865	47.6538	50.0365	52.5404

57 Communications Liaison Officer
57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,768.00	92,160.00	96,768.00	101,604.00	106,680.00	112,020.00
MONTHLY	7,314.00	7,680.00	8,064.00	8,467.00	8,890.00	9,335.00
BI-WEEKLY	3,375.69	3,544.62	3,721.85	3,907.85	4,103.08	4,308.46
HOURLY	42.1962	44.3077	46.5231	48.8481	51.2885	53.8558

58 Associate Planner
58 Code Enforcement Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,964.00	94,464.00	99,192.00	104,148.00	109,356.00	114,828.00
MONTHLY	7,497.00	7,872.00	8,266.00	8,679.00	9,113.00	9,569.00
BI-WEEKLY	3,460.15	3,633.23	3,815.08	4,005.69	4,206.00	4,416.46
HOURLY	43.2519	45.4154	47.6885	50.0712	52.5750	55.2058

59 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,220.00	96,828.00	101,664.00	106,752.00	112,092.00	117,696.00
MONTHLY	7,685.00	8,069.00	8,472.00	8,896.00	9,341.00	9,808.00
BI-WEEKLY	3,546.92	3,724.15	3,910.15	4,105.85	4,311.23	4,526.77
HOURLY	44.3365	46.5519	48.8769	51.3231	53.8904	56.5846

60

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,512.00	99,240.00	104,208.00	109,416.00	114,888.00	120,636.00
MONTHLY	7,876.00	8,270.00	8,684.00	9,118.00	9,574.00	10,053.00
BI-WEEKLY	3,635.08	3,816.92	4,008.00	4,208.31	4,418.77	4,639.85
HOURLY	45.4385	47.7115	50.1000	52.6038	55.2346	57.9981

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	96,876.00	101,724.00	106,812.00	112,152.00	117,756.00	123,648.00
MONTHLY	8,073.00	8,477.00	8,901.00	9,346.00	9,813.00	10,304.00
BI-WEEKLY	3,726.00	3,912.46	4,108.15	4,313.54	4,529.08	4,755.69
HOURLY	46.5750	48.9058	51.3519	53.9192	56.6135	59.4462

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,300.00	104,268.00	109,476.00	114,948.00	120,696.00	126,732.00
MONTHLY	8,275.00	8,689.00	9,123.00	9,579.00	10,058.00	10,561.00
BI-WEEKLY	3,819.23	4,010.31	4,210.62	4,421.08	4,642.15	4,874.31
HOURLY	47.7404	50.1288	52.6327	55.2635	58.0269	60.9288

63

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	101,784.00	106,872.00	112,212.00	117,828.00	123,720.00	129,912.00
MONTHLY	8,482.00	8,906.00	9,351.00	9,819.00	10,310.00	10,826.00
BI-WEEKLY	3,914.77	4,110.46	4,315.85	4,531.85	4,758.46	4,996.62
HOURLY	48.9346	51.3808	53.9481	56.6481	59.4808	62.4577

64

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,328.00	109,548.00	115,020.00	120,768.00	126,804.00	133,140.00
MONTHLY	8,694.00	9,129.00	9,585.00	10,064.00	10,567.00	11,095.00
BI-WEEKLY	4,012.62	4,213.38	4,423.85	4,644.92	4,877.08	5,120.77
HOURLY	50.1577	52.6673	55.2981	58.0615	60.9635	64.0096

65

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	106,944.00	112,296.00	117,912.00	123,804.00	129,996.00	136,500.00
MONTHLY	8,912.00	9,358.00	9,826.00	10,317.00	10,833.00	11,375.00
BI-WEEKLY	4,113.23	4,319.08	4,535.08	4,761.69	4,999.85	5,250.00
HOURLY	51.4154	53.9885	56.6885	59.5212	62.4981	65.6250

66 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	109,608.00	115,092.00	120,852.00	126,900.00	133,248.00	139,908.00
MONTHLY	9,134.00	9,591.00	10,071.00	10,575.00	11,104.00	11,659.00
BI-WEEKLY	4,215.69	4,426.62	4,648.15	4,880.77	5,124.92	5,381.08
HOURLY	52.6962	55.3327	58.1019	61.0096	64.0615	67.2635

67

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,356.00	117,972.00	123,876.00	130,068.00	136,572.00	143,400.00
MONTHLY	9,363.00	9,831.00	10,323.00	10,839.00	11,381.00	11,950.00
BI-WEEKLY	4,321.38	4,537.38	4,764.46	5,002.62	5,252.77	5,515.38
HOURLY	54.0173	56.7173	59.5558	62.5327	65.6596	68.9423

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,424.00	62,400.00	65,520.00	68,796.00	72,240.00	75,852.00
MONTHLY	4,952.00	5,200.00	5,460.00	5,733.00	6,020.00	6,321.00
BI-WEEKLY	2,285.54	2400.00	2520.00	2,646.00	2,778.46	2,917.38
HOURLY	28.5692	30.0000	31.5000	33.0750	34.7308	36.4673
Specialty - 5% Monthly	247.60	260.00	273.00	286.65	301.00	316.05

104

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,508.00	68,784.00	72,228.00	75,840.00	79,632.00	83,616.00
MONTHLY	5,459.00	5,732.00	6,019.00	6,320.00	6,636.00	6,968.00
BI-WEEKLY	2,519.54	2,645.54	2,778.00	2,916.92	3,062.77	3,216.00
HOURLY	31.4942	33.0692	34.7250	36.4615	38.2846	40.2000
Monthly						
Lgy Bonus 10	136.48	143.30	150.48	158.00	165.90	174.20
Lgy Bonus 20	272.95	286.60	300.95	316.00	331.80	348.40
Lgy Bonus 25	409.43	429.90	451.43	474.00	497.70	522.60

105

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,140.00	70,500.00	74,028.00	77,724.00	81,612.00	85,692.00
MONTHLY	5,595.00	5,875.00	6,169.00	6,477.00	6,801.00	7,141.00
BI-WEEKLY	2,582.31	2711.54	2847.23	2989.38	3138.92	3295.85
HOURLY	32.2788	33.8942	35.5904	37.3673	39.2365	41.1981
Monthly						
Lgy Bonus 10	139.88	146.88	154.23	161.93	170.03	178.53
Lgy Bonus 20	279.75	293.75	308.45	323.85	340.05	357.05
Lgy Bonus 25	419.63	440.63	462.68	485.78	510.08	535.58

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,820.00	72,264.00	75,876.00	79,668.00	83,652.00	87,840.00
MONTHLY	5,735.00	6,022.00	6,323.00	6,639.00	6,971.00	7,320.00
BI-WEEKLY	2,646.92	2,779.38	2,918.31	3,064.15	3,217.38	3,378.46
HOURLY	33.0865	34.7423	36.4788	38.3019	40.2173	42.2308
Monthly						
Lgy Bonus 10	143.38	150.55	158.08	165.98	174.28	183.00
Lgy Bonus 20	286.75	301.10	316.15	331.95	348.55	366.00
Lgy Bonus 25	430.13	451.65	474.23	497.93	522.83	549.00

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,548.00	74,076.00	77,784.00	81,672.00	85,752.00	90,036.00
MONTHLY	5,879.00	6,173.00	6,482.00	6,806.00	7,146.00	7,503.00
BI-WEEKLY	2,713.38	2,849.08	2,991.69	3,141.23	3,298.15	3,462.92
HOURLY	33.9173	35.6135	37.3962	39.2654	41.2269	43.2865
Monthly						
Lgy Bonus 10	146.98	154.33	162.05	170.15	178.65	187.58
Lgy Bonus 20	293.95	308.65	324.10	340.30	357.30	375.15
Lgy Bonus 25	440.93	462.98	486.15	510.45	535.95	562.73

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,312.00	75,924.00	79,716.00	83,700.00	87,888.00	92,280.00
MONTHLY	6,026.00	6,327.00	6,643.00	6,975.00	7,324.00	7,690.00
BI-WEEKLY	2,781.23	2,920.15	3,066.00	3,219.23	3,380.31	3,549.23
HOURLY	34.7654	36.5019	38.3250	40.2404	42.2538	44.3654
Monthly						
Lgy Bonus 10	150.65	158.18	166.08	174.38	183.10	192.25
Lgy Bonus 20	301.30	316.35	332.15	348.75	366.20	384.50
Lgy Bonus 25	451.95	474.53	498.23	523.13	549.30	576.75

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,124.00	77,832.00	81,720.00	85,812.00	90,108.00	94,608.00
MONTHLY	6,177.00	6,486.00	6,810.00	7,151.00	7,509.00	7,884.00
BI-WEEKLY	2,850.92	2,993.54	3,143.08	3,300.46	3,465.69	3,638.77
HOURLY	35.6365	37.4192	39.2885	41.2558	43.3212	45.4846
Monthly						
Lgy Bonus 10	154.43	162.15	170.25	178.78	187.73	197.10
Lgy Bonus 20	308.85	324.30	340.50	357.55	375.45	394.20
Lgy Bonus 25	463.28	486.45	510.75	536.33	563.18	591.30

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,960.00	79,764.00	83,748.00	87,936.00	92,328.00	96,948.00
MONTHLY	6,330.00	6,647.00	6,979.00	7,328.00	7,694.00	8,079.00
BI-WEEKLY	2,921.54	3,067.85	3,221.08	3,382.15	3,551.08	3,728.77
HOURLY	36.5192	38.3481	40.2635	42.2769	44.3885	46.6096
Monthly						
Lgy Bonus 10	158.25	166.18	174.48	183.20	192.35	201.98
Lgy Bonus 20	316.50	332.35	348.95	366.40	384.70	403.95
Lgy Bonus 25	474.75	498.53	523.43	549.60	577.05	605.93

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,868.00	81,756.00	85,848.00	90,144.00	94,656.00	99,384.00
MONTHLY	6,489.00	6,813.00	7,154.00	7,512.00	7,888.00	8,282.00
BI-WEEKLY	2,994.92	3,144.46	3,301.85	3,467.08	3,640.62	3,822.46
HOURLY	37.4365	39.3058	41.2731	43.3385	45.5077	47.7808
Monthly						
Lgy Bonus 10	162.23	170.33	178.85	187.80	197.20	207.05
Lgy Bonus 20	324.45	340.65	357.70	375.60	394.40	414.10
Lgy Bonus 25	486.68	510.98	536.55	563.40	591.60	621.15

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,836.00	83,832.00	88,020.00	92,424.00	97,044.00	101,892.00
MONTHLY	6,653.00	6,986.00	7,335.00	7,702.00	8,087.00	8,491.00
BI-WEEKLY	3,070.62	3,224.31	3,385.38	3,554.77	3,732.46	3,918.92
HOURLY	38.3827	40.3038	42.3173	44.4346	46.6558	48.9865
Monthly						
Lgy Bonus 10	166.33	174.65	183.38	192.55	202.18	212.28
Lgy Bonus 20	332.65	349.30	366.75	385.10	404.35	424.55
Lgy Bonus 25	498.98	523.95	550.13	577.65	606.53	636.83

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,840.00	85,932.00	90,228.00	94,740.00	99,480.00	104,460.00
MONTHLY	6,820.00	7,161.00	7,519.00	7,895.00	8,290.00	8,705.00
BI-WEEKLY	3,147.69	3,305.08	3,470.31	3,643.85	3,826.15	4,017.69
HOURLY	39.3462	41.3135	43.3788	45.5481	47.8269	50.2212
Monthly						
Lgy Bonus 10	170.50	179.03	187.98	197.38	207.25	217.63
Lgy Bonus 20	341.00	358.05	375.95	394.75	414.50	435.25
Lgy Bonus 25	511.50	537.08	563.93	592.13	621.75	652.88

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,880.00	88,080.00	92,484.00	97,104.00	101,964.00	107,064.00
MONTHLY	6,990.00	7,340.00	7,707.00	8,092.00	8,497.00	8,922.00
BI-WEEKLY	3,226.15	3,387.69	3,557.08	3,734.77	3,921.69	4,117.85
HOURLY	40.3269	42.3462	44.4635	46.6846	49.0212	51.4731
Monthly						
Lgy Bonus 10	174.75	183.50	192.68	202.30	212.43	223.05
Lgy Bonus 20	349.50	367.00	385.35	404.60	424.85	446.10
Lgy Bonus 25	524.25	550.50	578.03	606.90	637.28	669.15

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,980.00	90,276.00	94,788.00	99,528.00	104,508.00	109,728.00
MONTHLY	7,165.00	7,523.00	7,899.00	8,294.00	8,709.00	9,144.00
BI-WEEKLY	3,306.92	3,472.15	3,645.69	3,828.00	4,019.54	4,220.31
HOURLY	41.3365	43.4019	45.5712	47.8500	50.2442	52.7538
Monthly						
Lgy Bonus 10	179.13	188.08	197.48	207.35	217.73	228.60
Lgy Bonus 20	358.25	376.15	394.95	414.70	435.45	457.20
Lgy Bonus 25	537.38	564.23	592.43	622.05	653.18	685.80

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	88,116.00	92,520.00	97,152.00	102,012.00	107,112.00	112,464.00
MONTHLY	7,343.00	7,710.00	8,096.00	8,501.00	8,926.00	9,372.00
BI-WEEKLY	3,389.08	3,558.46	3,736.62	3,923.54	4,119.69	4,325.54
HOURLY	42.3635	44.4808	46.7077	49.0442	51.4962	54.0692
Monthly						
Lgy Bonus 10	183.58	192.75	202.40	212.53	223.15	234.30
Lgy Bonus 20	367.15	385.50	404.80	425.05	446.30	468.60
Lgy Bonus 25	550.73	578.25	607.20	637.58	669.45	702.90

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	90,312.00	94,824.00	99,564.00	104,544.00	109,776.00	115,260.00
MONTHLY	7,526.00	7,902.00	8,297.00	8,712.00	9,148.00	9,605.00
BI-WEEKLY	3,473.54	3,647.08	3,829.38	4,020.92	4,222.15	4,433.08
HOURLY	43.4192	45.5885	47.8673	50.2615	52.7769	55.4135
Monthly						
Lgy Bonus 10	188.15	197.55	207.43	217.80	228.70	240.13
Lgy Bonus 20	376.30	395.10	414.85	435.60	457.40	480.25
Lgy Bonus 25	564.45	592.65	622.28	653.40	686.10	720.38

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,580.00	97,212.00	102,072.00	107,172.00	112,536.00	118,164.00
MONTHLY	7,715.00	8,101.00	8,506.00	8,931.00	9,378.00	9,847.00
BI-WEEKLY	3,560.77	3,738.92	3,925.85	4,122.00	4,328.31	4,544.77
HOURLY	44.5096	46.7365	49.0731	51.5250	54.1038	56.8096
Monthly						
Lgy Bonus 10	192.88	202.53	212.65	223.28	234.45	246.18
Lgy Bonus 20	385.75	405.05	425.30	446.55	468.90	492.35
Lgy Bonus 25	578.63	607.58	637.95	669.83	703.35	738.53

119 Accountant/Cost Accountant
119 Fleet Maintenance Supervisor
119 Transit Administrative Supervisor
119 Transit Training and Safety Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,884.00	99,624.00	104,604.00	109,836.00	115,332.00	121,104.00
MONTHLY	7,907.00	8,302.00	8,717.00	9,153.00	9,611.00	10,092.00
BI-WEEKLY	3,649.38	3,831.69	4,023.23	4,224.46	4,435.85	4,657.85
HOURLY	45.6173	47.8962	50.2904	52.8058	55.4481	58.2231
Monthly						
Lgy Bonus 10	197.68	207.55	217.93	228.83	240.28	252.30
Lgy Bonus 20	395.35	415.10	435.85	457.65	480.55	504.60
Lgy Bonus 25	593.03	622.65	653.78	686.48	720.83	756.90

120 Administrative Management Analyst II
120 Executive Office Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	97,272.00	102,132.00	107,244.00	112,608.00	118,236.00	124,152.00
MONTHLY	8,106.00	8,511.00	8,937.00	9,384.00	9,853.00	10,346.00
BI-WEEKLY	3,741.23	3,928.15	4,124.77	4,331.08	4,547.54	4,775.08
HOURLY	46.7654	49.1019	51.5596	54.1385	56.8442	59.6885
Monthly						
Lgy Bonus 10	202.65	212.78	223.43	234.60	246.33	258.65
Lgy Bonus 20	405.30	425.55	446.85	469.20	492.65	517.30
Lgy Bonus 25	607.95	638.33	670.28	703.80	738.98	775.95

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,696.00	104,676.00	109,908.00	115,404.00	121,176.00	127,236.00
MONTHLY	8,308.00	8,723.00	9,159.00	9,617.00	10,098.00	10,603.00
BI-WEEKLY	3,834.46	4,026.00	4,227.23	4,438.62	4,660.62	4,893.69
HOURLY	47.9308	50.3250	52.8404	55.4827	58.2577	61.1712
Monthly						
Lgy Bonus 10	207.70	218.08	228.98	240.43	252.45	265.08
Lgy Bonus 20	415.40	436.15	457.95	480.85	504.90	530.15
Lgy Bonus 25	623.10	654.23	686.93	721.28	757.35	795.23

122 Assistant City Clerk
122 Facilities Maintenance Supervisor
122 Senior Human Resources Analyst
122 Senior Planner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,192.00	107,304.00	112,668.00	118,296.00	124,212.00	130,428.00
MONTHLY	8,516.00	8,942.00	9,389.00	9,858.00	10,351.00	10,869.00
BI-WEEKLY	3,930.46	4,127.08	4,333.38	4,549.85	4,777.38	5,016.46
HOURLY	49.1308	51.5885	54.1673	56.8731	59.7173	62.7058
Monthly						
Lgy Bonus 10	212.90	223.55	234.73	246.45	258.78	271.73
Lgy Bonus 20	425.80	447.10	469.45	492.90	517.55	543.45
Lgy Bonus 25	638.70	670.65	704.18	739.35	776.33	815.18

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,748.00	109,980.00	115,476.00	121,248.00	127,308.00	133,668.00
MONTHLY	8,729.00	9,165.00	9,623.00	10,104.00	10,609.00	11,139.00
BI-WEEKLY	4,028.77	4,230.00	4,441.38	4,663.38	4,896.46	5,141.08
HOURLY	50.3596	52.8750	55.5173	58.2923	61.2058	64.2635
Monthly						
Lgy Bonus 10	218.23	229.13	240.58	252.60	265.23	278.48
Lgy Bonus 20	436.45	458.25	481.15	505.20	530.45	556.95
Lgy Bonus 25	654.68	687.38	721.73	757.80	795.68	835.43

124 Assistant Transit Operations Manager
124 Senior Administrative Analyst
124 Transit Training and Safety Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	107,376.00	112,740.00	118,380.00	124,296.00	130,512.00	137,040.00
MONTHLY	8,948.00	9,395.00	9,865.00	10,358.00	10,876.00	11,420.00
BI-WEEKLY	4,129.85	4,336.15	4,553.08	4,780.62	5,019.69	5,270.77
HOURLY	51.6231	54.2019	56.9135	59.7577	62.7462	65.8846
Monthly						
Lgy Bonus 10	223.70	234.88	246.63	258.95	271.90	285.50
Lgy Bonus 20	447.40	469.75	493.25	517.90	543.80	571.00
Lgy Bonus 25	671.10	704.63	739.88	776.85	815.70	856.50

125 Public Information Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	110,052.00	115,560.00	121,344.00	127,416.00	133,788.00	140,472.00
MONTHLY	9,171.00	9,630.00	10,112.00	10,618.00	11,149.00	11,706.00
BI-WEEKLY	4,232.77	4,444.62	4,667.08	4,900.62	5,145.69	5,402.77
HOURLY	52.9096	55.5577	58.3385	61.2577	64.3212	67.5346
Monthly						
Lgy Bonus 10	229.28	240.75	252.80	265.45	278.73	292.65
Lgy Bonus 20	458.55	481.50	505.60	530.90	557.45	585.30
Lgy Bonus 25	687.83	722.25	758.40	796.35	836.18	877.95

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,812.00	118,452.00	124,380.00	130,596.00	137,124.00	143,976.00
MONTHLY	9,401.00	9,871.00	10,365.00	10,883.00	11,427.00	11,998.00
BI-WEEKLY	4,338.92	4,555.85	4,783.85	5,022.92	5,274.00	5,537.54
HOURLY	54.2365	56.9481	59.7981	62.7865	65.9250	69.2192
Monthly						
Lgy Bonus 10	235.03	246.78	259.13	272.08	285.68	299.95
Lgy Bonus 20	470.05	493.55	518.25	544.15	571.35	599.90
Lgy Bonus 25	705.08	740.33	777.38	816.23	857.03	899.85

127 Senior Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	115,632.00	121,416.00	127,488.00	133,860.00	140,556.00	147,588.00
MONTHLY	9,636.00	10,118.00	10,624.00	11,155.00	11,713.00	12,299.00
BI-WEEKLY	4,447.38	4,669.85	4,903.38	5,148.46	5,406.00	5,676.46
HOURLY	55.5923	58.3731	61.2923	64.3558	67.5750	70.9558
Monthly						
Lgy Bonus 10	240.90	252.95	265.60	278.88	292.83	307.48
Lgy Bonus 20	481.80	505.90	531.20	557.75	585.65	614.95
Lgy Bonus 25	722.70	758.85	796.80	836.63	878.48	922.43

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	118,524.00	124,452.00	130,680.00	137,220.00	144,084.00	151,284.00
MONTHLY	9,877.00	10,371.00	10,890.00	11,435.00	12,007.00	12,607.00
BI-WEEKLY	4,558.62	4,786.62	5,026.15	5,277.69	5,541.69	5,818.62
HOURLY	56.9827	59.8327	62.8269	65.9712	69.2712	72.7327
Monthly						
Lgy Bonus 10	246.93	259.28	272.25	285.88	300.18	315.18
Lgy Bonus 20	493.85	518.55	544.50	571.75	600.35	630.35
Lgy Bonus 25	740.78	777.83	816.75	857.63	900.53	945.53

129

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	121,488.00	127,560.00	133,944.00	140,640.00	147,672.00	155,052.00
MONTHLY	10,124.00	10,630.00	11,162.00	11,720.00	12,306.00	12,921.00
BI-WEEKLY	4,672.62	4,906.15	5,151.69	5,409.23	5,679.69	5,963.54
HOURLY	58.4077	61.3269	64.3962	67.6154	70.9962	74.5442
Monthly						
Lgy Bonus 10	253.10	265.75	279.05	293.00	307.65	323.03
Lgy Bonus 20	506.20	531.50	558.10	586.00	615.30	646.05
Lgy Bonus 25	759.30	797.25	837.15	879.00	922.95	969.08

130 Accounting/Finance Manager
130 Information Technology Manager
130 Park Maintenance Superintendent
130 Recreation Program Administrator
130 Revenue and Purchasing Manager
130 Street Maintenance Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	124,512.00	130,740.00	137,280.00	144,144.00	151,356.00	158,928.00
MONTHLY	10,376.00	10,895.00	11,440.00	12,012.00	12,613.00	13,244.00
BI-WEEKLY	4,788.92	5,028.46	5,280.00	5,544.00	5,821.38	6,112.62
HOURLY	59.8615	62.8558	66.0000	69.3000	72.7673	76.4077
Monthly						
Lgy Bonus 10	259.40	272.38	286.00	300.30	315.33	331.10
Lgy Bonus 20	518.80	544.75	572.00	600.60	630.65	662.20
Lgy Bonus 25	778.20	817.13	858.00	900.90	945.98	993.30

131 Plan Check Engineer
131 Transit Operations Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	127,632.00	134,016.00	140,712.00	147,744.00	155,136.00	162,888.00
MONTHLY	10,636.00	11,168.00	11,726.00	12,312.00	12,928.00	13,574.00
BI-WEEKLY	4,908.92	5,154.46	5,412.00	5,682.46	5,966.77	6,264.92
HOURLY	61.3615	64.4308	67.6500	71.0308	74.5846	78.3115
Monthly						
Lgy Bonus 10	265.90	279.20	293.15	307.80	323.20	339.35
Lgy Bonus 20	531.80	558.40	586.30	615.60	646.40	678.70
Lgy Bonus 25	797.70	837.60	879.45	923.40	969.60	1018.05

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	130,824.00	137,364.00	144,228.00	151,440.00	159,012.00	166,968.00
MONTHLY	10,902.00	11,447.00	12,019.00	12,620.00	13,251.00	13,914.00
BI-WEEKLY	5,031.69	5,283.23	5,547.23	5,824.62	6,115.85	6,421.85
HOURLY	62.8962	66.0404	69.3404	72.8077	76.4481	80.2731
Monthly						
Lgy Bonus 10	272.55	286.18	300.48	315.50	331.28	347.85
Lgy Bonus 20	545.10	572.35	600.95	631.00	662.55	695.70
Lgy Bonus 25	817.65	858.53	901.43	946.50	993.83	1043.55

133 Human Resources Manager
133 Public Works Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	134,076.00	140,784.00	147,828.00	155,220.00	162,984.00	171,132.00
MONTHLY	11,173.00	11,732.00	12,319.00	12,935.00	13,582.00	14,261.00
BI-WEEKLY	5,156.77	5,414.77	5,685.69	5,970.00	6,268.62	6,582.00
HOURLY	64.4596	67.6846	71.0712	74.6250	78.3577	82.2750
Monthly						
Lgy Bonus 10	279.33	293.30	307.98	323.38	339.55	356.53
Lgy Bonus 20	558.65	586.60	615.95	646.75	679.10	713.05
Lgy Bonus 25	837.98	879.90	923.93	970.13	1018.65	1069.58

134 Assistant to the City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	137,448.00	144,324.00	151,536.00	159,108.00	167,064.00	175,416.00
MONTHLY	11,454.00	12,027.00	12,628.00	13,259.00	13,922.00	14,618.00
BI-WEEKLY	5,286.46	5,550.92	5,828.31	6,119.54	6,425.54	6,746.77
HOURLY	66.0808	69.3865	72.8538	76.4942	80.3192	84.3346
Monthly						
Lgy Bonus 10	286.35	300.68	315.70	331.48	348.05	365.45
Lgy Bonus 20	572.70	601.35	631.40	662.95	696.10	730.90
Lgy Bonus 25	859.05	902.03	947.10	994.43	1044.15	1096.35

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	140,868.00	147,912.00	155,304.00	163,068.00	171,216.00	179,772.00
MONTHLY	11,739.00	12,326.00	12,942.00	13,589.00	14,268.00	14,981.00
BI-WEEKLY	5,418.00	5,688.92	5,973.23	6,271.85	6,585.23	6,914.31
HOURLY	67.7250	71.1115	74.6654	78.3981	82.3154	86.4288
Monthly						
Lgy Bonus 10	293.48	308.15	323.55	339.73	356.70	374.53
Lgy Bonus 20	586.95	616.30	647.10	679.45	713.40	749.05
Lgy Bonus 25	880.43	924.45	970.65	1019.18	1070.10	1123.58

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	144,384.00	151,608.00	159,192.00	167,148.00	175,500.00	184,272.00
MONTHLY	12,032.00	12,634.00	13,266.00	13,929.00	14,625.00	15,356.00
BI-WEEKLY	5,553.23	5,831.08	6,122.77	6,428.77	6,750.00	7,087.38
HOURLY	69.4154	72.8885	76.5346	80.3596	84.3750	88.5923
Monthly						
Lgy Bonus 10	300.80	315.85	331.65	348.23	365.63	383.90
Lgy Bonus 20	601.60	631.70	663.30	696.45	731.25	767.80
Lgy Bonus 25	902.40	947.55	994.95	1044.68	1096.88	1151.70

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	148,008.00	155,412.00	163,188.00	171,348.00	179,916.00	188,916.00
MONTHLY	12,334.00	12,951.00	13,599.00	14,279.00	14,993.00	15,743.00
BI-WEEKLY	5,692.62	5,977.38	6,276.46	6,590.31	6,919.85	7,266.00
HOURLY	71.1577	74.7173	78.4558	82.3788	86.4981	90.8250
Monthly						
Lgy Bonus 10	308.35	323.78	339.98	356.98	374.83	393.58
Lgy Bonus 20	616.70	647.55	679.95	713.95	749.65	787.15
Lgy Bonus 25	925.05	971.33	1019.93	1070.93	1124.48	1180.73

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	151,704.00	159,288.00	167,256.00	175,620.00	184,404.00	193,620.00
MONTHLY	12,642.00	13,274.00	13,938.00	14,635.00	15,367.00	16,135.00
BI-WEEKLY	5,834.77	6,126.46	6,432.92	6,754.62	7,092.46	7,446.92
HOURLY	72.9346	76.5808	80.4115	84.4327	88.6558	93.0865
Monthly						
Lgy Bonus 10	316.05	331.85	348.45	365.88	384.18	403.38
Lgy Bonus 20	632.10	663.70	696.90	731.75	768.35	806.75
Lgy Bonus 25	948.15	995.55	1045.35	1097.63	1152.53	1210.13

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	155,496.00	163,272.00	171,432.00	180,000.00	189,000.00	198,456.00
MONTHLY	12,958.00	13,606.00	14,286.00	15,000.00	15,750.00	16,538.00
BI-WEEKLY	5,980.62	6,279.69	6,593.54	6,923.08	7,269.23	7,632.92
HOURLY	74.7577	78.4962	82.4192	86.5385	90.8654	95.4115
Monthly						
Lgy Bonus 10	323.95	340.15	357.15	375.00	393.75	413.45
Lgy Bonus 20	647.90	680.30	714.30	750.00	787.50	826.90
Lgy Bonus 25	971.85	1020.45	1071.45	1125.00	1181.25	1240.35

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	159,384.00	167,352.00	175,716.00	184,500.00	193,728.00	203,412.00
MONTHLY	13,282.00	13,946.00	14,643.00	15,375.00	16,144.00	16,951.00
BI-WEEKLY	6,130.15	6,436.62	6,758.31	7,096.15	7,451.08	7,823.54
HOURLY	76.6269	80.4577	84.4788	88.7019	93.1385	97.7942
Monthly						
Lgy Bonus 10	332.05	348.65	366.08	384.38	403.60	423.78
Lgy Bonus 20	664.10	697.30	732.15	768.75	807.20	847.55
Lgy Bonus 25	996.15	1045.95	1098.23	1153.13	1210.80	1271.33

141 Assistant Director of Community Development
141 Assistant Director of Transportation
141 Assistant Public Works Director/City Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	163,368.00	171,540.00	180,120.00	189,132.00	198,588.00	208,512.00
MONTHLY	13,614.00	14,295.00	15,010.00	15,761.00	16,549.00	17,376.00
BI-WEEKLY	6,283.38	6,597.69	6,927.69	7,274.31	7,638.00	8,019.69
HOURLY	78.5423	82.4712	86.5962	90.9288	95.4750	100.2462
Monthly						
Lgy Bonus 10	340.35	357.38	375.25	394.03	413.73	434.40
Lgy Bonus 20	680.70	714.75	750.50	788.05	827.45	868.80
Lgy Bonus 25	1021.05	1072.13	1125.75	1182.08	1241.18	1303.20

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	167,448.00	175,824.00	184,620.00	193,848.00	203,544.00	213,720.00
MONTHLY	13,954.00	14,652.00	15,385.00	16,154.00	16,962.00	17,810.00
BI-WEEKLY	6,440.31	6,762.46	7,100.77	7,455.69	7,828.62	8,220.00
HOURLY	80.5038	84.5308	88.7596	93.1962	97.8577	102.7500
Monthly						
Lgy Bonus 10	348.85	366.30	384.63	403.85	424.05	445.25
Lgy Bonus 20	697.70	732.60	769.25	807.70	848.10	890.50
Lgy Bonus 25	1046.55	1098.90	1153.88	1211.55	1272.15	1335.75

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	171,648.00	180,228.00	189,240.00	198,708.00	208,644.00	219,072.00
MONTHLY	14,304.00	15,019.00	15,770.00	16,559.00	17,387.00	18,256.00
BI-WEEKLY	6,601.85	6,931.85	7,278.46	7,642.62	8,024.77	8,425.85
HOURLY	82.5231	86.6481	90.9808	95.5327	100.3096	105.3231
Monthly						
Lgy Bonus 10	357.60	375.48	394.25	413.98	434.68	456.40
Lgy Bonus 20	715.20	750.95	788.50	827.95	869.35	912.80
Lgy Bonus 25	1072.80	1126.43	1182.75	1241.93	1304.03	1369.20

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	175,932.00	184,728.00	193,968.00	203,664.00	213,852.00	224,544.00
MONTHLY	14,661.00	15,394.00	16,164.00	16,972.00	17,821.00	18,712.00
BI-WEEKLY	6,766.62	7,104.92	7,460.31	7,833.23	8,225.08	8,636.31
HOURLY	84.5827	88.8115	93.2538	97.9154	102.8135	107.9538
Monthly						
Lgy Bonus 10	366.53	384.85	404.10	424.30	445.53	467.80
Lgy Bonus 20	733.05	769.70	808.20	848.60	891.05	935.60
Lgy Bonus 25	1099.58	1154.55	1212.30	1272.90	1336.58	1403.40

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	180,336.00	189,348.00	198,816.00	208,752.00	219,192.00	230,148.00
MONTHLY	15,028.00	15,779.00	16,568.00	17,396.00	18,266.00	19,179.00
BI-WEEKLY	6,936.00	7,282.62	7,646.77	8,028.92	8,430.46	8,851.85
HOURLY	86.7000	91.0327	95.5846	100.3615	105.3808	110.6481
Monthly						
Lgy Bonus 10	375.70	394.48	414.20	434.90	456.65	479.48
Lgy Bonus 20	751.40	788.95	828.40	869.80	913.30	958.95
Lgy Bonus 25	1127.10	1183.43	1242.60	1304.70	1369.95	1438.43

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	184,848.00	194,088.00	203,796.00	213,984.00	224,688.00	235,920.00
MONTHLY	15,404.00	16,174.00	16,983.00	17,832.00	18,724.00	19,660.00
BI-WEEKLY	7,109.54	7,464.92	7,838.31	8,230.15	8,641.85	9,073.85
HOURLY	88.8692	93.3115	97.9788	102.8769	108.0231	113.4231
Monthly						
Lgy Bonus 10	385.10	404.35	424.58	445.80	468.10	491.50
Lgy Bonus 20	770.20	808.70	849.15	891.60	936.20	983.00
Lgy Bonus 25	1155.30	1213.05	1273.73	1337.40	1404.30	1474.50

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	189,480.00	198,960.00	208,908.00	219,348.00	230,316.00	241,836.00
MONTHLY	15,790.00	16,580.00	17,409.00	18,279.00	19,193.00	20,153.00
BI-WEEKLY	7,287.69	7,652.31	8,034.92	8,436.46	8,858.31	9,301.38
HOURLY	91.0962	95.6538	100.4365	105.4558	110.7288	116.2673
Monthly						
Lgy Bonus 10	394.75	414.50	435.23	456.98	479.83	503.83
Lgy Bonus 20	789.50	829.00	870.45	913.95	959.65	1007.65
Lgy Bonus 25	1184.25	1243.50	1305.68	1370.93	1439.48	1511.48

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	194,208.00	203,916.00	214,116.00	224,820.00	236,064.00	247,872.00
MONTHLY	16,184.00	16,993.00	17,843.00	18,735.00	19,672.00	20,656.00
BI-WEEKLY	7,469.54	7,842.92	8,235.23	8,646.92	9,079.38	9,533.54
HOURLY	93.3692	98.0365	102.9404	108.0865	113.4923	119.1692
Monthly						
Lgy Bonus 10	404.60	424.83	446.08	468.38	491.80	516.40
Lgy Bonus 20	809.20	849.65	892.15	936.75	983.60	1032.80
Lgy Bonus 25	1213.80	1274.48	1338.23	1405.13	1475.40	1549.20

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	199,068.00	209,016.00	219,468.00	230,436.00	241,956.00	254,052.00
MONTHLY	16,589.00	17,418.00	18,289.00	19,203.00	20,163.00	21,171.00
BI-WEEKLY	7,656.46	8,039.08	8,441.08	8,862.92	9,306.00	9,771.23
HOURLY	95.7058	100.4885	105.5135	110.7865	116.3250	122.1404
Monthly						
Lgy Bonus 10	414.73	435.45	457.23	480.08	504.08	529.28
Lgy Bonus 20	829.45	870.90	914.45	960.15	1008.15	1058.55
Lgy Bonus 25	1244.18	1306.35	1371.68	1440.23	1512.23	1587.83

150 Joint Powers Authority Accountant

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

200 Police Trainee

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,336.00	-	-	-	-	-
MONTHLY	7,278.00	-	-	-	-	-
BI-WEEKLY	3,359.08	-	-	-	-	-
HOURLY	41.9885	-	-	-	-	-

201 Police Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,744.00	107,868.00	113,268.00	118,920.00	124,884.00	131,124.00
MONTHLY	8,562.00	8,989.00	9,439.00	9,910.00	10,407.00	10,927.00
BI-WEEKLY	3,951.69	4,148.77	4,356.46	4,573.85	4,803.23	5,043.23
HOURLY	49.3962	51.8596	54.4558	57.1731	60.0404	63.0404

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41
BA	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41
SPECIALIST	694.67	694.67	694.67	694.67	694.67	694.67
Lgy Bonus 7	365.00	365.00	365.00	365.00	365.00	365.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	948.10	969.45	991.95	1,015.50	1,040.35	1,066.35
Lgy Bonus 26	1,376.20	1,418.90	1,463.90	1,511.00	1,560.70	1,612.70

203 Police Sergeant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	133,212.00	139,884.00	146,856.00	154,200.00	161,928.00	170,028.00
MONTHLY	11,101.00	11,657.00	12,238.00	12,850.00	13,494.00	14,169.00
BI-WEEKLY	5,123.54	5,380.15	5,648.31	5,930.77	6,228.00	6,539.54
HOURLY	64.0442	67.2519	70.6038	74.1346	77.8500	81.7442

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48
BA	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48
SPECIAL DUTY PAY	420.00	420.00	420.00	420.00	420.00	420.00
Lgy Bonus 7	326.00	326.00	326.00	326.00	326.00	326.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	1,075.05	1,102.85	1,131.90	1,162.50	1,194.70	1,228.45
Lgy Bonus 26	1,630.10	1,685.70	1,743.80	1,805.00	1,869.40	1,936.90

227 Police Lieutenant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	162,720.00	170,856.00	179,400.00	188,376.00	197,796.00	207,684.00
MONTHLY	13,560.00	14,238.00	14,950.00	15,698.00	16,483.00	17,307.00
BI-WEEKLY	6,258.46	6,571.38	6,900.00	7,245.23	7,607.54	7,987.85
HOURLY	78.2308	82.1423	86.2500	90.5654	95.0942	99.8481
			Monthly Rates			
CA POST Supervisory/Adv.	1,766.44	1,837.84	1,912.84	1,991.56	2,074.24	2,161.00
CA POST Mgmt. Cert.	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 20	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 26	1,356.00	1,423.80	1,495.00	1,569.80	1,648.30	1,730.70
Mgmt Incentive Pay	1,288.20	1,352.61	1,420.25	1,491.31	1,565.89	1,644.17

231 Police Captain

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	193,476.00	203,148.00	213,300.00	223,968.00	235,164.00	246,924.00
MONTHLY	16,123.00	16,929.00	17,775.00	18,664.00	19,597.00	20,577.00
BI-WEEKLY	7,441.38	7,813.38	8,203.85	8,614.15	9,044.77	9,497.08
HOURLY	93.0173	97.6673	102.5481	107.6769	113.0596	118.7135
			Monthly Rates			
CA POST Supervisory/Adv.	2,036.08	2,120.92	2,209.96	2,303.56	2,401.84	2,505.04
CA POST Mgmt. Cert.	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 20	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 26	1,612.30	1,692.90	1,777.50	1,866.40	1,959.70	2,057.70
Mgmt Incentive Pay	1,531.69	1,608.26	1,688.63	1,773.08	1,861.72	1,954.82

232 Deputy Police Chief

STEP	*1*
ANNUAL	259,272.00
MONTHLY	21,606.00
BI-WEEKLY	9,972.00
HOURLY	124.6500
Monthly Rates	
CA POST Supervisory/Adv.	2,613.40
CA POST Mgmt. Cert.	1,080.30
Lgy Bonus 20	1,080.30
Lgy Bonus 26	2,160.60
Mgmt Incentive Pay	2,052.57

301 Mayor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	31,200.00					
MONTHLY	2,600.00					
BI-WEEKLY	1,200.00					
HOURLY	15.0000					

302 Councilmember

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	19,200.00					
MONTHLY	1,600.00					
BI-WEEKLY	738.46					
HOURLY	9.2308					

303 City Clerk

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

304 City Treasurer

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

305 Youth Commissioner

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

306 Gardena Beautification Commissioner
306 Gardena Economic Business Advisory Commissioner
306 Human Services Commissioner
306 Recreation Commissioner
306 Rent Mediation Board Member
306 Senior Citizens Commissioner

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

308 Planning Commissioner

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

330 Director of Administrative Services
330 Director of Community Development
330 Director of Public Works/City Engineer
330 Director of Recreation and Human Services
330 Director of Transportation

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	188,580.00	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00
MONTHLY	15,715.00	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00
BI-WEEKLY	7,253.08	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08
HOURLY	90.6635	95.1981	99.9577	104.9538	110.2038	115.7135
Monthly						
Lgy Bonus 10	392.88	412.53	433.15	454.80	477.55	501.43
Lgy Bonus 20	785.75	825.05	866.30	909.60	955.10	1002.85
Lgy Bonus 25	1178.63	1237.58	1299.45	1364.40	1432.65	1504.28

335 Deputy City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00	252,720.00
MONTHLY	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00	21,060.00
BI-WEEKLY	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08	9,720.00
HOURLY	95.1981	99.9577	104.9538	110.2038	115.7135	121.5000
Monthly						
Lgy Bonus 10	412.53	433.15	454.80	477.55	501.43	526.50
Lgy Bonus 20	825.05	866.30	909.60	955.10	1002.85	1053.00
Lgy Bonus 25	1237.58	1299.45	1364.40	1432.65	1504.28	1579.50

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	206,988.00	217,332.00	228,204.00	239,616.00	251,592.00	264,168.00
MONTHLY	17,249.00	18,111.00	19,017.00	19,968.00	20,966.00	22,014.00
BI-WEEKLY	7,961.08	8,358.92	8,777.08	9,216.00	9,676.62	10,160.31
HOURLY	99.5135	104.4865	109.7135	115.2000	120.9577	127.0038
Monthly						
Lgy Bonus 10	431.23	452.78	475.43	499.20	524.15	550.35
Lgy Bonus 20	862.45	905.55	950.85	998.40	1048.30	1100.70
Lgy Bonus 25	1293.68	1358.33	1426.28	1497.60	1572.45	1651.05

340 Police Chief

STEP	*1*
ANNUAL	283,128.00
MONTHLY	23,594.00
BI-WEEKLY	10,889.54
HOURLY	136.1192

	Monthly
CA POST Supervisory/Adv.	2,727.12
CA POST Mgmt. Cert.	1,179.70
Lgy Bonus 20	1,179.70
Mgmt Incentive Pay	2,241.43

350 City Manager

STEP	*1*
ANNUAL	333,732.00
MONTHLY	27,811.00
BI-WEEKLY	12,835.85
HOURLY	160.4481

	Monthly
Educational Incentive Pay	3,337.32

SENIOR CIVIL ENGINEER

Job Summary

Description

Under general direction, services in a technical as well as an administrative capacity and may be responsible for leading or assisting function of the Engineering Division; performs advanced professional civil engineering work in the planning, design, review, and construction of complex public works and capital improvement projects and private land development or improvements as required.

Representative Duties

Duties may include, but are not limited to, the following:

- Plans, schedules, coordinates, and manages complex civil engineering projects such as streets, highways, storm drainage systems, sanitary sewers, traffic improvements, flood control facilities, and public facilities;
- Serves as project manager for major capital improvement projects; develops scopes of work, schedules, and cost estimates; monitors project budgets and progress;
- Prepares, reviews, and approves engineering plans, specifications, cost estimates, reports, and studies for public works projects;
- Reviews and evaluates consultant-prepared plans, specifications, calculations, and reports for technical accuracy, constructability, and compliance with City, State, and Federal standards;
- Provides engineering support during construction, including review of submittals, responses to requests for information, evaluation of change orders, and resolution of field issues;
- Coordinates engineering activities with other City departments, public agencies, utility companies, developers, and contractors;
- Reviews private development improvement plans for compliance with City standards, conditions of approval, and applicable regulations;
- Provides technical supervision, training, and guidance to assigned professional and technical staff; may review work products and participate in performance evaluations;
- Assists in the development and implementation of engineering standards, policies, and procedures;
- Responds to inquiries and complaints from the public related to assigned engineering projects and responsibilities;
- Attends meetings, prepares technical reports, and represents the City at public and interagency meetings as assigned;
- Performs related duties as required.

Qualifications Guide

Education and Experience

Education:

A Bachelor's degree from an accredited college or university in Civil Engineering or a closely related field.

Experience:

Five (5) years of progressively responsible professional civil engineering experience involving the design, review, and construction of public works or capital improvement projects. Experience in a municipal environment and experience providing technical direction or project management are highly desirable.

Knowledge and Abilities

Knowledge of:

- Advanced principles and practices of civil engineering as applied to municipal public works.
- Planning, design, construction, and inspection of streets, drainage, sewer, traffic, and related infrastructure improvements.
- Engineering methods, materials, and techniques used in public works construction.
- Applicable Federal, State, and local laws, regulations, codes, and standards.
- Project management principles, including scheduling, budgeting, and contract administration.
- Preparation and review of engineering plans, specifications, cost estimates, and technical reports.

Ability to:

- Plan, organize, manage, and complete complex civil engineering projects with minimal supervision.
- Exercise sound independent judgment in analyzing engineering problems and developing effective solutions.
- Review and approve engineering designs, plans, specifications, and calculations for accuracy and compliance.
- Coordinate work with multiple stakeholders, including City departments, consultants, contractors, and regulatory agencies.
- Provide technical guidance, training, and oversight to professional and technical staff.
- Communicate clearly and effectively, both orally and in writing.
- Interpret and apply engineering standards, laws, and regulations.
- Establish and maintain effective working relationships with City staff, officials, consultants, and the public.

Physical Demands and Working Conditions

Work is performed in both office and field environments. Field work may involve walking on uneven terrain, exposure to construction sites, traffic, noise, dust, and varying weather conditions. Duties may require standing, walking, climbing, bending, and lifting light to moderate objects. May be required to work extended hours, including evenings or weekends.

License

Registration as a Professional Civil Engineer in the State of California is required.

Possession of a valid California Class C driver's license and the ability to maintain a satisfactory driving record.

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10G.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Appointment of Representative to the South Bay Workforce Investment Board (SBWIB)

COUNCIL ACTION REQUIRED:

Staff Recommendation: Appoint John Matheson to serve on the Appointment of Representative to the South Bay Workforce Investment Board (SBWIB)

RECOMMENDATION AND STAFF SUMMARY:

On May 20, 2026, the Gardena Economic Business Advisory Commission (GEBAC) recommended that the City Council appoint the following individual to serve on the South Bay Workforce Investment Board (SBWIB):

- John Matheson, business owner of Rotex, to serve as a business private sector representative under a new four-year term of office from July 1, 2026 to June 30, 2030. Mr. Matheson has been serving as a board member since late 2023.

The purpose of the SBWIB is to ensure the involvement of the business and industrial community, including small businesses, education, labor organizations, community-based organizations, economic development agencies, and one-stop delivery system partners in workforce development activities. The SBWIB also oversees a local cooperative relationship with the Participating Cities that will most effectively satisfy the labor demand needs of the business community and enhance the economic well-being of individuals in need of workforce development services.

The appointment made by the City of Gardena will be ratified by the City of Inglewood Mayor and City Council as the SBWIB's Chief Local Elected Officials (CLEO).

FISCAL IMPACT/COST:

None

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Attachment No. 1: SBWIB - GEBAC Nomination Request

Attachment No. 2: SBWIB - GEBAC Nomination Letter

M E M B E R S

GLENN MITCHELL
CHAIRPERSON

ALICIA WAGONER
AMBER MESHACK
AMEET BUTALA
ARMANDO PENA
DR. BRENDA THAMES
CAROLYN WOODARD
CATHERINE HOLDBROOK-SMITH
CHRISTINA SMITH
CRYSTAL SPENCER
DARREN EMBRY
DAWN HARRIS
DONALD FORD
EDUARDO LEIVA
FAISAL HASHMI
FRAN FULTON
GLENN GRINDSTAFF
IKE MBELU
J. KIM MCNUTT
JACKIE CHOI
JARED YOSHIKI
JEFF WILSON
JEFFREY R. JENNISON
JEREMY DIAZ
JOHN MATHESON
JOSEPH VELASCO
JOSH LAFARGA
DR. KENDRICK ROBERSON
KIMBERLEY MILLER
LOUIE DIAZ
MARC WEISS
MARCO CUETO
MARIA CAMACHO
MIKE COSTIGAN
MIKE HARRIEL
MITCH PONCE
MOHAMMAD NASER
NAYEEM KHAN
ODEST RILEY
PATRICIA BENNETT
PATRICIA DONALDSON
PAUL GUZMAN
PETER BLANCO
SANJAY MURTY
SARAH GONZAGA
SHAWN WEBB
DR. STEPHANIE LEWIS
TAMALA LEWIS
TED CORDOVA
TOD SWORD
TOM BAKALY

JAN VOGEL
EXECUTIVE DIRECTOR

April 21, 2026

Josh Bettencourt, Chairperson
Economic Business Advisory Commission
City of Gardena
1700 West 162nd Street
Gardena, CA 90247

Dear Mr. Bettencourt:

I wish to express our thanks to the City of Gardena's Economic Development Advisory Commission for its support of the South Bay Workforce Investment Board (SBWIB). Over the years, the City of Gardena has provided private sector business appointments of persons who continue to well-represent the private sector in Gardena. We look forward to your continued support in the coming years.

As a reminder, "the purpose of the SBWIB is to ensure the involvement of the business and industrial community, including small businesses, education, labor organizations, community-based organizations, economic and community development agencies and one-stop delivery system partners in workforce development activities. The SBWIB also oversees a local cooperative relationship with the Participating Cities that will most effectively satisfy the labor demand needs of the business community and enhance the economic well-being of individuals in need of workforce development services."

Pursuant to the legislative mandates outlined in the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, for the creation and composition of the Workforce Investment Boards Private Sector and Economic Development Members of the South Bay Workforce Investment Board of Directors must be nominated by local business organizations or business trade associations. Nominees are appointed by the Participating Cities' Mayor and City Council and ratified by the South Bay Workforce Investment Area Chief Locally Elected Official, which is the Mayor and City Council of Inglewood.

Based upon the composition of the SBWIB, the City of Gardena is entitled to three (3) private sector business seats and one (1) economic and community development seat. The business private sector seat held by Mr. John Matheson, Owner of Rotex, has a term of office expiring June 30, 2026. Mr. Matheson has been a valuable member of the Board and has expressed interest in serving another term of office on the SBWIB. Therefore, it is requested that the City of Gardena's Economic Development Advisory Commission please take one of the following actions: (1) re-nominate Mr. John Matheson to the SBWIB, or (2) nominate another individual with optimum policymaking authority within their organization, perhaps an individual holding a upper-level position such as CEO, President, etc., to serve a four-year term of office expiring June 30, 2030. Members are expected to attend our quarterly Board meeting in addition to one

quarterly Committee meeting to which they are assigned. Your efforts in this regard are greatly appreciated.

Please submit your nomination letter to the City Manager, addressed to the City of Gardena Mayor and City Council, to facilitate the appointment process (Sample letter attached for use).

If you have any questions please contact me, or my assistant, Sha'Ron Berry at (310) 970-7700.

Thank you for your continued support of the South Bay Workforce Investment Board.

Sincerely,

Jan Vogel
Executive Director

June 16, 2026

Honorable Mayor and City Council
City of Gardena
1700 West 162nd Street
Gardena, CA 90247

Dear Honorable Mayor and City Council:

On behalf of the City of Gardena's Economic Business Advisory Commission, please accept the nomination of the following individual to be appointed to serve on the South Bay Workforce Investment Board, as a business private sector representative for the City of Gardena:

John Matheson, Owner, Rotex, to serve as a business private sector representative under a new four-year term of office from July 1, 2026, to June 30, 2030.

Thank you for your acceptance.

Sincerely,

Josh Bettencourt
Chairperson

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10H.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approval of a Bingo License for Gardena Valley Japanese Cultural Institute at 1964 West 162nd Street

COUNCIL ACTION REQUIRED:

Staff recommendation: Approve the bingo license for Gardena Valley Japanese Cultural Institute

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council approve a bingo license for the Gardena Valley Japanese Cultural Institute located at 1964 West 162nd Street. Bingo is proposed to be played onsite on Tuesdays and Thursdays from 12PM to 2PM, and during the Matsuri fundraiser event on June 27, 2026 from 4PM to 6:30PM.

After reviewing the responses from applicable departments, it is recommended that the City Council approve the application for a Bingo License with the conditions of approval recommended by staff. The applicant has demonstrated that they will be in compliance with the necessary regulations for approval to renew their bingo license. Attached for the City Council's consideration is the application for the bingo license, Matsuri fundraiser event floor plan, e-mail description of the bingo operations, departmental memoranda with recommended conditions, and investigation reports/memoranda.

FISCAL IMPACT/COST:

The applicant has paid the $50.00 bingo license permit renewal fee in accordance with the Gardena Municipal Code § 5.16.010 and Resolution No. 6702. No further costs or fiscal impacts are anticipated from the granting of such license.

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Attachment No. 1 - Bingo License Application.pdf

Attachment No. 2 - Email Bingo Operation Matsuri Fundraiser and Layout.pdf

Attachment No. 3 - Departmental Reviews and Conditions of Approval.pdf

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

City of Gardena 331
1700 W 162nd St
04/30/2026 13:10:38.000 Reg CASHIER_COMDEV2
Validation Receipt
Payor: GARDENA VALLEY JCI
CHARGES-
0100020033Z20 $ 755.00
TEMPORARY EVENT PERMIT 26 009
BINGO PERMIT RENEWAL
Sub-total $**********805.00
PAYMENT-
Check - CHK## 21545 GARDE$ 755.00
TEMPORARY EVENT PERMIT -2026
BINGO PERMIT RENEWAL -2026
Change $**********0.00

Bingo License Application

Pursuant to the Gardena Municipal Code (GMC) Section 5.16.020, the game of bingo shall not be allowed, played, or conducted except pursuant to a license obtained from the City in the manner provided in this Chapter.

Name of Applicant/Organization (attach statement that applicant is an eligible organization under Section 5.16.030) Gardena Valley Japanese Cultural Institute	
Address Where Bingo Games are to be Held 1964 W. 162nd Street, Gardena, CA 90247	
Occupancy Capacity 50	Length of Time Applicant has Occupied Premises 76 years
Days and Hours Bingo is to be Conducted Tuesdays & Thursdays 12:00 PM to 2:00 PM; and annually at the GVJCI Matsuri Fundraiser in June	
Length of Time Applicant has Conducted Operations in the City 76 years	
Name and Address of Legal Property Owner Gardena Valley Japanese Cultural Institute, 1964 W. 162nd Street, Gardena, CA 90247	

If granted a license, the applicant agrees to conduct bingo games in strict accordance with the provisions of Section 326.5 of the Penal Code of the State and this chapter, as they may be amended from time to time, and agrees that the license to conduct bingo games may be revoked by the City Manager upon the violation of any such provisions.

Where applicable, the applicant shall also submit with its application the appropriate documentation from the exemption division of the Franchise Tax Board of the State showing exemption.

We hereby declare under penalty of perjury that the foregoing is true and correct and that the applicant(s) agrees to comply with all conditions imposed with the issuance of this license.

Signature of Officer Alvin Sakamoto	Date: 4-29-26
Address GVJCI, 1964 W. 162nd, Gardena, CA 90247	
Signature of Officer	Date: 06-17-2026
Address GVJCI, 1964 W. 162nd St., Gardena, CA 90247	

City of Gardena 331
1700 W 162nd St
310-217-9500 / 305141
04/30/2026 13:10:38.000 Reg CASHIER_COMDEV2
Validation Receipt
Payor: GARDENA VALLEY JCI
CHARGES-
0100020033220 $ 755.00
TEMPORARY EVENT PERMIT 26 009
0100020033220 $ 50.00
BINGO PERMIT RENEWAL

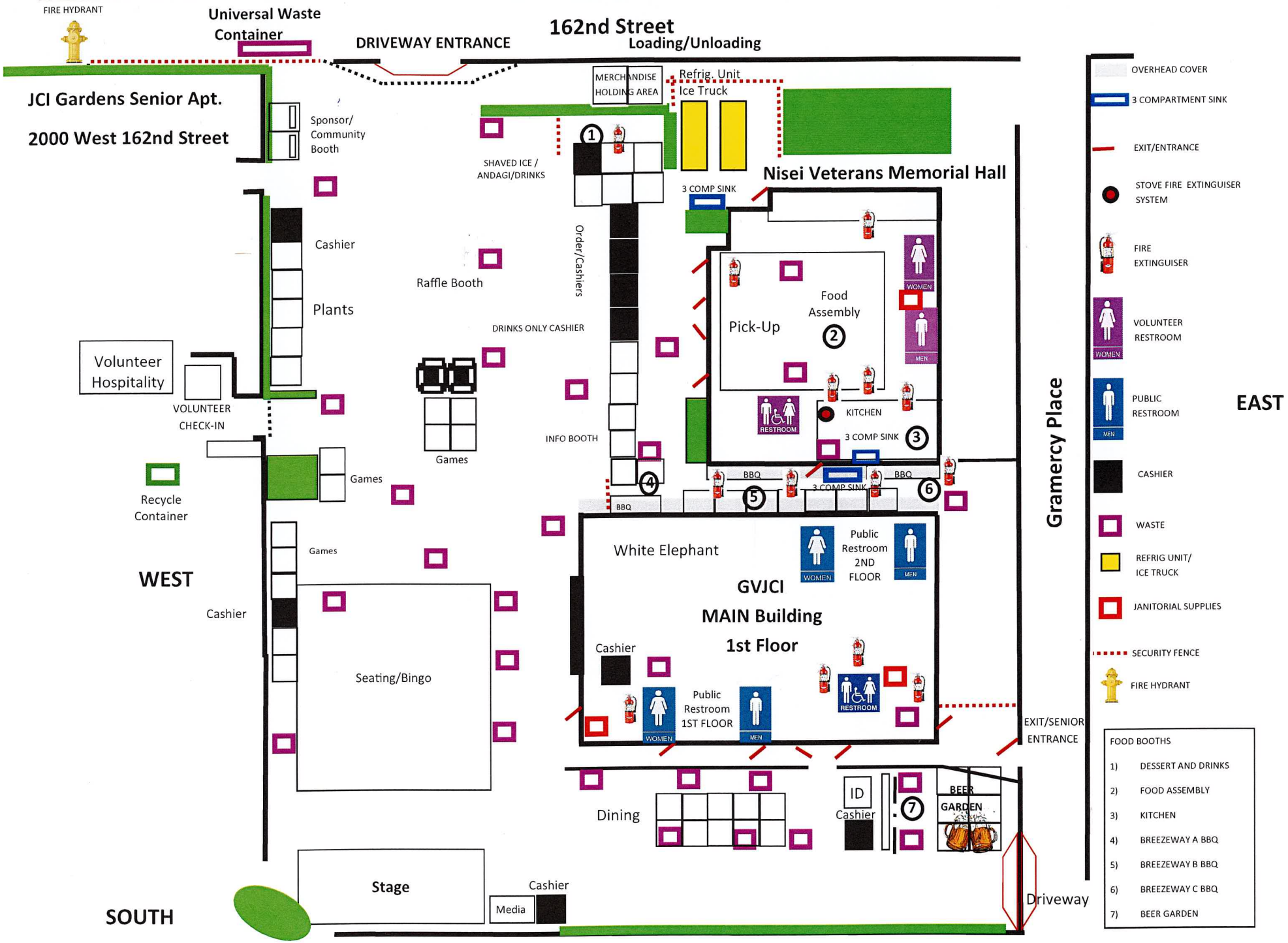
Sub-total $********805.00

PAYMENT-
Check - CHK$# 21545 GARDE$ 755.00
TEMPORARY EVENT PERMIT -2026
Check - CHK# 21551 GARDEN$ 50.00
BINGO PERMIT RENEWAL -2026

Change $**********0.00

2026 GVJCI MATSURI FUNDRAISER

HEALTH DEPT. v1 - 4/3/26



Christopher Pulido

From: Alison Kochiyama <akochiyama@jci-gardena.org>
Sent: Tuesday, June 2, 2026 11:36 AM
To: Christopher Pulido
Cc: Dayana Nava; Lyndon Meighan
Subject: Re: Bingo License Application: GVJCI
Attachments: LAYOUT City of Gardena 6.2.26.pdf

Caution! This message was sent from outside your organization.

Dear Christopher,
Thank you for your email. Here are more details to help to explain the 2026 GVJCI Matsuri's Bingo and Beer Garden activities on June 27, 2026. I've attached the plot plan as a reference.

The hours of Bingo during the 2026 GVJCI Matsuri will be from 4pm-6:30pm. Prior to the 4pm Bingo, this Southwest area will be used for seating for the outdoor stage area.

The Beer Garden will be all contained in an enclosed netted canopy structure in the Southeast area of the Matsuri. The Beer Garden and the Bingo area are around 150 feet apart. There will be only one entrance/exit of the Beer Garden with strict age verification before people enter the canopy. People must drink the beer in the canopy only and beer or any other alcoholic beverages are not allowed in all other parts of the Matsuri including the Bingo area.Our volunteers in the Beer Garden are California TIPS certified.

Please let me know if you have any questions or concerns. If there are adjustments that we need to make, we'll gladly work on them.

Thank you for your assistance,
Alison

Alison Kochiyama *(she/her)*
Executive Director
310-324-6611 ext. 104

Gardena Valley Japanese Cultural Institute | www.jci-gardena.org
1964 W. 162nd Street, Gardena, CA 90247

Click to View All Upcoming Programs/Events:

Follow us on Facebook and Instagram and sign up for our emails through our website and please visit our website frequently for updates.

Save trees. Print only if absolutely necessary.
The information in this email and any attachments may contain proprietary and confidential information that is intended for the addressee(s) only. If you have received this email in error, please immediately contact the sender and delete the e-mail.

On Mon, Jun 1, 2026 at 5:41 PM Christopher Pulido <cpulido@cityofgardena.org> wrote:

Dear Alison Kochiyama,

I am assisting in processing your Bingo License and Temporary Event Permit Applications for the Gardena Valley Japanese Cultural Institute. Upon review of your application for a Bingo License to operate every Tuesday and Thursday from 12:00pm-2:00pm, and at the Annual Matsuri Festival, where a Beer Garden is being proposed, I must ask if you would please clarify the hours you intend to host Bingo games at the Annual Matsuri Festival. Please keep in mind that the Gardena Municipal Code stipulates:

> "No intoxicating liquor or beverage shall be sold, given away, dispensed, consumed or permitted on the premises of the licensee property designated for the playing of **bingo during the hours of bingo operation** on the day or days specified for the particular licensee's bingo operation. No person who is obviously intoxicated shall be allowed to participate in a bingo game." **§ 5.16.160 Bingo games conducted only on property of licensees.**

Please specify how you plan to comply with the referenced Gardena Municipal Code section in order for the Community Development Department to proceed with determining the issuance of your Bingo License and Temporary Event Permits. Please notify us by Thursday June, 4th, 2026. Your prompt response is appreciated.

Sincerely,

Christopher Pulido
Building/Planning Technician | City of Gardena
1700 West 162nd Street | Gardena CA | 90247
Phone 310.217.9548 |cpulido@cityofgardena.org

Website: www.cityofgardena.org

Your feedback is important to us! We invite your feedback to help us enhance our services: :
CDDCustomerSurvey | City of Gardena

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Jo-Anne Burns, Assistant Director of Community Development

DATE: May 11, 2026

FROM: Dayana Nava, Planning Assistant

REF: Temporary Event Permit 2026

SUBJ: Gardena Valley J.C.I. Matsuri Festival
Project Location: 1964 W. 162nd St.

CC:

The Planning Department is recommending approval of a Special Event Permit for Gardena Valley J.C.I. to hold their annual Summer Festival at 1964 West 162nd Street on Saturday, June 27, 2026, provided that the following conditions of approval are met:

1. The Applicant shall comply with all applicable provisions of the Gardena Municipal Code.
2. The Applicant shall contact the Los Angeles County Fire Department one week 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;
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. 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;
5. The Applicant shall have all fire and building safety inspections conducted and approvals prior to the start of the carnival;
6. The event shall comply with rules and regulations of the Americans with Disabilities Act (ADA) at all times.
7. The Applicant shall contact the Health Department and obtain all required permits prior to the start of the carnival;
8. The Applicant shall obtain the appropriate approvals, licenses, and permits from the Department of Alcoholic Beverage Control (ABC) for any on-site sale and consumption of alcohol;
9. The week of the event, the regularly scheduled weekly Thursday bingo event shall be postponed to the event date of Saturday, June 27, 2026.
10. In accordance with the Gardena Municipal Code Section 5.16 all bingo license application must be approved by the City Council it will remain in force for a period of one year and is subject to annual renewal upon filing a renewal application.
11. The driveway shall be kept clear of game booths for emergency vehicles;
12. The Applicant shall deploy trash receptacles at various outdoor food serving areas;
13. The Applicant shall properly dispose of trash at the end of the event (in closed trash bins or containers);
14. The Applicant shall sweep the outdoor area at the end of the day;

15. The Applicant shall call the Community Development Department (310) 217-9530 after the event to schedule a final inspection for issuance of a refund of the clean-up deposit;
16. The Applicant shall cover all on-site drop-inlet catch basins;
17. The Applicant shall ensure that coals used in the preparation of food shall be properly disposed of (viz., after "cool-down", placed in metal containers for subsequent curbside refuse collection);
18. 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 the curb and gutter);
19. 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-stormwater discharges from the event area;
20. The Applicant shall keep the subject property in a neat, clean, and orderly manner at all times;
21. The Applicant shall return the property to its original condition at the conclusion of each event;
22. The Applicant shall pay for all law enforcement and public safety costs incurred by the City.
23. The temporary event permit may be revoked in accordance with Section 18.60.110 of the Gardena Municipal Code.
24. Approval of this permit shall not authorize the construction, establishment, alteration, moving onto, or enlargement of any permanent building, structure, or facility.

Bingo License Conditions of Approval

1. The Applicant shall comply with all provisions of the Gardena Municipal Code within Chapter 5.16.
2. The Applicant shall only host bingo games for the applied Tuesday and Thursday from 12:00 PM to 2:00 PM with the exception to the Summer Festival event week.
3. The week of the Summer Festival event, the regularly scheduled weekly Tuesday and Thursday bingo events shall be postponed to the event date of Saturday, June 27, 2026.
4. The hours of Bingo during the 2026 GVJCI Matsuri's Festival will be held from 4:00 p.m. - 6:30 p.m.
5. Modification and/or renewal of the bingo license shall be filed with the Gardena Business License Division and will be reviewed by the Gardena City Council for approval.

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Fire Department, Police Department, Planning

DATE: May 04, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Valley Japanese Cultural Institute
Owner:	Alison Kochiyama, Executive Director
Location:	1964 W. 162ND St Gardena, CA 90247
Request Approval to:	Hold the Annual Matsuri Festival

Background:

Attached for your information is a request from Gardena Valley Japanese Cultural Institute, located at 1964 West 162nd Street, Gardena, CA 90247 requesting approval to hold their Annual Summer Festival, on Saturday, June 27 2026.

The applicant is also submitting a renewal for their Bingo License (application included) to conduct bingo games which includes hosting bingo at their annual Matsuri Event and Tuesdays and Thursdays 12:00 p.m. to 2:00 p.m.

Please conduct the necessary inspections and/or investigation and reply by the response date of **May 18, 2026**.

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter without further 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)

Department Head Signature	
Date	5/20/2026

MEMORANDUM

GARDENA POLICE DEPARTMENT

TO: Todd Fox
Chief of Police

DATE: May 12, 2026

FROM: Chris Mendez
SIU Detective

REF:

SUBJ: Special Event Permit (Gardena Valley JCI)

CC: Chain of Command

Per Gardena Municipal Code Chapter 18.60.050 the Gardena Police Department recommends the City Council approves the **Temporary Event Permit** for Gardena Valley Japanese Cultural Center Institute hold their Annual Matsuri Festival based on the following results:

- On April 24th, 2026, a completed Temporary Event Permit application was submitted to the City of Gardena Community Development Department by Alison Kochiyama, the Agent in charge of the Gardena Valley JCI at 1964 W. 162nd St in Gardena.

- Alison Kochiyama's background was checked using DMV, WANTS, Tiburon, and Mark43 databases and those results were negative.

- There have been 3 Mark 43 police reports taken by Gardena PD at the location since 2019, but none of the reports were associated directly with the business or with Alison Kochiyama. The reports were related to a commercial vehicle burglary and another theft related report from the location (the business was the victim).

- A calls-for-service check was completed on May 12, 2026. There were 2 recent calls for service since 2022 directly associated with the business. The calls for service were related to a disturbance report and a burglary report. The business was the reporting party for both incidents.

- A business check of Gardena JCI was conducted on the CA Secretary of State website. Gardena Valley JCI is in "Good" standing in all areas and listed Alison Kochiyama as the current Agent.

- The Gardena Valley JCI has been operating at the location for approx. 70 years and has been issued a permit for this event in past years.

- The Gardena Valley JCI will be providing parking for attendees of the event inside their private parking lot and will only be using 162nd St for loading/unloading.

5/12

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Fire Department, Police Department, Planning

DATE: May 04, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Valley Japanese Cultural Institute
Owner:	Alison Kochiyama, Executive Director
Location:	1964 W. 162ND St Gardena, CA 90247
Request Approval to:	Hold the Annual Matsuri Festival

Background:

Attached for your information is a request from Gardena Valley Japanese Cultural Institute, located at 1964 West 162nd Street, Gardena, CA 90247 requesting approval to hold their Annual Summer Festival, on Saturday, June 27 2026.

The applicant is also submitting a renewal for their Bingo License (application included) to conduct bingo games which includes hosting bingo at their annual Matsuri Event and Tuesdays and Thursdays 12:00 p.m. to 2:00 p.m.

Please conduct the necessary inspections and/or investigation and reply by the response date of **May 18, 2026**.

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter without further delay.

Department Response

Name of Department: Police Dept

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	5/12/2026

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Fire Department, Police Department, Planning

DATE: May 04, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Valley Japanese Cultural Institute
Owner:	Alison Kochiyama, Executive Director
Location:	1964 W. 162ND St Gardena, CA 90247
Request Approval to:	Hold the Annual Matsuri Festival

Background:

Attached for your information is a request from Gardena Valley Japanese Cultural Institute, located at 1964 West 162nd Street, Gardena, CA 90247 requesting approval to hold their Annual Summer Festival, on Saturday, June 27 2026.

The applicant is also submitting a renewal for their Bingo License (application included) to conduct bingo games which includes hosting bingo at their annual Matsuri Event and Tuesdays and Thursdays 12:00 p.m. to 2:00 p.m.

Please conduct the necessary inspections and/or investigation and reply by the response date of **May 18, 2026**.

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter without further 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)

Department Head Signature	CA Johnson
Date	5/7/26

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10I.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approval of a Bingo License for Gardena Buddhist Church at 1517 West 166th Street

COUNCIL ACTION REQUIRED:

Staff recommendation: Approve the bingo license for Gardena Buddhist Church.

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council approve a bingo license for the Gardena Buddhist Church at 1517 West 166th Street. Bingo is proposed to be played from 5PM to 9PM within the church's social hall during their Obon Festival event on August 1 and August 2, 2026.

After reviewing the responses from applicable departments, it is recommended that the City Council approve the application for a bingo license with the conditions of approval recommended by staff. The applicant has demonstrated that they will be in compliance with the necessary regulations for approval of a bingo license. Attached for the City Council's consideration is the application for the bingo license, Obon Festival floor plan, Police Department supplemental employment proposal, departmental memoranda with recommended conditions, and investigation reports/memoranda.

FISCAL IMPACT/COST:

The applicant has paid the $50.00 bingo license permit renewal fee in accordance with Gardena Municipal Code § 5.16.010 and Resolution No. 6702. The applicant submitted a Supplemental Employment Proposal requesting two uniformed police officers to assist with security for the Obon Festival, to which the Police Department estimated the need to also employ two Police Assistants. The applicant will be responsible for paying the cost of traffic control and event security after services are rendered. Copies of the Supplemental Employment Proposal may be referenced in the attachments to this agenda item. No further costs or fiscal impacts are anticipated from granting the request of a bingo license.

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Attachment No. 1 - Bingo License Application

Attachment No. 2 - Departmental Reviews and Conditions of Approval

Attachment No. 3 - PD Supplemental Employment Proposal

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

Bingo License Application

Pursuant to the Gardena Municipal Code (GMC) Section 5.16.020, the game of bingo shall not be allowed, played, or conducted except pursuant to a license obtained from the City in the manner provided in this Chapter.

Name of Applicant/Organization (attach statement that applicant is an eligible organization under Section 5.16.030) **GARDENA BUDDHIST CHURCH**	
Address Where Bingo Games are to be Held **1517 W. 166th STREET GARDENA. 90247**	
Occupancy Capacity **150 PERSONS**	Length of Time Applicant has Occupied Premises **80+ YEARS**
Days and Hours Bingo is to be Conducted **OBON FESTIVAL AUGUST 1 & AUGUST 2, 2026. 5:00 pm - 9:00 pm**	
Length of Time Applicant has Conducted Operations in the City **100 YEARS**	
Name and Address of Legal Property Owner **Gardena Buddhist Church 1517 W. 166th Street. Gardena, CA. 90247**	

If granted a license, the applicant agrees to conduct bingo games in strict accordance with the provisions of Section 326.5 of the Penal Code of the State and this chapter, as they may be amended from time to time, and agrees that the license to conduct bingo games may be revoked by the City Manager upon the violation of any such provisions.

Where applicable, the applicant shall also submit with its application the appropriate documentation from the exemption division of the Franchise Tax Board of the State showing exemption.

We hereby declare under penalty of perjury that the foregoing is true and correct and that the applicant(s) agrees to comply with all conditions imposed with the issuance of this license.

Signature of Officer Sharyl Yamada	Date: June 17, 2026
Address 22509 Iris Ave. Torrance, CA. 90505	Sharyl Yamada
Signature of Officer Nadine Kakimoto	Date: June 17, 2026
Address 18225 S. Normandie Ave. Gardena, CA. 90248	Nadine Kakimoto

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Jo-Anne Burns, Assistant Director of Community Development

DATE: May 19, 2026

FROM: Dayana Nava, Planning Assistant

REF: Temporary Event Permit and Bingo License 2026

SUBJ: Gardena Buddhist Church Obon Celebration
Project Location: 1517 W. 166th St.

CC:

The Planning Division is recommending approval of a carnival/festival permit and bingo license for the annual Obon Celebration, for the Gardena Buddhist Church, to be held on Saturday and Sunday, August 1-2, 2026, between the hours of 3:00 pm to 9:00 pm. This year, the event will host Japanese Folk Dancing, food booths, and various games, including bingo, on the property of 1517 W. 166th St. and the street of Halldale Ave. between Gardena Blvd. and 166th St. The temporary event permit and bingo license are subject to approval provided that the following conditions are met:

Carnival/Festival Permit Conditions of Approval

1. No alcohol is to be served, sold, distributed or consumed on the premises on the days of the event.
2. The Applicant shall comply with all applicable ordinances of the Gardena Municipal Code.
3. The Applicant shall contact the Los Angeles County Fire Department one week 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 event.
4. 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.
5. The Applicant shall have all fire and building safety inspections conducted and approved prior to the start of the event.
6. 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.
7. The Applicant shall contact the Health Department and obtain all required permits prior to the start of the event.
8. All canopies and temporary structures must be constructed using fire resistive fabric, as approved by California State Fire Marshal.
9. All canopies and temporary structures must be structurally sound and secured and meet all State, Building, and Fire codes (Assume winds of 80 MPH).
10. The Applicant shall ensure that the driveway is kept clear for emergency vehicles.
11. The Applicant shall ensure that adequate temporary parking will be provided to accommodate the vehicle traffic generated by the temporary use or event, either on-site or at alternate locations acceptable to the review authority.

12. The Applicant shall deploy trash receptacles at various locations of the event.
13. The Applicant shall properly dispose of trash at the end of the event (in closed trash bins or containers).
14. The Applicant shall ensure that coals used in the preparation of food shall be properly disposed of (viz., after "cool-down," placed in metal containers for subsequent curbside refuse collection.)
15. The Applicant shall sweep the outdoor area at the end of the day.
16. The Applicant shall cover all on-site drop-inlet catch basins.
17. 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).
18. 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-stormwater discharges from the event area.
19. The Applicant shall keep the subject property in a neat, clean, and orderly manner at all times.
20. The Applicant shall return the property to its original condition at the conclusion of each event.

Bingo License Conditions of Approval

1. The Applicant shall comply with all provisions of the Gardena Municipal Code within Chapter 5.16
2. In accordance with the Gardena Municipal Code Section 5.16 all bingo license application must be approved by the City Council it will remain in force for a period of one year and is subject to annual renewal upon filing a renewal application.
3. The Applicant shall only host bingo games on the dates and times for which they applied, August 1st and August 2rd, 2026, from 3:00 PM to 9:00 PM.
4. Modifications and/or renewal of the bingo license shall be filed with the Gardena Business License Division and will be reviewed by the Gardena City Council for approval.

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Planning Division

DATE: April 29, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Buddhist Church
Owner:	Sharyl Yamada, Co-Chairperson
Location:	1517 W. 166TH Street Gardena, CA 90247
Request Approval to:	Obon Festival Event

Background:

Attached for your review is a request from the Gardena Buddhist Church, located at 1517 West 166th Street, Gardena, requesting approval to hold their Annual Obon Festival on Saturday, August 1st, and Sunday, August 2rd, 2026. The applicant is also requesting a Bingo Permit to conduct bingo games to be approved by the city council.

Please note that the applicant is requesting the posting of "Temporary No Parking" signs on July 31st 2026. Additionally, they are seeking the closure of Halldale Avenue between Gardena Boulevard and 166th Street from 12:00 noon to 10:00 p.m. on both Saturday and Sunday for a Japanese Folk Dancing event. They would also like access to the city parking lot located east of the Gardena Dear Library for attendees to park during the event. A Supplemental Employment Proposal for Gardena Police Services is attached.

Please conduct the necessary inspections and/or investigation and reply by **May 11, 2026**.

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter.

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)

Department Signature	
Date	4/9/2026

MEMORANDUM

GARDENA POLICE DEPARTMENT

TO: Todd Fox
Chief of Police

DATE: April 29th, 2026

FROM: Chris Mendez
SIU Detective

REF:

SUBJ: Special Event Permit (Obon Festival)

CC: Chain of Command

Per Gardena Municipal Code Chapter 5.04.160 and 5.32.070, the Gardena Police Department recommends that the City Council approves the **Special Event and Bingo Permits** for Gardena Buddhist Church to hold their Annual Obon Celebration based on the following results:

- On April 7th[th], 2026, a completed Special Event Permit/ Bingo Permit Request application was submitted to the City of Gardena Community Development Department by Sharyl Yamada, the Owner in charge of the Gardena Buddhist Church at 1517 W 166th St in Gardena.
- Sharyl Yamada's background was checked using DMV, WANTS, Tiburon, and Mark43 databases and those results were negative.
- There have not been any Mark 43 police reports taken by Gardena PD at the location since 2019, nor were there any reports directly associated with the business or Sharyl Yamada.
- A calls-for-service check was completed on April 29th, 2026. There were 4 recent calls for service since 2022 directly associated with the address of the church. The calls for service were related to an abandoned vehicle parked in front of the location, an illegally parked vehicle, and 2 audible alarms. The business was the reporting party in all incidents.
- A business check of Gardena Buddhist Church was conducted on the CA Secretary of State website. Gardena Buddhist Church is in "Good" standing in all areas and listed Alan Miwa as the current Agent.
- The Gardena Buddhist Church has been operating at the location for approx. 75+ years and has been issued a permit for this event in past years.
- The Gardena Buddhist Church will be providing parking for attendees of the event inside their private parking lot and overflow parking will be on surrounding residential streets (See additional memorandum completed by Investigator Zamudio).
- The Gardena Buddhist Church is also requesting a Bingo Permit, which they have been approved for in past Obon Celebrations.

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Planning Division

FROM: Greg Tsujiuchi, Director

SUBJ: Department Inspection & Investigation Request

DATE: April 29, 2026

REF: Temporary Event Permit 2026

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Buddhist Church
Owner:	Sharyl Yamada, Co-Chairperson
Location:	1517 W. 166TH Street Gardena, CA 90247
Request Approval to:	Obon Festival Event

Background:

Attached for your review is a request from the Gardena Buddhist Church, located at 1517 West 166th Street, Gardena, requesting approval to hold their Annual Obon Festival on Saturday, August 1st, and Sunday, August 2rd, 2026. The applicant is also requesting a Bingo Permit to conduct bingo games to be approved by the city council.

Please note that the applicant is requesting the posting of "Temporary No Parking" signs on July 31st 2026. Additionally, they are seeking the closure of Halldale Avenue between Gardena Boulevard and 166th Street from 12:00 noon to 10:00 p.m. on both Saturday and Sunday for a Japanese Folk Dancing event. They would also like access to the city parking lot located east of the Gardena Dear Library for attendees to park during the event. A Supplemental Employment Proposal for Gardena Police Services is attached.

Please conduct the necessary inspections and/or investigation and reply by **May 11, 2026.**

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter.

Department Response

Name of Department: POLICE DEPT

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 Signature	
Date	5/12/2026

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Planning Division

DATE: April 29, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Buddhist Church
Owner:	Sharyl Yamada, Co-Chairperson
Location:	1517 W. 166TH Street Gardena, CA 90247
Request Approval to:	Obon Festival Event

Background:

Attached for your review is a request from the Gardena Buddhist Church, located at 1517 West 166th Street, Gardena, requesting approval to hold their Annual Obon Festival on Saturday, August 1st, and Sunday, August 2rd, 2026. The applicant is also requesting a Bingo Permit to conduct bingo games to be approved by the city council.

Please note that the applicant is requesting the posting of "Temporary No Parking" signs on July 31st 2026. Additionally, they are seeking the closure of Halldale Avenue between Gardena Boulevard and 166th Street from 12:00 noon to 10:00 p.m. on both Saturday and Sunday for a Japanese Folk Dancing event. They would also like access to the city parking lot located east of the Gardena Dear Library for attendees to park during the event. A Supplemental Employment Proposal for Gardena Police Services is attached.

Please conduct the necessary inspections and/or investigation and reply by **May 11, 2026.**

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter.

Department Response

Name of Department: **Public Works**

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 Signature	K.S
Date	6/3/2026

MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department, Fire Department
Planning Division

DATE: April 29, 2026

FROM: Greg Tsujiuchi, Director

REF: Temporary Event Permit 2026

SUBJ: Department Inspection & Investigation Request

CC:

Type of Application:	Temporary Event Permit
Business:	Gardena Buddhist Church
Owner:	Sharyl Yamada, Co-Chairperson
Location:	1517 W. 166TH Street Gardena, CA 90247
Request Approval to:	Obon Festival Event

Background:

Attached for your review is a request from the Gardena Buddhist Church, located at 1517 West 166th Street, Gardena, requesting approval to hold their Annual Obon Festival on Saturday, August 1st, and Sunday, August 2rd, 2026. The applicant is also requesting a Bingo Permit to conduct bingo games to be approved by the city council.

Please note that the applicant is requesting the posting of "Temporary No Parking" signs on July 31st 2026. Additionally, they are seeking the closure of Halldale Avenue between Gardena Boulevard and 166th Street from 12:00 noon to 10:00 p.m. on both Saturday and Sunday for a Japanese Folk Dancing event. They would also like access to the city parking lot located east of the Gardena Dear Library for attendees to park during the event. A Supplemental Employment Proposal for Gardena Police Services is attached.

Please conduct the necessary inspections and/or investigation and reply by **May 11, 2026**.

Your prompt attention to this matter is greatly appreciated so that we can dispose of the matter.

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)

Department Signature	CA Johnson
Date	4/30/26

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

Supplemental Employment Proposal

Employer's Name Obon Festival Gardena Buddhist Church	Date May 12th, 2026
Employer's Address 1517 W. 166th St. Gardena CA. 90247	Phone No. (310) 383-6425
Local Address	Phone No.
Nature of Current Business Gardena Buddhist Church	
Name of Person to be Contacted Sharyl Yamada	
Address 1517 W. 166th St. Gardena CA. 90247	
Phone No. 323.599.0111	Hours/Days Available 24/7
Type of Work Proposed for City Employees Traffic control and assist event security as needed	
Duration of Proposed Employment August 1st to August 2nd, 2026	From To
Hours of Proposed Employment 1600 hrs. to 2230 hrs.	From To
Days of Proposed Employment (check appropriate days): M ☐ T ☐ W ☐ Th ☐ F ☐ Sat ☑ Sun ☑	
Reason City Employees are Desired Traffic control and assist event security if needed	
List and Special Conditions or Hazards Involved in the Proposed Employment Officers will assist with event security and road closure. Police assistants will assist and monitor road closure.	

City Use Only: Department Review

City Department	Date Rcvd	By
Proposal: ☐ Approved ☐ Not Approved	Date	By

If not approved, state reason:

If approved, list number of personnel required by classification:

Classification of Employee(s)	Number of Employee(s)	Hourly Rate x 1.5	Hours Required	Total Cost
Officer	2	$120/hour	26	$3,120
Police Assistants	2	$15/hour	32	$480

If the employment is ongoing, the annual or monthly deposit required of the employer shall be determined by the City Finance Department.

Verification of Deposit of Funds

Funds Received On (Date)	By
Deposit of Funds Verified (Date)	By

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10J.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Acceptance and Notice of Completion for the Artesia Boulevard Arterial Improvement Project (Phase 2), JN 935

COUNCIL ACTION REQUIRED:

Accept the work and order the recordation of the Notice of Completion.

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommend that the City Council accept the work and order the recordation of the Notice of Completion for the Artesia Boulevard Arterial Improvement Project (Phase 2), JN 935.

The project encompassed approximately one mile of roadway improvements, including traffic signal upgrades at five intersections and asphalt pavement rehabilitation totaling approximately 600,000 square feet. Concrete improvements included the construction and replacement of approximately 3,900 square feet of sidewalk, 534 linear feet of curb and gutter, and 40 ADA-compliant curb ramps, along with select driveway and cross-gutter improvements.

Additional work included the installation of traffic loops, striping and pavement markings, and reflective street name signs. The project also incorporated aesthetic and streetscape enhancements, including cobblestone features, landscaping, and irrigation improvements.

Sufficient funds were appropriated to complete the project using Measure M and Proposition C funds. Upon completion, approximately 10% ($516,316.53) of the approved 18% ($956,000) contingency was expended for project change orders, and the remaining savings will be returned to the original funding sources.

FISCAL IMPACT/COST:

Amount of Expense: $6,189,036 (Construction and Construction Management & Inspections)

Source of Funds: Prop C, Measure R and M Local, and Measure M Highway

APPROVED:



_____
Clint Osorio, City Manager

Attachments

JN 935 NOC Artesia.pdf

RECORDING REQUEST BY AND MAIL TO:

Mina Semenza, City Clerk
City of Gardena
1700 W. 162nd Street
Gardena, CA 90247

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that:

1. The undersigned is the duly authorized representative of the City of Gardena, a Municipal Corporation of the State of California located within the County of Los Angeles in said State at 1700 West 162 Street, Gardena, California 90247.
2. That on the 8th day of October 2024, the City Council of said City entered into contract with DASH Construction Company whose address is 6320 Canoga Avenue, Suite 220, Woodland Hills, CA 91367 for the improvement titled Artesia Boulevard Arterial Improvements Project (Phase 2), JN 935 in accordance with City of Gardena Plans and Specifications.
3. That all of the work and improvement was located at Artesia Blvd from Western Ave to Vermont Ave in said City. The owner of the location is the City of Gardena.
4. That all of the work and improvement contemplated in and under said contract was substantially completed on February 11, 2026.
5. That the City Council formally accepted this work and improvement on June 23, 2026.

The undersigned, being first duly sworn, states: That he is the duly authorized representative of the City of Gardena, the political subdivision of the State of California which conducted the proceedings for the improvement titled Artesia Boulevard Arterial Improvements Project (Phase 2), JN 935 in said City, that he has read the foregoing "Notice of Completion" and knows the facts recited therein are true.

IN WITNESS THEREOF, I have hereunto subscribed my name as the duly authorized representative of said City this ___ day of _____ 2026.

City of Gardena

Kevin Kwak

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10K.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approve Interconnection Agreement with Southern California Edison to Provide Connection between GTrans Solar and Battery System and Edison's Electrical Grid

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Agreement

RECOMMENDATION AND STAFF SUMMARY:

In October 2025, City Council approved a contract to SitelogIQ to design and build a solar photovoltaic (PV) system, battery energy storage system (BESS), and Electric Vehicle (EV) charging system at GTrans' facility located at 13999 S. Western Ave. The project is GTrans' effort to further its transition to zero-emission revenue and non-revenue vehicles, to help reduce reliance on the energy grid, and to generate overall cost savings for the Department by offsetting energy costs during peak periods. Annually, GTrans' new system is designed to generate 876,043 kWh of energy, more than sufficient to accommodate current and future energy needs. The system is projected to generate an annual savings of $235,000 per year on utility bills once in place. The project is currently underway with final design to be submitted for approval and construction, tentatively scheduled to start in fall of 2026.

The California Public Utilities Commission (CPUC) has jurisdiction over investor-owned utilities in the State, and the transmission/distribution systems they operate (electrical grids). Southern California Edison (SCE) is the privately-owned, government-regulated entity that generates, transmits and distributes power for our area. Under the CPUC, Electric Rule 21 is a tariff that outlines the rates, rules and conditions of service for connecting an energy generation and storage system - such as battery storage and solar - to the electrical grid. GTrans' project plans to connect its new solar and battery system to SCE's electrical grid, and thus must comply with Electric Rule 21 by entering into SCE's Interconnection Agreement. The agreement outlines SCE's Electric Rule 21 requirements, which are designed to ensure the connected equipment does not compromise the safety and reliability of the energy grid. The agreement includes requirements for system compliance and installation, permitting, justifications for the system size, equipment warranty, operational and interconnection obligations, utility rights, grid reliability, etc.

Therefore, Staff recommends that the City Council approve the agreement with Southern California Edison to connect GTrans' solar and battery system to the electrical grid, and authorize the Mayor to sign the required document, which has already been reviewed by the City Attorney.

FISCAL IMPACT/COST:

There is no charge for SCE to connect GTrans' system to their electrical grid. GTrans has dedicated federal, state, and local funds for the overall project already included in its FY26 capital budget. There is no impact to the General Fund.

APPROVED:



_____

Clint Osorio, City Manager

Attachments

SBP-173791 City of Gardena Interconnection Agreement.pdf

SOUTHERN CALIFORNIA EDISON COMPANY
NET BILLING TARIFF OR NET ENERGY METERING AND RENEWABLE ELECTRICAL GENERATING FACILITY INTERCONNECTION AGREEMENT FOR GENERATING FACILITIES SIZED ONE MEGAWATT AND SMALLER

This Net Billing Tariff (NBT) or Net Energy Metering (NEM) and Renewable Electrical Generating Facility Interconnection Agreement ("Agreement") is entered into by and between City of Gardena ("Customer"), and Southern California Edison Company ("SCE"), sometimes also referred to herein jointly as "Parties" or individually as "Party."

1. APPLICABILITY

This Agreement is applicable only to Customers who satisfy all requirements of the definition of a Renewable Electrical Generating Facility ("Generating Facility") sized one megawatt (MW) and smaller as set forth in paragraph 1 of subdivision (a) of Section 25741 of the California Public Resources Code and all conditions and requirements as specified in Schedule NEM, Schedule NEM-ST, and Schedule NBT.

2. SUMMARY OF GENERATING FACILITY AND CUSTOMER ACCOUNT

2.1 Generating Facility Identification Number: SBP-173791

2.2 Customer Meter Number: 259000-101650

2.3 Customer Service Account Number: 8017336013

2.4 Applicable Rate Schedule: OtherGS-3-TOU

2.5 Generating Facility Location: 13999 S Western Ave B, Gardena CA 90249

2.5.1 This agreement is applicable only to the Generating Facility described below and installed at the above location. The Generating Facility may not be relocated or connected to SCE's system at any other location without SCE's express written permission.

2.5.2 This Agreement is applicable only to Renewable Electrical Generating Facilities, which includes biomass, solar thermal, photovoltaic, wind, geothermal, fuel cells (using renewable fuel), small hydroelectric generation, digester gas, municipal solid waste conversion, landfill gas, ocean wave, ocean thermal, or tidal current, and any additions or enhancements using such technology.

2.5.3 Renewable Electrical Generating Facilities using fuel cells, municipal solid waste conversion, and small hydroelectric generating will be required to sign an Affidavit (Form 14-912) certifying the following criteria have been met:

a) For purposes of this Agreement, qualifying "solid waste conversion" is defined pursuant to Public Resources Code Section 25741(b)(3).

b) For purposes of qualifying under "fuel cell" using renewable fuels, the Generating Facility must use technology the California Public Utilities Commission ("Commission") determines will achieve reductions in emissions of greenhouse gases and meet emissions requirements for eligibility for funding pursuant to the Self-Generation Incentive Programs.

c) A "small hydroelectric" generating facility is not an eligible Generating Facility if it will cause an adverse impact on instream beneficial uses or cause a change in the volume or timing of streamflow.

2.6 Generating Facility Technology (technologies using the renewable resources reflected above): Solar PV

2.7 Generating Facility Nameplate Rating (kW): 472

2.8 Generating Facility CEC-AC Rating or Equivalent (kW): 515.23

2.9 Estimated annual energy production of Generating Facility (kWh): 876043

2.10 Existing Service: Total annual usage (kWh): 417000

3. **NBT Generating Facility Size Attestation for Existing Service**

3.1 The Generating Facility should be sized such that the total annual output in kWh is primarily used to offset the customer's own annual electrical requirements. For a customer with a SCE account that has 12 or more months of billing history, the most recent 12 months usage is used to determine the estimated size of the Generating Facility. Should the customer elect to oversize their Generating Facility (as compared to the 12-month usage history), the following attestation is required when seeking service under Schedule NBT:

3.2 By initialing each line in the section below, I attest to the following:

_____ The Generating Facility is oversized to meet my expected increased future electrical usage (i.e., increased usage resulting from an electric vehicle or other electrical appliances to support electrification).

_____ The Generating Facility's estimated annual production in kWh is no larger than 150 percent of my most recent 12 months of total usage.

_____ I expect to increase my electrical usage to correspond with the size of my Generating Facility within the next year (12 months after receiving Permission to Operate (PTO)).

_____ I have recently increased my electrical usage and my Generating Facility's estimated annual production in kWh is no larger than 150 percent of my current projected electrical usage over 12 months. This means that additional electrical usage is planned so that my Generating Facility's annual kWh production is not expected to exceed 150 percent of my current usage projected over the first 12 months after PTO.

_____ I understand that SCE reserves the right to further validate that the Generating Facility is sized in accordance with Schedule NBT.

4. **NBT Generating Facility Size Attestation for New service or Customers with Less than 12-Month of Usage History**

4.1 The Generating Facility should be sized such that the total annual output in kWh is primarily used to offset the customer's own annual electrical requirements. For a new customer, or a customer with less than 12 months of billing history, the following attestation is required when seeking service under Schedule NBT:

4.2 By initialing each line in the section below, I attest to the following:

_____ The Generating Facility is sized to meet expected my future electrical usage.

_____ I expect that my electrical usage will correspond to the size of the Generating Facility within the next year (12 months after receiving Permission to Operate (PTO)).

_____ I understand that SCE reserves the right to further validate that the Generating Facility is sized in accordance with Schedule NBT.

5. Equity Customers *(Residential Only)*
To qualify as an Equity customer, Customers must attest to the following:

By initialing each line below, I attest that:

_____ The single-family home listed under 2.5 of this agreement has been validated at SB 535 Disadvantaged Communities | OEHHA (ca.gov) and is confirmed to be located within a disadvantaged community and/ or California Indian Country. *(Required for this section)*

_____ I am the resident-owner of the single-family home in a disadvantaged community (as defined in Decision (D.) 18-06-027).

And/ Or

_____ I am the residential customer who lives in California Indian Country (as defined in D. 20-12-003).

6. METERING AND BILLING:

6.1 Metering requirements and billing procedures shall be set forth in SCE's, Electric Service Provider's and/or Community Choice Aggregator's/Community Aggregator's rate schedule(s) applicable to the electric service account assigned to the location where the Generating Facility is connected.

7. GENERATING FACILITY INTERCONNECTION AND DESIGN REQUIREMENTS:

7.1 Customer shall be responsible for the design, installation, operation, and maintenance of the Generating Facility and shall obtain and maintain any required governmental authorizations and/or permits.

7.2 The Generating Facility shall meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers ("IEEE"), and accredited testing laboratories such as Underwriters Laboratories ("UL"), and, where applicable, rules of the Commission regarding safety and reliability. This requirement shall include, but not be limited to, the provisions of IEEE Standard 929, UL Standard 1741 and SCE's Electric Rule 21 – Generating Facility Interconnections.

7.3 For Customers interconnecting a Generating Facility under the provisions of Schedule NBT or Schedule NEM-ST, the Generating Facility must have a warranty of at least 10 years for all equipment and the associated installation from the system provider. In appropriate circumstances conforming to industry practice, this requirement may rely on and be satisfied by manufacturers' warranties for equipment and separate contractors' warranties for workmanship (i.e., installation). Warranties or service agreements conforming to requirements applicable to the Self-Generation Incentive Program ("SGIP") may also be used for technologies eligible for the SGIP.

7.4 For Customers interconnecting a solar Generating Facility under the provisions of Schedule NBT or Schedule NEM-ST, all major solar system components (including PV panels and other generation equipment, inverters and meters) must be on the verified equipment list maintained

by the California Energy Commission ("CEC"). For all NBT or NEM-ST Generating Facilities, any other equipment, as determined by SCE, must be verified as having safety certification from a Nationally Recognized Testing Laboratory ("NRTL").

7.5 Customer shall not commence parallel operation of the Generating Facility until written approval has been provided to it by SCE. SCE shall normally provide such written approval no later than 30 business days following SCE's receipt of (1) a completed Net Billing Tariff or Net Energy Metering Application including all supporting documents and required payments, (2) a completed signed Net Billing Tariff or Net Energy Metering Interconnection Agreement, and (3) evidence of the Applicant's final electric inspection clearance from the Local Authority having jurisdiction over the Generating Facility. If the 30-day period cannot be met, SCE shall notify Applicant and the Commission of the reason for the inability to process the interconnection request and the expected completion date.

7.6 SCE shall have the right to have its representatives present at the final inspection made by the governmental authority having jurisdiction to inspect and approve the installation of the Generating Facility.

7.7 Customer shall not add generation capacity in excess of the ratings set forth in Sections 2.7 and 2.8 of this Agreement, or otherwise modify the Generating Facility without the prior written permission of SCE.

7.7 Customers interconnecting inverter-based Generating Facilities are required to comply with the requirements of Section L.2-L.4 and Section L.7 of SCE's Electric Rule 21, including configuration of protective settings in accordance with the specifications therein. Verification of compliance with such requirements shall be provided by the Customer upon request by SCE in accordance with SCE's Electric Rule 21.

8. DISCONNECTION, INTERRUPTION OR REDUCTION OF DELIVERIES:

8.1 SCE may require Customer to interrupt or reduce the output of its Generating Facility under the following circumstances:

(a) Whenever SCE deems it necessary in its sole judgment, to construct, install, maintain, repair, replace, remove, investigate, or inspect any of its equipment or any part of its electric system; or

(b) Whenever SCE determines in its sole judgment, that curtailment, interruption, or reduction of Customer's electrical generation is otherwise necessary due to emergencies, forced outages, force majeure, or compliance with prudent electrical practices.

8.2 Notwithstanding any other provision of this Agreement, upon termination of this Agreement or at any time SCE determines the continued parallel operation of the Generating Facility may endanger the public or SCE personnel, or affect the integrity of SCE's electric system or the quality of electric service provided to other customers, SCE shall have the right to require the Generating Facility to be immediately disconnected from SCE's electric system. The Generating Facility shall remain disconnected until such time as SCE is satisfied, in its sole judgment, that the condition(s) causing such disconnection have ended or have been corrected.

8.3 Whenever feasible, SCE shall give Customer reasonable notice of the possibility that interruption or reduction of deliveries may be required.

8.4 Electrical energy and capacity provided to Customer during periods of curtailment or interruption of the output of the Generating Facility shall be provided pursuant to the terms of

the rate schedule(s) applicable to the electric service account to which the Generating Facility is connected.

9. ACCESS TO PREMISES:

SCE may enter Customer's premises at all times, without notice to Customer for emergency purposes only.

(a) To inspect Customer's protective devices or check meter(s); to ascertain there is no power flow; or

(b) To disconnect the Generating Facility and/or service to Customer, whenever in SCE's discretion, a hazardous condition exists and such immediate action is necessary to protect persons, SCE's facilities, or property of others from damage or interference caused by the Generating Facility, or the failure of properly operating protective devices.

SCE will make prior arrangements with the Customer for gaining emergency access to Customer's premises by obtaining keys to a lock box or a padlock or by making other mutually agreeable arrangements.

10. INDEMNITY AND LIABILITY:

10.1 Each Party as indemnitor shall defend, hold harmless, and indemnify the other Party and the directors, officers, employees, and agents of the other Party against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including attorneys' fees) for injury or death to persons, including employees of either Party, and damage to property, including property of either Party, arising out of or in connection with (a) the engineering, design, construction, maintenance, repair, operation, supervision, inspection, testing, protection or ownership of the indemnitor's facilities, or (b) the making of replacements, additions, betterments to, or reconstruction of the indemnitor's facilities. This indemnity shall apply notwithstanding the active or passive negligence of the indemnitee. However, neither Party shall be indemnified hereunder for its loss, liability, damage, claim, cost, charge, demand, or expense resulting from its sole negligence or willful misconduct.

10.2 The indemnitor shall, on the other Party's request, defend any suit asserting a claim covered by this indemnity and shall pay for all costs, including reasonable attorney fees, that may be incurred by the other Party in enforcing this indemnity.

10.3 The provisions of this Section shall not be construed to relieve any insurer of its obligations to pay any insurance claims in accordance with the provisions of any valid insurance policy.

10.4 Except as otherwise provided in Section 9.1, neither Party shall be liable to the other Party for consequential damages incurred by that Party.

10.5 Nothing in this Agreement shall create any duty to, any standard of care with reference to, or any liability to any person who is not a Party to it.

10.6 Notwithstanding the provisions of Section 9.1, Customer shall be responsible for protecting its Generating Facility from damage by reason of the electrical disturbances or faults caused by

the operation, faulty operation, or non-operation of SCE's facilities, and SCE shall not be liable for any such damage so caused.

11. GOVERNING LAW:

This Agreement shall be interpreted, governed, and construed under the laws of the State of California as if executed and to be performed wholly within the State of California.

12. CALIFORNIA PUBLIC UTILITIES COMMISSION:

12.1 This Agreement shall at all times be subject to such changes or modifications by the Commission as the Commission may, from time to time, direct in the exercise of its jurisdiction.

12.2 Notwithstanding any other provisions of this Agreement, SCE has the right to unilaterally file with the Commission, pursuant to the Commission's rules and regulations, an application for change in rates, charges, classification, service, or rule or any agreement relating thereto.

13. AMENDMENT, MODIFICATIONS, WAIVER OR ASSIGNMENT:

13.1 This Agreement may not be altered or modified by either of the Parties, except by an instrument in writing executed by each of them.

13.2 None of the provisions of this Agreement shall be considered waived by a Party unless such waiver is given in writing. The failure of a Party to insist in any one or more instances upon strict performance of any of the provisions of this Agreement or to take advantage of any of its rights hereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such rights for the future, but the same shall continue and remain in full force and effect.

13.3 This Agreement shall supersede any existing agreement under which Customer is currently operating the Generating Facility identified in Section 2, herein, and any such agreement shall be deemed terminated as of the date this Agreement becomes effective.

13.4 This Agreement contains the entire agreement and understanding between the Parties, their agents, and employees as to the subject matter of this Agreement. Each party also represents that in entering into this Agreement, it has not relied on any promise, inducement, representation, warranty, agreement or other statement not set forth in this Agreement.

13.5 A new Customer of Record or New Party In ("NPI") who owns, leases, or rents a premises with an operating NBT or NEM Generating Facility, previously approved by SCE for Parallel Operation, does not have to submit a new interconnection agreement as long as the Customer meets the requirements of Schedule NEM, Schedule NEM-ST, or Schedule NBT as applicable. This will also apply to premises where the developer/contractor establishes the interconnection, so that the Customer who buys/rents/leases the premises will not have to re-submit and sign a new interconnection agreement.

A new Customer of Record or NPI, who owns, rents or leases a premises that includes NBT or NEM Generating Facilities with a capacity of 30 kW or less, that were approved by SCE for Parallel Operation prior to the new Customer or NPI moving in and/or taking electric service with SCE will take service on Schedule NEM, Schedule NEM-ST or Schedule NBT as applicable, as long as the requirements of this section are met in accordance with the transition provisions contained in Schedules NBT, NEM and NEM-ST, as applicable. To be eligible, the

new Customer or NPI must (1) ensure that the Generating Facility is compliant with all applicable safety and performance standards as delineated in SCE's Electric Rule 21 and other applicable tariffs in effect at the time of initial approval for Parallel Operation; (2) keep in force the amount of property, commercial general liability and/or personal liability insurance the NPI or new Customer has in place at the time it initiates service on this tariff; and, (3) understand that SCE may from time to time release to the CEC and/or the Commission, information regarding the new Customer or NPI's Generating Facility, including NPI or new Customer's name and Generating Facility location, capacity and operational characteristics. SCE will provide the NPI or new Customer with (i) a copy of the interconnection agreement in effect and as signed by the previous customer, which will remain unchanged, (ii) a copy of the Solar Billing Plan on operation and billing, and (iii) SCE's website information on the NBT, NEM or NEM-ST tariffs.

13.6 A new Customer or NPI who owns, rents or leases a premises that includes a NBT or NEM Generating Facility above 30 kW will need to sign a new interconnection agreement. If no changes are made to the interconnection facilities, the agreement will have identical terms and conditions as the ones approved for the previous customer.

14. NOTICES:

14.1 Any notice required under this Agreement shall be in writing and mailed at any United States Post Office with postage prepaid and addressed to the Party, or personally delivered to the Party, at the address below. Changes in such designation may be made by notice similarly given. All written notices shall be directed as follows:

SOUTHERN CALIFORNIA EDISON COMPANY:
Attn: NBT Program Administrator
SCE Customer Solar & Self Generation
P.O. Box 800
Rosemead, CA 91770

CUSTOMER:
City of Gardena
1700 W 162nd St. Gardena, CA 90247

14.2 Customer's notices to SCE pursuant to this Section shall refer to the Generating Facility Identification Number that is set forth in Section 2.1

15. TERM AND TERMINATION OF AGREEMENT:

15.1 This Agreement shall become effective when SCE issues written authorization to interconnect the Generating Facility after receipt of all required documents and payments, and this completed Agreement signed by the Customer and SCE, and shall remain in effect thereafter from month to month unless terminated by either Party on thirty (30) days' prior written notice in accordance with Section 14.

15.2 This Agreement shall terminate, without notice, upon: (a) termination of the electric distribution service provided to Customer by SCE; or (b) changes to Customer's electric load which cause Customer to no longer satisfy all requirements of the definition of an Eligible Customer-Generator, as set forth in Sections 2827(b)(4) or 2827.1(a) of the California Public Utilities Code; or (c) termination of Customer's NBT or NEM arrangements with its Electric Service Provider, Community Choice Aggregator or Community Aggregator.

15.3 Pursuant to Public Utilities (PU) Code Section 769.2 and California Public Utilities Commission (CPUC or Commission) Decision 23-11-068, if the Customer-Generator's contractor is found to have willfully violated Section 769.2 of the PU Code by failing to pay its workers a prevailing wage, the Renewable Electrical Generating Facility is ineligible to participate on a tariff developed pursuant to PU Code Sections 2827 or 2827.1. Upon notice of a determination of a willful violation of Section 769.2 by the Department of Industrial Relations or a court, SCE shall transition the Renewable Electrical Generating Facility (after the required 30/60-day notification)[1] to the Public Utility Regulatory Policies Act of 1978 (PURPA) compliant tariff. All the terms and conditions of this agreement will remain in effect except that the Customer/Producer will not receive billing under tariffs developed pursuant to 2827 or 2827.1, including but not limited to NEM or NBT. (N)

The Customer/Producer has the right to choose an alternate applicable tariff before or after the transition. If the Customer/Producer does not choose another applicable tariff in advance of the next billing cycle, the billing will transition to the PURPA compliant tariff to avoid any delay in billing. Customer/Producer will remain on the PURPA compliant tariff (or other applicable tariff if available and chosen by the Customer/Producer) unless the willful wage violation is reversed or nullified by the determining body.

This provision does not apply to the following Customers that are being served by tariffs pursuant to PU Code 2827 and 2827.1:

(1) Residential Renewable Electrical Generating Facilities that have a maximum generating capacity of 15 kilowatts or less of electricity;
(2) Residential Renewable Electrical Generating Facilities installed on a single-family home;
(3) Public Work projects that are subject to Article 2 of Chapter 1 of Part 7 of Division 2 of the Labor Code;
(4) Renewable Electrical Generating Facilities that serve only a modular home, a modular home community, or multi-unit housing that has two or fewer stories. (N)

16. TRANSITION PROVISIONS:

16.1 Customers receiving service on Schedule NEM, or who have submitted all documentation necessary for receiving service on Schedule NEM, prior to SCE reaching its NEM trigger level or July 1, 2017, whichever is earlier, are subject to the transition provisions as outlined in Schedule NEM.

16.2 Customers receiving service on Schedule NEM-ST, or who have submitted all documentation necessary for receiving service on Schedule NEM-ST, are subject to the transition provisions as outlined in Schedule NEM-ST.

16.3 Customers receiving service on Schedule NBT, or who submit application on or after April 15, 2023 are subject to the transition provisions as outlined in Schedule NBT.

17. REQUIRED DISCLOSURE

[1] Pursuant to Decision 23-11-068, Customers with single generating account with no benefitting/aggregated account will get a 30-day notice. Customers with single generating account with benefitting/aggregated accounts will get a 60-day notice.

All customers must: Accept that SCE may release to the California Energy Commission, the California Public Utilities Commission, and/or other state agencies, information regarding the Customer's facility, including such Customer's name and Renewable Electrical Generating Facility location, capacity, and operational characteristics. Pursuant to CPUC Decisions 14-11-001, 21-06-026, and 23-11-068, SCE is required to provide certain data, including, but not limited to, confidential Customer information, to the CPUC, its contractors, the California Department of Consumer Affairs Contractors State License Board, the California Department of Financial Protection & Innovation, and the California Department of Industrial Relations. As a condition of receiving service under this tariff, the eligible customer authorizes SCE to release any and all information provided in the Interconnection Request to the entities identified above without further notification or consent. For Renewable Electrical Generating Facilities that are subject to Pub. Util. Code § 769.2, in addition to consenting to SCE sharing the data or information with those regulatory entities, Customer also consents to those entities making that information publicly available.

18. SIGNATURES:

This Agreement may be executed in counterparts, and by Electronic Signature on the part of SCE and/or the Customer, and copies of a Party's signed signature page may be transmitted to the other Party by facsimile or other electronic means. Copies of the signature page so transmitted may be used for the purpose of enforcing the terms of this Agreement as though they were originals and will not be made inadmissible in any legal or regulatory proceeding concerning this Agreement on the basis of the Best Evidence Rule or similar rule of admissibility.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective as provided in Section 15.1 above.

CUSTOMER		**SOUTHERN CALIFORNIA EDISON COMPANY**	
By:		By:	/s/ Kahj Kensen
Name:		Name:	Kahj Kensen
Title:		Title:	Senior Supervisor
Date:		Date:	5/21/2026

APPENDIX A (N)

(If Applicable)

ADDITIONAL TERMS AND CONDITIONS FOR LIMITED GENERATION PROFILE FACILITIES

(Applicable only to LGP Facilities)

1. LGP Facility Configuration

   1.1 Circuit Name / Feeder ID: _____.

   1.2 Node ID / Line Section ID: _____.

   1.3 Make/Model of Certified PCS System: _____.

2. Power Control System Requirements for An LGP Facility

   The following are minimum requirements for limited export systems that use a certified power control systems (PCS) with a response time (as defined in UL 3141) of no more than two seconds to maintain a level of export that is capped at the approved Limited Generation Profile (LGP) value at the Point of Common Coupling (PCC) with the utility.

   2.1 Use a PCS that is certified to the UL 3141 certification standard with integrated schedule. The Nationally Recognized Testing Lab (NRTL) evaluation must have determined that the PCS conforms to the export limiting functionality in accordance with the relevant UL published standard.

   2.2 Use a PCS that is certified with a response time (as defined in UL 3141) of two seconds or less as provided in the PCS's specification data sheets.

   2.3 The PCS must reduce export at the PCC to the approved export limit, or less, within two seconds of exceeding the approved export limit. A PCS that is certified with a response time (as defined in UL 3141) of two seconds or less, and a time to reach steady state of ten seconds or less, meets this requirement.

   2.4 Set the PCS to not exceed the maximum allowed level of export at the PCC specified in the Limited Generation Profile (LGP) attached herein to the Generator Interconnection Agreement (see Section 5, below).

   2.5 Use only UL 1741-listed grid-support Non-Islanding inverters as approved by this tariff.

   2.6 Maintain voltage fluctuations at the limits specified in Electric Rule 2.

3. Telemetry Requirements for An LGP Facility

   An LGP Facility without Automated Metering Infrastructure (AMI) must provide telemetry to the distribution operations control center designated by Distribution Provider, where the telemetry monitors power flows at the Generating Facility's PCC. (N)

(N)

3.1 For an LGP Facility with generator nameplate under 1 MW, Automated Metering Infrastructure (AMI) data will be used to monitor export at the PCC. If AMI is not available, telemetry monitoring export at the PCC will be required at the Producer's expense.

3.2 For an LGP Facility project with generator nameplate greater than or equal to 1 MW, telemetry is required. If telemetry is monitoring only the generator output, Distribution Provider has the ability to use AMI data, if available, to monitor export at the PCC. If AMI is not available, or Customer opts out, telemetry at the PCC will be required at the Producer's expense.

4. Operation and Performance of An LGP Facility

Distribution Provider will monitor compliance of the LGP Facility with the LGP values (the format of which is shown in Section 5 below) provided as follows:

4.1 If at any time during the operation of the LGP Facility, Distribution Provider identifies that exports at the PCC exceed the agreed upon LGP values, but such exports do not immediately cause a safety and/or reliability concern, Customer will be notified by Distribution Provider. Customer will then be required to take remedial action within 15 Business Days of notification to conform to the agreed LGP values. If remedial action is not taken within 15 Business Days from the date of being notified, the Permission To Operate (PTO) will be revoked in accordance with the Customer's Generator Interconnection Agreement and the Generating Facility must be disconnected such that it does not operate in parallel with the grid. Distribution Provider reserves the right to confirm that the Generating Facility is not operating in parallel with the grid and may provide procedures to ensure the Generating Facility is not reconnected, without Distribution Provider’s prior approval and in a manner that would allow parallel operation with the grid.

4.2 If at any time during the operation of the LGP Facility, Distribution Provider identifies that exports at the PCC exceed agreed upon LGP values, and such exports impose an immediate safety and reliability concern, Distribution Provider will take immediate action to prevent the Generating Facility from operating in parallel with the grid. Such action may include disconnecting the Customer from the grid at the PCC. Distribution Provider will provide notice of the action taken and Customer will then be required to take remedial action. Customer will be required to demonstrate, at Distribution Provider’s sole discretion, that remedial actions have been taken within 15 Business Days from notice or cessation of parallel operation with the grid, to ensure that the LGP Facility can resume parallel operation with the grid and operate within the LGP values. If remedial action is not demonstrated within 15 Business Days from the date of the notification or cessation of parallel operation with the grid, the PTO will be revoked in accordance with the Customer's Generator Interconnection Agreement and the Generating Facility must continue not to operate in parallel with the grid. Distribution Provider reserves the right to confirm that the Generating Facility is not operating in parallel with the grid and may provide procedures to ensure the (N)
(N)

Generating Facility is not reconnected, without Distribution Provider's prior approval and in a manner that would allow parallel operation with the grid.

4.3 Upon revocation of the PTO of the LGP Facility as a result of Customer's failure to take remedial action, per sections 4.1 and 4.2 above, the LGP Facility will remain indefinitely prohibited from operating in parallel with the grid without Distribution Provider imposing additional requirements. Customer may submit a new Interconnection Request for the Generating Facility under any applicable CPUC or FERC tariff.

5. IOU-Approved LGP Values (based on the Customer's Selected LGP Configuration):

MT_FILE_INFO_TYPE	SCH-PS
MT_SCHEDULE_FORMAT_VERSION	1.0
MT_UTILITY_NAME	[Prepopulated]
MT_ASSOCIATED_FEEDER	[Prepopulated]
MT_ASSOCIATED_NODE	[Prepopulated]
COMMENT	LAST_ICA_REFRESH_DATE: [Prepopulated]
COMMENT	SELECTED_LGP_CONFIGURATION: [24-Hourly], [Block], [18-23-Fixed]

SCHEDULE_ENTRY	START_DATE	EFFECTIVE_DAY_TYPE	START_TIME	EXPORT_LIMIT_WATTS
SCHEDULE_ENTRY	01/01	ALL	00:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	01:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	02:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	03:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	04:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	05:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	06:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	07:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	08:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	09:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	10:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	11:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	12:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	13:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	14:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	15:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	16:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	17:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	18:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	19:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	20:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	21:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	22:00	[INSERT VALUE]
SCHEDULE_ENTRY	01/01	ALL	23:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	00:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	01:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	02:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	03:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	04:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	05:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	06:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	07:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	08:00	[INSERT VALUE]

(N)
(N)

SCHEDULE_ENTRY	02/01	ALL	09:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	10:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	11:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	12:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	13:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	14:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	15:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	16:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	17:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	18:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	19:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	20:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	21:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	22:00	[INSERT VALUE]
SCHEDULE_ENTRY	02/01	ALL	23:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	00:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	01:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	02:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	03:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	04:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	05:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	06:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	07:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	08:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	09:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	10:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	11:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	12:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	13:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	14:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	15:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	16:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	17:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	18:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	19:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	20:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	21:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	22:00	[INSERT VALUE]
SCHEDULE_ENTRY	03/01	ALL	23:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	00:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	01:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	02:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	03:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	04:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	05:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	06:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	07:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	08:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	09:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	10:00	[INSERT VALUE]
SCHEDULE_ENTRY	04/01	ALL	11:00	[INSERT VALUE]
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City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 10L.
Section: CONSENT CALENDAR
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approve Agreement between the Los Angeles County Metropolitan Transportation Authority and the City of Gardena for GTrans Expansion Bus/Vehicles and Associated Infrastructure Projects

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Agreement

RECOMMENDATION AND STAFF SUMMARY:

GTrans was awarded $12,375,000 in funding through the South Bay Cities Council of Governments (SBCCOG) under the Measure R South Bay Transit Investments Program. These funds, administered through the Los Angeles County Metropolitan Transportation Authority (Metro), will support the purchase of expansion buses and associated infrastructure improvements. The funding will support the acquisition of the double-deck buses recently approved by City Council, design and construction of any required infrastructure modifications, and the purchase of additional expansion/expanded capacity revenue vehicles planned for the near future. The Metro Board approved the project in September 2025.

The agreement provides funds on a reimbursement basis for eligible expenditures. GTrans is required to submit project documentation to Metro in order to receive the reimbursement.

Therefore, it is recommended that Council authorize the execution of a funding agreement between the Los Angeles County Metropolitan Transportation Authority and the City of Gardena for GTrans' Expansion Bus/Vehicles and Associated Infrastructure Projects.

FISCAL IMPACT/COST:

Funds for this project were included in the capital budget for FY27 and will be included in capital budgets in subsequent years for Council consideration. Specific expenditures and/or obligations against these funds will come before City Council for approval as required. There is no impact to General Fund.

APPROVED:



_____
Clint Osorio, City Manager

Attachments

MR524.03_GTrans_Expansion_Buses_and_Infrastructure_Project_MOU.pdf

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MEASURE R TRANSIT INVESTMENT FUNDING AGREEMENT

This Funding Agreement ("FA") is made and entered into effective as of July 1, 2026 ("Effective Date"), and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of Gardena ("GRANTEE") for GTRANS: Purchase of up to 15 Expansion Buses, LACMTA Project ID# MR524.03, (the "Project"). This Project is eligible for funding under Line 17A of the Measure R Expenditure Plan.

WHEREAS, LACMTA adopted Ordinance #08-01, the Traffic Relief and Rail Expansion Ordinance, on July 24, 2008 (the "Ordinance"), which Ordinance was approved by the voters of Los Angeles County on November 4, 2008 as "Measure R" and became effective on January 2, 2009.

WHEREAS, LACMTA Board, at its July 22, 2021 meeting, approved the amendment to the Measure R Ordinance (the "Ordinance"), on which allow the transfer between the highway and transit subfunds and added a program of transit projects in the Measure R South Bay Transit Investment Program.

WHEREAS, the LACMTA Board, at its September 23, 2021 meeting, approved programmed $12,375,000, in Measure R funds to GRANTEE for Construction Capital, subject to the terms and conditions contained in this FA; and

WHEREAS, the LACMTA Board, delegated administrative authority to modify the scope of work of projects and project development phases consistent with eligibility requirements; and

WHEREAS, the funding set forth herein is intended to fund Plans, Specifications and Estimates (PS&E) and Construction Capital of the Project.

WHEREAS, the LACMTA Board, at its September 22, 2022, September 28, 2023, September 26, 2024 and September 25, 2025 meeting, approved reprogramming of the Measure R Funds previously approved; and

WHEREAS, the Funds are currently programmed as follows: $700,000 in Measure R Funds in Fiscal Years (FY) 2026-27; $6,500,000 FY 2027-28; and $5,175,000 FY 2028-29. The total designated for Construction Capital of the Project is **$12,375,000**.

WHEREAS, a Letter of No Prejudice (LONP) was issued for the Project on February 23, 2026 allowing the GRANTEE to spend its local match funds in the amount up to $700,000 for the (PS&E) and Construction Capital phases of the Project.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this FA consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Part I – Specific Terms of the FA

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2. Part II – General Terms of the FA
3. Attachment A – Project Funding
4. Attachment B – Measure R Expenditure Plan Guidelines
5. Attachment B-1 – Expenditure Plan - Cost & Cash Flow Budget
6. Attachment C – Scope of Work
7. Attachment D – Project Reporting and Expenditure Guidelines
8. Attachment D-1 – intentionally omitted
9. Attachment D-2 – Quarterly Progress/Expenditure Report
10. Attachment E – Bond Requirements
11. Any other attachments or documents referenced in the above documents

In the event of a conflict, the Special Grant Conditions, if any, shall prevail over the Specific Terms of the FA and any attachments and the Specific Terms of the FA shall prevail over the General Terms of the FA.

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IN WITNESS WHEREOF, the parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____ Date: _____
Stephanie Wiggins
Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____ Date: _____
Deputy

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GRANTEE:

CITY OF GARDENA

By: _____ Date: _____
Tasha Cerda
Mayor

APPROVED AS TO FORM:

By: _____ Date: 6/11/2026
Carmen Vasquez
City Attorney

ATTEST:

By: _____ Date: _____
Mina Semenza
City Clerk

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PART I
SPECIFIC TERMS OF THE FA

1. Title of the Project (the "Project"): GTRANS: Purchase of up to 15 Expansion Buses-Plans, Specifications and Estimates (PS&E) and Construction Capital. LACMTA Project ID# MR524.03.

2. Grant Funds:

2.1 Programmed Funds for this Project consist of the following: Measure R Funds.

2.2 To the extent the Measure R Funds are available; LACMTA shall make to GRANTEE a grant of the Measure R funds in the amount of $12,375,000 (the "Fund") for the Project. LACMTA Board of Directors' action of September 23, 2021, granted the Measure R Funds for the Project. LACMTA Board of Directors' actions of September 22, 2022, September 28, 2023, September 26, 2024 and September 25, 2025, reprogrammed the Measure R Funds for the Project. The Funds are programmed over three years for Fiscal Years (FY) 2026-27, FY 2027-28 and FY 2028-29.

3. This grant shall be paid on a reimbursement basis. GRANTEE must provide the appropriate supporting documentation with the Quarterly Progress/Expenditure Report. GRANTEE Funding Commitment, if applicable, must be spent in the appropriate proportion to the Funds with each quarter's expenditures. LACMTA will withhold **five percent (5%)** of eligible expenditures per invoice as retention pending an audit of expenditures and completion of scope of work.

4. **Attachment A** the "Project Funding" documents all sources of funds programmed for the Project as approved by LACMTA. The Project Funding includes the total programmed funds for the Project, including the Funds programmed by LACMTA and, if any, the GRANTEE Funding Commitment of other sources of funding. The Project Funding also includes the fiscal years in which all the funds for the Project are programmed. The Funds are subject to adjustment by subsequent LACMTA Board Action.

5. **Attachment B-1** is the Expenditure Plan- Cost & Cash Flow Budget (the "Expenditure Plan"). It is the entire proposed cash flow, the Budget and financial plan for the Project, which includes the total sources of all funds programmed to the Project, including GRANTEE and other entity funding commitments, if any, for this Project as well as the fiscal year and quarters the Project funds are anticipated to be expended. GRANTEE shall update the Expenditure Plan annually, no later than December 31, and such update shall be submitted to LACMTA's Senior Executive Officer of Construction & Engineering in writing. If the LACMTA's Senior Executive Officer of Construction & Engineering concurs with such updated Expenditure Plan in writing, Attachment B-1 shall be replaced with the new Attachment B-1 setting forth the latest approved Expenditure Plan. Payments under this FA shall be consistent with Attachment B-1 as revised from time to time. Any change to the final milestone date must be made by a fully executed amendment to this FA.

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6. **Attachment C** is the "Scope of Work". The GRANTEE shall complete the Project as described in the Scope of Work. This Scope of Work shall include a detailed description of the Project and the work to be completed, including anticipated Project milestones and a schedule consistent with the lapsing policy in Part II, Section 9, and a description of the Project limits, if applicable. No later than December 31 of each year, GRANTEE shall notify LACMTA if there are any changes to the final milestone date set forth in the schedule or any changes to the Scope of Work. If LACMTA agrees to such changes, the parties shall memorialize such changes in an amendment to this FA. Work shall be delivered in accordance with the schedule and scope identified in this FA unless otherwise agreed to by the parties in writing in an amendment to this FA. If GRANTEE fails to meet milestones or fails to deliver the Project, LACMTA will have the option to suspend or terminate the FA for default as described in Part II, Sections 2, 9, 10 and 11 herein below. To the extent interim milestone dates are not met but GRANTEE believes and can show documentation acceptable to LACMTA supporting GRANTEE'S ability to make up the time so as to not impact the final milestone date, GRANTEE shall notify LACMTA of such changes in its Quarterly Progress/Expenditure Reports and such interim milestone dates will automatically be amended to the latest interim milestone dates provided in the Quarterly Progress/Expenditure Reports Attachment D-2. In no event can the final milestone date be amended by a Quarterly Progress/Expenditure Report.

7. No changes to this FA, including but not limited to the Funds, and any other source of funds from LACMTA in the Project Funding, Expenditure Plan or the Scope of Work shall be allowed without an amendment to the original FA, approved and signed by both parties.

8. **Attachment D** is the "Project Reporting & Expenditure Guidelines". GRANTEE shall complete the "Quarterly Progress/Expenditure Report". The Quarterly Progress/ Expenditure Report are attached to this FA as Attachment D-2 in accordance with Attachment D – Project Reporting and Expenditure Guidelines.

9. LACMTA anticipates it may need to avail itself of lower cost bonds or other debt, the interest on which is tax exempt for federal tax purposes and/or Build America Bonds as defined in the American Reinvestment and Recovery Act of 2009 or similar types of bonds (collectively, the 'Bonds") to provide at least a portion of its funding commitments under this Agreement to GRANTEE. GRANTEE shall ensure that the expenditure of the Funds disbursed to GRANTEE does not jeopardize the tax-exemption of the interest, the Federal subsidy payment or the tax credit, as applicable, as specified in the Bond Requirements attached as **Attachment E** to this Agreement. GRANTEE agrees to provide LACMTA with progress reports, expenditure documentation, and any other documentation as reasonably requested by LACMTA and necessary for LACMTA to fulfill its responsibilities as the grantee or administrator or bond issuer of the Funds. With regard to LACMTA debt financing to provide any portion of the Funds, GRANTEE shall take all reasonable actions as may be requested of it by LACMTA's Project Manager for the Project, to assist LACMTA in demonstrating and maintaining over time, compliance with the relevant sections of the Federal Tax Code to maintain such bonds tax status.

10. No changes to the (i) Grant amount, (ii) Project Funding, (iii) the Scope of Work (except as provided herein), (iv) Final milestone date or (v) Special Grant Conditions, shall be allowed without a written amendment to this FA, approved and signed by the LACMTA Chief Executive

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Officer or his/her designee and GRANTEE. Modifications that do not materially affect the terms of this FA, such as redistributing Funds among existing budget line items or non-material schedule changes must be formally requested by GRANTEE and approved by LACMTA in writing. Non-material changes are those changes which do not affect the grant amount or its schedule, Project Funding, or the Scope of Work, including the Work schedule.

11. LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Annie Chou
LACMTA Project Manager
Mail Stop 99-23-3
Phone (213) 418-3453
E-mail choua@metro.net

12. GRANTEE's Address:

Agency: City of Gardena
Address: 13999 S. Western Ave Gardena CA, 90249
Attention: Dana E. Pynn, Transit Administrative Officer
Phone: 310.965.8811
Email: dpynn@gardenabus.com

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PART II
GENERAL TERMS OF THE FA

1. TERM

The term of this FA shall commence on the Effective Date of this FA, and shall terminate upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to GRANTEE. All eligible Project expenses as defined in the Reporting and Expenditure Guidelines (Attachment D), incurred after the FA Effective Date shall be reimbursed in accordance with the terms and conditions of this FA unless otherwise agreed to by the parties in writing.

2. SUSPENSION OR TERMINATION

Should LACMTA determine there are insufficient Measure R Funds available for the Project, LACMTA may suspend or terminate this FA by giving written notice to GRANTEE at least thirty (30) days in advance of the effective date of such suspension or termination. If a Project is suspended or terminated pursuant to this section, LACMTA will not reimburse GRANTEE any costs incurred after that suspension or termination date, except those costs necessary to: (i) to return any facilities modified by the Project construction to a safe and operable state; and (ii) suspend or terminate the construction contractor's control over the Project. LACMTA's share of these costs will be consistent with the established funding percentages outlined in this FA.

3. INVOICE BY GRANTEE

Unless otherwise stated in this FA, the Quarterly Progress/ Expenditure Report, with supporting documentation of expenses, Project progress and other documents as required, which has been pre-approved by LACMTA, all as described in Part II, Section 6.1 of this FA, shall satisfy LACMTA invoicing requirements. Grantee shall only submit for payment the LACMTA pre-approved Quarterly Progress/ Expenditure Report Packets to the LACMTA Project Manager at the email address shown in Part I and to LACMTA Accounts Payable Department as shown below.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)
or
mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
All invoice material must contain the following information:
Re: LACMTA Project ID# MR524.03 and FA# FA9200000000MR52403
Annie Chou; Mail Stop 99-23-3

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4. USE OF FUNDS

4.1 GRANTEE shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the specifications for use for the transportation purposes described in the Ordinance.

4.2 Attachment C shall constitute the agreed upon Scope of Work between LACMTA and GRANTEE for the Project. The Funds, as granted under this FA, can only be used towards the completion of the Scope of Work detailed in Attachment C.

4.3 GRANTEE shall not use the Funds to substitute for any other funds or projects not specified in this FA. Further, GRANTEE shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment C) without an amendment to the FA approved and signed by the LACMTA Chief Executive Officer or his Designee. To the extent LACMTA provides GRANTEE with bond or commercial paper proceeds, such Funds may not be used to reimburse for any costs that jeopardize the tax exempt nature of such financings as reasonably determined by LACMTA and its bond counsel.

4.4 GRANTEE must use the Funds in the most cost-effective manner. If GRANTEE intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with GRANTEE's contracting procedures and consistent with State law as appropriate. GRANTEE will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.5 GRANTEE'S employee, officers, councilmembers, board member, agents, or consultants (a "GRANTEE Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a GRANTEE Party (b) any member of a GRANTEE Party's immediate family, (c) a partner of a GRANTEE Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

4.6 If a facility, equipment (such as computer hardware or software), vehicle or property, purchased or leased using the Funds, ceases to be used for the proper use as originally stated in the Scope of Work, or the Project is discontinued, any Funds expended for that purpose must be returned to LACMTA as follows: GRANTEE shall be required to repay the Funds in proportion to the useful life remaining and in an equal proportion of the grant to GRANTEE Funding Commitment ratio.

4.7 If the Project requires the implementation of an Intelligent Transportation Systems ("ITS") project, GRANTEE shall ensure the Project is consistent with the Regional ITS Architecture. Attachment G the Los Angeles County Regional ITS

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Architecture (CONNECT-IT) Consistency Self-Certification Form, must be completed and signed for planned ITS projects and/or ITS projects that use local, state, or federal funds programmed or administered through LACMTA. Refer to www.laconnect-it.com to find information about the CONNECT-IT Service Packages.

4.8 If any parking facilities are designed and/or constructed using the Funds, GRANTEE shall coordinate with LACMTA parking program staff (see www.metro.net for staff listing) in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA adopted parking policy. For the parking policy, see http://media.metro.net/projects_studies/call_projects/images/09%20Appendix%20D%20Parking%20Policy.pdf

5. REIMBURSEMENT OF FUNDS

Funds will be released on a reimbursement basis in accordance with invoices submitted in support of the Quarterly Progress/Expenditure Reports. LACMTA will make all disbursements electronically unless an exception is requested in writing. Reimbursements via Automated Clearing House (ACH) will be made at no cost to GRANTEE. GRANTEE must register in LACMTA's iSupplier portal and submit an application before grant payments can be made. The link to the portal can be found at http://media.metro.net/uploads/EBB/Vendor Portal Registration.pdf. GRANTEE must provide detailed supporting documentation with its Quarterly Progress/Expenditure Reports. GRANTEE Funding Commitment, if any, must be spent in direct proportion to the Funds with each quarter's payment.

6. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS

6.1 GRANTEE shall submit the draft of Quarterly Progress/Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress/Expenditure Reports within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Quarterly Progress/Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds $500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable

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within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement.

6.2 GRANTEE shall submit the Project expenditure estimates for the subsequent fiscal year by February of each year. LACMTA will use the estimates to determine the Project budget for the upcoming fiscal year.

6.3 LACMTA, and/or its designee, shall have the right to conduct audits of the Project as deemed appropriate, such as financial and compliance audits, interim audits, pre-award audits, performance audits and final audits. LACMTA will commence a final audit within six months of receipt of acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by GRANTEE and invoiced to LACMTA, and such costs, charges and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization including actual indirect rates for the period covered by the FA period under review). GRANTEE agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). GRANTEE shall reimburse LACMTA for any expenditure not in compliance with the Scope of Work and/or not in compliance with other terms and conditions of this FA. The allowability of costs for GRANTEE's own expenditures submitted to LACMTA for this Project shall be in compliance with Office of Management and Budget (OMB) Circular A-87. The allowability of costs for GRANTEE's contractors, consultants and suppliers expenditures submitted to LACMTA through GRANTEE's Quarterly Progress/Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulation (FAR) Subpart 31 and 2 CFR Subtitle A, Chapter II, Part 225 (whichever is applicable). Findings of the LACMTA audit are final. When LACMTA audit findings require GRANTEE to return monies to LACMTA, GRANTEE agrees to return the monies within thirty (30) days after the final audit is sent to GRANTEE.

6.4 GRANTEE's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Such records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by GRANTEE for three years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

6.5 GRANTEE shall cause all contractors to comply with the requirements of Part II, Section 5, paragraphs 6.2 and 6.3 above. GRANTEE shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

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6.6 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all GRANTEE'S records and its contractors related to the Project, and shall be allowed to interview any employee of GRANTEE and its contractors through final payment to the extent reasonably practicable.

6.7 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of GRANTEE and its contractors, shall have access to all necessary records, including reproduction, at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this FA.

6.8 When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

6.9 GRANTEE shall be responsible for ensuring all contractors/ subcontractors for the Project comply with the terms of the Ordinance. GRANTEE shall cooperate with LACMTA Management Audit Services Department such that LACMTA can meet its obligations under the Ordinance.

6.10 GRANTEE shall certify each invoice by reviewing all subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.11 GRANTEE shall also certify final costs of the Project to ensure all costs are in compliance with OMB A-87 or FAR subpart 31 and 2 CFR Subtitle A, Chapter II, part 225, (whichever is applicable) and the terms and conditions of this FA.

6.12 In addition to LACMTA's other remedies as provided in this FA, LACMTA may withhold the Funds if the LACMTA audit has determined that GRANTEE failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and /or is severely out of compliance with other terms and conditions as defined by this FA, including the access to records provisions of Part II, Section 6.

7. GRANT

This is a one-time only grant of the Measure R Funds subject to the terms and conditions agreed to herein. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

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8. SOURCES AND DISPOSITION OF FUNDS

8.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available as anticipated from Measure R Program revenues, LACMTA will have the right to adjust the cash flow accordingly until such funds become available. LACMTA shall have no obligation to provide any other funds for the Project, unless otherwise agreed to in writing by LACMTA.

8.2 GRANTEE shall fully fund and contribute the GRANTEE Funding Commitment, if any is identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, GRANTEE agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8.3 GRANTEE shall be responsible for any and all cost overruns for the Project pursuant to Section 8.2.

8.4 GRANTEE shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this FA subject to the terms and conditions contained herein. Any Funds expended by GRANTEE prior to the Effective Date of this FA shall not be reimbursed nor shall they be credited toward the GRANTEE Funding Commitment requirement, without the prior written consent of LACMTA. GRANTEE Funding Commitment dollars expended prior to the year the Funds are awarded shall be spent at GRANTEE's own risk, or as delineated in a Letter of No Prejudice executed by the prospective GRANTEE and LACMTA.

8.5 If GRANTEE receives outside funding for the Project in addition to the Funds identified in the Project Funding and the Expenditure Plan at the time this grant was awarded, this FA shall be amended to reflect such additional funding. If, at the time of final invoice or voucher, funding for the Project (including the Funds, GRANTEE Funding Commitment, and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this FA as specified in the Project Funding and both the Funds and GRANTEE Funding Commitment required for the Project shall be reduced accordingly. LACMTA shall have the right to use any cost savings associated with the Funds at its sole discretion, including, without limitation, programming the unused Funds to another project or to another grantee. If, at the time of final voucher, it is determined that GRANTEE has received Funds in excess of what GRANTEE should have received for the Project, GRANTEE shall return such overage to LACMTA within 30 days from final voucher.

9. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS

9.1 GRANTEE must demonstrate timely use of the Funds by:

(i) Executing this FA within **ninety (90) days** of receiving formal transmittal of the FA from LACMTA, or by December 31 of the

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first Fiscal Year in which the Funds are programmed, whichever date is later; and

(ii) Executing Contracts for Construction or Capital purchase within **twelve (12) months** from the date of completion of design; and

(iii) Delivering Work in accordance with schedule; changes to the schedule will require an Amendment to Attachment C to reflect updated milestone dates. Meeting the Project milestone due dates as agreed upon by the LACMTA and GRANTEE in Attachment C (Scope of Work) of this FA; and

(iv) Submitting the Quarterly Progress/Expenditure Reports as described in Part II, Section 6.1 of this FA; and

(v) Expending the Funds granted under this FA for allowable costs within **three years or 36 months** July 1 of the Fiscal Year in which the Funds are programmed, unless otherwise stated in this FA. All Funds programmed for FY 2026-27 are subject to lapse by June 30, 2029. All Funds programmed for FY 2027-28 are subject to lapse by June 30, 2030. All Funds programmed for FY 2028-29 are subject to lapse by June 30, 2031.

9.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 9.1 of this FA, the Project will be reevaluated by LACMTA and the Funds may be reprogrammed to another project by the LACMTA Board of Directors in accordance with the Ordinance. In the event that all the Funds are reprogrammed, this FA shall automatically terminate.

10. DEFAULT

A Default under this FA is defined as any one or more of the following: (i) GRANTEE fails to comply with the terms and conditions contained herein; and/or (ii) GRANTEE fails to perform satisfactorily or make material changes, as determined by LACMTA at its sole discretion, to the Expenditure Plan, the Scope of Work, or the Project Funding without LACMTA's prior written consent or approval as provided herein.

11. REMEDIES

11.1 In the event of a Default by GRANTEE, LACMTA shall provide written notice of such Default to GRANTEE with a 30-day period to cure the Default. In the event GRANTEE fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this FA; (ii) LACMTA may make no further disbursements of Funds to GRANTEE; and/or (iii) LACMTA may recover from GRANTEE any Funds disbursed to GRANTEE as allowed by law or in equity.

11.2 Effective upon receipt of written notice of termination from LACMTA, GRANTEE shall not undertake any new work or obligation with respect to this FA unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of GRANTEE.

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11.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

12. COMMUNICATIONS

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at http://metro.net/partners-civic. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

13. OTHER TERMS AND CONDITIONS

13.1 This FA, along with its Attachments, constitutes the entire understanding between the parties, with respect to the subject matter herein. The FA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original FA or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

13.2 GRANTEE is obligated to continue using the Project dedicated to the public transportation purposes for which the Project was initially approved. The Project right-

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of-way, the Project facilities constructed or reconstructed on the Project site, and/or Project property purchased, excluding construction easements and excess property (whose proportionate proceeds shall be distributed in an equal proportion of the grant to GRANTEE Funding Commitment ratio), shall remain dedicated to public transportation use in the same proportion and scope and to the same extent as described in this FA. Equipment acquired as part of the Project, including office equipment, vehicles, shall be dedicated to that use for their full economic life cycle, including any extensions of that life cycle achieved by reconstruction, rehabilitation, or enhancements.

13.3 In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this FA, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

13.4 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by GRANTEE under or in connection with any work performed by and or service provided by GRANTEE, its officers, agents, employees, contractors and subcontractors under this FA. GRANTEE shall fully indemnify, defend and hold LACMTA and its subsidiaries, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including without limitation: (i) use of the Funds by GRANTEE, or its officers, agents, employees, contractors or subcontractors; (ii) breach of GRANTEE's obligations under this FA; or (iii) any act or omission of GRANTEE, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services, in connection with the Project including, without limitation, the Scope of Work, described in this FA.

13.5 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this FA.

13.6 GRANTEE shall comply with and ensure that work performed under this FA is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements including Federal Acquisition Regulations (FAR), and the applicable requirements and regulations of LACMTA. GRANTEE acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

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13.7 GRANTEE agrees that the applicable requirements of this FA shall be included in every contract entered into by GRANTEE or its contractors relating to work performed under this FA and LACMTA shall have the right to review and audit such contracts.

13.8 GRANTEE shall not assign this FA, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his designee. Any assignment by GRANTEE without said prior consent by LACMTA shall be void and unenforceable.

13.9 This FA shall be governed by California law. If any provision of this FA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

13.10 The covenants and agreements of this FA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

13.11 GRANTEE will advise LACMTA prior to any key Project staffing changes. Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

13.12 GRANTEE, in the performance of the work described in this FA, is not a contractor nor an agent or employee of LACMTA. GRANTEE attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. GRANTEE shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

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FTIP # N/A

ATTACHMENT A - PROJECT FUNDING

Measure R Program - Funding Agreement Projects - FA# 9200000000MR52403

Project Title: GTRANS: PURCHASE OF UP TO 15 EXPANSION BUSES Project#: MR524.03

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE R FUNDS							$ -	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL	$ -	$ -	$ -	$ 700,000	$ 6,500,000	$ 5,175,000	$ 12,375,000	**100%**
OTHER SOURCES OF FUNDING:								
LOCAL: PC 40% MOSIP					$ -		$ -	0%
STATE: CEC Grant					$ -		$ -	0%
FEDERAL: 5307					$ -		$ -	0%
PRIVATE OR OTHER:							$ -	0%
OTHER FUNDING SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0%**
TOTAL PROJECT FUNDS	$ -	$ -	$ -	$ 700,000	$ 6,500,000	$ 5,175,000	$ 12,375,000	**100%**

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ATTACHMENT B
MEASURE R EXPENDITURE PLAN GUIDELINES
PROJECT DEVELOPMENT AND RIGHT OF WAY

State Law Requires All Measure R Project and Program Sponsors to Submit an Expenditure Plan

To be eligible to receive Measure R revenues, an agency sponsoring a capital project or program must by state law (AB 2321) submit an expenditure plan that is acceptable to the Los Angeles County Metropolitan Transportation Authority (LACMTA). Pursuant to this law, LACMTA cannot release Measure R funds to capital project or program sponsors until an expenditure plan containing the following elements is submitted, reviewed and deemed satisfactory by LACMTA. LACMTA staff will request that an expenditure plan be submitted before making a recommendation to the LACMTA Board to program funds to that project:

- The estimated total cost for each project and program and/or each project or program activity;
- Funds other than Measure R that the project or program sponsor anticipates will be expended on the projects and programs and/or each project or program activity;
- The schedule during which the project sponsor anticipates funds will be available for each project and program and/or each project or program activity; and,
- The expected completion dates for each project and program and/or project or program activity.

Each of the above elements must be provided in enough detail to determine consistency with Measure R, the Long Range Transportation Plan for Los Angeles County, and the Los Angeles County Transportation Improvement Program (also a statutorily mandated function), as follows:

- Project or program scope of work, including sufficient information to determine funding eligibility, including, but not limited to, the anticipated proportional use of current rail rights-of-way, state highways, and below-ground subways versus any other rights-of-way or above-ground work;
- A current-year cost estimate breakdown of the major sub-elements of the project such as overhead, environmental and permit work, design and engineering, right-of-way, construction/installation (including maintenance facilities, rail yard, equipment and other major components), construction/installation support, interest costs, rolling stock, and other supporting components;
- Any extraordinary project cost escalation issues, such as extraordinary commodity, right-of-way, surety, energy costs, etc.;
- A specific and accurate description of the source, commitment, and anticipated annual availability of any federal, state, local, or private funding identified for the project if applicable including a 3% local funding contribution to rail projects if indicated in Measure R and necessary to meet project expenses, and if the source funds are in current or year-of-expenditure dollars;

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- An annual schedule, in current dollars, of anticipated costs by the cost estimate categories described above; and;
- The expected completion by month and year of project or program completion.

Below is an excerpt of AB 2321 (2008, Feuer), the state legislation that requires the expenditure plan.

What AB 2321 (2008, Feuer) Says About the Expenditure Plan:

Section b (3) B

(f) Prior to submitting the ordinance to the voters, the MTA shall adopt an expenditure plan for the net revenues derived from the tax. The expenditure plan shall include, in addition to other projects and programs identified by the MTA, the specified projects and programs listed in paragraph (3) of subdivision (b), the estimated total cost for each project and program, funds other than the tax revenues that the MTA anticipates will be expended on the projects and programs, and the schedule during which the MTA anticipates funds will be available for each project and program. The MTA shall also identify in its expenditure plan the expected completion dates for each project described in subparagraph (A) of paragraph (3) of subdivision (b). To be eligible to receive revenues derived from the tax, an agency sponsoring a capital project or capital program shall submit to te MTA an expenditure plan for its project or program containing the same elements as the expenditure plan that MTA is required by this subdivision to prepare.

(k) No later than 365 days prior to the adoption of an amendment described in paragraph (1) to an expenditure plan adopted pursuant to subdivision (f), including, but not limited to, the expenditure plan adopted by the MTA board as "Attachment A" in Ordinance #08-01 adopted by the board on July 24, 2008, and in addition to any other notice requirements in the proposing ordinance, the board shall notify the Members of the Legislature representing the County of Los Angeles of all of the following:
(1) A description of the proposed amendments to the adopted expenditure plan that would do any of the following:
(A) Affect the amount of net revenues derived from the tax imposed pursuant to this act that is proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(B) Affect the schedule for the availability of funds proposed to be expended on a capital project or projects identified in the adopted expenditure plan.
(C) Affect the schedule for the estimated or expected completion date of a capital project or projects identified in the adopted expenditure plan.
(2) The reason for the proposed amendment.
(3) The estimated impact the proposed amendment will have on the schedule, cost, scope, or timely availability of funding for the capital project or projects contained in the adopted expenditure plan.

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ATTACHMENT B-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR52403
Project Title: Gtrans: Purchase up to 15 Expansion Buses Project#: MR524.03

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2025-26 Qtr 1	FY 2025-26 Qtr 2	FY 2025-26 Qtr 3	FY 2025-26 Qtr 4	FY 2026-27 Qtr 1	FY 2026-27 Qtr 2	FY 2026-27 Qtr 3	FY 2026-27 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E					$100,000	$100,000			$200,000
RW Support									$0
Const. Support							$50,000	$50,000	$100,000
RW									$0
Construction						$100,000	$150,000	$150,000	$400,000
Total MEASURE R	**$0**	**$0**	**$0**	**$0**	**$100,000**	**$200,000**	**$200,000**	**$200,000**	**$700,000**
PROP C 25%									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PROP C 25%	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM PROG LACMTA FUNDS:	**$0**	**$0**	**$0**	**$0**	**$100,000**	**$200,000**	**$200,000**	**$200,000**	**$700,000**
OTHER NON LACMTA FUNDING:									
LOCAL:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total LOCAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
STATE:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total STATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FEDERAL:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total FEDERAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PRIVATE: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PRIVATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY25-26 and FY26-27	**$0**	**$0**	**$0**	**$0**	**$100,000**	**$200,000**	**$200,000**	**$200,000**	**$700,000**

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ATTACHMENT B-1 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR52403
Project Title: Gtrans: Purchase up to 15 Expansion Buses Project#: MR524.03

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	FY 2027-28 Qtr 1	FY 2027-28 Qtr 2	FY 2027-28 Qtr 3	FY 2027-28 Qtr 4	FY 2028-29 Qtr 1	FY 2028-29 Qtr 2	FY 2028-29 Qtr 3	FY 2028-29 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support	$50,000	$50,000							$100,000
RW									$0
Construction	$150,000	$250,000	$500,000	$5,500,000	$1,500,000	$1,250,000	$1,250,000	$1,175,000	$11,575,000
Total MEASURE R	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,500,000**	**$1,250,000**	**$1,250,000**	**$1,175,000**	$11,675,000
PROP C 25%									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PROP C 25%	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM PROG LACMTA FUNDS:	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,500,000**	**$1,250,000**	**$1,250,000**	**$1,175,000**	**$11,675,000**
OTHER NON LACMTA FUNDING:									
LOCAL: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total LOCAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
STATE: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total STATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FEDERAL: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total FEDERAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PRIVATE: ?									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PRIVATE	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY27-28 and FY28-29	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,500,000**	**$1,250,000**	**$1,250,000**	**$1,175,000**	**$11,675,000**
SUMMARY OF ALL FUNDS									
PAED	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PS&E	**$0**	**$0**	**$0**	**$0**	**$100,000**	**$100,000**	**$0**	**$0**	**$200,000**
RW Support	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Const. Support	**$50,000**	**$50,000**	**$0**	**$0**	**$0**	**$0**	**$50,000**	**$50,000**	**$200,000**
RW	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Construction	**$150,000**	**$250,000**	**$500,000**	**$5,500,000**	**$1,500,000**	**$1,350,000**	**$1,400,000**	**$1,325,000**	**$11,975,000**
TOTAL MILESTONES	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,600,000**	**$1,450,000**	**$1,450,000**	**$1,375,000**	**$12,375,000**
SUM PROG LACMTA FUNDS	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,600,000**	**$1,450,000**	**$1,450,000**	**$1,375,000**	**$12,375,000**
SUM NON-LACMTA FUNDS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL PROJECT FUNDING	**$200,000**	**$300,000**	**$500,000**	**$5,500,000**	**$1,600,000**	**$1,450,000**	**$1,450,000**	**$1,375,000**	**$12,375,000**

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ATTACHMENT C
SCOPE OF WORK

PROJECT TITLE:
Gtrans: Purchase up to 15 Expansion Buses

PROJECT LOCATION:
The project is located at 13999 S. Western Avenue, Gardena, CA 90249 in the City of Gardena, in the South Bay area.

PROJECT LIMITS:
The project limits are Western Avenue and 139th Street

NEXUS TO HIGHWAY OPERATION, DEFINITION/PROJECT PURPOSE:
The purpose of this project is to enable the City of Gardena's GTrans to purchase expansion/expanded capacity fixed route vehicles for use in the deployment of additional service within the GTrans service area, over the next 10 years. In addition, the funds would be used to implement associated infrastructure upgrades to support the deployment of these vehicles.

PROJECT BACKGROUND:
GTrans completed a Line by Line Analysis in 2018 which provided comprehensive recommendations for service expansion. GTrans requested the consultant to examine the feasibility of service expansion opportunities for GTrans, based on a number of significant regional developments within the South Bay region, along with Los Angeles County Metropolitan Transportation Authority's (Metro) current efforts to reimagine its regional transit network. The recommendations were a result of this analysis, and the consultant provided a preliminary needs assessment for the number of buses that would be required to implement this new service. GTrans has embarked on a new Comprehensive Operational Analysis in 2025 which will provide a new, post-COVID analysis of its service and provide recommendations for improvements and enhanced mobility. The arrival of the 2028 Olympics and regional initiatives to not only to improve transit services that facilitate mobility during the Games, but to implement permanent improvements to the transit network, have further shown a need for GTrans to enhance service with additional vehicles and their associated infrastructure. Some of the service expansion recommendations may include:

- Coordination with LA Metro resulting from its NextGen Bus Study to implement service along specific corridors, such as Wilmington, Vermont, Western and Rosecrans

- Expansion of service into the Inglewood Sports and Entertainment Complex area beyond GTrans' existing Sunday-only 7X service to SoFi Stadium, such as through expanded days and span of service. This could include regular weekday service to the Inglewood Stadium complex to accommodate travel from Gardena to access the complex for shopping, residential and entertainment purposes.

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To accommodate these, GTrans intends to purchase up to two (two) expanded capacity vehicles (double deck 40-foot buses), up to two (2) expansion fixed route vehicles such as 40-foot buses and up to two (2) expansion trolleys that meet all state and regional air quality and ADA regulations and meet all capacity commitments contained within this application. The exact quantities and type of vehicles are estimates at this time, and may be subject to change depending on cost and availability. Should a material change be needed, and amendment to this scope will be initiated. The buses will be a mixture of Compressed Natural Gas (CNG) and zero emission, in accordance with the City's adopted 2017 Fleet Replacement Plan.

As a subproject, GTrans intends to use a portion of the funds to upgrade its infrastructure to accommodate the expansion vehicles, particularly as we introduce the taller, double deck buses into the fleet. GTrans is seeking funding from this source because of the lack of funding available for expansion buses in general. In the past, GTrans would apply for funding under Metro's Call for Projects, which regularly funded expansion projects. Currently, there are very few sources of funding available for bus purchases through the FTA, such as the Bus and Bus Facilities and Low or Now Emission Grant programs. However, GTrans has found that these programs prioritize replacement buses because of a national effort to fund State of Good repair projects. GTrans formula allocation of Section 5307 funding typically funds preventative maintenance activities, leaving little for other capital projects.

PROJECT BUDGET:

Funding Source	Measure M	Total Amount
PS&E	$200,000	$200,000
Construction Support	$200,000	$200,000
Construction/Vehicles	$11,975,000	$11,975,000
Total	**$ 12,375,000**	**$ 12,375,000**

SCOPE:

GTrans intends to purchase up to two (2) expanded capacity vehicles (double deck 40-foot buses), up to two (2) expansion fixed route vehicles such as 40-foot buses and up to two (2) expansion trolleys that meet all state and regional air quality and ADA regulations and meet all capacity commitments contained within this application. As a subproject, GTrans intends to use a portion of the funds to upgrade its infrastructure to accommodate the expansion vehicles, particularly as we introduce the taller, double deck buses into the fleet.

DESIGN:

I. Preliminary Design – Final Work Product

Tasks to be performed may include, but are not limited to, the following:

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- Incorporate provided layout plans to be incorporated into the final design.
- Identify and coordinate with all utilities in the project area to facilitate the final design of the Project.
- Account for field visits of the project area to identify design issues.

II. Environmental Analysis

Tasks to be performed may include, but are not limited to, the following:

- Coordinate with the City and prepare permit applications/notifications for the Project as applicable

III. Final Design – Plans, Specifications and Estimates

Tasks to be performed may include, but are not limited to, the following:
N/A

IV. Project Management and Preparation of Periodic Updated Schedule, Deliverables and Meetings

Tasks to be performed may include, but are not limited to, the following:

- Meet as needed with the City to accomplish Project tasks as outlined. Develop RFPs and coordinate stakeholders
- Construction support and Labor Compliance activities
- Provide periodic schedule updates on deliverables and meetings as changes to original schedule occur or as needed based on the needs of the project.

CONSTRUCTION:

Grantee expects to provide construction oversight, procure a consultant for construction management, award a contract for construction and to perform the following tasks:

A. Vehicles (V) –
   i. Piggyback off an existing contract/direct purchase of expansion vehicles, or direct purchase.

B. Infrastructure (Infstr) –
   i. Hire construction firm to dismantle existing bus wash system, install new bus wash and water recycle system, install new plumbing and electrical, and purchase associated equipment to accommodate larger vehicles.

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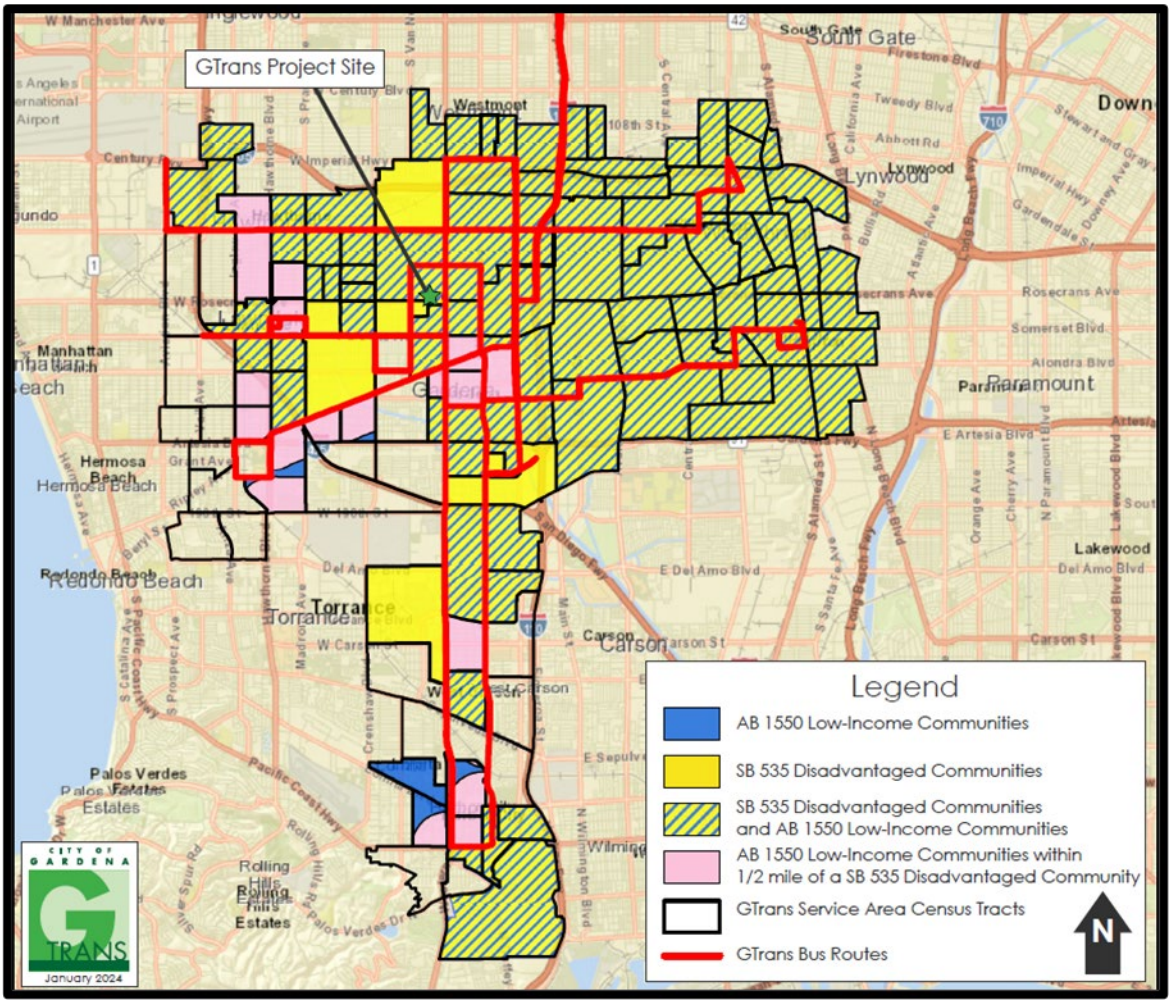
MILESTONES: The implementation schedule for this project will be as follows.

CONSTRUCTION/VEHICLE MILESTONES: The implementation schedule for this project will be as follows**.**

	START DATE	COMPLETION DATE
Solicitation (Bid/Proposal)		
Develop Solicitation Package	(Infstr) 6_2026	(Infstr) 9_2026
Solicitation Response	(Infstr) 9_2026	(Infstr) 12_2026
Evaluations	(Infstr) 12_2026	(Infstr) 3_2027
Selection	(Infstr) 3_2027	(Infstr) 3_2027
Board Approval Process	(Infstr) 3_2027 (V) 3_2026	(Infstr) 5_2027 (V) 3_2026
Contract Award	(Infstr) 5_2027 (V) 4_2026	(Infstr) 5_2027 (V) 4_2026
Fully Executed Contract	(Infstr) 6_2027 (V) 7_2026	(Infstr) 6_2027 (V) 7_2026
Construction Complete	(Infstr) 6_2027	(Infstr) 6_2029
Receive Vehicles	(V1) 3_2028 (V2) 12_2028 (V3) 5_2028	(V1) 12_2028 (V2) 6_2029 (V3) 6_2029

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ATTACHMENT C – Location Map(s)



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FA ATTACHMENT D

PROJECT REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (**Attachment D-2**) are required for all projects. The GRANTEE shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, GRANTEE will submit the Quarterly Expenditure Report to the LACMTA, after receiving LACMTA Project Manager's acceptance of the draft report, at ACCOUNTSPAYABLE@METRO.NET or by mail to **Los Angeles Metropolitan Transportation Authority, Accounts Payable, P. O. Box 512296, Los Angeles, California 90051-0296.** Please note that letters or other forms of documentation may **not** be substituted for this form.

- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that GRANTEE provides complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.

- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.

- GRANTEE is required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.

- The draft Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

Quarter	*Report Due Date*
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

LACMTA Project Manager shall review and respond in writing to the draft Quarterly Expenditure Report within thirty (30) calendar days from receipt.

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

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EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope of Work (FA Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

- Any expense charged to the grant must be clearly and directly related to the project.

- Administrative cost is the ongoing expense incurred by the GRANTEE for the duration of the project and for the direct benefit of the project as specified in the Scope of Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.

- LACMTA is not responsible for, and will not reimburse any costs incurred by the GRANTEE prior to the Effective Date of the FA, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or his/her designee.

DEFINITIONS

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- Excessive Cost: Any expense deemed "excessive" by LACMTA staff would be adjusted to reflect a "reasonable and customary" level. For detail definition of "reasonable cost", please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.

- Ineligible Expenditures: Any activity or expense charged above and beyond the approved Scope of Work is considered ineligible.

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LACMTA FA MEASURE R ATTACHMENT D-2

QUARTERLY EXPENDITURE REPORT

Grantee To Complete	
Invoice #	
Invoice Date	
FA#	9200000000MR52403
Quarterly Report #	

GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO
ACCOUNTSPAYABLE@METRO.NET
or submit by mail to:
Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, California 90051-0296

Please note that letters or other forms
of documentation may **not** be substituted for this form. Refer to the
Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Measure R Grant $	OTHER FUNDS	TOTAL FUNDS
Project Quarter Expenditure			
This Quarter Expenditure			-
Retention Amount	-		-
Net Invoice Amount (Less Retention)	**$ -**	**-**	**$ -**
Project-to-Date Expenditure			
Funds Expended to Date (Include this Quarter)	-	-	-
Total Project Budget	12,375,000.00	-	12,375,000.00
% of Project Budget Expended to Date	0%		0%
Balance Remaining	$ 12,375,000.00	$ -	$ 12,375,000.00

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: GTRANS: Purchase of up to 15 Expansion Buses

FA #: 9200000000MR52403

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year :

☐ 2021-22 ☐ 2022-23 ☐ 2023-24
☐ 2024-25 ☐ 2025-26 ☐

Quarter :

☐ Q1: Jul - Sep ☐ Q2: Oct - Dec
☐ Q3: Jan - Mar ☐ Q4: Apr - Jun

DATE SUBMITTED:

Measure R Multi-Year Subregioanl Program Type: **Measure R South Bay Transit Investment Program (Line 17A)**

LACMTA Project Manager	Name:	Annie Chou
	Phone Number:	213.418.3453
	E-mail:	choua@metro.net

Grantee Contact / Project Manager	Contact Name:	Dana E. Pynn
	Job Title:	Transit Administrative Officer
	Department:	
	City / Agency:	City of Gardena
	Mailing Address:	3999 S. Western Ave Gardena CA, 90249
	Phone Number:	310.965.8811
	E-mail:	dpynn@gardenabus.com

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. ***DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.***

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

FA Milestones	Original FA Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Environmental				
Design				
Right-of-Way Acquisition				
Construction				
Vehicle Purchase				
Others				
Ground Breaking Event				
Ribbon Cutting Event				
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

☐ On schedule per original FA schedule
☐ Less than 12 months behind original schedule
☐ Between 12-24 months behind original schedule
☐ More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the FA?

☐ Yes ☐ No ☐ Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

☐ Yes ☐ No ☐ Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

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SECTION 4. ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

	ITEM	INVOICE #		TOTAL EXPENSES CHARGED TO LACMTA MEASURE R GRANT	Other Funds	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
TOTAL				$ -	$ -	$ -

Note:
All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.
ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
ACH Request Forms can be found at www.metro.net/callforprojects.
Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

_____ _____
Signature *Date*

_____ _____
Name *Title*

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ATTACHMENT E
BOND REQUIREMENTS

The provisions of this Attachment E apply only if and to the extent some or all of the Funds are derived from LACMTA issued Bonds or other debt, the interest on which is tax exempt for federal tax purposes (collectively, the "Bonds").

GRANTEE acknowledges that some or all of the Funds may be derived from Bonds, the interest on which is tax-exempt for federal tax purposes or with respect to which LACMTA receives a Federal subsidy for a portion of the interest cost or the investor receives a tax credit. GRANTEE further acknowledges its understanding that the proceeds of the Bonds are subject to certain ongoing limitations relating to the use of the assets financed or provided with such proceeds ("Project Costs" or "Project Components") in the trade or business of any person or entity other than a governmental organization (any such use by a person or entity other than a governmental organization is referred to as "Private Use"). Private Use will include any sale, lease or other arrangement pursuant to which a nongovernmental person or entity receives a legal entitlement of a Project Component and also includes certain agreements pursuant to which a nongovernmental person will operate or manage a Project Component. Each quarterly invoice submitted by GRANTEE to reimburse prior expenditures (or to be received as an advance) shall provide information regarding the specific Project Costs or Project Components to which the Funds which pay that invoice will be allocated and whether there is or might be any Private Use associated with such Project Costs or Project Components. GRANTEE will, for the entire time over which LACMTA's Bonds or other debt remains outstanding, (1) notify and receive LACMTA' s approval prior to entering into any arrangement which will or might result in Private Use and (2) maintain records, including obtaining records from contractors and subcontractors as necessary, of all allocations of Funds to Project Costs or Project Components and any Private Use of such Project Costs or Project Components in sufficient detail to comply and establish compliance with Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), or similar code provision then in effect and applicable, as determined by the LACMTA in consultation with its bond counsel.

GRANTEE will designate one or more persons that will be responsible for compliance with the obligations described in this Attachment E and notify LACMTA of such designations.

CITY OF GARDENA

NOTICE OF CANCELLATION

PLANNING & ENVIRONMENTAL QUALITY COMMISSION

NOTICE IS HEREBY GIVEN that the regular meeting of the Planning & Environmental Quality Commission scheduled for Tuesday, June 2, 2026, has been cancelled.

NOTICE IS FURTHER GIVEN THAT the next regularly scheduled meeting of the Planning and Environmental Quality Commission will be held on Tuesday, June 16, 2026, at 7:00 p.m. in the Council Chamber at City Hall, 1700 West 162nd Street, Gardena, CA 90247.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing notice was posted in the City Hall lobby not less than 72 hours prior to the meeting. A copy of said Notice is on file in the Office of the City Clerk.

Dated this 29th day of May 2026.

/s/ MINA SEMENZA
City Clerk

CITY OF GARDENA

NOTICE OF CANCELLATION

PLANNING & ENVIRONMENTAL QUALITY COMMISSION

NOTICE IS HEREBY GIVEN that the regular meeting of the Planning & Environmental Quality Commission scheduled for Tuesday, June 16, 2026, has been cancelled.

NOTICE IS FURTHER GIVEN THAT the next regularly scheduled meeting of the Planning and Environmental Quality Commission will be held on Tuesday, July 7, 2026, at 7:00 p.m. in the Council Chamber at City Hall, 1700 West 162nd Street, Gardena, CA 90247.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing notice was posted in the City Hall lobby not less than 72 hours prior to the meeting. A copy of said Notice is on file in the Office of the City Clerk.

Dated this 12th day of June 2026.

/s/ MINA SEMENZA
City Clerk

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13A.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6738, Adopting the City of Gardena's Proposed Budget for Fiscal Year 2026-2027 and Fiscal Year 2027-2028

COUNCIL ACTION REQUIRED:

Staff Recommendation:

- Open the public hearing;
- Receive testimony from the public, allow three (3) minutes for each speaker;
- Close the public hearing; and
- Adopt Resolution No. 6738

RECOMMENDATION AND STAFF SUMMARY:

Presented for public hearing and City Council consideration is the City of Gardena's Proposed Biennial Budget for Fiscal Year 2026-2027 & Fiscal Year 2027-2028, which includes the General Fund, Enterprise Funds, Special Revenue Funds, Capital Improvement Fund, Debt Service Funds, and Internal Service Funds.

The Proposed Budget is a two-year budget which begins on July 1, 2026, and ends on June 30, 2028. It consists of the Operating Budget and the Capital Improvement Program (CIP) Budget. It incorporates the City Council's priorities by maintaining the long-term financial stability, ensuring public safety, and enhancing quality of life. The Proposed Budget is balanced with General Fund surplus of $93,902 for Fiscal Year 2026-2027 and a surplus of $81,190 for Fiscal Year 2027-2028 in the General Fund.

This Proposed Budget was presented to the City Council on the May 26, 2026 City Council meeting, since then it has been made available for public review on the City's website and in the City Clerk's Office. In addition, staff conducted a Community Budget Forum on June 11, 2026 at the Nakaoka Community Center. The budget public hearing tonight was publicly noticed in the Gardena Valley News on the June 11, 2026 publication.

Staff recommends that the City Council conduct a public hearing and adopt Resolution No. 6738, thereby adopting the Proposed Budget for Fiscal Year 2026-2027 and Fiscal Year 2027-2028. The Adopted Budget will be made available for the public review on the City's website at www.cityofgardena.org/city-budget/.

FISCAL IMPACT/COST:

Fund Types	Proposed Revenue Budget Fiscal Year 2026-2027	Proposed Expenditure Budget Fiscal Year 2026-2027

General Fund	$89,905,980	$89,812,078
Capital Improvement Fund (CIP)	$58,544,927	$58,544,927
Special Revenue Funds	$54,395,753	$75,934,127
Enterprise Fund - GTrans	$40,132,600	$40,132,600
Internal Service Funds	$22,951,905	$24,492,641
Debt Service Funds	$8,761,820	$9,513,902
Enterprise Fund - Sewer	$2,512,500	$7,130,993
Total Proposed Budget Fiscal Year 2026-2027	**$277,205,485**	**$305,561,268**

Fund Types	**Proposed Revenue Budget Fiscal Year 2027-2028**	**Proposed Expenditure Budget Fiscal Year 2027-2028**
General Fund	$94,723,768	$94,642,578
Enterprise Fund - GTrans	$40,732,341	$40,732,341
Special Revenue Funds	$25,526,474	$29,048,309
Internal Service Funds	$24,099,527	$26,344,486
Debt Service Funds	$8,759,969	$8,759,969
Capital Improvement Fund (CIP)	$4,500,000	$4,500,000
Enterprise Fund - Sewer	$2,512,500	$2,467,992
Total Proposed Budget Fiscal Year 2027-2028	**$200,854,579**	**$206,495,675**

APPROVED:



_____

Clint Osorio, City Manager

Attachments

RESOLUTION NO. 6738 - Adopting a Biennial Budget for Fiscal Year 2026-27 & Fiscal Year 2027-28.pdf

City of Gardena Proposed Biennial Budget FY2026-2027 & FY2027-2028.pdf

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RESOLUTION NO. 6738

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING A BIENNIAL BUDGET FOR SAID CITY FOR THE TWO FISCAL YEARS COMMENCING JULY 1, 2026, TO AND INCLUDING JUNE 30, 2027, AND JULY 1, 2027, TO AND INCLUDING JUNE 30, 2028

WHEREAS, the Gardena Municipal Code provides that the City Manager of Gardena, California, shall cause a municipal budget to be prepared; and

WHEREAS, such budget, which includes the annual operating and capital improvement program budget, covering two fiscal years commencing July 1, 2026, to and including June 30, 2028, has been reviewed by the City Council with regard to the approval of estimated revenues and expenditures; and

WHEREAS, the City Council has made such necessary revisions to the budget for the fiscal years 2026-2027 and 2027-2028 as presented by the City Manager;

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

SECTION 1. That the City Council does hereby approve and adopt said two-year municipal budget for the City of Gardena for the fiscal years 2026-2027 and 2027-2028 and, by this reference, is incorporated herein as if fully set forth.

SECTION 2. That copies of said budget be placed on file in the office of the City Clerk of the City of Gardena, California, open to public inspection.

SECTION 3. That, effective July 1, 2026, the City Manager is hereby authorized to proceed with the implementation of the work program as incorporated in the approved two-year budget; that he has the authority to transfer any sum of appropriated funds within a department or function, and that he may carry over as needed to future years' funds approved in this budget for projects, capital improvements, and capital outlay. It shall be the responsibility of the City Manager to determine the priority in which increases in personnel and capital acquisition shall be programmed for accomplishment during this year consistent with the availability of revenue and subject to the requirements of the Gardena Municipal Code regarding the expenditure of funds and the employment of personnel.

SECTION 4. 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

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meeting at which the same is passed and adopted.

Passed, approved, and adopted this 23rd day of June 2026.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney



CITY OF GARDENA, California

PROPOSED BIENNIAL BUDGET

FISCAL YEARS 2026/27 & 2027/28







CITY OF GARDENA
PROPOSED BUDGET FISCAL YEARS 2026/2027 & 2027/2028
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CITY OF GARDENA
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CITY MANAGER'S PROPOSED BUDGET MESSAGE

FY 2026/27 & FY 2027/28

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

MINA SEMENZA, *City Clerk*
GUY MATO, *City Treasurer*
CLINT D. OSORIO, *City Manager*
CARMEN VASQUEZ, *City Attorney*

CITY MANAGER'S BUDGET MESSAGE

PROPOSED BIENNIAL BUDGET – FISCAL YEAR 2026/2027 & FISCAL YEAR 2027/2028

HONORABLE MAYOR AND CITY COUNCIL:

Presented for the City Council consideration is the proposed biennial budget for Fiscal Years 2026/27 and 2027/28. I am proud to present a budget that continues our organization's longstanding tradition of excellence and innovation. This proposed budget is balanced, forward-looking, and a clear reaffirmation of our City's values and priorities.

While Gardena remains in a strong financial position, with healthy reserves and a diverse revenue base, we continue to face several external challenges, including potential card club revenue fee losses, slower sales tax growth, and rising LA County fire protection costs. Even so, this budget remains focused on protecting the essential services our residents rely on and sustaining the improvements that keep our city strong.

This biennial budget reflects the City's commitment to reinvesting Measure G resources into projects and programs that directly benefit our residents. As Gardena celebrates its 95th anniversary, we are especially proud to open the new Community Aquatic and Senior Center, a $26.5 million multigenerational facility that will serve as a lasting community asset for years to come. This project represents our ongoing investment in public spaces, wellness, and services for residents of all ages.

For the next two years, we allocate $63 million toward the Capital Improvement Program, including $43 million for critical street, sewer, and stormwater infrastructure improvements. These investments demonstrate our commitment to growth, neighborhood enhancement, and fiscal responsibility.

In addition to investing in infrastructure and community facilities, this budget makes important investments in technology to help the City operate more efficiently, improve productivity, and better serve residents and businesses. An important part of this effort is replacing the City's 27-year-old Enterprise Resource Planning (ERP) system, which will help streamline operations, support faster, more efficient, and transparent service.

Public safety, recreation, and community support services remain central to this budget. These investments reflect our belief that a strong city is built not only through sound infrastructure and fiscal stewardship, but also through programs that enhance quality of life and strengthen the social fabric of our community.

The proposed budget for the first year, Fiscal Year 2026/27, totals $305.5 million across all funds. This includes $89.8 million for the General Fund, $40.1 million for the City's GTrans Enterprise Fund, $78.8 million for Special Revenue Funds, $24.5 million for Internal Service Funds, $9.5 million for Debt Service Funds, $7.2 million for the Sewer Fund, and $58.5 million for the Capital Improvement Program.

For the second year of this biennial budget, the proposed budget for Fiscal Year 2027/2028 for all funds is $206.5 million, which includes $94.6 million budgeted for General Fund, $40.7 million budgeted for the City's GTrans Enterprise Fund, $29.1 million budget for the City's Special Revenue funds, $26.3 million in Internal Service Funds, $8.8 million in Debt Service Funds, $2.5 million in Sewer Fund, and $4.5 million in Capital Improvement Program budget.

FISCAL YEARS 2026/2027 & 2027/2028 PROPOSED BUDGET:

Staff developed this proposed biennial budget starting in February of this year. This is a two-year budget, beginning on July 1, 2026, and ending on June 30, 2028. Placing a multi-year budget in place was intended to provide our community with fiscal security during rapidly changing political, social and economic periods. We remain committed to long-term fiscal sustainability by carefully preserving our organizational strength and proactively identifying opportunities to diversify and expand our revenue sources. As our community continues to grow and thrive, it is essential that we strategically allocate resources to support its development. Prioritizing both immediate needs and long-term investment will be key to our success. I am confident that this approach will enable us to navigate challenges effectively and improve the City's long-term financial position.

The total City budget consists of General Fund revenues, Special Revenue Funds such as grant funds, and Enterprise Funds for the Transportation Department and City Sewer Maintenance Program. Only General Fund revenue is at the full discretion of the City Council for spending appropriations. All other revenues are otherwise restricted because of the funding sources. Budgeted expenditures are based upon an analysis of past expenditures in conjunction with revenue forecasts based on current economic conditions. For the proposed budget, the General Fund will be structurally balanced with a surplus for both fiscal years. Special Revenue Funds, however, are budgeted based on all available funds which include the total projected new revenue for the fiscal year and any carry-over funds which have already been received but have not yet been spent. Special Revenue Funds are structurally balanced including carry-over funds from the prior fiscal years.

The proposed budget shows General Fund revenue for Fiscal Year 2026/2027 at $89,905,980 and expenditures at $89,812,078 for a net surplus of $93,902, on June 30, 2027. Fiscal Year 2026/2027 total revenues for all funds, including transfers, are $277,205,485, with expenditures, including transfer out, at $305,561,268. The difference represents the use of fund balance in Special Revenue Funds.

In the second fiscal year, General Fund revenue for Fiscal Year 2027/2028 at $94,723,768 and expenditures at $94,642,578 for a net surplus of $81,190, on June 30, 2028. Fiscal Year 2027/2028 total revenues for all funds, including transfers, are $200,854,579, with expenditures, including transfer out, at $206,495,675. The difference represents the use of fund balance in Special Revenue Funds.

GENERAL FUND PROPOSED BUDGET FISCAL YEARS 2026/2027 & 2027/2028

GENERAL FUND PROPOSED REVENUE AND EXPENDITURES COMPARISON

Revenue Sources	Proposed Fiscal Year 2026-2027	Proposed Fiscal Year 2027-2028	Difference
Sales and Use Tax	$ 28,298,068	$ 29,053,741	755,673
Sales and Use Tax - Measure GG	2,900,000	4,000,000	4,000,000
Property Tax	11,673,281	12,140,212	466,931
Vehicle License Fees	9,820,568	10,311,597	491,029
Utility Users Tax	7,741,353	8,171,287	429,934
Card Club Gross Revenue Fees	6,623,877	4,000,000	(2,623,877)
Franchise and Other Taxes	5,764,835	5,975,669	210,834
Business License Tax	3,073,260	3,134,725	61,465
Current Service Charge	2,502,800	2,634,549	131,749
License and Permits	1,800,781	1,836,797	36,016
Investment Income	1,485,305	1,399,464	(85,841)
Fines and Forfeitures	886,962	913,571	26,609
Intergovernmental	575,538	592,804	17,266
Other Revenue	512,036	512,036	-
Charges to Other Funds	3,085,057	3,085,057	-
Transfer In	3,162,259	6,962,259	3,800,000
TOTAL REVENUES	**$ 89,905,980**	**$ 94,723,768**	**7,717,788**

Department Expenditures	Proposed Fiscal Year 2026-2027	Proposed Fiscal Year 2027-2028	Difference
Police	$ 36,029,098	$ 38,221,256	2,192,158
Public Works	7,849,822	8,271,068	421,246
Recreation & Human Services	6,991,219	7,308,416	317,197
Administrative Services	3,616,371	3,835,436	219,065
Community Development	3,552,957	3,755,916	202,959
Elected and City Manager Offices	2,859,122	3,208,808	349,686
Non-Departmental including Fire and RCC	15,976,393	16,860,102	883,709
Transfers Out	12,937,096	13,181,576	244,480
TOTAL EXPENDITURES	**$ 89,812,078**	**$ 94,642,578**	**4,830,500**
REVENUES OVER EXPENDITURES	**$ 93,902**	**$ 81,190**	**2,887,288**

COUNCIL POLICY DIRECTION

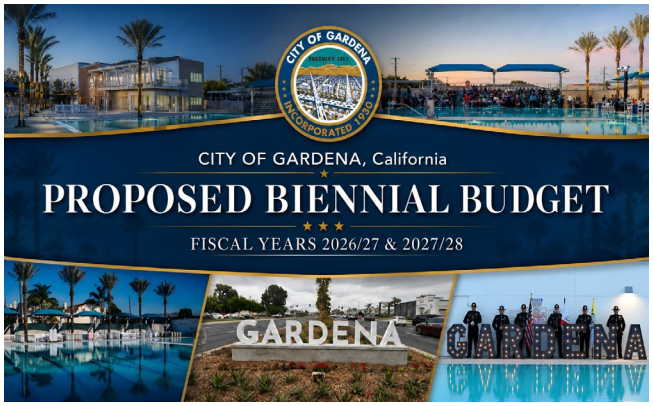
The City Council's focus and commitment to our community, in conjunction with the efforts of management and staff, resulted in the following:

- Proposed CIP Budget for Fiscal Years 2026/2027 & 2027/2028 is $63 million
  - $9.6 million for Mas Fukai Park Building Project
  - $11 million in community facility improvements and upgrades including a new dog park
  - $36.2 million in street & pedestrian improvement projects to maintain one of the best streets in California
  - $6.2 million in storm drain & sewer improvement projects

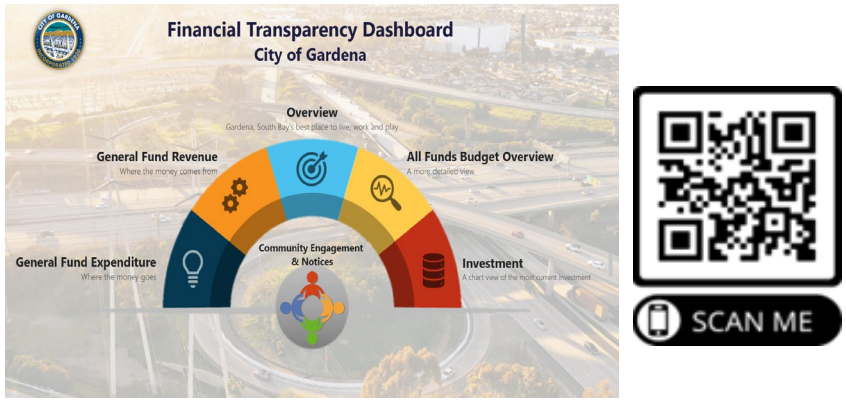
- Proposed General Fund Budget for Fiscal Years 2026/2027 & 2027/2028 with surplus of $93,902 & $81,190, respectively
  - Included $1.1 million each fiscal year for the Community Aquatic & Senior Center operation and expanded senior and youth programs

- The City continues in its efforts of transparency. See QR codes below to access the Financial Transparency Dashboard and the proposed budget document.

ACCESS THE PROPOSED BUDGET HERE:



ACCESS THE FINANCIAL DASHBOARD HERE:



IN CONCLUSION:

The proposed biennial budget for Fiscal Years 2026/27 and 2027/28 has been developed to balance immediate service demands with the City's long-term priorities. It is intended to provide the City Council with a clear and comprehensive framework for making informed policy and fiscal decisions. The actions taken through this budget will help preserve Gardena's financial sustainability and support the community's continued stability and success in the years ahead.

I would like to acknowledge the Department Heads, Budget Coordinators, and the Administrative Services Budget Team, under the leadership of Ray Beeman, Director of Administrative Services, for their collaborative efforts in preparing the proposed budget. Their professionalism, dedication, and teamwork were instrumental in completing this important work.

I would also like to extend my appreciation to the leadership of the Gardena Police Officers Association (GPOA), the Gardena Management Employees Organization (GMEO), the Gardena Municipal Employees Association (GMEA), the Gardena Police Managers Association (GPMA), and the International Association of Sheet Metal, Air, Rail, and Transportation Workers (SMART). These organizations are valued partners in our collective efforts, faithfully representing the interests of their members while working collaboratively with City management to serve the best interests of the Gardena community.

Respectfully submitted,



CLINT D. OSORIO, MPA
City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Gardena
California

For the Biennium Beginning

July 01, 2024

Christopher P. Morrill

Executive Director

GENERAL INFORMATION

HIGHER QUALITY OF LIFE

…ACHIEVED BY CONSISTENT & CONTINUOUS IMPROVEMENT

OUR MISSION

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

OUR VISION

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

OUR DUTY

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

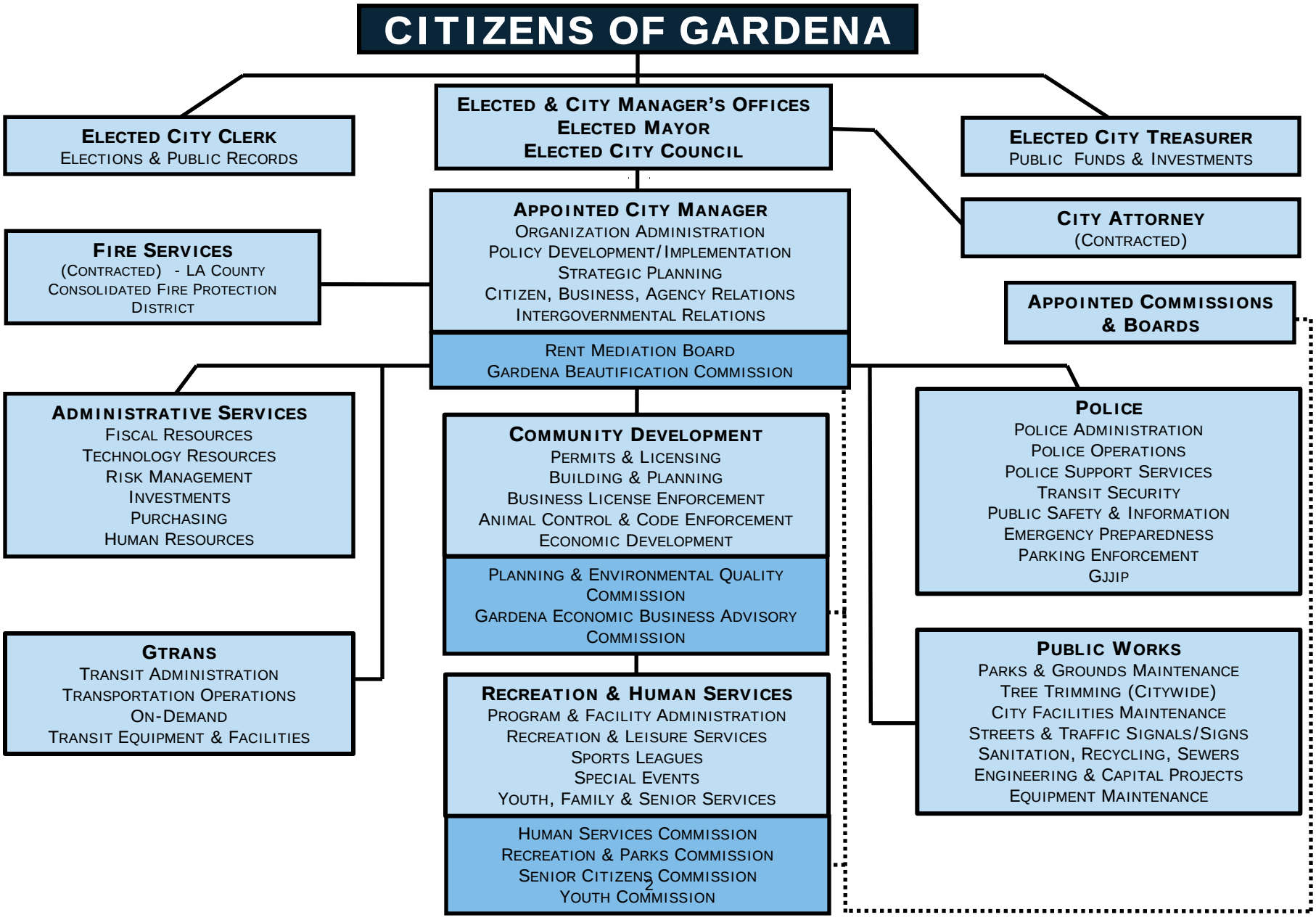
ORGANIZATIONAL VALUES

- **Fiscal Accountability & Sustainability**
- **Workforce Excellence**
- **Community Involvement**

COMMUNITY VALUES

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

CITY OF GARDENA ORGANIZATION CHART



CITY OFFICIALS

MAYOR AND CITY COUNCIL

Tasha Cerda, Mayor
Occupation: Insurance Agent
Elected: City Clerk – March 2009
Appointed: Councilmember – September 2009
To fill unexpired term due to resignation of Councilmember
Elected: Councilmember – March 2011
Elected: Councilmember – March 2013
Elected: Mayor – March 2017
Elected: Mayor – June 2022
Current Term Expires: June 2026

Mark E. Henderson, Mayor Pro Tem
Occupation: Administrator
Elected: Councilmember – March 2015
Elected: Councilmember – March 2020
Elected: Councilmember – March 2024
Current Term Expires: March 2028

Rodney G. Tanaka, Councilmember
Occupation: Retired Police Lieutenant/Licensed Pastor
Elected: Councilmember – March 2017
Elected: Councilmember – June 2022
Current Term Expires: June 2026

Paulette C. Francis, Councilmember
Occupation: Teacher
Elected: Councilmember – March 2020
Elected: Councilmember – March 2024
Current Term Expires: March 2028

Wanda Love, Councilmember
Occupation: Chamber Director/Business Owner
Elected: Councilmember – June 2022
Current Term Expires: June 2026

CITY CLERK AND CITY TREASURER

Mina Semenza, City Clerk
Occupation: Real Estate
Elected: City Clerk – March 2013
Elected: City Clerk – March 2017
Elected: City Clerk – June 2022
Current Term Expires: June 2026

Guy H. Mato, City Treasurer
Occupation: Businessman
Elected: City Treasurer – June 2022
Current Term Expires: June 2026

APPOINTED OFFICIALS

Clint D. Osorio, City Manager
Appointed City Manager in December 2019

Carmen Vasquez, City Attorney
Appointed as City Attorney in January 2020

Lisa Kranitz, Assistant City Attorney
Appointed as Assistant City Attorney in February 2009

Ivy Tsai, Assistant City Attorney
Appointed as Assistant City Attorney in October 2025

EXECUTIVE STAFF – (All Appointed)

Todd Fox, Chief of Police
Ernie Crespo, Deputy City Manager/Director of Transportation
Ray Beeman, Director of Administrative Services
Greg Tsujiuchi, Director of Community Development
Kevin Kwak, Acting Director of Public Works
Nikki Sweeney, Acting Director of Recreation & Human Services
Brian Kane, Los Angeles County Assistant Fire Chief

DIRECTORY

City of Gardena
1700 West 162nd Street
Gardena, CA 90247-3778

Telephone: (310) 217-9500 Fax: (310) 217-6119 Website: www.cityofgardena.org

ELECTED & CITY MANAGER'S OFFICES

Mayor
Tasha Cerda (310) 217-9507

Mayor Pro Tem
Mark E. Henderson (310) 217-9507

Councilmembers
Rodney G. Tanaka (310) 217-9507
Paulette C. Francis (310) 217-9507
Wanda Love (310) 217-9507

City Clerk's / City Treasurer's Office
City Clerk
Mina Semenza (310) 217-9565
Assistant City Clerk
Becky Romero (310) 217-9566
City Treasurer
Guy H. Mato (310) 217-9664
Deputy City Treasurer
Vacant (310) 217-9693

City Manager's Office
City Manager
Clint D. Osorio (310) 217-9503
City Attorney
Carmen Vasquez (310) 217-9544
Assistant City Attorney
Ivy Tsai
Lisa Kranitz

ADMINISTRATIVE SERVICES
Director
Ray Beeman (310) 217-9502

COMMUNITY DEVELOPMENT
Director
Greg Tsujiuchi (310) 217-9526

GTRANS
Deputy City Manager/Director
Ernie Crespo (310) 965-8888

POLICE DEPARTMENT
Chief of Police
Todd Fox (310) 217-9601

PUBLIC WORKS
Acting Director
Kevin Kwak (310) 217-9570

RECREATION & HUMAN SERVICES
Acting Director
Nikki Sweeney (310) 217-9537

LA County Fire Department
Assistant Fire Chief
Brian Kane (310) 329-3315
Gardena Station 162nd Street
Gardena Station 135th Street

For comments or questions regarding this publication, please contact the Administrative Services Department at (310) 217-9516

CITY PROFILE – 2026

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

Date of Incorporation	September 11, 1930
General Law City	1955
Form of Government	Council-Manager Form
County	Los Angeles, Second Supervisorial District
State Representatives	62nd & 66th Assembly Districts
	35th Senatorial District
U. S. Representative	43rd U.S. Congressional District
Area	5.9 Square Miles
Population	61,187
Dwellings	23,060
Police Protection	94 sworn personnel and 36 marked units, including canine units.
Fire Protection	City Fire Department services were transferred to the Consolidated Fire Protection District of Los Angeles County and became a contract service in October 2000.
Recreation and Parks	6 parks (approximately 39 acres) including 2 with skate parks, 2 community centers, 1 municipal pool, 1 parkette, and 2 gymnasiums.
GTrans	51 buses and 5 Bolt On-Demand vehicles





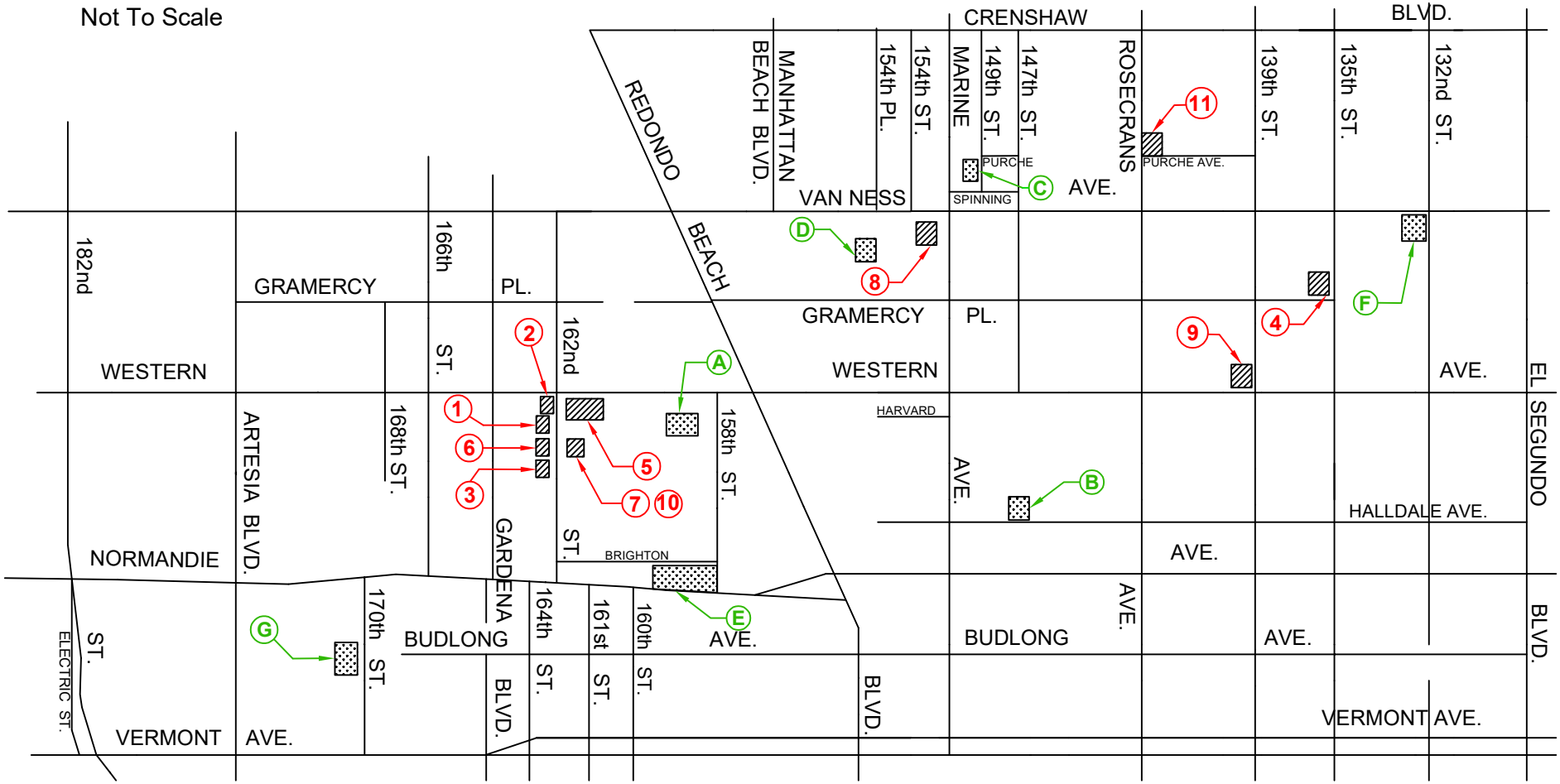
CITY of GARDENA

Not To Scale

LEGEND:

- (1) City Hall Administration Offices and Campus
- (2) Police Headquarters
- (3) Fire Department Headquarters
- (4) Fire Station 2
- (5) Public Works Building and Maintenance Yard
- (6) Kiyoto "Ken" Nakaoka Community Center
- (7) Human Services and James Rush Gymnasium
- (8) National Guard
- (9) Gardena Transit Administration, Operations, & Maintenance Facility
- (10) Gardena Community Aquatics & Senior Center
- (11) Rosecrans Ave. Community Center

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



CITY FACILITIES AND PROPERTIES

❶ City Hall Administrative Offices and Campus
1700 West 162nd Street

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

❷ Police Headquarters
1718 West 162nd Street

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

❸ Fire Station #158
1650 West 162nd Street

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

❹ Fire Station #159
2030 West 135th Street

Fire Station 2 has approximately 26,140 square feet of site area and approximately 5,949 square feet of building space, which includes a pre-cast concrete fire station structure. The fire station structure was built in 1957 and includes an apparatus garage, offices, kitchen, dining area, chief's quarters, dormitory and training tower. The fire station structure is currently leased to the Los Angeles County Fire District. The City contracts with the Los Angeles County Fire District for the provision of fire services.

❺ Public Works Building and Maintenance Yard
1717 West 162nd Street

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

❻ Kiyoto "Ken" Nakaoka Community Center
1670 West 162nd Street

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

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

❼ Human Services Building and James Rush Gymnasium
1651 West 162nd Street

The gymnasium has approximately 42,650 square feet of site area and approximately 20,700 square feet of building space, which includes a one-story masonry gymnasium (Class C construction). The building was built in 1979. The Human Services Division offices are located in this

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

The gymnasium was rededicated as the **James Rush Memorial Gymnasium** in honor of the former Councilmember and Mayor of Gardena (1942 – 1956) on June 30, 1979.

❽ The Army National Guard
2100 West 154th Street

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

❾ GTrans Administration, Operations, and Maintenance Facility
13999 South Western Avenue

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

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

❿ Gardena Community Aquatic & Senior Center
1651 West 162nd Street

The Senior Center, spanning approximately 12,000 square feet on two levels. The Senior Center will feature a reception/lobby, restroom, conference room, office, breakroom, storage room, and kitchen/pantry. Additionally, shared use program rooms, a study lounge, and balcony will be available. The building will be equipped with fiber optic communication capability, an audiovisual system, security key cards, and photovoltaic system.

The new Aquatic Center will encompass 7,020 square feet and will include a 25-yard, 8-lane, ¾-meter diving stand, and pool exercise/leisure area. The Aquatic Center will feature a main entrance, outdoor showers, bleacher seating, seat walls, shade structures, a pool equipment/mechanical room, and pool storage. The outdoor courtyard will accommodate exercise stations, ADA accessible drinking fountain, picnic tables, site lighting and furnishings, tree and shrub planting, irrigation, hardscape paving, walls, barbecue grill and lawn area, and ADA parking stalls, utility service lines and all other incidental elements.

⓫ Rosecrans Community Property
2500 West Rosecrans Avenue

Approximately 1.07 acres of land. This property was acquired in September 2021 to be redeveloped for recreational or other civic use.

CITY PARK FACILITIES

(A) Sister-City Parkette - 160th Street/Harvard Boulevard

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

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

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

CITY FACILITIES AND PROPERTIES

(C) Edward L. Thornburg Park - 2320 West 149th Street

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

(D) George H. Freeman Memorial Park - 2100 West 154th Place

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

(E) Mas Fukai Park - 15800 South Brighton Avenue

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

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

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

(G) Arthur Lee Johnson Memorial Park - 1200 West 170th Street

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

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

CITY OF GARDENA HISTORIC TIMELINE

1930 Incorporation of City of Gardena on September 11, 1930 with a population of approximately 3,000.
Annexation of Western City on November 12, 1930.

1936 First legal card club license in the State of California to Gardena.

1940 City bus service began on January 15,1940.

1953 Gardena Municipal Bus Lines moved to new location on Van Ness Avenue in November.

1954 City adopted its official seal and slogan "Freeway City" on October 26, 1954.

1955 Gardena was designated as a General Law City by action of the State Legislature.

1964 Adopted City flag.

1980 Received the All America City Award.

1982 Maintenance facility added at the Gardena Municipal Bus Lines.

1994 Council action limited the number of card clubs from six to two.

1995 Annexation of El Camino Village.

1996 Employee committees formed to review revenues, operational efficiencies, and customer service. A fourth committee compiled the information for council consideration.

To reduce expenditures, Council implemented hiring freeze and a 2% decrease in appropriated expenditures for last six months of the fiscal year.

1998 Council committed to a plan to eliminate the projected $5 million General Fund deficit with a $1 million set aside for the next five years.

2000 The newest card club in the State, the Hustler, opened in June 2000.

Ending General Fund balance June 30, 2000 = ($2,719,574).

2001 Eldorado Parking COP liquidated through agreement with Hustler for a net principal gain of $980,000.

2002 Eliminated the General Fund deficit a year ahead of schedule with a positive $1,048,182 balance on June 30, 2002.

Voters approved an increase in the Transient Occupancy Tax from 7% to 11% in November.

2005 Celebrated 75th anniversary.

2006 City Council approved settlement agreement with Sumitomo Trust and Union Bank that would restructure the $26 million debt on the failed First Time Homebuyer Program and the December - City made a $2.6 million payment to Sumitomo Trust and Union Bank on the long-term $26 million debt thereby ending the debt service obligation

2007 Received investment grade credit ratings:
Standard & Poor's BBB rating
Moody's Baa3 rating

Refinanced the South Bay Regional Communications Center debt at an improved interest rate.

Adopted 5 Year Plan 2007 - 2012.

November 20, 2007 City Manager Mitchell G. Lansdell was awarded the Municipal Leader of the Year for his 10-year effort to lead the City out of financial crisis.

2009 May 2009 Gardena Municipal Bus Lines moved to new facility.
Dec 2009 Standard & Poor's raised the City's rating to A-.

2010 June 30, 2010 General Fund reserves = $8,649,750 or 20%.
September 11, 2010, City will celebrate its 80th Anniversary with a population of approximately 61,927.

2011 April 1, 2011 UUT rate collection at the maximum of 5%.
Senior exemption eligibility reduced to age 60.

May 10, 2011 Council adopted new fee resolution with an effective date of July 11, 2011.

September 2011, the City purchased the Goodwill property as well as property adjacent to the Police Department.

2012 Created "Super-Departments" as a transitional phase for operational efficiency and cost containment during succession planning.

2013 February Standard & Poor's raised the City's credit rating to A.

Sold parking structure located at 1041 Redondo Beach Blvd. Entered into sales agreement for 1.72 acres at 15350 Van Ness Avenue. September 2014, Standard & Poor's raised the City's credit rating to A+

2014 Closed escrow on 15350 Van Ness Ave (former GTrans facility). Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution.

2015 Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution. Civic Center

2016 Mitchell Lansdell City Manager retires, Ed Medrano appointed Acting City Manager.

Refinancing of the 2006 Series C Bond Debt. Reassesment of the Sewer Fees to ensure sewer upkeep.

2017 Ed Medrano appointed as City Manager.

2019 Clint D. Osorio appointed as City Manager

2020 March 3, 2020 Measure G, collection of additional 0.75% sales tax to maintain city general services

March 19, 2020 Novel Coronavirus Pandemic - COVID 19, Stay-at-Home orders issued and City Hall closed to the public.

December 2020 Pension Obligation Bond issued to refinance City's UAL effecting savings of $50 million. City revises Strategic Plan to address effects of COVID

2021 Issuance and sale of Lease Revenue Bond to finance a portion of the cost of the Aquatic & Senior Center, the Rosecrans Community Center, and park improvements.

City is awarded an $8.5 million Prop 68 competitive grant as well as an $1.4 million appropriation for the Aquatic & Senior Center

2022 City was named Los Angeles County's Most Business Friendly City

2023 Finalist for the All American City Award

2026 Completion of the $26.5M Community Aquatic & Senior Center which opened in June 2026

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

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

APPOINTED COMMISSIONS

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

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

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

This Commission consists of eleven members from the business community within the City of Gardena. GEBAC meets the 3rd Wednesday of odd months.

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

HUMAN SERVICES COMMISSION
The Human Services Commission is composed of five members who are responsible for the development and utilization of available resources to meet needs within the City. The Mayor and each Councilmember appoint one member. The Commission advises the Council on all matters relating to social conditions within the City, assesses and reports to the Council the social needs of the citizenry, and advises the Human Services Division regarding policy and program direction for meeting such needs and making appropriate recommendations to the Council.

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

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

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

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

APPOINTED CORPORATIONS / AGENCIES / BOARDS

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

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

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

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

APPOINTED ADVISORY GROUPS

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

NON-APPOINTED COMMITTEES / ASSOCIATIONS:

CHARITABLE FUND BENEFITING GARDENA
The Charitable Fund Benefiting Gardena is an independent 501(c)3 non-profit which provides supplemental resources directly to the City of Gardena programs and community organizations to enhance the lives of Gardena's residents and visitors. The Board of Directors is composed of city staff and volunteers in the community.

CINCO DE MAYO SCHOLARSHIP AND FESTIVAL COMMITTEE OF GARDENA
The Cinco de Mayo Scholarship and Festival Committee of Gardena is made up of volunteers from the community. Established in 1986 by Mayor Don Dear, the annual Gardena's Cinco de Mayo celebration is one of the South Bay's longest running Cinco de Mayo events and its goal is to share some of the area's Latino heritage and culture.

DR. MARTIN LUTHER KING, JR. CULTURAL COMMITTEE OF GARDENA
Dr. Martin Luther King, Jr. Cultural Committee of Gardena was founded in 1972 by Arthur Johnson, a chemist and educator who originally wanted Gardena to honor Dr. King with a city holiday. The committee is made up of volunteers from the community. The annual event activities include a parade, a battle of the bands, an annual youth night, and the essay contest.

GARDENA POLICE FOUNDATION
The Gardena Police Foundation is a partnership of citizens, businesses, and philanthropic organizations whose mission is to provide additional resources to improve public safety. Incorporated in September 2006 as an independent 501(c)3 non-profit organization, the Foundation relies solely on donations and fundraising efforts. The Board of Directors actively raises money from the community and awards grants directly to the police

department in response to the department's request for program, training and equipment needs not included in the City's budget.

GARDENA SISTER CITY ASSOCIATION

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

GARDENA TRAFFIC COMMITTEE

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

GARDENA VALLEY AFFILIATED COMMITTEE ON AGING

The Gardena Valley Affiliated Committee on Aging is composed of a five-member board of directors and members at large, who assist and coordinate the work of community organizations, government agencies, and private entities concerned with the betterment of living conditions for the aging. They coordinate events, activities and programs into a unified approach that will meet the economic and social needs of the elderly, and those in need of assistance throughout the greater Gardena community. The committee advises the Gardena Senior's Bureau and the Gardena Senior Citizen's Commission on all matters relating to the needs and concerns of the City's older adult population.

BUDGET TEAM

CITY MANAGER – CLINT D. OSORIO, MPA

DIRECTOR OF ADMINISTRATIVE SERVICES – RAY BEEMAN, CPA

Budget Managers – Khoi Quach, Danny Rodriguez, Yurina Kim, Diana Rodriguez, Diana Schnur, Nathalie Perez

DEPARTMENTAL BUDGET COORDINATORS

Capital Improvement Projects – Kevin Kwak

Community Development – Greg Tsujiuchi, Jo-Ann Burns, Georgina Placido

Elected and City Manager's Offices – Alejandra Orozco**,** Becky Romero, Katherine Rhee, Tiffany Alcaraz, Anahi Corte

GTrans – Ernie Crespo, Dana Pynn, Jennifer Abro, Charles Santos

Police – Todd Fox, David Brock, Mayra Maciel, Priscilla Estrada

Public Works – Kevin Kwak, Kevin Thomas, Kim Nolan, Hong Lee

Recreation & Human Services – Nikki Sweeney, Nicola Howard, Christina Weldin, Adrianna Renteria, Amber Suit

BUDGET PROCESS

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

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

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

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

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

1. Establishing budgetary and fiscal policies that address current needs and set the foundation for future decisions.
2. Adopting a structurally balanced budget with realistic annual revenue projections and expenditures below revenue projections.
3. Pursuing grant and other special funds to augment City services in specific program areas.
4. Building adequate reserve funds to meet the City's current and future obligations.
5. Creating public-private partnerships with mutual economic and service benefit.
6. Setting charges and users fees to recover City costs for providing services as much as possible but without overburdening citizens, businesses, and property owners.
7. Replacing or upgrading vehicles and other capital equipment based on comparative cost of required maintenance for safety and performance efficiency.
8. Implementing efficiencies in service delivery and departmental operations that improve customer service and the quality of life in the community.
9. Enhancing employee skills and compensation to attract and maintain the best qualified staff and highest level of public service possible.
10. Providing superior public safety including community-based policing to reduce crime.
11. Providing community service programs that meet a variety of interests and needs.
12. Improving the public image and physical appearance of the City with proper maintenance of public rights-of-way and code enforcement of private properties.

BUDGET ROLES AND RESPONSIBLITIES

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

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

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

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

City Manager is responsible for:

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

Director of Administrative Services is responsible for:

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

OVERVIEW OF CITY BUDGET PROCESS

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

Each department head is required to select a responsible individual in the department to be the Budget Coordinator. Following the budget kickoff by the City Manager and Director of Administrative Services, all correspondence and meetings are conducted with the departments' Budget Coordinators and the Finance Budget Team.

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

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

1. **Proposed Work Plan:** Department and program narratives, major accomplishments for fiscal year ending, major goals and objectives for the new fiscal year, workload/performance indicators and projected revenues/cost recovery from department programs.

2. **Proposed Staffing Plan:** Departmental organization chart, personnel worksheets (benefits calculations), personnel schedules, staffing levels, and personnel by program activity.

3. **Proposed Spending Plan:** Department line-item worksheets, expenditure request worksheets, justification statements (if required), computer repair and replacement fund summary and capital expenditures one-year request and justification statement.

4. **Revenue Projections:** Department revenues based on the fees collected as part of the department's operation. Emphasis

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

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

Capital Outlay Requests: Capital requests are submitted separately with priority given to the replacement of aging and outdated equipment. With the establishment of the "Technology" fund in 2002 to protect the City's investment in technology by ensuring funds to properly maintain and replace equipment when needed. This is funded through departmental contributions based on a usage formula.

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

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

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

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

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

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

BUDGET CALENDAR - FISCAL YEARS 2026/27 & 2027/28 BUDGET

February 12, 2026	Distribution of the budget packets to all departments
March 16, 2026	Department supplemental requests due to Finance for review. New grants or revenue sources due to Finance.
Week of March 30, 2025	During this period, Finance staff will review the supplemental requests with each department, developing a plan of action for the FY 2026/27 & FY 2027/28 performance goals and narratives. Update the CIP projects and develop the CIP budgets.
April 13, 2026	Finance updating personnel worksheets and revenue estimates
Week of April 20, 2026	City Manager meets with Department Directors to discuss supplemental budget requests
Week of May 4, 2026	Finance Review/Update Internal Service Funds and develop/update CIP budget
May 26, 2026	Proposed Biennial Budget FY 2026/27 & FY 2027/28 presented to City Council and the public for review
May 22, 2026 - June 23, 2026	Public Review period for FY 2026/27 & FY 2027/28 Proposed Budget
June 11, 2026	Community Budget Forum
June 23, 2026	Budget Public Hearing and Adoption of Budget FY 2026/27 & FY 2027/28

BUDGET DOCUMENT GUIDE

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

The budget is designed to give the City Council a clear roadmap of the City’s expenditure needs and available resources so that the Council can make sound budgetary decisions. It is through the appropriation of funds that the Council sets the program and project priorities for the ensuing fiscal year. This one-year budget is presented to the City Council for consideration. This proposed amended budget will cover fiscal year 2025-2026.

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

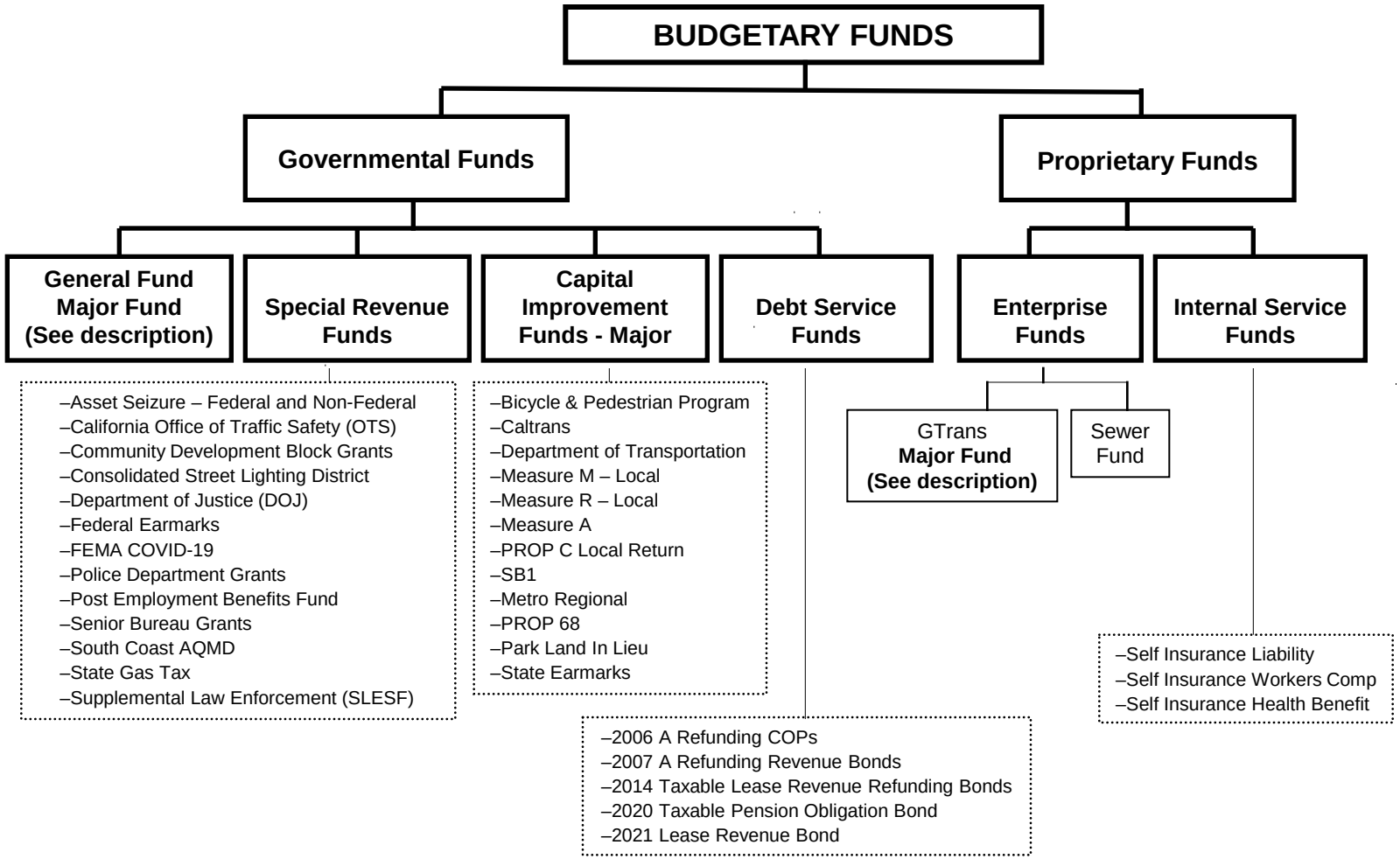
- Budget Message
- Introduction
- Budget Summaries
- Operating Budget – General Fund with corresponding Special Revenue Funds
- Operating Budget – Enterprise Funds
- Debt Service Funds
- Internal Service Funds
- Capital Improvement Program
- Appendix

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

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

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

CITY OF GARDENA FUND STRUCTURE



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

FUND DESCRIPTIONS

GENERAL FUND (Major Fund)

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

SPECIAL REVENUE FUNDS (Grants)

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

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

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

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

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

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

Federal Earmarks: Fund provided by legislators for projects or programs that curtail the ability of the Executive Branch to manage critical aspects of the funds allocation process.

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

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

Measure A: To account for monies received for the improvement of parks and open spaces from the Los Angeles County Regional Park and Open Space District or RPOSD.

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

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

Measure W: To account for monies received from the Los Angeles County for the improvement of water quality and stormwater infrastructure initiatives.

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

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

Prop 68: To account for monies received from the Statewide Park Development and Community Revitalization Program (SPP) administered by OGALS or Office of Grants and Local Services to create new parks and recreation opportunities in underserved communities across California.

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

Public Works Regional Grants: The California Department of Transportation and the Los Angeles County Metro provide funding to improve pedestrian safety, traffic light enhancements, and street improvements.

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

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

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

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

State Earmarks: Fund provided by legislators for projects or programs that curtail the ability of the Executive Branch to manage critical aspects of the funds allocation process.

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

FUND DESCRIPTIONS

CAPITAL IMPROVEMENT FUNDS
Are used to account for financial resources used for capital improvement projects.

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

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

Enterprise Funds:

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

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

Internal Service Funds:

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

Self-Insurance Liability Fund
Self-Insurance Workers' Compensation Fund
Self-Insurance Health Benefit Fund

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

ACCOUNTING PRINCIPLES AND POLICIES

FUND ACCOUNTING

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

Governmental Funds	**Proprietary Funds**
General Fund	Enterprise Funds
Special Revenue Funds	Internal Service Funds
Capital Improvement Fund	
Debt Service Funds	

BASIS OF ACCOUNTING AND BUDGETING

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

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

FINANCIAL POLICIES

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

FINANCE COMMITTEE

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

AUDITING AND FINANCIAL REPORTING

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

REVENUE POLICY

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

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

INVESTMENT OF IDLE FUNDS

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

PURCHASING POLICY

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

RISK MANAGEMENT POLICY

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

FIXED ASSET POLICY

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

CAPITAL IMPROVEMENT POLICY

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

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

DEBT POLICY

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

BORROWING INSTRUMENTS

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

BUDGET – GENERAL POLICY

- City staff will present to the City Council a structurally balanced budget proposal that does not rely on "one-time" revenues. Annual recurring expenditures will be funded with annual recurring revenues.
- The City Council will, by June 30 of each year, adopt a structurally balanced operating and capital improvement spending plan for the ensuing fiscal year, where operating revenues are equal to, or exceed, operating expenditures.
- The City will align and amend as appropriate its operating and capital spending plan with its strategic action plan priorities and economic development plan.
- City staff will complete and present a quarterly Budget and Economic Condition Analysis to the Finance Committee. Recommended budget adjustments will be submitted to the City Council for consideration and approval.
- The City will establish and maintain a General Fund Reserve equal to at least twenty-five percent (25%) of its annual General Fund operating budget. The amount will be revised annually and such funds will be expended only with the approval of the City Council.

BUDGET – REVENUE

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

- The City will stabilize its revenue base by forecasting its annual operating expenditures on diverse revenue sources and limiting revenue growth projections in each revenue category.
- Revenues received in excess of the budgeted projections will be used for one-time expenditures or set aside as reserve.

BUDGET – EXPENDITURES

- Expenditures will be budgeted realistically for each expenditure category and can be adjusted internally as may become necessary but will not exceed appropriation limits.
- Contingency funds will be included in the annual budget to provide funding for unanticipated operating cost increases, one-time purchasing opportunities and one-time emergency expenditures to repair equipment and facilities. Unexpended funds will carry-over to the next fiscal year.
- In considering reductions in service levels, program cuts, or staffing reductions, the city will first assess options to improve operational efficiencies and develop additional revenues to cover the cost to continue the existing level of public service with existing Budget Policies.
- Limiting Cost with Fees for Service: Certain services are used selectively by a limited number of participants and, therefore, are not mandated City services. These services are provided based on individual interest and are provided only as funding is available. To fund these programs without limiting basic services necessary for the general public, the City will perform a cost analysis to identify the city's fully burdened cost for providing those services and, to the extent reasonable, set the fee based on full cost recovery. Such fees shall be updated frequently to ensure that the fees are reflective of actual city costs for the delivery of services.
- Unexpended funds within a fiscal year will be held in reserve or appropriated for one-time expenditures.

BUDGET – CAPITAL IMPROVEMENT

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

PROPOSED

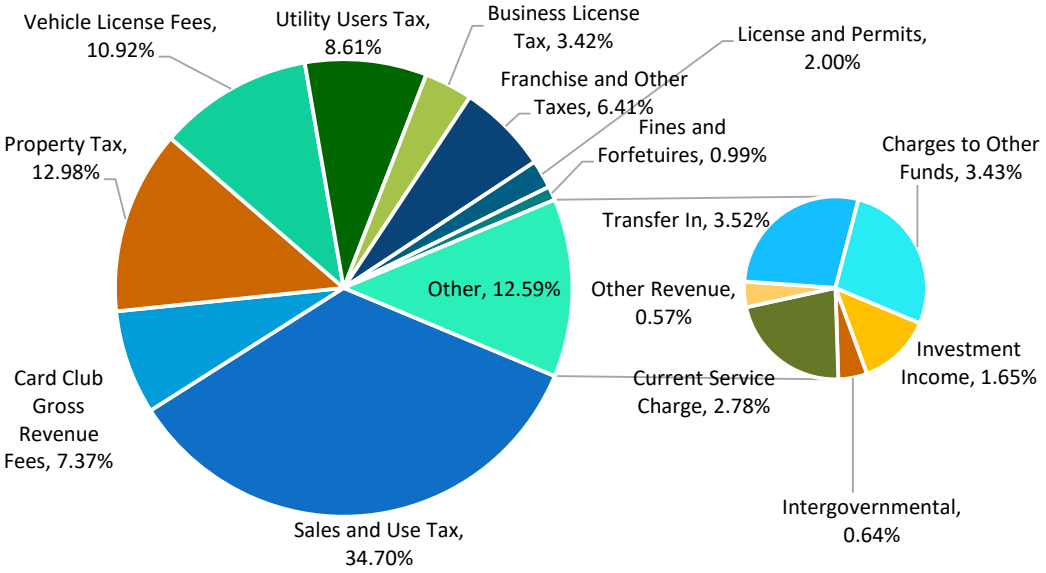
BUDGET SUMMARIES

FY 2026/27 & FY 2027/28

GENERAL FUND REVENUE and EXPENDITURES 2026/2027

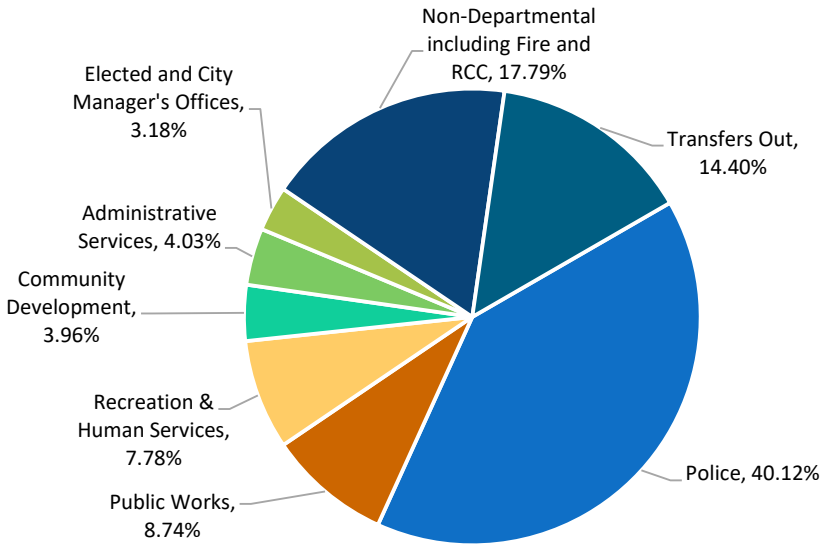
WHERE THE MONEY COMES FROM…

Revenue Sources	General Fund	% of Total
Sales and Use Tax	$ 31,198,068	34.70%
Card Club Gross Revenue Fees	$ 6,623,877	7.37%
Property Tax	$ 11,673,281	12.98%
Vehicle License Fees	$ 9,820,568	10.92%
Utility Users Tax	$ 7,741,353	8.61%
Business License Tax	$ 3,073,260	3.42%
Franchise and Other Taxes	$ 5,764,835	6.41%
License and Permits	$ 1,800,781	2.00%
Fines and Forfetuires	$ 886,962	0.99%
Investment Income	$ 1,485,305	1.65%
Intergovernmental	$ 575,538	0.64%
Current Service Charge	$ 2,502,800	2.78%
Other Revenue	$ 512,036	0.57%
Transfer In	$ 3,162,259	3.52%
Charges to Other Funds	$ 3,085,057	3.43%
TOTAL REVENUES	**$ 89,905,980**	**100.00%**



WHERE THE MONEY GOES…

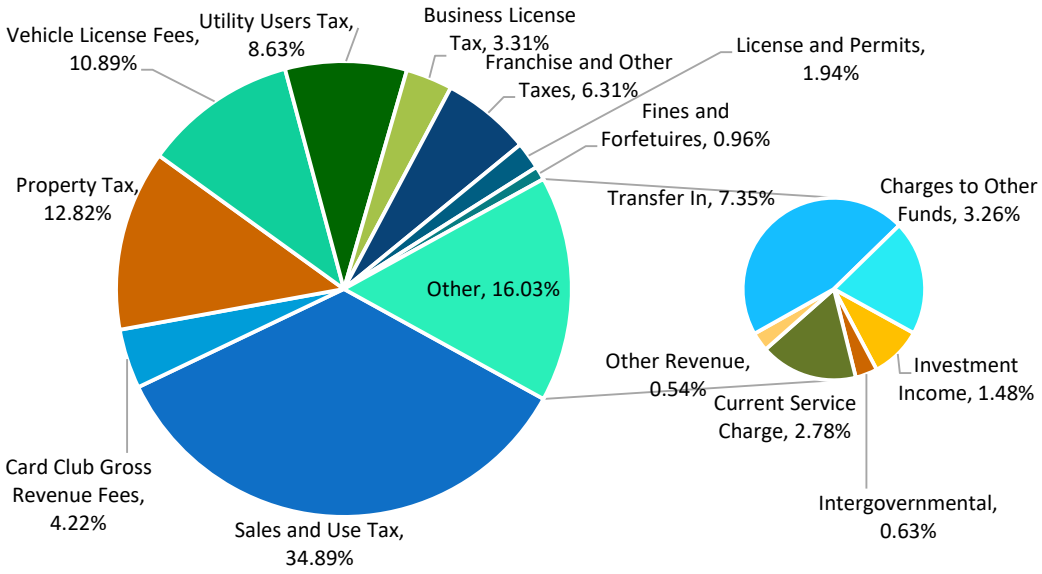
Department Expenditures	General Fund	% of Total
Police	$ 36,029,098	40.12%
Public Works	7,849,822	8.74%
Recreation & Human Services	6,991,219	7.78%
Community Development	3,552,957	3.96%
Administrative Services	3,616,371	4.03%
Elected and City Manager's Offices	2,859,122	3.18%
Non-Departmental including Fire and RCC	15,976,393	17.79%
Transfers Out	12,937,096	14.40%
TOTAL EXPENDITURES	**$ 89,812,078**	**100.00%**



GENERAL FUND REVENUE and EXPENDITURES 2027/2028

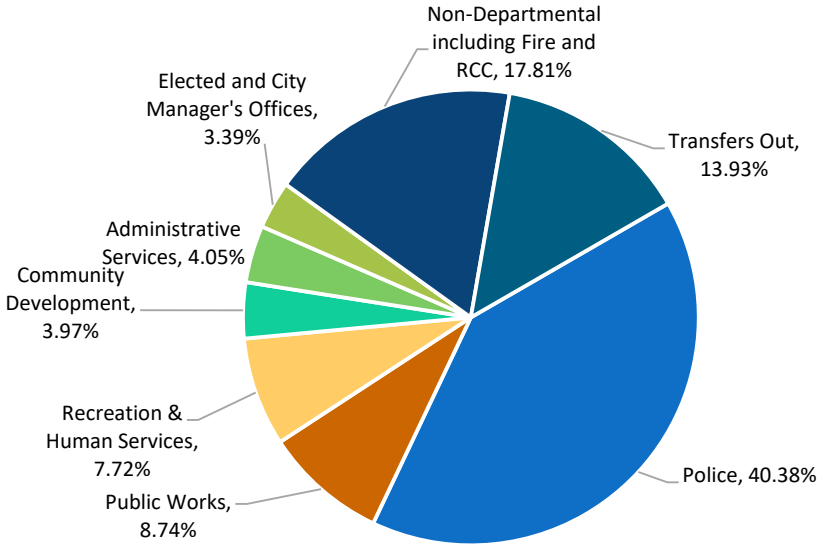
WHERE THE MONEY COMES FROM…

Revenue Sources	General Fund	% of Total
Sales and Use Tax	$ 33,053,741	34.89%
Card Club Gross Revenue Fees	$ 4,000,000	4.22%
Property Tax	$ 12,140,212	12.82%
Vehicle License Fees	$ 10,311,597	10.89%
Utility Users Tax	$ 8,171,287	8.63%
Business License Tax	$ 3,134,725	3.31%
Franchise and Other Taxes	$ 5,975,669	6.31%
License and Permits	$ 1,836,797	1.94%
Fines and Forfetuires	$ 913,571	0.96%
Investment Income	$ 1,399,464	1.48%
Intergovernmental	$ 592,804	0.63%
Current Service Charge	$ 2,634,549	2.78%
Other Revenue	$ 512,036	0.54%
Transfer In	$ 6,962,259	7.35%
Charges to Other Funds	$ 3,085,057	3.26%
TOTAL REVENUES	**$ 94,723,768**	**100.00%**



WHERE THE MONEY GOES…

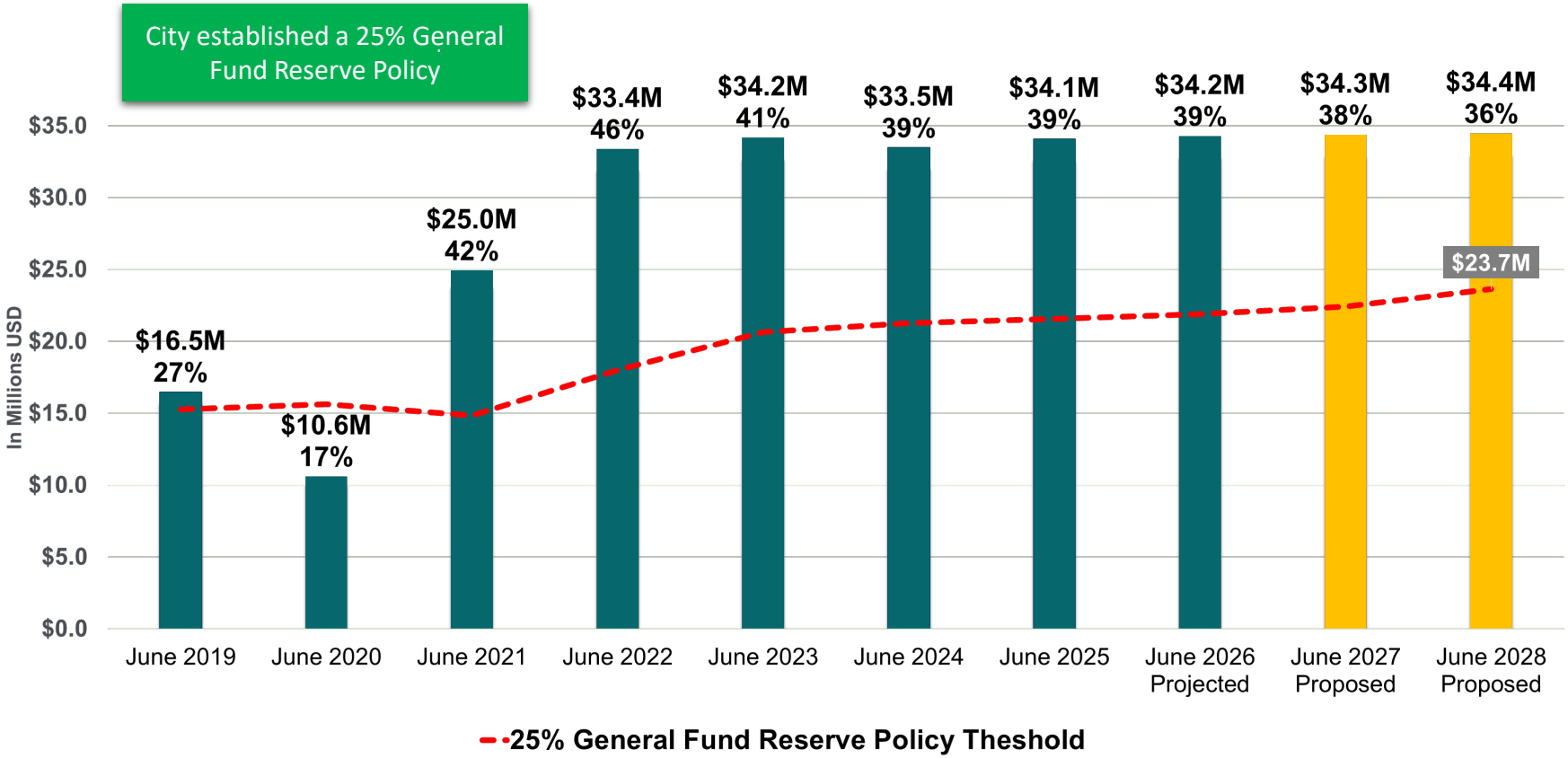
Department Expenditures	General Fund	% of Total
Police	$ 38,221,256	40.38%
Public Works	8,271,068	8.74%
Recreation & Human Services	7,308,416	7.72%
Community Development	3,755,916	3.97%
Administrative Services	3,835,436	4.05%
Elected and City Manager's Offices	3,208,808	3.39%
Non-Departmental including Fire and RCC	16,860,102	17.81%
Transfers Out	13,181,576	13.93%
TOTAL EXPENDITURES	**$ 94,642,578**	**100.00%**



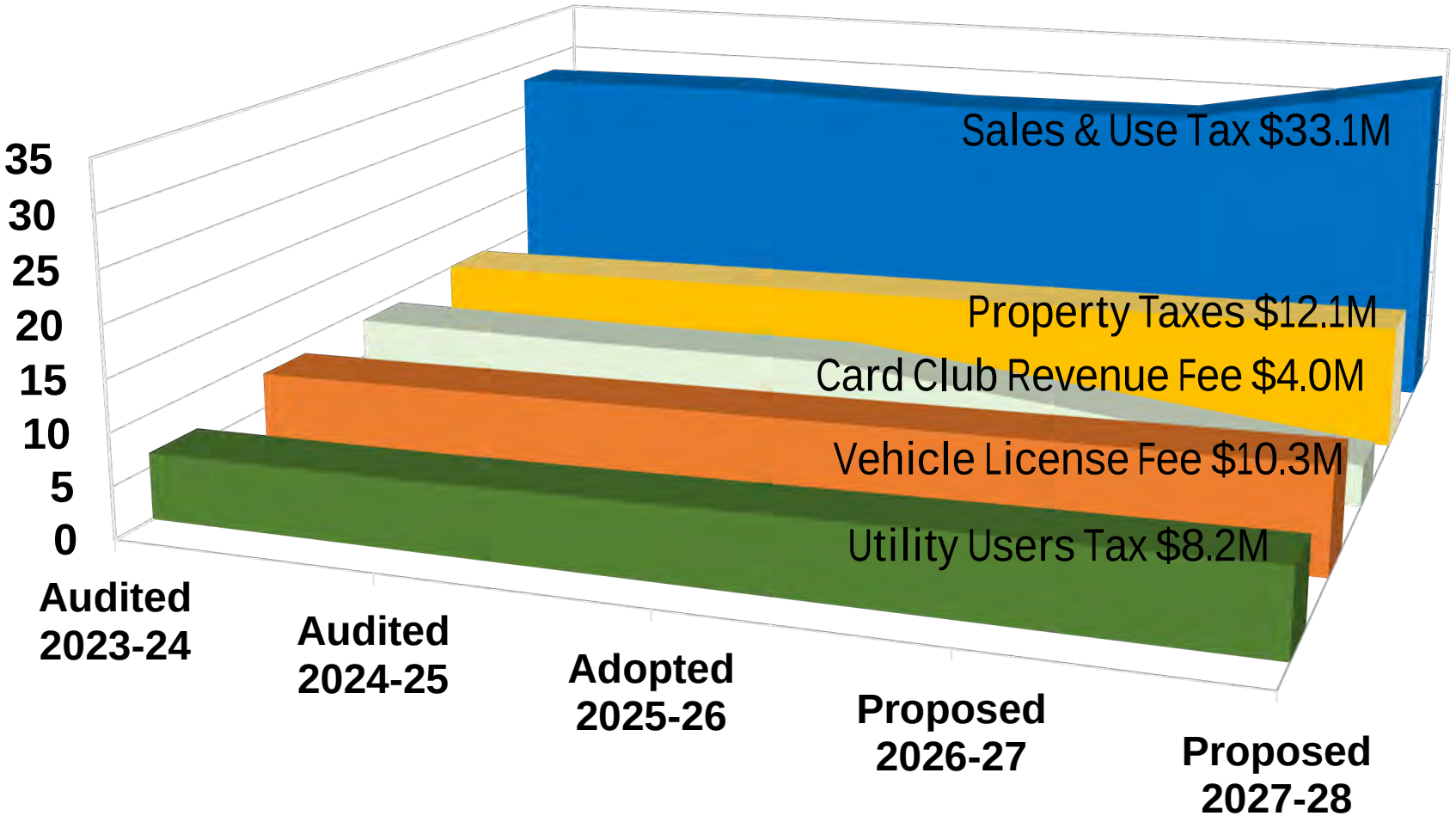
GENERAL FUND HISTORICAL REVENUE AND EXPENDITURE SUMMARY

Revenues and Other Sources:	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Change in $ Proposed 26-27 vs Proposed 27-28	Change in % Proposed 26-27 vs Proposed 27-28
Taxes	72,234,462	73,486,609	75,895,242	76,787,231	891,989	1.2%
Licenses and Permits	1,967,596	2,127,013	1,800,781	1,836,797	36,016	2.0%
Fines and Forfeitures	1,017,194	861,128	886,962	913,571	26,609	3.0%
Use of Money & Property	3,382,580	880,000	1,485,305	1,399,464	(85,841)	-5.8%
Intergovernmental	501,611	558,775	575,538	592,804	17,266	3.0%
Current Service Charges	2,384,474	2,940,907	2,502,800	2,634,549	131,749	5.3%
Other Revenue	591,028	512,036	512,036	512,036	-	-
Charges to Other Funds	3,030,213	3,085,057	3,085,057	3,085,057	-	-
Transfer In	3,604,426	2,953,259	3,162,259	6,962,259	3,800,000	120.2%
Total Revenues	**88,713,583**	**87,404,784**	**89,905,980**	**94,723,768**	**4,817,788**	**5.4%**
Expenditures:						
Salaries and Benefits	47,316,475	53,182,522	51,183,821	54,586,987	3,403,166	6.6%
Materials and Operations	24,468,575	25,717,309	25,490,661	26,696,615	1,205,954	4.7%
Capital Outlay	547,387	324,500	200,500	177,400	(23,100)	-11.5%
Fund Transfers	15,753,058	8,107,407	12,937,096	13,181,576	244,480	1.9%
Total Expenditures	**88,085,495**	**87,331,738**	**89,812,078**	**94,642,578**	**4,830,500**	**5.4%**
Net Change in Fund Balance	**628,088**	**73,046**	**93,902**	**81,190**	**(12,712)**	**-13.5%**
Fund Balances - Beginning	33,490,618	34,118,707	34,191,753	34,285,655		
Fund Balances - Ending	**34,118,707**	**34,191,753**	**34,285,655**	**34,366,845**	**81,190**	**0.2%**

GENERAL FUND – FUND BALANCE



GENERAL FUND TOP 5 REVENUES



In Millions USD – Amount above is for Fiscal Year 2027-28

GENERAL FUND REVENUES BY ACCOUNT
FOUR-YEAR COMPARISON
FISCAL YEARS ENDING 2025-2028

	Revenue Sources	2024-2025 Audited	2025-2026 Adopted	2026-2027 Proposed	2027-2028 Proposed
TAXES (001)					
3101-3105	Property Taxes	$ 10,836,409	$ 11,176,231	$ 11,673,281	$ 12,140,212
3106	Sales and Use Tax	$ 28,214,603	$ 27,973,537	$ 31,198,068	$ 33,053,741
3107-09, 3112-13	Franchise Taxes	$ 2,432,159	$ 2,520,347	$ 2,544,342	$ 2,657,534
3110	Documentary Stamp Tax	$ 196,384	$ 233,484	$ 253,484	$ 238,484
3115-3116	Business License Tax	$ 3,153,491	$ 3,013,000	$ 3,073,260	$ 3,134,725
3117	Card Club Gross Revenue Fees	$ 8,808,950	$ 9,166,202	$ 6,623,877	$ 4,000,000
3118	Utility Users Tax	$ 6,829,968	$ 7,167,001	$ 7,741,353	$ 8,171,287
3119	Franchise Utility	$ 1,140,092	$ 1,311,788	$ 1,351,141	$ 1,418,698
3121	Hotel/Motel Tax	$ 1,521,081	$ 1,459,036	$ 1,502,807	$ 1,547,891
3122, 3349	Property Tax - Homeowner Tax Relief	$ 37,745	$ 38,061	$ 38,061	$ 38,061
3345	Motor Vehicle License In-Lieu	$ 96,030	$ 75,000	$ 75,000	$ 75,000
3346-3348	Vehicle License/Licenses In-Lieu	$ 8,967,550	$ 9,352,922	$ 9,820,568	$ 10,311,597
	TOTAL TAXES	**$ 72,234,462**	**$ 73,486,609**	**$ 75,895,242**	**$ 76,787,230**
LICENSES & PERMITS (002)					
3218-3220	Special and Entertainment Permits	$ 164,416	$ 181,975	$ 172,637	$ 176,090
3222-3232	Building and Other Permits	$ 1,645,741	$ 1,845,038	$ 1,464,401	$ 1,493,689
3234-3235	Appeals and Administration Fees	$ 151,184	$ 100,000	$ 158,743	$ 161,918
3473,3237	Fireworks and CCW Fees	$ 6,254	$ -	$ 5,000	$ 5,100
	TOTAL LICENSES and PERMITS	**$ 1,967,596**	**$ 2,127,013**	**$ 1,800,781**	**$ 1,836,797**
FINES & FORFEITURES (003)					
3533-3535	Administrative Citation and Parking Fines	$ 1,002,990	$ 831,128	$ 856,962	$ 883,571
3536-3538	Court Fines	$ 14,205	$ 30,000	$ 30,000	$ 30,000
	TOTAL FINES and FORFEITURES	**$ 1,017,194**	**$ 861,128**	**$ 886,962**	**$ 913,571**
INVESTMENT INCOME (004)					
3640	Interest on Investments	$ 2,300,863	$ 750,000	$ 1,330,305	$ 1,244,464
3641-3644	Rents and Concessions	$ 197,046	$ 105,000	$ 105,000	$ 105,000
3645	Fair Market Value on Investments	$ 884,671	$ 25,000	$ 50,000	$ 50,000
3646	Other Investment Income	$ -	$ -		
	TOTAL INVESTMENT INCOME	**$ 3,382,580**	**$ 880,000**	**$ 1,485,305**	**$ 1,399,464**
FROM OTHER AGENCIES (005/006/007)					
3311	Public Safety Augmentation	$ 463,573	$ 474,075	$ 489,197	$ 503,873
3375-3376	STC Reimbursement/POST Reimbursemen	$ 10,722	$ 24,229	$ 24,956	$ 25,705
3378	Mandated Cost Reimbursement	$ 620	$ 30,000	$ 30,000	$ 30,900
3383-88,3772,3391	Other Reimbursements	$ 26,697	$ 30,471	$ 31,385	$ 32,326
	TOTAL FROM OTHER AGENCIES	**$ 501,611**	**$ 558,775**	**$ 575,538**	**$ 592,804**

GENERAL FUND REVENUES BY ACCOUNT
FOUR-YEAR COMPARISON
FISCAL YEARS ENDING 2025-2028

	Revenue Sources	2024-2025 Audited	2025-2026 Adopted	2026-2027 Proposed	2027-2028 Proposed
CURRENT SERVICE CHARGES (008)					
3401-3402	Public Service Impact	$ -	$ -	$ -	$ -
3403-04, 3454	Business Registration Fee/Inspect Fee	$ 43,061	$ 2,000	$ 162,000	$ 162,000
3406	Trucking Impact Fee	$ 15,681	$ 15,000	$ 10,000	$ 10,000
3407	ATM Commission	$ 22	$ -	$ -	$ -
3409	Passport Fees	$ 7,925	$ 10,000	$ 10,000	$ 10,000
3411	Tipping Fees - CDS Refuse	$ 138,619	$ 190,000	$ 150,000	$ 150,000
3418-31, 3470	Recreation Fees	$ 359,419	$ 526,500	$ 334,000	$ 359,000
3433-3435	Industrial Waste/Strong Motion/Runoff Fees	$ 199,032	$ 333,307	$ 240,000	$ 250,000
3450-3453	Planning - Fees	$ 540,828	$ 700,000	$ 580,000	$ 640,000
3455-3459	Miscellaneous Fees (Public Works)	$ 15,800	$ 55,800	$ 15,800	$ 15,800
3466	Sewer Connection Fees	$ 5,149	$ 35,000	$ 30,000	$ 30,000
3475	Police Towing Admin Fees	$ 178,100	$ 162,300	$ 135,000	$ 141,750
3491	Police Services Bus Lines	$ 351,471	$ 400,000	$ 350,000	$ 380,000
3462, 3482	Miscellaneous Fees (Police Department)	$ 69,285	$ 80,000	$ 80,000	$ 80,000
3405, 3432-38, 3463-90	Other	$ 200,628	$ 141,000	$ 116,000	$ 116,000
3492	Franchise - Admin Fees (AB939)	$ 259,456	$ 290,000	$ 290,000	$ 290,000
	TOTAL CURRENT SERVICE CHARGES	**$ 2,384,474**	**$ 2,940,907**	**$ 2,502,800**	**$ 2,634,550**
OTHER REVENUE (009)					
3701	Franchise - Community Support	$ 42,500	$ 50,000	$ 50,000	$ 50,000
3770	Sale of Real or Personal Property	$ 78,574	$ 10,000	$ 10,000	$ 10,000
3705,3771-3787, 3789	Miscellaneous	$ 301,099	$ 152,036	$ 152,036	$ 152,036
3760, 3791	CIP and Engineering Costs Reimbursed	$ 168,855	$ 300,000	$ 300,000	$ 300,000
3901-3902,3996,3997	Other Financing Sources		$ -	$ -	$ -
	TOTAL OTHER REVENUE	**$ 591,028**	**$ 512,036**	**$ 512,036**	**$ 512,036**
TOTAL REVENUES		**$ 82,078,945**	**$ 81,366,468**	**$ 83,658,664**	**$ 84,676,452**
CHARGES TO OTHER FUNDS (084)		**$ 3,030,213**	**$ 3,085,057**	**$ 3,085,057**	**$ 3,085,057**
FUNDS TRANSFERRED IN (089)		**$ 3,604,426**	**$ 2,953,259**	**$ 3,162,259**	**$ 6,962,259**
	TOTAL GENERAL FUND	**$ 88,713,583**	**$ 87,404,784**	**$ 89,905,980**	**$ 94,723,768**

CITY OF GARDENA

General Fund Long-Range Budget Planning
Fiscal Year 2025-26 to Fiscal Year 2028-2029

OPERATING BUDGET	BASELINE PROJECTION			
	FY 2025-26	FY 2026-27	F 2027-28	FY 2028-29
Revenues[4]	87,786,594	92,113,939	99,555,604	104,053,986
Revenue Loss Due to Casino Regulations[1]		(2,207,959)	(4,831,836)	(5,331,836)
Operating Revenues	87,786,594	89,905,980	94,723,768	98,722,150
Operating Expenditures[2] [3]	(87,633,389)	(89,812,078)	(94,642,578)	(98,703,200)
Operating Surplus / (Deficit)	**153,204**	**93,902**	**81,190**	**18,950**
Ending General Fund Balance	**34,271,910**	**34,365,812**	**34,447,002**	**34,465,952**
Balance % of Operating Expenditures	**39.1%**	**38.3%**	**36.4%**	**34.9%**

[1] Does not include recession scenarios and assumes that Hustler Casino will continue to operate in the City

[2] Assumes same staffing level and additional fire protection services payment starting FY 2027-28

[3] Assumes that CalPERS will meet its investment return of 6.8% per fiscal year

[4] Assumes successful passage of Measure GG (0.25%) by Fiscal Year 2026-2027

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2026-2027

FUND DESCRIPTION	FY 2025-2026 PROJECTED FUND BALANCE	PROPOSED REVENUES		TOTAL REVENUES	PROPOSED APPROPRIATIONS		TOTAL EXPENDITURES	FY 2026-2027 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT		
General	$ 34,191,753	$ 86,743,721	$ 3,162,259	$ 89,905,980	$ 76,874,982	$ 12,937,096	$ 89,812,078	$ 34,285,655
General Fund	**34,191,753**	**86,743,721**	**3,162,259**	**89,905,980**	**76,874,982**	**12,937,096**	**89,812,078**	**34,285,655**
General Liability	(2,181,342)	1,689,873	1,247,872	2,937,745	3,861,974	9,303	3,871,277	(3,114,874)
Workers' Compensation	(8,356,569)	2,023,604	800,000	2,823,604	2,862,694	14,578	2,877,272	(8,410,237)
Health Benefits	4,884,923	13,255,867	3,934,689	17,190,556	15,239,031	2,505,061	17,744,092	4,331,387
Internal Services Funds	**(5,652,988)**	**16,969,344**	**5,982,561**	**22,951,905**	**21,963,699**	**2,528,942**	**24,492,641**	**(7,193,724)**
2006 Series A & B Refunding	1,931,614	-	1,021,096	1,021,096	1,021,096	-	1,021,096	1,931,614
2014 Taxable Lease Rev Ref Bonds	2	-	504,048	504,048	504,048	-	504,048	2
2007A Refunding Rev Bonds	229,796	-	188,975	188,975	188,975	-	188,975	229,796
Taxable Pension Obligation Bonds 2020	71,213	-	6,102,051	6,102,051	6,102,051	-	6,102,051	71,213
Lease Revenue Bonds, 2021	(868,504)	-	945,650	945,650	945,650	752,082	1,697,732	(1,620,586)
Debt Service Funds	**1,364,120**	**-**	**8,761,820**	**8,761,820**	**8,761,820**	**752,082**	**9,513,902**	**612,038**
Capital Improvements	**1,894**	100,500	58,444,427	**58,544,927**	58,544,927		**58,544,927**	**1,894**
GTrans	46,307,461	29,676,984	10,455,616	40,132,600	39,932,937	199,663	40,132,600	46,307,461
Sewer Fund	794,145	2,512,500	-	2,512,500	2,049,155	5,081,838	7,130,993	(3,824,348)
Enterprise Funds	**47,101,606**	**32,189,484**	**10,455,616**	**42,645,100**	**41,982,092**	**5,281,501**	**47,263,593**	**42,483,113**
Technology Replacement	2,936,172	733,989	25,000	758,989	672,098	-	672,098	3,023,063
Equipment Revolving	1,550,000	-	25,000	25,000	-	-	-	1,575,000
Deferred Maintenance	12,305,219		25,000	25,000	-	3,746,088	3,746,088	8,584,131
Vehicle Replacement Fund	2,625,653		150,000	150,000	-	-	-	2,775,653
Accrued Benefit Liability Stabilization	3,491,053		25,000	25,000	1,650,000	-	1,650,000	1,866,053
Measure A Homeless Initiative	20,819	192,562		192,562	192,562	-	192,562	20,819
Asset Seizure Fund-Non Federal	779,343			-	-	325,000	325,000	454,343
Officer Wellness and Mental Health Grant	7,881			-	-	-	-	7,881
Digital Divide	-	3,498,291		3,498,291	-	3,498,291	3,498,291	-
Consolidated Street Lighting District	444,831	967,356		967,356	887,405	263,944	1,151,349	260,838
Artesia Blvd. Landscape District	5,473	21,662		21,662	21,662	-	21,662	5,473
State Gas Tax	1,542,983	1,756,681		1,756,681	767,599	875,097	1,642,696	1,656,968
Maxine Waters Federal Earmark	-	1,000,000		1,000,000	-	1,000,000	1,000,000	-
Development Impact Fee	50,108			-	-	246,825	246,825	(196,717)
Supplement Law Enforcement (SLESF)	421,082	172,821		172,821	350,000	-	350,000	243,903

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2026-2027

FUND DESCRIPTION	FY 2025-2026 PROJECTED FUND BALANCE	PROPOSED REVENUES			PROPOSED APPROPRIATIONS			FY 2026-2027 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN	TOTAL REVENUES	EXPENDITURES	TRANSFERS OUT	TOTAL EXPENDITURES	
Traffic Safety Fund	39,775	75,500		75,500	-	75,500	75,500	39,775
Asset Forfeiture Fund	2,026,731			-	-	-	-	2,026,731
Measure W Safe Clean Water Program	(227,420)	872,000		872,000	224,578	1,123,259	1,347,837	(703,257)
Mas Fukai Building Structure Renovation	-	2,000,000		2,000,000	-	2,000,000	2,000,000	-
Bicycle and Pedestrian Program	(156,467)	143,000		143,000	-	143,000	143,000	(156,467)
CPF Rosecrans Community Center	-	1,000,000		1,000,000	-	1,000,000	1,000,000	
Façade Improvement Program	12,281			-			-	12,281
Rowley Park Gymnasium Renovation	(48,360)	2,854,731		2,854,731		2,854,731	2,854,731	(48,360)
Measure M Transit	(1)	5,272,207		5,272,207		5,272,207	5,272,207	(1)
GTrans OPEB Trust	6,550,564			-			-	6,550,564
City OPEB Trust Fund	3,896,036		525,000	525,000			-	4,421,036
Measure R Transit	485,155	5,183,409		5,183,409		5,183,409	5,183,409	485,155
Prop A Local Return	7,801	1,684,834		1,684,834	1,684,834		1,684,834	7,801
Prop 1B Capital	3,749,805			-			-	3,749,805
Prop 1B Security	508,093			-			-	508,093
AQMD - MSRC	10,431			-			-	10,431
Measure A	(134,214)	3,126,024		3,126,024		3,126,024	3,126,024	(134,214)
South Coast AQMD	193,551	80,000		80,000	15,000	3,500	18,500	255,051
Prop C Local Return	1,361,995	1,308,965		1,308,965	45,323	5,278,077	5,323,400	(2,652,440)
Prop 68 State Parks Grant	(137,629)			-			-	(137,629)
Measure R Highway	(19,494)	2,412,774		2,412,774		2,412,774	2,412,774	(19,494)
Measure R Local Return	157,669	981,724		981,724	45,323	3,310,332	3,355,655	(2,216,262)
In Lieu Funds	(443,580)			-		2,617,771	2,617,771	(3,061,351)
Measure M Local Return	(1,417,827)	1,112,620		1,112,620	28,936	4,863,204	4,892,140	(5,197,347)
SB 1- Gas Tax	478,731	1,713,639		1,713,639		4,396,856	4,396,856	(2,204,486)
Unfunded Accrued Liability (UAL) Fund	7,340,813			-		400,000	400,000	6,940,813
Measure M Highway	(0)	12,240,746		12,240,746		12,240,746	12,240,746	-
UAL Fund - GTrans	876,439		199,663	199,663			-	1,076,102
UAL Fund - Sewer	48,260		9,268	9,268			-	57,528
Highway Safety Improvement Program	(13,025)			-			-	(13,025)
Energy Efficiency & Conservation Blk Grn	(56,010)			-				(56,010)

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2026-2027

FUND DESCRIPTION	FY 2025-2026 PROJECTED FUND BALANCE	PROPOSED REVENUES			PROPOSED APPROPRIATIONS			FY 2026-2027 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN	TOTAL REVENUES	EXPENDITURES	TRANSFERS OUT	TOTAL EXPENDITURES	
National Opioid Settlements Fund	-			-	85,885	-	85,885	(85,885)
SCAMP	-	416,155		416,155	404,523	11,632	416,155	-
SCAMP - Home Delivery	-	240,925		240,925	231,977	8,948	240,925	-
Supportive Services Program	-	141,797		141,797	128,099	13,698	141,797	-
Senior Citizen Day Care - Trust	-	80		80		80	80	-
Family Child Care	40,963			-			-	40,963
Prop 56 - Tobacco Grant Program	(28,289)			-			-	(28,289)
BJA BYRNE Discretionary Grant	(26,622)			-			-	(26,622)
OTS DUI Enforcement Awareness Program	-	100,000		100,000	100,000		100,000	-
Brownfields Hazardous Material	3,079			-			-	3,079
CalHome	413,593			-			-	413,593
State HOME Owner Occupied Grant	2,074,000			-			-	2,074,000
HOME ARP		1,040,280		1,040,280	1,040,280		1,040,280	-
CDBG Admin	(37,257)	120,832		120,832	120,832		120,832	(37,257)
CDBG Housing Rehabilitation Program	(41,973)	946,218		946,218	946,218		946,218	(41,973)
Special Revenue Funds	**53,668,215**	**53,411,822**	**983,931**	**54,395,753**	**9,643,134**	**66,290,993**	**75,934,127**	**32,129,841**
TOTAL ALL FUNDS	**$ 130,674,600**	**$ 189,414,871**	**$ 87,790,614**	**$ 277,205,485**	**$ 217,770,654**	**$ 87,790,614**	**$ 305,561,268**	**$ 102,318,817**

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2027-2028

FUND DESCRIPTION	FY 2026-2027 PROJECTED FUND BALANCE	AMENDED REVENUES		TOTAL REVENUES	AMENDED APPROPRIATIONS		TOTAL EXPENDITURES	FY 2027-2028 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT		
General	$ 34,285,655	$ 87,761,509	$ 6,962,259	$ 94,723,768	$ 81,461,002	$ 13,181,576	$ 94,642,578	$ 34,366,845
General Fund	**34,285,655**	**87,761,509**	**6,962,259**	**94,723,768**	**81,461,002**	**13,181,576**	**94,642,578**	**34,366,845**
General Liability	(3,114,874)	1,696,689	1,247,872	2,944,561	3,990,247	9,287	3,999,534	(4,169,847)
Workers' Compensation	(8,410,237)	2,023,604	800,000	2,823,604	3,203,230	14,552	3,217,782	(8,804,415)
Health Benefits	4,331,387	14,100,493	4,230,869	18,331,362	16,622,122	2,505,048	19,127,170	3,535,579
Internal Services Funds	**(7,193,724)**	**17,820,786**	**6,278,741**	**24,099,527**	**23,815,599**	**2,528,887**	**26,344,486**	**(9,438,683)**
2006 Series A & B Refunding	1,931,614		1,018,561	1,018,561	1,018,561		1,018,561	1,931,614
2014 Taxable Lease Rev Ref Bonds	2		505,586	505,586	505,586		505,586	2
2007A Refunding Rev Bonds	229,796		191,825	191,825	191,825		191,825	229,796
Taxable Pension Obligation Bonds 2020	71,213		6,100,247	6,100,247	6,100,247		6,100,247	71,213
Lease Revenue Bonds, 2021	(1,620,586)		943,750	943,750	943,750		943,750	(1,620,586)
Debt Service Funds	**612,038**	**-**	**8,759,969**	**8,759,969**	**8,759,969**	**-**	**8,759,969**	**612,038**
Capital Improvements	**1,894**		4,500,000	**4,500,000**	4,500,000		**4,500,000**	**1,894**
GTrans	46,307,461	30,184,757	10,547,584	40,732,341	40,499,227	233,114	40,732,341	46,307,461
Sewer Fund	(3,824,348)	2,512,500		2,512,500	2,157,172	310,820	2,467,992	(3,779,840)
Enterprise Funds	**42,483,113**	**32,697,257**	**10,547,584**	**43,244,841**	**42,656,399**	**543,934**	**43,200,333**	**42,527,621**
Technology Replacement	3,023,063	733,989	25,000	758,989	672,098		672,098	3,109,954
Equipment Revolving	1,575,000		25,000	25,000			-	1,600,000
Deferred Maintenance	8,584,131		25,000	25,000			-	8,609,131
Vehicle Replacement Fund	2,775,653		100,000	100,000	625,000		625,000	2,250,653
Accrued Benefit Liability Stabilization	1,866,053		25,000	25,000			-	1,891,053
Measure A Homeless Initiative	20,819	200,417		200,417	200,417		200,417	20,819
Asset Seizure Fund-Non Federal	454,343			-		325,000	325,000	129,343
Officer Wellness and Mental Health Grant	7,881			-			-	7,881
Consolidated Street Lighting District	260,838	996,302		996,302	929,467	50,000	979,467	277,673
Artesia Blvd. Landscape District	5,473	21,662		21,662	21,662		21,662	5,473
State Gas Tax	1,656,968	1,756,681		1,756,681	571,038	756,914	1,327,952	2,085,697
Development Impact Fee	(196,717)			-			-	(196,717)
Supplement Law Enforcement (SLESF)	243,903	172,821		172,821			-	416,724
Traffic Safety Fund	39,775	75,500		75,500		75,500	75,500	39,775
Asset Forfeiture Fund	2,026,731			-			-	2,026,731
Measure W Safe Clean Water Program	(703,257)	872,000		872,000	224,578	683,259	907,837	(739,094)

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2027-2028

FUND DESCRIPTION	FY 2026-2027 PROJECTED FUND BALANCE	AMENDED REVENUES		TOTAL REVENUES	AMENDED APPROPRIATIONS		TOTAL EXPENDITURES	FY 2027-2028 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT		
Bicycle and Pedestrian Program	(156,467)			-			-	(156,467)
Façade Improvement Program	12,281			-			-	12,281
Rowley Park Gymnasium Renovation	(48,360)			-			-	(48,360)
Measure M Transit	(1)	5,364,175		5,364,175		5,364,175	5,364,175	(1)
GTrans OPEB Trust	6,550,564			-			-	6,550,564
City OPEB Trust Fund	4,421,036		525,000	525,000			-	4,946,036
Measure R Transit	485,155	5,183,409		5,183,409		5,183,409	5,183,409	485,155
Prop A Local Return	7,801	1,853,317		1,853,317	1,853,317		1,853,317	7,801
Prop 1B Capital	3,749,805			-			-	3,749,805
Prop 1B Security	508,093			-			-	508,093
AQMD - MSRC	10,431			-			-	10,431
Measure A	(134,214)			-			-	(134,214)
South Coast AQMD	255,051	80,000		80,000	15,000	3,500	18,500	316,551
Prop C Local Return	(2,652,440)	1,344,307		1,344,307	47,793	1,354,410	1,402,203	(2,710,336)
Prop 68 State Parks Grant	(137,629)			-			-	(137,629)
Measure R Highway	(19,494)			-			-	(19,494)
Measure R Local Return	(2,216,262)	1,008,231		1,008,231	47,793	854,503	902,296	(2,110,327)
In Lieu Funds	(3,061,351)			-			-	(3,061,351)
Measure M Local Return	(5,197,347)	1,142,661		1,142,661	30,682	1,053,124	1,083,806	(5,138,492)
SB 1- Gas Tax	(2,204,486)	1,765,048		1,765,048		1,825,000	1,825,000	(2,264,438)
Unfunded Accrued Liability (UAL) Fund	4,040,813			-		4,200,000	4,200,000	(159,187)
Measure M Highway	-			-			-	-
UAL Fund - GTrans	1,076,102		233,114	233,114			-	1,309,216
UAL Fund - Sewer	57,528		10,820	10,820			-	68,348
Highway Safety Improvement Program	(13,025)			-			-	(13,025)
Energy Efficiency & Conservation Blk Grn	(56,010)			-				(56,010)
National Opioid Settlements Fund	(85,885)			-	93,650		93,650	(179,535)
SCAMP	-	429,120		429,120	417,509	11,611	429,120	-
SCAMP - Home Delivery	-	246,236		246,236	237,304	8,932	246,236	-
Supportive Services Program	-	144,534		144,534	130,861	13,673	144,534	-
Senior Citizen Day Care - Trust	-	80		80		80	80	-
Family Child Care	40,963			-			-	40,963

SUMMARY OF FUND ACTIVITY
FISCAL YEAR 2027-2028

FUND DESCRIPTION	FY 2026-2027 PROJECTED FUND BALANCE	AMENDED REVENUES		TOTAL REVENUES	AMENDED APPROPRIATIONS		TOTAL EXPENDITURES	FY 2027-2028 PROJECTED FUND BALANCE
		REVENUES	TRANSFERS IN		EXPENDITURES	TRANSFERS OUT		
Prop 56 - Tobacco Grant Program	(28,289)			-			-	(28,289)
BJA BYRNE Discretionary Grant	(26,622)			-			-	(26,622)
OTS DUI Enforcement Awareness Program	-	100,000		100,000	100,000		100,000	-
Brownfields Hazardous Material	3,079			-			-	3,079
CalHome	413,593			-			-	413,593
State HOME Owner Occupied Grant	2,074,000			-			-	2,074,000
CDBG Admin	(37,257)	120,832		120,832	120,832		120,832	(37,257)
CDBG Housing Rehabilitation Program	(41,973)	946,218		946,218	946,218		946,218	(41,973)
Special Revenue Funds	**29,229,841**	**24,557,540**	**968,934**	**25,526,474**	**7,285,219**	**21,763,090**	**29,048,309**	**25,708,006**
TOTAL ALL FUNDS	**$ 99,418,817**	**$ 162,837,092**	**$ 38,017,487**	**$ 200,854,579**	**$ 168,478,188**	**$ 38,017,487**	**$ 206,495,675**	**$ 93,777,721**

SUMMARY OF REVENUES AND EXPENDITURES
FISCAL YEAR 2026-2027 PROPOSED BUDGET - ALL FUNDS

Fund Description	Revenues	Expenditures	Delta
General Fund	$89,905,980	$89,812,078	$93,902
Combined Internal Services	$22,951,905	$24,492,641	($1,540,736)
Combined Debt Service	$8,761,820	$9,513,902	($752,082)
Capital Improvement (CIP)	$58,544,927	$58,544,927	$0
Enterprise Funds - Transportation	$40,132,600	$40,132,600	$0
Enterprise Funds - Sewer	$2,512,500	$7,130,993	($4,618,493)
Special Revenue Funds	$54,395,753	$75,934,127	($21,538,374)
Total All Funds ***- not including beginning fund balance***	**$277,205,485**	**$305,561,268**	**($28,355,783)**

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

SUMMARY OF REVENUES AND EXPENDITURES
FISCAL YEAR 2027-2028 PROPOSED BUDGET - ALL FUNDS

Fund Description	Revenues	Expenditures	Delta
General Fund	$94,723,768	$94,642,578	$81,190
Combined Internal Services	$24,099,527	$26,344,486	($2,244,959)
Combined Debt Service	$8,759,969	$8,759,969	$0
Capital Improvement (CIP)	$4,500,000	$4,500,000	$0
Enterprise Funds - Transportation	$40,732,341	$40,732,341	$0
Enterprise Funds - Sewer	$2,512,500	$2,467,992	$44,508
Special Revenue Funds	$25,526,474	$29,048,309	($3,521,835)
Total All Funds ***- not including beginning fund balance***	**$200,854,579**	**$206,495,675**	**($5,641,096)**

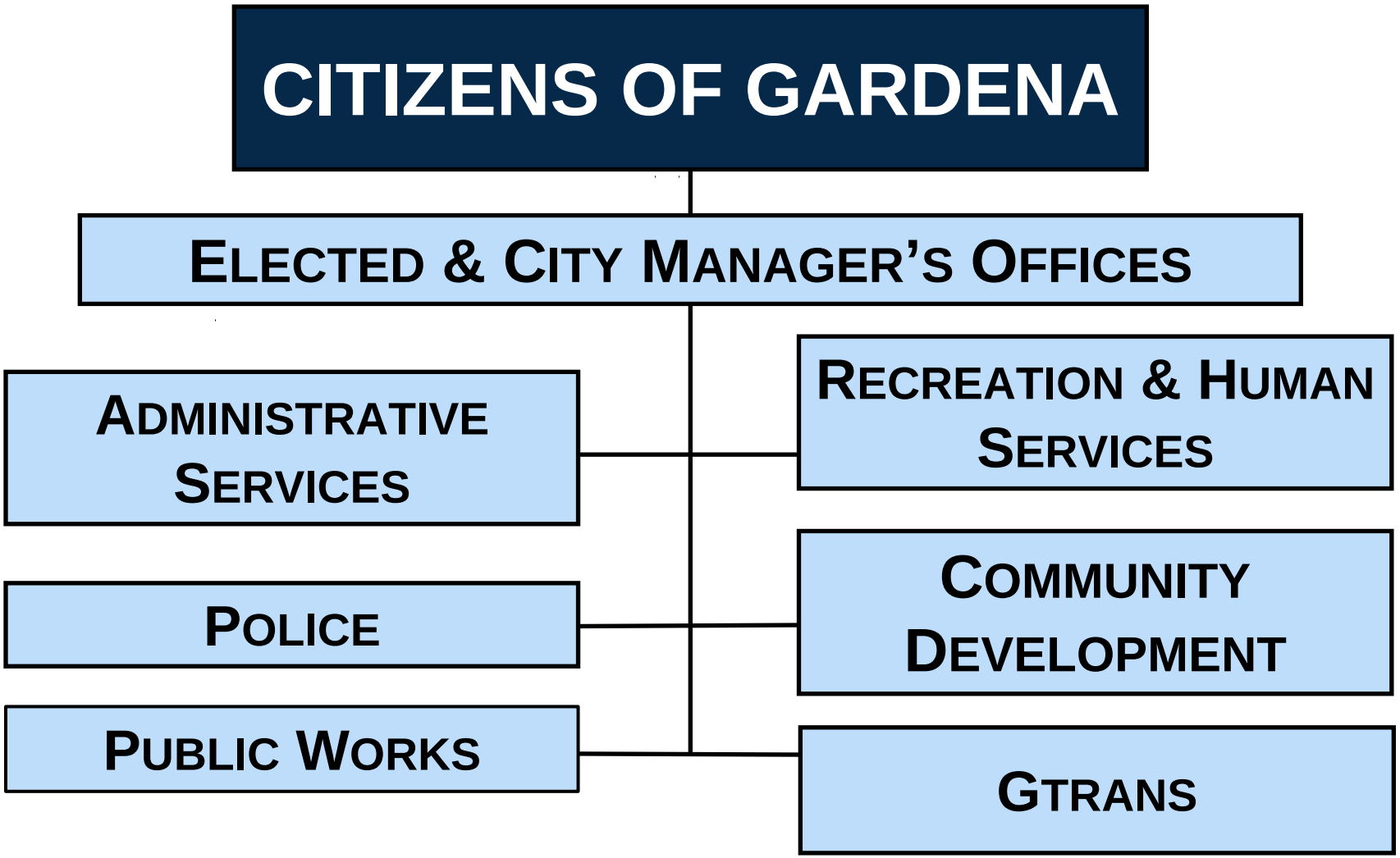
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DEPARTMENT

PROPOSED BUDGET

FY 2026/27 & FY 2027/28

OPERATIONAL DEPARTMENTS



Citywide Staffing Plan
Proposed Budget Fiscal Years 2026-27 & 2027-28

Elected & Appointed Positions	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Elected Mayor	1.00	1.00	1.00	1.00	1.00
Elected Councilperson	4.00	4.00	4.00	4.00	4.00
Elected City Clerk	1.00	1.00	1.00	1.00	1.00
Elected City Treasurer	1.00	1.00	1.00	1.00	1.00
Gardena Beautification Commissioner	10.00	10.00	10.00	10.00	10.00
Rent Mediation Board Member	15.00	15.00	15.00	15.00	15.00
Gardena Economic Business Advisory Commissioner	10.00	10.00	10.00	10.00	10.00
Planning Commissioner	5.00	5.00	5.00	5.00	5.00
Recreation Commissioner	5.00	5.00	5.00	5.00	5.00
Senior Citizens Commissioner	5.00	5.00	5.00	5.00	5.00
Human Services Commissioner	5.00	5.00	5.00	5.00	5.00
Gardena Youth Commissioner	10.00	10.00	10.00	10.00	10.00
Total Elected & Appointed Positions	**72.00**	**72.00**	**72.00**	**72.00**	**72.00**
Departments					
Administrative Services	22.00	22.00	23.00	25.00	26.00
Elected & City Manager's Offices	11.30	11.30	11.30	11.30	11.30
Community Development	19.35	19.35	19.35	19.35	19.35
Police & Community Safety	130.90	132.90	133.90	136.90	136.90
Public Works	47.30	49.00	49.00	50.00	50.00
Recreation & Human Services	67.88	78.91	80.66	81.66	81.66
Transportation - GTrans	159.10	165.50	165.50	179.00	179.00
Total Full Time Equivalent Positions	**457.83**	**478.96**	**482.71**	**503.21**	**504.21**



Guy Mato
City Treasurer



Paulette C. Francis
Councilmember



Mark E. Henderson Ed. D
Mayor Pro Tem



Tasha Cerda
Mayor



Rodney G. Tanaka
Councilmember



Wanda Love
Councilmember



Mina Semenza
City Clerk





Clint D. Osorio
City Manager

ELECTED & CITY MANAGER'S OFFICE

CITY OF GARDENA

- Legislative body for the City of Gardena and serve on various committees, commissions, and boards
- Provides policy and operational direction to the City Manager
- Establishes City services and service levels; tax rates, fees, assessments, and other revenue as set forth by the Gardena Municipal Code

CITY MANAGER

- Appoints all Department Heads and supervise the operation of all City Departments
- Implements City Council's policy decisions and objectives
- Prepares and observes the municipal budget and makes recommendations to the City Council

CITY CLERK

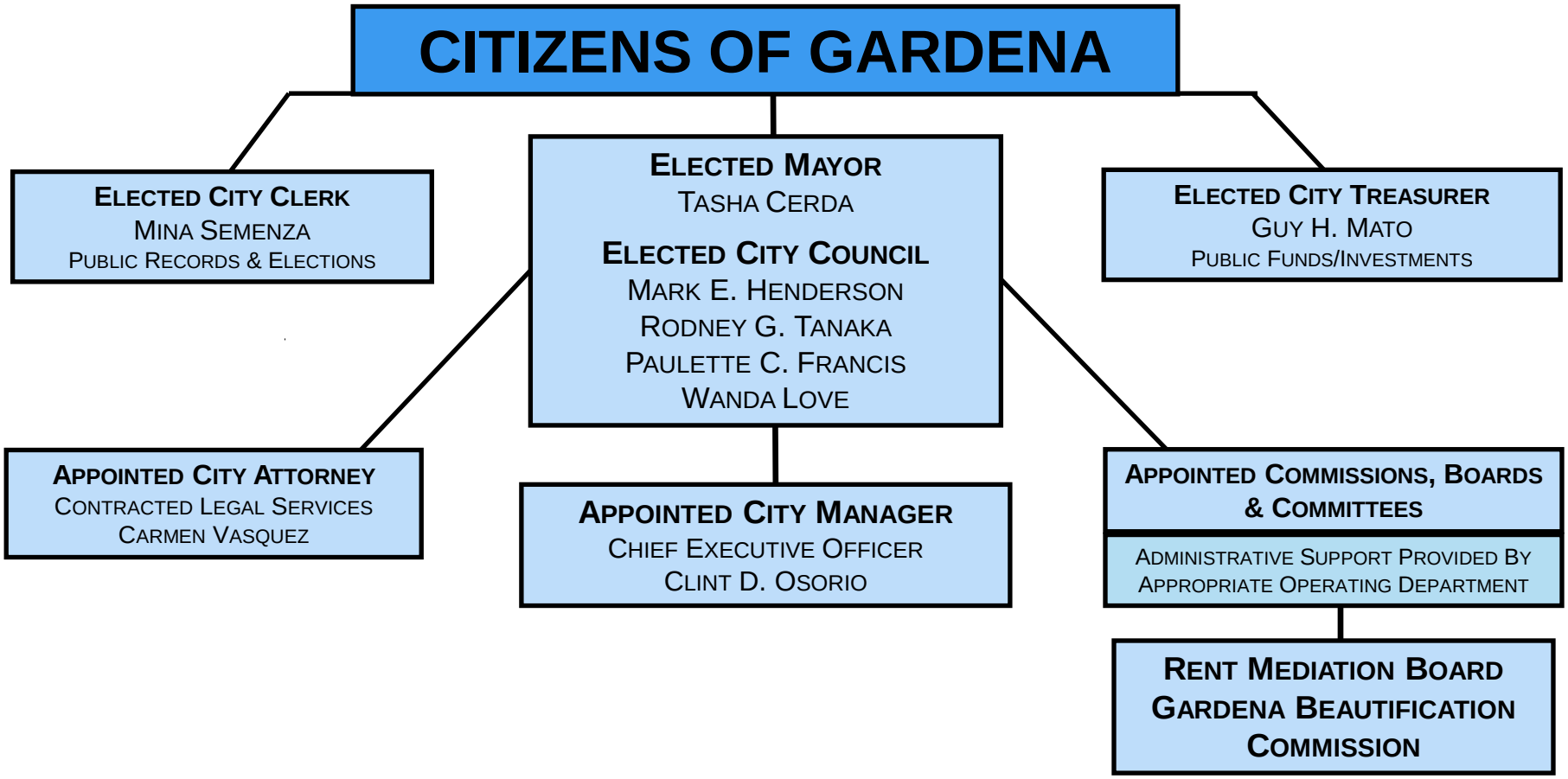
- Maintaining records and updating Municipal Codes
- Provides resourceds to the public and City staff
- Coordinates the publication and posting of ordinances, meetings, and other legal notices

CITY TREASURER

- Performs an oversight role of the investment of all public funds
- Advises the City Council with regard to the investment policies and oversight
- Serves on the Finance Committee

For more information visit
www.cityofgardena.org

ELECTED & CITY MANAGER'S OFFICES

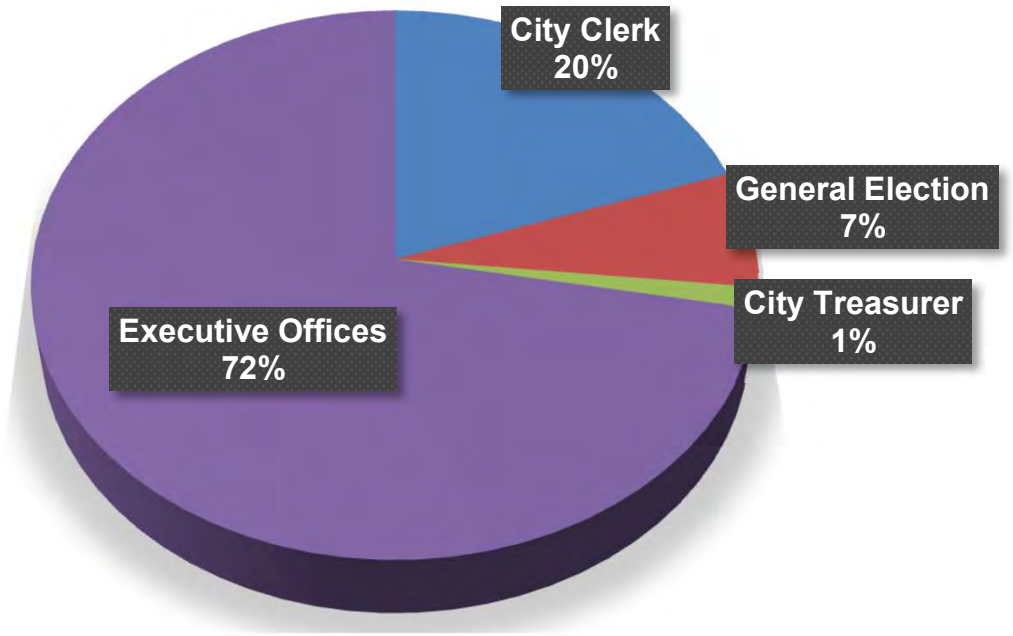


ELECTED & CITY MANAGER'S OFFICES

Staffing Plan - Full Time Equivalent Positions

ELECTED & CITY MANAGER'S OFFICE	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Mayor & City Council Office					
Elected Mayor	1.00	1.00	1.00	1.00	1.00
Elected Councilperson	4.00	4.00	4.00	4.00	4.00
Executive Office Assistant	1.00	1.00	1.00	1.00	1.00
Total Mayor/Council Office	**6.00**	**6.00**	**6.00**	**6.00**	**6.00**
City Clerk's Office					
Elected City Clerk	1.00	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	-	1.00	1.00
Deputy City Clerk/Records Management Officer	1.00	1.00	1.00	-	-
Records Management Coordinator	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk I	1.00	1.00	1.00	1.00	1.00
Customer Service Clerk I	1.00	1.00	1.00	1.00	1.00
Total City Clerk's Office	**5.00**	**5.00**	**5.00**	**5.00**	**5.00**
City Treasurer's Office					
Elected City Treasurer	1.00	1.00	1.00	1.00	1.00
Total City Treasurer's Office	**1.00**	**1.00**	**1.00**	**1.00**	**1.00**
City Manager's Office					
City Manager (Appointed by City Council)	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Public Information Officer	1.00	1.00	1.00	1.00	1.00
Administrative Aide	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	-	1.00	1.00	1.00	1.00
Administrative Analyst I	1.00	-	-	-	-
Intern	0.80	0.80	0.80	0.80	0.80
Joint Powers Authority Accountant	0.50	0.50	0.50	0.50	0.50
Gardena Beautification Commissioner	10.00	10.00	10.00	10.00	10.00
Rent Mediation Board Member	15.00	15.00	15.00	15.00	15.00
Total City Manager's Office	**31.30**	**31.30**	**31.30**	**31.30**	**31.30**
TOTAL ELECTED & APPOINTED POSITIONS	**32.00**	**32.00**	**32.00**	**32.00**	**32.00**
TOTAL FTE - ELECTED & CITY MANAGER'S OFFICES	**11.30**	**11.30**	**11.30**	**11.30**	**11.30**

Elected and City Manager's Office	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
City Clerk	534,750	618,048	607,498	634,470
General Election	903	270,000	1,000	220,000
City Treasurer	52,456	34,880	38,731	40,334
City Manager	1,511,105	1,972,732	2,211,893	2,314,004
Total Elected and City Manager's Office	**2,099,214**	**2,895,660**	**2,859,122**	**3,208,808**



Percentage above is for Fiscal Year 2027-28



ADMINISTRATIVE SERVICES

CITY OF GARDENA

The Administrative Services Department includes Human Resources, Risk Management, Information Technology, Fiscal Resources, and Treasury Services. We safeguard the short and long-term financial stability of the community through prudent fiscal policies, coordinate the recruitment and retention of employees, and safeguard the city investments and resources. We are committed to providing excellent service to our internal departments and our community.

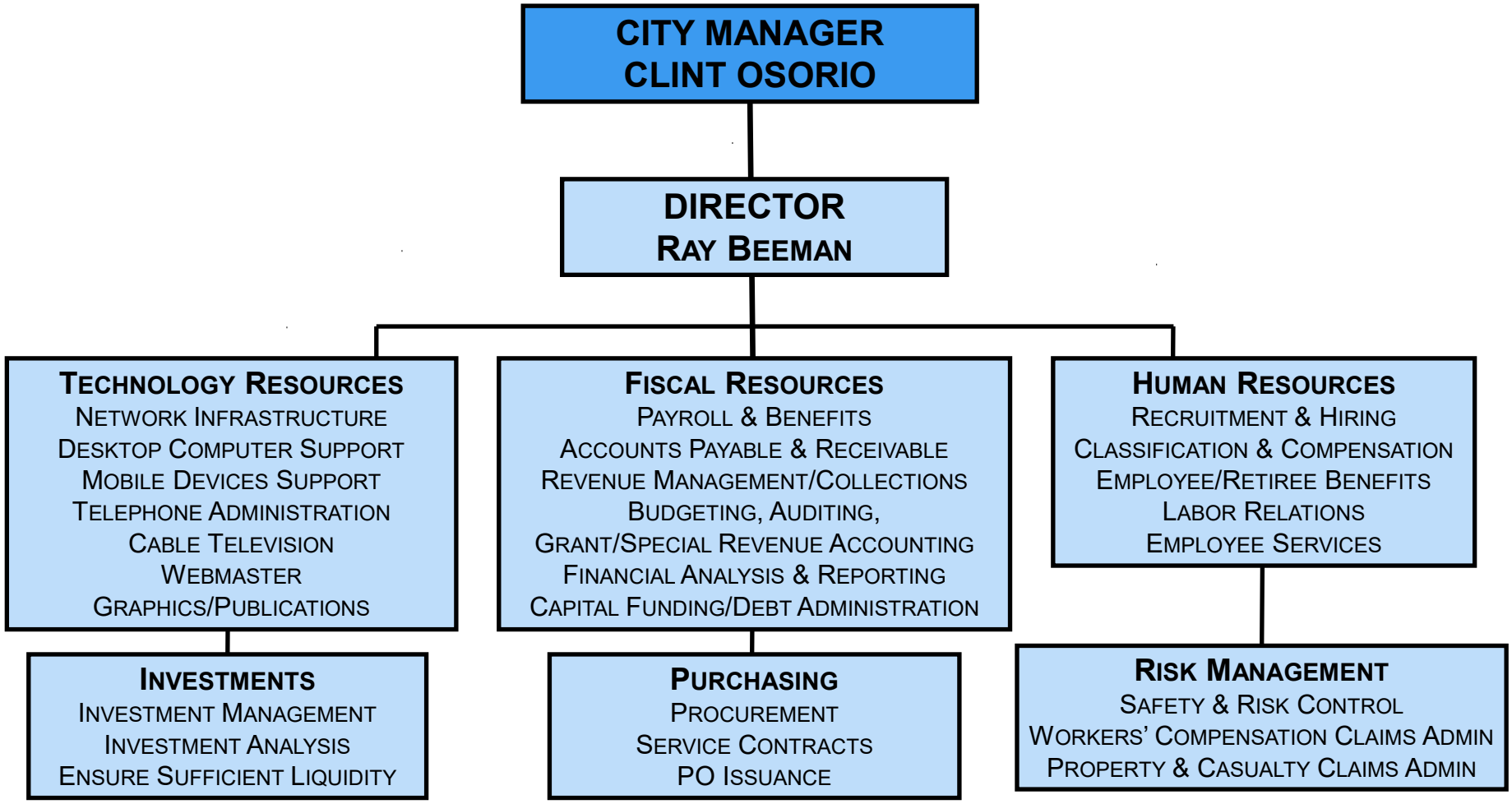
Goal #1: Implement a new Enterprise Resource Planning (ERP) system for accounting, procurement, budgeting, payroll, human resources and capital asset management.

Goal #2: Update policies and procedures to maintain accountability, compliance, adapt to changes, and optimize organizational performance.

Goal #3: Complete union negotiations and finalize MOUs with all five bargaining groups to ensure agreements are fiscally responsible, sustainable and supportive of stable City operations.

For more information visit
www.cityofgardena.org

ADMINISTRATIVE SERVICES



ADMINISTRATIVE SERVICES

Staffing Plan - Full Time Equivalent Positions

ADMINISTRATIVE SERVICES cont	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Fiscal Resources					
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Assistant Director of Administrative Services*	-	-	-	-	-
Chief Fiscal Officer	-	-	-		
Revenue and Purchasing Manager	1.00	1.00	1.00	1.00	1.00
Accounting/Finance Manager	-	1.00	1.00	1.00	1.00
Cost Accountant	1.00	-	-		
Administrative Analyst III	-	-	-		
Administrative Analyst II	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00
Junior Accountant / Financial Services Technician	2.00	2.00	2.00	2.00	2.00
Payroll/Personnel Technician	1.00	1.00	1.00	1.00	1.00
Administrative Aide		-	-	-	1.00
Senior Account Clerk	2.00	2.00	2.00	2.00	2.00
Account Clerk	0.50	-	-	1.00	1.00
Total Fiscal Resources	**10.50**	**10.00**	**10.00**	**11.00**	**12.00**
Human Resources					
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	2.00	2.00	3.00	3.00
Risk Management Analyst	1.00	1.00	2.00	2.00	2.00
Human Resources Technician	0.50	-	-	-	-
Total Human Resources	**5.50**	**6.00**	**7.00**	**8.00**	**8.00**

**Additional funding has been allocated for promotional opportunities starting FY 2026/2027*

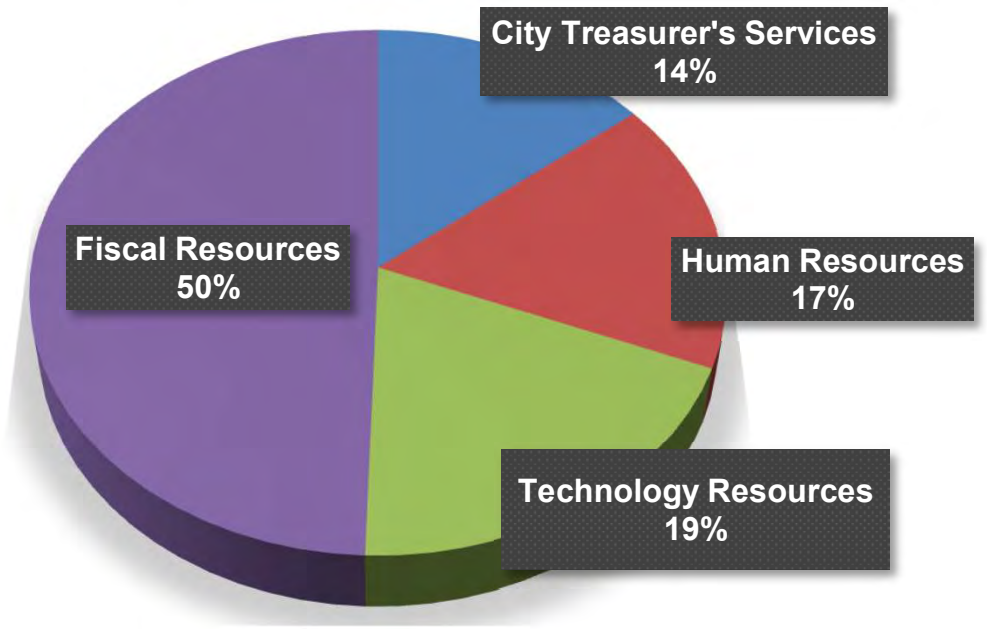
ADMINISTRATIVE SERVICES

Staffing Plan - Full Time Equivalent Positions

ADMINISTRATIVE SERVICES cont	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Treasury Services					
Deputy City Treasurer	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00
Account Clerk	-	-	-	-	-
Intern	-	-	0.50	-	-
Total Treasury Services	**2.00**	**2.00**	**2.50**	**2.00**	**2.00**
Technology Resources					
Information Technology Supervisor	1.00	1.00	1.00	1.00	1.00
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00
Help Desk Technician	2.00	2.00	2.00	2.00	2.00
Total Technology Resources	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
TOTAL FTE - ADMINISTRATIVE SERVICES	**22.00**	**22.00**	**23.50**	**25.00**	**26.00**

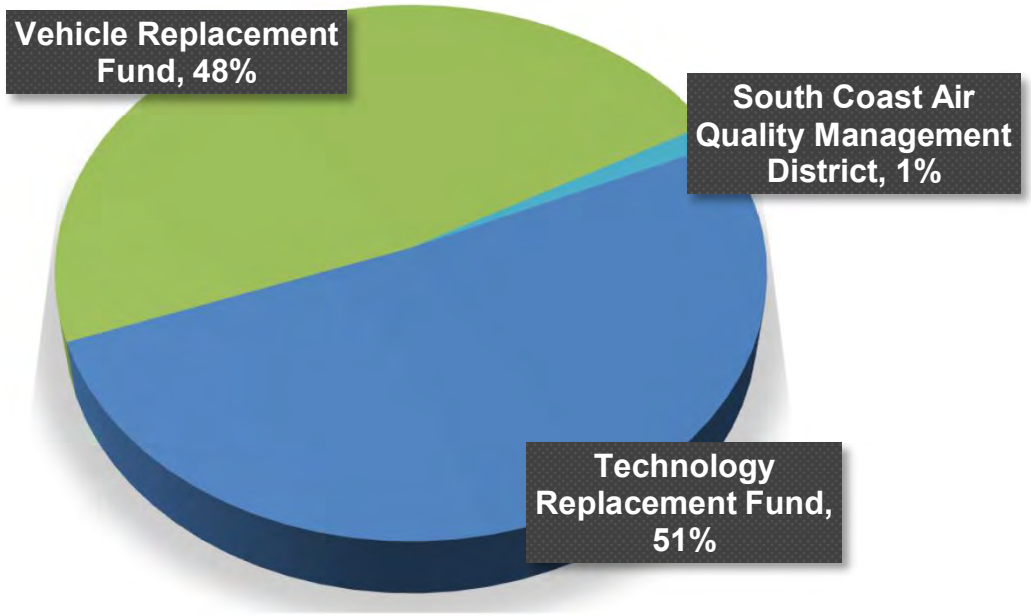
**Additional funding has been allocated for promotional opportunities starting FY 2026/2027*

Administrative Services	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
City Treasurer's Services	289,998	499,331	525,361	545,957
Human Resources	556,357	565,255	634,454	647,289
Technology Resources	781,940	738,875	721,734	745,317
Fiscal Resources	1,466,528	1,642,354	1,734,822	1,896,873
Total Administrative Services	**3,094,823**	**3,445,815**	**3,616,371**	**3,835,436**



Percentage above is for Fiscal Year 2027-28

Special Revenue Funds Administrative Services	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Technology Replacement Fund	622,116	568,238	672,098	672,098
Deferred Maintenance Fund	420,911	2,061,911	3,746,088	-
Vehicle Replacement Fund	822,139	670,000	-	625,000
Digital Divide	137,428	3,542,900	3,498,291	-
South Coast Air Quality Management District	22,477	43,500	18,500	18,500
Administrative Services Grants	2,236,562	-	1,650,000	-
Total Administrative Services Special Revenue Funds	**4,261,632**	**6,886,549**	**9,584,977**	**1,315,598**



Percentage above is for Fiscal Year 2027-28



COMMUNITY DEVELOPMENT

CITY OF GARDENA

The Community Development Department provides a variety of services. City Planning provides support to administer plans, programs, design guidelines, and new legislation. Economic Development is responsible for the attraction, retention, and expansion of businesses. Building and Safety reviews construction plans to ensure they meet state building codes, issue permits, and provides inspections. Code Enforcement and Animal Control ensure code compliance and investigate violations.

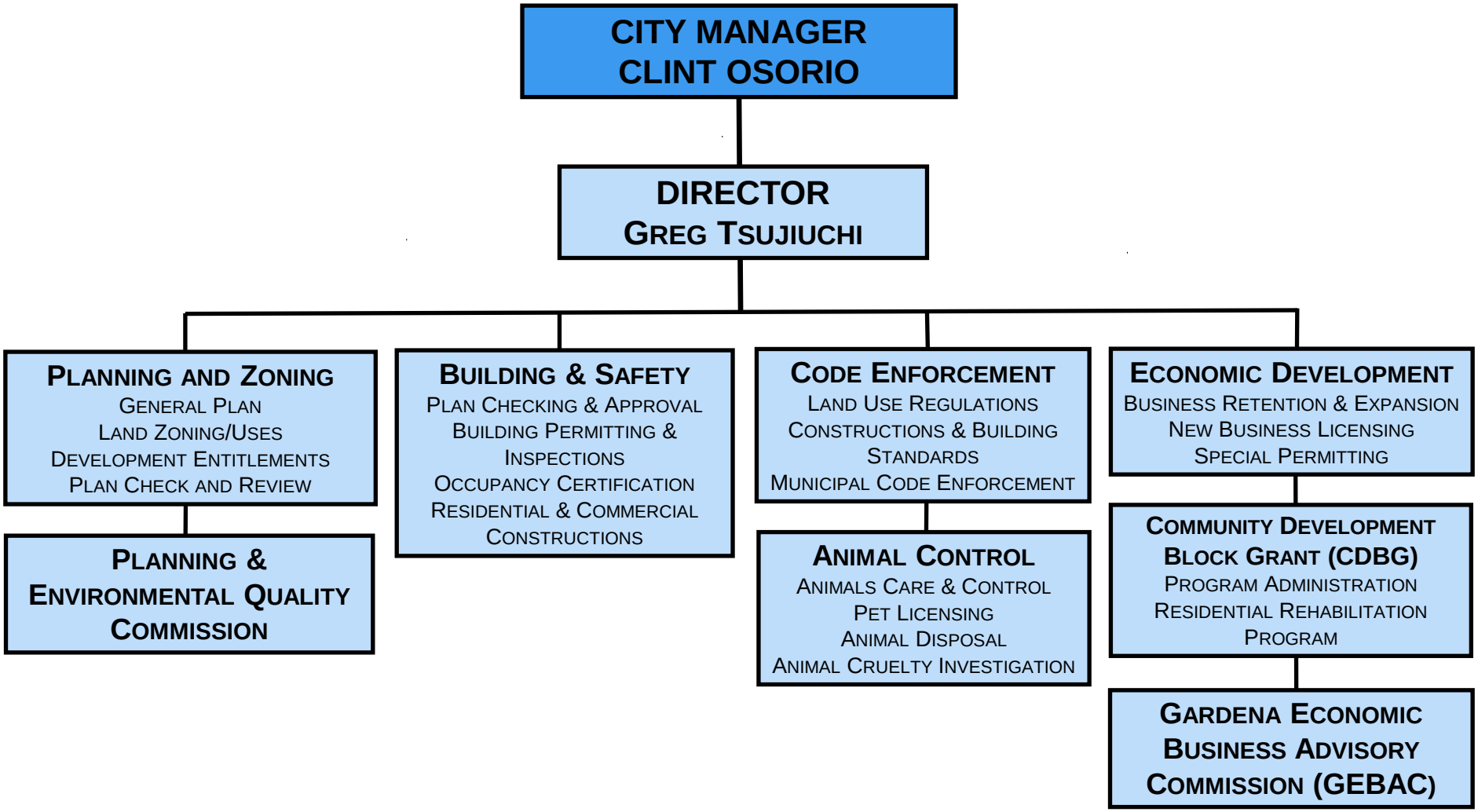
Goal #1: Update the City's Title 18 Zoning Code by ensuring consistency throughout the Gardena Municipal Code, and reviewing and updating allowable uses, development standards, and other requirements and references.

Goal # 2: Update and improve the City's building permit processing and tracking system by updating and implementing the existing software modules and providing integration for online payment processes.

Goal #3: Conduct proactive code enforcement efforts to ensure consistent adherence to the Gardena Municipal Code and support a safe, clean and high-quality community environment.

For more information visit www.cityofgardena.org

COMMUNITY DEVELOPMENT

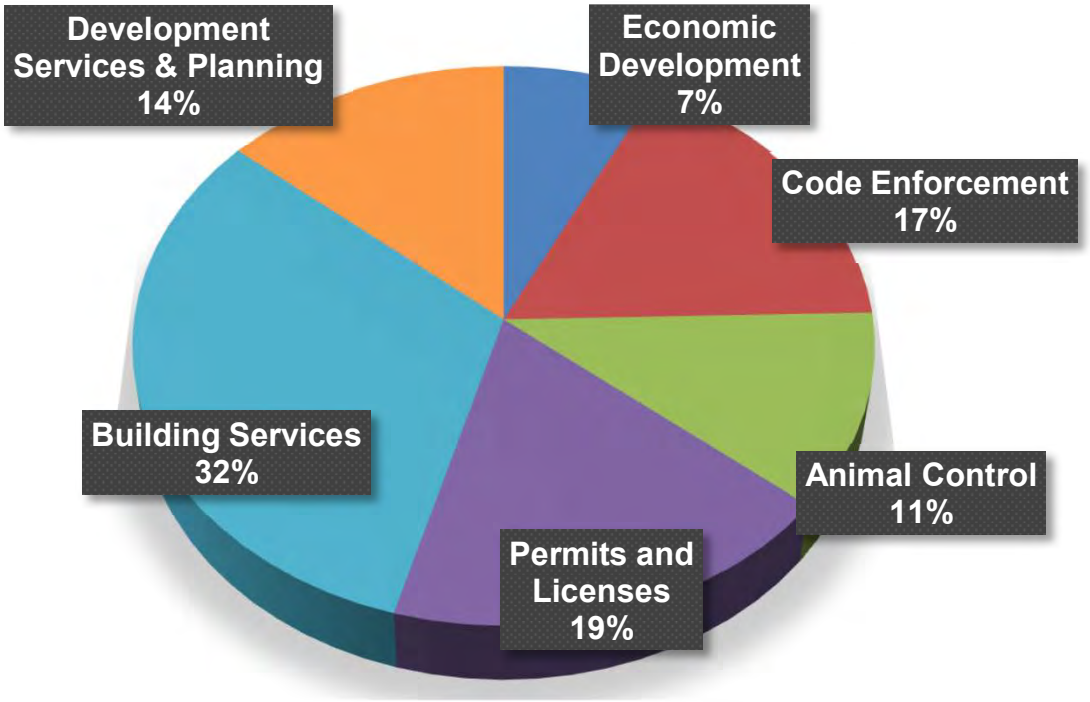


COMMUNITY DEVELOPMENT

Staffing Plan - Full Time Equivalent Positions

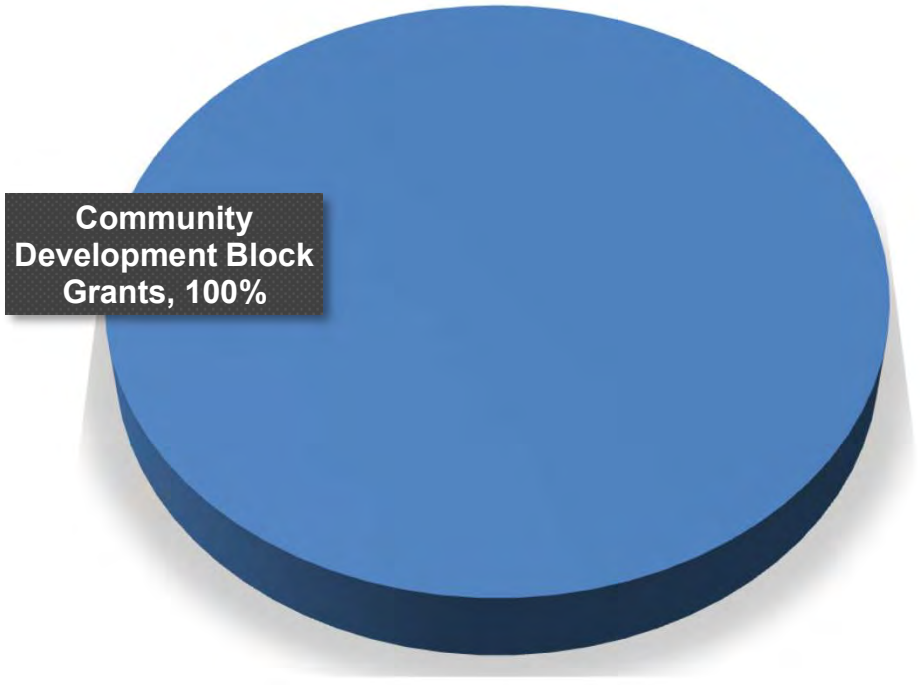
COMMUNITY DEVELOPMENT	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Code Enforcement & Animal Control					
Code Enforcement Officer	3.00	3.00	3.00	3.00	3.00
Code Enforcement Supervisor	1.00	1.00	1.00	1.00	1.00
Community Service Officer	1.75	1.75	1.75	1.75	1.75
Total Code Enforcement & Animal Control	**5.75**	**5.75**	**5.75**	**5.75**	**5.75**
Economic Development					
Economic Development Manager	1.00	1.00	1.00	1.00	1.00
Gardena Economic Business Advisory Commissioner	10.00	10.00	10.00	10.00	10.00
Total Economic Development	**11.00**	**11.00**	**11.00**	**11.00**	**11.00**
Building, Development & Planning					
Director of Community Development	1.00	1.00	1.00	1.00	1.00
Assistant Director of Community Development	-	-	1.00	1.00	1.00
Community Development Manager		1.00	-	-	-
Deputy Building Official	-	-	-	1.00	1.00
Administrative Analyst I		1.00	1.00	1.00	1.00
General Building Inspector	2.00	2.00	2.00	1.00	1.00
Planning Assistant	1.00	2.00	2.00	2.00	2.00
Planning Associate	1.00	-	-	-	-
Planning Commissioner	5.00	5.00	5.00	5.00	5.00
Program Coordinator	1.00	-	-	-	-
Senior Planner	1.00	-	-	-	-
Intern	-	0.60	0.60	0.60	0.60
Total Building, Development & Planning	**12.00**	**12.60**	**12.60**	**12.60**	**12.60**
Permits & Licences					
Customer Service Clerk I	0.60	-	-	-	-
Permit/Licensing Technician I	3.00	3.00	3.00	3.00	3.00
Permit/Licensing Technician II	2.00	2.00	2.00	1.00	1.00
Building/Planning Technician	-	-	-	1.00	1.00
Total Permits & Licences	**5.60**	**5.00**	**5.00**	**5.00**	**5.00**
TOTAL ELECTED & APPOINTED POSITIONS	**15.00**	**15.00**	**15.00**	**15.00**	**15.00**
TOTAL FTE - COMMUNITY DEVELOPMENT	**19.35**	**19.35**	**19.35**	**19.35**	**19.35**

Community Development	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Economic Development	223,586	224,575	266,186	275,118
Code Enforcement	534,092	566,869	608,439	649,033
Animal Control	456,722	394,666	410,889	423,525
Permits and Licenses	698,038	805,356	658,633	693,651
Building Services	1,068,790	1,271,595	1,107,015	1,195,413
Development Services & Planning	359,919	352,054	501,795	519,176
Total Community Development	**3,341,147**	**3,615,115**	**3,552,957**	**3,755,916**



Percentage above is for Fiscal Year 2027-28

Special Revenue Funds Community Development	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Community Development Block Grants	1,592,279	543,994	1,067,050	1,067,050
Gardena Boulevard Revitalization	1,288	231,000	-	-
Development Impact Fee	12,095	811,000	246,825	-
SB 2 Planning Grant	5,594	-	-	-
Local Early Action Planning (LEAP) Grant	89,662	-	-	-
Home ARP	-	-	1,040,280	-
Permanent Local Housing Alloc (PLHA)	373,912	-	-	-
Total Community Development Special Revenue Funds	**2,074,830**	**1,585,994**	**2,354,155**	**1,067,050**



Percentage above is for Fiscal Year 2027-28



GTRANS

CITY OF GARDENA

GTrans is the City of Gardena's public transit provider, delivering safe, reliable transportation for more than 86 years. It operates 2.5 million annual trips with a fleet of CNG and zero-emission buses serving Gardena, Compton, downtown Los Angeles, Hawthorne, Redondo Beach, El Segundo, and Harbor City. The agency also runs Bolt, an on-demand service for the general public within Gardena and for paratransit riders in Gardena, Hawthorne, Alondra Park, and Del Aire. Daily service is carried out by skilled bus and on-demand operators supported by operations, maintenance, facilities, and administrative teams.

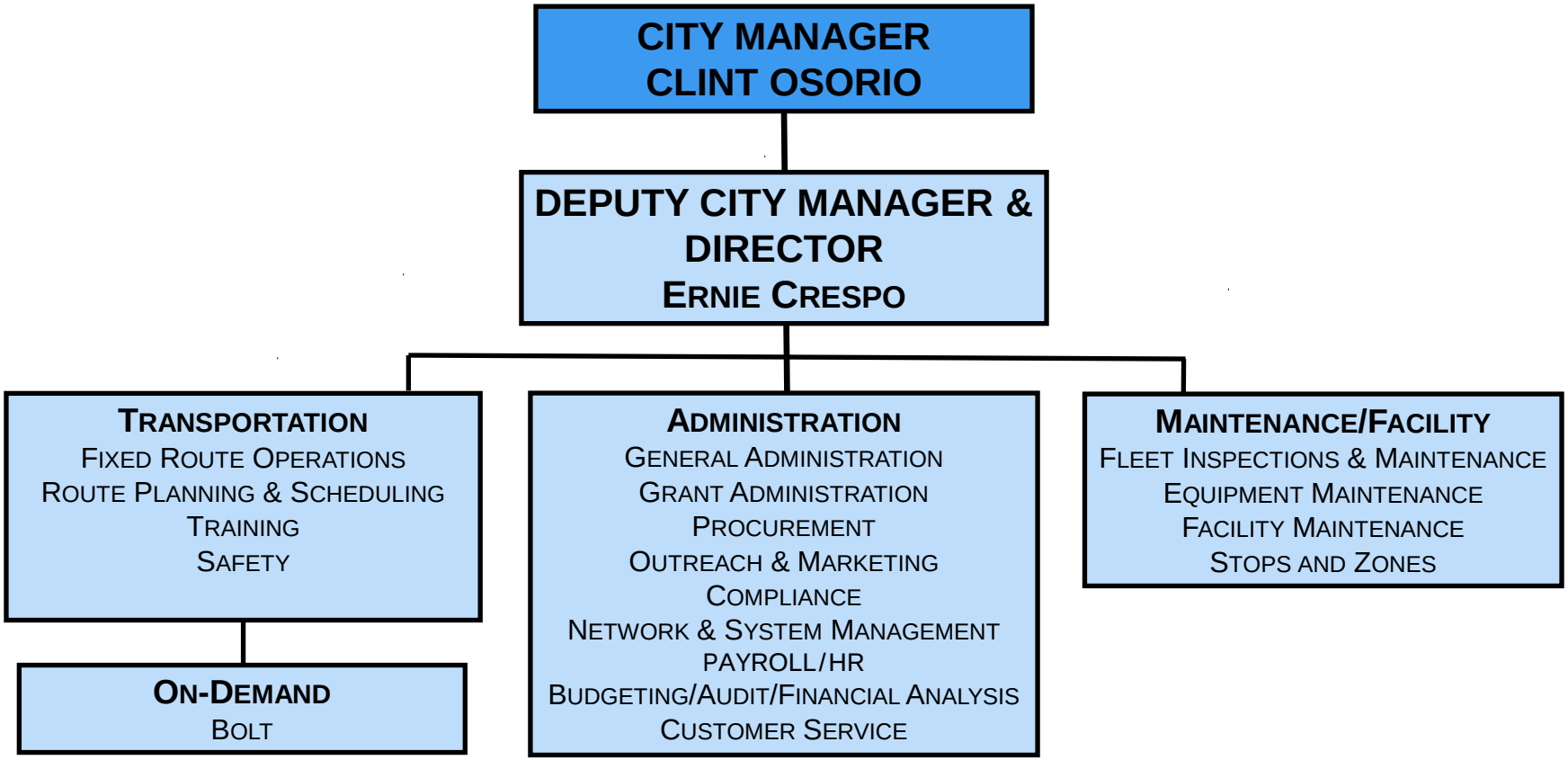
Goal #1: Identify and implement service enhancements that will improve reliability and mobility for GTrans customers and promote efficiencies within the design and operation of the service.

Goal # 2: Continue to support employee development and focus on recruitment and retention strategies that maintain appropriate staffing levels. Continue to develop and implement policies, monitoring tools and design elements that enhance on-board safety for both employees and customers.

Goal #3: Design and construct infrastructure to support sustainability through cost effective energy generation and charging of zero-emission battery electric buses and vehicles through installation of charging stations, solar panels and battery storage.

For more information visit www.cityofgardena.org

GTRANS


CITY MANAGER
CLINT OSORIO
DEPUTY CITY MANAGER & DIRECTOR
ERNIE CRESPO
TRANSPORTATION
FIXED ROUTE OPERATIONS
ROUTE PLANNING & SCHEDULING
TRAINING
SAFETY
ON-DEMAND
BOLT
ADMINISTRATION
GENERAL ADMINISTRATION
GRANT ADMINISTRATION
PROCUREMENT
OUTREACH & MARKETING
COMPLIANCE
NETWORK & SYSTEM MANAGEMENT
PAYROLL/HR
BUDGETING/AUDIT/FINANCIAL ANALYSIS
CUSTOMER SERVICE
MAINTENANCE/FACILITY
FLEET INSPECTIONS & MAINTENANCE
EQUIPMENT MAINTENANCE
FACILITY MAINTENANCE
STOPS AND ZONES

GTRANS

Staffing Plan - Full Time Equivalent Positions

TRANSPORTATION	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Transit Administration					
Director of Transportation	1.00	1.00	1.00	1.00	1.00
Assistant Director of Transportation	-	1.00	1.00	1.00	1.00
Transit Administrative Officer	1.00	-	-		
Transit Operations Officer	1.00	1.00	1.00	1.00	1.00
Financial Services Manager	1.00	1.00	1.00	1.00	1.00
Transportation Administrative Manager*				-	-
Transit Administration Supervisor	1.00	1.00	1.00	1.00	1.00
Administrative Analyst III	-	1.00	1.00	1.00	1.00
Administrative Analyst II	1.00	2.00	2.00	-	-
Information Technology Systems Analyst	1.00	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Finance & Regulatory Analyst	-	1.00	1.00	1.00	1.00
Administrative Analyst I	1.00	-	-	-	-
Administrative Aide	2.00	3.00	3.00	2.00	2.00
Purchasing Specialist			-	1.00	1.00
Administrative Coordinator	1.00	2.00	2.00	4.00	4.00
Payroll/Personnel Technician	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	-	-	-	-
Transit Marketing Coordinator	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	-	1.00	1.00	1.00	1.00
Customer Service Clerk I	2.00	2.00	2.00	2.00	2.00
Intern	1.50	3.00	3.00	3.00	3.00
Total Transit Administration	**17.50**	**23.00**	**23.00**	**23.00**	**23.00**

**Additional funding has been allocated for promotional opportunities starting FY 2026/2027*

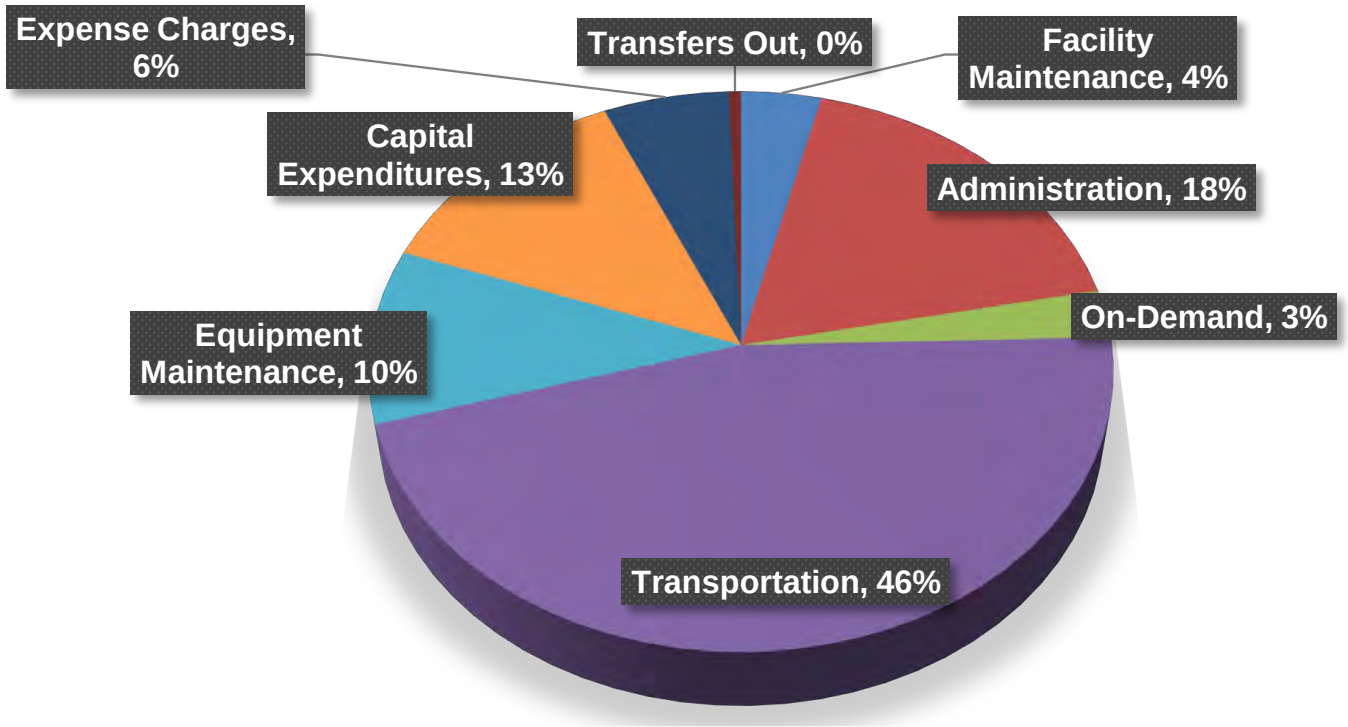
GTRANS

Staffing Plan - Full Time Equivalent Positions

TRANSPORTATION cont.	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Transit Operations					
Transit Operations Manager	1.00	1.00	1.00	1.00	1.00
Transit Training and Safety Supervisor	1.00	-	-	-	-
Transit Training and Safety Manager	-	1.00	1.00	1.00	1.00
Transit Training Supervisor	-	1.00	1.00	1.00	1.00
Tranit Operations Training Coordinator	1.00	2.00	2.00	3.00	3.00
Transit Planning & Scheduling Analyst	1.00	1.00	1.00	1.00	1.00
Assistant Transit Operations Manager	1.00	1.00	1.00	1.00	1.00
Transportation Operations Supervisor	11.00	12.00	12.00	12.00	12.00
Bus Operators	76.80	71.00	71.00	98.00	98.00
On-Demand Transit Dispatcher	1.00	3.00	3.00	2.00	2.00
On-Demand (Micro/Paratransit) Operator	-	4.00	8.00	8.00	8.00
Paratransit Drivers	6.30	4.00	-	-	-
Relief Bus Operator Trainees	2.00	1.00	1.00	-	-
Relief Bus Operators	13.50	13.50	13.50	1.00	1.00
Total Transit Operations	**115.60**	**115.50**	**115.50**	**129.00**	**129.00**
Transit Maintenance					
Transit Fleet & Maintenance Manager*				-	-
Transit Maintenance Manager	1.00	1.00	1.00	1.00	1.00
Tranist Maintenance Coordinator	1.00	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Lead Meachanic	2.00	2.00	2.00	3.00	3.00
Transit Mechanic II	7.00	8.00	8.00	8.00	8.00
Transit Mechanic I	-	1.00	1.00	2.00	2.00
Transit Parts/Storeroom Coordinator	2.00	2.00	2.00	1.00	1.00
Maintenance Coordinator	1.00	-	-	-	-
Sr. Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Sr. Transit Utility Specialist	2.00	2.00	2.00	2.00	2.00
Apprentice Mechanic	1.00	1.00	1.00	-	-
Equipment Utility Worker II	1.00	2.00	2.00	2.00	2.00
Equipment Utility Worker I	5.00	4.00	4.00	4.00	4.00
Total Transit Maintenance	**26.00**	**27.00**	**27.00**	**27.00**	**27.00**
TOTAL FTE - TRANSPORTATION	**159.10**	**165.50**	**165.50**	**179.00**	**179.00**

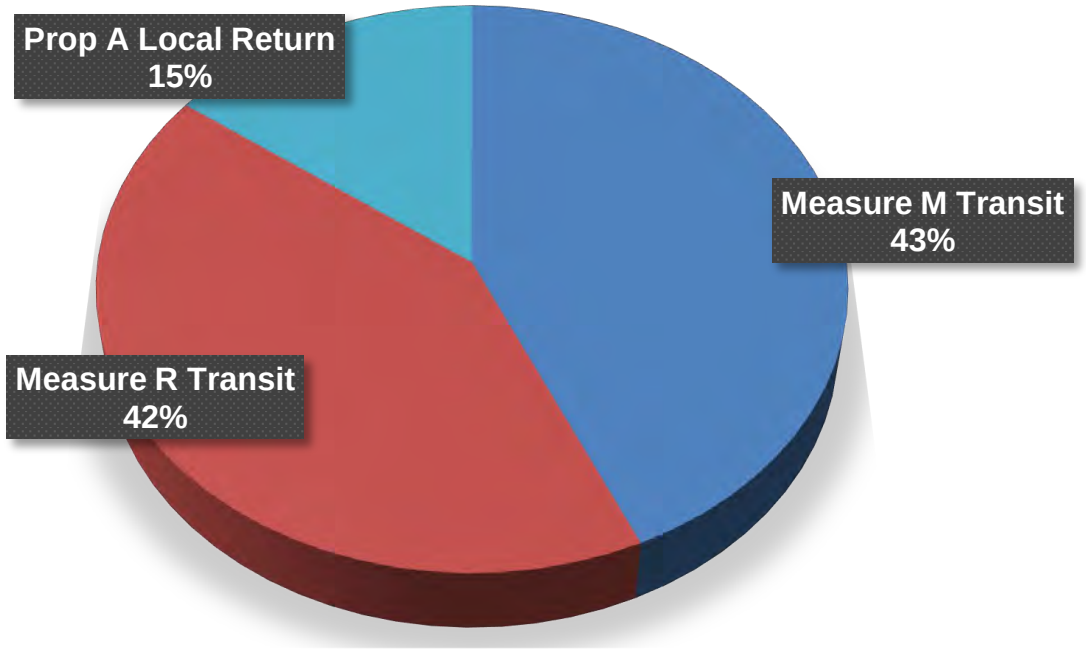
*Additional funding has been allocated for promotional opportunities starting FY 2026/2027

GTrans	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Facility Maintenance	1,217,868	1,814,579	1,351,647	1,554,238
Administration	8,330,360	7,167,467	7,064,571	7,328,068
On-Demand	637,480	1,201,125	1,067,212	1,119,723
Transportation	15,008,611	14,781,921	17,896,208	18,714,532
Equipment Maintenance	2,927,313	3,506,382	3,844,600	4,105,149
Capital Expenditures	-	14,107,359	6,273,947	5,242,765
Expense Charges	2,434,752	2,471,676	2,434,752	2,434,752
Transfers Out	129,541	167,860	199,663	233,114
Total GTrans	**30,685,925**	**45,218,369**	**40,132,600**	**40,732,341**



Percentage above is for Fiscal Year 2027-28

Special Revenue Funds GTrans	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Measure M Transit	3,413,120	4,162,084	5,272,207	5,364,175
Measure R Transit	3,427,117	4,174,379	5,183,409	5,183,409
Prop 1B Capital	144,036	-	-	-
Prop 1B Security	19,517	-	-	-
Prop A Local Return	1,118,001	1,827,289	1,684,834	1,853,317
Total GTrans Special Revenue Funds	**8,121,791**	**10,163,752**	**12,140,450**	**12,400,901**



Percentage above is for Fiscal Year 2027-28



POLICE DEPARTMENT

CITY OF GARDENA

The Gardena Police Department is dedicated to protecting life and property, preserving peace, and maintaining public order through professional, accountable policing. Its mission centers on public safety, community partnership, and ethical service. By combining data-informed strategies with strong relationships across residents, businesses, schools, and organizations, the department works to prevent crime, solve problems, and enhance quality of life citywide. Guided by integrity, accessibility, and the Law Enforcement Code of Ethics, employees remain committed to trust, transparency, and collaboration.

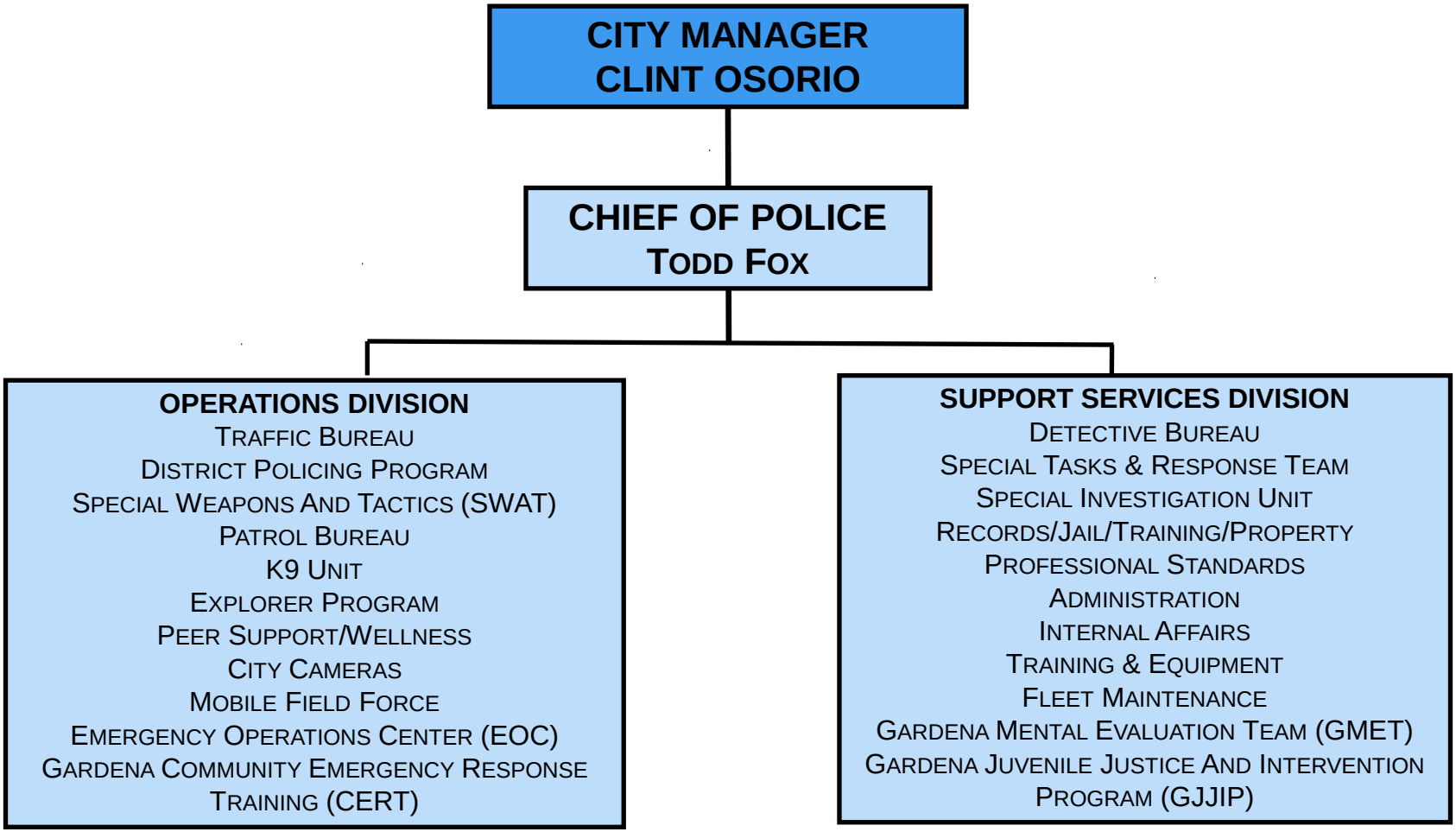
Goal #1: Revitalize and Strengthen our District Policing Program Renew and expand our District Policing model to increase engagement, community participation, and problem-solving effectiveness. Focus on strengthening officer ownership of geographic areas, improving communication with residents and businesses, and increasing visible partnership activities.

Goal #2: Expand Technology for Crime Prevention, Apprehension, and Officer Safety Advance the Department's use of modern technology to improve response, reduce crime, and enhance officer safety. Key initiatives include implementation and integration of the Drone First Responder (DFR) program, expanded use of real-time crime and data analytics tools, and continued development of video and performance systems.

Goal #3: Recruit, Develop, and Mentor the Next Generation of Leaders Prioritize the hiring of high-quality police officers and professional staff who reflect the Department's standards and values. Invest in mentoring and leadership development for current personnel to support succession planning, promotional readiness, and organizational continuity. Promote a culture where experience is shared, talent is developed, and future leaders are intentionally prepared.

For more information visit www.cityofgardena.org

POLICE


CITY MANAGER
CLINT OSORIO
CHIEF OF POLICE
TODD FOX
OPERATIONS DIVISION
TRAFFIC BUREAU
DISTRICT POLICING PROGRAM
SPECIAL WEAPONS AND TACTICS (SWAT)
PATROL BUREAU
K9 UNIT
EXPLORER PROGRAM
PEER SUPPORT/WELLNESS
CITY CAMERAS
MOBILE FIELD FORCE
EMERGENCY OPERATIONS CENTER (EOC)
GARDENA COMMUNITY EMERGENCY RESPONSE TRAINING (CERT)
SUPPORT SERVICES DIVISION
DETECTIVE BUREAU
SPECIAL TASKS & RESPONSE TEAM
SPECIAL INVESTIGATION UNIT
RECORDS/JAIL/TRAINING/PROPERTY
PROFESSIONAL STANDARDS
ADMINISTRATION
INTERNAL AFFAIRS
TRAINING & EQUIPMENT
FLEET MAINTENANCE
GARDENA MENTAL EVALUATION TEAM (GMET)
GARDENA JUVENILE JUSTICE AND INTERVENTION PROGRAM (GJJIP)

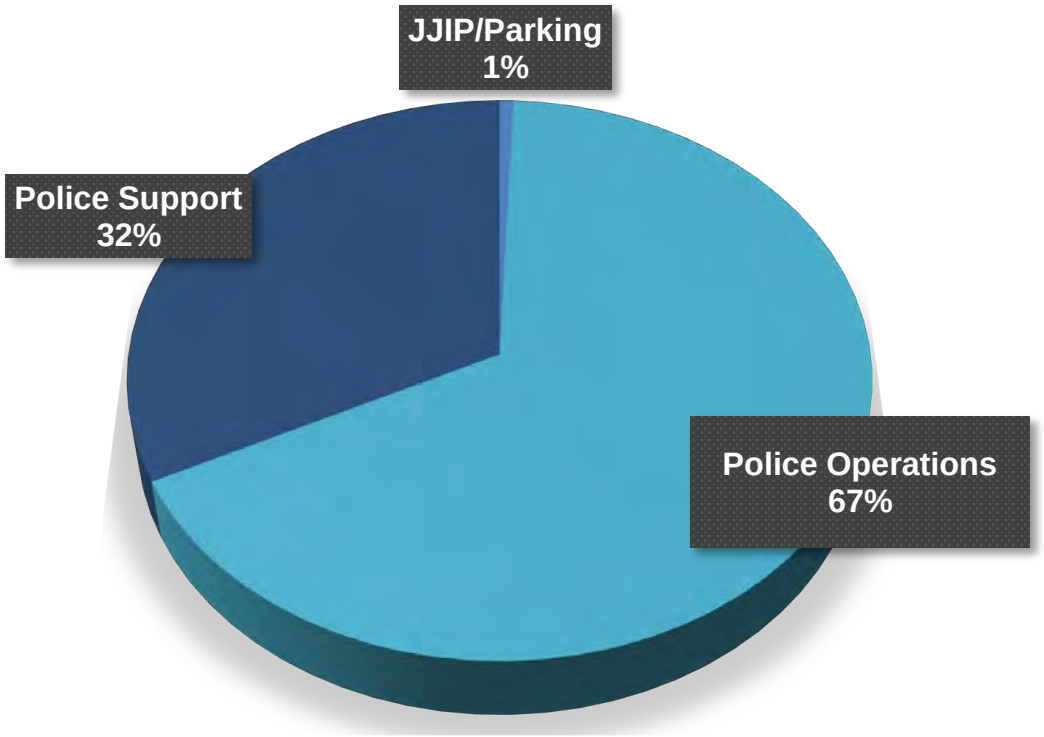
POLICE

Staffing Plan - Full Time Equivalent Positions

POLICE DEPARTMENT	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Sworn Staffing					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Lieutenant	6.00	6.00	6.00	7.00	7.00
Police Sergeant	14.00	14.00	14.00	13.00	13.00
Police Officer	66.00	66.00	66.00	66.00	69.00
Police Trainee	2.00	2.00	2.00	5.00	2.00
Total Sworn	**91.00**	**91.00**	**91.00**	**94.00**	**94.00**
Non-Sworn Staffing					
Administrative Management Analyst I	0.40	0.40	0.40	0.40	0.40
Admin Support Services Supervisor	1.00	1.00	1.00	1.00	1.00
Crime Analyst	-	1.00	1.00	1.00	1.00
Forensic Technician	1.00	-	-	-	-
Supervising Case Manager	-	-	1.00	1.00	1.00
Executive Assistant to Chief of Police	1.00	1.00	1.00	1.00	1.00
Administrative Analyst I	-	-	1.00	1.00	1.00
Property and Evidence Technician	-	1.00	1.00	1.00	1.00
Administrative Aide	2.00	2.00	1.00	1.00	1.00
Police Service Officer	11.00	11.00	11.00	11.00	11.00
Police Records Technician II	4.00	5.00	5.00	5.00	5.00
Police Records Technician I	4.00	5.00	5.00	5.00	5.00
Police Service Technician	1.00	-	-	-	-
Court Liaison	-	-	1.00	1.00	1.00
Police Assistant	14.50	14.50	13.50	13.50	13.50
Total Non-Sworn	**39.90**	**41.90**	**42.90**	**42.90**	**42.90**
TOTAL FTE - POLICE DEPARTMENT	**130.90**	**132.90**	**133.90**	**136.90**	**136.90**

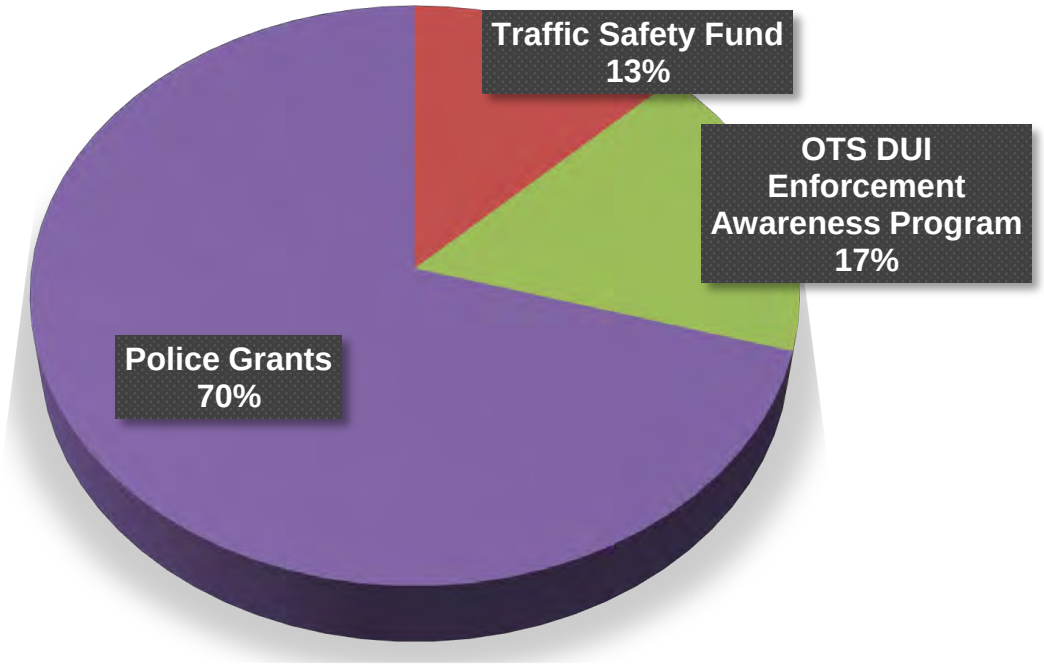
Some positions are funded by grants

Police Department	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Juvenile Justice & Intervention Program	44,285	70,000	98,628	101,217
Parking Compliance	158,886	150,100	150,000	150,000
Police Operations	24,895,584	26,218,270	24,024,410	25,641,505
Police Support	11,029,351	11,995,195	11,756,060	12,328,534
Total Police	**36,128,107**	**38,433,565**	**36,029,098**	**38,221,256**



Percentage above is for Fiscal Year 2027-28

Special Revenue Funds Police Department	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Supplemental Law Enforcement (SLESF)	147,691	251,000	350,000	-
Traffic Safety Fund	-	75,500	75,500	75,500
OTS DUI Enforcement Awareness Program	117,187	100,000	100,000	100,000
Police Grants	117,812	-	410,885	418,650
Total Police Department Special Revenue Funds	**382,689**	**426,500**	**936,385**	**594,150**



Percentage above is for Fiscal Year 2027-28



PUBLIC WORKS

CITY OF GARDENA

The Public Works Department maintains the safety and aesthetics of the City streets, facilities, parks, medians and equipment at the highest standards. The Department provides continual maintenance and improvement of the City's physical infrastructure and facilities and provides quality engineering services.

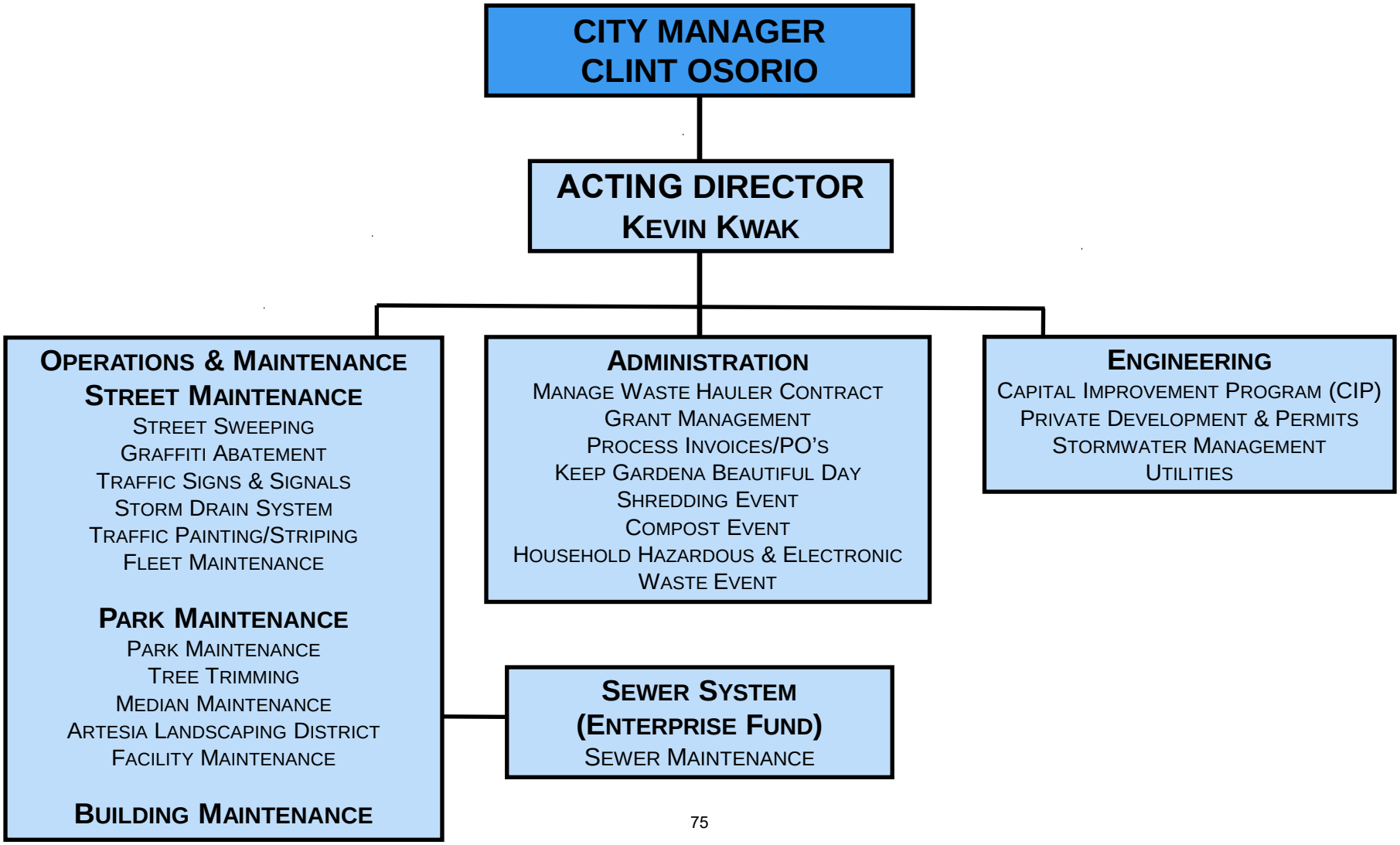
Goal #1: 1.Reconstruction of Mas Fukai Park

Goal #2: Major Renovations of RBB from Vermont to Crenshaw

Goal #3: Design development of Gardena Traffic Signal Network Upgrade Project consisting of Fiber Optic corridor backbon

For more information visit
www.cityofgardena.org

PUBLIC WORKS



PUBLIC WORKS

Staffing Plan - Full Time Equivalent Positions

PUBLIC WORKS	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Administration					
Director of Public Works	1.00	1.00	1.00	1.00	1.00
Administrative Analyst II	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00
Program Management Supervisor*			-	-	-
Secretary	1.00	-	-	-	-
Public Works Coordinator		1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50	0.50
Total Parks	**4.50**	**4.50**	**4.50**	**4.50**	**4.50**
Facilities					
Senior Building Maintenace Worker	1.00	1.00	1.00	1.00	1.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Building Maintenance Lead	1.00	1.00	1.00	1.00	1.00
Home Improvement Maintenance Helper	1.00	1.00	1.00	1.00	1.00
Total Facilities	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**
Parks					
Park Maintenance Supervisor**	-	-	-	-	-
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Park Maintenance Lead	2.00	2.00	2.00	2.00	2.00
Tree Trimmer II	2.00	2.00	2.00	2.00	2.00
Park Maintenance Worker II	3.00	3.00	3.00	3.00	3.00
Park Maintenance Worker I	4.50	5.50	5.50	5.50	5.50
Total Parks	**12.50**	**13.50**	**13.50**	**13.50**	**13.50**

Some positions are funded by grants

**Additional funding has been allocated for promotional opportunities starting FY 2026/2027*

***Additional funding has been allocated for promotional opportunities starting FY 2027/2028*

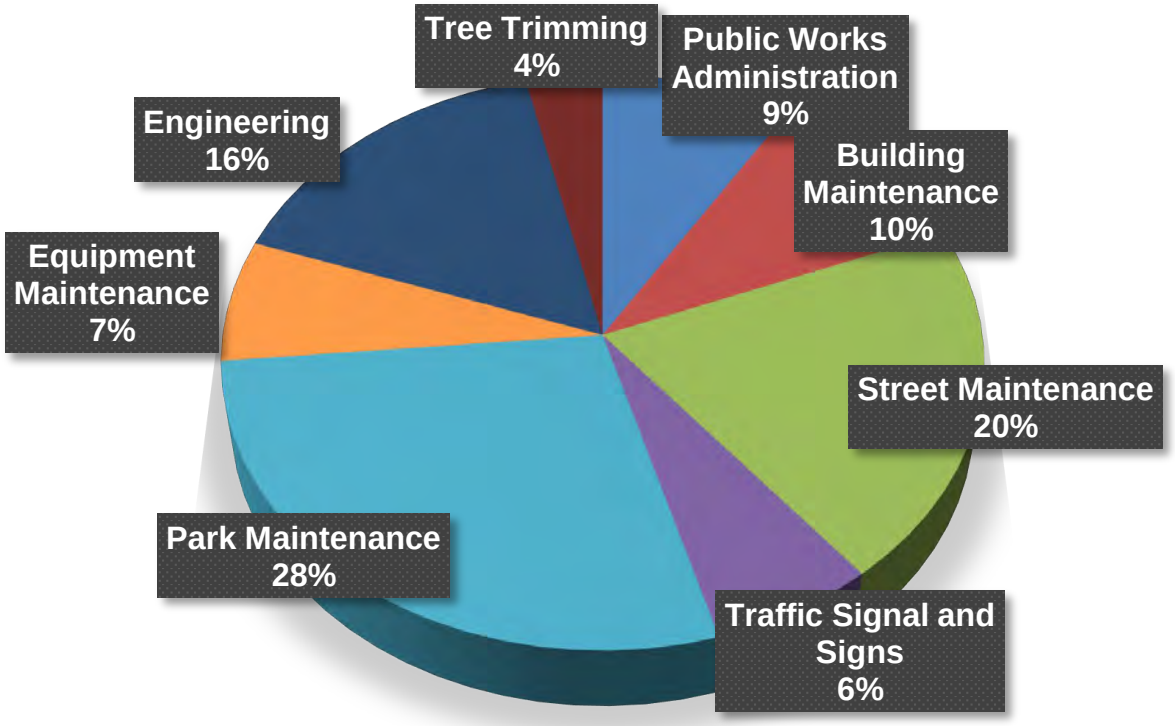
PUBLIC WORKS

Staffing Plan - Full Time Equivalent Positions

PUBLIC WORKS cont.	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Engineering					
Assistant Director of Public Works/City Engineer	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer				1.00	1.00
Civil Engineer	1.00	1.00	1.00	1.00	1.00
Associate Engineer*	1.00	1.00	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00	1.00	1.00
Senior Engineering Technician**	-	-	-	-	-
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Senior Public Works Inspector*				-	-
Public Works Inspector	1.00	1.00	1.00	1.00	1.00
Total Engineering	**6.00**	**6.00**	**6.00**	**7.00**	**7.00**
Streets					
Street Maintenance Supervisor**	-	-	-	-	-
Public Work Lead	2.00	2.00	2.00	2.00	2.00
Electrical/Signal Technician I	1.00	-	-	-	-
Electrical/Signal Technician II	1.00	2.00	2.00	2.00	2.00
Lead Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Heavy Equipment Operator	2.00	2.00	2.00	2.00	2.00
Street Traffic Painter	1.00	1.00	1.00	1.00	1.00
Street Sweeper Operator	2.00	2.00	2.00	2.00	2.00
Sewer Maintenance Worker	2.00	2.00	2.00	2.00	2.00
Street Maintenance Workers	2.00	2.00	2.00	2.00	2.00
Graffiti Technician	1.00	1.00	1.00	1.00	1.00
Right-of-Way Worker	4.30	5.00	5.00	5.00	5.00
Total Streets	**20.30**	**21.00**	**21.00**	**21.00**	**21.00**
TOTAL FTE - PUBLIC WORKS	**47.30**	**49.00**	**49.00**	**50.00**	**50.00**

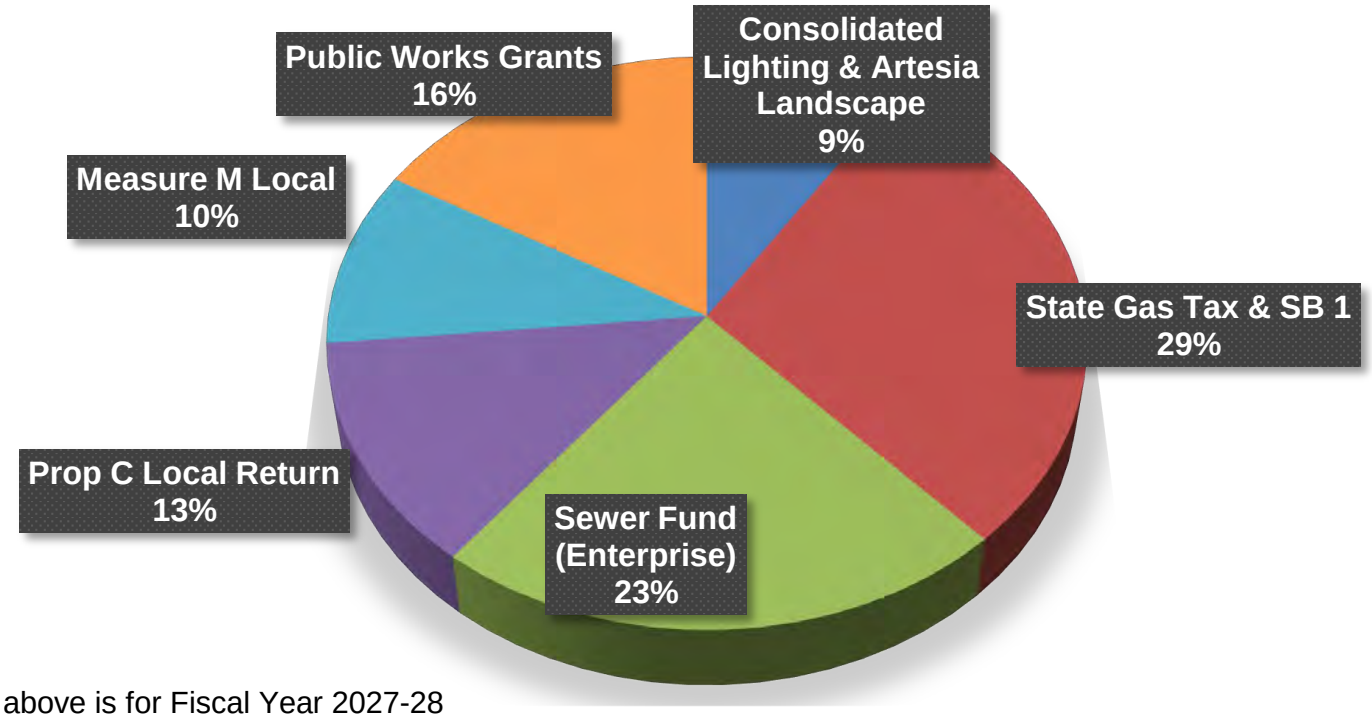
Some positions are funded by grants
**Additional funding has been allocated for promotional opportunities starting FY 2026/2027*
***Additional funding has been allocated for promotional opportunities starting FY 2027/2028*

Public Works	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Public Works Administration	730,970	799,633	707,960	734,780
Building Maintenance	444,069	717,027	806,925	832,078
Street Maintenance	1,354,186	1,355,522	1,559,665	1,667,620
Traffic Signal and Signs	615,009	580,895	510,852	529,755
Park Maintenance	2,248,848	2,225,590	2,195,080	2,320,559
Equipment Maintenance	542,460	536,967	548,694	563,880
Engineering	961,121	1,044,849	1,238,515	1,328,694
Tree Trimming	231,044	297,182	282,131	293,702
Total Public Works	**7,127,708**	**7,557,665**	**7,849,822**	**8,271,068**



Percentage above is for Fiscal Year 2027-28

Special Revenue Funds Public Works	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Consolidated Lighting & Artesia Landscape	926,334	1,196,915	1,173,011	1,001,129
State Gas Tax & SB 1	2,327,291	7,399,844	6,039,552	3,152,952
Sewer Fund (Enterprise)	2,075,323	6,925,056	7,130,993	2,467,992
Prop C Local Return	670,185	3,780,323	5,323,400	1,402,203
Measure M Local	523,025	6,511,490	4,892,140	1,083,806
Public Works Grants	3,753,140	20,688,520	19,500,012	1,810,133
Total Public Works Special Revenue Funds	**10,275,299**	**46,502,148**	**44,059,108**	**10,918,215**



Percentage above is for Fiscal Year 2027-28



RECREATION & HUMAN SERVICES

CITY OF GARDENA

The City of Gardena Recreation & Human Services Department is committed to enhancing the quality of life for our diverse community by providing inclusive, accessible, and high-quality recreation, social, and community services. Guided by the Recreation & Parks, Senior Citizens, Youth, and Human Services Commissions, the Department delivers programs and services through its Aquatics & Senior Center, Custodial, Human Services, and Recreation Divisions, fostering community engagement, wellness, and lifelong enrichment for individuals, families, and organizations.

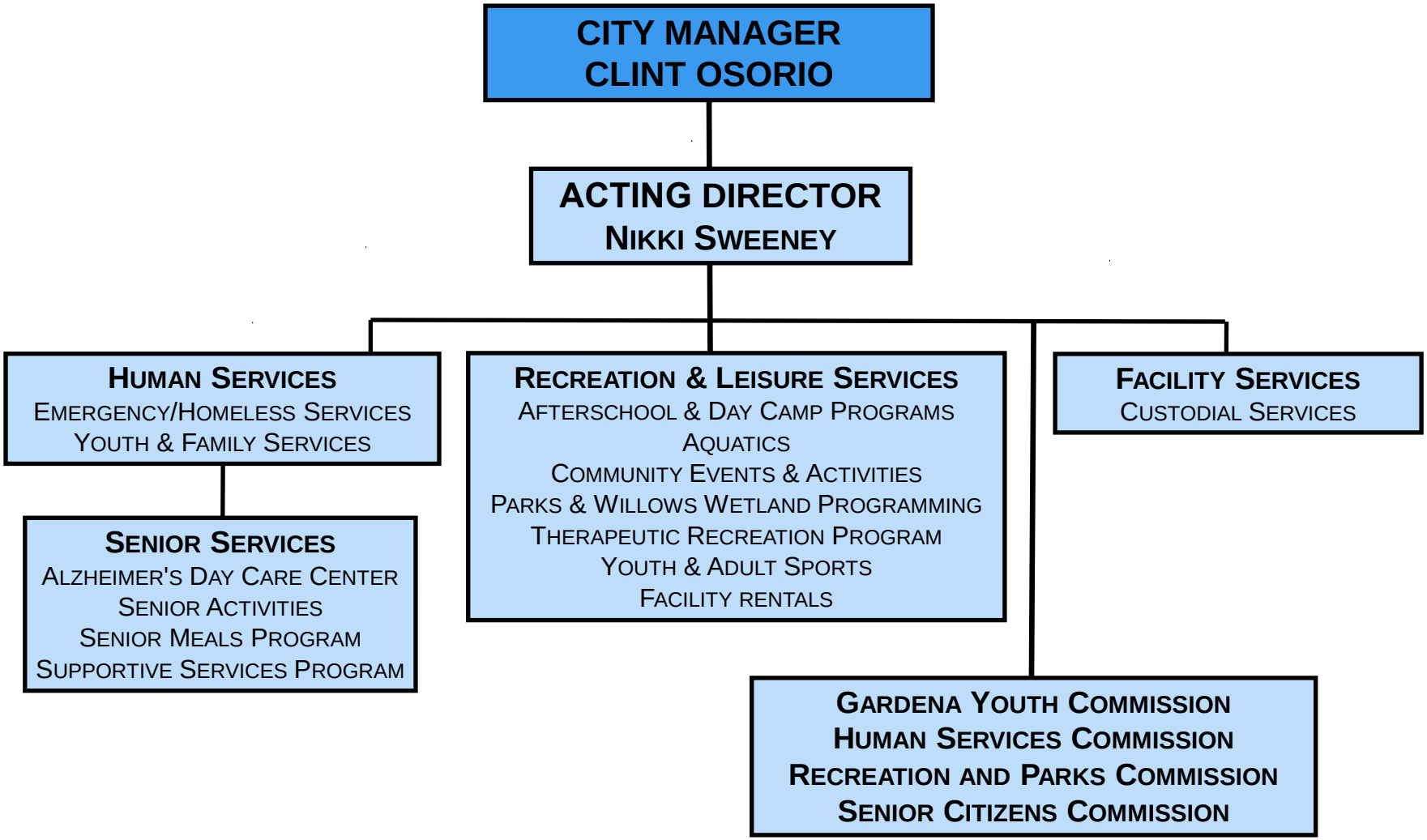
Goal #1: To actively combat social isolation by fostering meaningful connections among community members through a comprehensive range of activities, social events, and diverse programming. We strive to create opportunities for engagement, collaboration, and mutual support and aim to enhance the overall well-being and sense of belonging for everyone we serve by encouraging participation and building strong social networks.

Goal #2: To provide an inclusive and welcoming environment for all individuals by maintaining facilities that are consistently safe, clean, and accessible. Our goal is to uphold the highest standards of quality and safety to ensure every visitor feels comfortable, respected, and valued.

Goal #3: To create accessible, engaging, and diverse recreational programs that empower individuals of all abilities to participate fully, while promoting physical and mental well-being, fostering independence, and supporting personal growth in a welcoming and inclusive environment.

For more information visit
www.cityofgardena.org

RECREATION & HUMAN SERVICES



RECREATION & HUMAN SERVICES

Staffing Plan - Full Time Equivalent Positions

RECREATION & HUMAN SERVICES	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Recreation					
Director of Recreation & Human Services	1.00	1.00	1.00	1.00	1.00
Recreation Program Administrator	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	-	1.00	-	-	-
Administrative Analyst I	1.00	-	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	3.00	3.00
Intern	0.60	1.00	1.00	1.00	1.00
Community Services Counselor	2.00	2.00	2.00	-	-
Community Center Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	3.00	3.00	4.00	4.00	4.00
Recreation Leader II	3.80	3.80	3.80	3.80	3.80
Recreation Leader I	15.46	17.26	16.76	16.76	16.76
Customer Service Clerk I	-	-	-	1.00	1.00
Activity Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Instructor	-	3.00	3.00	3.00	3.00
Recreation Commissioner	5.00	5.00	5.00	5.00	5.00
Senior Citizens Commissioner	5.00	5.00	5.00	5.00	5.00
Human Services Commissioner	5.00	5.00	5.00	5.00	5.00
Gardena Youth Commissioner	10.00	10.00	10.00	10.00	10.00
Total Recreation	**56.86**	**62.06**	**62.56**	**62.56**	**62.56**
Facilities					
Warehouse and Custodial Supervisor/Lead	1.59	1.00	1.00	1.00	1.00
Custodian II	8.00	8.00	8.00	8.00	8.00
Custodian I	3.50	5.30	4.80	4.80	4.80
Total Facilities	**13.09**	**14.30**	**13.80**	**13.80**	**13.80**

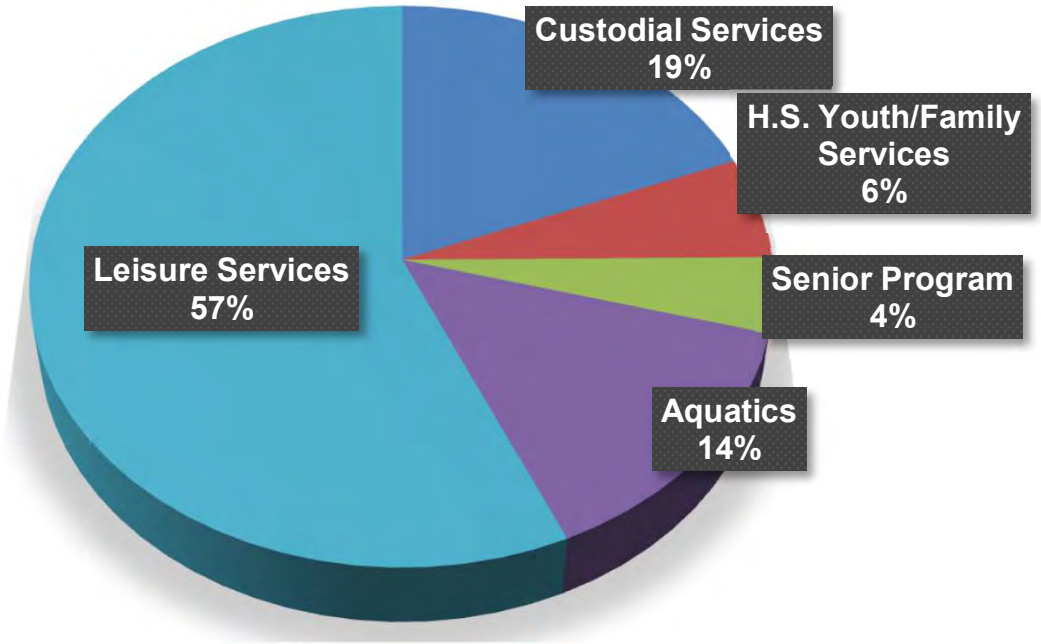
RECREATION & HUMAN SERVICES

Staffing Plan - Full Time Equivalent Positions

RECREATION & HUMAN SERVICES cont.	Budgeted FY 23/24	Budgeted FY 24/25	Budgeted FY 25/26	Proposed FY 26/27	Proposed FY 27/28
Human Services					
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
Human Services Aide	1.18	2.70	2.70	2.70	2.70
Community Aide II	1.00	1.00	1.00	1.00	1.00
Certified Nursing Assistant	1.44	1.44	1.44	1.44	1.44
Nutrition Services Coordinator	3.00	3.00	2.00	2.00	2.00
Social Services Coordinator	-	-	1.00	1.00	1.00
Homeless Coordinator	1.00	1.00	-	1.00	1.00
Human Services Coordinator	-	-	3.00	3.00	3.00
Meal Services Coordinator	2.41	2.41	2.41	2.41	2.41
Geriatric Aide	0.40	0.40	0.40	0.40	0.40
Total Human Services	**11.43**	**12.95**	**14.95**	**15.95**	**15.95**
Aquatic & Senior Center					
Recreation & Human Services Manager	1.00	1.00	1.00	1.00	1.00
Community Center Coordinator	1.00	1.00	-	-	-
Activity Coordinator	1.00	1.00	1.00	-	-
Administrative Aide	1.00	1.00	-	-	-
Office Specialist	-	1.00	1.00	1.00	1.00
Pool Supervisor			-	1.00	1.00
Lifeguard	-	1.75	3.50	3.50	3.50
Lifeguard/Instuctor	7.50	7.50	7.50	7.50	7.50
Intern	-	0.35	0.35	0.35	0.35
Total Aquatic & Senior Center	**11.50**	**14.60**	**14.35**	**14.35**	**14.35**
TOTAL ELECTED & APPOINTED POSITIONS	**25.00**	**25.00**	**25.00**	**25.00**	**25.00**
TOTAL FTE - RECREATION & HUMAN SERVICES	**67.88**	**78.91**	**80.66**	**81.66**	**81.66**

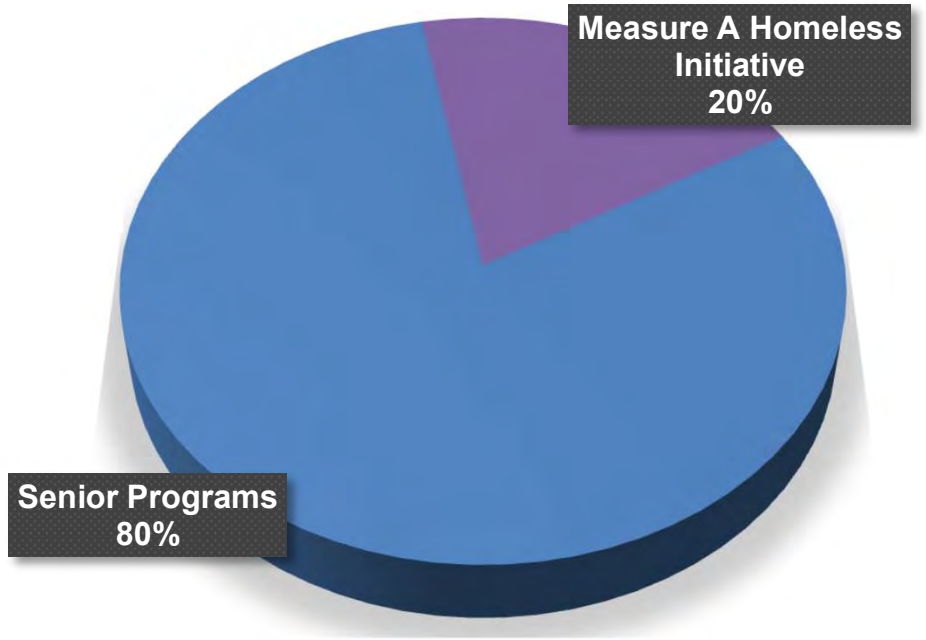
Some positions are funded by grants

Recreation & Human Services	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Custodial Services	1,015,492	1,274,906	1,331,573	1,387,728
H.S. Youth/Family Services	344,922	445,283	414,979	428,919
Senior Program	251,599	200,157	297,899	315,067
Aquatics	46,905	876,574	993,578	1,036,761
Leisure Services	3,784,948	3,943,243	3,953,190	4,139,941
Total Recreation & Human Services	**5,443,866**	**6,740,163**	**6,991,219**	**7,308,416**



Percentage above is for Fiscal Year 2027-28

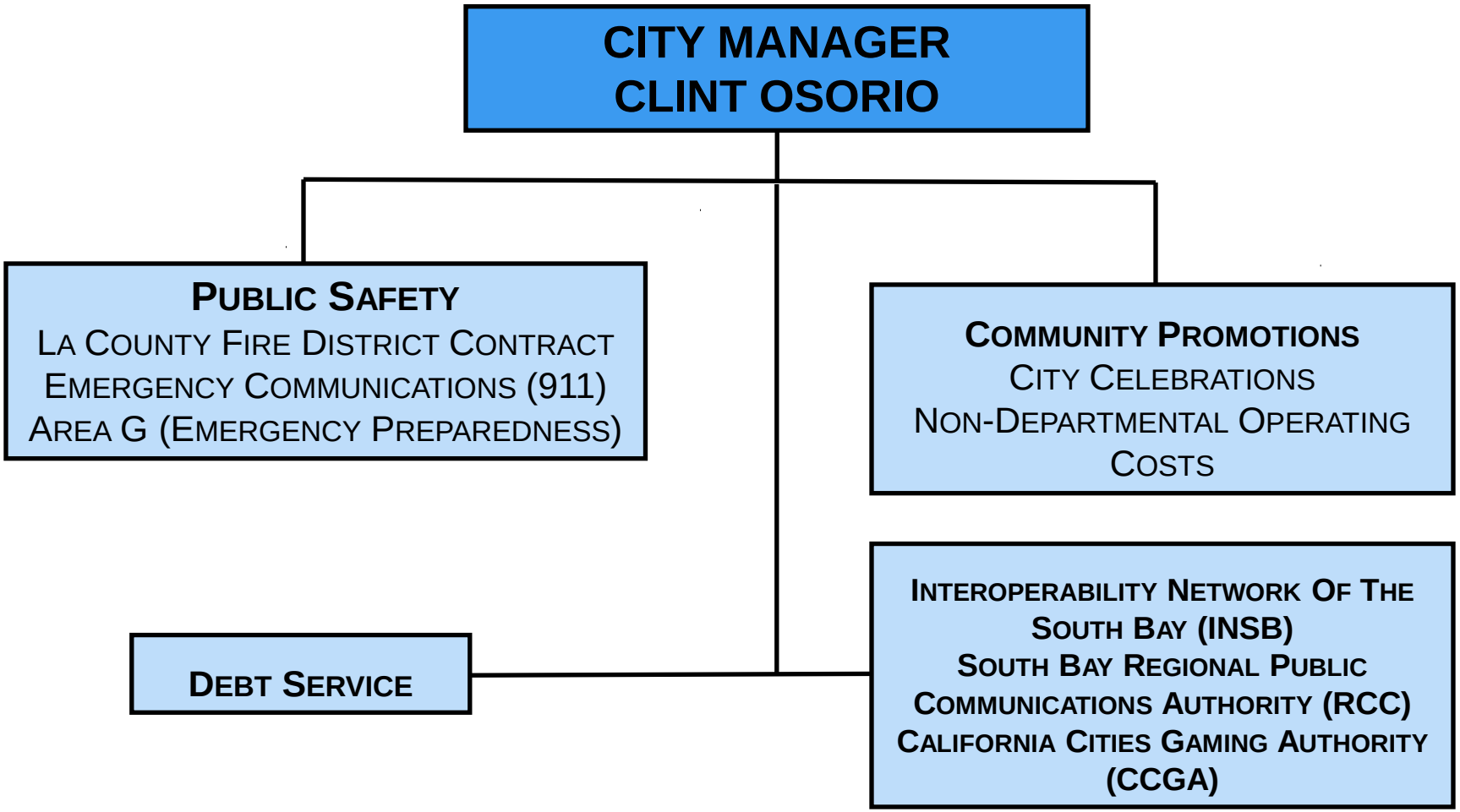
Special Revenue Funds Recreation & Human Services	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Senior Programs	861,452	868,908	798,957	819,970
Family Child Care	718	-	-	-
Community Development Block Grants	72,469	72,469	-	-
Measure A Homeless Initiative	-	95,294	192,562	200,417
CPF Rosecrans Community Center	-	1,000,000	1,000,000	-
Recreation Grants	4,056,992	12,957,001	11,598,526	-
Total Recreation & Human Services Special Revenue Funds	**4,991,632**	**14,993,672**	**13,590,045**	**1,020,387**



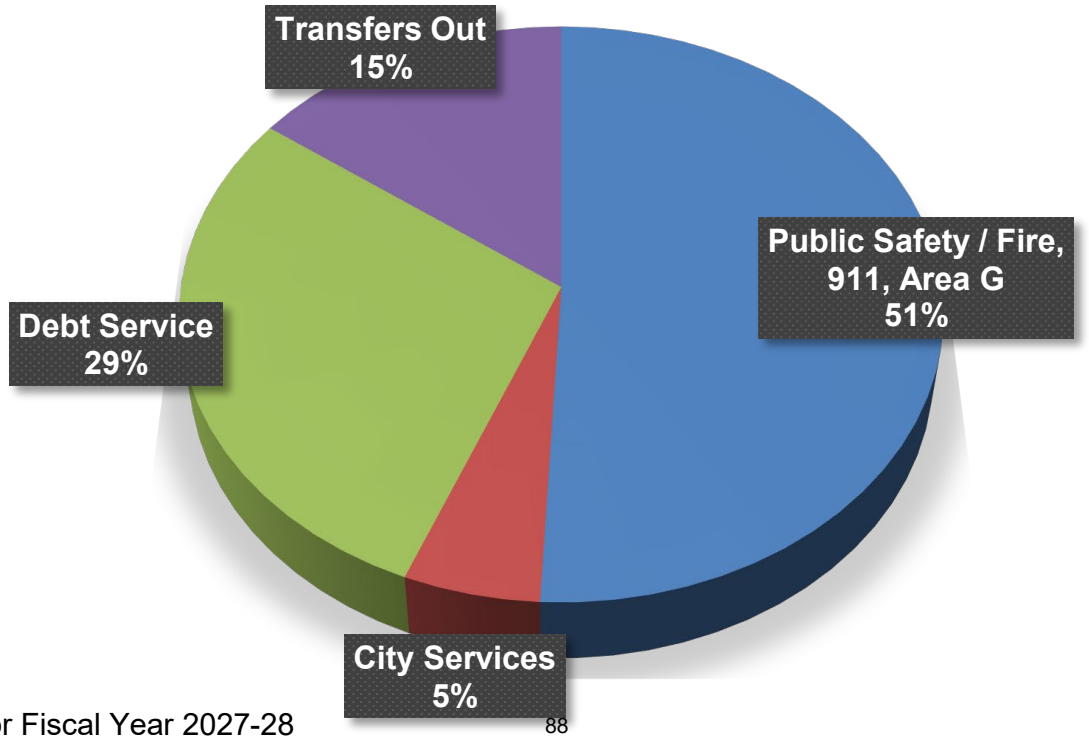
Percentage above is for Fiscal Year 2027-28

NON-DEPARTMENTAL

NON-DEPARTMENTAL



Non-Departmental	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Public Safety / Fire, 911, Area G	13,907,982	15,247,240	14,575,474	15,262,804
City Services	1,189,591	1,289,108	1,400,919	1,597,298
Debt Service	2,692,509	2,653,425	8,677,407	8,675,707
Transfers Out	13,060,549	5,453,982	4,259,689	4,505,869
Post Employment Benefits Fund	3,576,989	4,003,982	-	-
City OPEB Trust Fund	-	550,000	-	-
Unfunded Accrued Liabilities (UAL) Fund	-	600,000	400,000	4,200,000
Total Non-Departmental	**34,427,619**	**29,797,737**	**29,313,489**	**34,241,678**



Percentage above is for Fiscal Year 2027-28

CAPITAL IMPROVEMENT PROGRAM (CIP), DEBT SERVICE, and INTERNAL SERVICE FUNDS

CAPITAL IMPROVEMENT PROGRAM (CIP) PROPOSED BUDGET FY 2026/27 & FY 2027/28

CAPITAL IMPROVEMENT PROGRAM (CIP)

FY 2026-2027

PARK & FACILITY IMPROVEMENTS — $20,841,812

City parks & facilities, playgrounds, facility grounds, and public parkways

STREETS, SEWER & STORMWATER IMPROVEMENTS — $37,703,115

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

Ensure compliance with State & County mandated safety and air/water quality program

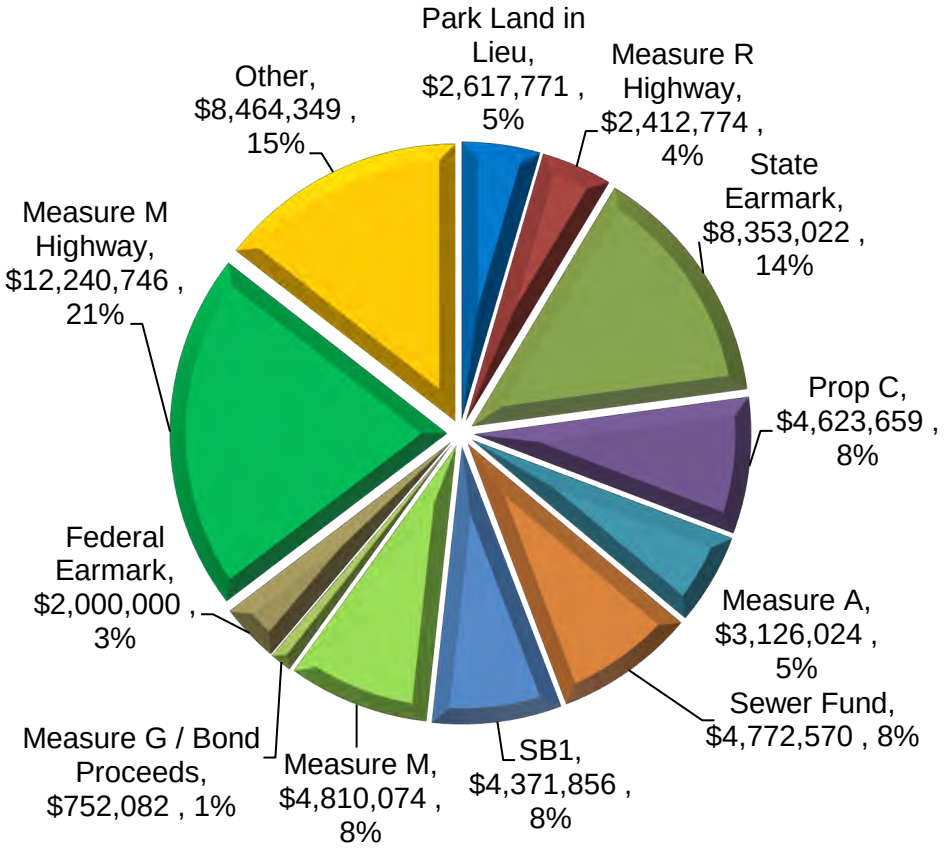
CAPITAL IMPROVEMENT PROGRAM BUDGET TOTAL	$58,544,927

CAPITAL IMPROVEMENT PROGRAM (CIP)

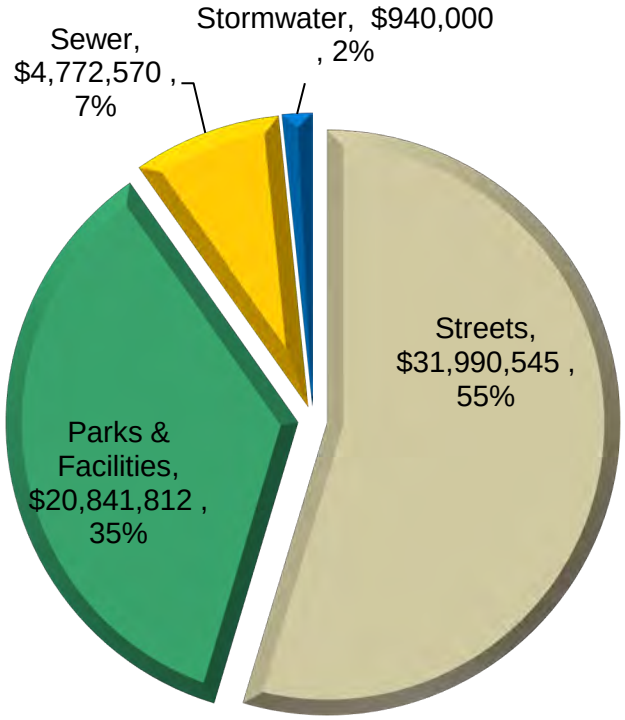
	FY 2027-2028
PARK & FACILITY IMPROVEMENTS City parks & facilities, playgrounds, facility grounds, and public parkways	$ -
STREETS, SEWER & STORMWATER IMPROVEMENTS Maintain City streets, sanitary sewers, storm drain systems, sidewalks, curbs, crosswalks, traffic signals and signs Ensure compliance with State & County mandated safety and air/water quality program	$ 4,500,000
CAPITAL IMPROVEMENT PROGRAM BUDGET TOTAL	$ 4,500,000

Capital Improvement Program
Proposed Budget Fiscal Year 2026-2027

CAPITAL REVENUE
… Where the money comes from ...

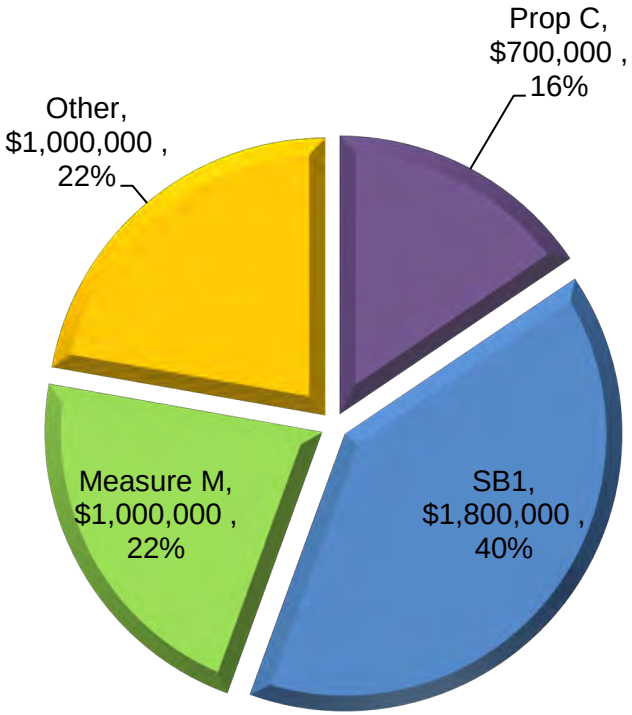


CAPITAL EXPENDITURES
… Where the money goes...

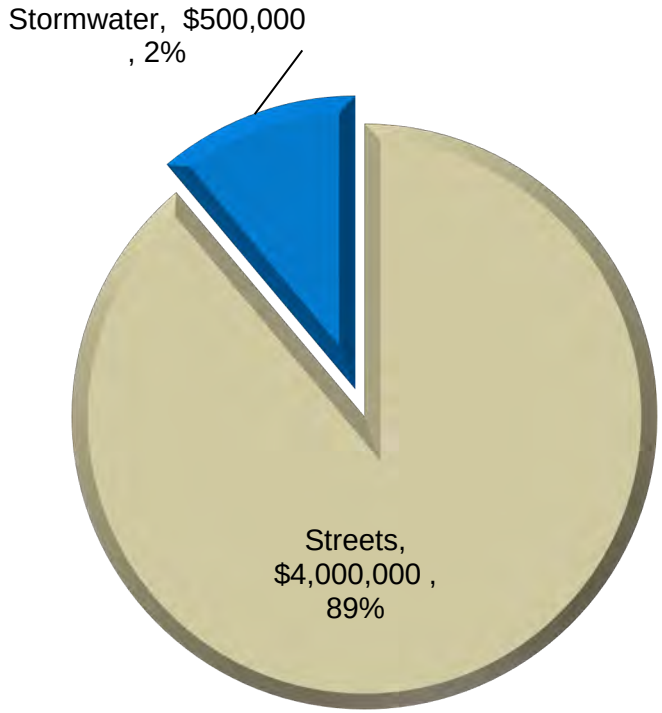


Capital Improvement Program
Proposed Budget Fiscal Year 2027-2028

CAPITAL REVENUE
… Where the money comes from ...



CAPITAL EXPENDITURES
… Where the money goes...



CIP 2026 - 2028

LEGEND:

XXX CARRY-OVER

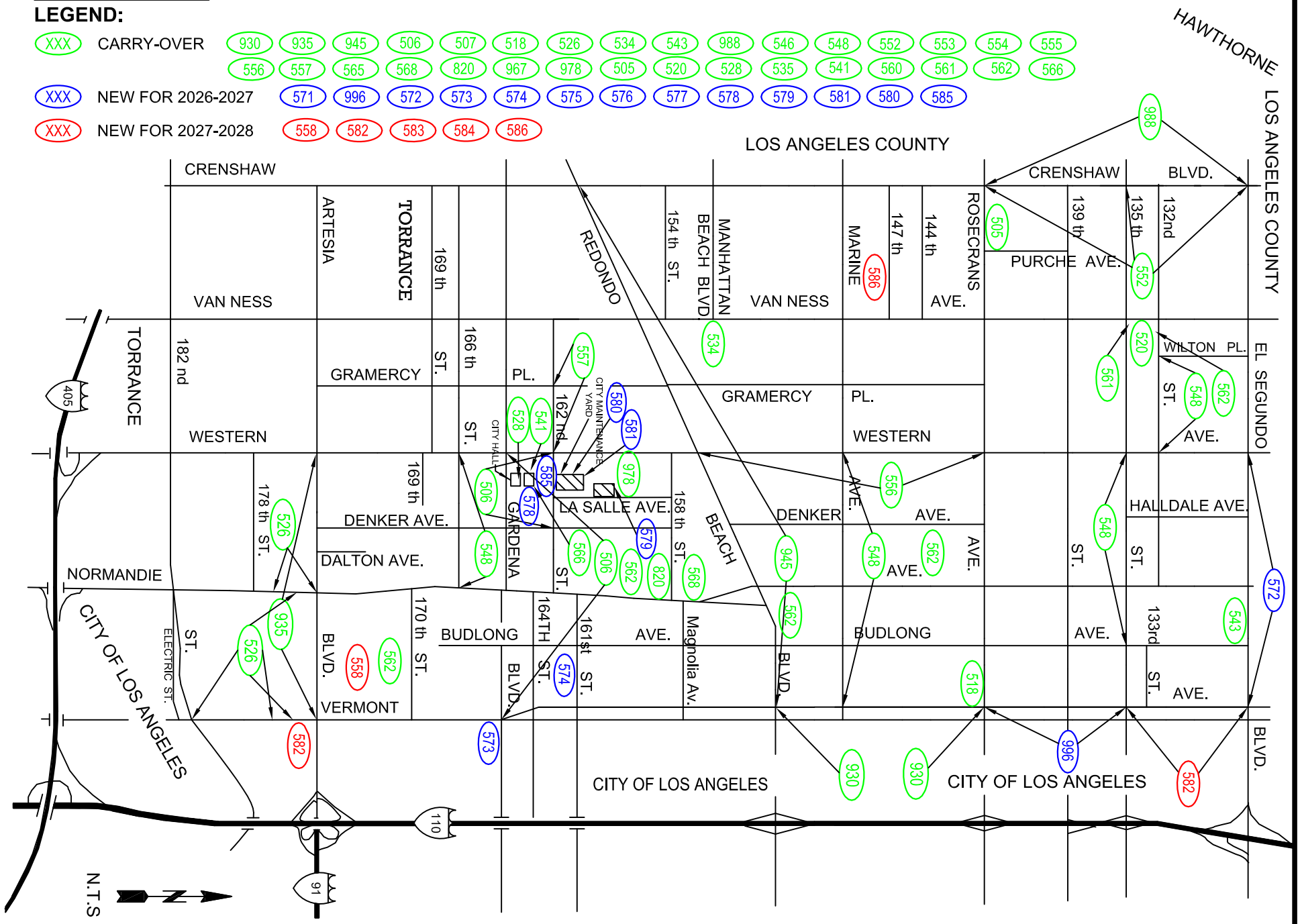
930 935 945 506 507 518 526 534 543 988 546 548 552 553 554 555
556 557 565 568 820 967 978 505 520 528 535 541 560 561 562 566

XXX NEW FOR 2026-2027

571 996 572 573 574 575 576 577 578 579 581 580 585

XXX NEW FOR 2027-2028

558 582 583 584 586



CAPITAL IMPROVEMENT PROJECTS – STREETS
FISCAL YEAR 2026-2027

JOB NO. **PROJECT DESCRIPTION**

930 (c) **Vermont Ave Traffic Signal Improvements - $2,412,774**
Improve traffic signals at Vermont Ave. and Rosecrans Ave., and Redondo Beach Blvd.

935 (c) **Artesia Blvd Singal Improvements - $746,064**
Improve traffic signals between Western Ave and Vermont Ave. to address existing and future traffic conditions. The scope and budget amended to include landscape and pavement improvements.

945 (c) **Redondo Beach Blvd Street Improvements - $10,413,746**
Improve traffic flow along Redondo Beach Blvd. from Crenshaw Blvd. to Vermont Ave; new medians, improve signal, signing & striping, rehabilitate concrete and pavements.

988 (c) **NB Crenshaw Blvd Improvements (129th to Rosecrans) - $705,821**
Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed. The limits consist of County of Los Angeles jurisdiction between Channel Bridge and 135th Street.

506 (c) **Gardena Decorative Street Lighting - $213,944**
Convert existing streetlights to SCE approved decorative lights on Gardena Blvd between Vermont and Western and 162nd Street from Denker Ave to Western Ave. Additionally, construct string lighting on Gardena Blvd between Vermont and Budlong.

507 (c) **Citywide Wayfinding/Entry Sign Program - $63,171**
Install new and replace existing Citywide wayfinding signs to help direct drivers on city streets to city facilities such as parks, fire stations, and City Hall.

518 (c) **County Regional Traffic Signal Synchronization Program (TSSP) on East Rosecrans Ave - $400,000**
A multi-jurisdictional project through the County of Los Angeles, the TSSP East Rosecrans Ave corridor project spans from Ocean Gate Ave to Vermont Ave. Gardena's shared intersections includes four streets.

526 (c) **Normandie Ave (Artesia to 177th), Cassidey St (Normandie to Vermont) and Vermont Ave (177th to 182nd) Street Improvements - $1,628,095**
Rehabilitate various streets asphalt pavement, striping and pedestrian safety as needed.

(c) – Continuing project from previous years
(n) – New project proposed for fiscal year 2026-2027

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – STREETS
FISCAL YEAR 2026-2027

JOB NO. **PROJECT DESCRIPTION**

534 (c) **County Regional Traffic Signal Synchronization Program (TSSP) on Manhattan Beach Blvd - $55,000**
A multi-jurisdictional project through the County of Los Angeles, the TSSP Manhattan Beach Blvd corridor project spans from Manhattan Ave to Van Ness Ave. Gardena's shared intersection includes Van Ness Ave.

543 (c) **County Regional Traffic Signal Synchronization Program (TSSP) on El Segundo Blvd - $50,000**
A multi-jurisdictional project through the County of Los Angeles Project TSSP. El Segundo Blvd corridor project from Illinois Street to Budlong Ave. The Gardena's shared cost is 50% of the Budlong Avenue intersection.

546 (c) **Annual Sewer Improvements FY 2024/2025 - $2,772,570**
Replace or rehab deficient and high maintenance sewer mains that have leaks, root intrusion, and settlement problems.

548 (c) **132nd St (Wilton to Western), 135th St (Western to Budlong), Marine Ave (Western to Vermont), 145th St (Gramercy to Western), and 166th St (Western to Normandie) Improvements - $1,443,701**
Rehabilitate various streets asphalt pavement, striping and pedestrian safety as needed.

552 (c) **County Regional Traffic Signal Synchronization Program (TSSP) on Crenshaw Blvd - $250,000**
A multi-jurisdictional project through the County of Los Angeles, the TSSP Crenshaw Blvd corridor project spans from 120th Street to Rosecrans Ave. Gardena's shared intersections include El Segundo Blvd, 135th Street, and Rosecrans Ave.

553 (c) **Annual Local Street Improvements FY 2025/2026 - $2,662,951**
Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.

554 (c) **Annual Pedestrian Safety Improvements FY 2025/2026 - $1,343,000**
Remove and replace damaged curbs, gutters, sidewalks, and access ramps at various locations in maintenance districts four, five and six.

555 (c) **Annual Sewer Improvements FY 2025/2026 - $2,000,000**
Replace or rehab deficient and high maintenance sewer mains that have leaks, root intrusion, and settlement problems at various locations.

556 (c) **Western Ave Street Improvements (RBB to Rosecrans) - $1,508,500**
Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.

(c) – Continuing project from previous years
(n) – New project proposed for fiscal year 2026-2027

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – STREETS
FISCAL YEAR 2026-2027

JOB NO. **PROJECT DESCRIPTION**

557 (c) **157th St (Van Ness to Gramercy), 162nd St (Gramercy to Western), and 164th St (Normandie to New Hampshire) Street Improvements - $900,000**
Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.

565 (c) **Gardena Traffic Signal Network Upgrade - $1,827,000**
Improve the flow of traffic within the City by upgrading the existing legacy Traffic Signal System (TSS). The new Advance Traffic Controller (ATC) based TSS will be safer, smarter, more efficient, and more reliable. A key component of this upgrade involves replacing the current communication lines with a fiber optic network.

568 (c) **Mas Fukai Park & Peary Middle School Recycled Water - $100,000**
Expand the use of recycled water to irrigate green spaces through a collaborative effort led by the West Basin Municipal Water District, with the City's participation.

996 (n) **Vermont Ave Street Improvements (Rosecrans to 135th) - $800,000**
Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.

571 (n) **Annual Local Street Improvements FY 2026/2027 - $1,708,905**
Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.

572 (n) **El Segundo Blvd Eastbound Street Improvements (Western to Vermont) - $1,250,000**
Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.

573 (n) **Vermont Ave and Gardena Blvd Signal Improvements - $100,000**
Study phase to improve the traffic signals at the intersection shared with the City of Los Angeles.

574 (n) **163rd Street and New Hampshire Ave Multiway Stop Control Improvements - $100,000**
Improve the 4-way intersection with 163rd Street running in the east-west directions and New Hampshire Ave/alley running off-set in the north-south directions per the warrant analysis report.

575 (n) **Citywide Pavement Management Program (PMP) Update - $50,000**
Citywide triennial pavement evaluation to support transportation asset management and develop rehabilitation strategies as required by the LA Metro enterprise/restricted funds.

576 (n) **Various Collector Street Improvements FY 2026-2027 - $1,260,000**
Rehabilitate various collector streets asphalt pavement, striping and pedestrian safety as needed.

(c) – Continuing project from previous years
(n) – New project proposed for fiscal year 2026-2027

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – PARKS / FACILITIES
FISCAL YEAR 2026-2027

JOB NO. **PROJECT DESCRIPTION**

820 (c) **Mas Fukai Park Rehabilitation - $9,583,795**
Reconstruction of community center, restroom facilities and enhance the overall park to maximize its use, improve energy efficiency while reducing maintenance costs, and provide a variety of additional features that can accommodate the needs of residents of all ages in an all-inclusive park.

978 (c) **Gardena Community Aquatic and Senior Center - $552,082**
Reconstruction of pool and facility building to accommodate a new 25-yard (8) lane pool, diving bay, fitness pool with ADA ramp, new bleachers & shade structures, exercise equipment and a 12,000 square foot building that will house locker rooms for the pool as well as senior activities.

505 (c) **Rosecrans Community Center - $1,000,000**
Initiate a feasibility study and stakeholder survey to guide development of the new community center.

520 (c) **Rowley Park Gymnasium HVAC Upgrade – $466,208**
Replace three (3) existing Carrier/BDP gas electric package units.

528 (c) **Nakaoka Community Center Electrical System and Civic Center Outdoor Lighting Upgrades - $246,825**
Comprehensive electrical upgrade of the building's power distribution system to accommodate increased electrical loads, future expansions, and a standby generator. Improvements will also include enhanced Civic Center lawn and parking lot lighting to improve security and support public events, along with any incidental upgrades required to comply with state building codes.

535 (c) **Multi-Park Improvements - $200,000**
Renovate/repair and upgrade the existing park facilities and amenities.

541 (c) **Gardena City Hall Electrical System Upgrade - $998,078**
Comprehensive electrical upgrade of the building's power distribution system to accommodate increased electrical loads, future expansions, the addition of electric vehicle (EV) charging stations, and a standby generator, along with any incidental upgrades required to comply with state building codes.

560 (c) **Fiber Infrastructure Upgrade - $3,498,291**
Design and deploy a fiber corridor to connect Gardena residents, small business, schools, community facilities, and other broadband capabilities at city's facilities.

(c) – Continuing project from previous years,
(n) – New project proposed for fiscal year 2026-2027

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – PARKS / FACILITIES
FISCAL YEAR 2026-2027

JOB NO. **PROJECT DESCRIPTION**

561 (c) **Rowley Park Gymnasium Renovation - $2,388,523**
Revamp the current gymnasium facility and upgrade the overall amenities to meet current standards and needs.

566 (c) **Gardena Juvenile Justice Intervention Program (GJIP) Offices - $259,177**
Remodel and conversion of an existing dental clinic building to accommodate the Police Department's Juvenile Justice and Intervention Program (GJJIP).

578 (n) **City Hall Office Remodel - $500,000**
Remodel to transform the existing, outdated interior spaces into a modern, highly functional, and welcoming environment tailored for both city employees and the general public. The scope includes new flooring, facility-wide energy-efficient lighting, reconfiguration to an open-office layout, interior painting, public lobby enhancements, and facility security improvements.

579 (n) **Rush Gym & Human Services Building Roof Rehabilitation - $666,600**
Rehabilitation of the existing roof, including lead and asbestos abatement, drainage improvements, installation of new flashings, and sealing of roof edges and transitions.

580 (n) **Public Works Maintenance Office Building Rehabilitation and Remodel (Design Phase) - $110,233**
Conceptual and design phase of the aging maintenance office facility, including site evaluation, building improvements, code compliance upgrades, and preparation of preliminary cost estimates.

581 (n) **Public Works Yard Mechanic Shop Reconstruction - $550,000**
Demolition and reconstruction of the existing maintenance mechanic shop facility, including associated building, site, and utility improvements, to provide a code-compliant and functional facility.

585 (n) **Public Works Administration/Engineering and Police Department Facilities Roof Rehabilitation - $462,000**
Lead and asbestos abatement, repair of existing and additional drainage systems, and new curb openings; installation of all new flashings and skirts; and repair and seal of all edges, joints, transitions, etc. as necessary.

586 (n) **Dog Park - $200,000**
Expand the existing Thornburg Park site to include a dedicated dog park area and other incidental improvements.

(c) – Continuing project from previous years,
(n) – New project proposed for fiscal year 2026-2027

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – STREETS
FISCAL YEAR 2027-2028

JOB NO.	PROJECT DESCRIPTION
582 (n)	**Vermont Ave Street Improvements (El Segundo to 135th and Artesia to County Channel) - $700,000** Rehabilitate asphalt pavement, striping, and improve pedestrian safety as needed.
583 (n)	**Annual Local Street Improvements FY 2027/2028 - $1,800,000** Rehabilitate various local residential streets asphalt pavement, striping and pedestrian safety as needed.
584 (n)	**Annual Various Collector Street Improvements FY 2027/2028 - $1,500,000** Rehabilitate various collector streets asphalt pavement, striping and pedestrian safety as needed.

(c) – Continuing project from previous years
(n) – New project proposed for fiscal year 2027-2028

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROJECTS – PARKS / FACILITIES
FISCAL YEAR 2027-2028

JOB NO.	PROJECT DESCRIPTION
558 (n)	**Gardena Willows Wetland Stormwater Enhancement (Construction Document Phase) - $500,000** Advance the completed feasibility study into construction-ready plans and specifications to implement nature-based stormwater improvements at Gardena Willows Wetland. The project is currently in the feasibility phase, funded and programmed by the County Safe Clean Water Program under the South Santa Monica Bay Watershed Area.

(c) – Continuing project from previous years,
(n) – New project proposed for fiscal year 2027-2028

Overall Impact on Operating Budget

There is no financial impact to the General Fund for these projects.
These improvements in the City will benefit both citizens and visitors in the community. This will provide a safer place, as well as make the City more inviting to people visiting or wanting to move into the community.

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2026-2027 FUNDING SUMMARY

FUNDING SOURCE		STREETS, SEWER & STORMWATER IMPROVEMENTS		PROJECT COST
Measure R Highway	#930 (c)	Vermont Ave Traffic Signal Improvement	2,412,774	**$2,412,774**
Measure M Highway	#945 (c)	RBB Street Improvements (Crenshaw to Vermont)	10,413,746	
	#565 (c)	Gardena Traffic Signal Network Upgrade	1,827,000	
		Measure M Highway	**12,240,746**	**$12,240,746**
SB 821 (TDA)	#554 (c)	Pedestrian Safety Improvements FY 2025-2026	143,000	**$143,000**
Prop C	#935 (c)	Artesia Blvd. Street Improvements (Western to Vermont)	746,064	
	#996 (n)	Vermont Ave Street Improvements (Rosecrans to 135th)	800,000	
	#526 (c)	Normandie (Artesia to 177th), Cassidey (Normandie to Vermont) and Vermont (177th to 182nd) Street Improvements	1,527,595	
	#543 (c)	County Regional TSSP on El Segundo Blvd TSSP (At Budlong)	50,000	
	#556 (c)	Western Ave Street Improvement	900,000	
	#576 (n)	Various Collecor Street Improvements FY 2026-2027	600,000	
		Prop C - Total	**4,623,659**	**$4,623,659**
Gas Tax	#507 (c)	Citywide Wayfinding Program	63,171	
	#534 (c)	County Regional TSSP on Manhattan Beach Blvd	55,000	
		Gas Tax - Total	**118,171**	**$118,171**
Measure M Local	#518 (c)	County Regional TSSP on Rosecrans	400,000	
	#545 (c)	Annual Pedestrian Safety Improvements FY 2024-2025	97,873	
	#548 (c)	132nd St (Wilton to Western), 135th St (Western to Budlong), Marine Ave (Western to Vermont), 145th St (Gramercy to Western), and 166th St (Western to Normandie) Improvements	1,443,701	
	#554 (c)	Pedestrian Safety Improvements FY 2025-2026	1,200,000	
	#556 (c)	Western Ave Street Improvement	608,500	
	#557 (c)	157th, 162nd & 164th Street Improvements	650,000	
	#574 (n)	163rd Street & New Hampshire Ave Multiway Stop Control Improvements	70,000	
	#576 (n)	Various Collecor Street Improvements FY 2026-2027	340,000	
		Measure M Local - Total	**4,810,074**	**$4,810,074**
SB 1	#553 (c)	Local Street Improvements 2025-2026	2,662,951	
	#571 (n)	Annual Local Street Improvements FY 2026-2027	1,708,905	
		SB1 - Total	**4,371,856**	**$4,371,856**

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2026-2027 FUNDING SUMMARY

FUNDING SOURCE		STREETS, SEWER & STORMWATER IMPROVEMENTS		PROJECT COST
Measure R Local	#988 (c)	Crenshaw Blvd St. Improvements - Rosecrans to El Segundo	705,821	
	#552 (c)	County Regional TSSP on Crenshaw Blvd	250,000	
	#557 (c)	157th, 162nd & 164th Street Improvements	250,000	
	#572 (n)	El Segundo Blvd Eastbound Street Improvements (Western to Vermont)	1,250,000	
	#573 (n)	Vermont Ave & Gardena Blvd Signal Improvements	100,000	
	#574 (n)	163rd Street & New Hampshire Ave Multiway Stop Control Improvements	30,000	
	#575 (n)	Citywide Pavement Management Program (PMP) Update	50,000	
	#576 (n)	Various Collecor Street Improvements FY 2026-2027	320,000	
		Measure R Local - Total	**2,955,821**	**$2,955,821**
Sewer Fund	#546 (c)	Annual Sewer Improvements FY 2024-2025	2,772,570	
	#555 (c)	Sewer Improvements FY2025-26	2,000,000	
		Sewer Fund - Total	**4,772,570**	**$4,772,570**
Measure W	#820 (c)	Mas Fukai Park Improvements	840,000	
	#568 (n)	Mas Fukai Park & Peary Middle School Recycled Water Project	100,000	
		Measure W - Total	**940,000**	**$940,000**
Lighting District	#506 (c)	Gardena Decorative Street Lighting	213,944	**$213,944**
Other	#526 (c)	182nd) Street Improvements	100,500	**$100,500**
		STREETS, SEWER & STORMWATER IMPROVEMENTS	**SUBTOTAL**	**$37,703,115**

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2026-2027 FUNDING SUMMARY

FUNDING SOURCE		PARK/FACILITY IMPROVEMENTS		PROJECT COST
Park Land in Lieu	#820 (c)	Mas Fukai Park Improvements	2,617,771	**$2,617,771**
Measure A	#820 (c)	Mas Fukai Park Improvements	3,126,024	**$3,126,024**
Bond Proceeds / Measure G	#978 (c)	Gardena Community Aquatic & Senior Center	552,082	
	#586 (n)	Dog Park Project	200,000	
		Measure G - Total	**752,082**	**$752,082**
Federal Earmarks	#820 (c)	Mas Fukai Park Improvements	1,000,000	
	#505 (c)	Rosecrans Community Center	1,000,000	
		Federal Earmarks - Total	**2,000,000**	**$2,000,000**
State Earmarks	#820 (c)	Mas Fukai Park Improvements	2,000,000	
	#520 (c)	Rowley Park Gymnasium HVAC Upgrade	466,208	
	#560 (c)	Fiber Infrastructure Upgrade	3,498,291	
	#561 (c)	Rowley Park Gymnasium Renovation	2,388,523	
		State Earmarks - Total	**8,353,022**	**$8,353,022**
Development Impact Fee	#528 (c)	Civic Center Lighting Improvements	246,825	**$246,825**
Deferred Maintenance Fund	#535 (c)	Multi-Park Improvements	200,000	
	#541 (c)	City Hall & PD Electrical Distribution System Upgrade	998,078	
	$566(c)	Police Department GJIP Office Remodel	259,177	
	#578 (n)	City Hall Office Remodel	500,000	
	#579 (n)	Rush Gymnasium & Human Services Building Roof Rehabilitation	666,600	
	#580 (n)	Public Works Maintenance Office Building Rehabilitation (Design Phase)	110,233	
	#581 (n)	Public Works Yard Mechanic Shop Reconstruction	550,000	
	#585 (n)	Public Works Administration/Engineering & Police Department Facilities Roof	462,000	
		Deferred Maintenance Fund - Total	**3,746,088**	**$3,746,088**
		PARK/FACILITY IMPROVEMENTS	**SUBTOTAL**	**$20,841,812**
		PROPOSED FISCAL YEAR 2026-2027 CIP BUDGET	**TOTAL**	**$58,544,927**

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2027-2028 FUNDING SUMMARY

FUNDING SOURCE		STREETS, SEWER & STORMWATER IMPROVEMENTS		PROJECT COST
Prop C	#582 (n)	Vermont Ave Street Improvement (El Segundo to 135th and Artesia to County Channel)	700,000	**$700,000**
SB1	#583 (n)	Annual Local Street Improvements FY 2027-2028	1,800,000	**$1,800,000**
Measure R Local	#584 (n)	Annual Various Collector Street Improvements FY 2027-2028	500,000	**$500,000**
Measure M Local	#584 (n)	Annual Various Collector Street Improvements FY 2027-2028	1,000,000	**$1,000,000**
Measure W	#558 (n)	Gardena Willows Wetland Stormwater Enhancement	500,000	**$500,000**
		STREETS, SEWER & STORMWATER IMPROVEMENTS	**SUBTOTAL**	**$4,500,000**
		PROPOSED FISCAL YEAR 2027-2028 CIP BUDGET	**TOTAL**	**$4,500,000**

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
FISCAL YEAR 2026-2027										
Vermont Traffic Signal Improvement at RBB & Rosecrans			$ 1,913 *R*							
Artesia Blvd. Street Improvements (Western to Vermont)	$ 996									
RBB Street Improvements (Crenshaw to Vermont)				$ 10,414 *R*						
Citywide Wayfinding/Entry Sign Program					$ 63					
Gardena Decorative Street & String Lighting										$ 214
County Regional TSSP on Rosecrans				$ 400 *L*						
County Regional TSSP on MBB					$ 55					
County Regional TSSP on El Segundo Blvd	$ 50									
County Regional TSSP on Crenshaw Blvd			$ 250 *L*							
NB Crenshaw Blvd Improvements (129th to Rosecrans), Design Phase			$ 506 *L*							
Annual Sewer Improvements FY 24/25								$ 2,773		
Annual Sewer Improvements FY 25/26								$ 2,000		
Normandie (Artesia to 177th), Cassidey (Normandie to Vermont) and Vermont (177th to 182nd) Street Improvements	$ 1,528						$ 101			
132nd St (Wilton to Western), 135th St (Western to Budlong), Marine Ave (Western to Vermont), 145th St				$ 1,444 *L*						
Annual Local St Improvements FY 25/26						$ 2,663				
Annual Ped Safety Improvements FY		$ 143		$ 1,200 *L*						
Western Ave St Improvements (RBB to Rosecrans)	$ 900			$ 609 *L*						
157th St (Van Ness to Gramercy), 162nd (Gramercy to Western), and 164th St (Normandie to New Hampshire) Street Improvements			$ 250 *L*	$ 650 *L*						

* L - Local Share R - Regional/Highway funds

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
Gardena Traffic Signal Network Upgrade			$ 1,827 *R*							
Mas Fukai Park & Peary Middle School Recycled Water Project (West Basin)									$ 100	
Annual Local St Improvements FY 26/27						$1,709				
Vermont Ave & Gardena Blvd Signal Intersection Improvement (Study Phase)			$ 100 *L*							
163rd Street & New Hampshire Ave Multiway Stop Control Improvements			$ 30 *L*	$ 70 *L*						
Triannual Citywide PMP Update			$ 50 *L*							
Vermont AveSt Improvements (135th to Rosecrans)	$ 800									
Various Collector St Improvements FY 26/27	$ 600		$ 320 *L*	$ 340 *L*						
Public Works Equipment Purchase					$ 185					
El Segundo Blvd EB St Improvements (Western to Vermont)			$ 1,750 *L*							
TOTAL Fiscal Year 2026 - 2027	**$4,874**	**$ 143**	**$ 6,996**	**$ 15,127**	**$ 303**	**$4,372**	**$ 101**	**$4,773**	**$ 100**	**$ 214**
FISCAL YEAR 2027-2028										
Vermont Ave St Improvments (El Segundo to 135th and Artesia to Channel)	$ 700									
Annual Local Street Improvements FY 27/28 at various locations						$1,800				
Annual Collector Street Improvements FY 27/28 at various locations			$ 500 *L*	$ 1,000 *L*						
TOTAL Fiscal Year 2027 - 2028	**$ 700**	**$ -**	**$ 500**	**$ 1,000**	**$ -**	**$1,800**	**$ -**	**$ -**	**$ -**	**$ -**

* L - Local Share R - Regional/Highway funds

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
FISCAL YEAR 2028 - 2029										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 28/29 at Various Locations					$1,800					
Annual Collector Street Improvements FY 28/29			500 *L*	$ 1,000 *L*						
Annaul Ped Safety Improvements FY 28/29 at Various Locations		$ 60		$ 400 *L*						
Annual Sewer Improvements FY 28/29 at various locations								$1,000		
Annual Storm Drain Improvements FY 28/29 at various locations								$ 500		
TOTAL Fiscal Year 2028 - 2029	**$1,200**	**$ 60**	**$ 500**	**$ 1,400**	**$1,800**	**$ -**	**$ -**	**$1,500**	**$ -**	**$ -**
FISCAL YEAR 2029 - 2030										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 29/30 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 29/30 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 29/30			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 29/30 at various locations								$1,000		
Triannual Citywide PMP Update				$ 50 *L*						
TOTAL Fiscal Year 2029 - 2030	**$1,200**	**$ 60**	**$ 500**	**$ 1,450**	**$1,800**	**$ -**	**$ -**	**$1,000**	**$ -**	**$ -**

* L - Local Share R - Regional/Highway funds

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
FISCAL YEAR 2030 - 2031										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 30/31 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 30/31 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 30/31			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 30/31 at various locations								$1,000		
Annual Storm Drain Improvements FY 30/31 at various locations								$ 500		
TOTAL Fiscal Year 2030 - 2031	**$1,200**	**$ 60**	**$ 500**	**$ 1,400**	**$1,800**	**$ -**	**$ -**	**$1,500**	**$ -**	**$ -**
FISCAL YEAR 2031-2032										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 31/32 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 31/32 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 31/32			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 31/32 at various locations								$1,000		
TOTAL Fiscal Year 2031 - 2032	**$1,200**	**$ 60**	**$ 500**	**$ 1,400**	**$1,800**	**$ -**	**$ -**	**$1,000**	**$ -**	**$ -**

* L - Local Share R - Regional/Highway funds

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
FISCAL YEAR 2032 - 2033										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 32/33 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 32/33 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 32/33			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 32/33 at various locations								$1,000		
Annual Storm Drain Improvements FY 32/33 at various locations								$ 500		
Triannual Citywide PMP Update				$ 50 *L*						
TOTAL Fiscal Year 2032 - 2033	**$1,200**	**$ 60**	**$ 500**	**$ 1,450**	**$1,800**	**$ -**	**$ -**	**$1,500**	**$ -**	**$ -**
FISCAL YEAR 2033 - 2034										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 33/34 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 33/34 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 33/34			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 33/34 at various locations								$1,000		
TOTAL Fiscal Year 2033 - 2034	**$1,200**	**$ 60**	**$ 500**	**$ 1,400**	**$1,800**	**$ -**	**$ -**	**$1,000**	**$ -**	**$ -**

* L - Local Share R - Regional/Highway funds

CAPITAL IMPROVEMENT PROJECT (CIP) STREET REHABILITATION TEN (10) YEAR PLAN - FISCAL YEARS ENDING 2026-2036

	Prop C	SB 821	Measure R*	Measure M*	Gas Tax	SB1	Other Grants	Sewer	Measure W	Lighting Dist.
FISCAL YEAR 2034 - 2035										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 34/35 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 34/35 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 34/35			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 34/35 at various locations								$1,000		
Annual Storm Drain Improvements FY 34/35 at various locations								$ 500		
TOTAL Fiscal Year 2034 - 2035	**$1,200**	**$ 60**	**$ 500**	**$ 1,400**	**$1,800**	**$ -**	**$ -**	**$1,500**	**$ -**	**$ -**
FISCAL YEAR 2035 - 2036										
Artreial Street Improvements	$1,200									
Annual Local Street Improvements FY 35/36 at Various Locations					$1,800					
Annaul Ped Safety Improvements FY 35/36 at Various Locations		$ 60		$ 400 *L*						
Annual Collector Street Improvements FY 35/36			500 *L*	$ 1,000 *L*						
Annual Sewer Improvements FY 35/36 at various locations								$1,000		
Annual Storm Drain Improvements FY 3/36 at various locations								$ 500		
Triannual Citywide PMP Update				$ 50 *L*						
TOTAL Fiscal Year 2035 - 2036	**$1,200**	**$ 60**	**$ 500**	**$ 1,450**	**$1,800**	**$ -**	**$ -**	**$1,500**	**$ -**	**$ -**

* L - Local Share R - Regional/Highway funds

DEBT SERVICE

PROPOSED BUDGET

FY 2026/27 & FY 2027/28

CITY OF GARDENA
FISCAL YEAR 2026-2027
DEBT SERVICE REQUIREMENTS

	ORIGINAL ISSUE			BEGINNING BALANCE July 1, 2026			RETIRED FY 2026-27			ENDING BALANCE June 30, 2027		
Series	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**
Certificates of Participation (COPs):												
2006 A[1]	21,010,000	27,690,971	48,700,971	3,820,000	509,124	4,329,124	800,000	218,196	1,018,196	3,020,000	290,928	3,310,928
2007 A	2,800,000	1,929,165	4,729,165	805,000	127,132	932,132	145,000	41,075	186,075	660,000	86,057	746,057
Lease Revenue Bonds:												
2014[1]	9,110,000	8,035,249	17,145,249	8,535,000	2,984,270	11,519,270	75,000	426,148	501,148	8,460,000	2,558,122	11,018,122
2021	13,155,000	5,319,216	18,474,216	10,975,000	3,133,000	14,108,000	540,000	402,750	942,750	10,435,000	2,730,250	13,165,250
Taxable Pension Obligation Bonds:												
2020[3]	101,490,000	36,502,806	137,992,806	80,534,999	21,076,059	101,611,058	5,175,000	2,641,416	7,816,416	75,359,999	18,434,643	93,794,642
	$154,065,000	**$79,477,407**	**$233,542,407**	**$104,669,999**	**$27,829,585**	**$132,499,584**	**$6,735,000**	**$3,729,585**	**$10,464,585**	**$97,934,999**	**$24,100,000**	**$122,034,999**

Professional services and Admin. Fees:	**$ 14,500**
TOTAL:	**$10,479,085**

REVENUE SOURCES:	
Transfer-in from General Fund	**$ 8,677,404**
Transfer-in from GTrans Fund	**$ 1,640,667**
Transfer-in from Sewer Fund	**$ 76,601**
Transfer-in from Grant Funds	**$ 84,413**
	$ 10,479,085

[1] In Fiscal Year 2014/2015, 2006 Series B was refunded by the 2014 Taxable Lease Revenue Refunding Bonds.
[2] Of the original principal issued, $79,193,585 was allocated to governmenal activities (General) and $22,296,415 was allocated to business-type activities (Enterprise).

CITY OF GARDENA
FISCAL YEAR 2027-2028
DEBT SERVICE REQUIREMENTS

	ORIGINAL ISSUE			BEGINNING BALANCE July 1, 2027			RETIRED FY 2027-28			ENDING BALANCE June 30, 2028		
Series	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**	**PRINCIPAL**	**INTEREST**	**TOTAL**
Certificates of Participation (COPs):												
2006 A[1]	21,010,000	27,690,971	48,700,971	3,020,000	290,928	3,310,928	850,000	165,561	1,015,561	2,170,000	125,367	2,295,367
2007 A	2,800,000	1,929,165	4,729,165	660,000	86,057	746,057	155,000	33,825	188,825	505,000	52,232	557,232
Lease Revenue Bonds:												
2014[1]	9,110,000	8,035,249	17,145,249	8,460,000	2,558,122	11,018,122	80,000	422,586	502,586	8,380,000	2,135,536	10,515,536
2021	13,155,000	5,319,216	18,474,216	10,435,000	2,730,250	13,165,250	565,000	375,750	940,750	9,870,000	2,354,500	12,224,500
Taxable Pension Obligation Bonds:												
2020[3]	101,490,000	36,502,806	137,992,806	75,359,999	18,434,643	93,794,642	5,295,000	2,518,976	7,813,976	70,064,999	15,915,667	85,980,666
	$154,065,000	**$79,477,407**	**$233,542,407**	**$97,934,999**	**$24,100,000**	**$122,034,999**	**$6,945,000**	**$3,516,698**	**$10,461,698**	**$90,989,999**	**$20,583,302**	**$111,573,301**

Professional services and Admin. Fees:	**$ 15,000**
TOTAL:	**$ 10,476,698**

REVENUE SOURCES:	
Transfer-in from General Fund	**$ 8,675,704**
Transfer-in from GTrans Fund	**$ 1,640,155**
Transfer-in from Sewer Fund	**$ 76,577**
Transfer-in from Grant Funds	**$ 84,262**
	$ 10,476,698

[1] In Fiscal Year 2014/2015, 2006 Series B was refunded by the 2014 Taxable Lease Revenue Refunding Bonds.

[2] Of the original principal issued, $79,193,585 was allocated to governmenal activities (General) and $22,296,415 was allocated to business-type activities (Enterprise).

DEBT SERVICE REQUIREMENTS
2006 REFUNDING CERTIFICATES OF PARTICIPATION SERIES A
(Issued in 2006)

BOND ISSUES: **CITY OF GARDENA**
Refunding Certificates of Participation

DATE OF ISSUES: June 7, 2006

AMOUNT OF ISSUE: $21,010,000.00

AMOUNT OUTSTANDING: **$3,820,000.00** *
(June 30, 2026)

DESCRIPTION: The 2006 Refunding Certificates of Participation Series AB&C are issued to (1) refinance certain financial obligations of the City in connection with a Memorandum of Understanding with certain financial institutions, (2) prepay and defease certain outstanding 1994 Refunding Certificates of Participation, (3) fund a reserve fund and (4) pay certain costs of issuance.

The total $21,010,000 includes $12,495,000 aggregate principal amount of Certificates of Participation (2006 Refinancing Project, Series A), and $8,515,000 aggregate principal amount of Certificates of Participation Series B (the 2006C Certificates.)

***Note**-In Fiscal Year 2014-2015 the 2006 Certificate of Participation, Series B, was refunded by the 2014 Taxable Lease Revenue Refunding Bonds, Series 2014. The econmic gain on the current refunding was $1,637,398 and the savings in debt service payments was $2,360,051.

The bond interest rates vary from 3.625% to 4.500%.

PAYMENT DATES: January 1 and July 1

PAYMENT AGENT: US Bank

DEBT SERVICE REQUIREMENTS

	FY 2025-26	FY 2026-27	FY 2027-28
REVENUE SOURCES			
Transfer-in from General Fund	1,020,391	1,021,096	1,018,561
TOTAL:	**$ 1,020,391**	**$ 1,021,096**	**$ 1,018,561**
EXPENDITURES			
Interest Expense	267,641	218,196	165,561
Principal payment	750,000	800,000	850,000
Administration and trustee fees	2,750	2,900	3,000
TOTAL:	**$ 1,020,391**	**$ 1,021,096**	**$ 1,018,561**

DEBT SERVICE REQUIREMENTS
2007 REVENUE BONDS SERIES A
(Issued in 2007)

BOND ISSUES:	**CITY OF GARDENA** **South Bay Communication Center**
DATE OF ISSUES:	January 24, 2007
AMOUNT OF ISSUE:	$2,800,000.00
AMOUNT OUTSTANDING: *(June 30, 2026)*	**$805,000.00**
DESCRIPTION:	The 2007 A Refunding Revenue Bonds are issued pursuant to Indenture of Trust, dated as of February 1, 2007 by and between the South Bay Regional Public Communications Authority (SBRPCA), and the Bank of New York Trust Company, N.A. as trustee. The bonds are issued to refund SBRPCA Revenue Bonds 2001Series A (City of Gardena Project) in an amount of $2,800,000, to fund the Reserve Account, and to pay certain costs of issuance.
PAYMENT DATES:	January 1 and July 1
PAYMENT AGENT:	Bank of New York Trust Company

DEBT SERVICE REQUIREMENTS

	FY 2025-26	FY 2026-27	FY 2027-28
REVENUE SOURCES			
Transfer-in from General Fund	185,575	188,975	191,825
TOTAL:	**$ 185,575**	**$ 188,975**	**$ 191,825**
EXPENDITURES			
Interest Expense	47,825	41,075	33,825
Principal payment	135,000	145,000	155,000
Trustee admin. services	2,750	2,900	3,000
TOTAL:	**$ 185,575**	**$ 188,975**	**$ 191,825**

DEBT SERVICE REQUIREMENTS
2014 TAXABLE LEASE REVENUE REFUNDING BONDS
(Issued in 2015)

BOND ISSUES: **CITY OF GARDENA**
Taxable Lease Revenue Refunding Bonds

DATE OF ISSUES: May 1, 2015

AMOUNT OF ISSUE: $9,110,000.00

AMOUNT OUTSTANDING: **$8,535,000.00**
(June 30, 2026)

DESCRIPTION: The 2014 Taxable Lease Revenue Refunding Bonds, were issued to (1) refund the 2006B Certificates, (2) fund capitalized interest for a portion of the Bonds through May 1, 2017, and (3) pay a portion of the costs of issuance.

The bond interest rates vary from 3.950% to 5.000%.

PAYMENT DATES: May 1 and November 1

PAYMENT AGENT: US Bank

DEBT SERVICE REQUIREMENTS

	FY 2024-26	FY 2026-27	FY 2027-28
REVENUE SOURCES			
Transfer-in from General Fund	507,459	504,048	505,586
TOTAL:	**$ 507,459**	**$ 504,048**	**$ 505,586**
EXPENDITURES			
Interest Expense	429,709	426,148	422,586
Principal payment	75,000	75,000	80,000
Administration and trustee fees	2,750	2,900	3,000
TOTAL:	**$ 507,459**	**$ 504,048**	**$ 505,586**

DEBT SERVICE REQUIREMENTS
2020 TAXABLE PENSION OBLIGATION BONDS
(Issued in 2020)

BOND ISSUES: **CITY OF GARDENA**
Taxable Pension Obligation Bonds

DATE OF ISSUES: November 1, 2020

AMOUNT OF ISSUE: $101,490,000.00 ($79,193,585 General and $22,296,415 Enterprise)

AMOUNT OUTSTANDING: **$80,535,000.00** ($62,842,400 General and $17,692,600 Enterprise)
(June 30, 2026)

DESCRIPTION: The 2020 Taxable Pension Obligation Bonds were issued to (1) finance a portion of the City's unfunded accrued actuarial liability to the California Public Employees' Retirement System (CalPERS) and (2) pay the costs of issuance of the bonds. Of the original principal issued, $79,193,585 was allocated to governmenal activities (General) and $22,296,415 was allocated to business-type activities (Enterprise).

The bond interest rates vary from 1.081% to 3.363%.

PAYMENT DATES: April 1 and October 1

PAYMENT AGENT: US Bank

DEBT SERVICE REQUIREMENTS

	FY 2025-26	FY 2026-27	FY 2027-28
REVENUE SOURCES			
Transfer-in from General Fund	5,961,678	6,014,738	6,012,985
Transfer-in from GTrans Fund	1,641,685	1,640,667	1,640,155
Transfer-in from Sewer Fund	76,649	76,601	76,577
Transfer-in from Grant Funds	144,004	84,410	84,259
TOTAL:	**$ 7,824,016**	**$ 7,816,416**	**$ 7,813,976**
EXPENDITURES			
Interest Expense	2,746,266	2,641,416	2,518,976
Principal payment	5,075,000	5,175,000	5,295,000
Administration and trustee fees	2,750	2,900	3,000
TOTAL:	**$ 7,824,016**	**$ 7,819,316**	**$ 7,816,976**

DEBT SERVICE REQUIREMENTS
2021 LEASE REVENUE BONDS
(Issued in 2021)

BOND ISSUES: **CITY OF GARDENA**
Lease Revenue Bonds

DATE OF ISSUES: September 1, 2021

AMOUNT OF ISSUE: $13,155,000.00

AMOUNT OUTSTANDING: **$10,975,000.00**
(June 30, 2026)

DESCRIPTION: The 2021 Lease Revenue Bonds were issued to (1) finance a portion of the costs of construction of the new Gardena Community Aquatic & Senior Center, (2) finance the costs of acquiring and renovating an existing building to be converted into a new Community Center, (3) finance various park improvements, and (4) pay the costs of issuance.

The bond interest rates vary from 3.000% to 5.000%.

PAYMENT DATES: May 1 and November 1

PAYMENT AGENT: US Bank

DEBT SERVICE REQUIREMENTS

	FY 2025-26	FY 2026-27	FY 2027-28
REVENUE SOURCES			
Transfer-in from General Fund	941,000	945,650	943,750
TOTAL:	**$ 941,000**	**$ 945,650**	**$ 943,750**
EXPENDITURES			
Interest Expense	428,250	402,750	375,750
Principal payment	510,000	540,000	565,000
Administration and trustee fees	2,750	2,900	3,000
TOTAL:	**$ 941,000**	**$ 945,650**	**$ 943,750**

INTERNAL SERVICE FUNDS

PROPOSED BUDGET

FY 2026/27 & FY 2027/28

INTERNAL SERVICE FUNDS

PUBLIC SERVICE GOAL: *To continually build and maintain adequate reserves through annual budget contributions to protect the City's investment in the cost of insurance and other ongoing administrative obligations.*

Internal Service Funds are established to cover the cost of insurance and other ongoing administrative obligations and to separate these funds from the General Fund account. The City is self-insured for general liability, worker's compensation and employee health benefits coverage. Funds in these accounts are used to pay all self-insured losses and related administrative costs with the balance in each account at the end of the fiscal year accumulated as reserves against future liabilities.

SELF - INSURANCE PROGRAMS

The City retains the services of Third-Party Administrators (TPA) to handle claims for general liability, worker's compensation and health care claims. Current services are provided by:

General Liability Claims – Carl Warren & Co.

Workers Compensation Claims – LWP Claims Solutions

Health Benefits Plan – Pinnacle Claims Management

- **General Liability**

  The General Liability Fund provides for the City's general liability, self-insurance program, and other insurance needs in order to reduce cost and provide better control; to provide for the administration and legal service necessary for the operation of this program; to provide insurance protection against catastrophic loss or losses and to provide payment of liability insurance purchased in excess of the City's self-insurance limits.

  Charges to departments are established by the Director of Administrative Services and included in the budget manual. Upon recommendation from the finance committee, additional reserves may be transferred at year-end from the General Fund reserves.

- **Workers Compensation**

  The Workers Compensation Fund is established to pay administrative and legal services necessary for the operation of this program; to provide payment of compensation benefits and medical expenses associated with industrial injuries; to provide insurance protection against a catastrophic loss or losses; to review and analyze the City's industrial injury risks and determine the most suitable means of reducing employee exposure, and to develop procedures for the administration of the City's Self-Insurance Compensation and Safety Program.

  Charges to departments are established by the Director of Administrative Services and included in the budget manual.

INTERNAL SERVICE FUNDS

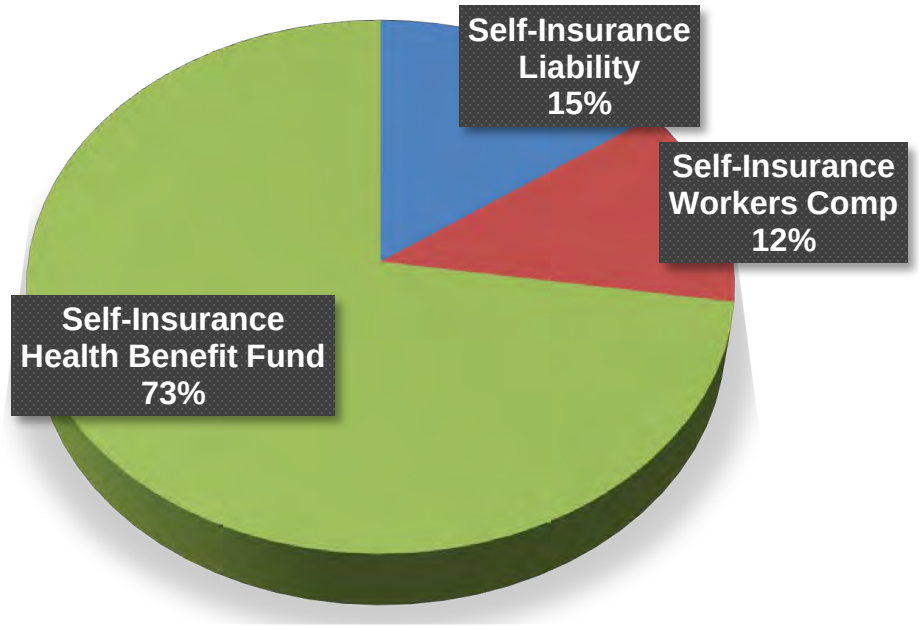
PUBLIC SERVICE GOAL: *To continually build and maintain adequate reserves through annual budget contributions to protect the City's investment in the cost of insurance and other ongoing administrative obligations.*

- **Health Benefits**

  The City is self-insured for health benefits for its employees and purchases reinsurance to transfer some of its risk. Rates are set by the Health Benefits Committee, which is comprised of management and one employee from each of the employee bargaining groups. The committee reviews the cost of health care, changes in benefits, and market trends in order to establish the rate for health insurance. Fund levels are set at a 70% confidence rate.

  The fund is supported through contributions of both employees and the City as negotiated each year with the employee bargaining groups. The City's contribution is $1,807 per month for the employee and one dependent. Employees contribute an additional $494 per month if they have more than one dependent insured. Rates for life insurance varies depending on the bargaining group.

Internal Service Funds	Audited 2024-2025	Adopted 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Self-Insurance Liability	5,369,627	3,610,049	3,871,277	3,999,534
Self-Insurance Workers Comp	3,607,991	2,651,776	2,877,272	3,217,782
Self-Insurance Health Benefit Fund	12,455,712	12,872,953	17,744,092	19,127,170
Total Internal Service Funds	**21,433,329**	**19,134,778**	**24,492,641**	**26,344,486**



APPENDIX

ACCOUNTING SYSTEM
The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

ACCOUNTS PAYABLE
Amounts owing to private persons, firms, or corporations for goods and services received.

ACCOUNTS RECEIVABLE
Amounts owing from private persons, firms, or corporations for goods and services furnished.

ACCRUAL
Transactions and events are recognized as revenues/gains or expenses/losses when they occur, regardless of the timing of the related cash flows.

ADOPTION
Formal action by the City Council that sets the spending path for the fiscal year.

ALLOCATION
The practice of spreading costs among various cost centers on some predetermined reasonable basis (e.g., percentages) as opposed to distribution of expenses on a unit charge or direct identification basis.

ACTIVITY
A specific unit of work or service performed.

APPROPRIATION
An authorization made by the City Council that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

APPROPRIATION ORDINANCE
The official enactment by the City Council establishing the legal authority for the City officials to obligate and expend resources.

ASSESSED VALUATION
The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

ASSETS
The entries on a balance sheet showing all properties and claims against others that may be used directly or indirectly to cover liabilities.

AUDIT
A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial positions and results of operations;
- Test whether transactions have been legally performed;
- Identify areas for possible improvements in accounting practices and procedures;
- Ascertain whether transactions have been recorded accurately and consistently; and
- Ascertain the managerial conduct of officials responsible for governmental resources.

BALANCE SHEET
A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date. Under varying circumstances, assets are carried at "lower of cost or market," "cost less allowance for depreciation," etc.

BOND (Debt Instrument)
A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.

BUDGET (Operating)
A plan of financial operation embodying an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is also sometimes used to denote the officially approved expenditure ceilings under which the City and its departments operate.

BUDGET CALENDAR
The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

BUDGET MESSAGE (City Manager's)
A general discussion of the proposed budget presented in writing as a part of, or supplement to, the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

CAPITAL ASSETS
Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.

CAPITAL BUDGET
A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a capital improvement program (CIP).

CAPITAL IMPROVEMENT PROGRAM (CIP)
A plan for capital expenditures to be incurred each year over a period of ten future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures.

CAPITAL OUTLAYS
Expenditures for the acquisitions of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools, rolling, and stationary equipment.

CAPITAL PROJECTS
Projects which purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

CAPITAL PROJECTS FUND
Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

CERTIFICATE OF DEPOSIT
A negotiable or non-negotiable receipt for monies deposited in a bank or financial institution for a specified period and rate of interest.

COMMODITIES
Items of expenditure (in the operating budget) which after use, are consumed or show a material change in their physical condition, and which are generally of limited value and are characterized by rapid depreciation, i.e. office supplies and motor fuel.

CONTINGENCY
A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

CONTRACTUAL SERVICES
Items of expenditure for services the City receives from an internal service fund or an outside company. Utilities, rent and maintenance service agreements are examples of contractual services.

CONSUMER PRICE INDEX (CPI):
A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

DEBT SERVICE
Payment of interest and repayment of principal to holders of the City's debt instruments.

DEBT SERVICE FUND
Used to account for the accumulation of resources for, and payment of, general long-term debt.

DEFICIT
- The excess of entity's liabilities over its assets (See Fund Balance).
- The excess of expenditures or expenses over revenues during a single accounting period.

DEPARTMENT
An organizational unit comprised of one or more divisions.

DEPRECIATION
Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.
- That portion of the cost of a capital asset, which is charged as an expense during a particular period.

DEBT RATIO
A ratio that indicates the proportion of debt compared to assets, calculated by dividing total debt by total assets.

DIVISION
A program or activity, within a department, that furthers the objectives of the City Council by providing services or products.

ENCUMBRANCES
Obligations in the form of purchase orders or contract commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

ENTERPRISE FUND
Separate financial accounting used for government operations that are financed and operated in a manner similar to business enterprises, and where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges, or where the governing body had decided that periodic determination of net income is appropriate for capital maintenance, public policy, management control, or other purposes (i.e. utilities and transit systems).

EXPENDITURES
Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

FEE
A payment or charge levied by a government entity for a specific service or good.

FISCAL YEAR
The City's fiscal year is based on the twelve-month period beginning July 1st and ending the following June 30th.

FIXED CHARGES
Items of expenditure for services rendered by internal operations of the City. Examples include: rental equipment, computer services, building rental, indirect operating expenses, and depreciation.

FRINGE BENEFITS
Included are employee retirement, social security, Medicare, health, dental, life insurance, workers' compensation, uniforms, and deferred compensation plans.

FULL FAITH AND CREDIT
A pledge of the City's taxing power to repay debt obligations (typically used in reference to General Obligation Bonds or tax-supported debt).

FUND
An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE
The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

GANN LIMIT
In November 1979, the voters of California approved Proposition 4, commonly known as the Gann Initiative. This proposition created Article XIII B of the State Constitution placing limits on the amount of revenue that can be appropriated by all government entities in any fiscal year. The legislation mandates all governing bodies to annually establish the Appropriations Limit.

GENERAL FUND
The fund supported by taxes, fees and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS
When the City pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues. In California, G.O. bonds must be authorized by public referenda with two-thirds voter approval.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
To establish and improve standards in governmental accounting and financial reporting that will result in useful information.

INTERGOVERNMENTAL GRANT
A contribution of assets (usually cash) by one governmental unit or organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

INTERNAL SERVICE FUND
Funds used to account for the financing of goods or services provided by one department or agency to another department or agency within the same organization.

INVESTMENT
Securities and real estate purchased and held for the production of income in the form of interest, dividends, rental or base payments.

LIABILITY
Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date; financial obligations entered in the balance sheet. NOTE: The term does not include encumbrances.

MATURITIES
The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MODIFIED ACCRUAL
Revenues are recognized when measurable and available to liquidate liabilities of the current period. Expenditures are recognized when an event or transaction is expected to draw on current or available resources.

MUNICIPAL CODE
A book containing City Council Approved Ordinances currently in effect. The Code defines City Policy in various categories (i.e., building regulations, planning and zoning regulations, sanitation and health standards, and traffic regulations).

OBJECT OF EXPENDITURE
Expenditure classifications based upon the types of categories of goods and services purchased. Examples include:

- personnel services (salaries and wages)
- contractual services (utilities, maintenance contracts, travel)
- commodities
- fixed charges (rental of City equipment, City building rental)
- capital outlays

OBJECTIVES
Departmental statements describing significant activities to be accomplished during the fiscal year.

OPERATING FUNDS
Resources derived from recurring sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

ORDINANCE
A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

PERFORMANCE MEASURES
Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). A specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

PERSONNEL SERVICES
Items of expenditures in the operating budget for salaries and wages paid for services performed by City employees, the incident fringe benefit cost associated with City employment, and amounts paid to outside firms, consultants, or individuals for contract personnel services.

PROGRAM
An activity, or division, within a department, which furthers the objectives of the City Council, by providing services or a product.

RATING
The credit worthiness of a City as evaluated by independent agencies.

REIMBURSEMENTS
Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

RESERVE
An account used to indicate that a portion of fund equity is legally restricted for a specific purpose, or set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Reserve accounts can also be used to earmark a portion of fund balance to indicate that it is not appropriate for expenditures.

RESOLUTION
A special order of the City Council which requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The adopted operating budget is approved by Resolution and requires a majority vote of the Council members present at the time of adoption.

RESOURCES
Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

REVENUE
The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan);
- does not represent a repayment of an expenditure already made;
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

REVENUE BONDS
When a government issues bonds, which do not pledge the full faith and credit of the jurisdiction, it issues limited liability revenue bonds. Typically, pledges are made to dedicate one specific revenue source to repay these bonds. In addition to a pledge of revenues, such bonds sometimes may be secured by a lien against property.

REVENUE ESTIMATES
A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

REVOLVING ACCOUNT
A reserve account that is funded by the amortization of a capital asset value charged annually to the user department with the accumulated funds used to replace the asset when it has reached the end of its normal life cycle.

SALARIES AND BENEFITS
An operating budget category which generally accounts for full-time and part-time salaries, overtime costs, and fringe benefits.

SOURCE OF REVENUE
Revenues are classified according to their source or point of origin.

SPECIAL REVENUE FUND
Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

SUPPLIES AND SERVICES
This budget category accounts for all nonpersonnel, and noncapital outlay expenses (i.e., building/structure maintenance, contractual services, equipment maintenance, office supplies, small tool purchases, and utility costs).

TAXES
Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does this term include charges for services rendered only to those paying such charges.

TRIPLE-FLIP
The revenue formula the State of California imposed on local government. The formula modifies (flips) the rate of distribution of three (triple) revenue sources that are passed through and distributed by the State: property tax, sales tax and motor vehicle-in-lieu fees.

TRANSFERS IN/OUT
Payments from one fund to another fund, primarily for work or services provided.

TRUST AND AGENCY FUND
A type of fund that temporarily holds monies for other agencies or legal entities.

UNIT COST
The cost required to produce a specific product or unit of service (e.g., the cost to purify one thousand gallons of water).

USER CHARGES (also known as USER FEES)
The payment of a fee for direct receipt of a public service by the party benefiting from the service.

YIELD
The rate earned on an investment based on the price paid.

AB	Assembly Bill
ABC	Alcoholic Beverage Control
ADA	American Disabilities Act
AQMD	Air Quality Management District
ASST	Assistant
ATF	Alcohol Tobacco and Firearms, US Bureau of
ATM	Automated Teller Machine
AVE	Avenue
BJA	Bureau of Justice Assistance
BLDG	Building
BLVD	Boulevard
CA	California
CAMP	California Asset Management Program
CAPE	Community Action Project for the Elderly
CCW	Concealed Carry Weapon
CDBG	Community Development Block Grant
CDE	California Department of Education
CEO	Chief Executive Officer
CEQA	California Environmental Quality Act
CPF	Community Project Funding
CHGS	Charges
CIP	Capital Improvement Projects
CO	Company
CO-ED	Co-educational
C of O	Certificate of Occupancy
COLA	Cost of Living Adjustment
COPS	Citizen Option for Public Safety
CORP	Corporation
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
DEMO	Demolition
DEV	Development
DHS	Department of Homeland Security
DIST	District
DMH	Department of Mental Health
DOC	Document
DUI	Driving Under the Influence
EAP	Employee Assistance Program
E.G.	For Example (Exempli Gratia)
ENF	Enforcement
EPA	Environmental Protection Agency
ERAF	Educational Relief Augmentation Fund
ETC	Etcetera
EXP	Expense
FEMA	Federal Emergency Management Agency
FPPC	Fair Public Practices Commission
FY	Fiscal Year
GAAFR	Governmental Accounting, Auditing and Financial Reporting
GAAP	Generally Accepted Accounting Practices
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GEBAC	Gardena Business Economic Advisory Commission
GEPCO	Gardena Employee Personal Computer Opportunity
GFCC	Gardena Family Child Care
GFOA	Government Finance Officers Association
GIS	Geographic Information System
GMBL	Gardena Municipal Bus Line
GMC	Gardena Municipal Code
GRAGA	Gardena Royal and Ancient Golf Association
HS	Human Services
HUD	U.S. Department of Housing and Urban Development
HVAC	Heating, Ventilation, and Air Conditioning
ICMA	International City/County Management Association
i.e.	(Latin: id est) that is
IMPR	Improvement
INC.	Incorporated
IND	Industrial
JAG	Justice Assistance Grant Program

JR.	Junior
JT POWERS	Joint Powers
L.A.	Los Angeles
LACDACC	Los Angeles County Department of Animal Care and Control
LACoFD	Los Angeles County Fire District
LP	Limited Partnership
LAIF	Local Agency Investment Fund
LED	Light-emitting Diode
LTD.	Limited
MAINT	Maintenance
MDC	Mobile Data Computers
MDT	Mobile Data Terminals
MGMT	Management
MGR.	Manager
MIC	Management Information Center
MISC.	Miscellaneous
MTA	Metropolitan Transportation Authority
N.A.	National Association
NPDES	National Pollutant Discharge Elimination System
OAA	Older Americans Act
OCJP	Office of Criminal Justice Planning
OJP	Office of Justice Programs
OPEB	Other Post-Employment Benefits
OSHA	Occupational, Safety and Health Administration
OTS	Office of Traffic Safety
PARS	Public Agency Retirement System
PERS	Public Employee's Retirement System
PK.	Park
PL	Place
PO	Purchase Order
POST	Police Officers Standards and Training
PRIM	Primary
PROG	Program
PSI	Progressive Solutions, Inc.
PT	Part-time
QR CODE	Quick-Response Code
RCC	Regional Communication Center
REC.	Recreation
RFP	Request for Proposal
SB	Senate Bill
S.B.R.P.C.A.	South Bay Regional Public Communications Authority
SCAG	Southern California Association of Governments
SCAMP	Senior Community Action Meals Program
SCAMP HD	Senior Community Action Meals Program-Home Delivered
SCE	Southern California Edison
SDCC	Senior Day Care Center
SLESF	Supplemental Law Enforcement Services Fund
SPORTS	Service Providing Opportunities through Recreational Training & Support
SR.	Senior
ST	Street
STC	Standards and Training for Corrections Division
STEP	Strategic Traffic Enforcement Program
STIP	State Transportation Improvement Program
STPLHG	Surface Transportation Program Local Hazard Grant
SUBVN	Subvention
TDA	Transportation Development Act
TEA 21	Transportation Equity Act for the 21st Century
TECH	Technical
TRANS	Tax and Revenue Anticipation Notes
TRAP	Taskforce For Regional Auto Theft Prevention
TRG	Training
US	United States
USDOJ	U.S. Department of Justice
WRG	Waste Resources of Gardena
YMCA	Young Men's Christian Association

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13B.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6739, Establishing the Appropriations Limit for Fiscal Year 2026-2027 (GANN Limit)

COUNCIL ACTION REQUIRED:

Staff Recommendation:

- Open Public Hearing
- Receive Testimony from the Public, Allow Three (3) Minutes for Each Speaker
- Close the Public Hearing
- Adopt Resolution No. 6739

RECOMMENDATION AND STAFF SUMMARY:

In 1979, Proposition 4, known as the GANN Initiative, was approved by the voters. As a result, Article XIII (B) of the State statute (Government Code, Section 7900-10) was enacted and requires that each year thereafter the governing body of each local jurisdiction shall, by resolution, establish its Appropriations Limit for the following fiscal year. Proposition 111, approved by the voters in 1990, amended Article XIII (B) further, and City Council action is necessary to implement the amendments effective for Fiscal Year 2026-2027. The amendments of Proposition 111 specify that the annual adjustment factor in calculating the Appropriations Limit will be increased by:

- The change in population growth for the City **OR** County, whichever has the higher population growth rate.
- The change in California per capita personal income **OR**
- The growth in non-residential assessed valuation due to new construction within the City.

Pursuant to Proposition 111 amendments and upon City Council approval, staff has calculated the Fiscal Year 2026-2027 Appropriations Limit using the City's population change and the percentage change in per capita personal income in California.

The Appropriations Limit for Fiscal Year 2026-2027 is $162,192,853, with appropriations of $89,812,078, subject to the limit, leaving a remaining appropriations capacity of $72,380,775. The Appropriations Limit calculation formula is attached as reference (Exhibit A).

The Appropriations Limit for Fiscal Year 2026-2027 was publicly noticed in the Gardena Valley News (GVN) on June 11, 2026.

Staff recommends that the City Council adopt Resolution No. 6739, which establishes the GANN Limit for Fiscal Year 2026-2027 at $162,192,853.

FISCAL IMPACT/COST:

Appropriations Limit	$162,192,853
Funding Source	All Revenue Sources
Appropriations Subject to Limit	$89,812,078
Remaining Appropriations Capacity	$72,380,775

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Resolution No. 6739 - GANN Limit FY 26-27 with Exhibit A.pdf

Docusign Envelope ID: 48643680-ECF8-88F5-80C3-42ACCB05C562

RESOLUTION NO. 6739

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ESTABLISHING ITS APPROPRIATIONS LIMIT FOR FISCAL YEAR 2026-2027

WHEREAS, the Government Code section 7910 requires the City Council to establish its appropriations limit pursuant to Article XIII B of the State Constitution, and;

WHEREAS, said appropriations limit for fiscal year 2026-2027 has now been calculated to be $162,192,853.

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

SECTION 1. That the spending limit calculation for fiscal year 2026-2027 is set forth in "Exhibit A" attached hereto and incorporated herein as if fully set forth. The annual adjustment factors used in making such calculation are the cost of living adjustment – CPI based on the percentage change in California per capita income and the population adjustment based on the annual population change for the City of Gardena.

> "The City of Gardena reserves the right to change or revise any growth factors associated with the calculation of the Proposition 111 limit if such changes or revisions would result in a more advantageous appropriations limit."

SECTION 2. That this Resolution shall be effective immediately.

BE IT FURTHER RESOLVED that the City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

Passed, approved, and adopted this 23rd day of June, 2026.

_____
TASHA CERDA, Mayor

ATTEST:

_____
MINA SEMENZA, City Clerk

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APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

Docusign Envelope ID: 48643680-ECF8-88F5-80C3-42ACCB05C562

CALCULATION OF THE GANN LIMIT FOR THE CITY OF GARDENA FOR FISCAL YEAR 2026-2027 IN ACCORDANCE WITH PROPOSITION III AND ARTICLE XIII (B)

EXECUTIVE SUMMARY: In November 1979, the voters of California approved Proposition 4, commonly known as the Gann Initiative. This proposition created Article XIII B of the State Constitution placing limits on the amount of revenue that can be appropriated by all government entities in any fiscal year. The legislation mandates all governing bodies including the City of Gardena to annually establish the Appropriations Limit.

CITY OF GARDENA

Appropriations Limit Schedule
For the Fiscal Year Ending June 30, 2027

	Amount & Calculation		Source
A. Appropriations Limit Fiscal Year 2025-2026	$153,171,077		Prior Fiscal Year
B. Calculation Factors:			
1) Population increase factor - 0.90% (City of Gardena)	$\frac{0.90 + 100}{100}$	= 1.0090	State Department of Finance
2) Per Capita Cost of Living Change - 4.95%	$\frac{4.95 + 100}{100}$	= 1.0495	State Department of Finance
C. Calculated Factor for Fiscal Year 2026-2027	1.0090 x 1.0495	= 1.0589	B(1) x B(2)
D. Appropriations Limit Fiscal Year 2026-2027	$153,171,077 x 1.0589	= $162,192,853	A x C
E. Annual Adjustment Increase:	$9,021,776		D - A

FISCAL IMPACT: There is no impact to the City of Gardena budget. The fiscal year 2026-2027 Appropriations Limit is $162,192,853, and will exceed the estimated General Fund spending plan of $89,812,078, in an amount of $72,380,775.

CITY OF GARDENA

Calculation on FY 2026-2027 Budget
Against
FY 2026-2027 Appropriations Limit

FY 2026-2027 Appropriations Limit	$162,192,853
FY 2026-2027 Adopted Budget Subject to Limit (*)	89,812,078
Remaining Appropriation Capacity (Deficit)	$72,380,775
Available Capacity as a Percentage of Appropriation Limit	44.6264%
(*) Actual Appropriations Subject to Limit Fund # 010 - General Fund FY 2026-2027 Adopted Budget:	$89,812,078

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13C.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: RESOLUTION NO. 6740, Acknowledging the Receipt and Filing of the Annual Statement of Investment Policy for the Fiscal Year 2026-2027

COUNCIL ACTION REQUIRED:

Staff Recommendation: Adopt Resolution No. 6740

RECOMMENDATION AND STAFF SUMMARY:

Staff requests that the City Council adopt Resolution No. 6740 approving the City's Investment Policy for Fiscal Year 2026-2027.

City staff completed a review of its Investment Policy to ensure compliance with State and Federal statutes, minimizing risk, and maximizing interest.

The purpose of the Investment Policy is to identify various policies and procedures that will foster a prudent and systematic investment program designed to seek the City objectives of safety, liquidity, and return on investment through a diversified investment portfolio. The policy also serves to organize and formalize the City's investment related activities. The City's policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurer's Association (CMTA), California Debt and Investment Advisory Commission (CDIAC), the Association of Public Treasurers (APTA), and Chandler Asset Management, Inc.

FISCAL IMPACT/COST:

N/A

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Reso. 6740 Investment Policy 2026-2027 with Exhibit A.pdf

Docusign Envelope ID: B3DD3780-B775-89F9-82EB-F2780CE3DD23

RESOLUTION NO. 6740

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ACKNOWLEDGING THE RECEIPT AND FILING OF THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR THE FISCAL YEAR 2026-2027

WHEREAS, the Governor of the State of California signed legislation into law effective January 1, 1996 (SB564); and

WHEREAS, California Government Code Section 53646(a) (2) requires that local governments annually review and consider changes to their Statement of Investment Policy; and

WHEREAS, the Statement of Investment Policy is intended to outline the policies for maximizing the efficiency of the City's Cash Management System and for prudent investment of the City's funds, and to provide guidelines for suitable investments; and

WHEREAS, the City Council of the City of Gardena has reviewed and does hereby approve the new Statement of Investment Policy for the City of Gardena, attached hereto as Exhibit "A" and made a part hereof.

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

SECTION 1. That the City Council of the City of Gardena hereby approves the new Statement of Investment Policy for the City of Gardena (Exhibit A).

SECTION 2. That the Chief Fiscal Officer of the City of Gardena declares the annual Statement of Investment Policy for fiscal year 2026-2027 to be as outlined in the City of Gardena's Investment Policy.

SECTION 3. An annual statement of investment policy for the City of Gardena has been filed by the Chief Fiscal Officer for fiscal year 2026-2027 in compliance with Section 53646(A) (2) of the Government Code of the State of California.

SECTION 4. That this Resolution shall be effective immediately upon adoption by the City Council.

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 23rd day of June, 2026.

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TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

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CITY OF GARDENA

INVESTMENT POLICY

JULY 2026

Docusign Envelope ID: B3DD3780-B775-89F9-82EB-F2780CE3DD23

CITY OF GARDENA

INVESTMENT POLICY

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I. INTRODUCTION

The purpose of this investment policy is to identify various policies and procedures that will foster a prudent and systematic investment program designed to seek the City of Gardena objectives of safety, liquidity and return on investment through a diversified investment portfolio. This policy also serves to organize and formalize the City of Gardena's investment-related activities, while complying with all applicable statutes governing the investment of public funds. This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), California Debt and Investment Advisory Commission (CDIAC) and the Association of Public Treasurers (APT).

This investment policy was endorsed and adopted by the City of Gardena's City Council and is effective as of the 1st day of July, 2026, and replaces any previous versions.

II. SCOPE

This policy covers all funds and investment activities under the direct authority of the City of Gardena, as set forth in the State Government Code, Sections 53600 *et seq*., with the following exceptions:

- Proceeds of debt issuance shall be invested in accordance with the City of Gardena's general investment philosophy as set forth in this policy; however, such proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.

- CalPERS, OPEB trusts, and the investment of employees' deferred compensation funds invested pursuant to Government Code Section 53609.

- Any other funds specifically exempted by the City Council.

POOLING OF FUNDS

Except for cash in certain restricted and special funds, the City of Gardena will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. PRUDENCE

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the City of Gardena are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

> "…all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this

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> chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

The City Manager and other authorized persons responsible for managing City of Gardena funds acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the City Manager or other authorized persons acted in good faith. Deviations from expectations of a security's credit or market risk should be reported to the governing body in a timely fashion and appropriate action should be taken to control adverse developments.

IV. OBJECTIVES

The City of Gardena's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program, in priority order, are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

- **SAFETY.** Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City of Gardena will diversify its investments by investing funds among a variety of securities with independent returns.

- **LIQUIDITY.** The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

- **RETURN ON INVESTMENTS.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

V. DELEGATION OF AUTHORITY

Authority to manage the City of Gardena's investment program is derived from California Government Code, Sections 41006 and 53600 *et seq.*

The City Council is responsible for the management of the City of Gardena's funds, including the administration of this investment policy. Management responsibility for the

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cash management of the City of Gardena's funds is hereby delegated to the City Manager or other authorized persons.

The City Manager, or his/her designee, will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate officials and employees. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Manager, or his/her designee.

The City of Gardena may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City of Gardena's investment portfolio in a manner consistent with the City of Gardena's objectives. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

The City of Gardena's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City of Gardena recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the City of Gardena.

VI. ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus, employees and officials involved in the investment process shall refrain from personal business activity that could create a conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to the City Manager, or his/her designee, any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the Agency.

VII. INTERNAL CONTROLS

The City Manager, or his/her designee, is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

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Periodically, as deemed appropriate by the City of Gardena and/or the City Council, an independent analysis by an external auditor shall be conducted to review internal controls, account activity and compliance with policies and procedures.

VIII. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

To the extent practicable, the City Manager, or his/her designee, shall endeavor to complete investment transactions using a competitive bid process whenever possible. The City of Gardena's City Manager, or his/her designee, will determine which financial institutions are authorized to provide investment services to the City of Gardena. It shall be the City of Gardena's policy to purchase securities only from authorized institutions and firms.

The City Manager, or his/her designee, shall maintain procedures for establishing a list of authorized broker/dealers and financial institutions which are approved for investment purposes that are selected through a process of due diligence as determined by the City of Gardena. Due inquiry shall determine whether such authorized broker/dealers, and the individuals covering the City of Gardena are reputable and trustworthy, knowledgeable and experienced in Public Agency investing and able to meet all of their financial obligations. These institutions may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule).

In accordance with Section 53601.5, institutions eligible to transact investment business with the City of Gardena include:

- Institutions licensed by the state as a broker-dealer, as defined in Section 25004 of the Corporations Code, with proof of FINRA certifications
- Primary government dealers as designated by the Federal Reserve Bank and non-primary government dealers.
- Nationally or state-chartered banks.
- Savings association of federal association (as defined in Section 5102 of the Financial Code).
- The Federal Reserve Bank.
- Direct issuers of securities eligible for purchase.

Selection of financial institutions and broker/dealers authorized to engage in transactions will be at the sole discretion of the City of Gardena, except where the City of Gardena utilizes an external investment adviser in which case the Agency may rely on the adviser for selection.

All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the City Manager, or his/her designee, with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq*. and

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the City of Gardena's investment policy. The City Manager, or his/her designee, will conduct an annual review of the financial condition and registrations of such qualified bidders.

Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

Selection of broker/dealers used by an external investment adviser retained by the City of Gardena will be at the sole discretion of the adviser. Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

IX. AUTHORIZED INVESTMENTS

The City of Gardena's investments are governed by California Government Code, Sections 53600 *et seq*. Within the investments permitted by the Code, the City of Gardena seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity, and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and issuer to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

1. **MUNICIPAL SECURITIES** include obligations of the City of Gardena, the State of California and any local agency within the State of California, provided that:

    - The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
    - No more than 5% of the total portfolio may be invested in any single issuer.
    - No more than 30% of the total portfolio may be in Municipal Securities.
    - The maximum maturity does not exceed five (5) years.

2. **MUNICIPAL SECURITIES (REGISTERED TREASURY NOTES OR BONDS)** of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state

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or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

- The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
- No more than 5% of the total portfolio may be invested in any single issuer.
- No more than 30% of the total portfolio may be in Municipal Securities.
- The maximum maturity does not exceed five (5) years.

3. **U.S. TREASURIES** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City of Gardena may invest in U.S. Treasuries, provided that:

   - The maximum maturity is five (5) years.

4. **FEDERAL AGENCIES** or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City of Gardena may invest in Federal Agency or Government-Sponsored Enterprises (GSEs), provided that:

   - No more than 25% of the total portfolio may be invested in any single Agency/GSE issuer.
   - The maximum maturity does not exceed five (5) years.
   - The maximum percent of agency callable securities in the total portfolio will be 20%.

5. **BANKER'S ACCEPTANCES,** provided that**:**

   - They are issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term debt obligations which are rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
   - No more than 40% of the total portfolio may be invested in Banker's Acceptances.
   - No more than 5% of the total portfolio may be invested in any single issuer.
   - The maximum maturity does not exceed 180 days.

6. **COMMERCIAL PAPER**, provided that:

   - The issuer is a corporation organized and operating in the United States with assets in excess of $500 million.
   - The securities are rated "A-1" or its equivalent or better by at least one NRSRO.
   - They are issued by corporations which have long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
   - No more than 25% of the total portfolio may be invested in Commercial Paper.
   - No more than 5% of the total portfolio may be invested in any single issuer.

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- The maximum maturity does not exceed 397 days.

7. **NEGOTIABLE CERTIFICATES OF DEPOSIT (NCDS)**, issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:

   - The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
   - Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated "A-1" or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
   - No more than 30% of the total portfolio may be invested in NCDs (combined with CDARS).
   - No more than 5% of the total portfolio may be invested in any single issuer.
   - The maximum maturity does not exceed five (5) years.

8. **FEDERALLY INSURED TIME DEPOSITS** (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:

   - The amount per institution is limited to the maximum covered under federal insurance.
   - No more than 20% of the total portfolio will be invested in a combination of federally insured and collateralized time deposits.
   - The maximum maturity does not exceed five (5) years.

9. **COLLATERALIZED TIME DEPOSITS** (Non-Negotiable Certificates of Deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with California law, provided that:

   - No more than 20% of the portfolio will be invested in a combination of federally insured and collateralized time deposits.
   - The maximum maturity does not exceed five (5) years.

10. **PLACEMENT DEPOSIT SERVICE** provided that:

    - No more than 30% of the total portfolio may be invested in a combination of Certificates of Deposit, including CDARS.
    - The full amount of each deposit along with accrued interest must at all times be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA)
    - Under a provision sunsetting on January 1, 2031, no more than 50% of the portfolio may be invested in deposits through a placement service, including Certificates of Deposit, if the Agency is a city, district or local agency that does not pool money with other local agencies.
    - The maximum maturity does not exceed five (5) years.

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11. COLLATERALIZED BANK DEPOSITS. City of Gardena's deposits with financial institutions will be collateralized with pledged securities per California Government Code, Section 53651. There are no limits on the dollar amount or percentage that the City of Gardena may invest in collateralized bank deposits.

12. LOCAL GOVERNMENT INVESTMENT POOLS (LGIP)

- **STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)**, provided that:
  - The City of Gardena may invest up to the maximum amount permitted by LAIF.
  - LAIF's investments in instruments prohibited by or not specified in the City of Gardena's policy do not exclude the investment in LAIF itself from the City of Gardena's list of allowable investments, provided LAIF's reports allow the Treasurer to adequately judge the risk inherent in LAIF's portfolio.

- **SHARES OF BENEFICIAL INTEREST ISSUED BY A JOINT POWERS AUTHORITY (JPA)**, provided that:

  - The JPA is organized pursuant to California Government Code Section 6509.7 and invests in the securities and obligations authorized in subdivisions (a) to (r), inclusive.
  - Each share shall represent an equal proportional interest in the underlying pool of securities owned by the JPA.
  - The JPA has retained an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of $500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (q).

- **OTHER LOCAL GOVERNMENT INVESTMENT POOLS (LGIP)**

  - Other LGIPs permitted by the agency, such as Los Angeles County Pooled Investment Fund (LACPIF), as defined by California Government Code Section 27000.3.

13. CORPORATE MEDIUM TERM NOTES (MTNS), provided that:

- The issuer is a corporation organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.
- The securities are rated in a rating category of "A" or its equivalent or better by at least one NRSRO.
- No more than 30% of the total portfolio may be invested in MTNs.
- No more than 5% of the total portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

14. ASSET-BACKED, MORTGAGE-BACKED, MORTGAGE PASS-THROUGH SECURITIES, AND COLLATERALIZED MORTGAGE OBLIGATIONS, provided that:

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- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.
- No more than 20% of the total portfolio may be invested in these securities.
- No more than 5% of the total portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a Federal Agency/GSE.
- The maximum legal final maturity does not exceed five (5) years.

15. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

- **MUTUAL FUNDS** that invest in the securities and obligations as authorized under California Government Code, Section 53601 (a) to (k) and (m) to (q) inclusive and that meet either of the following criteria:
  1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of $500 million.
  3. No more than 10% of the total portfolio may be invested in shares of any one mutual fund.

- **MONEY MARKET MUTUAL FUNDS** registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria:
  1. Have attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
  2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of $500 million.
  3. No more than 20% of the total portfolio may be invested in the shares of any one Money Market Mutual Fund.

- No more than 20% of the total portfolio may be invested in these securities.

16. SUPRANATIONALS, provided that:

- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.

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- No more than 30% of the total portfolio may be invested in these securities.
- No more than 10% of the total portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

X. PROHIBITED INVESTMENT VEHICLES AND PRACTICES

- State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- In accordance with Government Code, Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- No surplus city funds shall be invested in any repurchase agreements, reverse repurchase agreements, derivatives or noncollateralized corporate notes
- Investment in any security that could result in a zero interest accrual if held to maturity is prohibited. Under a provision sunsetting on January 1, 2031, securities backed by the U.S. Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.
- Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- Purchasing or selling securities on margin is prohibited.
- The purchase of foreign currency denominated securities is prohibited.
- The purchase of a security with a forward settlement date exceeding 45 days from the time of investment is prohibited.

XI. INVESTMENT POOLS/MUTUAL FUNDS

The City of Gardena shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Treasurer shall develop a questionnaire which will answer the following general questions:

1. A description of eligible investment securities, and a written statement of investment policy and objectives.
2. A description of interest calculations and how it is distributed, and how gains and losses are treated.
3. A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
4. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
5. A schedule for receiving statements and portfolio listings.
6. Are reserves, retained earnings, etc. utilized by the pool/fund?
7. A fee schedule, and when and how is it assessed.
8. Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XII. COLLATERALIZATION

CERTIFICATES OF DEPOSIT (CDS). The City of Gardena shall require any commercial bank or savings and loan association to deposit eligible securities with an agency of a

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depository approved by the State Banking Department to secure any uninsured portion of a Non-Negotiable Certificate of Deposit. The value of eligible securities as defined pursuant to California Government Code, Section 53651, pledged against a Certificate of Deposit shall be equal to 150% of the face value of the CD if the securities are classified as mortgages and 110% of the face value of the CD for all other classes of security.

COLLATERALIZATION OF BANK DEPOSITS. This is the process by which a bank or financial institution pledges securities, or other deposits for the purpose of securing repayment of deposited funds. The City of Gardena shall require any bank or financial institution to comply with the collateralization criteria defined in California Government Code, Section 53651.

XIII. DELIVERY, SAFEKEEPING AND CUSTODY

DELIVERY-VERSUS-PAYMENT (DVP). All investment transactions shall be conducted on a delivery-versus-payment basis.

SAFEKEEPING AND CUSTODY. To protect against potential losses due to failure of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all cash and securities in the City of Gardena's portfolio shall be held in safekeeping in the City of Gardena's name by a third party custodian, acting as agent for the City of Gardena under the terms of a custody agreement executed by the bank and the City of Gardena. All investment transactions will require a safekeeping receipt or acknowledgment generated from the trade. A monthly report will be received by the City of Gardena from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit, and, (iii) money mutual funds, since the purchased securities are not deliverable.

XIV. MAXIMUM MATURITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities.

The City of Gardena will not invest in securities maturing more than five (5) years from the date of trade settlement, unless the City Council has by resolution granted authority to make such an investment.

XV. RISK MANAGEMENT AND DIVERSIFICATION

MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City of Gardena will mitigate credit risk by adopting the following strategies:

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- The diversification requirements included in the "Authorized Investments" section of this policy are designed to mitigate credit risk in the portfolio.

- No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.

- The City of Gardena may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or City of Gardena's risk preferences.

- If securities owned by the City of Gardena are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the City of Gardena's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

    - If a security is downgraded, the City Manager, or his/her designee, will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.

    - If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

MITIGATING MARKET RISK IN THE PORTFOLIO

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City of Gardena recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City of Gardena will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City of Gardena further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The City of Gardena, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The City of Gardena will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.

- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.

- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City of Gardena based on the City of Gardena's investment objectives, constraints and risk tolerances.

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XVI. REVIEW OF INVESTMENT PORTFOLIO

The City Manager, or his/her designee, shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the City Council.

XVII. PERFORMANCE EVALUATION

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City of Gardena's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The City Manager, or his/her designee, shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s). The City Manager, or his/her designee, shall select an appropriate, readily available index to use as a market benchmark. Benchmarks may change over time based on changes in market conditions or cash flow requirements.

XVIII. REPORTING

Monthly transaction reports will be submitted by the City Manager, or his/her designee, to the City Council within 30 days of the end of the reporting period in accordance with California Government Code Section 53607.

XIX. REVIEW OF INVESTMENT POLICY

The investment policy will be reviewed and adopted at least annually within 120 days of the end of the fiscal year, to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

Any recommended modifications or amendments shall be presented by Staff to the City Council for their consideration and adoption.

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GLOSSARY OF INVESTMENT TERMS

AGENCIES. Shorthand market terminology for any obligation issued by *a government-sponsored entity (GSE),* or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

ASSET BACKED SECURITIES. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

AVERAGE LIFE. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

BANKER'S ACCEPTANCE. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which "accepts" the obligation to pay the investor.

BENCHMARK. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

BROKER. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from their own position.

CALLABLE. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline, the issuer will likely call its current securities and reissue them at a lower rate of interest.

CALIFORNIA ASSET MANAGEMENT PROGRAM (CAMP). CAMP is a Joint Powers Authority which was established to provide local California governments with investment management services. The CAMP Pool investment option offers daily liquidity and underscores safety of principal and liquidity as the primary objectives.

CERTIFICATE OF DEPOSIT (CD). A time deposit with a specific maturity evidenced by a certificate.

COLLATERAL. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

COLLATERALIZED BANK DEPOSIT. A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COLLATERALIZED MORTGAGE OBLIGATIONS (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

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COLLATERALIZED TIME DEPOSIT. Time deposits that are collateralized at least 100% (principal plus interest to maturity). These instruments are collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COMMERCIAL PAPER. The short-term unsecured debt of corporations.

COUPON. The rate of return at which interest is paid on a bond.

CREDIT RISK. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

DEALER. A dealer acts as a principal in security transactions, selling securities from and buying securities for their own position.

DELIVERY VS. PAYMENT (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DERIVATIVE. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

DISCOUNT. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

DIVERSIFICATION. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

DURATION. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a security to changes interest rates.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC). The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

FEDERALLY INSURED TIME DEPOSIT. A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

FIDUCIARY. A person or organization that acts on behalf of another person(s) or organization that puts their clients' interest ahead of their own as they are bound both legally and ethically to act in the other's best interests.

INVESTMENT TRUST OF CALIFORNIA (CALTRUST). CalTrust is a Joint Powers Authority formed by public agencies in California for the purposes of pooling and investing local public agency funds. The accounts seek to attain a high-level of current income that is consistent with the preservation of principal in compliance with restrictions and limits placed by CA statue.

LEVERAGE. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

LIQUIDITY. The speed and ease with which an asset can be converted to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOL. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

LOS ANGELES COUNTY POOLED INVESTMENT FUND (LACPIF). LACPIF is a Joint Powers Authority maintained by the Los Angeles County Treasurer and Tax Collector created for the benefit of local agencies.

MAKE WHOLE CALL. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum

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payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

MARGIN. The difference between the market value of a security and the loan a broker makes using that security as collateral.

MARKET RISK. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

MARKET VALUE. The price at which a security can be traded.

MATURITY. The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

MEDIUM TERM NOTES. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

MODIFIED DURATION. The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

MONEY MARKET. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

MONEY MARKET MUTUAL FUND. A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at $1 per share.

MORTGAGE PASS-THROUGH SECURITIES. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUNICIPAL SECURITIES. Securities issued by state and local agencies to finance capital and operating expenses.

MUTUAL FUND. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO). A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

NEGOTIABLE CERTIFICATE OF DEPOSIT (CD). A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

PAYDOWN. A reduction in the principal amount owed on a bond, loan, or other debt.

PLACEMENT SERVICE DEPOSITS. A private service that allows local agencies to invest in FDIC-insured deposits with one or more banks, savings and loans, and credit unions located in the United States. IntraFi (formerly known as CDARS) is an example of an entity that provides this service.

PRIMARY DEALER. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

PRUDENT PERSON (PRUDENT INVESTOR) RULE. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

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REPURCHASE AGREEMENT. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

SAFEKEEPING. A service to bank customers whereby securities are held by the bank in the customer's name.

SECURITIES AND EXCHANGE COMMISSION (SEC). The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

SECURITIES AND EXCHANGE COMMISSION SEC) RULE 15C3-1. An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

STRUCTURED NOTE. Notes issued by Government Sponsored Enterprises (FHLB, FNMA, etc.) and Corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TOTAL RATE OF RETURN. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. TREASURY OBLIGATIONS. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

TREASURY BILLS. All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

TREASURY NOTES. All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

TREASURY BONDS. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

YIELD TO MATURITY. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13D.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approval of Blanket Purchase Orders for Fiscal Year 2026-2027

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Blanket Purchase Orders for Fiscal Year 2026-2027

RECOMMENDATION AND STAFF SUMMARY:

A blanket purchase order authorizes the City to buy goods and services with predetermined terms or conditions. These vendors either have individual agreements, are piggybacking on government agency contracts, sole source vendors, or provide vital and timely services or goods. Their product availability and cost-competitiveness provides assurance that the City is receiving favorable pricing and the vendor has ample supply of goods or products. The blanket purchase order is limited by a dollar amount, as approved by the City Council, and authorizes the Purchasing Officer to issue releases of goods or services until the dollar amount of the blanket purchase order is reached. These amounts being requested are included and within the first fiscal year of the Proposed Biennial Budget for Fiscal Year 2026-2027. Staff is requesting a fifteen percent (15%) contingency to account for any unforeseen expenditures that may arise. Such expenditures would not be allowed unless agreed upon and approved in advance by City management.

Per the City's municipal code, Section 2.60.100, "Purchases greater than fifty thousand dollars shall be approved by the City Council." Therefore, as the estimated budgeted expenditures exceeds $50,000, it is requested that the City Council approve the Blanket Purchase Orders for Fiscal Year 2026-2027 as specified in Exhibit A.

FISCAL IMPACT/COST:

See attached Exhibit A; all estimated amounts are included and within the first fiscal year of the Proposed Biennial Budget for Fiscal Year 2026-2027.

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Blanket PO Listing FY 26-27.pdf

EXHIBIT A

VENDOR	ESTIMATED AMOUNT	DESCRIPTION OF SERVICE	FUNDING SOURCE	DEPARTMENT
AT&T FirstNet	$ 110,000	Citywide Wireless Telecommunication	General Fund	Citywide
BPR Consulting Group	1,300,000	Building and Safety Services	General Fund	Community Development
Charter Communications	100,000	Cable & Back-Up Internet Services	General Fund	Citywide
City of Hawthorne	120,000	Mark 43 (CAD/RMS)	General Fund	Police
City of Torrance	172,000	Interoperability Network of the South Bay JPA Membership Assessment	General Fund	Non-Departmental
Data Gear, Inc.	200,000	Video Policing Camera Maintenance	General Fund	Police
Dooley's Enterprises, Inc	150,000	Ammunition	General Fund	Police
Empire Cleaning Supply	60,000	Custodial Supplies	General Fund	Recreation & Human Services
Enterprise FM Trust	275,000	Patrol & City Lease Fleet	General Fund	Citywide
FM Thomas Air Conditioning Inc	87,392	HVAC Preventative Maintenance & Repair	General Fund	Public Works
Jones Mayer	145,964	City Attorney Annual Retainer	General Fund	City Manager's Office
Los Angeles County Department of Public Works	175,000	Required Industrial Waste Inspection Services	General Fund	Public Works
Los Angeles County Fire Department	11,715,630	Fire Protection Services	General Fund	Non-Departmental
Los Angeles Superior Court	430,000	Parking Citation Fees	General Fund	Police
Merrimac Petroleum	250,000	Fuel Supply	General Fund	Public Works
Occupational Health Centers of California	100,000	Health Care Services with Concentra	General Fund	Administrative Services
Palicon Group	110,000	Investigative Services	General Fund	Police
Phoenix Group Information System	200,000	Citation Billing Services	General Fund	Police
Prudential Overall Supply	75,000	Uniform, Towel & Miscellaneous Rental Services/Custodial Supplies	General Fund	Recreation/Public Works
Race Communications	100,000	Fiber Internet Services	General Fund	Citywide
Shige's Foreign Car Service Inc	175,000	Vehicle Repairs	General Fund	Citywide
South Bay Regional Public Communications Authority	2,665,852	Annual Assessment	General Fund	Non-Departmental
spcaLA	311,800	Animal Control/Sheltering Services	General Fund	Community Development
Tyler Technologies	60,770	Annual Eden Software Maintenance	General Fund	Administrative Services
Wells Fargo Vendor Financial Services, LLC	50,000	Copier Lease	General Fund	Citywide
Western Collision Center, Inc.	125,000	Vehicle Repairs	General Fund	Police
Total General Fund	**$ 19,264,408**			

VENDOR	ESTIMATED AMOUNT	DESCRIPTION OF SERVICE	FUNDING SOURCE	DEPARTMENT
Aftermarket Parts Company, LLC	$ 50,000	Bus Replacement Parts	Enterprise	GTrans
AT&T FirstNet	90,000	Citywide Wireless Telecommunication	Enterprise	GTrans
Clever Devices Ltd	100,000	GRID Software Services	Enterprise	GTrans
Copyland	75,000	Professional Copying and Printing Services	Enterprise	GTrans
Department of Industrial Relations	68,600	Required Self-Insured Workers Compensation Assessment	Enterprise	GTrans
Merrimac Energy Group	400,000	Fuel - Unleaded Gasoline	Enterprise	GTrans
N/S Corporation	50,000	Bus Wash Equipment Parts	Enterprise	GTrans
Prudential Overall Supply	32,500	Uniform, Towel & Misc Rental Services	Enterprise	GTrans
Race Communications	15,000	Fiber Internet Services	Enterprise	GTrans
Southern Counties Lubricants, LLC	50,000	Vehicle Lubricants	Enterprise	GTrans
Trane U.S. Inc.	50,000	HVAC Support and Supplies	Enterprise	GTrans
Wells Fargo Vendor Financial Services, LLC	5,500	Copier Lease	Enterprise	GTrans
Total GTrans	**$ 986,600**			

VENDOR	ESTIMATED AMOUNT	DESCRIPTION OF SERVICE	FUNDING SOURCE	DEPARTMENT
CPAC, Inc	$ 200,000	Computer Replacement/Firewall	Technology Replacement	Administrative Services
Dell Marketing L.P.	532,000	Microsoft Licenses, License True-Up Costs & Technology Replacement	Technology Replacement	Administrative Services
Department of Industrial Relations	131,400	Required Self-Insured Workers Compensation Assessment	Internal Service Funds	Administrative Services
Enterprise FM Trust	150,000	Patrol & City Lease Fleet	Various	Citywide
Micro Electronics, Inc	200,000	Computer Replacement Parts	Technology Replacement	Administrative Services
NMK Corporation	200,000	Computer Replacement	Technology Replacement	Administrative Services
Pinnacle Claims Management Inc	260,000	Third Party Administrator for Health Insurance	Internal Service Funds	Administrative Services
Swarco McCain, Inc	85,000	Traffic Equipment Supplies	Gas Tax	Public Works
Wells Fargo Vendor Financial Services, LLC	1,700	Copier Lease	Various	Citywide
Total Other Funds	**$ 1,760,100**			

TOTAL ALL FUNDS	$	22,011,108
15% CONTINGENCY*		1,144,444
GRAND TOTAL WITH CONTINGENCY	**$**	**23,155,552**

*Excluding LA County Fire and SBRPCA

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13E.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approval of an Agreement with Tyler Technologies, Inc., for Implementation Services of a New Enterprise Resource Planning (ERP) System and Ongoing Software as a Service (SaaS) for an Initial Five-Year (5) Term Beginning October 1, 2026, through September 30, 2031, in the Amount of $1,483,090, Along with a Fifteen Percent (15%) Contingency of $222,464, for a Project Total of $1,705,554

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve an agreement with Tyler Technologies, Inc., for implementation services of a new Enterprise Resource Planning (ERP) system and ongoing Software as a Service (SaaS) for an initial five-year (5) term beginning October 1, 2026 through September 30, 2031, in the amount of $1,483,090, along with a fifteen percent (15%) contingency of $222,464, for a project total of $1,705,554.

RECOMMENDATION AND STAFF SUMMARY:

The City has utilized the Tyler Eden Enterprise Resource Planning (ERP) system for over 25 years. Eden currently supports the City's financial, payroll, and human resources operations, along with interfacing with multiple application systems. In recent years, Tyler Technologies, Inc., announced that maintenance and support for Eden will be discontinued after March 2027. In response, the City initiated an evaluation of ERP system solutions to determine the most comprehensive match.

City staff conducted a search for potential vendors by researching and networking with other governmental agencies that have either began implementation or have gone live with a new system. After determining potential ERP system vendors, the City requested demonstrations from the following software companies:

- Springbrook
- Workday
- Oracle America Inc
- Tyler Technologies, Inc.

Following each demonstration, staff engaged in round table discussions to share their thoughts and impressions of each solution. After several follow-up demonstrations and Q&A sessions with each solution provider, Tyler Enterprise ERP ultimately garnered the most positive feedback among staff members. Below is a breakdown of total costs for each solution:

ERP System	Total Cost

Workday	$2,546,224 (5-year term and implementation services)
Tyler Technologies, Inc	$1,483,090 (5-year term and implementation services)
Oracle America Inc	$974,880 (5-year term and implementation services)
Springbrook	$568,206 (5-year term and implementation services)

Although Springbrook and Oracle were priced lower than Tyler Technologies, neither solution provided a package that met the basic needs of the City and thus were not selected.

ERP systems have shifted to a Software as a Service (SaaS) business model to eliminate massive upfront hardware costs, provide automatic updates, and offer flexible scalability. This cloud-based model allows agencies to move from unpredictable capital expenses to manageable, predictable operational subscriptions. SaaS shifts the infrastructure responsibility to the vendor.

Tyler is the largest company solely focused on providing products and services for the public sector with over 35 years of experience. Enterprise ERP is out of the box and purpose built for local government workflows, with built-in features that provide ease of use and advanced functionality. With a specialized team of employees focused solely on Eden migrations, Tyler will facilitate a seamless transition. Tyler has successfully transitioned 154 agencies from Eden to Enterprise ERP since 2012. Tyler will continue to provide Eden maintenance, support, and updates while Enterprise ERP is being implemented, something other solution providers were not able to provide.

Some of the key features of the Tyler Enterprise ERP system include, but are not limited to:

- Invoice capture for importing documents and extracting data to generate invoices automatically
- Automated document handling from batch scanning, indexing, and storage, to immediate document retrieval
- Analytics and Reporting tools that will help staff improve data management, analysis, information sharing, and report delivery
- Maintain current process of employee and vendor payment notifications

City staff was able to identify a Request for Proposal (RFP) that can be used as a cooperative purchase agreement. The City of Downey issued an RFP in April 2025 and in December 2025, Tyler Technologies, Inc., was awarded the contract for Software as a Service (SaaS) and implementation services. The RFP outlined technical needs and requirements comparable to those sought by the City. Under Section G.20 of the City of Downey's agreement, eligible jurisdictions may use their agreement as a cooperative procurement. Additionally, per the City's municipal code, Section 2.60.140, "Where purchase are to be made in concert with other governmental agencies, formal bid requirements as set forth in this chapter shall be waived and the purchasing officer shall be authorized to procure materials, supplies and services in cooperation with other governmental or public entities." Using this method, the City was able to price lock annual subscription fees for five (5) years.

Staff recommends that the City Council approve an agreement for implementation services of a new Enterprise Resource Planning (ERP) system and Software as a Service (SaaS) for an initial five-year (5) term with Tyler Technologies, Inc., beginning October 1, 2026, through September 30, 2031, in the amount of $1,483,090, along with a fifteen percent (15%) contingency of $222,464, for a project total of $1,705,554.

FISCAL IMPACT/COST:

Estimated Financial Impact by fiscal year below is included in the Proposed Biennial Budget for Fiscal Year 2026-2027 and 2027-2028 within the City's Technology Fund. Future budgets will include the amounts for fiscal years beyond 2027-2028.

	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	FY 2030-31	FY 2031-32	Grand Total
Annual Saas Fees	$141,450	$188,600	$188,600	$188,600	$188,600	$47,150	**$943,000**
Implementation Services with Contingency	651,322	111,232	-	-	-	-	**762,554**
Total	**$792,772**	**$299,832**	**$188,600**	**$188,600**	**$188,600**	**$47,150**	**$1,705,554**

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Gardena CA SaaS-Migration Agreement 061626.pdf

City of Downey Service Agreement with Tyler Technologies_signed.pdf

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SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **"Client**" means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

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- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Invoicing and Payment Terms"** means the invoicing and payment terms. A copy of our current Invoicing and Payment Terms is attached as Exhibit B.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services**" means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **"Thir d-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we," "us," "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

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1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes, subject to any limits for Defined Users or Data Storage Capacity. You may add additional users or Data Storage Capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services.

2. Ownership.
   2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
   2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.
   3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
   3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. .
   3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at https://www.tylertech.com/privacy) and applicable law.
   3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.
   3.5. Tyler shall comply with all applicable state and federal data protection laws and regulations.

4. Restrictions.
   4.1. You may not:
      4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
      4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
      4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
      4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
      4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

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5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.

6. SaaS Services.
   6.1. *Audit & Compliance*. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party. Tyler shall take prompt, commercially reasonable corrective actions to address any issues identified during audits or assessments. Tyler acknowledges that the scope of audit coverage must include all systems, infrastructure, and services used to support Client's use of the Tyler Software under this Agreement.
   6.2. *Service Levels*. The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center located within the United States. Your Data will be inaccessible to our other customers.
   6.3. *Business Continuity*. Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
   6.4. *Security Measures*. We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our

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network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance and, in the event of any change in our status, we will comply with applicable notice requirements.

6.5. *Compliance with Accessibility Standards.* Tyler Technologies, in the performance of services, shall ensure that all digital content and deliverables for Client, to the extent not otherwise configured or modified by the Client, substantially conforms with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.1, Level AA by the date required by the Americans with Disabilities Act ("ADA") and its implementing regulations. Tyler Technologies is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Tyler Technologies, and in any software, documents, videos, and/or trainings given and published by Tyler Technologies and delivered under this contract. Tyler will comply with all state and federal laws applicable to its performance, including but not limited to ADA, 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

The Parties agree that it is the Client's obligation to provide accessible services to its public constituents, and Tyler Technologies will engage with Client in good faith to address and remediate accessibility issues as part of Tyler's regular customer support processes. Client will collaborate with Tyler Technologies as necessary with the understanding that Tyler will conduct accessibility testing, provide proof of substantial conformance, and create accessible deliverables as it relates to the Tyler products under this Agreement.

6.6. *Artificial Intelligence (AI).* If, in the course of its engagement with the City, Tyler agrees to deliver artificial intelligence ("AI") powered software as a service to the Client, those services will be provided subject to the terms found at: https://www.tylertech.com/client-terms/tyler-ai-solution-terms-of-service. A current copy of these terms as of the Effective Date is attached hereto as Exhibit F.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the

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addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Assignment and Removal of Staff. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, we will make our project staffing assignments. We will provide you with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only.

   Once our project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

   In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. In the event the deficiency persists, we will replace that project member, upon your written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above and shall have reasonably sufficient experience and project knowledge to perform the applicable obligations under the Agreement. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel to be invoiced in accordance with the Business Travel Policy.

5. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.

6. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

7. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

8. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

9. Assistance.

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Each party acknowledges that the implementation of the Tyler Software is a cooperative process requiring the time and resources of each party's personnel. Each party certifies that it will use reasonable efforts to cooperate with the other party and make its resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, each party agrees to use all reasonable efforts to cooperate with and assist the other party as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, each party will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. Neither party will be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by the other to comply with the requirements of this paragraph.

10. Maintenance and Support Services.
    10.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
        10.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
        10.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
        10.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
        10.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
    10.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
    10.3. We will use all reasonable efforts to perform support services remotely. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with reasonable access to the software to perform remote services. We will, with your consent, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain your VPN for backup

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connectivity purposes.

10.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support (unless Tyler cannot remotely correct a Defect in the Tyler software, as set forth above); (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process. Requested services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.
   3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
   3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
   3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.

4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to five (5) years, commencing on October 1, 2026. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. SaaS Fees for renewal terms in years six (6) through ten (10) will be capped at a three percent (3%) increase year over year. SaaS Fees for any subsequent renewal terms will be at our then-current rates. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement. In the event the City elects to purchase Additional Products and Services (Section G.1 below), the annual SaaS Fees will be renewed in the same manner as delineated above.

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2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(3).
   2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
   2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(3) and G(4). You may terminate this Agreement for cause after following the procedures set forth in Section G(3) and G(4).
   2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of thirty (30) days or more.
   2.4. *Lack of Appropriations*. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

3. Return of Client Data. In the event of termination of the Agreement, and upon reasonable advance notice, Tyler shall promptly make all Data available to Client in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler. Such Data will be provided at no additional cost.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
   1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
   1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
   1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
      1.3.1. procure the right to continue its use;
      1.3.2. modify it to make it non-infringing; or
      1.3.3. replace it with a functional equivalent.

      We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.
   1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

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2. General Indemnification.

2.1. To the extent permitted by applicable law, Tyler will indemnify and hold harmless Client and its officers, directors, employees, and agents from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) arising out of or related to:

2.1.1 Tyler's violations of the confidentiality provisions of Section G(17) of this Agreement;
2.1.2 Personal injury or property damage to the extent caused by our negligence or willful misconduct; or
2.1.3 Our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement.

You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. We will not agree to a settlement that requires you to perform or abstain from any action (including but not limited to making a payment) without your consent, not to be unreasonably withheld, and we will not agree to any other settlement without giving you advance notice thereof and a reasonable opportunity to provide feedback on that proposed settlement, which feedback we will consider in good faith.

2.2. To the extent permitted by applicable law, Client will indemnify and hold harmless Tyler and its officers, directors, employees, and agents from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) arising out of or related to:

2.2.1. Any breach of this Agreement by Client, including breaches of data security resulting from willful misconduct of Client;
2.2.2. Personal injury or property damage to the extent caused by Client's negligence or willful misconduct.

We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

4. LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TWO TIMES (2 X) TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, TWO TIMES (2 X) THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN

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THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least $1,000,000 per occurrence and $2,000,000 aggregate; (ii) Automobile Liability of $1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of $1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twenty-four (24) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty-four (24) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.

3. Performance Issues and Dispute Resolution.
   3.1. *Notice*. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
   3.2. *Invoice Issues*.
      3.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
      3.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.

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3.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.

3.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.

3.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.

4. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

5. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

6. Nondiscrimination.
We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

7. E-Verify.
We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.

8. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.

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9. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

10. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

11. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.

12. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.

13. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

14. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

15. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

16. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; (ii) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (iii) upon receipt by sender of proof of email delivery; or (iv) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a

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change in address will be borne by the intended receiving party.

17. Client Lists. You agree that we may identify you by name in client lists, and with your prior written consent, marketing presentations, and promotional materials.

18. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    (i) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    (ii) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    (iii) a party receives from a third party who has a right to disclose it to the receiving party; ~~or~~
    (iv) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law~~.~~;
    (v) is disclosed due to any rule, order, referral, or request of Client's City Council, provided, however, that you give us prompt notice prior to any disclosure; or
    (vi) is disclosed pursuant to the Client's customary contract approval process; provided, however, that while the Agreement and documents specifically incorporated herein as outlined in Section G(24) of this Agreement and any of its amendments, may be disclosed, any other documents related to this Agreement, including but not limited to Tyler's Proposal in response to the Client's Request for Proposal, require prompt notice to Tyler prior to any disclosure.

19. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.

21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

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22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

24. Contract Documents. This Agreement includes the following exhibits:

	Migration Terms Addendum
Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms
Exhibit E	Statement of Work
Exhibit F	Tyler AI Solution Terms of Service

24.1. Conflict between Terms. The various documents that comprise the Agreement are intended to be interpreted together and consistent with each other whenever possible. When a consistent interpretation is not possible, these documents shall be given the order of precedence in which they are listed above, unless stated otherwise therein.

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IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

By: Erik Graney

Name: Erik Graney

Title: Senior Corporate Attorney

Date: 06/16/2026

Address for Notices:
Tyler Technologies, Inc.
7701 College Boulevard
Overland Park, KS 66210
Attention: Chief Legal Officer

City of Gardena

By: _____

Name: _____

Title: _____

Date: _____

Address for Notices:
City of Gardena
1700 W 162nd Street
Gardena, CA 90247-3778
Attention: Director of Administrative Services

ATTEST:

_____
Mina Semenza, City Clerk

APPROVED AS TO FORM:

_____
Carmen Vasquez, City Attorney

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Migration Terms Addendum

1. **Scope**. The terms in this Migration Terms Addendum ("Addendum") apply to the agreement to which it is attached ("Agreement"), and under which we will provide certain Tyler software solutions listed in the Agreement's Investment Summary (hereafter, the "Replacement Modules") to replace some or all of Tyler solutions previously provided to you (hereafter, the "Migration Modules"). Accordingly, any conflict between the terms in this Addendum and the Agreement will be resolved in favor of the term(s) in this Addendum. The Migration Modules are listed in the Comments Section of the Investment Summary, and any capitalized terms not otherwise defined herein will have the meaning assigned to those terms in the Agreement.
2. **Support & SaaS Services for Migration Modules**. Your payment of annual SaaS Fees for the Replacement Modules includes annual maintenance and support services in the scope described by the Agreement, and, *to the extent currently being provided*, annual SaaS Services, for the Migration Modules for the time period covered by your payment of annual SaaS Fees.
3. **License/Use Rights for Migration Modules**. Unless expressly stated otherwise in the Agreement, your license to use a Migration Module terminates when the applicable Replacement Module is used in live production.
4. **Credit for Prepaid Fees for Migration Modules**. In the event you prepaid annual maintenance or SaaS fees for Migration Modules for any time during your annual SaaS Term for your Replacement Modules, Tyler will credit that prepayment to your account. This credit may be applied towards any future purchases from Tyler under the Agreement.

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Exhibit A
Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By:	Chris Deroche
Quote Expiration:	07/31/26
Quote Name:	City of Gardena-ERP-EERP
Quote Description:	EERP ETA 4.28.26
Saas Term	5.00

Sales Quotation For:
Gardena, Ca City Of
1700 W. 162nd Street
Gardena CA 90247-0000

Shipping Address:
City of Gardena
1700 W 162nd St
Gardena CA 90247-3778

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	212	$ 44,811.00
Accounts Payable	1	56	$ 13,326.00
Budgeting	1	84	$ 13,326.00
Capital Assets	1	72	$ 12,605.00
Cash Management	1	52	$ 9,128.00
Contract Management	1	40	$ 5,703.00
eProcurement (Vendor Access and Punch-Out)	1	40	$ 8,633.00
Project & Grant Accounting	1	64	$ 9,560.00
Purchasing	1	184	$ 21,190.00
Human Resources Management			
Human Resources & Talent Management	1	116	$ 5,868.00
Payroll with Employee Access	1	320	$ 8,538.00
Revenue Management			
Accounts Receivable	1	136	$ 10,978.00
General Billing	1	56	$ 6,290.00
Content Management			

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Content Manager Core includes Onboarding	1	64	$ 9,941.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	136	$ 22,291.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	$ 8,789.00
Subscription Fees			
Fraud, Risk & Compliance	1	0	$ 15,000.00

Sub-Total:		$ 225,977.00
Less Discount:		$ 37,377.00
TOTAL	**1632**	**$ 188,600.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Capital Assets Import Hours	20	$ 200.00	$ 2,000.00	$ 2,000.00	$ 0.00
COA Import Hours	12	$ 200.00	$ 1,200.00	$ 1,200.00	$ 0.00
Executive Insights Implementation	1	$ 8,400.00	$ 0.00	$ 8,400.00	$ 0.00
Payroll Accruals Import Hours	16	$ 200.00	$ 1,600.00	$ 1,600.00	$ 0.00
Payroll Deductions Import Hours	16	$ 200.00	$ 1,600.00	$ 1,600.00	$ 0.00
Payroll Employee Master Import Hours	16	$ 200.00	$ 1,600.00	$ 1,600.00	$ 0.00
Position Control Import Hours	16	$ 200.00	$ 1,600.00	$ 1,600.00	$ 0.00
State Retirement Tables Import Hours	16	$ 200.00	$ 1,600.00	$ 1,600.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 41,250.00	$ 0.00
Project Management	408	$ 200.00	$ 0.00	$ 81,600.00	$ 0.00
Onsite Implementation	1244	$ 200.00	$ 0.00	$ 248,800.00	$ 0.00
Remote Implementation	388	$ 200.00	$ 0.00	$ 77,600.00	$ 0.00
TOTAL				**$ 468,850.00**	**$ 0.00**

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3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Third Party Verification Services	1	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL				**$ 0.00**			**$ 0.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 188,600.00
Total Tyler Services	$ 468,850.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 0.00	$ 0.00
Summary Total	**$ 468,850.00**	**$ 188,600.00**
Contract Total	**$ 1,411,850.00**	
Estimated Travel Expenses excl in Contract Total	**$ 71,240.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Content Manager Core				
Content Manager Core - Accounts Payable	1	$ 8,300.00	$ 4,150.00	$ 4,150.00
Content Manager Core - Human Resources Management	1	$ 18,800.00	$ 9,400.00	$ 9,400.00

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Financials				
Accounting	1	$ 5,000.00	$ 2,500.00	$ 2,500.00
Accounts Payable	1	$ 10,300.00	$ 5,150.00	$ 5,150.00
Contracts	1	$ 5,000.00	$ 2,500.00	$ 2,500.00
Project Accounting	1	$ 5,000.00	$ 2,500.00	$ 2,500.00
Purchase Orders	1	$ 6,000.00	$ 3,000.00	$ 3,000.00
Human Resources Management				
Human Resources Management	1	$ 14,300.00	$ 7,150.00	$ 7,150.00
Revenue Management				
General Billing	1	$ 9,800.00	$ 4,900.00	$ 4,900.00
	TOTAL			**$ 41,250.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Imp. Hours	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management				
Accounting	212	$ 44,811.00	$ 8,962.00	$ 35,849.00
Accounts Payable	112	$ 13,326.00	$ 2,665.00	$ 10,661.00
Budgeting	84	$ 13,326.00	$ 2,665.00	$ 10,661.00
Capital Assets	72	$ 12,605.00	$ 2,521.00	$ 10,084.00
Cash Management	52	$ 9,128.00	$ 913.00	$ 8,215.00
Contract Management	40	$ 5,703.00	$ 570.00	$ 5,133.00
eProcurement (Vendor Access and Punch-Out)	40	$ 8,633.00	$ 863.00	$ 7,770.00
Project & Grant Accounting	64	$ 9,560.00	$ 1,912.00	$ 7,648.00
Purchasing	184	$ 21,190.00	$ 4,238.00	$ 16,952.00
Human Resources Management				

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Human Resources & Talent Management	116	$ 5,868.00	$ 1,174.00	$ 4,694.00
Payroll with Employee Access	320	$ 8,538.00	$ 1,708.00	$ 6,830.00
Revenue Management				
Accounts Receivable	136	$ 10,978.00	$ 2,196.00	$ 8,782.00
General Billing	56	$ 6,290.00	$ 1,258.00	$ 5,032.00
Content Management				
Content Manager Core includes Onboarding	64	$ 9,941.00	$ 994.00	$ 8,947.00
Data Insights				
Enterprise Analytics and Reporting w Executive Insights	136	$ 22,291.00	$ 2,230.00	$ 20,061.00
Additional				
Enterprise Forms Processing Software (including Common Form Set)	0	$ 8,789.00	$ 1,758.00	$ 7,031.00
Subscription Fees				
Fraud, Risk & Compliance	0	$ 15,000.00	$ 750.00	$ 14,250.00
TOTAL	**1,632**	**$ 225,977.00**	**$ 37,377.00**	**$ 188,600.00**

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 60% Client and 40% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

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Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference https://www.tylertech.com/services/tyler-detect for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Tyler Cybersecurity services are governed by the terms found here: Cybersecurity Services Terms of Service (tylertech.com). Your signature on this order or your receipt or use of Tyler Cybersecurity services indicates that you have read, understand, and agree to be bound by such terms. Additionally, your signature on this order indicates that you are authorized to bind the entity listed on this order to such terms.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of $5,000 per TB.

Fraud, Risk & Compliance pricing is based on client's current network size as defined by their entity size. Any material increases of network size may result in additional fees being assessed for the Fraud, Risk & Compliance service upon renewal.

Content Manager Core - Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History (Header, Detail)

Content Manager Core - Human Resources Management conversion includes: Standard - Employee Master, Addresss, Deductions, Check History, Applicant Tracking, PM Action History, Position Control, Certifications

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

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In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Contracts conversion includes: Standard

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years, Certifications, Education

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Project Accounting conversion includes: Standard, Actuals - up to 5 years, Budgets - up to 5 years

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

The Implementation Hours included in this quote assume a work location split of 75% onsite and 25% remote.

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Migration Modules - terms outlined in contract under "Migration Module Addendum"

GL/AP Support
Requisitions Support
EAGLE - Content Manager SE Support
Purchasing Support
Human Resources Support Web
Budget Preparation Support
Accounts Receivable Support
Tyler Output Processing Support
Payroll Support
Fixed Asset Support
Human Resources Support
Cash Register Interface Support
Data Dictionaries Support

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at https://www.tylertech.com/client-terms/equifax-verification-terms-of-service.

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Exhibit B
Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.
   1.1. *SaaS Services*. During the initial term, SaaS Fees are invoiced in accordance with the payment schedule below, beginning on the commencement of the initial term as set forth in Section E(1). Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, SaaS Fees for renewal terms in years six (6) through ten (10) will be capped at a three percent (3%) increase year over year. Your annual SaaS Fees for any subsequent renewal terms will be at our then-current rates.

Phase 1 (EERP Financials)	SaaS Fees payment to begin on 10/1/2026
Phase 2 (EERP HCM)	SaaS Fees payment to begin on 10/1/2027

   1.2. *Other Annual Services*. Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.
   2.1. *Professional Services Generally*: Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
   2.2. *Consulting Services*: Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
   2.3. *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
   2.4. *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.

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2.5. *Other Fixed Price Services*: Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

3. Hardware & Third-Party Products.
   3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.
   3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
   3.4. *Third Party Software*. License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.
   3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

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Exhibit B Schedule 1
Business Travel Policy

1. Air Travel

   A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within $100 (each way) of the lowest logical fare. If a net savings of $200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

   B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags Baggage fees for sports equipment are not reimbursable.

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2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

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Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

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5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to $10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.

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Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

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with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

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Exhibit C Schedule 1
Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

(1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most "how-to" and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
(2) Email – for less urgent situations, users may submit emails directly to the software support group.
(3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications.*

Support Resources

A number of additional resources are available to provide a comprehensive and complete support experience:

(1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
(2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
(3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
(4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of

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such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain "characteristics" may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Resolution Targets*
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

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Priority Level	Characteristics of Support Incident	Resolution Targets*
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

**Response and Resolution Targets may differ by product or business need*

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and
view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.

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Exhibit D
Third-Party Terms

Third Party Verification Services Terms. Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at https://www.tylertech.com/client-terms/equifax-verification-terms-of-service.

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: https://eclipsecorp.us/eula/. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

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Exhibit E
Statement of Work

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Gardena, CA

SOW from Tyler Technologies, Inc.

6/11/2026

Presented to:
City of Gardena
1700 W 162nd St
Gardena, CA 90247

Contact:
Rich Boven
Email: richard.boven@tylertech.com
1 Tyler Drive, Yarmouth, Maine 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City (collectively the "Project").

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals

1.3 Methodology

This is accomplished by the City and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City's complexity and organizational needs.

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The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

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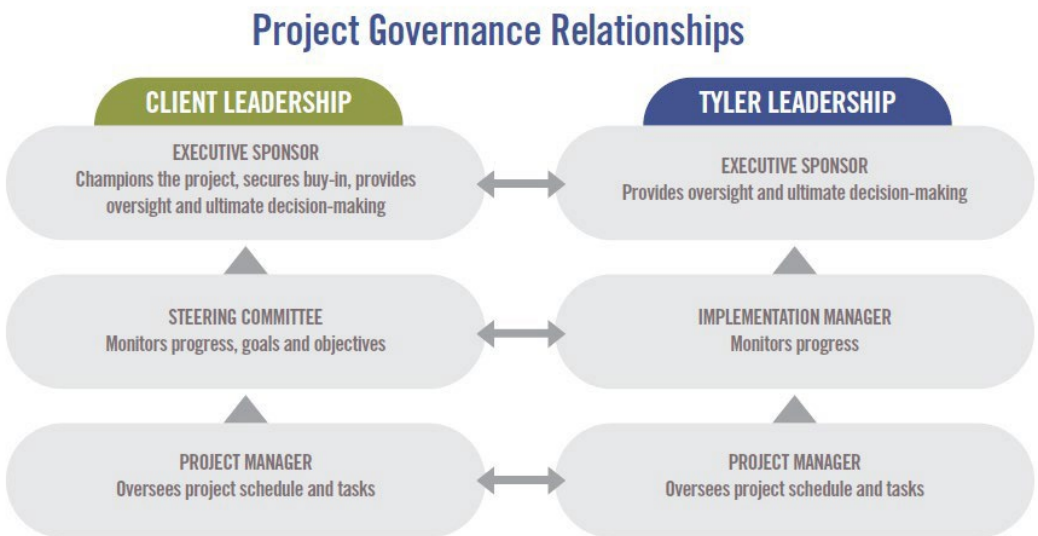
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.



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3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City; for example, the City may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

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- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



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4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City feedback and approval on Project deliverables will be critical to the success of the Project. The City project manager will strive to gain deliverable and decision approvals from all authorized City representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the City does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the City does not agree the Deliverable or Control Point meets requirements, the City shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the City does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City, but are roles defined within the Project. It is common for individual resources on both the Tyler and City project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

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5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City, the Tyler Project Manager provides regular updates to the City Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the City project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

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5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City any items that may impact the outcomes of the Project.
- Collaborates with the City's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City's project manager(s) to set a routine communication plan that will aide all Project team members, of both the City and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City through software validation process following configuration.
- Assists during Go-Live process and provides support until the City transitions to Client Services.
- Facilitates training sessions and discussions with the City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

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5.1.7 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to the City, as the City builds interfaces.

5.1.8 Tyler Data Experts

- Validates that customer data files are in proper format.
- Develops customized conversion programs, as necessary, to convert Legacy System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists the City with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs as the City completes the data review.
- Provides conversion consulting and mapping assistance.

5.2 City Roles & Responsibilities

City resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City Executive Sponsor

The City executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

The City steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City project manager and Project through participation in regular internal meetings. The City steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.

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- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
  - Cost
  - Scope
  - Schedule
  - Project Goals
  - City Policies
  - Needs of other client projects

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The City project manager(s) are responsible for reporting to the City steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.

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- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of City resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance

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- Decentralized end user training
- Process testing
- Solution Validation

5.2.5 City Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the City business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's software upgrade process.
- Assists with the software upgrade process during implementation.

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- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

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Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the City.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.*

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6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the City gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the City to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City project team.

STAGE 1	Initial Coordination																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

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Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the City to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the City's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the City Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the City with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				

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Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. . The City is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the City's infrastructure meets Tyler's application requirements.
- Ensure the City's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

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Inputs	Initial Infrastructure Requirements

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

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- None

6.1.5 This work package is not applicable.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City
- Stakeholder meeting complete

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software. The City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	City

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RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	City

Docusign Envelope ID: 2DB0CC7E-F220-88C0-8334-7A0499839993

RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City attendees possess sufficient knowledge and authority to make future state decisions.
- The City is responsible for any documentation of current state business processes.
- The City can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Data Assessment

Given the completion of the Current & Future State Analysis, the Data Assessment will provide the implementation team the design for data delivery prior to configuration. The data Assessment will also allow the Tyler and the City teams to identify the data that will be configured within the Tyler System. The team will develop and map out dataset structures to ensure that data is structured in a way that allows maximum utility.

The teams will review any existing data publish and metadata standards for the City's current data program to determine any necessary adjustments or configuration needs. Finally, the implementation team develops data workflows to map data from the source system(s) into the Tyler system, discussing any additional data requirements as needed.

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Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			A		R						I						C
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated (if applicable}	City Acceptance of Data Conversion Plan, if Applicable
		City acceptance of Solution Design Document

Work package assumptions:

- If the source data is a Tyler system Tyler's Data Experts extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the city will provide Tyler with the data in a mutually agreed upon format.
- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

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6.2.5 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			A		R						I						C
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- If the source data is a Tyler system Tyler's Data Experts extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the city will provide Tyler with the data in a mutually agreed upon format.

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- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.

Assess & Define Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*	
	Tyler	City

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Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on City Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City Power User how to configure and maintain software.

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- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The City is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City users on how to execute processes in the system to prepare them for the validation of the software. The City collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the City understands future state processes and how to execute the processes in the software.

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- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed City-specific process documentation (completed by City)	

Work package assumptions:

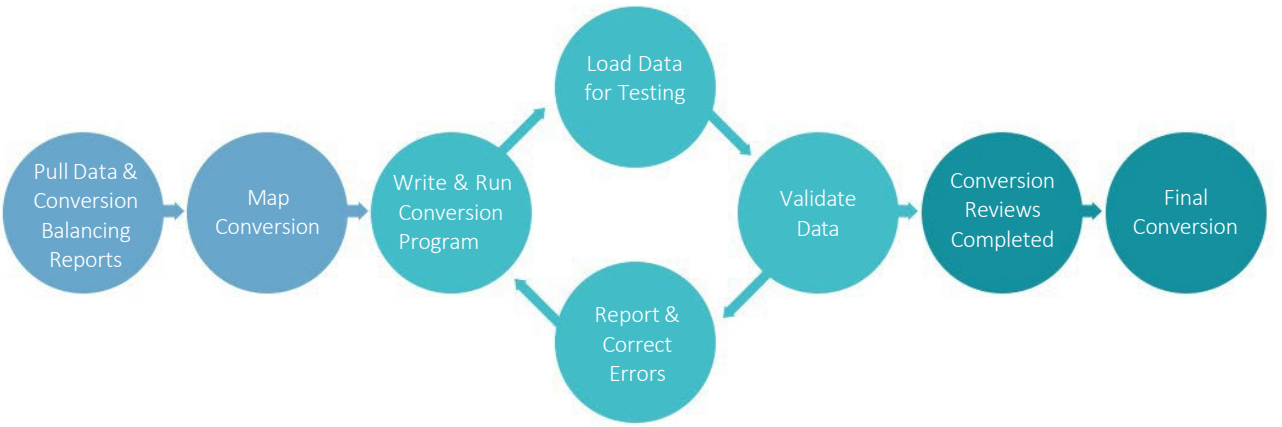
- None

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6.3.4 Conversion Delivery

The purpose of this task is to transition the City's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			

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Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The City will provide a single file layout per source system as identified in the investment summary.
- The City subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

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6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City updates report with testing results

Work package assumptions:

- Designated testing environment has been established.

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- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the City has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the City will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the City

Work package assumptions:

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- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City specific business process documentation. City-led training labs using City specific business process documentation if created by the City can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City signoff that training was delivered

Work package assumptions:

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- The City project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City departments.
- The City will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City and Tyler will complete work assigned to prepare for Go-Live.

The City provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City during Go-Live activities. The City transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.

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- City data available in Production environment.

STAGE 5	Go-Live																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City confirms data is available in production environment

Work package assumptions:

- The City will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City business processes required for Go-Live are fully documented and tested.
- The City Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City Project Team and Power User's provide business process context to the end users during Go-Live.

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6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City onto the Tyler Client Services team, who provides the City with assistance following Go-Live, officially transitioning the City to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

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- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

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6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables

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	Post Project Report	City acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the City will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the City is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the City to make process changes.

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- The City is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City is responsible for managing Organizational Change. Impacted City resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City resources will participate in scheduled activities as assigned in the Project Schedule.
- The City team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The City will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The City makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the City representatives to identify business rules before writing the conversion. The City must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.

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- The City will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The City will provide dedicated space for Tyler staff to work with City resources for both on-site and remote sessions. If Phases overlap, City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City will provide staff with a location to practice what they have learned without distraction.

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8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

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Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

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Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

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Part 4: Appendices

9. Conversion

9.1 Enterprise ERP Conversion Summary

9.1.1 Content Manager Core – Accounts Payable

9.1.2 Content Manager Core – Human Resources Management

9.1.3 Accounting

9.1.3.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.1.3.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.1.4 Accounts Payable

9.1.4.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.1.4.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.1.4.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.1.5 Contracts

- Contract header detail with many fields available to convert including fiscal year and period, vendor number, department code, description, enforcement method code, dates for award, approval, entry and expiration, retention information, user-defined type and review codes, status code, user id for entry and approver. Additional fields are also available. A balance forward contract amount is

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converted, if original amount is required there will be an additional charge and contracts, po's and invoices must be converted together.

9.1.6 Project Accounting

9.1.6.1 Project Accounting Master Tables

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

9.1.6.2 Project Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.
- Up to 5 years

9.1.6.3 Project Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 5 years

9.1.7 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.

9.1.8 Human Resources Management

9.1.8.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.1.8.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.1.8.3 Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

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9.1.8.4 Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down my individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.1.8.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years

9.1.8.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.1.8.7 Education

- Codes for institution, type of degree, and area(s) of study

9.1.9 General Billing

9.1.9.1 Customer Master Files

- Customer information

9.1.9.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.1.9.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP

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10. Additional Appendices

10.1 This work package is not applicable.

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11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target duration for each phase of the project. The timeline needs to account for resource availability, business goals, size and complexity of the project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation. Durations may be revised when the Agreement is signed and further refined during the project.

Eden to Enterprise ERP project start dates are dependent on wave availability. Waves are a common implementation start month for a group of Eden clients. Each wave has a designated number of slots available for clients to sign up – once those slots are full you must choose an alternate wave with availability. A signed agreement is required to reserve your spot in a specific wave.

Phase	Functional Area(s)	Modules	Duration
1	Financials	• Accounting • Accounts Payable • Budgeting • Capital Assets • Cash Management • Contract Management • eProcurement • Project & Grant Accounting • Purchasing • Accounts Receivable • General Billing	12 months or as defined in the Project Plan and mutually agreed upon
	System Wide	• Enterprise Analytics & Reporting w Executive Insights • Enterprise Forms • Content Manager Core	Included in Phase 1
2	Human Resources Management	• Payroll with Employee Access • Human Resources & Talent Management	12 months or as defined in the Project Plan and mutually agreed upon

11.2 This work package is not applicable.

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Exhibit F
Tyler AI Solution Terms of Service

By using any AI Solution, you agree to these AI Solution Terms of Service (the "Terms"). AI Solutions constitute SaaS Services as that term is defined in your Software as a Service Agreement or other agreement with Tyler ("Agreement"), and AI Solutions will be made available solely to the extent identified on an Order Form or provided as part of a product suite to all clients at no additional cost. These Terms supplement the Agreement and govern your access to and use of AI Solutions. Capitalized terms shall have the respective definition given to them in the Agreement. In the event of a conflict with the Agreement, these Terms shall control.

1. Definitions.
    a. **"Artificial Intelligence" or "AI"** means technology that leverages models trained on large data sets used to generate content or make predictions.
    b. **"AI Agent"** means an autonomous software system that uses AI to interact with other persons, platforms, or agents, execute actions and pursue a defined goal, without a specific instruction or prompt on how to achieve that goal.
    c. **"AI Input"** means information provided to or accessed by an AI Solution to generate an AI Output.
    d. **"AI Output"** means text, software code, audio, images, materials or an action, in each case generated or executed by AI in response to AI Input.
    e. **"AI Solution"** means (i) SaaS Services provided by Tyler allowing Client to use AI or use AI Agents partially configured by Tyler, or (ii) Tyler AI Studio.
    f. **"Personal Data"** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, including, without limitation the data considered "personal information", "personally identifiable data", or similar under applicable federal, state or provincial laws, rules or regulations relating to data privacy.
    g. **"Tyler AI Studio"** means SaaS Services provided by Tyler allowing Client to (i) configure AI Solutions or (ii) build and customize AI Agents.
2. License Grant, Ownership and Intended Use.
    a. Tyler grants to Client the non-exclusive, non-assignable limited right to use the applicable AI Solution solely for Client's governmental purposes, subject to the maximum AI token or credit limit set forth in the applicable Order Form or Investment Summary, for the term of the Agreement. Any excess usage will be charged in accordance with our then-current rates. In addition, with prior notice, Tyler may update pricing for any AI Solution to the extent any third party service provider increases (i) pricing for any component or (ii) pricing to access to or use of any large language model, in each case, supporting the AI Solution.
    b. AI Solutions are not designed, intended, or authorized to make final and binding decisions on behalf of Client. Client shall not rely upon AI Outputs as the sole basis for decisions that produce legal, financial, regulatory or other material or similarly significant effects on individuals or entities, except where Client has independently

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determined such use of AI Outputs is permitted under applicable law.

c. Client acknowledges Tyler AI Studio is intended to serve as a platform on which Client may configure AI solutions or AI Agents using no-code or low-code methods. In order to use AI features, Client grants to Tyler a license to use, process, store, maintain and disclose to third-party service providers, Client's AI Input in order to generate AI Output. For the avoidance of doubt, Client grants Tyler all rights necessary to provide the AI features. Tyler uses, processes, stores, maintains, discloses and disposes of AI Inputs and AI Outputs solely to provide, secure, maintain and improve AI Solutions.
d. To the extent any ownership rights vest in AI Output generated by Client's AI Inputs, Client owns those rights and Tyler disclaims any ownership rights in AI Output generated by Client's AI Inputs.
e. Tyler shall not use AI Inputs or AI Outputs that identify Client or contain Personal Data to train foundation or large language models without Client's prior written consent. Tyler may use AI Inputs, AI Outputs and de-identified, anonymized, and aggregated data derived from AI Solutions usage on a perpetual basis to improve the security, reliability, accuracy, efficiency and performance of Tyler's products and services and for Tyler's own research and development purposes.
f. Tyler will provide Client with access to, and storage of, its AI Inputs or AI Outputs for 90 days, or a longer time period to the extent required by applicable law or expressly mutually agreed in writing by the parties. To the extent Tyler stores AI Input or AI Output, such storage will be in accordance with the hosting and confidentiality provisions of the Agreement; *provided, however*, in no event will such AI Input or AI Output be deemed "Data" under the Agreement. Client acknowledges that, due to the nature of AI technology, AI Outputs generated by AI Solutions may be similar or identical to outputs generated for other Tyler clients or users of AI Solutions, and such similarity shall not be deemed a breach of confidentiality or Client's AI Output ownership rights.
g. All intellectual property, inventions, comments, suggestions, ideas, feedback, customizations, enhancements, interfaces, configurations, contributions, derivative works, supporting applications and any other items or ideas created on AI Solutions, including, without limitation, patents, patentable invention, trade secrets, copyrightable software ("Intellectual Property") developed in connection with your use of AI Solutions shall be owned solely and exclusively by Tyler. Client assigns title, ownership and all rights to Intellectual Property to Tyler and will reasonably cooperate to perfect such assignments. If Client cannot assign Intellectual Property to Tyler or to the extent an assignment is not effective under applicable law, Client grants to Tyler an exclusive, unlimited, irrevocable, transferable, worldwide, fully-paid license to use, reproduce, distribute and commercialize the Intellectual Property in perpetuity.
h. For the avoidance of doubt, Tyler reserves ownership, title and all rights and interest in AI Solutions and Documentation, including customizations developed and delivered in the course of providing services under the Agreement and including any developments made as a result of Client's comments, suggestions or feedback. Tyler shall not be required to disclose proprietary models, system architecture, prompts, guardrails or trade secrets involved in or associated with the provision of AI Solutions in response to any public records, freedom of information or similar disclosure request.

3. Client Responsibility.
    a. Client shall be responsible for actions taken by AI Solutions and AI Agents as if Client performed the action directly.
    b. Client acknowledges and agrees that AI Solutions and AI Agents are tools intended to

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assist users of the AI Solution and do not replace human judgment, discretion or decision-making. Client retains sole responsibility for determining whether, when and how to use AI Output for all decisions, actions and outcomes arising from such use.

c. Client is responsible for the results of its configuration and customization efforts, including assigned permissions and scope of access given to end users and agents, and to test and ensure that the resulting AI Solutions and AI Agent functions as intended.
d. Client is solely responsible for implementing appropriate internal policies, controls, and procedures governing the configuration, deployment, monitoring and use of AI Solutions and AI Agents, including determining the appropriate level of human review and approval as required by applicable law.
e. Client shall ensure that any credentials, permissions or access rights Client provides to AI Solutions or AI Agents adhere to the principle of least privilege and are limited to the minimum access necessary. Client is responsible for rotating, revoking or disabling such credentials as appropriate, including upon personnel changes or security incidents. Client is responsible for any credentials it provides to personnel using AI Solutions or AI Agents, including credentials that allow access to a third-party platform.
f. Client is solely responsible for determining, authoring, and publishing its own required online terms of use, disclosures, and legally required notices relative to the use of the AI Solutions or AI Agents by end users and the enforcement thereof, including notifying end users of any restrictions set forth in these Terms.
g. Client acknowledges that it determines the purpose and means of processing Personal Data and has sole responsibility for the accuracy, quality, and legality of all Personal Data, including, without limitation, Personal Data processed in AI Inputs and AI Outputs. Tyler shall process data on behalf of the Client and solely for any purpose permitted under these Terms, unless Tyler receives consent to process for another purpose. Client represents and warrants that it is authorized to, and it has provided and/or obtained all necessary notifications, consents and rights to, use data, submit AI Input data, or otherwise process Personal Data while using AI Solutions.
h. Client is solely responsible for responding to any public records, freedom of information or similar disclosure requests relating to AI Inputs, AI Outputs, or Client's use of AI Solutions or AI Agents in accordance with the terms of the Agreement.

4. Restrictions.
    a. AI Solutions include AI features that may be subject to changing laws applicable in your local jurisdiction. You shall not use AI Solutions in any way that violates applicable law, including, without limitation, applicable law that restricts the use of AI in your jurisdiction.
    b. Client shall not use AI Solutions or AI Agents in any manner that constitutes a "high risk," "regulated" or similarly restricted AI use under applicable law, including but not limited to uses involving eligibility determinations, benefits adjudication, law enforcement, criminal justice, creditworthiness, housing, employment, education, or access to essential government services, unless the applicable AI Solution environment is expressly authorized and configured by Tyler for such data types and Client independently determines such use is lawful and implements all required safeguards, disclosures and human oversight.
    c. Client shall not configure AI Agents to execute financial transactions, make unsupervised decisions, send external communications without appropriate oversight, or to self-modify and deploy updates autonomously.
    d. AI features in AI Solutions may not be suitable for all types of information. Client is

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responsible for selecting the appropriate level of access that should be granted to Personal Data or other Data utilized by AI Solutions, as well as AI Inputs and AI Outputs generated by AI Solutions. Client is prohibited from submitting information or Data that exceeds the compliance authorization levels of the specific environment or model selected by Client within AI Solution. Unless the Client has verified that the selected environment or model is configured to process such information or Data, Client shall not generate AI Inputs or build or customize AI Agents, that process protected health information, student information or education records, children's information without appropriate parental or guardian consent, criminal justice information, payment card information or any type of Personal Data which is classified as sensitive personal data (or an equivalent term) under applicable state and federal law.

e. Tyler is not responsible for monitoring Client's use of AI Solutions or AI Agents or for intervening to ensure compliance with usage limits or any other restrictions.
f. AI Solutions may not be used or accessed outside the United States or by children under the age of 18 years old.
g. Tyler may suspend, limit or modify access to any AI Solution or a specific AI Agent or feature upon a good faith determination that Client's use poses a security risk, legal or regulatory risk, or violates these Terms. Tyler shall not be liable for any such suspension or modification of any AI Solution undertaken to mitigate risk, comply with applicable law, or which are based on a good faith belief these Terms have been breached.
h. Tyler may modify, restrict or discontinue AI features as necessary to comply with changes in applicable law, regulation or authoritative guidance relating to artificial intelligence. Such changes shall not constitute a breach of these Terms. Tyler will use commercially reasonable efforts to provide advance notice of material changes to AI Solution functionality that result from legal or regulatory requirements.

5. Third Party Terms.
    a. AI Solutions are supported by Third-Party Software or Third-Party SaaS Services subject to Third Party Terms. Tyler does not guarantee the availability, continuity or behavior of any specific third-party AI model. Tyler may, at its discretion, substitute or modify underlying models or components used to provide AI Solutions without notice.
    b. AI Solutions incorporate certain large language models and components of third-party service providers. Through the use of any AI Solution, Client agrees to comply with, and require end users to agree to comply with, applicable third-party terms and conditions, which may include the following linked terms:
        i. AWS
            1. AWS Service Terms
        ii. Anthropic
            1. Commercial Terms of Service \ Anthropic
            2. Usage Policy
            3. Supported Regions Policy
            4. Service Specific Terms
        iii. Microsoft
            1. Microsoft Generative AI Services Code of Conduct
            2. Customer Copyright Commitment Required Mitigations
            3. Universal License Terms for Microsoft Generative AI Services
            4. Microsoft Azure, Limited Access and Azure OpenAI Services Terms
            5. Data, Privacy, and Security for Azure OpenAI Service
            6. Microsoft Product and Services Data Protection Addendum

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iv. Google
    1. Google Gemini API Terms
    2. Google Processor Terms
    3. Google Cloud Terms of Service
    4. Gemini Enterprise – Business Edition Additional Terms of Service
    5. Cloud Data Processing Addendum

6. Disclaimer of Warranties.
    a. AI OUTPUTS ARE PROVIDED "AS IS" WITH NO WARRANTY AND TYLER MAKES NO WARRANTY AS TO OUTCOMES OR THAT AI OUTPUTS WILL BE ACCURATE, ERROR-FREE, COMPLETE, UP-TO-DATE, BE FIT FOR ANY PURPOSE, MEET CLIENT'S REQUIREMENTS OR BE FREE OF BIAS. IN NO EVENT WILL TYLER BE LIABLE FOR ANY HARM RESULTING FROM USE OF AI SOLUTIONS, THE ACTIONS OF AI AGENTS OR AI OUTPUT ARISING OUT OF CLIENT'S INSTRUCTIONS OR RELATED TO MALICIOUS OR CRIMINAL ACTORS ACCESSING OR USING THE AI. ANY SERVICE LEVEL AGREEMENTS, UPTIME COMMITMENTS, OR DEFECT WARRANTIES APPLICABLE TO TYLER'S SAAS SERVICES DO NOT APPLY TO AI OUTPUTS, MODEL BEHAVIOR, OR AI-GENERATED CONTENT.

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SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf.
- **"Client**" means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

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- **"Investment Summary"** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **"Order Form"** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **"Professional Services**" means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **"SaaS Fees"** means the fees for the SaaS Services identified in the Investment Summary.
- **"SaaS Services"** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **"SLA"** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **"Statement of Work"** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **"Support Call Process"** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf.
- **"Third-Party Hardware"** means the third-party hardware, if any, identified in the Investment Summary.
- **"Third-Party Products"** means the Third-Party Software and Third-Party Hardware.
- **"Third-Party SaaS Services"** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **"Third-Party Services"** means the third-party services, if any, identified in the Investment Summary.
- **"Third-Party Software"** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **"Third-Party Terms"** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties' products or services, as applicable, and attached or indicated at Exhibit D.
- **"Tyler"** means Tyler Technologies, Inc., a Delaware corporation.
- **"Tyler Software"** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **"we," "us," "our"** and similar terms mean Tyler.
- **"you"** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data

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Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.
   2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
   2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.
   3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
   3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement
   3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at https://www.tylertech.com/privacy) and applicable law.
   3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.
   3.5. Tyler shall comply with all applicable state and federal data protection laws and regulations.

4. Restrictions.
   4.1. You may not:
      4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
      4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
      4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
      4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
      4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld and to be provided in a timely fashion, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

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5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.

6. SaaS Services.
   6.1. *Audit & Compliance*. Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party. Tyler shall take prompt corrective actions to address any issues identified during audits or assessments. Tyler acknowledges that the scope of audit coverage must include all systems, infrastructure, and services used to support Client's use of the Tyler Software under this Agreement.
   6.2. *Service Levels*. The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center in the United States. Your Data will be inaccessible to our other customers.
   6.3. *Business Continuity*. Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
   6.4. *Security Measures*. We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our

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network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at https://www.tylertech.com/about-us/compliance and, in the event of any change in our status, we will comply with applicable notice requirements.

6.5. *Compliance with Accessibility Standards.* Tyler Technologies, in the performance of services, shall ensure that all digital content and deliverables for Client, to the extent not otherwise configured or modified by the Client, substantially conforms with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.1, Level AA. Tyler Technologies is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Tyler Technologies, and in any software, documents, videos, and/or trainings given and published by Tyler Technologies and delivered under this contract. Tyler will comply with all state and federal laws applicable to its performance, including but not limited to Americans with Disabilities Act (ADA), 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

The Parties agree that it is the Client's obligation to provide accessible services to its public constituents, and Tyler Technologies will engage with Client in good faith to address and remediate accessibility issues as part of Tyler's regular customer support processes. Client will collaborate with Tyler Technologies as necessary with the understanding that Tyler will conduct accessibility testing, provide proof of substantial conformance, and create accessible deliverables as it relates to the Tyler products under this Agreement.

6.6. *Artificial Intelligence (AI).* If, in the course of its engagement with the City, Tyler agrees to deliver AI-powered software as a service (SaaS) to the Client, these services will include access to the AI platform, regular updates, and support services. If the AI platform will perform tasks such as data analysis, predictive modeling, or other AI services, Tyler will implement industry-standard security measures to protect Client Data. Tyler will comply with all applicable data protection laws. Client grants to Tyler a limited license to use Client Data for the purpose of providing the AI services. Tyler retains all rights, title, and interest in and to the AI platform and any improvements or modifications thereto. Client retains all rights to the Data it provides to the AI platform. Any outputs, if any, generated by the AI platform using Client Data will be owned by the Client. Tyler will provide documentation explaining the AI system's decision-making processes. This documentation will be updated regularly to reflect any changes or improvements to the AI system. Tyler will take reasonable steps to reduce bias and hallucinations and will regularly audit the AI system to identify and mitigate any biases that may arise. Tyler will conduct regular audits of the AI system to ensure compliance with this agreement and applicable laws. Tyler will also provide regular updates to the AI system to improve performance and address any issues. Client is responsible for independently verifying the accuracy of data collected or suggestions provided via the AI system and using such features only to the extent permissible under applicable law.to the extent permissible under applicable law.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in

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the Investment Summary and if applicable, described in the Statement of Work.

2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.

4. Assignment and Removal of Staff. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, we will make our project staffing assignments. We will provide you with project resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only.

   Once our project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

   In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. In the event the deficiency persists, we will replace that project member, upon your written request. Replacement staff will be assigned following the same processes set forth above and shall have reasonably sufficient, experience, and project knowledge to perform the applicable obligations under the Agreement. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel to be invoiced in accordance with the Business Travel Policy.

5. Cancellation. If you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.

6. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with

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industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.

7. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.

8. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

9. Assistance. Each party acknowledges that the implementation of the Tyler Software is a cooperative process requiring the time and resources of each party's personnel. Each party certifies that it will use reasonable efforts to cooperate with the other party and make its resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, each party agrees to use all reasonable efforts to cooperate with and assist the other party as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, each party will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. Neither party will be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by the other to comply with the requirements of this paragraph.

10. Maintenance and Support Services.
    10.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
        10.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
        10.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
        10.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
        10.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
    10.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
    10.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product

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evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.

10.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.

2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.

3. Third Party Products Warranties.
   3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
   3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
   3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.

4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to five (5) years. The initial term commences on the first day of the first month following the Effective Date. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. SaaS Fees for renewal terms in years six (6) through eight (8) will be capped at a three percent (3%) increase year over year. SaaS Fees for renewal terms in years nine (9) and ten (10) will be capped at a five percent (5%) increase year over year. SaaS Fees for any subsequent renewal terms will be at our then-current rates. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement. In the event the City elects to purchase Additional Products

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and Services (Section G.1 below), the annual SaaS Fees will be renewed in the same manner as delineated above.

2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
   2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
   2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
   2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of thirty (30) days or more.
   2.4. *Lack of Appropriations*. If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

3. Return of Client Data. In the event of termination of the Agreement, and upon reasonable advance notice, Tyler shall promptly make all Data available to Client in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler. Such Data will be provided at no additional cost.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.
   1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
   1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
   1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
      1.3.1. procure the right to continue its use;
      1.3.2. modify it to make it non-infringing; or
      1.3.3. replace it with a functional equivalent.

      We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.

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1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us reasonable control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you reasonable control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.

4. LIMITATION OF LIABILITY. NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TWO TIMES (2X) TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, TWO TIMES (2X) THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).

5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

6. Insurance. During the course of performing services under this Agreement, we agree to maintain

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the following levels of insurance: (i) Commercial General Liability of at least $1,000,000 per occurrence and $2,000,000 aggregate; (ii) Automobile Liability of $1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of $1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of $5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twenty four (24) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty four (24) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.

2. Performance Issues and Dispute Resolution.
   2.1. *Notice*. You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
   2.2. *Invoice Issues*.
      2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
      2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
      2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.
      2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.
      2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.
   2.3. *Dispute Resolution*. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent

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jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.

3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.

7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.

8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.

9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.

10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement

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is sought.

11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.

12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.

13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.

14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, and with your prior written consent, marketing presentations and promotional materials.

16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
    i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
    ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
    iii. a party receives from a third party who has a right to disclose it to the receiving party; or
    iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

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17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.

18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.

19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.

20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.

21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Contract Documents. This Agreement includes the following exhibits:

Migration Terms Addendum

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms
Exhibit E	Statement of Work
Exhibit F	Client's Original RFP
Exhibit G	Tyler's Written Proposal in Response to the Client's RFP

In the event of a conflict in the contract documents listed above, the conflicting language will be interpreted and resolved according to the following order of precedence:

a. This Agreement, except for Exhibit F and Exhibit G
b. Exhibit G Tyler's Written Proposal in Response to the Client's RFP
c. Exhibit F Client's Original RFP

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IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Signed by:
By: Erik Graney
87477A6A3F374BD...

Name: Erik Graney

Title: Senior Corporate Attorney

Date: 12/4/2025

Address for Notices:
Tyler Technologies, Inc.
7701 College Boulevard
Overland Park, KS 66210
Attention: Chief Legal Officer

Client
City of Downey, California

By: _____

Name: Hector Sosa

Title: Mayor

Date: December 9, 2025

Address for Notices:
City of Downey
11111 Brookshire Avenue
Downey, CA 90241
Attention: City Manager

With a copy to City Attorney at the same address

Attest:

M. Alicia Duarte, CMC
City Clerk

Approved as To Form

Signed by:
John M. Funk
3F13120E488524B...
John M. Funk
City Attorney

tyler

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Migration Terms Addendum

1. **Scope**. The terms in this Migration Terms Addendum ("Addendum") apply to the agreement to which it is attached ("Agreement"), and under which we will provide certain Tyler software solutions listed in the Agreement's Investment Summary (hereafter, the "Replacement Modules") to replace some or all of Tyler solutions previously provided to you (hereafter, the "Migration Modules"). Accordingly, any conflict between the terms in this Addendum and the Agreement will be resolved in favor of the term(s) in this Addendum. The Migration Modules are listed in the Comments Section of the Investment Summary, and any capitalized terms not otherwise defined herein will have the meaning assigned to those terms in the Agreement.
2. **Support & SaaS Services for Migration Modules**. Your payment of annual SaaS Fees for the Replacement Modules includes annual maintenance and support services in the scope described by the Agreement, and, *to the extent currently being provided*, annual SaaS Services, for the Migration Modules for the time period covered by your payment of annual SaaS Fees.
3. **License/Use Rights for Migration Modules**. Unless expressly stated otherwise in the Agreement, your license to use a Migration Module terminates when the applicable Replacement Module is used in live production.
4. **Credit for Prepaid Fees for Migration Modules**. In the event you prepaid annual maintenance or SaaS fees for Migration Modules for any time during your annual SaaS Term for your Replacement Modules, Tyler will credit that prepayment to your account. This credit may be applied towards any future purchases from Tyler under the Agreement.

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Exhibit A
Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By:	Jason Cloutier
Quote Expiration:	01/01/26
Quote Name:	City of Downey-ERP-EERP (RFP)
Quote Description:	ERP Updated 11.20.2025
Saas Term	5.00

Sales Quotation For:
DOWNEY, CA CITY OF
ATTN: ACCOUNTS PAYABLE
DOWNEY CA 90241-0000

Shipping Address:
City of Downey
PO Box 7016
Downey CA 90241-7016

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	260	$ 47,773.00
Accounts Payable	1	72	$ 14,201.00
Budgeting	1	96	$ 14,201.00
Capital Assets	1	96	$ 13,704.00
Cash Management	1	56	$ 13,446.00
Contract Management	1	40	$ 6,147.00
eProcurement (Vendor Access and Punch-Out)	1	52	$ 9,490.00
Inventory	1	96	$ 11,896.00
Inventory Mobile	1	20	$ 4,232.00
Project & Grant Accounting	1	72	$ 9,958.00
Purchasing	1	224	$ 23,783.00
Human Resources Management			
Human Resources & Talent Management	1	160	$ 7,605.00
Payroll with Employee Access	1	320	$ 11,114.00
Time & Attendance w Mobile Access - Up to 500 Employees	1	192	$ 19,668.00
Revenue Management			
Accounts Receivable	1	168	$ 11,900.00

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Cashiering	1	96	$ 17,852.00
General Billing	1	96	$ 6,569.00
Resident Access	1	128	$ 12,410.00
Utility Billing CIS	1	424	$ 19,441.00
Utility Billing Meter Interface	1	52	$ 6,542.00
Content Management			
Content Manager Core includes Onboarding	1	84	$ 25,709.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	168	$ 28,138.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	$ 11,487.00
Integrations			
Cashiering API	1	52	$ 5,755.00
SnapLogic - Up to 5 Integrations	1	0	$ 2,920.00
Subscription Fees			
Fraud, Risk & Compliance	1	0	$ 15,000.00

Sub-Total:			$ 370,941.00
Less Discount:			$ 66,567.00
TOTAL		**3024**	**$ 304,374.00**

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Amazon Web Services Configuration Fee	1	$ 29,811.00	$ 29,811.00	$ 0.00	$ 0.00
Cashiering Interface: Business Licenses	1	$ 4,360.00	$ 0.00	$ 4,360.00	$ 872.00
Cashiering Interface: Permits & Code Enforcement	1	$ 8,400.00	$ 0.00	$ 8,400.00	$ 1,680.00
Executive Insights Implementation	1	$ 10,500.00	$ 10,500.00	$ 0.00	$ 0.00
Phase 1: Financials 25% Dedicated Project Manager	16	$ 8,800.00	$ 0.00	$ 140,800.00	$ 0.00
Phase 2: Utility Billing 25% Dedicated Project Manager	13	$ 8,800.00	$ 0.00	$ 114,400.00	$ 0.00
Phase 3: HCM & Payroll 25% Dedicated Project Manager	13	$ 8,800.00	$ 0.00	$ 114,400.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 56,100.00	$ 0.00
Onsite Implementation	788	$ 225.00	$ 0.00	$ 177,300.00	$ 0.00
Remote Implementation	2236	$ 225.00	$ 0.00	$ 503,100.00	$ 0.00

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TOTAL	**$ 1,118,860.00**	**$ 2,552.00**

Payments

	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Client Card Cost - Interchange Plus									
Enterprise ERP Payments									
Utility Billing				0.45%	$ 0.45		X	X	
Payments Enterprise Portal									
Payment Enterprise Portal (Permits - 3rd Party)				0.45%	$ 0.45		X		
Payment Enterprise Portal (Business Licenses - 3rd Party)				0.45%	$ 0.45		X		
Payments - Other Fees									
Client eCheck Cost	$ 1.00								
Credit Card Chargebacks	$ 15.00								
eCheck Rejects	$ 5.00								

Client Card Cost - Interchange Plus	Per card transaction with Visa, MasterCard, Discover, and American Express for all transactions on top of industry-driven rates for bank fees, card brand fees, interchange fees, dues, assessments, and other processing fees.
Client eCheck Cost	Per electronic check transaction.
eCheck Rejects	When an eCheck transaction comes back as declined (e.g bounced check)
Credit Card Chargebacks	If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)
Payments	Your use of Payments and any related items included on this order is subject to the terms found at: https://www.tylertech.com/terms/payment-card-processing-agreement. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Barcode Printer Kit	1	$ 1,445.00	$ 0.00	$ 1,445.00	$ 0.00	$ 0.00	$ 0.00

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Cash Drawer	1	$ 275.00	$ 0.00	$ 275.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner - Model 1960GSR	1	$ 475.00	$ 0.00	$ 475.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner Stand	1	$ 65.00	$ 0.00	$ 65.00	$ 0.00	$ 0.00	$ 0.00
Payments EMV Terminal Purchase	1	$ 529.00	$ 0.00	$ 529.00	$ 0.00	$ 0.00	$ 0.00
Payments PCI Service Fee (Per Device)	1	$ 0.00	$ 0.00	$ 0.00	$ 180.00	$ 0.00	$ 180.00
Printer (TM-S9000II)	1	$ 1,660.00	$ 0.00	$ 1,660.00	$ 0.00	$ 0.00	$ 0.00
TOTAL				**$ 4,449.00**			**$ 180.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 304,374.00
Total Tyler Services	$ 1,118,860.00	$ 2,552.00
Total Third-Party Hardware, Software, Services	$ 4,449.00	$ 180.00
Summary Total	**$ 1,123,309.00**	**$ 307,106.00**
Contract Total	**$ 2,647,911.00**	
Estimated Travel Expenses excl in Contract Total	**$ 50,210.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				
Accounting	1	$ 7,000.00	$ 3,500.00	$ 3,500.00
Accounts Payable	1	$ 13,000.00	$ 6,500.00	$ 6,500.00
Contracts	1	$ 6,000.00	$ 3,000.00	$ 3,000.00
Inventory	1	$ 6,200.00	$ 3,100.00	$ 3,100.00

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Project Accounting	1	$ 7,000.00	$ 3,500.00	$ 3,500.00
Purchase Orders	1	$ 8,000.00	$ 4,000.00	$ 4,000.00
Human Resources Management				
Human Resources Management	2	$ 7,150.00	$ 7,150.00	$ 7,150.00
Revenue Management				
General Billing	1	$ 11,200.00	$ 5,600.00	$ 5,600.00
Utility Billing	1	$ 39,500.00	$ 19,750.00	$ 19,750.00
TOTAL				**$ 56,100.00**

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Assets Mobile	1	20	$ 3,261.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 500 Employees	1	104	$ 19,017.00
Employee Expense Reimbursement	1	96	$ 5,423.00
Additional			
DocuSign Signature Service - Annual Fee	1	20	$ 7,665.00
TOTAL:		**240**	**$ 35,366.00**

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Onsite Implementation	68	$ 225.00	$ 0.00	$ 15,300.00	$ 0.00
Remote Implementation	172	$ 225.00	$ 0.00	$ 38,700.00	$ 0.00
TOTAL				**$ 54,000.00**	**$ 0.00**

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Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	$ 47,773.00	$ 11,943.00	$ 35,830.00
Accounts Payable	$ 14,201.00	$ 3,550.00	$ 10,651.00
Budgeting	$ 14,201.00	$ 3,550.00	$ 10,651.00
Capital Assets	$ 13,704.00	$ 3,426.00	$ 10,278.00
Cash Management	$ 13,446.00	$ 0.00	$ 13,446.00
Contract Management	$ 6,147.00	$ 615.00	$ 5,532.00
eProcurement (Vendor Access and Punch-Out)	$ 9,490.00	$ 2,373.00	$ 7,117.00
Inventory	$ 11,896.00	$ 2,974.00	$ 8,922.00
Inventory Mobile	$ 4,232.00	$ 1,058.00	$ 3,174.00
Project & Grant Accounting	$ 9,958.00	$ 2,490.00	$ 7,468.00
Purchasing	$ 23,783.00	$ 5,946.00	$ 17,837.00
Human Resources Management			
Human Resources & Talent Management	$ 7,605.00	$ 1,901.00	$ 5,704.00
Payroll with Employee Access	$ 11,114.00	$ 2,779.00	$ 8,335.00
Time & Attendance w Mobile Access - Up to 500 Employees	$ 19,668.00	$ 1,967.00	$ 17,701.00
Revenue Management			
Accounts Receivable	$ 11,900.00	$ 2,975.00	$ 8,925.00
Cashiering	$ 17,852.00	$ 1,785.00	$ 16,067.00
General Billing	$ 6,569.00	$ 1,642.00	$ 4,927.00
Resident Access	$ 12,410.00	$ 1,241.00	$ 11,169.00
Utility Billing CIS	$ 19,441.00	$ 4,860.00	$ 14,581.00
Utility Billing Meter Interface	$ 6,542.00	$ 1,636.00	$ 4,906.00
Content Management			
Content Manager Core includes Onboarding	$ 25,709.00	$ 0.00	$ 25,709.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	$ 28,138.00	$ 2,815.00	$ 25,323.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	$ 11,487.00	$ 2,872.00	$ 8,615.00
Integrations			
Cashiering API	$ 5,755.00	$ 1,439.00	$ 4,316.00

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SnapLogic - Up to 5 Integrations	$ 2,920.00	$ 730.00	$ 2,190.00
Subscription Fees			
Fraud, Risk & Compliance	$ 15,000.00	$ 0.00	$ 15,000.00
TOTAL	**$ 370,941.00**	**$ 66,567.00**	**$ 304,374.00**

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 60% Client and 40% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference https://www.tylertech.com/services/tyler-detect for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

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Tyler Cybersecurity services are governed by the terms found here: Cybersecurity Services Terms of Service (tylertech.com). Your signature on this order or your receipt or use of Tyler Cybersecurity services indicates that you have read, understand, and agree to be bound by such terms. Additionally, your signature on this order indicates that you are authorized to bind the entity listed on this order to such terms.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of $5,000 per TB.

Amazon Web Services (AWS) has provided a credit in the amount of $29,811 in sponsorship of your project.

DocuSign Signature Service refers to the interface between Tyler software and DocuSigns services. It does not include or take the place of DocuSigns proprietary products. Clients are required to provide certain DocuSign account information for implementation and to maintain its DocuSign account in order to use the interface. Clients who do not have a current DocuSign account can email dsreferral@docusign.com for more information or to begin the process of obtaining an account.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Contracts conversion includes: Standard

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

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Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years, Certifications, Education

Inventory conversion includes: Standard - Master

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

The SaaS Setup Fee for your project has been discounted by 100% by credits sponsored and provided by Amazon Web Services (AWS).

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Utility Billing conversion includes: Standard - UB Account, CID's, Services/Meter Inventory, Assessments, Consumption History - up to 5 years, Balance Forward AR, Service Orders, Backflow, Budget Billing, Flat Inventory/Containers

Fees for year one of hardware maintenance will be invoiced as of the first day of the calendar month following the date the hardware is delivered and may be prorated to end coterminous with the Annual Support Maintenance term. Subsequent annual hardware maintenance fees shall be invoiced together with the Annual Support Maintenance term in accordance with the terms of the Agreement.

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

For the avoidance of doubt, Fraud, Risk & Compliance is a subscription service, not SaaS. Notwithstanding the foregoing language, payment of annual subscription fees for Fraud, Risk & Compliance commence on the availability of the service. Fraud, Risk & Compliance services will renew automatically for additional one (1) year terms, and subsequent subscription fees are due annually in advance on the anniversary of the availability date at our then-current rates. Pricing is based on client's current network size as defined by their entity size. Any material increases of network size may result in additional fees being assessed for the Fraud, Risk & Compliance service upon renewal.

Project Accounting conversion includes: Standard, Actuals - up to 5 years, Budgets - up to 5 years

Eden modules replaced by Enterprise ERP:

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Accounts Receivable
GL/AP
Requisitions
Menu
Fixed Assets
Utility Billing
Purchasing
Data Dictionaries
Handhelds
Site License
Cash Register Interface
Position Budgeting
Payroll
Inventory
Parcel Manager
BMI CollectIT Interface
Human Resources
Tyler Output Processing

false

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Exhibit B
Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. Tyler Annual Services.
   1.1. *SaaS Services*. SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, SaaS Fees for this Agreement shall be as set forth in Section E(1) of this Agreement.
   1.2. *Other Annual Services*. Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. Tyler Services.
   2.1. *Professional Services Generally*: Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
   2.2. *Consulting Services*: Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
   2.3. *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
   2.4. *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
   2.5. *Other Fixed Price Services*: Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

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3. Hardware & Third-Party Products.
   3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.
   3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
   3.4. *Third Party Software*. License Fees for Third Party Software, if any, are invoiced when the applicable Third Party Software is made available to you for download.
   3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
   3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.

5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.

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Exhibit C
SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: (Service Availability – Downtime) ÷ Service Availability.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

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with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	**Client Relief**
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.

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Exhibit D
Third-Party Terms

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: https://eclipsecorp.us/eula/. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: https://www.thinprint.com/en/legal-notes/eula/. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

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Exhibit E
Statement of Work

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Downey, CA

SOW from Tyler Technologies, Inc.

11/20/2025

Presented to:
City of Downey
PO Box 7016
Downey, CA 90241

Contact:
Rich Boven
Email: richard.boven@tylertech.com
1 Tyler Drive, Yarmouth, Maine 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies ("Tyler") is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler's end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work ("SOW") documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City (collectively the "Project").

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals

1.3 Methodology

This is accomplished by the City and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler's six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

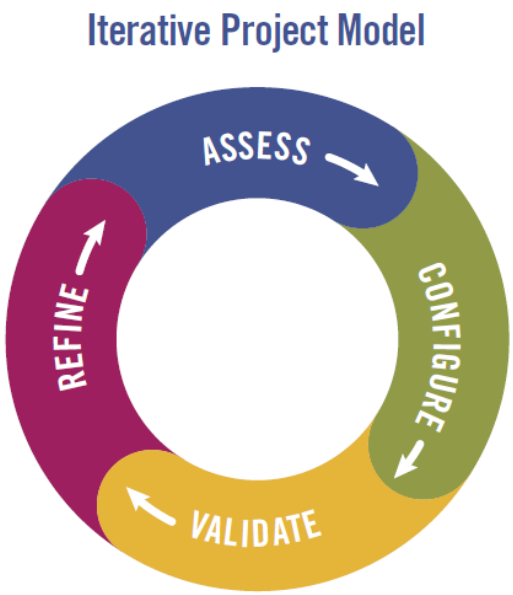
Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City's complexity and organizational needs.

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The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

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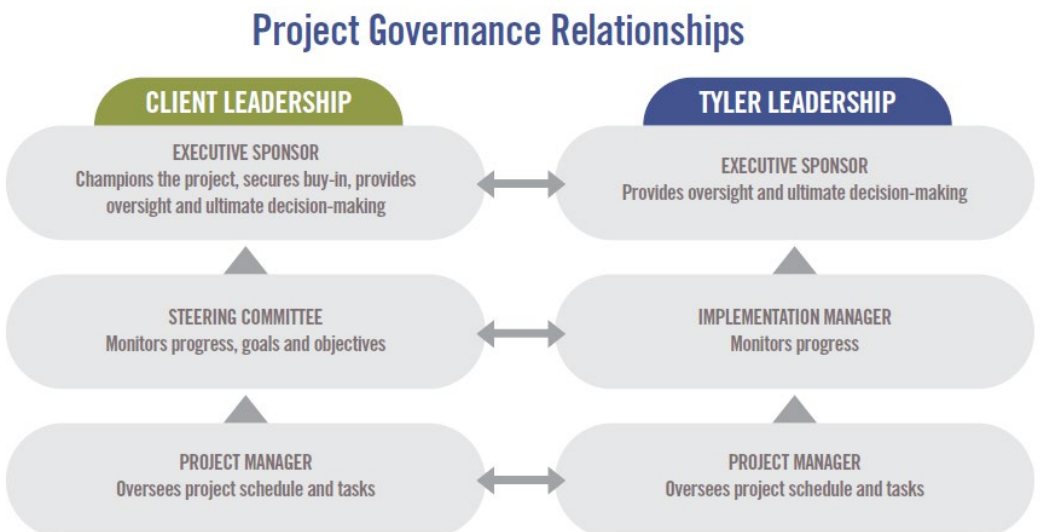
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.



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3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the "triple constraints" or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City; for example, the City may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:

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- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the City). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.



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4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City feedback and approval on Project deliverables will be critical to the success of the Project. The City project manager will strive to gain deliverable and decision approvals from all authorized City representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

Deliverable Review and Acceptance Procedure

The following process will be used for accepting Deliverables and Control Points:

- The City shall have ten (10) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point and either;
  - Provide written acceptance or
  - Provide written notice of rejection with specific deficiencies identified.
- Failure to respond within agreed timeframe shall not be deemed acceptance unless Tyler provides a written follow-up notice requesting acceptance and the City fails to respond within five (5) additional business days. If the City does not agree the Deliverable or Control Point meets requirements, Tyler shall address the documented deficiencies and redeliver the item, accompanied by a summary of changes made. Upon redelivery, the City shall have five (5) business days to:
  - Accept the revised Deliverable in writing, or
  - Provide additional written notice of rejection with specific deficiencies identified.
- If two (2) consecutive redeliveries of a Deliverable are rejected, either party may escalate the issue to senior project leadership. The parties agree to engage in good faith discussions to resolve the issue within ten (10) business days. If unresolved, the matter may be submitted to the dispute resolution process.

Dispute Resolution

In the event of any dispute, claim, or disagreement arising out of or relating to Deliverable Review and Acceptance, the parties agree to follow the process outlined below:

- Project Leadership Review - If disagreement persists, the issue shall be escalated to the City's Project Manager and Tyler's Project Manager. These individuals shall confer in good faith and attempt to resolve the dispute within five (5) additional business days.
- Executive Sponsor Escalation - If resolution is not reached, the issue shall be escalated to a designated executive sponsor from each party. These representatives shall meet (virtually or in person) within five (5) business days to make a final good faith attempt at informal resolution.
- Preservation of Rights - If the parties cannot reach agreement through the above steps, the matter may be escalated through the general dispute resolution process outlined elsewhere in the

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Agreement, if applicable. Neither party shall be deemed to have waived any rights or remedies, and the City shall not be required to accept the Deliverable until the dispute is resolved.

- Continued Work - During the resolution process, Tyler and City shall continue all other work not directly affected by the disputed Deliverable unless otherwise agreed to in writing.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City, but are roles defined within the Project. It is common for individual resources on both the Tyler and City project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City, the Tyler Project Manager provides regular updates to the City Steering Committee and other

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Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the City project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City any items that may impact the outcomes of the Project. Each risk/issue will be reviewed in every weekly project meeting until the risk/issue is resolved.
- Collaborates with the City's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City's project manager(s) to set a weekly one (1) hour project meeting (virtual) with routine communication plan that will aide all Project team members, of both the City and Tyler, in understanding the goals, objectives, status, and health of the Project. Upon City request, the Project Manager will include other key Tyler Resources to a project meeting.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance responds to the City's performance concerns and adjusts as necessary.
- Consulted on 3rd party providers to align activities with ongoing Project tasks.
- Conducts training on proper use of toolsets.
- Supports completion of required assignments using toolsets.

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5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City through software validation process following configuration.
- Identifies risks or issues that arise during the completion of their responsibilities and communicates these to the Tyler and City project manager, including options for mitigating.
- Assists during Go-Live process and provides support until the City transitions to Client Services.
- Facilitates training sessions and discussions with the City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Provides and Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.

5.1.7 Tyler Data Experts

- Validates that customer data files are in proper format.
- Develops customized conversion programs, as necessary, to convert Legacy System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists the City with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs in a timely manner as assigned by the project manager and agreed to by the Tyler Data Experts as the City completes the data review.
- Provides conversion consulting and mapping assistance.

5.1.8 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to the City, as the City builds interfaces.

5.2 City Roles & Responsibilities

City resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

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5.2.1 City Executive Sponsor

The City executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

The City steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City project manager and Project through participation in regular internal meetings. The City steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project is staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
    - Cost
    - Scope
    - Schedule
    - Project Goals
    - City Policies
    - Needs of other client projects

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The City project manager(s) are responsible for reporting to the City steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.

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- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Attends weekly project meeting.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

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5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
    - Task completion
    - Stakeholder Meeting
    - Project Management Plan development
    - Schedule development
    - Maintenance and monitoring of risk register
    - Escalation of issues
    - Communication with Tyler project team
    - Coordination of City resources
    - Attendance at scheduled sessions
    - Change management activities
    - Modification specification, demonstrations, testing and approval assistance
    - Data analysis assistance
    - Decentralized end user training
    - Process testing
    - Solution Validation

5.2.5 City Power Users / Subject Matter Experts (SME)

- Participate in project activities as required by the functional leads, project team and project manager(s).
- Provide subject matter expertise on the City business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City staff during and after implementation.
- Participate in conversion review and validation.

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5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City Technical Lead

- Coordinates software updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

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Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the City.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as "This work package is not applicable" in Section 6 of the Statement of Work.

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6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. The City gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the City to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City project team.

STAGE 1	Initial Coordination																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

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Inputs	Contract documents
	Statement of Work

Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the City to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the City's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the City Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the City with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning															
	Tyler								City							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				

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Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	City provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. The City is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the City's infrastructure meets Tyler's application requirements.
- Ensure the City's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						

Inputs	Initial Infrastructure Requirements

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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:

- None

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6.1.5 This work package is not applicable.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City
- Stakeholder meeting complete

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software. The City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	City

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RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality. The Tyler Implementation Consultant will work closely with the City to analyze its specific needs and desired outcomes, presenting alternative configuration and setup options that align with those goals. Recognizing that the City may not be aware of all possible approaches, the consultant will leverage their expertise to ensure the City is fully informed of the choices available to achieve an optimal system design.

The City will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	City

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RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- City attendees possess sufficient knowledge and authority to make future state decisions.
- The City is responsible for any documentation of current state business processes.
- The City can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Data Assessment

Given the completion of the Current & Future State Analysis, the Data Assessment will provide the implementation team the design for data delivery prior to configuration. The data Assessment will also allow the Tyler and the City teams to identify the data that will be configured within the Tyler System. The team will develop and map out dataset structures to ensure that data is structured in a way that allows maximum utility.

The teams will review any existing data publish and metadata standards for the City's current data program to determine any necessary adjustments or configuration needs. Finally, the implementation team develops data workflows to map data from the source system(s) into the Tyler system, discussing any additional data requirements as needed.

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Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			A		R						I						C
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated (if applicable}	City Acceptance of Data Conversion Plan, if Applicable
		City acceptance of Solution Design Document

Work package assumptions:

- If the source data is a Tyler system Tyler's Conversion Engineers extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the client will provide Tyler with the data in a mutually agreed upon format.
- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

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6.2.5 Data Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment															
	Tyler								City							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			A		R						I						C
Review and Scrub Source Data			I	I	I						A	R		C			I
Complete Data Analysis / Mapping		A	R	C	C						I	C		C			
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City Acceptance of Data Conversion Plan, if Applicable
		City acceptance of Solution Design Document

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Work package assumptions:

- If the source data is a Tyler system Tyler's Conversion Engineers extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the client will provide Tyler with the data in a mutually agreed upon format.
- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.6 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.

Assess & Define Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*	
	Tyler	City

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RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on City Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City Power User how to configure and maintain software.

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- Prepare standard interfaces for process validation (if applicable).

STAGE 3	Configuration															
	Tyler								City							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The City is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City users on how to execute processes in the system to prepare them for the validation of the software. The City collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the City understands future state processes and how to execute the processes in the software.

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- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed City-specific process documentation (completed by City)	

Work package assumptions:

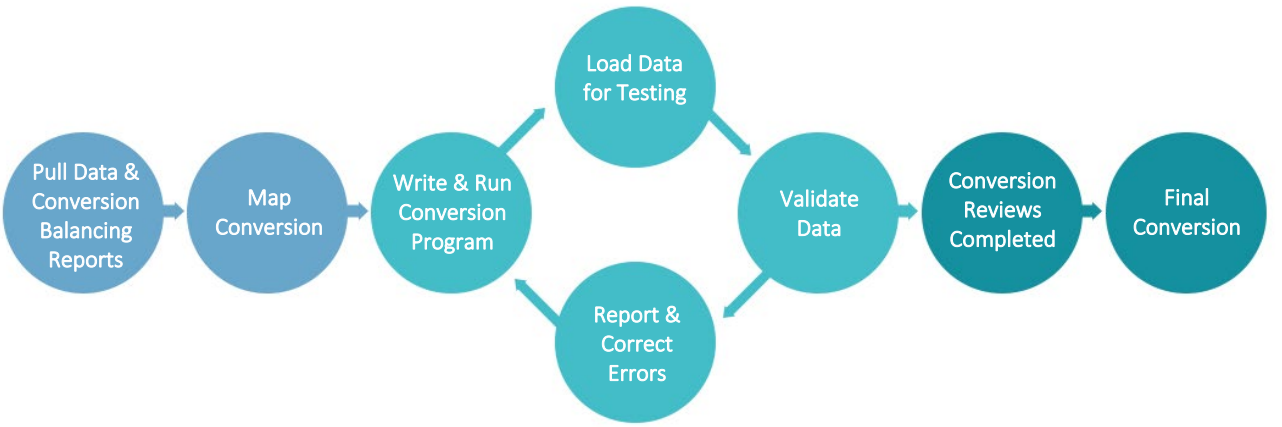
- None

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6.3.4 Conversion Delivery

The purpose of this task is to transition the City's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion															
	Tyler								City							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			

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Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The City will provide a single file layout per source system (Eden database) as identified in the investment summary.
- The City subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

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6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organization's readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City updates report with testing results

Work package assumptions:

- Designated testing environment has been established.

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- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the City has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the City will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the City

Work package assumptions:

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- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one recorded occurrence of each scheduled training or implementation topic. Recordings will be made available on Kiteworks within 5 days of completion of the session. Recordings will be copied to a City controlled site for permanent retention. City users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City specific business process documentation. City-led training labs using City specific business process documentation if created by the City can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City signoff that training was delivered

Work package assumptions:

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- The City project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of City departments.
- The City will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City and Tyler will complete work assigned to prepare for Go-Live.

The City provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City during Go-Live activities. The City transitions to Tyler software for day-to day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.

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- City data available in Production environment.

STAGE 5	Go-Live																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City confirms data is available in production environment

Work package assumptions:

- The City will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City business processes required for Go-Live are fully documented and tested.
- The City Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City Project Team and Power User's provide business process context to the end users during Go-Live.

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6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City onto the Tyler Client Services team, who provides the City with assistance following Go-Live, officially transitioning the City to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

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- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

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6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City teams that activities within this phase are complete.

STAGE 6	Phase Close Out															
	Tyler								City							
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final action plan (for outstanding items)	
	Reconciliation Report	
	Post Phase Review	

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables

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	Post Project Report	City acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.
- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the City will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The City Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available. The Tyler Implementation Consultant will work closely with the City to analyze its specific needs and desired outcomes, presenting alternative configuration and setup options that align with those goals. Recognizing that the City may not be aware of all possible approaches, the consultant will leverage their expertise to ensure the City is fully informed of the choices available to achieve an optimal

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system design. If multiple options are presented by Tyler, the City is responsible for making decisions based on the options available.

- Implementation of new software may require changes to existing processes, both business and technical, requiring the City to make process changes.
- The City is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City is responsible for managing Organizational Change. Impacted City resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City resources will participate in scheduled activities as assigned in the Project Schedule.
- The City team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The City will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The City makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the City representatives to identify business rules before writing the conversion. The City must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).

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- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The City will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)

7.5 Facilities

- The City will provide dedicated space for Tyler staff to work with City resources for both on-site and remote sessions. If Phases overlap, City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City will provide staff with a location to practice what they have learned without distraction.

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8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]

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Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.

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Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.

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Part 4: Appendices

9. Conversion

9.1 Enterprise ERP Conversion Summary

9.1.1 Accounting

9.1.1.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.1.1.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.1.2 Accounts Payable

9.1.2.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.1.2.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.1.2.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.1.3 Contracts

- Contract header detail with many fields available to convert including fiscal year and period, vendor number, department code, description, enforcement method code, dates for award, approval, entry and expiration, retention information, user-defined type and review codes, status code, user id for entry and approver. Additional fields are also available. A balance forward contract amount is converted, if original amount is required there will be an additional charge and contracts, po's and invoices must be converted together.

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9.1.4 Inventory

- General master data includes item, description, commodity code, purchase vendor and date, date received, GL information, hazard code, etc. Location master includes item, location, bin, various quantities (on-hand, last, committed, standard purchase, re-order), lead time; count, count date, and variance; GL information; plus many accumulator buckets (MTD/YTD/SOY/SOM/LY received /issued /adjusted /cost /value), etc. FIFO data includes item, location, date, qty-received, unit cost, and quantity on hand.

9.1.5 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.

9.1.6 General Billing

9.1.6.1 Customer Master Files

- Customer information

9.1.6.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.1.6.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP

9.1.7 Project Accounting

9.1.7.1 Project Accounting Master Tables

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

9.1.7.2 Project Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.
- Up to 5 years

9.1.7.3 Project Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 5 years

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9.1.8 Utility Billing

9.1.8.1 Account Information

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information

9.1.8.2 Services

- Current service codes, service status, type, factor, condo units, bill cycle codes, current deposits held on account including unpaid deposit amounts, winter usage, current meter(s) associated with service, meter readings(current and previous), meter usage (current and previous) and sales tax information.

9.1.8.3 Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

9.1.8.4 Consumption History

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes
- Up to 5 years

9.1.8.5 Balance Forward AR

- Account balance forward information converted as total amount due. If the client's business practices require current due and past due bills this can be broken into three balance forward bills(current balance due and up to two past due balance bills).These can be converted to one balance forward charge code or separate balance forward charge codes, and converted to the account/customer, if the client's legacy data contains this information.
- If late penalties will be applied in Enterprise ERP after the conversion, balance forward amounts must be converted by charge code

9.1.8.6 Work Orders

- Work Orders data associated with accounts, including meter repairs, checks for leaky meter, reread a meter due to high reading

9.1.8.7 Backflow

- Account information, backflow device information, backflow type, and backflow violations

9.1.8.8 Budget Billing

- Converts information for budget average billing by account, customer and service. Legacy data must include: calculated budget amount by service; number of periods remaining until plan renews; budget plan balance/credit amount, broken out by service/customer; additional amortized amount by service.

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9.1.8.9 Flat Inventory/Containers

- Inventory for non-metered items tied to recurring service billing – flat rate is tied to inventory item(s)/item type(s) (vs consumption/usage). Trash/recycling containers, dumpsters, roll off containers, light poles, cable/internet equipment.

9.1.9 Human Resources Management

9.1.9.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.1.9.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 10 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.1.9.3 Check History

- Up to 10 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.1.9.4 Earning/Deduction Hist.

- Up to 10 years, additional years must be quoted. Earning and deduction history broken down my individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.1.9.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes, positions, and dates these events occurred.
- Since 2018

9.1.9.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.1.9.7 Education

- Codes, for institution, type of degree, and area(s) of study

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10. Additional Appendices

10.1 Enterprise ERP Standard 3rd Party Data Exchange & Application Programming Interfaces

10.1.1 Planning

An Integration is a real-time or automated exchange of data between two systems. Standard Data Exchange tools are available to fulfill Integrations with external systems by allowing clients to get data in and out of the Tyler system. Data exchange tools can take the form of Imports and Exports, and Application Programming Interfaces (APIs)*. APIs may require additional licensing and may have some restrictions on use. Please refer to your licensing agreement for further information.

Imports and Exports

The City and Tyler project manager(s) will work together to define/confirm which Imports and Exports are needed (if not outlined in the Agreement). Tyler will provide an Excel or ASCII file layouts for each Standard Data Exchange.

APIs*

Additional API licensing and data sharing agreements are required for integration with third-party applications. If APIs have been purchased, Tyler may provide integration assistance to understand API services and provide necessary support to complete the integration of Tyler software to the City internal applications. Tyler will not provide any hands-on development unless expressly specified in the Agreement. It is Tyler's responsibility to ensure the API services operate correctly. It is the Client's responsibility to fulfill integrations using Tyler's API services and ensure operation of the third-party API services.

STAGE 2	Current & Future State Analysis - Data Exchange																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Review Standard or contracted Data Exchanges			A	R	I		I				C	C		I			C
Define or confirm needed Data Exchanges			I	C	C		C				A	C		C			R

The following integrations were included in the RFP:

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Solution Vendor / Solution Name	Functional Description	Interfaced Data Required
Accela / Accela	City planning and permitting platform, including developer deposits, billing for fire inspections, business license data	Plan check, permit, entitlement, and administrative application intake and information, property and customer data, fee costs, invoicing, and payment history
NeoGov / NeoGove Insight, NeoGov OnBoard	Candidate retruitment, applicant tracking and new hire onboarding	Onboarding information related to new hires.
Paymentus / Paymentus	Credit card payment processing	Payment transaction and history related to plan checks, permits, administrative approvals, and entitlements issued/approved, customer data
UKG / Telestaff / Workforce Ready	Time Entry and leave reporting	Employee identification, employee time entry data (history), employee schedules.
HDL / HDL	Business licenses and related taxes	Business license customer information, and payment fees/history
Vector / Vector Solutions	On-line Learning system. LMS	Employee Data such as past trainings, enrollments, classes due, sign ups

10.1.2 Validation

Tyler provides training on Data Exchange(s) (for both Import and Export, and APIs*) and the City tests each Data Exchange.

STAGE 3	Process Refinement – Data Exchange Validation

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	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Train standard or contracted Data Exchange(s) processing in Tyler software			A	R	I		I				C	I		I			C
Coordinate 3rd Party Data Exchange activities			I	I	I		I				A	C		C			R
Test all Standard 3rd party Data Exchange(s)			I	I	I		I				A	C		R			C

* API services, available thru Enterprise ERP OpenAPI Toolkits and Connectors, are not part of the core Enterprise ERP applications and are only applicable if included in the license agreement.

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10.2 This work package is not applicable.

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11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target duration for each phase of the project. The timeline needs to account for resource availability, business goals, size and complexity of the project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation. Durations may be revised when the Agreement is signed and further refined during the project.

Eden to Enterprise ERP project start dates are dependent on wave availability. Waves are a common implementation start month for a group of Eden clients. Each wave has a designated number of slots available for clients to sign up – once those slots are full you must choose an alternate wave with availability. A signed agreement is required to reserve your spot in a specific wave.

Phase	Functional Area(s)	Modules	Duration
1	Financials	• Accounting • Accounts Payable • Assets Mobile • Budgeting • Capital Assets • Cash Management • Contract Management • eProcurement • Inventory • Inventory Mobile • Project & Grant Accounting • Purchasing • Accounts Receivable • General Billing • Cashiering	15 Months or as defined in the Project Plan and mutually agreed upon
	System Wide	• Enterprise Analytics & Reporting w Executive Insights • Enterprise Forms • Content Manager Core	Included in Phase 1
2	Utility Billing	• Utility Billing CIS • Utility Billing Meter Interface • Resident Access	12 Months or as defined in the Project Plan and mutually agreed upon
3	Human Resources Management	• Payroll with Employee Access	12 Months

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		• Human Resources & Talent Management • Time & Attendance with Mobile Access • Recruiting	or as defined in the Project Plan and mutually agreed upon

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Exhibit F
Client's Original RFP

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THE CITY OF DOWNEY, CALIFORNIA
REQUEST FOR PROPOSALS
ERP and UB PROCUREMENT,
INCLUDING IMPLEMENTATION SERVICES

Issued: April 7, 2025

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

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THE CITY OF DOWNEY, CALIFORNIA
REQUEST FOR PROPOSALS
ERP PROCUREMENT, INCLUDING IMPLEMENTATION SERVICES

1. INTRODUCTION

The City of Downey was founded in 1893 and incorporated in 1956. Located midway between Disneyland and Downtown Los Angeles, and equidistant from the ocean and the local mountains, Downey is freeway convenient, vibrant middle-class community with a strong economy, burgeoning arts scene and thriving retail districts. Roughly 12.5 square miles large, the City is mostly built-out and home to approximately 113,000 residents, with a daytime population of more than 150,000. Local businesses include the largest Coca-Cola bottling facility in the West, headquarters for multiple County offices, multiple manufacturing facilities, three hospitals, a space museum, Blue-Ribbon school district and three regional shopping districts.

Downey is a charter city with a council-manager form of government and a mayorship which rotates on an annual basis. The five council members are elected by district for a maximum of two four-year terms. The City of Downey (hereinafter "City") is a full-service city located in the Southeast (Gateway Cities) Region of Los Angeles County. The City is organized into 11 departments and has 467 full-time employees and approximately 320 active part-time employees. The City's Adopted Fiscal Year 2024-2025 General Fund Operating Budget is $124.2 million and the City's Overall Operating Budget is $284 million.

2. PROJECT DESCRIPTION

With this RFP, the City seeks to replace its existing Tyler Eden system with a proven, state-of-the-art, on-premise or cloud-based ERP solution. The proposed ERP system should provide the following integrated functionality (meaning that the individual components of the system utilize a shared repository of information and processes to ensure that all users have access to the same information, that redundant data entry is not required and that each of the components has a similar "look and feel"):

- **Financial Management** including but not limited to: General Ledger / Accounting, Budget, Accounts Purchasing / Procurement, Vendor Management, Contracts Management, Accounts Payable including Vendor Self Service, Accounts Receivable / General Billing, Cashiering / Cash Management, Capital Accounting, Project and Grant Accounting, Fixed Assets Management, Bank Management / Reconciliation
    - Including standard workflow, inquiries and reporting across the platform
- **Payroll Processing** including Pay Administration / Salary Management, Payroll Execution, Year-End Processing (W2s, 1099s), Salary Projections, and comprehensive analysis capabilities
    - Including standard workflow, inquiries and reporting across the platform

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- **Human Resources (HR) Management** including but not limited to: Core HR, Position Control, Recruitment, Employee On-boarding, Employee Master File, Benefits Administration, Leave Administration, Learning Management and Certification, Performance Reviews, Personnel Actions, Employee Self Service, Time and Attendance, Employee Separation / Off-boarding
    - Including standard workflow, inquiries and reporting across the platform
- **Utility Billing (UB)** including but not limited to Customer Account and Location details, AMI and manual Meter Readings, Financial Management, Billing and Collection / Delinquency Management, Service Order Management, Cashiering
    - Including standard workflow, inquiries and reporting across the platform

The City also desires to obtain the services of outside firms or individuals to help the City; the selected organization will provide the full range of services including the following:

- Project Management
- Software Installation and Configuration
- Business Process Review and Redesign
- Implementation Consulting
- Data Conversion Services
- Acceptance Testing Support
- End User Training
- Documentation
- Report Writing
- Software Maintenance and Post-Implementation Support

Proposers should identify any additional services to be provided either during or following the proposed solution implementation.

The City's goals include gaining efficiencies and updating existing processes, improving the timeliness, accuracy, and consistency of information; and improving internal operations. The new ERP system should meet the following objectives, at minimum:

- Provide a single, comprehensive and integrated solution to manage the City's financial and human resource functions;
- Reduce or eliminate the need for redundant data entry;
- Reduce or eliminate the need for manual input when preparing the annual budget and financial statements;
- Provide an up-to-date, user friendly and intuitive user interface to promote system use and productivity;

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- Streamline business processes to take advantage of best practices through automation, integration, and workflows;
- Provide interface capabilities with third-party systems used for permitting, recreation, dog licenses, and others;
- Improve and provide necessary reports and access to data through inquiry or drill down capabilities; and
- Provide a vendor self-service portal and an employee self-service portal.

The City prefers Software-as-a-Service (SaaS) implementation models; however, vendors must clearly identify and discuss proposed mitigations for any challenges raised by a SaaS implementation with respect to the City's existing technology infrastructure and the required integrations which were identified and included with this RFP.

3. IMPLEMENTATION SERVICES

The City also desires to obtain the services of the solution provider or qualified partner-firm integrator to assist the City with the configuration and implementation of the proposed solution. The selected organization will provide the full range of related services including the following:

- Project Management, including but not limited to:
    - A comprehensive project management plan, with ongoing updates throughout the project duration
    - Meeting agendas and summary notes, including identification of configuration decisions
    - Risk and Issue identification and management
    - Project Status Reporting
- Software installation and configuration
- Business process review and redesign based on best practices identified through implementation engagements of the proposed solution with similar clients
- Implementation consulting and configuration leadership and support
- Integration leadership and support, including recommended approach identification, support during integration setup activities, testing, and implementation
- Data Conversion leadership and support, including recommended approach identification, support during data conversion activities, testing, and implementation
- Testing Support during all phases of testing, including provision of testing documentation and outcome tracking support
- End-User training, including standard training documentation which may be updated according to the City's specific solution configuration

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- Configuration and validation of required reports (previously noted)
- General solution documentation
- Software Maintenance
- Post-Implementation Support

Proposers should identify any additional services to be provided either during or following the proposed solution implementation.

The City's goals include gaining efficiencies and updating existing processes, improving the timeliness, accuracy, and consistency of information; and improving internal operations. The new ERP system should meet the following objectives, at minimum:

- Provide a single, comprehensive and integrated solution to manage the City's financial, payroll, and human resource functions;
- Reduce or eliminate the need for redundant data entry;
- Reduce or eliminate the need for manual input when preparing the annual budget and financial statements;
- Provide an up-to-date, user friendly and intuitive user interface to promote system use and productivity;
- Streamline business processes to take advantage of best practices through automation, integration, and workflows;
- Provide interface capabilities with third-party systems used for permitting, recreation, etc.;
- Improve and provide necessary reports and access to data through inquiry or drill down capabilities; and
- Provide self-service portals to support both internal and external stakeholders.

The City prefers a hosted / Software-as-a-Service (SaaS) implementation models; however, proposers must clearly identify any challenges raised by a SaaS implementation and discuss proposed mitigations with respect to the City's existing technology infrastructure and the stated required integrations.

4. SCOPE OF WORK

With the implementation of new ERP and UB solutions, the City is willing to modify existing business processes to accommodate best practices and will be looking to select a system that drives the implementation of those best practices. More specifically, the proposed solution should provide the following capabilities in terms of its user interface and other general system characteristics:

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- Enhanced operational effectiveness by making more timely, accurate and complete information available to citizens, vendors, City executives, and other City personnel (i.e., dashboard, portal)
- Increased access to information and services through online portals / modules
- Improved management and public policy decision making by increasing the ability to analyze data
- Allow for ongoing upgrades of technology to support current and future core functional needs
- Utilize and manage technology in a cost-effective manner
- Continual innovation to encourage implementation of best business practices (i.e. encourage streamlining and automation of standard business transactions, enhanced and on-line capabilities, etc.)
- Enhanced features and functionality to support increased automation and operational efficiencies (i.e. automated workflow, integrated document management, use of electronic approvals / signatures, etc.)
- Improved reporting and simplified staff access to financial, payroll, human resources, and utility billing data and information for self-serve access and activities
- Robust audit and transaction logging capabilities
- Regulatory compliance to protect personal identifying information and cardholder data, and to adhere to State and Federal mandated regulations
- An intuitive, consistent (within and across modules), well-designed and browser-based user interface
- Fully integrated system where data is only entered one-time (single points of data entry) to eliminate re-keying of information but available for viewing or update as appropriate across the functions of the proposed solution
- Ability to drill into a record view to the supporting source data and documents that have been added, and to drill across from a record into related data in other, integrated modules
- Processing of transactions in real-time, making data immediately available for inquiry and reporting
- Ability to easily export information directly to Excel, including the ability to retain data formats upon export
- A well-documented and accessible API (Application Programming Interface) or web API that can be used for integrations and data extraction
- City-defined fields, reports, hot keys, and business rules/workflows
- Ability to modify setup/configuration (i.e., setup codes, report parameters, etc.) without the assistance of the software provider

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- Robust security capabilities with the ability to integrate to MS Active Directory and with the ability to apply security access by role, individual or member of group and apply rules for exception based on functions, departmental data, etc.
- Ability to define workflow by record-type (i.e., journal entries, time submission/review/approval, personnel action forms, etc.) and department, applicable across all appropriate modules
- Ability to view and manage workloads, assignments, and related thresholds

Additionally, the solution selection will take into consideration the following criteria (vendor should respond to each as part of the proposal):

- Are the ***Implementation Risks*** clear?
- Can the needs of the City be met with proposed ***Commercial-off-the-Shelf*** solution?
- Does system provide ***Information Sharing, Transparency and Robust Reporting***?
- Does the vendor have a clear, stated approach to achieve ***User Buy-In***?

Proposers are also encouraged to offer alternatives to the traditional license purchase approach. If alternatives are offered, the Proposer should clearly identify what is being offered and the pricing to allow the City to fully evaluate the offering as compared to the traditional licensing approach.

In addition, the proposed ERP system must have the ability to effectively integrate with existing 3rd party software systems currently in use at the City; a list of these systems is provided in Table 5, Required Interfaces, in Section 6.3.2 of this RFP document.

The City's current ERP software is Tyler Technologies Eden software platform, which serves approximately 103 users in 13 Departments. This ERP system was originally purchased and implemented by the City in 1999. The product is entering the sunset phase (December 2027), and the City is now looking to explore new solution options. Eden modules currently in use are: general ledger, accounts payable, accounts receivable, budget preparation, fixed assets, human resources, inventory control, payroll, purchasing, and utility billing.

With the exception of Public Safety personnel, the City currently uses Kronos for time and attendance. Public safety employees use Telestaff. Kronos was scheduled to move to a cloud-based system starting in January 2025. It is not anticipated that the City will retain Kronos after implementation of the new system; however, the retention of Telestaff, especially for Fire Safety, is a reasonable assumption.

The City also utilizes Accela for construction permitting and Active Net for parks and recreation and space center class registration and payment, NeoGov for human resource recruitment, and Laserfiche document imaging system, which are not integrated with Eden.

The City has implemented Simpler Systems Reporting and ClearGov Budget Preparation programs. Both of these programs are anticipated to be retained for use with the new system. The use of these two programs should simplify change management challenges for non-Finance and Human Resource City employees.

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It is hoped that the new ERP system will improve the service to all stakeholders, increase employee productivity, and increase transparency and accessibility of data. It must be secure, reliable, and take advantage of the most current technology and network services. It must also support interfacing with current or future systems through well documented APIs and other standardized data exchange methods. Further, it must comply with all statutory requirements of local government agencies in California related to records management, records retention, and security (internal controls).

The following is a list of high-level, required functional and technical components / applications of the new ERP system (this list is not an exhaustive representation of required functionality):

- Overall / General System features and administration capabilities
    - Hosted solution
    - Modern, user-friendly interface
    - Single sign-on
    - Role and user-level security / configuration
    - Comprehensive interface capabilities with other City software platforms
    - Configurable, automated workflow
    - Robust, easy to use inquiry and reporting
    - Extensive transaction auditability and access controls
- Financial system components
    - General Ledger
        - Chart of Accounts setup
        - Journal entries to include multi-entry upload functionality and approval queues
        - Daily cash tracking and interest allocation functionality
        - Long-term debt tracking to include amortization schedules
        - Document scanning, attachment and management
        - Report data export to Excel for easy formatting, analysis, and linking to source documents
    - Budget
        - Distributed submission of budget requests (at department level)
        - Ability to import budget figures from Excel spreadsheets
        - Ability for creating budget scenarios / budget worksheets / decision packages
        - Ability for entering budget adjustments and time stamping (comment entry)
        - Long-term forecasts
        - Committing budget to GL
        - Creating personnel budget/entering assumptions and adjustments by bargaining unit to create position budget
    - Contract Management
        - Contract entry and tracking, including multi-year contracts and contracts originated at any point during a fiscal year

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  - Contract Amendment entry and tracking
  - Automated workflow / routing for review and approval
  - Certificate of Insurance tracking, including approaching expiration notifications
  - Contract limits / amount enforcement, including approaching limit notifications
  - Document attachment and management
- Vendor Management
  - Vendor Self-Service, including review of vendor registrations
  - Vendor setup and tracking
  - Multi-address, multi-contact entry and tracking capabilities
- Procurement / Purchasing
  - Automated workflow from initiator to purchase order creation
  - Vendor punch-out capabilities
  - Entering / approving requisitions
  - Generating and sending purchase orders to vendors
  - Copying purchase orders
  - Blanket purchase orders
  - Rolling purchase orders over at year-end
  - Change orders
  - Updating purchase orders
  - Document attachment and management
- Accounts Payable
  - Entering /approving invoices
  - Invoice Import
  - Generating AP Checks / EFT Positive Pay Files
  - EFT / Check run reporting
  - Vendor creation/maintenance
  - 1099 (MISC and NEC) preparation/issuance
  - Document attachment and management (invoices, contracts, insurance certs)
- General Billing / Accounts Receivable
  - Generating invoices
  - Credit memos
  - Aging report
  - Payment History by Customer
  - Processing daily cash receipts from Accela
  - Document attachment and management
- Cashiering
  - Cash Receipt entry / processing with ability to import activity from Accela and ActiveNet
  - Reporting
  - Document attachment and management
- Inventory Control

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        - Inventory item entry / tracking, including ability to upload inventory from a spreadsheet
        - Item requests / ordering
        - Billing for inventory usage
        - Physical counts and adjustments
        - Inventory valuation history
        - Reporting
        - Document attachment and management
    - Capital Assets
        - Asset entry / tracking, including the ability to add and track asset components to a parent asset (e.g., a new roof for a City-owned building)
        - Depreciation
        - Rental Replacement
        - Transfer / disposal entry and tracking
        - Valuation adjustments
        - Reporting
        - Subscription Based Technology Arrangements tracking to include amortization schedules
        - Lease Payable and Right to use lease Asset tracking to include amortization schedules
        - Document scanning, attachment and management
    - Bank Reconciliation
- Pay Administration / Payroll
    - Time and attendance functionality with workflow, including integration of time data from multiple platforms (i.e., Telestaff and other time entry platforms)
    - Ability to manage complex time tracking rules and pay codes
    - Creating new deduction/benefit/pay codes
    - Overtime calculations (safety and non-safety)
    - Overtime reporting / reconciliation with timekeeping
    - Fair Labor Standards Act (FLSA) compliant
    - W-2 processing/reporting/generation
    - CalPERS reporting
    - State/Federal Quarterly Reporting
    - Generation of benefits payables
    - Compensated Absence Calculation and history
    - MOU scenario calculations / Compensation Planning
    - Document attachment and management
- Human Resources
    - Recruitment
    - Onboarding functionality to include candidate self-service
    - Employee Master File
    - Position Control
    - Benefits Enrollment / Management

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- Leave Management
- Performance Management
- Learning Management
- Medical Screening Management
- License and certification tracking, including advance notice of upcoming expirations
- Off-boarding
- Full integration with budget and payroll modules
- Employee Self-Service portal, including mobile access, to timesheets, W2s, leave balances, leave requests, and pay statements
    - Including Manager Self-Service for time entry and leave request review and approval
- Required State/Federal Quarterly Reporting, including ACA, EEOC, EDD, W/C, OSIPO
- Document attachment and management

- Utility Billing
    - Customer Account and Location Management
    - Meter Reading and Inventory Management
    - Billing (including Paramedic billing) and Collection Management
    - Financial management and Delinquencies
    - Service Order Management
    - Cashiering
    - Customer Self-Service Portal, including integrated online bill pay functionality
    - Standard Reports
        - Customer Bills
        - Account Aging / History

5. RFP TIMELINE

The following table identifies the current RFP schedule of events; note that dates are estimated and are subject to change.

Table 1 – RFP Schedule of Events

RFP Event	Date/Time
City Issues RFP	Monday, April 7, 2025
Deadline for Proposer Questions	Wednesday, April 16, 2025
City Provides Responses to Questions (Addendum)	Monday, April 21, 2025
Deadline for Proposal Submissions	Friday, May 16, 2025 12:00 PM PDT
City Completes Proposal Evaluations	Monday, June 24, 2025
Finalist(s) Notified & Proof-of-Capabilities (POC) Packets Issued	Friday, June 28, 2025
Proof of Capabilities Demonstration(s)	Weeks of July 28 through August 11, 2025

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RFP Event	Date/Time
	(three weeks)
Vendor Selection and Notification and Negotiation Period	August / September 2025
Anticipated Project Start Date	January 2026

Proposers should be aware that finalist(s) will be required to participate in a Proof-of-Capabilities (POC) demonstration to allow staff to fully understand the proposed solution. It is highly recommended that identified POC dates be tentatively reserved by vendors to accommodate this plan so as to avoid any unnecessary scheduling issues/potential resulting complications.

The POC demonstrations are a multi-day process for each selected vendor and will include an onsite, scripted demonstration using scenarios developed and provided by the City. Demonstrations are intended to evaluate critical product functionality. In addition, proposed key staff may be required to attend any or all demonstrations and interviews, if Proposer is invited. *Proposers must be prepared to invest the time and resources in the POC demonstration to be successful in this procurement.*

The City reserves the right, at its sole discretion, to adjust the RFP schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be posted to the City's procurement area on the following website:

https://www.downeyca.org/i-want-to/get/bids

It shall be the responsibility of any prospective Proposer to monitor the website for any amendments or addendums to this RFP; the City assumes no responsibility for notification of RFP updates beyond the related posting on the City's procurement website identified above.

6. CURRENT ENVIRONMENT

6.1 Business Functions

The City purchased and implemented Tyler's Eden financial management solution in 1999. The solutions currently used by the City are presented in Table 2, Existing ERP Solution Components.

Table 2 – Existing ERP Solution Components

Vendor (System/Component)	Component Function(s)
Tyler Technologies (Eden)	**Financial Management** (General Ledger, Accounts Receivable, Accounts Payable, Purchasing/Procurement, Cash Management, Fixed / Capital Assets, Payroll, etc.) **Human Resources** (Employee records, Job / Pay Classifications, Benefits Administration, etc.)

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Vendor (System/Component)	Component Function(s)
	Utility Billing (Customer Accounts, Meter Reading and Inventory, Billing and Collections, Financial Management, Service Orders, etc.)
Kronos Kronos Scheduling - Parks & Recreation scheduling Telestaff / Workforce Ready - Public Safety scheduling Workday - Space Center, Library scheduling	Timekeeping, scheduling
NeoGov (Insight, Onboard)	Online job advertisements and applications, onboarding for new City employees
Paymentus (Paymentus)	Online utility bill payment portal
PM Billing	Paramedic subscription database
Microsoft (Outlook)	Email, calendar and contacts
Laserfiche	Electronic Document Management System
Accela	Planning and permit management, inspections - Invoices and payments
Active Network (ActiveNet)	Recreation program registration payments, POS sales
Eckersall (Downey GIS)	City spatial data provided to internal and external users

Table 3, Key Statistics, provides information regarding available user metrics and record counts to aid the Proposers in preparation of their proposed solution and pricing.

Table 3 – Key Statistics

Metric	Measure
Finance	
Number of Users (a site license is currently in place for Eden access)	The City currently has approximately 85 authorized users for the current Eden Financial platform, the majority of whom are read-only.
Journal Entries (monthly)	71
Purchase Orders (monthly)	58
Accounts Payable Invoices (monthly)	1,954
Accounts Receivable and Miscellaneous Billing Invoices (monthly)	59
Vendors (currently active)	38,010
Vendors (new, quarterly)	332

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Metric	Measure
Payroll	
Payroll Cycle(s)	City employees are paid on a biweekly cycle; Council Members are paid monthly, on the first day of each month. In addition, there is a Joint Powers Authority agreement that states that the City of Downey will provide payroll and budgeting support for Animal Control employees. This entails processing payroll for approximately 30 employees in Animal Control. Animal Control employees submit timesheets manually to the city on spreadsheets, and City staff enter the time directly into Eden. The time is not entered into Kronos. These employees are paid in the same pay cycle as city employees.
Human Resources	
Number of Employees	There are approximately 800 employees. They have over 467 full-time and 300 part-time. Part-time employee numbers fluctuate and are higher during the summer season.
Number of HR Users	7
Number of Bargaining Units	There are seven unions plus one unrepresented employee group.
Position Classifications	164
Number of Retirees (annually)	Average 6.3
Utility Billing	
Number of Customer Accounts	The City has in place approximately 25,000 meters
Billing Cycle(s)	Bimonthly
AMI vs Manual Reads	Approximately 20% AMI, 80% manual
Electronic Bill Payment Percentage	Approximately 75%
Call Center Calls (daily)	200-300
Counter Payments Received (daily)	25-40 UB payments only
IVR Calls (monthly)	820+

6.2 Technical Environment

Table 4, Technology Standards, identifies technology standards for the City. Proposers will be required to conform to these requirements or clearly articulate proposed alternatives.

Table 4 – Technology Standards

Technology	Current Standard
Database(s)	Windows SQL version 2022
Server OS	Windows Server 2022
Desktop OS	Windows 11

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Technology	Current Standard
Server Hardware	Dell Power Edge servers R650xs
Desktop Hardware	Dell Optiplex-SFF (i5 & i7, min 8GB RAM, 512GB SSD)
Laptop/Mobile Hardware	Dell Latitude 5550 BTX base i5 ,16GB, RAM 512GB SSD
Office Productivity	Office 2019 suite (on prem)
Browser	MS Edge and Google Chrome
Email Server/Client	M365 Exchange (GCC cloud) / Outlook 2019 client on prem
Virtual Environment	Windows HyperV (Cluster)
Storage Area Network (SAN)	StoneFly SAN via iSCSI
Active Directory	OnPrem Win 2019 & Microsoft Entra ID (Cloud) hybrid.
VPN	Checkpoint Mobile Access / Harmony SASE
Geographic Information System	ESRI (on Prem)
Single Sign-on User Security	Microsoft Entra ID/ MFA: Microsoft Auth
Cellular Carrier	Verizon Wireless
Electronic Signatures	DocuSign / Adobe Acrobat Prof
Application & Hardware Security	Endpoint Security -ESET Elite Endpoint

6.3 ERP and UB System Requirements

6.3.1 General

The City is interested in adopting modern, automated tools that support financial, payroll, human resources, and utility billing best practices. Key functionality in these areas would include, but not be limited to efficient usability, standard look and feel (within the ERP and UB platforms), dashboards, mobility, stakeholder portals (employee, customer, and vendor), automated workflows, robust inquiry and reporting capabilities, etc.

Proposers must respond to the City's requirements which have been identified and included in **APPENDIX A – ERP and UB Requirements**; responses should be entered into the document. Proposers are to respond to each of these requirements with one of the following response codes:

- Y – Meets Requirement
- N – Does Not Meet Requirement
- W/C – Workaround Proposed or Customization Needed to Meet Requirement
- T – Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require written responses/comments unless the Proposers wish to present additional benefits or opportunities related to their solution and the requirement. However, response codes "W/C" and "T" do require written responses. For these response codes, Proposers must describe how the requirement will be met.

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If the proposed solution does not offer the specified functionality directly, and **if a 3rd party solution has been proposed with the vendor's proposed solution, the 3rd party solution must be a solution for which a comparable project with another public sector client has been previously, successfully implemented *by the proposing vendor***. **Any such client shall also be included in the list of the proposer's prior customers, preferably as a reference.**

6.3.2 Required Interfaces

Table 5, Required Interfaces, identifies several additional systems in use across the City for which interfaces with the replacement financial, human resources management, and/or utility billing systems will be required. Vendor proposals should identify each of these required interfaces and include the necessary work effort related to and cost of accommodating these interface requirements with the proposed solution; the list of system integration requirements is repeated in APPENDIX A – ERP and UB Requirements.

Table 5 – Required Interfaces

Solution Provider	Product	Dept / Div	Interface Requirement Details
Accela	Accela	Community Development, Fire, Public Works *(PD module implementation planned for 2026)*	• To Financials (real time) ○ Invoices ○ Check or Credit Card payments received ○ Deposit information for account setup ○ Deposit amounts received ○ Refund Authorizations ○ Time Entry for permit and planning application review time spent (by permit/project), to be accumulated and included on monthly statement of deposit account ○ Employee Pay Rates ○ Engineering projects accounting information • From Financials (real time) ○ Confirmation of payment amounts received ○ Deposit account numbers for tracking in Infor solution ○ Confirmation of deposit amounts received

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Solution Provider	Product	Dept / Div	Interface Requirement Details
			○ Confirmation of amounts charged against deposit account, including additional project-related fees that may be processed by Finance ○ Confirmation of refunds issued • To Payroll (batch) ○ Time Entry data by permit/project, to be interfaced to Payroll
Data Ticket, Inc.	Data Ticket	Community Development / Code Enforcement	• To Financials (monthly/quarterly) ○ Fees and fines assessed for code violations ○ Check or Credit Card payments received • From Financials ○ N/A
NeoGov	NeoGov Insight NeoGov OnBoard	Human Resources	• To Human Resources (real-time or batch) ○ Applicant details (upon hire) • From Human Resources (real-time or batch) ○ Employee details (upon hire) Position Data
Paymentus	Paymentus	Finance, Community Development	• To Financials (batch) ○ Payment amounts received ○ Payment transactions related to plan checks, permits, administrative approvals, and entitlements issued/approved, customer data • From Financials ○ N/A
UKG	Telestaff / Workforce Ready	Finance, Human Resources	• To Financials (real-time or batch) ○ Timecard Data • From Financials (real-time or batch) ○ Leave Code Data

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Solution Provider	Product	Dept / Div	Interface Requirement Details
Microsoft	Outlook	Enterprise	• To Outlook (real-time) ○ Calendar appointments • From Outlook ○ N/A
HdL	HdL business license platform	Finance, Community Development, Fire	• To Finance (real-time or batch) ○ Business license payment fees • From Finance ○ N/A
Active Network	ActiveNet	Parks & Recreation	• To Financials (batch) ○ Fees paid for program registrations ○ Amounts resulting from sale through ActiveNet POS system • From Financials ○ N/A
Club Prophet	POS Express	Parks & Recreation, Rio Hondo Golf Club	• To Financials (batch) ○ Fees paid ○ Amounts resulting from sale through Golf Shop POS system • From Financials ○ N/A
Eckersall Inc	Downey GIS	Public Works / GIS	
Laserfiche	Laserfiche	Enterprise	

6.3.3 Data Conversion

The City desires to retain, convert and load its current and historical data (including records, libraries, supporting documents, and related file attachment meta-data) to the Future System. Table 6, Data Conversion Requirements, provides a list of data by functional areas and a description; note that the City will require historic transactional data going back three to five years.

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Table 6 – Data Conversion Requirements

Solution Provider	Product	Dept / Div	Data Conversion Requirement Details
Tyler	Eden	Finance	General ledger financial data, vendor Information, customer information, budget data, purchase orders, payment voucher data, receivables, customer invoices, payment data/history, contracts, inventory, project details, grant details, capital asset and CIP details, including data necessary to support expected auditing of various financial reports including but not limited to Trial Balance, Revenue and Expenditure Ledgers, all current/open City contracts, etc.
Tyler	Eden	Human Resources	Employee data, payroll history, job history, benefit elections, position data/history, performance data, training history, accrual balances, etc..
UKG	Telestaff / Workforce Ready	Finance, Human Resources	Employee identification, employee time entry data (history), employee schedules.
NeoGov	OnBoard	Human Resources	Onboarding information related to new hires.
Tyler	Eden	Public Works / Utilities	Utility customer data, account numbers, account names, service addresses, prior billing, billing status (e.g., if past due), account balances, payment plan details (i.e., budget billing program, etc.), payment history, usage history, etc.

6.3.4 Implementation Timeline

The City is seeking guidance from the Proposers based on their experience for the recommended module phasing and timing. Proposers should clearly communicate all key

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assumptions along with their proposed schedule. The City is open to suggestions for how best to implement the Proposer's solution. The Proposer's recommended implementation timeline should be clearly articulated in their proposal response as described in Section 6 – Implementation Approach and Work Plan under the Proposal Submission Requirements discussed in the next section of this document.

7. PROPOSAL REQUIREMENTS

7.1 General Instructions

Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary.

Proposals should be organized consistent with the outline provided in this section of the RFP. Proposers should follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the City's information requirements.

If proposer can provide both on-premises and SaaS versions of the solution, please provide a proposal for each option. The City is open to both options, but prefers an on-premises solution.

7.2 Proposal Format and Content

Proposals must be structured, presented, and labeled in the following manner:

- Cover Letter
- Table of Contents
- Section 1 – Executive Summary
- Section 2 – Company Background
- Section 3 – Company Qualifications
- Section 4 – References
- Section 5 – Proposed Solution, including a completed copy of Appendix A
- Section 6 – Implementation Approach and Work Plan
- Section 7 – Ongoing Maintenance and Support
- Section 8 – Pricing
- Section 9 – Non-Collusion Affidavit

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Failure to follow the specified format, to label the responses correctly, or to address all the subsections may, at the City's sole discretion, result in the rejection of the Proposal.

7.3 Cover Letter

The proposal must include a cover letter that provides the following:

- Proposer's legal name and corporate structure
- Proposer's primary contact to include name, address, phone, and email
- Identification of use of subcontractors and scope of work to be performed by subcontractors
- Identification of any pending litigation against the Proposer
- Disclosure of any bankruptcy or insolvency proceedings in last ten (10) years
- Statement indicating the proposal remains valid for at least 120 days
- Statement that the Proposer or any individual who will perform work for the Proposer is free of any conflict of interest (e.g., employment by the City)
- Statement of acknowledgement that the City's legal documents have been reviewed and accepted with or without exception. If exceptions are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no exceptions are noted, the City will assume that the Proposer is capable of performing all tasks and services without reservation or qualification to the contract
- Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it
- Cover letter must be addressed to:

Vaniah De Rojas, Assistant City Manager
City of Downey
11111 Brookshire Avenue
Downey, CA 90241

7.4 Table of Contents

All sections must be identified, and pages are to be consecutively numbered.

7.5 Section 1 – Executive Summary

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP.

7.6 Section 2 – Company Background

This section of the proposal should identify the following:

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a) A brief description of the Proposer's background

b) Identify the location of headquarters, technical support, and field offices and the location of office which would service the City

c) Identify Proposer's annual company revenues and profit for the last three company fiscal years

7.7 Section 3 – Company Qualifications

In this section of the proposal, the Proposer must identify company qualifications and experience in implementing solutions similar to what the City is seeking:

a) Describe the Proposer's familiarity with public sector ERP systems and associated business processes, and specific experience with similar implementations

b) Identify your existing client base including the number of existing clients using the version/release of the software being proposed. Specifically identify experience with similar-sized California agencies

7.8 Section 4 – References

The Proposer must provide five (5) references each for the ERP and for the UB portions of this procurement, with at least three (3) of the references each (ERP and UB) for systems that have been **successfully implemented for California public sector entities during the last five (5) years** *(NOTE: currently in-progress / incomplete implementations will not be considered to satisfy this reference requirement)*. The City prefers references from California Cities of similar size and complexity to the City of Downey, with similar project scope (that is, ERP and UB implemented for a single client). For each reference, proposer must provide the following ***(note that all request information must be provided to constitute a valid reference)***:

a) Reference name and contact information (including Customer Name, Contact Name, Title, Address, Telephone Number, and Email Address)

b) Brief project description, including identifying the software version and modules implemented, services provided, and interfaces implemented

c) Implementation timeline and Go-Live date

The respondent grants permission for the City to contact any individuals listed as references.

The City may disqualify a Proposer if:

a) Overall list of references fails to meet the City's requirements as to prior California experience, or

b) References fail to substantiate Proposer's description of services and deliverables provided, or

c) References fail to support that Proposer has a continuing pattern of providing capable, productive, and skilled personnel, or

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d) The City is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact(s) of normal City working hours.

Note that the City reserves the right to contact any of the vendor's other current or previous customers, whether such customers are specifically identified as references or not.

7.9 Section 5 – Proposed Solution

In this section of the proposal, the Proposer must identify the proposed solution up to and including the following:

a) Solution Overview
   i. Name and origin of solution
   ii. Release history and current release being proposed
   iii. Proposed modules
   iv. Mobile capabilities of the proposed modules

b) Application Integration / Interface
   i. Describe how Proposer would support and manage the integration/interface with the City's existing applications (as identified in RFP Section 5.3.2) with the new ERP
   ii. Describe APIs and web-services available to pull and push data:
      - Are the APIs secured and encrypted?
      - Is there an option to access the data directly from the database?

c) Data Storage and Backup
   i. Describe approach to data storage
   ii. Describe data backup process
   iii. Describe the network bandwidth required between the City and hosting facilities (for SAAS solutions)
   iv. Describe what options are available for dedicated bandwidth (if available)
   v. Describe scalability options for computing power (CPU, RAM, and storage)

d) Data Access and Security
   i. Describe how data access is managed
   ii. Describe the environment (single or multi-tenant)
   iii. If a multi-tenant environment, how is the data segregated?
   iv. If a multi-tenant environment, how is security managed?

e) Business Continuity and Disaster Recovery

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i. Describe approach to business continuity & disaster recovery

f) Service Level Agreements (SLA's)

i. Describe supported SLA options (i.e., reliability, availability, performance, issues, requests, system response time, etc.)

g) Transition

i. Describe proposed exit strategy at contract transition

h) Response to APPENDIX A – ERP and UB Requirements:

i. The City has included herein a copy of APPENDIX A – ERP and UB Requirements in Microsoft Word format; to address this section, Proposers should use that file to respond to each requirement in Appendix A. Please see Appendix A for additional instructions.

7.10 Section 6 – Implementation Approach and Work Plan

Proposers must identify the proposed implementation approach to include the following:

a) Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide resumes for the project manager and other key assigned resources, including the number of similar engagements and details about their work with government agencies specifically related to similar projects, the number of years of their experience in the field, and the number of years with your firm

b) Describe your project management methodology/approach, including your approach to Change Management, Risk Management, Issues Management and Communication Management

c) Based on Proposer's experience with similar-size agencies, provide a sample Project Plan, including recommended project phasing and an implementation schedule with key / major milestones

d) List and describe all implementation deliverables and documentation that will be provided

e) Describe the roles and responsibilities of City staff during implementation and provide an estimated level of effort

f) Describe your firm's approach to facilitating / supporting the review and redesign of a client's chart of accounts structure; provide an example from a prior, similar public sector client's completion of this effort

g) Describe your data conversion and migration approach including roles and responsibilities of the vendor and City staff for key activities. Note that the City's expected data conversion scope has been highlighted in Table 6 of this document.

h) Describe Proposer's services and support to perform the data extraction from the existing system, data cleansing, and mapping. If the Proposer does not offer these services, please identify alternative companies that can support this activity

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i) Describe your training plan to ensure the City is prepared to operate the system prior to go live

j) Describe your testing approach to include the criteria and methods to ensure successful completion of user acceptance testing prior to go live

7.11 Section 7 – Ongoing Maintenance and Support

In this section of the proposal, the Proposer should address the following:

a) Describe ongoing support services including help desk processes and procedures, support hours (in Pacific Time), escalation procedures, and response time commitments for various priority items

b) Describe how upgrades, patches, and other maintenance is performed including:

ii. The City's expected role in this process

iii. The frequency that application releases and patches have been made available within the past two (2) years

c) Describe change management process (post implementation)

d) Identify if there are any solution user groups and/or user conferences

7.12 Section 8 – Cost Proposal (Price Sheet made available as a separate document)

Proposers must prepare a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed system. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)." TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus ten (10) years of annual maintenance fees or SaaS service fees.

Although the City prefers a cloud-based ERP system, it is open to consideration of an on-premises solution platform. If a Proposer wishes to propose both cloud-based and on-premises platform solutions, they must not combine pricing on one copy of Appendix B (doing so will skew the Cost Proposal); Proposer should only complete pricing in tabs that apply to their proposed solution platform. If a Proposer is proposing a cloud-based software, they should also include a completed Appendix D – Cloud Services Security Questionnaire.

The Proposer's implementation pricing must identify all costs required including:

a) Software Licensing Costs during implementation period (must be minimal if any)

b) Implementation Services – Provide lump sums for each of the below:

(1) Project management

(2) Implementation, installation, and configuration, including related travel costs

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- Note: No "mark-up" will be allowed for direct costs. If applicable, per diem shall be billed at a maximum of the GSA rate and mileage shall be billed at the IRS mileage rate in place at the time of billing.
- Sub-consultant services, if any, are to be billed at cost plus ten percent (10%) maximum. No "mark-up" will be allowed for per diem or mileage.

(3) Data conversion and migration

(4) Interface development

(5) Integrated testing and user acceptance testing support

(6) Training and documentation

(7) Go-Live support

c) Software Licensing Costs after "Go-Live" date and / or Ongoing Maintenance and Support – Proposer's ongoing maintenance and support pricing should clearly identify the annual costs for 5 years including:

(1) Software License / Maintenance

(2) Post-Implementation Support

(3) Continuing Additional Training

As discussed in Appendix B – Vendor Cost Proposal, the City has provided Proposers an electronic (Microsoft Excel) spreadsheet with a pricing template ***that must be completely filled out*** and included in Proposer's response. The City will evaluate Proposer pricing information based solely on the information provided in the Pricing Templates. The template provides space for Proposers to identify any assumptions or comments that will ensure the City understands what is being proposed.

If providing hourly rate sheets, Proposer shall not include rate ranges or averages.

7.13 Section 9 – Non-Collusion Affidavit Form

The Proposer must provide an executed copy of the City's Non-Collusion Affidavit; failure to do so may result in the vendor's proposal being deemed to be non-responsive.

8. PROPOSAL SUBMISSION AND EVALUATION PROCEDURES

8.1 Submission of Proposals

Sealed proposals will be received through the City's website, https://www.downeyca.org/i-want-to/get/bids, until 12:00 PM Friday, May 16, 2025 ("Submission Date"). Proposals will not be accepted after this time.

In order to download project documents, you must register as a vendor, at no cost, through the City's e-Procurement Portal. Potential proposers, subcontractors and suppliers are responsible for reviewing the complete bidding documents, including all addenda, prior to

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submitting their proposal. They are also advised to check the City's e-Procurement Portal periodically and prior to submitting their proposal.

Prior to the Submission Date, proposals may be withdrawn through the City's e-Procurement portal. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals.

8.2 Review and Evaluation of Proposals

Proposals submitted will be evaluated by key City personnel. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of proposal is complete. If clarifications are made as a result of such discussion, the Proposer shall provide such clarifications in writing to the City.

An evaluation committee of City staff personnel will review and evaluate all proposals received by the due date based on the following criteria:

1. Ability to Design an Approach and Work Plan to Meet the Project Requirements. An assessment of the overall quality of the proposal. Qualities and indicators that will receive consideration include the proposer's performance in converting the Scope of Work into a work plan; the detail and clarity of the discussion as to the proposer's approach to undertaking the project; the proposer's performance in identifying any special problems or concerns which may be associated with the project and preliminary ideas about how these obstacles should be addressed; the inclusion of any unique approaches which are designed to save time and money or increase the benefits or effectiveness of the proposed work; the demonstrated ability to work with governmental bodies; and a full understanding of applicable laws or regulations that relate to the project as well as to the City in the performance of the related functions as a public sector, California entity .

2. Appropriateness of Proposed Solution. An assessment of whether the proposed solution meets the City's functional and technical requirements. Qualities and indicators that will receive consideration include whether all functional and technical requirements are addressed, that a rational plan has been outlined for completion of data conversion, development and testing of system interfaces, and end user testing and training; that the proposed solution meets the City's existing technology standards.

3. Ability of the Proposer to Carry Out and Manage the Proposed Project. An assessment of the past experience of the organization in general. Qualities and

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indicators that will receive consideration include the number and types of ***similar public sector*** projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; the general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the proposer's direction.

4. Staff: An assessment of the perceived ability of each organization to devote the necessary human resources and management attention to the project. Has the vendor identified the key staff members who will be assigned to the implementation effort? Do the qualifications of key personnel to be assigned to the project coincide with project's requirements? Do assigned personnel and subconsultant personnel have requisite education, experience, and professional qualifications and licenses?

5. Familiarity with Locality: Does the firm have familiarity with the City required to successfully complete the project? How close are the firm's permanent offices to Downey?

6. Willingness to Comply with the Proposed Agreement Terms. A sample agreement is attached as Appendix D. Proposals will be rated based on any exceptions taken to the proposed agreement. Vendors should redline any exceptions to the proposed agreement in their proposal submission.

7. Reputation: Do the firm's references meet and align with the City's requirement for similar, public sector solution implementations? Do due the City's "diligence efforts" (e.g., site visits and/or reference checks) related to the vendor's prior clients and associates confirm favorable project outcomes; and does the firm show financial and operational stability?

8. Cost of Proposal: Cost, while not determinative, may be considered in the selection process.

8.3 Selection and Negotiation Procedures

1. At the completion of the review process, proposers will be ranked based on the Evaluation Criteria described in section VIII.A above. The City will select the two (2) most highly qualified firms to form a "shortlist", whose proposals will be advanced for further review.

2. **Proposers should be aware that two (2) finalists will be required to participate in a proof-of-capabilities (POC) demonstration to allow staff to fully understand the proposed solution.** The POC demonstrations are a **multi-day process** for each selected vendor and will include an **onsite, scripted demonstration using scenarios**

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developed and provided by the City. (NOTE: Given the scope of this procurement, it is expected that the POC schedule will extend beyond a single week for each finalist; Proposers should be aware of this likelihood and plan accordingly.) Demonstrations are intended to evaluate critical product functionality. In addition, proposed key staff may be required to attend any or all demonstrations and interviews, if Proposer is invited. **Proposers must be prepared to invest the time and resources in the POC demonstration to be successful in this procurement.**

3. Upon completion of the demonstrations, and based on scoring completed by City participants, key stakeholders will complete "due diligence" by reaching out to the vendors' references – as well as to any other identified client of the vendor – for feedback on their respective experience and satisfaction with the vendor and the proposed solution. Due diligence efforts will be completed independently from and will not include the solution vendor.
4. Following the completion of due diligence efforts, the City review team will make a recommendation for moving forward with a selected vendor, and contract negotiations will be initiated accordingly. If the negotiations are successful – that is, agreeable to the City – then an agreement will be placed on a City Council agenda for approval consideration. If fee negotiations are unsuccessful with the selected firm, the City reserves the right to negotiate with any other firm that participated in the procurement effort.

8.4 General Conditions

The City of Downey reserves the right to enter into agreements with multiple firms as a result of this solicitation. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto and may, in its discretion, reissue its Request for Proposals.

The City also reserves the right to reject any vendor consultant or sub-contractor assigned to the project upon the City team's determination of demonstrated inadequate subject matter expertise and to require the replacement of the vendor consultant or sub-contractor with a mutually acceptable replacement on a timely basis.

Any changes to the proposal requirements will be made by written addendum.

8.5 Liability of Costs and Responsibility

The City shall not be liable for any costs incurred in response to this Request for Proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Downey.

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The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

8.6 Public Nature of Proposal Material

Responses to this Request for Proposals become the exclusive property of the City. At such times as a formal recommendation to award an agreement to one proposer is made to the awarding authority, all submittals received in response to this Request for Proposal become a matter of public record and shall be regarded as public records, with the exception of those elements in each submittal which are business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is not required under the California Public Records Act. Any submittal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary," shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court of competent jurisdiction.

8.7 Validity

The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing from the date proposals are due, during which time the City may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only the portion so amended or clarified.

8.8 Standard Agreement

A sample agreement has been provided as Appendix D for the proposer's review and comment. If a proposer wishes to take exception to <u>any</u> of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise, it will be assumed that the proposer is willing to enter into the agreement as it is written. Vendors should redline any exceptions to the proposed agreement in their proposal submission.

Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process, which may constitute grounds for rejection of the proposal. The agreement will not be executed by the City without first being signed by the proposer.

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8.9 Permits and Licenses

Proposer, and all of proposer's sub consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License, which will be required in connection with the performance of services hereunder.

8.10 Oral and Written Explanations

All questions or requests for interpretations must be submitted via the City's e-procurement portal at least ninety-six (96) hours before the proposal submission deadline. If found necessary, interpretation or correction will be made by written addendum, which will be posted on the e-procurement portal, OpenGov Procurement, and available to all proposers and potential proposers. Such addenda are to be considered as part of this Request for Proposal and shall be binding on all proposers.

The City will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding only when confirmed in writing by an authorized City official.

8.11 Proposer's Representative

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

8.12 Insurance

General liability, automobile, professional liability, and worker's compensation insurance are required in the amount set forth in the City's standard agreement, attached here as Appendix B. Proposers should consider the costs of carrying the insurance required.

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APPENDIX A – ERP and UB Requirements

The City is asking for an individual response or confirmation on each requirement included in the file "City of Downey – ERP and UB Requirements" which has been created as a supplemental document to this RFP. Respondents must use the response codes identified within the file when updating the document. The City will incorporate the completed ERP Requirements document into the final agreement.

The vendor's proposal must be completely responsive to the RFP. Incomplete proposals will be deemed as nonresponsive and will be rejected. The City reserves the right to reject any or all proposals submitted, and no representation is made hereby that any commitment will be awarded pursuant to this RFP or otherwise.

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APPENDIX B – VENDOR COST PROPOSAL

Respondents are required to complete and submit electronic copies of each of the worksheets included in the file "City of Downey – ERP and UB Vendor Cost Proposal.xls," which has been created as a supplemental document to this RFP. Respondents must complete and return all worksheets provided in the file.

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APPENDIX C – NON-COLLUSION AFFIDAVIT

I,_____ hereby declare as follows:

I am _____of _____the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer Signature _____

By Name _____

Title _____

Organization _____

Address _____

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APPENDIX D – CITY STANDARD AGREEMENT

Section D
FORM OF AGREEMENT

CITY OF DOWNEY
PROFESSIONAL SERVICES AGREEMENT
WITH _____
FOR _____ SERVICES

1. PARTIES AND DATE.

This Agreement is made and entered into this _____ day of _____, 20____ by and between the **City of Downey**, a California municipal corporation and charter city with its principal place of business at 11111 Brookshire Avenue, Downey California 90241 ("City") and _____**, ____,** a California [corporation LLC]**,** with its principal place of business at _____, _____, _____ _____ ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional **[___INSERT TYPE OF SERVICES___]** services required by City on the terms and conditions set forth in this Agreement. Consultant represents that it has demonstrated competence and experience in providing **[___INSERT TYPE OF SERVICES___]** services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such services for the **[___INSERT TYPE OF PROJECT___]** project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional **[___INSERT TYPE OF SERVICES___]** services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

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3.1.2 Term. The term of this Agreement shall be from **[___INSERT START DATE___]** to **[___INSERT ENDING DATE___]**, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The term of this Agreement may be extended by written amendment to this Agreement signed by the City Manager and the Consultant.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

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 (CalPERS) to be eligible for enrollment in CalPERS as an employee of City, Consultant shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for CalPERS 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.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services. The parties acknowledge that the Schedule of Services may be amended by mutual agreement due to changes in circumstances,

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including changes in the performance schedules of other third parties performing work for the City on the Project, which affect the timing of Consultant's performance of the Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City.

3.2.5 City's Representative. The City hereby designates **[___INSERT NAME OF CITY'S REPRESENTATIVE___]**, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates **[___INSERT NAME OF CONSULTANT'S REPRESENTATIVE___]**, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such

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licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner consistent with the standard of care set forth herein, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all applicable local, state and federal laws, rules and regulations in force at the time the Services are performed by Consultant and in any manner affecting the performance of the Project or the Services, including all applicable Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the applicable indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations. Consultant's violation of such laws, rules and regulations shall also constitute a material breach of this Agreement.

3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence the Services or the Project under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section. The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience with insurer, coverage or other special circumstances.

3.2.10.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement, the Services or the Project by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. (1) *Commercial General Liability (CGL)*: Insurance Services Office Form CG 00 01 covering CGL on an "occurrence"

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basis including products and completed operations, property damage, bodily injury and personal and advertising injury; (2) *Automobile Liability*: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto) or if Consultant owns no autos, Code 8 (hired) and 9 (non-owned); and (3) *Workers' Compensation* : Workers' Compensation insurance as required by the State of California with Statutory Limits; and (4) Employer's Liability Insurance.

(B) Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *Commercial General Liability (CGL):* No less than $2,000,000 per occurrence for products and completed operations, bodily injury, property damage and personal and advertising injury. If Commercial General Liability Insurance or other form with general aggregate limit applies, either the general aggregate limit shall apply separately to this Agreement/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* No less than $2,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation:* Workers' Compensation limits as required by the Labor Code of the State of California with Statutory Limits; (4) Employer's Liability: Employer's Liability limits of no less than $2,000,000 per accident for bodily injury or disease. Employer's Liability coverage may be waived by the City if City receives written verification that Consultant has no employees.

If the Consultant maintains broader coverage and/or higher limits than the minimum shown in this subdivision 3.2.10.2, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

3.2.10.3 Professional Liability (Errors & Omissions). Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of five (5) years following completion of the Services or the Project, errors and omissions liability insurance appropriate to its profession. Such insurance shall be in an amount not less than $2,000,000 per occurrence or claim and $2,000,000 in the aggregate, and shall be endorsed to include contractual liability. If the Consultant maintains broader coverage and/or higher limits than the minimum shown in this subdivision 3.2.10.3, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

3.2.10.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

(A) Additional Insured Status. The Commercial General Liability policy shall be endorsed to state that: (1) the City, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to liability arising from the work, Services, Project or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work, Services, Project or operations; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the

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Consultant's scheduled underlying coverage. Commercial General Liability insurance coverage may be provided in the form of an endorsement to the Consultant's insurance (at lease as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33 or CG 20 38; and CG 20 37 forms if later revisions are used).

(B) Waiver of Subrogation. Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under said insurance policies set forth herein. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

(C) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except with written notice by certified mail, return receipt requested to the City; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents and volunteers.

3.2.10.5 Primary Coverage. For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance and primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the City, its directors, officials, officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

3.2.10.6 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors officials, officers, employees, agents and volunteers.

3.2.10.7 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. City may require Consultant to provide proof of ability to pay losses and related investigations, claim administration and defense expenses and costs within the retention. The policy language shall provide or be endorsed to provide that the self-insured retention may be satisfied by either the named insured or City.

3.2.10.8 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, authorized to do business in California, and satisfactory to the City.

3.2.10.9 Verification of Coverage. Consultant shall furnish City with original certificates of insurance, including all required amendatory endorsements (or copies of the applicable policy language effective coverage required by this provision) and a

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copy of the Declarations and Endorsement Page of the Commercial General Liability policy listing all policy endorsements to the City before the commencement of work under this Agreement. However, failure to obtain the required documents prior to the commencement of work under this Agreement shall not waive the Consultant's obligation to provide them to the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements, at any time.

3.2.10.10 Claims-Made Policies. If any of the policies provide coverage on a claims-made basis:

(A) The retroactive date must be shown and must be before the date of this Agreement or the date work commences under this Agreement, whichever is earliest;

(B) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Services provided under this Agreement;

(C) If coverage is canceled, non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement or the date work commences under this Agreement, whichever is earliest, the Consultant must purchase extended reporting coverage for a minimum of five (5) years after completion of the Services under this Agreement.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **[___INSERT WRITTEN AMOUNT___] ($[___INSERT NUMERICAL DOLLAR AMOUNT___])** without written approval of the City. Extra Work may be authorized, as described below, and if authorized, said Extra Work will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since

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the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City Manager.

[INSERT THE FOLLOWING PARAGRAPH ONLY IF PREVAILING WAGES WILL APPLY TO THE PROJECT PURSUANT TO DOWNEY MUNICIPAL CODE SECTION 2935 – OTHERWISE, STRIKE THIS PARAGRAPH AND INSERT THE TERM [3.3.5 Reserved]]

3.3.5 Prevailing Wages. Pursuant to Downey Municipal Code Section 2935, the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects, shall apply to the Project. Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the Project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. If applicable, Consultant shall be registered at all times with the Department of Industrial Relations under the Public Works Contractor Registration Program for Labor Compliance.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

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3.5 General Provisions.

3.5.1 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time either for cause or for the City's convenience and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Consultant may only terminate this Agreement for cause upon giving the City not less than seven (7) calendar days' written notice.

Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. The City shall within fifteen (15) calendar days following termination pay the Consultant for all services adequately rendered and all reimbursable costs incurred by Consultant up to the date of termination, in accordance with the payment provisions of this Agreement.

The following reasons shall constitute "cause" for which either party may terminate this Agreement as provided herein:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Consultant's Services by the City for more than ninety (90) calendar days, consecutive or in the aggregate, without good cause;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project, and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such Documents and Data and other information within fifteen (15) days of the City's request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

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3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

_____
_____
_____,_____ _____
Phone: (____) ____-_____
Fax: (____) ____-_____
Attn: _____, _____

City:

City of Downey
11111 Brookshire Avenue
Downey, California 90241
Phone: (562) 904-7286
Fax: (562) ____-_____
Attn: City Manager

With a courtesy copy to:

City of Downey
City Attorney's Office
11111 Brookshire Avenue
Downey, California 90241

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other

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than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. In the event of any litigation, whether in a court of law, administrative hearing, arbitration, or otherwise, arising from or related to this Agreement of the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees and all other related expenses in such litigation.

3.5.6 Indemnification.

3.5.6.1 General Indemnification. Except as provided in subdivision 3.5.6.2 below which is applicable to "design professionals" only, Consultant shall defend (with counsel acceptable to City), indemnify and hold the City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, errors, omissions or willful misconduct of Consultant, its officials, officers, employees, agents, consultants and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs

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incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, and agents or volunteers. Consultant shall not be obligated to defend, indemnify or hold the City harmless in any manner whatsoever for any claims or liability arising solely out of the City's own negligent acts, errors or omissions or willful misconduct.

3.5.6.2 Design Professionals. The provisions of this subdivision 3.5.6.2 shall apply only in the event that Consultant is a "design professional" within the meaning of California Civil Code section 2782.8(c). If Consultant is a "design professional" within the meaning of Section 2782.8(c), then, notwithstanding subdivision 3.5.6.1 above, to the fullest extent permitted by law (including, without limitation, Civil Code sections 2782 and 2782.6), Consultant shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless City and City's officers, officials, employees, volunteers and agents from and against any Claim that arises out of, pertains to, or relates to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Consultant, any subconsultant, subcontractor or any other person directly or indirectly employed by them, or any person that any of them control, arising out of Consultant's performance of any task or service for or on behalf of City under this Agreement. Such obligations to defend, hold harmless and indemnify City or any City officers, officials, employees or volunteers shall not apply to the extent that such Claims are caused in part by the sole active negligence or willful misconduct of City or such City officers, officials, employees, volunteers and agents. Consultant's cost to defend City and/or City's officers, officials, employees or volunteers against any such Claim shall not exceed Consultant's proportionate percentage of fault with respect to that Claim; however, pursuant to Civil Code section 2782.8(a), in the event that one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with City (and, if applicable, other parties) regarding any unpaid defense costs. To the extent Consultant has a duty to indemnify City or any City officers, officials, employees, volunteers and/or agents under this subdivision 3.5.6.2, Consultant shall be responsible for all incidental and consequential damages resulting directly or indirectly, in whole or in part, from Consultant's negligence, recklessness or willful misconduct.

3.5.7 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

3.5.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be the courts in Los Angeles County.

3.5.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.10 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

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3.5.11 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.12 Assignment or Transfer. Neither party shall assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the other party. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.13 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.14 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.15 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit,

privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.16 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.18 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City,

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during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.19 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of any City Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.20 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.21 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.22 Counterparts. This Agreement may be executed in counterparts, each of which shall constitute one and the same instrument.

3.5.23 Effect of Conflict.

In the event of any conflict, inconsistency, or incongruity between any provision of this Agreement, any of its exhibits, attachments, purchase order, or notice to proceed, the provisions of this Agreement will govern and control.

3.6 Subcontracting.

3.6.1 Prior Approval Required. Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Consultant shall require and verify that all subcontractors maintain insurance meeting all of the requirements set forth in this Agreement. Consultant shall ensure that City is an additional insured as required in Section 3.2.10.4. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

CITY OF DOWNEY,

a California municipal corporation and charter city

_____,

a _____

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By: _____
Mayor

By: _____
[INSERT NAME]
Its: _____
[INSERT TITLE]

Attest:

_____
City Clerk

Attest:

_____
Secretary

Approved as to Form:

_____
City Attorney

Approved as to Form:

_____
Legal Counsel

0119.1238

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City of Downey ERP and UB Procurement
System Requirements

As referenced in RFP Section 6.3, ERP and UB System Requirements, the Proposer must use this document to respond to the City's detailed requirements included herein. Proposers are to respond to each requirement with one of the following response codes:

Y – Meets Requirement
N – Does Not Meet Requirement
W/C – Workaround Proposed or Modification/Customization to Meet Requirement
T – Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require additional comments unless the proposers wish to present additional benefits or opportunities related to their solution and the requirement. **However, response codes "W/C" and "T" REQUIRE written responses/comments to assist City staff in evaluating the responses**. For these response codes, Proposers must describe how the requirement will be met.

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1. GENERAL REQUIREMENTS

1.1. User Interface

The City will be evaluating the intuitiveness/ease of use of each solution's user interface design including information access, look, feel, and efficiency for all modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.1.1	Provides a browser-based user interface	Y	Click or tap here to enter text.
1.1.2	Provides a secure mobile application / functionality for certain functions (e.g., field work)	Y	Click or tap here to enter text.
1.1.3	Processes transactions in real time such that upon completion of the process the information can be queried, and is updated in the appropriate databases across all modules	N	
1.1.4	Provides the ability to create templated dashboards for user groups with the ability for the end user to change if desired	Choose an item.	Click or tap here to enter text.
1.1.5	Provides the ability to drill-down and drill-across from a transaction view to the supporting source data and documents	Choose an item.	Click or tap here to enter text.
1.1.6	Provides fully integrated functionality such that data is entered only one-time and available in real time throughout the system(s) (single points of data entry) to eliminate re-keying of information	Choose an item.	Click or tap here to enter text.
1.1.7	Provides standard menu layouts that are customizable by the user to fit their needs	Choose an item.	Click or tap here to enter text.
1.1.8	Provides consistent use of icons, colors, and menus across all modules	Choose an item.	Click or tap here to enter text.
1.1.9	Provides user defined shortcuts for frequently accessed records, processes, screens, reports, etc.	Choose an item.	Click or tap here to enter text.
1.1.10	Provides online help that is context sensitive and content appropriate with manuals also available for download	Choose an item.	Click or tap here to enter text.
1.1.11	Supports mobile technologies (e.g., smartphones, tablets) for processes and approvals across all core modules	Choose an item.	Click or tap here to enter text.
1.1.12	Provides robust search and navigation functionality that reaches across all applications/modules and attachments, including the ability to search by text, amounts, etc.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
1.1.13	Forms / workflow steps include the ability to require fields be completed/required prior to the transaction moving forward - Including ability to accept a "0" or "N/A" for certain fields in order to allow related workflow to move forward	Choose an item.	Click or tap here to enter text.
1.1.14	Provides the ability to offer role-based access security to limit data access by department, individual or role	Choose an item.	Click or tap here to enter text.
1.1.15	Provides clear error messages that identify the source of the error and/or necessary response	Choose an item.	Click or tap here to enter text.
1.1.16	Customizable user interface, including ability to save a specific view (my favorite columns, rounding of numbers, column width, etc.)	Choose an item.	Click or tap here to enter text.
1.1.17	The proposed solution must meet Web Content Accessibility Guidelines 2.1 Levels A and AA	Choose an item.	Click or tap here to enter text.

1.2. Workflow

The solution should provide integrated workflow management capability, including generation, routing, notification, and approval of internal forms, reports, and other documents and processes (e.g., payables processing, purchase orders, G/L transaction approval, payroll processing, budgeting, etc.) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.2.1	Provides the ability to route transactions / record reviews and approvals based on user roles and chart of account segments (center, department, etc.).	Choose an item.	Click or tap here to enter text.
1.2.2	Provides ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, account number, etc.)	Choose an item.	Click or tap here to enter text.
1.2.3	Provides the ability to allow data entry to be accessible to multiple employees and anyone who visits the website link and workflow to support checking and validation of a requested transaction	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
1.2.4	Provides the ability to designate "out-of-office" review/approval delegation - Includes the ability for users to direct review/approval requests to specific users covering for OOO employee - Provides administrator with ability to reroute requests.	Choose an item.	Click or tap here to enter text.
1.2.5	Provides the ability to have dynamic forwarding, including the ability to bring back the item	Choose an item.	Click or tap here to enter text.
1.2.6	Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., G/L number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)	Choose an item.	Click or tap here to enter text.
1.2.7	Provides the ability to record and track compliance requirements as part of a workflow	Choose an item.	Click or tap here to enter text.
Approvals			
1.2.8	Provides integration with the City's Microsoft 365 email system to assist in the notification for approvals, and subsequent approval through the email system and supports electronic signature and recording of transactional approvals	Choose an item.	Click or tap here to enter text.
1.2.9	Supports security that allows data entry to be accessible to multiple employees and approval workflow to support checking and validation of a requested transaction	Choose an item.	Click or tap here to enter text.
1.2.10	Provides the ability to apply signature authority to automated workflow approval	Choose an item.	Click or tap here to enter text.
1.2.11	Provides for eSignature support	Choose an item.	Click or tap here to enter text.
1.2.12	Provides the ability to capture a secure signature image	Choose an item.	Click or tap here to enter text.

1.3. Document Management

The solution should provide a way to store and retrieve electronic images (i.e., purchase orders, accounts payable invoices, payroll advice, W2s, 1099s, etc.) that are attached to the appropriate transaction or employee record (i.e., an individual's paycheck and not the entire check run for the pay period) for all core modules. Specific requirements are listed below.

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#	Requirement	Response Code	Response/Comments
1.3.1	Provides the ability to attach documents throughout the system (e.g., with JVs, POs, invoices)	Choose an item.	Click or tap here to enter text.
1.3.2	Supports the attachment of multiple file formats (i.e., documents, spreadsheets, images, etc.)	Choose an item.	Click or tap here to enter text.
1.3.3	Provides the ability to store ERP system generated documents in ERP solution database(s) and associate to / access from the related transaction or data record	Choose an item.	Click or tap here to enter text.
1.3.4	Provides the ability to accommodate document retention policies with respect to images managed by the system based on various retention requirements (i.e., fixed assets, bonds, etc.)	Choose an item.	Click or tap here to enter text.
1.3.5	Provides the ability to offer drill-down/drill across features for users to view documents associated with financial, payroll, and personnel transactions	Choose an item.	Click or tap here to enter text.
1.3.6	Provides the ability to integrate with the existing document management solution for current and historical documents	Choose an item.	Click or tap here to enter text.

1.4. Inquiries, Reporting and Analysis

The solution should provide a comprehensive, user-friendly, and robust reporting solution. The solution should include relevant standard reporting, ad hoc reports, queries, and exports. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.4.1	Provides a comprehensive inquiry and reporting capability that can access data from multiple modules	Choose an item.	Click or tap here to enter text.
1.4.2	Provides the ability for reports to access data across all modules in accordance with a user's security profile	Choose an item.	Click or tap here to enter text.
1.4.3	Provides real-time access to data and data is immediately available for inquiry, reporting, and export for analysis (e.g., to Microsoft Excel) - Data export functionality must include retention of existing data formats	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
1.4.4	Provides online/in-application forms and the ability to revise the forms	Choose an item.	Click or tap here to enter text.
1.4.5	Supports options for viewing and accessing information across multiple applications (i.e., reports and applications that include hyperlinked data that allows the user to drill down, and drill across applications)	Choose an item.	Click or tap here to enter text.
1.4.6	Provides the ability to allow the use of custom and complex expressions, formulas, crosswalks, etc.	Choose an item.	Click or tap here to enter text.
1.4.7	Provides the ability to utilize standard wild-card and fuzzy search capabilities throughout search fields	Choose an item.	Click or tap here to enter text.
1.4.8	Provides State-specific reports for California State Requirements	Choose an item.	Click or tap here to enter text.
1.4.9	Provides accurate A/R aging reports that reconcile with the trial balance	Choose an item.	Click or tap here to enter text.
1.4.10	Provides robust reporting capabilities with multiple ways to sort date (by month, fiscal year, pay period, etc.)	Choose an item.	Click or tap here to enter text.
1.4.11	Provides robust budget inquiry and reporting capabilities, including the ability to generate budget to actual comparisons for any “as of” date, for any vendor by department and/or Agreement Number, or for any cost center	Choose an item.	Click or tap here to enter text.
Report Design			
1.4.12	Provides the ability for end users to define and execute inquiries and reports without vendor or IT support, including the ability to save and share inquiries and reports among users	Choose an item.	Click or tap here to enter text.
1.4.13	Provides the ability to flag accounts for specific state and ACFR reporting requirements	Choose an item.	Click or tap here to enter text.
1.4.14	Provides the ability to copy the attributes of an existing, standard report format and to modify/customize the resulting report format to meet the City’s related business needs	Choose an item.	Click or tap here to enter text.
1.4.15	Provides the ability to create report comparisons for multiple years for various parameters	Choose an item.	Click or tap here to enter text.
1.4.16	Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
Report Execution			
1.4.17	Provides the ability to save and "publish" ad hoc reports for shared use by other authorized users	Choose an item.	Click or tap here to enter text.
1.4.18	Provides the ability to execute all reports for a date range, including ability for reports to cross fiscal years	Choose an item.	Click or tap here to enter text.
1.4.19	Provides the ability for users to drill down in online reports and inquiry result sets to view source transactions and attachments	Choose an item.	Click or tap here to enter text.
1.4.20	Provides the ability to view an entire report on screen prior to choosing an output option	Choose an item.	Click or tap here to enter text.
1.4.21	Provides the ability to define report execution parameters (i.e., fund, department, project, object, expense category, revenue category, etc.)	Choose an item.	Click or tap here to enter text.
1.4.22	Provides the ability to define report execution period by user-specified parameters (i.e., by a specific period/month, by a range of dates, etc.)	Choose an item.	Click or tap here to enter text.
1.4.23	Provides modeling tools to support "what if" analysis and forecasting (e.g., analysis of revenue/expenditure trends and the ability to develop forecast projections)	Choose an item.	Click or tap here to enter text.
1.4.24	Provides the ability to display inquiry results sets graphically (i.e., via pie charts, trend lines, tree map chart, columns, etc.)	Choose an item.	Click or tap here to enter text.
1.4.25	Provides the ability to create report notification groups and inform/alert a group when report updates are available	Choose an item.	Click or tap here to enter text.
1.4.26	Provides the ability to choose a format when exporting a report (i.e., Excel, pdf, flat file, delimited, display, email, csv, etc.)	Choose an item.	Click or tap here to enter text.
1.4.27	Provides the ability for reports to be sent to users and track that they were received/reviewed by staff	Choose an item.	Click or tap here to enter text.

2. FINANCIAL SYSTEM REQUIREMENTS

2.1. General Ledger (G/L) and Accounting

The solution should maintain accounts for transactions via elements such as fund, appropriation, program, organization, project activity, cost center, object class, or any other elements needed to meet the reporting needs of the City; ensure all financial transactions post individually and/or in summary to the general ledger

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regardless of the transaction source, ensuring each entry is balanced and auditable; and support accrual and cash accounting methods, creating appropriate entries needed at the end of a period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or reversing certain year end entries). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.1.1	Provides the ability to add notes/comments/documents to transactions that post to the G/L	Choose an item.	Click or tap here to enter text.
2.1.2	Provides for real-time updates to the G/L after an entry receives approval	Choose an item.	Click or tap here to enter text.
2.1.3	Provides the ability to enforce rules for entry validation based on roles at departmental/user level to prevent incorrect account coding	Choose an item.	Click or tap here to enter text.
2.1.4	Provides the ability to enter and track multiple dates (i.e., transactional, posting, data entry, etc.)	Choose an item.	Click or tap here to enter text.
2.1.5	Allows for accounts to be made active/inactive based on effective dates - No new transactions should be allowed to post to inactive accounts	Choose an item.	Click or tap here to enter text.
2.1.6	Provides the ability to calculate retention amounts	Choose an item.	Click or tap here to enter text.
2.1.7	Allows for petty cash expense tracking where transactions do not hit G/L until petty cash reimbursement is processed through AP	Choose an item.	Click or tap here to enter text.
2.1.8	Provides pooled cash accounting from multiple funds to a pooled cash account including managing due to/due from transactions and sweeps	Choose an item.	Click or tap here to enter text.
2.1.9	Provides the ability for short and long-term dividends/interest reported from third party managers to be posted at the fund and sub-fund levels	Choose an item.	Click or tap here to enter text.
2.1.10	Provides the ability to automatically allocate interest, including negative interest, based on averages calculated from fields to/from dates and accounts: - Including the ability to establish a fund as non-interest bearing and ability to establish roll-ups to other funds.	Choose an item.	Click or tap here to enter text.
2.1.11	Allows for the definition of shortcut keys mapped to specific G/L strings minimizing data entry requirements.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.1.12	Provides the ability to define and manage sub-ledgers	Choose an item.	Click or tap here to enter text.
2.1.13	Allows multiple periods to be open at the same time	Choose an item.	Click or tap here to enter text.
Chart of Accounts (COA)			
2.1.14	Supports a flexible COA structure that allows for variable field length within each field and expanded use of segments (not less than 10) in the future	Choose an item.	Click or tap here to enter text.
2.1.15	Provides the ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA - Including ability to track, query and report account history when changes occur	Choose an item.	Click or tap here to enter text.
2.1.16	Allows for mixed case alpha-numeric values across all segments	Choose an item.	Click or tap here to enter text.
2.1.17	Provides the ability to import COA updates versus manual input	Choose an item.	Click or tap here to enter text.
2.1.18	Allows for object code categorization by user defined groupings	Choose an item.	Click or tap here to enter text.
2.1.19	Provides the ability to change the status at fund, accounting unit and account level	Choose an item.	Click or tap here to enter text.
2.1.20	Provides the ability to define segment types and limit the use of segment by module based on segment type	Choose an item.	Click or tap here to enter text.
2.1.21	Provides the ability to add or remove segment types based on City requirements	Choose an item.	Click or tap here to enter text.
2.1.22	Provides permission-based controls for access to and use of segments (e.g., by department)	Choose an item.	Click or tap here to enter text.
2.1.23	Provides the ability to accommodate potential City department reorganization by mapping historical transactional data from previous/original to new account structures	Choose an item.	Click or tap here to enter text.
2.1.24	Provides the ability to incorporate project accounts into the account string	Choose an item.	Click or tap here to enter text.
2.1.25	Provides the ability to add a required a project activity number at the accounting unit level	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
Journal Processing			
2.1.26	Provides support for the following journal processing capabilities: one-time, automated recurring, allocations & distributions, automatic reversals (accruals), imports, and corrections, all with supporting workflow	Choose an item.	Click or tap here to enter text.
2.1.27	Provides a template format for ease of journal entry	Choose an item.	Click or tap here to enter text.
2.1.28	Provides the ability to incorporate a user-selected field for journal type, then have system auto assign # (example: interest allocation = "INT-304302" where INT is user assigned and 304302 is system assigned)	Choose an item.	Click or tap here to enter text.
2.1.29	Identifies the source of journals (e.g., budget, sub-system, import, etc.)	Choose an item.	Click or tap here to enter text.
2.1.30	Allows for the system to show both short and long descriptions	Choose an item.	Click or tap here to enter text.
2.1.31	Provides the ability to review journal entries from the GL detail	Choose an item.	Click or tap here to enter text.
2.1.32	Provides the ability to reject journal entries and send back to preparer with comments for rejection	Choose an item.	Click or tap here to enter text.
2.1.33	Provides the ability to add activity number to a journal entry	Choose an item.	Click or tap here to enter text.
2.1.34	Provides the ability to attach and view supporting documents for journal entries at the header and line detail level	Choose an item.	Click or tap here to enter text.
2.1.35	Provides a tool for defining custom journal imports from files generated by third-party solutions, including land management, recreation management, etc. - Includes the ability to apply data validation rules to journals	Choose an item.	Click or tap here to enter text.
2.1.36	Prevents the reuse / duplication of journal entry numbers	Choose an item.	Click or tap here to enter text.
2.1.37	Provides the ability to use allocation codes in support of auto-allocating expenses throughout the system (i.e., journal entry, purchase requisitions, payroll, etc.)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.1.38	Allows for flexible posting options (i.e., batch, approval required, automated) based on pre-defined rules, permissions, impacted ledgers/accounts, sources, etc.)	Choose an item.	Click or tap here to enter text.
2.1.39	Includes searchable user defined fields at the journal header and detail levels	Choose an item.	Click or tap here to enter text.
2.1.40	Provides ability to issue a warning when funds do not balance, insufficient budget available, and to prevent one-sided entries from being made	Choose an item.	Click or tap here to enter text.
2.1.41	Provides the ability, when releasing journal entries, to identify and display the list of accounting units that have insufficient funds (display the set, rather than one at a time)	Choose an item.	Click or tap here to enter text.
2.1.42	Supports intra-entity balancing	Choose an item.	Click or tap here to enter text.
2.1.43	Provides option to attach supporting documentation to journal entries	Choose an item.	Click or tap here to enter text.
2.1.44	Provides the ability for departments to enter journal entries and automatically route for departmental and accounting review and approval	Choose an item.	Click or tap here to enter text.
2.1.45	Provides the ability to import journal entries from excel and drill-down to see journal entries as well as the backup	Choose an item.	Click or tap here to enter text.
2.1.46	Provides the ability to initiate GL corrections at the corresponding department, providing authorized users to enter the correction, then workflow through approval process and then to Finance for review and posting	Choose an item.	Click or tap here to enter text.
Closing			
2.1.47	Provides the ability to modify period status (i.e., open and/or closed), including ability to limit access to closed periods only with approved security	Choose an item.	Click or tap here to enter text.
2.1.48	Provides support for period-end soft close processes (i.e., secures new entries to a closed accounting period for specific modules)	Choose an item.	Click or tap here to enter text.
2.1.49	Provides the ability to include a checklist for required month end journals	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.1.50	Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances	Choose an item.	Click or tap here to enter text.
2.1.51	Allows multiple year-end closing periods (i.e., period 13, period 14, etc.)	Choose an item.	Click or tap here to enter text.
2.1.52	Provides the ability for authorized users to post year-end entries until the fiscal year is closed	Choose an item.	Click or tap here to enter text.
Cost Allocation			
2.1.53	Provides the ability to allocate total costs related to an internal service fund or activity across multiple departments/divisions based on user defined factors/cost factors (i.e., employee count; square feet of office space; number of desktop computers, hours worked)	Choose an item.	Click or tap here to enter text.
2.1.54	Provides the ability to bill from a department/division/project to another department/division/project or within a department	Choose an item.	Click or tap here to enter text.
2.1.55	Provides the ability to select specific revenue and expenditure accounts to be compiled for future allocation/billing	Choose an item.	Click or tap here to enter text.
2.1.56	Provides the ability to generate a scheduled (monthly, quarterly, annually) journal voucher for the allocations/billings	Choose an item.	Click or tap here to enter text.
Inquiries, Reporting, and Analysis			
2.1.57	Provides comprehensive end-user reporting capabilities (i.e., rich sets of data delivered to screen during regular business activities, standard/out-of-the box reports, ad hoc reporting, etc.) for all financial transactions data (i.e., various fund balance reports, general ledger, cash, transfers, due to/due from reports, etc.)	Choose an item.	Click or tap here to enter text.
2.1.58	Provides the ability to generate “pre-posting” Trial Balance reports to ensure that essential data was not omitted in error	Choose an item.	Click or tap here to enter text.
2.1.59	Provides the ability to categorize and summarize transactional data in support of the Annual Comprehensive Financial Report - Includes the ability to generate Fund Financial Statements and update set-up as needed to meet reporting requirements	Choose an item.	Click or tap here to enter text.
2.1.60	Provides the ability to meet federal and state reporting requirements, including the State Controller’s report, GASB 96 (accounting standards for subscription-based information technology	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	arrangements (SBITAs)), and GASB 87 ((accounting standards for leases) - Including commitment to meet all future GASB and state reporting requirements		
2.1.61	Provides the capability to generate pre-posting reports to support validation of data prior to actual posting to the GL	Choose an item.	Click or tap here to enter text.
2.1.62	Provides the ability for parameter-based reporting (e.g., date ranges)	Choose an item.	Click or tap here to enter text.
2.1.63	Provides the ability to build and publish annual and periodic financial statements online and in an interactive format	Choose an item.	Click or tap here to enter text.
2.1.64	Provides the ability to run real-time trial balances, revenue and expenditure ledgers, encumbrances, and project activity reports	Choose an item.	Click or tap here to enter text.
2.1.65	Provides and maintains reports required by Federal and State mandates, including the Schedule of Expenditures of Federal Awards, Schedule of Expenditures of State Awards	Choose an item.	Click or tap here to enter text.
2.1.66	Provides automated, flexible, and efficient month-end and year- end reporting, including on key metrics (i.e., monthly expenditures by department, number of purchase orders, paychecks, AP payments, etc.)	Choose an item.	Click or tap here to enter text.
2.1.67	Provides the ability to download transaction data to and upload data from Microsoft Excel	Choose an item.	Click or tap here to enter text.
2.1.68	Supports standard financial reporting methods/reports including: - Modified Accrual - Full Accrual (Enterprise and Internal Service) - Government Wide (Full Accrual) (ability to process “no-post” GASB 34 conversion entries) - Budget Basis (Modified Accrual with custom exclusions of accounts) - Enterprise and Internal Service Statement of Cashflows - Ability to process “no-post” entries as part of fund financial statement preparation - Budget to Actual Fund Financials - Ability to update and maintain statistical data	Choose an item.	y

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#	Requirement	Response Code	Response/Comments
	- Ability to assemble the ACFR for publication in a format that allows eligibility for the GFOA award Note disclosure and Management Discussion & Analysis requirements (ACFR): System automatically updates numbers in the reports when journal entries are posted		

2.2. Budgeting

The solution should provide an automated electronic Operating and Capital Improvement Program (CIP) budget process with decentralized entry, workflow, and related notifications/alerts. It must track budget revisions and support mid-year amendments, support multiple year budgets and multiple year revenue and budget projections. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.2.1	Provides full integration with Microsoft Excel for budget development (i.e., worksheet export to Excel, data imported from Excel, Excel-based forecasting, etc.)	Choose an item.	Click or tap here to enter text.
2.2.2	Provides a dashboard view for the City's budget function - Includes ability to limit view access to certain budget-related tasks	Choose an item.	Click or tap here to enter text.
2.2.3	Provides capability for multi-year budgeting, including object, justification, and description fields for each budgeting year	Choose an item.	Click or tap here to enter text.
2.2.4	Provides the ability to support onscreen entry, version management, and export/import functionality	Choose an item.	Click or tap here to enter text.
2.2.5	Allows document attachment at the budget line-item level; attachments must stay with the line item through various budget versions and remain available as budgets are closed	Choose an item.	Click or tap here to enter text.
Budget Setup / Entry			
2.2.6	Provides the ability to complete the budget process within a single solution, including operating budgets, position budgets, grants, debt, and capital budgets	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.2.7	Supports creation of budget levels (i.e., Department level, Budget Team level, Finance Level, City Manager level, City Council level) - Including budget entry at the department level	Choose an item.	Click or tap here to enter text.
2.2.8	Provides the ability to track multiple budget versions / budget scenarios (i.e., Department Head "requested" version, Budget Division Review, City Manager "proposed accepted" version, "Council approved" version, etc.)	Choose an item.	Click or tap here to enter text.
2.2.9	Provides capability for multiple budget development methods, including zero-based, prior year actuals, etc. - Includes the ability to apply increase or decrease factors down to the object level	Choose an item.	Click or tap here to enter text.
2.2.10	Provides the ability for negative amounts to be entered	Choose an item.	Click or tap here to enter text.
2.2.11	Supports workflow for budget entry, review and approval within each Division or Department	Choose an item.	Click or tap here to enter text.
2.2.12	Secures access to accounts (i.e., funds, departments, objects, object categories, etc.) for budget entry based on roles/logins and specific dates	Choose an item.	Click or tap here to enter text.
2.2.13	Allows for "base budget package" budgeting with the ability to group items together, capture attributes (e.g., optional or type) and add/remove items (single or in groups) at any established budget level	Choose an item.	Click or tap here to enter text.
2.2.14	Allows departmental entry of budget requests, including justifications, comments, attachments, and background data related to requests; this information must stay with line-item entries through budget level-up cycles	Choose an item.	Click or tap here to enter text.
2.2.15	Provides options for entering multiple items to a single account	Choose an item.	Click or tap here to enter text.
2.2.16	Provides the ability to gather internal service funds proposed budgets and calculate ISF charges by end user Department / Division based on established formulas (user defined formulas)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.2.17	Supports budget entry at the Division, department, object and fund levels, including the use of sub-fields (e.g., object code Professional Services – ability to enter each prof service contract in a "sub" field / table and have it sum the total into the line item for Professional Services)	Choose an item.	Click or tap here to enter text.
2.2.18	Supports the creation of automated budget allocations by fund, department and/or account according to user-specified requirements	Choose an item.	Click or tap here to enter text.
2.2.19	Provides the ability to capture internal notes on budget records	Choose an item.	Click or tap here to enter text.
Budget Process Management			
2.2.20	Provides the ability to define a maximum or target budget amount per fund, department, division, object, and report against the defined maximum	Choose an item.	Click or tap here to enter text.
2.2.21	Provides the ability to capture budget-related notes for internal (Budget division) access only	Choose an item.	Click or tap here to enter text.
2.2.22	Provides the ability to distribute budgets across different funds as needed	Choose an item.	Click or tap here to enter text.
2.2.23	Provides the ability to control budget rollups at multiple levels	Choose an item.	Click or tap here to enter text.
2.2.24	Provides status tracking relative to departmental budget approvals	Choose an item.	Click or tap here to enter text.
2.2.25	Calculates projected fund balances automatically for the current fiscal year and five out-years, rolling the ending fund balance from the previous year to the beginning fund balance of the next year. (i.e., reflecting reserves based on an established (subject to change) calculation, revenues, expenses, and inter-fund transfers that would result in an ending fund balance, initial beginning fund balance is based on actual fund balance from the previous year.) - Includes the ability to modify beginning fund balances manually	Choose an item.	Click or tap here to enter text.
Budget Adjustments			

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#	Requirement	Response Code	Response/Comments
2.2.26	Provides support for budget adjustments and provides option to change budget-formatting from building on last year's actuals to seed-based budgeting	Choose an item.	Click or tap here to enter text.
2.2.27	Provides the ability to process mass changes to various accounts during and outside of the budget process, such as departmental or citywide reorganizations	Choose an item.	Click or tap here to enter text.
2.2.28	Provides the ability to supports mid-year budget amendments and continuous mid-year adjustments	Choose an item.	Click or tap here to enter text.
2.2.29	Supports tracking budget changes across budget levels and between funds	Choose an item.	Click or tap here to enter text.
2.2.30	Provides the ability to request end-year budget carryovers prior to June 30 each year	Choose an item.	Click or tap here to enter text.
Budget Analysis			
2.2.31	Provides support for budget scenario development, including the ability to apply "what if"/factor scenarios across funds, departments, programs, and/or objects for all budgeting/forecasting years (e.g., five year budget forecasts)	Choose an item.	Click or tap here to enter text.
2.2.32	Provides the ability to define and use statistics (e.g., invoices paid, recruitments completed, etc.) as performance measurements	Choose an item.	Click or tap here to enter text.
2.2.33	Provides the ability to view budget-to-actuals in real-time with drill-down capabilities	Choose an item.	Click or tap here to enter text.
2.2.34	Provides the ability to report on justification comments by budget line item	Choose an item.	Click or tap here to enter text.
2.2.35	Provides the ability to enforce budget control for expenditures according to City-defined requirements (i.e., from a requisition, purchase order, AP or GL entry)	Choose an item.	Click or tap here to enter text.
2.2.36	Provides the ability to allows users to change key underlying assumptions to impact forecasts	Choose an item.	Click or tap here to enter text.
Position/Personnel Budgeting			
2.2.37	Provides the ability to budget based on "locked down" position control settings	Choose an item.	Click or tap here to enter text.
2.2.38	Provides the ability for labor cost budgeting	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	- Including the ability to vary the underlying assumptions for different labor groups		
2.2.39	Provides the capability for labor cost projections and supports comparisons against actual labor costs	Choose an item.	Click or tap here to enter text.
2.2.40	Provides the ability to add/delete/reallocate/move positions between operating divisions, and updates proposed budget with those changes	Choose an item.	Click or tap here to enter text.
2.2.41	Provides support for longevity calculations	Choose an item.	Click or tap here to enter text.
2.2.42	Provides the ability to allocate employee costs by percentage to multiple account strings	Choose an item.	Click or tap here to enter text.
2.2.43	Provides the ability for budgeting of vacant positions	Choose an item.	Click or tap here to enter text.
2.2.44	Supports position-based budgeting (Option for hours/FTE instead of dollars) to allow for analysis of changes to various factors e.g., FTE counts, COLAs, CPI)	Choose an item.	Click or tap here to enter text.
2.2.45	Provides the ability to apply across-the-board budget adjustments by MOU/bargaining unit	Choose an item.	Click or tap here to enter text.
2.2.46	Provides filled and vacant position budgeting processes for updating the budget to reflect changes for such things as: - Position title and employee assigned to position - Maximum, mid and minimum salary range - Current salary - Evaluation date - COLAs and merit increases - Special pay (e.g., bilingual pay, phone, or car allowance) - Adjustments to benefit cost - Other misc. personnel related rate adjustments Ad hoc personnel costs (e.g., other post-employment benefits (OPEB), pension-pay off, and one-time costs). Updates should be available for all or group of positions	Choose an item.	Click or tap here to enter text.
2.2.47	Provides personnel budgeting processes for updating the budget to reflect changes for such things as COLAs,	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	adjustments to variable benefits, updates to fixed benefits, and other misc. personnel related rate adjustments		
2.2.48	Provides the ability to add, delete, and/or revise positions being budgeted and mark/identify changes or at least that the position was changed	Choose an item.	Click or tap here to enter text.
2.2.49	Provides options for FTE allocations to be based on hours, percentages, etc.; FTE allocations should also be able to be split across multiple funds while at the same time being split by hours and/or percentages between divisions	Choose an item.	Click or tap here to enter text.
Capital Budgeting			
2.2.50	Provides the ability to budget Capital Improvement Program projects as single year or over multiple years	Choose an item.	Click or tap here to enter text.
2.2.51	Provides the ability to automates roll-forward for selected operational and multi-year Capital Improvement Program (CIP) project budgets	Choose an item.	Click or tap here to enter text.
2.2.52	Provides ability to link capital / project budgets to contract limits	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.2.53	Provides the ability to generate automated month-end budget reports following period closes	Choose an item.	Click or tap here to enter text.
2.2.54	Provides the capability to generate multi-year budget to actual reports	Choose an item.	Click or tap here to enter text.
2.2.55	Provides the capability to review current and prior budget amounts by year	Choose an item.	Click or tap here to enter text.
2.2.56	Provides the ability through a real time interface between the budget application and the application that prepares the budget document to update tables, charts, etc. in the budget document as numbers are revised in the budget application	Choose an item.	Click or tap here to enter text.
2.2.57	Provides the ability to create, edit, and print a budget document through Microsoft Office applications, Adobe, or another application based on data in the budget module including the following: - Ability to create, edit, and/or revise charts (e.g., bar, line, pie, etc.,)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	- Supports dynamic sizing of text, tables, and charts on a page - Ability to add images/pictures - Provides free form space for narrative text - Provides fields to identify and link goals to budget data		
2.2.58	Supports publication of the budget document online in an interactive format	Choose an item.	Click or tap here to enter text.
2.2.59	Provides the ability through the application that prepares budget document to draft written/text information (e.g., introduction, analysis, etc.)	Choose an item.	Click or tap here to enter text.
2.2.60	Integrates or interfaces with budget application for budget data used in tables, charts, and text format that allows eligibility for GFOA award	Choose an item.	Click or tap here to enter text.
2.2.61	Provides the ability to track G/L trial balance details in relation to budgets	Choose an item.	Click or tap here to enter text.

2.3. Contract Management

The solution should provide functionality to manage contracts. It should track and manage contract status information over the life of the contract. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.3.1	Provides the ability to track aggregate contract awards to multiple vendors, including the ability to track amounts spent with each vendor to ensure that overall contract limits are adhered to	Choose an item.	Click or tap here to enter text.
2.3.2	Provides the ability to establish contracts with any term (i.e., start and end dates) within or across fiscal years	Choose an item.	Click or tap here to enter text.
2.3.3	Provides the ability to manage citywide contracts without specific encumbered amounts for multiple departments' use	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	Ideally, Purchasing would identify specific departments allowed to use contract, including allocating amounts to each, but not encumbering funds to allow for use of various funding sources; releases/orders against contract should still be reflected in real-time		
2.3.4	Provides the ability to alert/notify City employees of in advance of expiring contracts/agreements, insurance documents, etc.	Choose an item.	Click or tap here to enter text.
2.3.5	Provides the ability for purchase orders to validate against contracts for appropriate user, G/L account, amount, department, date, etc.	Choose an item.	Click or tap here to enter text.
2.3.6	Provides the ability to post contract documents with tracking of access to public web	Choose an item.	Click or tap here to enter text.
2.3.7	For capital projects, provides the ability to require that a contract has been entered before a purchase order may be issued	Choose an item.	Click or tap here to enter text.
2.3.8	Provides the ability to record and track contract limits at user specified levels over the life of the contract	Choose an item.	Click or tap here to enter text.
2.3.9	Provides the ability to generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing	Choose an item.	Click or tap here to enter text.
2.3.10	Provides the ability to alert staff when contract limits are approaching	Choose an item.	Click or tap here to enter text.
Contract Setup			
2.3.11	Provides the ability to track and view payments against a contract or purchase order	Choose an item.	Click or tap here to enter text.
2.3.12	Provides the ability to reflect credits applied by accounts payable and make appropriate amount updates automatically to contract balances (and to related purchase orders)	Choose an item.	Click or tap here to enter text.
2.3.13	Provides the ability to record service performance against a contract	Choose an item.	Click or tap here to enter text.
2.3.14	Provides the ability to purge contracts on a given schedule	Choose an item.	Click or tap here to enter text.
Workflow			

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#	Requirement	Response Code	Response/Comments
2.3.15	Provides the ability to notify vendor and send renewal notice letter for their approval, to initiate renewal process for City - Including the ability to include a copy of current pricing for their reference and updates	Choose an item.	Click or tap here to enter text.
2.3.16	Provides the ability for changes in contract dollar amount to trigger workflow, including that the approval process can be routed by department, contract type or amount	Choose an item.	Click or tap here to enter text.
Retention			
2.3.17	Provides the ability for auto calculation of retention amounts by task, by percentage complete, and by dollar amount	Choose an item.	Click or tap here to enter text.
2.3.18	Provides the ability for multiple rates of retention based on project progress	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.3.19	Provides the ability to track and view contract balances remaining	Choose an item.	Click or tap here to enter text.
2.3.20	Provides the ability to track progress payments	Choose an item.	Click or tap here to enter text.
2.3.21	Provides the ability to view all REQs/POs, payments, credits, and vendor history associated with the contract	Choose an item.	Click or tap here to enter text.
2.3.22	Provides the ability to track and view contract pricing tables	Choose an item.	Click or tap here to enter text.
2.3.23	Provides the ability to report on contracts against which no purchase orders have been entered	Choose an item.	Click or tap here to enter text.

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2.4. Procurement/Purchasing

The solution should provide fully integrated functionality supporting a range of purchasing methods from requisition through issuance of the PO. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.4.1	Provides the ability to allow electronic forms requests with workflow enabled review and approvals	Choose an item.	Click or tap here to enter text.
2.4.2	Provides the ability to support vendor groups and commodity codes for efficient analysis and procurement searches	Choose an item.	Click or tap here to enter text.
Requisitions			
2.4.3	Provides the ability to link requisitions to contracts	Choose an item.	Click or tap here to enter text.
2.4.4	Provides the ability to perform budget checking during requisition, PO creation, and invoice processing, including related sales/use tax amount	Choose an item.	Click or tap here to enter text.
2.4.5	Provides the ability to add custom requisition entry fields	Choose an item.	Click or tap here to enter text.
2.4.6	Provides the ability to expedite data entry of recurring/annual requisitions (i.e., duplicate a requisition from one year to another year)	Choose an item.	Click or tap here to enter text.
2.4.7	Provides the ability to attach documents to requisitions	Choose an item.	Click or tap here to enter text.
2.4.8	Provides options to encumber at the requisition and PO levels	Choose an item.	Click or tap here to enter text.
2.4.9	Provides the ability during requisition entry to alert/inform the user if the vendor has open blanket purchase orders	Choose an item.	Click or tap here to enter text.
2.4.10	Provides the ability to add a new vendor when creating a requisition	Choose an item.	Click or tap here to enter text.
2.4.11	Provides the ability to create a requisition without selecting an existing vendor	Choose an item.	Click or tap here to enter text.
2.4.12	Provides real-time indication if invalid data is entered during requisition entry	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.4.13	Provides the ability to copy an existing requisition	Choose an item.	Click or tap here to enter text.
2.4.14	Provides the ability to enforce a "hard stop" if the requisition fails budget check, invalid account, and/or invalid vendor - Includes the ability to override, with proper authorization	Choose an item.	Click or tap here to enter text.
2.4.15	Provides the ability to automatically route a requisition to an approver based on the originator of the requisition (e.g., departmental, object code)	Choose an item.	Click or tap here to enter text.
2.4.16	Provides the ability to route the requisition to different levels in the workflow	Choose an item.	Click or tap here to enter text.
2.4.17	Provides the ability to reject the requisition and send back to originator with comments at any level during approval workflow	Choose an item.	Click or tap here to enter text.
Encumbrances			
2.4.18	Provides the ability to show pre-encumbrances/commitments (no ledger transaction) and encumber amounts related to requisitions and purchase orders	Choose an item.	Click or tap here to enter text.
2.4.19	Provides the ability to automatically reverse pre-encumbrance/commitment and encumbrance amounts as appropriate, modifications (PO is reduced/decreased) when a PO or requisition is cancelled or closed	Choose an item.	Click or tap here to enter text.
2.4.20	Provides real-time access to PO information related to encumbrances	Choose an item.	Click or tap here to enter text.
2.4.21	Provides the ability to encumber at various account/org structural levels (i.e., departments, account groups, accounts, funds, funding sources, etc.)	Choose an item.	Click or tap here to enter text.
2.4.22	Provides the ability to submit encumbrance master listing by account number	Choose an item.	Click or tap here to enter text.
2.4.23	When rolling over encumbrances at year-end, provides capability to track rollover amount separately from other budgeted amounts (e.g., rollover into a designated / separate amount field)	Choose an item.	Click or tap here to enter text.
Purchase Orders (POs)			
2.4.24	Provides the ability to update the solution's default PO template, including Terms and Conditions	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.4.25	Provides the ability to copy POs, including across fiscal years	Choose an item.	Click or tap here to enter text.
2.4.26	Provides the ability to attach supporting documents to POs	Choose an item.	Click or tap here to enter text.
2.4.27	Provides the ability to modify a recurring PO	Choose an item.	Click or tap here to enter text.
2.4.28	Provides the ability to attach different terms and conditions depending on type of PO (e.g., standard or open/blanket)	Choose an item.	Click or tap here to enter text.
2.4.29	Provides the ability to require / add City Manager and City Attorney signatures and workflows for POs over a specified dollar threshold and under other special circumstances	Choose an item.	Click or tap here to enter text.
2.4.30	Provides the ability to link POs to contracts/agreements	Choose an item.	Click or tap here to enter text.
2.4.31	Provides the ability to add zero-dollar line items and apply discounts (negative amounts/percentage discounts, etc.) to POs	Choose an item.	Click or tap here to enter text.
2.4.32	Provides the ability to have a single PO associated with multiple departments, projects, and / or funding sources	Choose an item.	Click or tap here to enter text.
2.4.33	Provides the ability to issue POs using a variety of units of measure	Choose an item.	Click or tap here to enter text.
2.4.34	Provides an option for PO numbering to be user defined or system generated	Choose an item.	Click or tap here to enter text.
2.4.35	Provides the ability to support annual, blanket, multi-year, and multi-department PO types	Choose an item.	Click or tap here to enter text.
2.4.36	Supports multiple line items per PO with the option of associating different G/L strings within each line by amount and percentage	Choose an item.	Click or tap here to enter text.
2.4.37	Provides the ability to identify asset tag numbers for each capital asset-related line item on a PO	Choose an item.	Click or tap here to enter text.
2.4.38	Provides the ability to capture internal or external justifications, notes, or comments on PO, including reason(s) for rejection - Internal comments must only be visible to City staff members	Choose an item.	Click or tap here to enter text.
2.4.39	Provides the ability to define which users are authorized to override established PO limits	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.4.40	Provides real-time expense tracking on all POs, including blanket POs	Choose an item.	Click or tap here to enter text.
2.4.41	Provides the ability to prevent a PO from being issued to an inactive vendor	Choose an item.	Click or tap here to enter text.
2.4.42	Provides the ability to email the POs to more than one email address, with copy sent to Buyer	Choose an item.	Click or tap here to enter text.
2.4.43	Provides real-time access to PO status including approval status and location in the queue (i.e., on screen, via dashboard, report, etc.)	Choose an item.	Click or tap here to enter text.
2.4.44	Provides real-time access to PO information related to balances, adjustments, and postings	Choose an item.	Click or tap here to enter text.
2.4.45	Provides the ability to automate PO initiation after contract is awarded	Choose an item.	Click or tap here to enter text.
2.4.46	Provides the ability to track and display open POs and supports the maintenance of open POs over multiple years	Choose an item.	Click or tap here to enter text.
2.4.47	Provides the ability to issue Change Orders to a previously issued PO - Includes workflow for review and approval - Includes the ability to update/change the associated Vendor ID and/or the Vendor's Tax ID if the vendor makes a change	Choose an item.	Click or tap here to enter text.
2.4.48	Provides the ability to receive PO line items fully and partially as needed	Choose an item.	Click or tap here to enter text.
2.4.49	Provides the ability to track a PO through the return process	Choose an item.	Click or tap here to enter text.
2.4.50	Provides the ability to track PO spending against a contract	Choose an item.	Click or tap here to enter text.
2.4.51	Provides the ability for staff to request releases against blanket/open POs for departmental approval and Purchasing approval over certain dollar thresholds to track real-time spend against POs (not only payments made against POs)	Choose an item.	Click or tap here to enter text.
2.4.52	Provides the ability to automatically close a PO when the order has been satisfied	Choose an item.	Click or tap here to enter text.
2.4.53	Provides the ability to "short close" (for open amounts less than the original PO amount)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.4.54	Provides the ability to mass close POs based on user defined parameters (e.g., at the end of the fiscal year)	Choose an item.	Click or tap here to enter text.
2.4.55	Provides the ability to modify current an open PO, including to increase the PO amount	Choose an item.	Click or tap here to enter text.
2.4.56	Provides the ability to track contingency spending if available for an awarded PO, and to reflect as a PO revision - Note that this type of PO revision should be available for viewing only to City staff – vendors should not see such PO revisions	Choose an item.	Click or tap here to enter text.
2.4.57	Provides the ability to request change orders and track change order numbers, amount for each as well as cumulatively - Including workflow for department and Purchasing review and approval	Choose an item.	Click or tap here to enter text.
2.4.58	Provides the ability to cap/reject change order requests at certain PO/contract percentage or amounts according to City guidelines - Note that guidelines may be updated periodically	Choose an item.	Click or tap here to enter text.
2.4.59	Provides the ability to automatically generate POs from established 3rd party online store (e.g., Staples) via "punch-out" ordering process	Choose an item.	Click or tap here to enter text.
2.4.60	Provides the ability to combine multiple requisitions on one PO	Choose an item.	Click or tap here to enter text.
2.4.61	Provides the ability to adjust taxable amounts at individual lines	Choose an item.	Click or tap here to enter text.
2.4.62	Provides the ability to categorize requisitions and POs as user defined types. (i.e., regular requisition vs. blanket PO, sole source, emergency, cooperative, etc.) and allow Buyers to override purchase type	Choose an item.	Click or tap here to enter text.
2.4.63	Provides the ability for authorized users to bypass the requisition process and get a PO number in emergency situations with appropriate audit controls, including an audit trail	Choose an item.	Click or tap here to enter text.
2.4.64	Provides the ability to release encumbrances when a requisition or PO is closed or cancelled	Choose an item.	Click or tap here to enter text.
2.4.65	Provides the ability for a Purchasing Manager to assign requisitions to Buyers	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
Purchasing Cards (P-Cards)			
2.4.66	Provides effective p-card management functionality and controls, including ability for integration with US Bank	Choose an item.	Click or tap here to enter text.
2.4.67	Supports managing p-card usage, processing of related payments in coordination with bank and ability to load detailed transactions	Choose an item.	Click or tap here to enter text.
2.4.68	Provides accommodation for an expanded p-card purchase description	Choose an item.	Click or tap here to enter text.
2.4.69	Provides the ability to notify p-card holders via automated email of the available batch of p-card transactions awaiting updates	Choose an item.	Click or tap here to enter text.
2.4.70	Provides the ability to split p-card transactions by fund, department and/or account specific transaction types	Choose an item.	Click or tap here to enter text.
2.4.71	Provides the ability to generate p-card transaction reports by department and/or cardholder name	Choose an item.	Click or tap here to enter text.
Year End			
2.4.72	Provides the ability to define period close and roll-over dates at system and module level	Choose an item.	Click or tap here to enter text.
2.4.73	Supports year-end activities such as PO closure and the ability to roll POs to the new fiscal year, including providing a facility for departmental managers to identify which POs should be carried forward into a new year and appropriate treatment of carryover budget amounts	Choose an item.	Click or tap here to enter text.
2.4.74	Provides the ability for users to enter effective-dated purchase requisitions for the new fiscal year prior to the start of that fiscal year	Choose an item.	Click or tap here to enter text.
2.4.75	Provides real-time access to PO-related information, including encumbrances, balances, adjustments, and postings	Choose an item.	Click or tap here to enter text.
2.4.76	Provides a report or dashboard alert of POs with no activity for a user defined period	Choose an item.	Click or tap here to enter text.
Document Management and Workflow			
2.4.77	Supports document scanning and attachment, and makes documents accessible throughout the procurement process (i.e., requisition, PO, packing slips, etc.)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.4.78	Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount	Choose an item.	Click or tap here to enter text.
2.4.79	Provides options for sending PO documents to vendors - Including printed/mailed, emailed, and via vendor self-service portal	Choose an item.	Click or tap here to enter text.
Inquiries and Reporting			
2.4.80	Provides the ability to inquire and export reports in Excel and PDF formats for the above by search fields that include but are not limited to the following: - Date of Document (Req/PO/Contract) - Department/Division - Requester Name - Requisition/PO/Contract number - Vendor - Amount - Description - Related Account Numbers - Payments/invoices applied - Receipt status/date - Received by information (Name) - City Council approval date and Staff Report Item - Related Bid/RFP number	Choose an item.	Click or tap here to enter text.
2.4.81	Provides the ability to generate quarterly reports with the following fields for specified date ranges: - Type of procurement document/transaction (P-card, PO, Contract, Blanket/Open PO) - PO/Contract number - Date of transaction/document - Total amount - Department - Project Title/general description of items	Choose an item.	Click or tap here to enter text.
2.4.82	Provides detailed report with approvals, requisition and GL information	Choose an item.	Click or tap here to enter text.

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2.5. Vendor Management

The solution should provide the ability to maintain vendor information to process payments and track information related to doing business with the City. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.5.1	Provides the ability to make use of one-time vendors	Choose an item.	Click or tap here to enter text.
2.5.2	Provides the ability to track insurance requirements and related documents needed for doing business, including business licenses.	Choose an item.	Click or tap here to enter text.
2.5.3	Provides the ability to automate upcoming Certificate of Insurance expiration notifications	Choose an item.	Click or tap here to enter text.
2.5.4	Provides the ability to send vendors emails, either individual or to all for mass communications	Choose an item.	Click or tap here to enter text.
2.5.5	Provides ability to complete vendor name changes	Choose an item.	Click or tap here to enter text.
2.5.6	Supports the use of employee bank information for employee reimbursements (e.g., travel expenses)	Choose an item.	Click or tap here to enter text.
2.5.7	Provides the ability to search vendors by commodity codes	Choose an item.	Click or tap here to enter text.
Vendor Self Service			
2.5.8	Provides a vendor self-service portal with functions that include the ability to: - Submit requests to become “registered” vendors - Identify vendor contacts - Upload and submit documents (i.e., invoices, w-9, licenses, insurance certificates, banking information, etc.) - Select / designate related commodity codes - Designate remit-to address(es) - Designate preferred communication methods, including provision of related email address or phone number - Make changes to address, phone, primary contact, etc. - Check invoice/payment status	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	- View transactional history associated with purchase orders (POs) - Submit change requests		
2.5.9	Provides the ability for multiple DBAs for one legal name	Choose an item.	Click or tap here to enter text.
2.5.10	Provides the ability to add multiple contacts for a vendor, including the ability to designate a primary contact	Choose an item.	Click or tap here to enter text.
2.5.11	Provides the ability for multiple vendor's addresses to be stored	Choose an item.	Click or tap here to enter text.
2.5.12	Provides the ability to establish payment terms for vendors within 30 days	Choose an item.	Click or tap here to enter text.
2.5.13	Prevents duplicate entry of vendor records (i.e., duplicate use of taxpayer id/SSN, company name, etc.)	Choose an item.	Click or tap here to enter text.

2.6. Accounts Payable

The solution should support payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, retirees, and other agencies. The solution should apply appropriate controls over all payments. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.6.1	Provides the ability for a decentralized invoice intake, including ability to view information such as department name, agreement number, PO number, material release - Includes automated workflow for review and approval	Choose an item.	Click or tap here to enter text.
2.6.2	Provides intuitive/shortcut end user access to check the status of all open invoices	Choose an item.	Click or tap here to enter text.
2.6.3	Provides the ability for departments to review and approve open invoices, provide agreement number, PO number, provide validated GL coding - Includes automated workflow to obtain necessary approvals, and submit payment request to Accounts Payable	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.6.4	Provides the ability to notify departments of received invoice if received centrally	Choose an item.	Click or tap here to enter text.
2.6.5	Provides the ability to implement three-way matching of the PO, invoice, and receipt	Choose an item.	Click or tap here to enter text.
2.6.6	Provides the ability to manage vendor invoice credits and voided checks with associated adjustments to encumbrances, G/L and PO balances	Choose an item.	Click or tap here to enter text.
2.6.7	Provides the ability to view the status of open invoices at different stages of the invoice approval process and payment issue	Choose an item.	Click or tap here to enter text.
2.6.8	Provides the ability to identify duplicate invoice numbers from a single vendor	Choose an item.	Click or tap here to enter text.
2.6.9	Provides the ability to include/attach supporting vendor records to digital invoice including bill of lading, packing slip, etc.	Choose an item.	Click or tap here to enter text.
2.6.10	Provides the ability to alert staff if a related PO exists for the vendor at invoice input	Choose an item.	Click or tap here to enter text.
2.6.11	Workflow approval includes routing to multiple levels of management and notifications	Choose an item.	Click or tap here to enter text.
2.6.12	Provides the ability to designate an alternate approver in the event the assigned approver will be out of the office/on leave	Choose an item.	Click or tap here to enter text.
2.6.13	Provides the ability to issue employee reimbursements through the Accounts Payable module	Choose an item.	Click or tap here to enter text.
Payment Calculation			
2.6.14	Provides the ability to make partial payments against an invoice	Choose an item.	Click or tap here to enter text.
2.6.15	Provides the ability to automatically alert staff of available payment discounts	Choose an item.	Click or tap here to enter text.
2.6.16	Provides the ability for the automatic calculation of shipping fees and taxes owed	Choose an item.	Click or tap here to enter text.
2.6.17	Provides the ability to automatically calculate retainage using the percentage indicated on a purchase order	Choose an item.	Click or tap here to enter text.
2.6.18	Provides the ability to remit retention amounts previously withheld	Choose an item.	Click or tap here to enter text.
2.6.19	Allows payments that can be scheduled over a period and with associated tracking of payment terms	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.6.20	Allows for the tracking, deduction, and reporting of vendor garnishments, and withholdings	Choose an item.	Click or tap here to enter text.
2.6.21	Allows for management, security (i.e., user restrictions or redaction) and payment of various claims	Choose an item.	Click or tap here to enter text.
2.6.22	Provides the ability to allocate pre-payment amounts across accounting periods (i.e., for software maintenance agreements)	Choose an item.	Click or tap here to enter text.
2.6.23	Provides the ability to include sales and use tax owed if the vendor did not include the amount on the invoice	Choose an item.	Click or tap here to enter text.
2.6.24	Supports digital submission of miscellaneous payment requests (check req/direct request for payments, including associated workflow)	Choose an item.	Click or tap here to enter text.
Payment Process			
2.6.25	For multi-line-item POs, allows selection of one or more of those line items during invoice processing	Choose an item.	Click or tap here to enter text.
2.6.26	Provides the ability to generate Positive Pay files	Choose an item.	Click or tap here to enter text.
2.6.27	Provides the ability to support processing of 1099s and 1099 reporting requirements	Choose an item.	Click or tap here to enter text.
2.6.28	Allows for split vendor reporting and provide 1042-S international vendor reporting, current process is manual	Choose an item.	Click or tap here to enter text.
2.6.29	Provides the ability for EFT/ACH and credit card payments utilizing bank services to vendors with notification that payment was sent - Including the ability to issue ACH payments from various bank accounts	Choose an item.	Click or tap here to enter text.
2.6.30	Provides the ability to alert staff for previously entered invoices that are aging and where penalties may apply for late payments	Choose an item.	Click or tap here to enter text.
2.6.31	Provides the ability to submit travel and employee reimbursement requests via automated workflow	Choose an item.	Click or tap here to enter text.
2.6.32	Provides the ability to attach documents supporting travel request and employee reimbursement	Choose an item.	Click or tap here to enter text.
2.6.33	Provides the ability to drill down from a payment to view a related purchase order, invoice, or other related documents	Choose an item.	Click or tap here to enter text.
2.6.34	Supports the creation of automated splits by fund, department and/or account according to user-specified requirements	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.6.35	Supports virtual cards (ePayables) that act as electronic payment alternatives to paper checks	Choose an item.	Click or tap here to enter text.
2.6.36	Provides the ability to process transactions for one-time vendors	Choose an item.	Click or tap here to enter text.
2.6.37	Provides the ability to process holdback or progress payments	Choose an item.	Click or tap here to enter text.
2.6.38	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Choose an item.	Click or tap here to enter text.
2.6.39	Provides the ability to post transactions via AP with valid GL information	Choose an item.	Click or tap here to enter text.
Check Generation			
2.6.40	Provides document storage and will create a PDF rendering of checks as part of processing with user security integration.	Choose an item.	Click or tap here to enter text.
2.6.41	Check rendering should provide the ability to see invoice number and PO number.	Choose an item.	Click or tap here to enter text.
2.6.42	Checks are stored with references ID to financial transactions at all levels, including purchase orders	Choose an item.	Click or tap here to enter text.
2.6.43	Provides the ability to generate more than one check for a vendor during a check process	Choose an item.	Click or tap here to enter text.
2.6.44	Provides the ability for multiple page checks if necessary	Choose an item.	Click or tap here to enter text.
2.6.45	Provides the ability to generate individual checks outside of the normal check processing schedule	Choose an item.	Click or tap here to enter text.
2.6.46	Provides the ability to reinstate the purchase order and reinstate the encumbrance after voiding a check	Choose an item.	Click or tap here to enter text.
2.6.47	Provides “stale check” processing support, including the ability to identify candidate checks, to designate these as “unclaimed property”, and to generate the appropriate cash and liability account entries, etc.	Choose an item.	Click or tap here to enter text.
2.6.48	Provides the ability to record wire transfer transactions without processing them as manual checks	Choose an item.	Click or tap here to enter text.
2.6.49	Provides the ability to track the payment status of checks (issued, cashed, written off to unclaimed property)	Choose an item.	Click or tap here to enter text.
2.6.50	Provides the ability to backdate canceled checked/reissues at fiscal year-end	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.6.51	Provides the ability to generate check copies with necessary watermark (e.g., "COPY")	Choose an item.	Click or tap here to enter text.
2.6.52	Provides the ability to prevent issuance of duplicate checks	Choose an item.	Click or tap here to enter text.
2.6.53	Provides the ability to store electronic copy of checks, including the ability to access the document image and backup documentation (purchase order) from within the ERP - Images should state "VOID" across check	Choose an item.	Click or tap here to enter text.
Reporting			
2.6.54	Supports flexible vendor search and reporting (invoices by vendor, vendor name, vendor checks, check data history)	Choose an item.	Click or tap here to enter text.
2.6.55	Provides the ability to support read only access (security setting) to Vendor Maintenance for AP Staff	Choose an item.	Click or tap here to enter text.
2.6.56	Provide the ability to generate active system notifications for invoice status	Choose an item.	Click or tap here to enter text.
2.6.57	Provides the ability to generate a real-time AP Aging Report	Choose an item.	Click or tap here to enter text.
2.6.58	Provides the ability to generate a Payment History Report, including but not limited to related GL information, PO Number, Agreement Number	Choose an item.	Click or tap here to enter text.

2.7. General Billing (Accounts Receivable)

The solution should support invoicing of various entities including, but not limited to, citizens, former employees, businesses, and other governmental entities. It should support invoicing for a variety of items such as false alarms, grants, property damage, COBRA, miscellaneous items, and services. It should record receivables and payments against customer accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.7.1	Provides a public-facing Customer Self-Service Portal through which customers may establish authenticated accounts (with City review and approval), and view and pay invoices	Choose an item.	Click or tap here to enter text.
2.7.2	Provides the ability to define an invoice entry template for staff to initiate invoice process in a centralized or decentralized manner	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.7.3	Provides the ability to issue an invoice that is tied to GL transactions	Choose an item.	Click or tap here to enter text.
2.7.4	Provides the ability to link multiple customers numbers to a single customer	Choose an item.	Click or tap here to enter text.
2.7.5	Provides the ability to search receivable amounts by customer, customer account number, invoice number, citation number, cite address, mailing address, accounting units and project numbers	Choose an item.	Click or tap here to enter text.
2.7.6	Provides a public portal for customer self-service to view account balances, view download and print billing invoices/statements, update billing addresses, make payments of multiple types, etc.	Choose an item.	Click or tap here to enter text.
2.7.7	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information (barcoding on invoices)	Choose an item.	Click or tap here to enter text.
2.7.8	Offers document storage and will create a PDF rendering of invoices as part of processing with link to transaction (The PDFs are then stored within the ERP with references to the transaction)	Choose an item.	Click or tap here to enter text.
2.7.9	Provides the ability to edit invoice details, including invoice amounts, following invoice creation	Choose an item.	Click or tap here to enter text.
2.7.10	Invoices and miscellaneous receipts have full G/L integration and prepares G/L journal transactions for proofing and posting	Choose an item.	Click or tap here to enter text.
2.7.11	Provides the ability for effective dating invoices with the ability to bill in future periods or in arrears	Choose an item.	Click or tap here to enter text.
2.7.12	Provides the ability to bill for benefit reimbursement (payroll), cost recovery (projects), work orders and inter-departmental billing	Choose an item.	Click or tap here to enter text.
2.7.13	Provides the ability to generate a variety of miscellaneous bill types	Choose an item.	Click or tap here to enter text.
2.7.14	Provides the ability for the City to define multiple invoice formats, including invoices with quantity and rate (including additional fields to annotate individual charges).	Choose an item.	Click or tap here to enter text.
2.7.15	Provides the ability to manage business licenses for the City, including standard workflow, customizable calculations, online payments, and reporting across the platform.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
Invoice Generation			
2.7.16	Provides the ability to import invoice details via an Excel/CSV file or comma-delimited file	Choose an item.	Click or tap here to enter text.
2.7.17	Provides the ability to generate multiple invoice types (e.g., Miscellaneous Receipts, Grant Reimbursements)	Choose an item.	Click or tap here to enter text.
2.7.18	Provides the ability to generate bills with installments and to provide reports to identify installment plans	Choose an item.	Click or tap here to enter text.
2.7.19	Provides the ability to add user-defined messages to invoices and statements	Choose an item.	Click or tap here to enter text.
2.7.20	Provides the ability for off-cycle, regular batch bill and mass batch bill runs	Choose an item.	Click or tap here to enter text.
2.7.21	Provides the ability for recurring invoices (e.g., lease statements) on an interval basis with set dates or a duration of time (i.e., weekly, monthly)	Choose an item.	Click or tap here to enter text.
2.7.22	Provides the ability to maintain multiple (e.g., more than one) effective-dated fee schedules	Choose an item.	Click or tap here to enter text.
2.7.23	Provides the ability to add fees, penalties, or interest to invoices	Choose an item.	Click or tap here to enter text.
2.7.24	Provides the ability to update and change recurring invoices on as needed basis	Choose an item.	Click or tap here to enter text.
2.7.25	Provides the ability to include staff costs when generating invoices related to projects, including ability to attach project activity	Choose an item.	Click or tap here to enter text.
2.7.26	Provides the ability to automatically send invoices to customers via email	Choose an item.	Click or tap here to enter text.
Payments / Payment Status			
2.7.27	Provides an option for payments to immediately affect customer account balances while batches are still open	Choose an item.	Click or tap here to enter text.
2.7.28	Provides the ability to accommodate electronic payment processing	Choose an item.	Click or tap here to enter text.
2.7.29	Provides the ability to handle ACH payments	Choose an item.	Click or tap here to enter text.
2.7.30	Provides the ability to select from available invoices when applying payments	Choose an item.	Click or tap here to enter text.
2.7.31	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.7.32	Provides cashiering options to update customer account balances in real time	Choose an item.	Click or tap here to enter text.
2.7.33	Provides the ability to track payments received by invoice at a dashboard level	Choose an item.	Click or tap here to enter text.
2.7.34	Provides comprehensive NSF check processing including appropriate reversing of accounting transactions and application of fees as part of "level-one" collections prior to communication to sub/external systems. Then, communicating to sub/external systems to reverse payments, affect re-billing with additional charge(s), and associate these events with the customer's account	Choose an item.	Click or tap here to enter text.
2.7.35	Provides the ability to view the payment status for an invoice based on invoice number	Choose an item.	Click or tap here to enter text.
Refunds			
2.7.36	Provides the ability to generate refunds, including integration for payment through AP	Choose an item.	Click or tap here to enter text.
Accounts Receivable Workflow			
2.7.37	Provides the ability to define workflow processes including automatic forwarding, including deadlines for completion, when a designated recipient is indicated as being out of the office	Choose an item.	Click or tap here to enter text.
2.7.38	Provides electronic workflow to route initial invoice entry (individual or batch) document to user-defined reviewers and approvers before invoice is generated and receivable is established (i.e., ability to forward outside of workflow for approval) - Includes ability to route by department or G/L	Choose an item.	Click or tap here to enter text.
2.7.39	Provides the ability to generate invoices across costs centers (e.g., when multiple departments are involved in a special event, all department charges are included on the invoice)	Choose an item.	Click or tap here to enter text.
2.7.40	Provides the ability to write off balances with a workflow approval process	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
Reporting and Inquiries			
2.7.41	Provides flexible real-time reporting capabilities including but not limited to the following - A/R Aging - Open Receivable Reminder Letter - Excel Cubes - Dashboards for collection/receivable information - Database Queries/Inquiry Screens	Choose an item.	Click or tap here to enter text.
2.7.42	Provides statements of cumulative activity with fields for multiple customers, dates, payments, current balances due, etc. (vs. invoices only)	Choose an item.	Click or tap here to enter text.
2.7.43	Provides the ability to automate notification for 30/60/90 past due notices	Choose an item.	Click or tap here to enter text.
2.7.44	Provides the ability to send amounts 90 days past due to an external collection agency as well as generate a report for the invoices that have been sent to the collection agency	Choose an item.	Click or tap here to enter text.
2.7.45	Provides the ability to search and display miscellaneous invoices	Choose an item.	Click or tap here to enter text.
2.7.46	Provides accounts aging data sufficient to support collection activities	Choose an item.	Click or tap here to enter text.
2.7.47	Provides the ability to filter on one or more invoices based on search criteria and print them	Choose an item.	Click or tap here to enter text.
2.7.48	Provides the ability to accept electronic submission of invoices, and to track outstanding invoices	Choose an item.	Click or tap here to enter text.
2.7.49	Provides the ability to track progress payments, invoices, and approvals	Choose an item.	Click or tap here to enter text.
2.7.50	Provides on demand and interval-based (i.e., weekly) past due payments and aging reports with notifications	Choose an item.	Click or tap here to enter text.

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2.8. Cash Receipts (Cashiering)

The solution should support a centralized cashiering module to collect and manage payment transactions (e.g., cash, checks, credit cards, electronic payments) from multiple locations on a daily basis. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.8.1	Supports immediate recognition of payments received by credit card, online or at the counter	Choose an item.	Click or tap here to enter text.
2.8.2	Provides the ability to automatically calculate the "convenience fee" associated with the use of a credit card for payments	Choose an item.	Click or tap here to enter text.
2.8.3	Supports multiple tender types (cash, check, credit card, etc.) in a single transaction	Choose an item.	Click or tap here to enter text.
2.8.4	Provides the ability to associate a customer with a transaction / payment	Choose an item.	Click or tap here to enter text.
2.8.5	Provides the ability to associate payments with different collection points / locations (i.e., over the counter, via the internet, etc.)	Choose an item.	Click or tap here to enter text.
2.8.6	Provides for credit card chip reader, check endorser, document scanner, receipt printer, cash drawer and Pi/PCI compliance capabilities	Choose an item.	Click or tap here to enter text.
2.8.7	Provides the ability to interface with third party systems via a flat file or API	Choose an item.	Click or tap here to enter text.
2.8.8	Audit tracking for users/groups/transactions	Choose an item.	Click or tap here to enter text.
Payments			
2.8.9	Provides the ability to integrate with bar code scanners to capture invoice details	Choose an item.	Click or tap here to enter text.
2.8.10	Provides the ability to integrate with signature capture devices	Choose an item.	Click or tap here to enter text.
2.8.11	Provides the ability to display default values for certain payments (i.e., amount, quantity, etc.), including ability for cashier to override	Choose an item.	Click or tap here to enter text.
2.8.12	Provides the ability to print receipts and forms for customer payments/transactions	Choose an item.	Click or tap here to enter text.
2.8.13	Provides the ability for customization of receipt forms, including the use of custom fields	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.8.14	Provides the ability to void payments, including an appropriate workflow process for review	Choose an item.	Click or tap here to enter text.
2.8.15	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information	Choose an item.	Click or tap here to enter text.
2.8.16	Provides for the ability to accept online payments for business licenses, Transient Occupancy Tax, permits, and other items	Choose an item.	Click or tap here to enter text.
End of Day			
2.8.17	Supports the daily tracking and posting of transactions and deposit amounts by user, including payment type (i.e., cash, credit cards, checks, etc.) for end of day balancing and reconciliation	Choose an item.	Click or tap here to enter text.
2.8.18	Provides the ability to track deposits in transit/cash in vault	Choose an item.	Click or tap here to enter text.
2.8.19	Provides the ability to have multiple batches, but only one (1) cash drawer per workstation	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.8.20	Provides daily reports to prepare deposit slips, track daily receipts (i.e. cash denominations, check totals, etc.)	Choose an item.	Click or tap here to enter text.
2.8.21	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Choose an item.	Click or tap here to enter text.
2.8.22	Provides the ability to track and report the number of specific types of transactions by certain time frame (i.e., the number of EFTs in a specific month or number of ACHs executed during year, the number of deposits on a specific date, etc.)	Choose an item.	Click or tap here to enter text.
2.8.23	Provide the ability to create custom reports using data fields within the module	Choose an item.	Click or tap here to enter text.
2.8.24	Provides the ability to access underlying data for reporting/analysis	Choose an item.	Click or tap here to enter text.
2.8.25	System provides a reporting dashboard for collection activity	Choose an item.	Click or tap here to enter text.

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2.9. Developer Deposits

The solution should provide the capability to receive, track, and manage developer deposits via integration with the City's Infor system. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.9.1	Provides the ability establish of trust / deposit accounts tied to specific projects, and issue a receipt for the deposit amount - Including ability to integrate deposit activity details (i.e., fees, project charges, and refunds) between the proposed financial solution and the City's Accela planning and permitting platform	Choose an item.	Click or tap here to enter text.
2.9.2	Provides the ability to charge project expenses against the project (i.e., staff time, public noticing, postage, etc.)	Choose an item.	Click or tap here to enter text.
2.9.3	Provides the ability to track remaining balances in deposit or trust accounts and notify assigned staff and applicant when the balance approaches and/or falls below minimum balance limits (based on amounts or percentages) - Limits to be determined by City on a project-by-project basis	Choose an item.	Click or tap here to enter text.
2.9.4	Provides the ability to complete a refund of remaining deposit amounts once a related project has been completed	Choose an item.	Click or tap here to enter text.

2.10. Inventory Management

The solution should include an inventory/warehouse management function to track and manage inventory including location, cost, and counts. It must support multiple methods of valuation, and surplus disposal. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.10.1	System accommodates a centralized inventory management system that accommodates multiple departments using inventory from one or more locations	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.10.2	Provides for multiple units of measure on orders, as well as different units of measure for issuance (e.g., cable orders by the spool, and issuing in units of linear feet)	Choose an item.	Click or tap here to enter text.
2.10.3	Provides the ability to track multiple item types and/or allows sub-categories under a parent item, including location tracking	Choose an item.	Click or tap here to enter text.
2.10.4	Provides the ability to enter inventory items either manually or through import	Choose an item.	Click or tap here to enter text.
2.10.5	Provides the flexibility to accommodate lengthy inventory item descriptions	Choose an item.	Click or tap here to enter text.
2.10.6	Provides the ability for inventory valuation with options for FIFO, LIFO, historical cost and weighted average cost	Choose an item.	Click or tap here to enter text.
2.10.7	Provides the ability to manage inventory at multiple locations	Choose an item.	Click or tap here to enter text.
2.10.8	Allows inventory items to be associated with service orders/jobs for purposes of determining inventory expenses connected with specific activities	Choose an item.	Click or tap here to enter text.
2.10.9	Provides the ability to upload/attach images of any inventory item	Choose an item.	Click or tap here to enter text.
2.10.10	Provides the ability to track non-inventory items (i.e., consumables, etc.)	Choose an item.	Click or tap here to enter text.
2.10.11	Provides the ability to track non-inventory assets (e.g., vehicles), including related details, useful life, and disposal methods	Choose an item.	Click or tap here to enter text.
2.10.12	Provides the ability to identify and track inventory locations to multiple levels of detail (i.e., Warehouse, Aisle, Shelf, Area, etc.)	Choose an item.	Click or tap here to enter text.
2.10.13	Provides the ability to capture and track rolling stock items and quantities	Choose an item.	Click or tap here to enter text.
2.10.14	Provides the ability to support barcoding, QR code and/or RFID integration	Choose an item.	Click or tap here to enter text.
2.10.15	Provides the ability to generate an inventory catalog, including images, descriptions, and pricing	Choose an item.	Click or tap here to enter text.
Inventory Receiving			
2.10.16	Provides a receiving process for all items received at decentralized receiving areas	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.10.17	Provides the ability to categorize and analyze inventory costs and item usage based on user-defined classifications, including GL account numbers	Choose an item.	Click or tap here to enter text.
2.10.18	Provides the ability for barcoding/scanning of inventory for receiving and disbursement	Choose an item.	Click or tap here to enter text.
Requests and Issuance			
2.10.19	Provides the ability to submit inventory requests online, including workflow for review and approval, and with "shopping" capability similar to the Amazon experience	Choose an item.	Click or tap here to enter text.
2.10.20	Provides the ability for smart search functionality related to inventory items	Choose an item.	Click or tap here to enter text.
2.10.21	Provides the ability to display real-time inventory amounts at the time of order request	Choose an item.	Click or tap here to enter text.
2.10.22	Provides the ability for managing inventory cycle counts by various methods (annual, partial, etc.)	Choose an item.	Click or tap here to enter text.
2.10.23	Provides the ability for issuances of pick tickets and delivery tickets along with associated forms	Choose an item.	Click or tap here to enter text.
2.10.24	Provides the ability to reconcile inventory at year-end, at other specified intervals, and on-demand	Choose an item.	Click or tap here to enter text.
2.10.25	Provides the ability to automatically update inventory when a final invoice versus requisition and provides ability to charge departments/cost centers for usage of inventory including adding markup; creates journal entry to reduce inventory and charge department is generated	Choose an item.	Click or tap here to enter text.
Inventory Replenishment			
2.10.26	Provides the ability to automate inventory replenishment at pre-defined reorder points (e.g., minimum / maximum levels) with associated notification/ workflow / approvals	Choose an item.	Click or tap here to enter text.
2.10.27	Provides the ability to auto-request and restock inventory at City-specified levels	Choose an item.	Click or tap here to enter text.
2.10.28	Provides the ability to track the most recent vendor source for any inventory item - Includes the ability to view all potential vendors for any inventory item(s) to review available pricing	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.10.29	Provides the ability to manage quality control for inventory received (i.e., to identify any rejected items and reasons for rejection, etc.)	Choose an item.	Click or tap here to enter text.
2.10.30	Provides the ability to auto create inventory items via purchasing or p-card transactions	Choose an item.	Click or tap here to enter text.
2.10.31	Provides reporting/dashboards on common inventory datapoints such as reorder thresholds, item status, transactions history, etc.	Choose an item.	Click or tap here to enter text.
2.10.32	Provides the ability to manage and track consignment inventory (inventory items available to but not directly owned by the City)	Choose an item.	Click or tap here to enter text.
2.10.33	Provides the ability to enter, track and manage serialized inventory items (e.g., water meters)	Choose an item.	Click or tap here to enter text.
2.10.34	Provides the ability to support inventory auditing procedures that checks and balances physical inventory counts to inventory records, including generating journal entries for adjustments	Choose an item.	Click or tap here to enter text.
Inventory Costs			
2.10.35	Provides the ability to assess charges to departments for receiving, tracking, and delivering incoming shipments	Choose an item.	Click or tap here to enter text.
2.10.36	Provides the ability to auto create journal entries and charge departments/cost centers for usage of inventory	Choose an item.	Click or tap here to enter text.
2.10.37	Provides the ability to track palletized inventory by occupied square footage and to charge back a related fee to the source department for storage	Choose an item.	Click or tap here to enter text.

2.11. Fixed Asset Management

The solution should provide asset management functionality fully integrated with the general ledger to create, capture, and maintain information (asset ID, cost, dates, etc.) associated with leased and capitalized assets. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Asset Acquisition			
2.11.1	Provides the ability to track and manage capitalized and non-capitalized assets - Including technology assets	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.11.2	Provides the ability to identify and track all "continuing property" which are fixed assets under $5,000 that are not capitalized (e.g., computers)	Choose an item.	Click or tap here to enter text.
2.11.3	Supports workflow options for purchase requisitions that indicate that the requisition includes a potential asset purchase	Choose an item.	Click or tap here to enter text.
2.11.4	Allows multiple funding sources per asset, including bond, grant funding and other funding sources	Choose an item.	Click or tap here to enter text.
2.11.5	Provides the ability to split an existing asset across funding sources	Choose an item.	Click or tap here to enter text.
2.11.6	Provides the ability to define/record asset custodians	Choose an item.	Click or tap here to enter text.
2.11.7	Provides the ability to record and track data related to specific grant requirements	Choose an item.	Click or tap here to enter text.
2.11.8	Supports barcoding/scanning of assets with serial numbers or asset IDs, or tag IDs	Choose an item.	Click or tap here to enter text.
2.11.9	Provides, or interfaces with asset tag solution	Choose an item.	Click or tap here to enter text.
2.11.10	Provides the ability to copy assets to expedite the creation of new asset records	Choose an item.	Click or tap here to enter text.
2.11.11	Provides the ability to identify a group of 'like' assets (e.g., police cars) and create the necessary set of asset records based on the quantity acquired	Choose an item.	Click or tap here to enter text.
2.11.12	Provides the ability to link a new asset to a retired asset, and to add a new asset to a current active asset	Choose an item.	Click or tap here to enter text.
2.11.13	Allows for creation and/or identification of an asset as part of a PO or Invoice by dollar amount, G/L string, etc.	Choose an item.	Click or tap here to enter text.
2.11.14	Provides the ability to establish many-to-many relationships between assets and POs	Choose an item.	Click or tap here to enter text.
2.11.15	Provides the ability to track capitalized and non-capitalized assets along with new assets	Choose an item.	Click or tap here to enter text.
2.11.16	Provides the ability to create asset schedules with asset type detail. Ability to generate asset schedules by fund type to meet ACFR footnote requirements	Choose an item.	Click or tap here to enter text.
Asset Capitalization			

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#	Requirement	Response Code	Response/Comments
2.11.17	Provides the ability to track improvements on an asset that has been capitalized	Choose an item.	Click or tap here to enter text.
2.11.18	Provides the ability to track and record work in progress (CIP), including the ability to generate CIP Schedules at any given time by asset type (e.g., general fixed assets, infrastructure)	Choose an item.	Click or tap here to enter text.
2.11.19	Provides the ability to add adjustments to prior year balances	Choose an item.	Click or tap here to enter text.
2.11.20	Provides the ability to tie asset(s) to a CIP project and capitalize amounts and capitalize different types of assets within a project	Choose an item.	Click or tap here to enter text.
2.11.21	Provides the ability to identify and record all capitalizable costs associated with construction or purchase of an asset	Choose an item.	Click or tap here to enter text.
2.11.22	Provides the ability to override capitalization thresholds	Choose an item.	Click or tap here to enter text.
2.11.23	Provides the ability to establish and update multiple capitalization thresholds depending on asset type	Choose an item.	Click or tap here to enter text.
2.11.24	Provides the ability to track submission of a Notice of Completion when a CIP project has been finished, to trigger capitalization of the asset	Choose an item.	Click or tap here to enter text.
Asset Management and Maintenance			
2.11.25	Provides the ability to roll assets forward between fiscal years	Choose an item.	Click or tap here to enter text.
2.11.26	Provides the ability to reclassify an asset or group of assets between funding sources (i.e., between proprietary and governmental funds)	Choose an item.	Click or tap here to enter text.
2.11.27	Provides the ability to track estimated useful life of an asset	Choose an item.	Click or tap here to enter text.
2.11.28	Provides the ability to forecast replacement values based on values in fixed asset inventory	Choose an item.	Click or tap here to enter text.
2.11.29	Provides the ability to perform an asset inventory	Choose an item.	Click or tap here to enter text.
2.11.30	Provides the ability to define parent/child associations for assets - Including the ability to define different account distributions and asset classes between parent and child assets	Choose an item.	Click or tap here to enter text.
2.11.31	Provides the ability for users to classify costs as capitalized/non-capitalized	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.11.32	Provides the ability to include changes of asset useful life, value basis or salvage value results in auto depreciation recalculation and recording	Choose an item.	Click or tap here to enter text.
Asset Depreciation			
2.11.33	Provides the ability for depreciation to be calculated at various intervals (end of year, prior fiscal year, mid-year, End of -month, etc.) and allows for pro-rated depreciation	Choose an item.	Click or tap here to enter text.
2.11.34	Supports various asset depreciation schedules, the ability to change depreciation methodologies and (from a point in time) recalculates depreciation based on the remaining life	Choose an item.	Click or tap here to enter text.
2.11.35	Provides the ability to support straight line depreciation model as well as alternative depreciation models	Choose an item.	Click or tap here to enter text.
2.11.36	Provides the ability to pause depreciation of a single asset	Choose an item.	Click or tap here to enter text.
2.11.37	Provides the ability to track accumulated depreciation	Choose an item.	Click or tap here to enter text.
2.11.38	Provides the ability to allow assets to be designated as non-depreciable	Choose an item.	Click or tap here to enter text.
Asset Disposition			
2.11.39	Provides the ability to specify and review activity related to the asset depreciation calculation method applied to any asset	Choose an item.	Click or tap here to enter text.
2.11.40	Provides the ability to fully/partially retire an asset, including the ability to track approval process flow	Choose an item.	Click or tap here to enter text.
2.11.41	Provides the ability to flag assets with disposal restrictions and display message before retiring an asset	Choose an item.	Click or tap here to enter text.
Miscellaneous			
2.11.42	Provides the ability to track donated assets	Choose an item.	Click or tap here to enter text.
2.11.43	Provides the ability to attach supporting documents to an asset	Choose an item.	Click or tap here to enter text.
2.11.44	Provides the ability to make adjustment to assets easily, such location, division, quantity unit	Choose an item.	Click or tap here to enter text.
2.11.45	Ability to transfer assets between funds and/or divisions as well as make adjusting accounting entries along with maintaining history	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	- Note that adjustments require associated workflow review and approval		
2.11.46	Provides the ability for effective dating of an asset	Choose an item.	Click or tap here to enter text.
2.11.47	Allows for an upload/import of multiple assets at one time (new adds, deletes, updates, retirements, and transfers)	Choose an item.	Click or tap here to enter text.
2.11.48	Provides the ability to identify multiple funding sources for any asset acquisition	Choose an item.	Click or tap here to enter text.
2.11.49	Provides the ability to track the physical location and status of any asset (i.e., active, disposal dates, etc.)	Choose an item.	Click or tap here to enter text.
Reporting			
2.11.50	Provides the ability to accurately track and report asset details and asset corrections - Including assets with multiple funding sources	Choose an item.	Click or tap here to enter text.
2.11.51	Provides the ability to generate a full fixed asset schedule showing beginning balances, additions, deletions, and ending balances for any or all fixed assets	Choose an item.	Click or tap here to enter text.
2.11.52	Tracks assets disposal and salvage value, detailed depreciation reports, asset acquisition reports, CIP reports and asset transfer reports	Choose an item.	Click or tap here to enter text.
2.11.53	Provides the ability to generate asset listing reports by department at a specific point in time. (i.e., month end, Fiscal Year end, etc.)	Choose an item.	Click or tap here to enter text.
2.11.54	Allows options to extract and analyze data (i.e., canned reports, custom reports, Excel exports, etc.)	Choose an item.	Click or tap here to enter text.
2.11.55	Provides the ability to generate a custom report that details the asset basis, depreciation, Life to date, book value, quantity, and attributes such funding sources, whether Grant funded, etc.	Choose an item.	Click or tap here to enter text.

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2.12. Project and Grant Accounting

The solution should provide functionality to manage projects, including Capital Improvement Program projects (CIPs) and non-CIP projects (i.e., Special Events). Functionality should include tracking funding sources and budget to actual expenditures, and the ability to associate projects into multiple categories and subcategories. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.13.1	Provides automated workflows for project activity setup and budget change orders - Including notifications, task assignment to authorized project managers and accountants, documentation of approver name and date/time approved	Choose an item.	Click or tap here to enter text.
2.13.2	Supports integration with the proposed solution's billing functionality for reimbursements at a project or grant level - Billing will be based on actual expenses	Choose an item.	Click or tap here to enter text.
2.13.3	Provides the ability to integrate with the proposed solution's budget functionality in support of budget transfers	Choose an item.	Click or tap here to enter text.
2.13.4	Provides the ability to establish multiple funding sources for a single project or grant	Choose an item.	Click or tap here to enter text.
2.13.5	Provides the ability to manage grant funded projects with matching funds	Choose an item.	Click or tap here to enter text.
2.13.6	Provides the ability to attach a project activity to an expense account, a revenue account, and a liability account (such as retention payable and grant advance	Choose an item.	Click or tap here to enter text.
2.13.7	Provides the ability to automatically apply reimbursement revenues to the billed project activities	Choose an item.	Click or tap here to enter text.
2.13.8	Provides the ability for projects and grants to have alpha-numeric naming conventions	Choose an item.	Click or tap here to enter text.
2.13.9	Provides the ability to assign a range of accounting units and accounts to a project activity	Choose an item.	Click or tap here to enter text.
2.13.10	Provides the ability to link grant and project tracking for ease of tracking costs (tracking expenses for grants from project costs)	Choose an item.	Click or tap here to enter text.
2.13.11	Provides the ability for system to have multiple grants support a project or vice versa	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.13.12	Provides the ability to enter and track time against specific grants and projects, including related accounting information - Including integration with the proposed solution's time entry function to eliminate the need for double entry of time and attendance data	Choose an item.	Click or tap here to enter text.
2.13.13	Provides the ability to generate journals to track matching funds via amount or percent	Choose an item.	Click or tap here to enter text.
2.13.14	Provides the ability to post journal entries to project activities only (not to G/L), including detailed audit trail	Choose an item.	Click or tap here to enter text.
2.13.15	Provides the ability to split costs across funding sources by percentage or dollar amount	Choose an item.	Click or tap here to enter text.
2.13.16	Provides the ability to add, update and / or remove funding sources	Choose an item.	Click or tap here to enter text.
2.13.17	Provides the ability to create and track user defined attributes for grants and projects (e.g., project status, capitalization, accountant)	Choose an item.	Click or tap here to enter text.
2.13.18	Provides the ability to attach documentation to projects and grants (e.g., grant awards, staff report, grant summary form)	Choose an item.	Click or tap here to enter text.
2.13.19	Provides the ability to track developer deposits (pre-payments), apply to open invoices, transfer credits from one account to another, and process refunds. Ability to view supporting documents for deposits collected	Choose an item.	Click or tap here to enter text.
2.13.20	Provides the ability to set alerts that notify of overrun by period, year to date, total budget, or to generate warnings about open POs, encumbered but unreceived invoices, etc.	Choose an item.	Click or tap here to enter text.
2.13.21	Provides the ability to set project budget edits for payments and journal entries	Choose an item.	Click or tap here to enter text.
2.13.22	Provides the ability to generate automated reminders for invoice generation	Choose an item.	Click or tap here to enter text.
Grants			
2.13.23	Provides the ability to track and apply workflow to grants from application, to award, to closure - Including ability to identify a grant source as federally based, state-based, or other	Choose an item.	Click or tap here to enter text.
2.13.24	Provides the ability to document (via a customizable checklist) and track requirements for a grant	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.13.25	Availability of user-defined fields to track council actions and grant agreements	Choose an item.	Click or tap here to enter text.
2.13.26	Provides the ability to capture the name of the authorized signatory for a grant on the grant record	Choose an item.	Click or tap here to enter text.
2.13.27	Provides the ability for department-level access to manage grant-related agreements, contracts, data and transactions, with concurrent, centralized notifications and oversight by the City's Finance Department	Choose an item.	Click or tap here to enter text.
2.13.28	Provides the ability to send reminders to fulfill requirements	Choose an item.	Click or tap here to enter text.
2.13.29	Provides the ability to charge overhead on subcontracted portion of grant	Choose an item.	Click or tap here to enter text.
2.13.30	Provides the ability to track grant reimbursement requests	Choose an item.	Click or tap here to enter text.
2.13.31	Provides the ability to set reminders, by date or threshold, to submit for grant reimbursement	Choose an item.	Click or tap here to enter text.
2.13.32	Provides the ability to allocate grant amounts and invoices utilizing a cost pool (multiple funding sources)	Choose an item.	Click or tap here to enter text.
2.13.33	Provides the ability to specify whether a grant invoice will be generated using direct, billable (user defined) or actual, incurred costs for reimbursements	Choose an item.	Click or tap here to enter text.
2.13.34	Supports complex grant management where some grants incorporate outside agencies who are subrecipients within the grant	Choose an item.	Click or tap here to enter text.
2.13.35	Provides the ability for comprehensive grant reporting with the ability to track funding, expenses, and revenue allocation	Choose an item.	Click or tap here to enter text.
2.13.36	Provides the ability for the tracking of specific funding requirements for local return funds from Metro and federal grants to avoid penalties	Choose an item.	Click or tap here to enter text.
2.13.37	Supports distinct tracking of Capital and Non-Capital grants	Choose an item.	Click or tap here to enter text.
2.13.38	Provides the tools required to ensure expenditures are correctly charged to the appropriate grant agreement, reducing manual errors	Choose an item.	Click or tap here to enter text.
2.13.39	Provides the ability to ensure that grant service dates enforced to not allow expenditure or revenue transactions outside of date range	Choose an item.	Click or tap here to enter text.
2.13.40	Provides the ability to generate notifications when actual revenues exceed grant terms	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.13.41	Provides the ability to tie into G/L, customize grant reporting for compliance with grant submission requirements, link to related Purchase Orders, Contract, Invoice, Fixed Assets, etc.	Choose an item.	Click or tap here to enter text.
2.13.42	Provides robust search capabilities to support searched using multiple criteria such as grant name, category, and award year, with wildcard and smart search functionality	Choose an item.	Click or tap here to enter text.
Projects			
2.13.43	Provides the ability to establish projects with flexible start dates (e.g., not fiscal-year start), and which cross multiple fiscal years - Including the ability to establish one or more sub-projects	Choose an item.	Click or tap here to enter text.
2.13.44	Provides the ability to track project details based on project activity by period and over the life of the project - Including real-time status	Choose an item.	Click or tap here to enter text.
2.13.45	Provides support for project accounting that crosses multiple fiscal years	Choose an item.	Click or tap here to enter text.
2.13.46	Provides the ability to capture in-house labor costs for CIP projects	Choose an item.	Click or tap here to enter text.
2.13.47	Provides the ability to utilize budget edit control at posting level	Choose an item.	Click or tap here to enter text.
2.13.48	Provides the ability to perform a “soft close” for final cost adjustments	Choose an item.	Click or tap here to enter text.
2.13.49	Provides the ability to capture effective dates for project closures	Choose an item.	Click or tap here to enter text.
2.13.50	Supports multi-year project budgets and expenditures (at the object level) - Including the ability to monitor budgets and progress for ongoing projects	Choose an item.	Click or tap here to enter text.
2.13.51	Provides for streamlining of the year-end carryover process, allowing project estimates and adjustments to be entered for both single- and multi-year projects	Choose an item.	Click or tap here to enter text.
2.13.52	Provides the ability to convert one project into multiple assets	Choose an item.	Click or tap here to enter text.
2.13.53	Provides real-time project budget balances with the option to include pending staff time or pending invoices in process	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.13.54	Provides the ability to project-related PO balances	Choose an item.	Click or tap here to enter text.
2.13.55	Distributes costs and units (including labor hours/costs and related benefits/burden expenses) to as many projects (job phases) and sub-divisions (job-sub-phases) as the user wishes to establish including funding splits/use of allocation codes	Choose an item.	Click or tap here to enter text.
2.13.56	Provides the ability to supports project validation of reimbursable budget	Choose an item.	Click or tap here to enter text.
2.13.57	Provides flexibility to determine whether project costs should be capitalized	Choose an item.	Click or tap here to enter text.
2.13.58	Provides the ability to track asset maintenance projects (including enhancement and transfers) and projected associated costs	Choose an item.	Click or tap here to enter text.
2.13.59	Provides automated tools to reconcile revenues and expenditures, including billed but not received amounts	Choose an item.	Click or tap here to enter text.
2.13.60	Provides the ability to capture an audit trail of changed records and fields	Choose an item.	Click or tap here to enter text.
Inquiries and Reporting			
2.13.61	Provides the ability to export query results and other data filters to multiple file formats (i.e., Microsoft Excel, PDF, etc.), including retention of the data formats	Choose an item.	Click or tap here to enter text.
2.13.62	Provides the ability to filter grant and project detail inquiries and reports by multiple selections, including department/division	Choose an item.	Click or tap here to enter text.
2.13.63	Provides ability to capture, manage and report budget, encumbrances, expenses, and retention amounts for each project including the ability to establish project parent-child relationships	Choose an item.	Click or tap here to enter text.
2.13.64	Provides the ability for secure, role-based access to cleared checks and reimbursement data to reduce the dependency on finance staff and improve grant tracking	Choose an item.	Click or tap here to enter text.
2.13.65	Provides the ability to create reports of projects at 90% utilization	Choose an item.	Click or tap here to enter text.
2.13.66	Provides ability to track actual, committed, and estimated (or budgeted) costs including fund releases, and supports intermittent and documented project reviews	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.13.67	Provides the ability to generate a Grants Master report by department and grant, including details to be specified by the City	Choose an item.	Click or tap here to enter text.
2.13.68	Required reporting includes but is not limited to the following: - CIP/Capital Projects Budget/Actuals, including the number of open projects per fund and the remaining funding - Comprehensive Grant Reporting of total grant and project expenditures and revenues, including those that span multiple fiscal years - SEFA (Schedule of Expenditures of Federal Awards) for Single Audit Report - State Capital Improvement Annual Budget Book and seven-year plan - Ability to query data/flexible reporting options (e.g., users to drill down from purchase orders to grant and project details and vice versa, and view details and attachments)	Choose an item.	Click or tap here to enter text.
2.13.69	Provides the ability to run a customized project and activity analysis report as of a specified date, with user defined filters - including (but not limited to) budget, prior year expenses, current year expenses, encumbrances, balance available, billed, revenues, unbilled, billed not received, and selected attributes	Choose an item.	Click or tap here to enter text.
2.13.70	Provides ability to inquire and run report of transaction details for specified project activities and date range, with user-defined filters – including G/L and A/P information (such as check #, check date, invoice #, invoice date)	Choose an item.	Click or tap here to enter text.
2.13.71	Ability to run an Encumbrance Report as of a specific date	Choose an item.	Click or tap here to enter text.

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2.13. Debt Management

#	Requirement	Response Code	Response/Comments
Debt Management			
2.14.1	Allows for tracking and management of diverse debt issuances and lease agreements covering such things as vehicles, real property, general obligation bonds, multi-function office machines, etc.	Choose an item.	Click or tap here to enter text.
2.14.2	Manages amortization schedules (including the ability to amortize gains and losses) and related payment processes	Choose an item.	Click or tap here to enter text.
2.14.3	Includes sub-ledger functionality, including the ability to: - Track pledged revenue - Track principal and interest - Track debt margins - Link to assets and map via link to GIS data - Link to invoices - Track payments - Integrate journals with the general ledger	Choose an item.	Click or tap here to enter text.
2.14.4	Separates debt by type/fund/purpose supporting scenarios where a single facility has many debt vehicles issued for its benefit	Choose an item.	Click or tap here to enter text.
2.14.5	Provides the ability to set user defined fields related to debt instruments	Choose an item.	Click or tap here to enter text.
2.14.6	Provides the ability to track and report on: - Average age of debt - Unamortized premiums and discounts - Unamortized deferred amounts on refunding - Debt services by funding source - Custom categories - Schedules to be used in the ACFR	Choose an item.	Click or tap here to enter text.
2.14.7	Provides debt service forecasting capabilities and scenario building	Choose an item.	Click or tap here to enter text.
2.14.8	Maintains extensive transactional history in support of City's retention requirements and to associate refinanced bonds with original issuance data	Choose an item.	Click or tap here to enter text.
2.14.9	System should support interfacing with third-party debt management tools	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.14.10	Provides the ability to track outstanding debt and set reminders for upcoming payments and to support financial reporting	Choose an item.	Click or tap here to enter text.
2.14.11	Provides the ability to generate related journal entries for payment transactions	Choose an item.	Click or tap here to enter text.
2.14.12	Provides the ability to link the payment to the debt payment voucher (DPV)	Choose an item.	Click or tap here to enter text.
2.14.13	Provides the ability to manage debt payments through workflow	Choose an item.	Click or tap here to enter text.

2.14. Bank Management and Reconciliation

The solution should provide the ability to manage and reconcile multiple bank accounts and transfer funds between the accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.15.1	Tracks cash balances on all funds by sub-fund and project (Pooled equity)	Choose an item.	Click or tap here to enter text.
2.15.2	Provides bank interfacing, using transaction codes defined by the Bank and the City	Choose an item.	Click or tap here to enter text.
2.15.3	Provides automated daily check clearing process with bank	Choose an item.	Click or tap here to enter text.
2.15.4	Supports check reconciliation based on non-standard bank files	Choose an item.	Click or tap here to enter text.
2.15.5	Supports bank reconciliation via current BAI file structures	Choose an item.	Click or tap here to enter text.
2.15.6	Provides various status levels for all transaction types (checks, payments, eft, wires, etc.)	Choose an item.	Click or tap here to enter text.
2.15.7	Integrates and codes (reference IDs) third-party receipts (cash, checks, credit/virtual cards, lockbox files), NSFs, refunds, etc. data with bank reconciliation management functions in support of auto-clearing/matching transactions	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
2.15.8	Accomplishes bank reconciliation through an integrated feature rich tool that provides related reporting and supports creation of correcting journals based on reconciling items while accounting for items in transit - Data must be automatically drawn from AP, AR, GL, and Cash Receipts modules to facilitate transactions matching and reconciliation	Choose an item.	Click or tap here to enter text.
2.15.9	Provides the ability to manage and reconcile multiple bank accounts and to transfer funds between the accounts	Choose an item.	Click or tap here to enter text.
2.15.10	Allows user-defined interest allocation methodology based on nature of investments generating income	Choose an item.	Click or tap here to enter text.

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3. PAY ADMINISTRATION AND PAYROLL REQUIREMENTS

3.1. Pay Administration (Salary Management)

The solution should provide functionality to manage employee pay including wages, special pay, employee loans, State, Federal and local taxes, accruals and Federal and State legislation including Fair Labor Standards Act and Family Medical Leave Act. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.1.1	Provides an efficient method for the input / import of salary schedules by union and fiscal year/calendar changes - Including the ability to accommodate future effective dates for changes	Choose an item.	Click or tap here to enter text.
3.1.2	Provides the ability for wages to be based on user defined rules (i.e., status, overtime rules and eligibility, out of class, longevity pay code, premium pays, multiple work schedules, Fair Labor Standards Act (FLSA) overtime, accommodating FLSA split days, etc.)	Choose an item.	Click or tap here to enter text.
3.1.3	Supports setup of earning codes, wage scale, deductions codes and others based on bargaining unit level	Choose an item.	Click or tap here to enter text.
3.1.4	Provides the ability to establish future-dated pay rate assignments for new hires and existing employees having changes such as promotions or cost-of-living adjustments	Choose an item.	Click or tap here to enter text.
3.1.5	Supports multiple earning/pay codes including, but not limited to, acting pay, working out of class pay, and special pays that may change between pay periods	Choose an item.	Click or tap here to enter text.
3.1.6	Provides the ability to support multiple employee groups with different benefits (i.e., e.g., differing premiums, etc.)	Choose an item.	Click or tap here to enter text.
3.1.7	Provides the ability to support biweekly or semi-monthly pay periods	Choose an item.	Click or tap here to enter text.
3.1.8	Provides the ability to define premium pays in either percentage or flat-rate terms	Choose an item.	Click or tap here to enter text.
3.1.9	Provides the ability to automate FLSA overtime calculations for complex schedules, eliminating the need for manual calculations - Including for retro pays	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
3.1.10	Provides the ability to accommodate special assignment pay, health program participation bonuses, and similar items	Choose an item.	Click or tap here to enter text.
3.1.11	Provides the ability to prorate special pays for mid-period starts	Choose an item.	Click or tap here to enter text.
3.1.12	Provides the ability to maintain consistent step variances between steps, including when inflating step amounts (e.g., if two steps are separated by 5.5% and an inflation adjustment is applied to the values, the resulting values must be separated by the same 5.5%)	Choose an item.	Click or tap here to enter text.
3.1.13	Provides the ability to do paycheck modeling for employees 'what-if' analysis and modeling for salary increases, benefit changes, CPI/COLA increases, etc.	Choose an item.	Click or tap here to enter text.
3.1.14	Provides the ability to calculate step, increment, and percentage pay adjustments (CPI/COLA) for all or a group of employees (e.g., bargaining units, classes, etc.) and then mass updates the changes	Choose an item.	Click or tap here to enter text.
3.1.15	Provides ability to accurately allocate payroll expenses across fiscal years when a pay period crosses from one fiscal year to another	Choose an item.	Click or tap here to enter text.
3.1.16	Provides an automated process to calculate retroactive pays, including all special pays associated with the employee	Choose an item.	Click or tap here to enter text.
3.1.17	Provides ability for payroll staff to view an employee's pay advice for the current or any prior pay periods	Choose an item.	Click or tap here to enter text.
3.1.18	Provides the ability to track beginning of benefit date, benefit used date, etc.	Choose an item.	Click or tap here to enter text.
3.1.19	Provides the ability to automatically generates payables for payroll deductions (i.e., insurance, pension, taxes, etc.)	Choose an item.	Click or tap here to enter text.
3.1.20	Provides the ability to upload required documentation	Choose an item.	Click or tap here to enter text.
3.1.21	Provides capability for adherence to established State employment regulations (e.g., minimum wage laws)	Choose an item.	Click or tap here to enter text.
3.1.22	Provides ability to override a default salary or benefit premium, by authorized user, on a case-by-case basis	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
3.1.23	Provides ability to accommodate differing pay rates within a pay period (i.e., change in salary due to a salary adjustment, etc.)	Choose an item.	Click or tap here to enter text.
3.1.24	Provides the ability to support flexible definition of shift work and work schedules to ensure compliance with FLSA law	Choose an item.	Click or tap here to enter text.
3.1.25	Provides salary and benefit costing tools to support labor negotiations and financial planning	Choose an item.	Click or tap here to enter text.
Notifications			
3.1.26	Provides the ability to track when employees are eligible for scheduled pay raises (i.e., longevity pay code) and provides automated workflow to notify supervisor of scheduled pay raise. Upon supervisor approval, triggers automated notification that: - Automatically notifies employees and their supervisors - Automatically updates employee records in HR and Payroll systems/modules to reflect changes in pay	Choose an item.	Click or tap here to enter text.
3.1.27	Provides automated workflow notifications based on City-specified parameters (i.e., when an employee within a specified bargaining unit reaches a specified number of work hours within a period, when an employee approaches/reaches a specified limit of work hours for a period, when child a dependent approaches/reaches the 26-year-old cutoff age for benefit eligibility, etc.)	Choose an item.	Click or tap here to enter text.
Garnishments			
3.1.28	Provides the ability to manage multiple garnishment cycles (e.g., 24 pay periods and 26 pay periods)	Choose an item.	Click or tap here to enter text.
3.1.29	Provides the ability to establish multiple garnishments using the same garnishment code for a single employee	Choose an item.	Click or tap here to enter text.
Reporting			
3.1.30	Provides the ability to monitor, adjust, comply, and report to CalPERS the proper compensation amounts	Choose an item.	Click or tap here to enter text.
3.1.31	Provides the ability to generate CA state unemployment report	Choose an item.	Click or tap here to enter text.
3.1.32	Supports 834 reporting and COBRA Billing	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
3.1.33	Provides an ability to maintain and report FLSA information as required by legislation	Choose an item.	Click or tap here to enter text.
3.1.34	Provides the ability to review/reprint a payroll register for a prior pay period	Choose an item.	Click or tap here to enter text.
3.1.35	Provides ability to report Family Medical Leave Act (FMLA) leave on an employee time entry	Choose an item.	Click or tap here to enter text.
3.1.36	Allows for reporting accrual and usage of benefit	Choose an item.	Click or tap here to enter text.
3.1.37	Provides the ability to generate ad hoc report of worker's compensation payments	Choose an item.	Click or tap here to enter text.

3.2. Payroll

The solution should support the importing and entering of time from multiple sources; calculate employee payroll, deductions, and accruals based on components managed in the HR benefit and pay administration module; process payments for government and 3rd party agencies (e.g., benefits, retirement, etc.); support State, Federal, and local tax filings; and support electronic workflow. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.2.1	Provides the ability to interface required payroll/earnings data with Governmentjobs.com, CalPERS	Choose an item.	Click or tap here to enter text.
3.2.2	Provides the ability for processing payroll for non-city employees in compliance with the City's Joint Powers Agreement to process payroll for Animal Control Officers	Choose an item.	Click or tap here to enter text.
3.2.3	Provides the capability to include premium/extra pays in overtime pay calculations	Choose an item.	Click or tap here to enter text.
3.2.4	Provides the ability to calculate / generate retro pays	Choose an item.	Click or tap here to enter text.
3.2.5	Provides the ability to execute off-cycle payrolls	Choose an item.	Click or tap here to enter text.
3.2.6	Supports the ability for employee to communicate miscellaneous information that ensures sick time payout processing in a single system	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
3.2.7	Provides and enforces rule-based validation and prevents duplicate earning codes at employee level, etc.	Choose an item.	Click or tap here to enter text.
3.2.8	Provides user-defined exception hours analysis	Choose an item.	Click or tap here to enter text.
3.2.9	Provides the ability to support multiple 're-runs' of (trial-run) payroll prior to final payroll run	Choose an item.	Click or tap here to enter text.
3.2.10	Provides ability for payroll staff to review payroll results prior to commitment, and accommodates options for correcting, updating information to process payroll (options include updating the source and re-running etc.) without completely restarting the payroll process	Choose an item.	Click or tap here to enter text.
3.2.11	Generates paychecks, direct deposits (supporting deposits across multiple accounts on a single check), ACH files, ASRS/PSRS files, and related positive pay files, etc.	Choose an item.	Click or tap here to enter text.
3.2.12	System allows for up to 5 separate direct deposit account options per employee with a payroll run	Choose an item.	Click or tap here to enter text.
3.2.13	Supports employee payroll and HR changes with electronic Personnel Action Forms	Choose an item.	Click or tap here to enter text.
3.2.14	Provides the ability to allow late posting entry	Choose an item.	Click or tap here to enter text.
3.2.15	Provides the ability to automatically calculate monthly deduction amounts based on an annual FSA contribution (or calculate annual amount based on monthly contributions), including the ability to prorate amounts for mid-year hires	Choose an item.	Click or tap here to enter text.
Pay Checks, Advices			
3.2.16	Provides the ability to generate paychecks for select employee groups (e.g., part-time employees)	Choose an item.	Click or tap here to enter text.
3.2.17	Provides the ability to future date pay advices for distribution to employees	Choose an item.	Click or tap here to enter text.
3.2.18	Provides the ability for the City to define the layout and appearance of pay advices to provide more clarity to employees	Choose an item.	Click or tap here to enter text.
3.2.19	Provides the ability to include and identify all elements used to calculate pay on the pay advice	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
3.2.20	Provides the ability to identify key information for employee (leave balances, allocation of direct deposit accounts, employee vs. employer pay benefits, etc.) on the pay advice	Choose an item.	Click or tap here to enter text.
3.2.21	Provides the ability to generate PDF/electronic copy and automatically post pay advice to the employee self-service portal or email to employees	Choose an item.	Click or tap here to enter text.
Reporting			
3.2.22	Provides for automatic generation of payroll reports following completion of a payroll run, processing, reducing the need for manual report generation	Choose an item.	Click or tap here to enter text.
3.2.23	Provides the ability to generate detailed, customizable reports for payroll reconciliation, benefit tracking, and compliance reporting for CalPERS, state, and federal agencies - Including the ability to export the reports to Microsoft Excel while retaining the existing data format	Choose an item.	Click or tap here to enter text.
3.2.24	Provides the ability to generate year-end payroll compensation / Total Compensation Report by employee	Choose an item.	Click or tap here to enter text.

4. HUMAN RESOURCES (HR) REQUIREMENTS

4.1. Core HR

The solution should provide the functionality for Core Human Resources (HR). Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
4.1.1	Provides for integration across all HR functions, and interfaces with any external HR solutions that are required because of specific functionality that may not be available in the proposed solution (e.g., recruitment)	Choose an item.	Click or tap here to enter text.
4.1.2	Provides the ability to manage multiple bargaining units with differing configuration requirements for each	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Vendor Response/Comments
4.1.3	Provides the ability to track non-employee personnel (i.e., retirees, volunteers, temporary workers, etc.)	Choose an item.	Click or tap here to enter text.
4.1.4	Supports processes related to reasonable accommodation including notifications to medical professionals, interactive interviews, notifications to unions, tracking accommodation expirations and renewal notifications	Choose an item.	Click or tap here to enter text.
4.1.5	Provides the ability to administer disability management and return to work programs, including tracking and monitoring of medical limitations and modified duty, fitness for duty evaluations, communication, notifications, verification, etc.	Choose an item.	Click or tap here to enter text.
4.1.6	Provides the ability to work under multiple jobs with different rates and funding strings	Choose an item.	Click or tap here to enter text.
4.1.7	Provides the ability to support employee transfers between departments/jobs/positions	Choose an item.	Click or tap here to enter text.
4.1.8	Provides the ability to future date HR-related activities, including for new hires	Choose an item.	Click or tap here to enter text.
4.1.9	Provides the ability to assign direct manager to an employee. Also provide the ability to designate an employee as a Department Head.	Choose an item.	Click or tap here to enter text.

4.2. Position Control

The solution should provide the functionality to manage position control records. Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
4.2.1	Links HR, Payroll and Budget data to facilitate managing the City's structure, positions, and financial budget for positions	Choose an item.	Click or tap here to enter text.
4.2.2	Provides the ability to associate positions with funding sources including the ability to split funding source across multiple funds, departments, divisions, etc.	Choose an item.	Click or tap here to enter text.
4.2.3	Provides the ability to reserve a position upon request to fill a vacancy	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Vendor Response/Comments
4.2.4	Provides the ability to identify positions that are overfilled, under-filled, and/or double-filled with approval from the related Department Director and Budget	Choose an item.	Click or tap here to enter text.
4.2.5	Provides the ability for overfilled, under-filled and/or double-filled positions to have length of time limits	Choose an item.	Click or tap here to enter text.
4.2.6	Provides the ability to manage position budget allocations	Choose an item.	Click or tap here to enter text.
4.2.7	Provides the ability to default an employee self-service access based on the assigned position	Choose an item.	Click or tap here to enter text.
4.2.8	Identifies positions that are temporarily funded and have a position end date	Choose an item.	Click or tap here to enter text.
4.2.9	Provides the ability to associate multiple accounts to a position	Choose an item.	Click or tap here to enter text.
4.2.10	Provides an ability to track part-time/temporary positions individually or as a group (e.g., temporary position can be listed as individual FTEs, or as a group of 15 FTEs)	Choose an item.	Click or tap here to enter text.
4.2.11	Provide the ability to track and view the prior position and employee history, including the amount of time a position has been vacant	Choose an item.	Click or tap here to enter text.
4.2.12	Provides the ability to define workflow for position control changes and connection to job classification requirements to ensure consistency across positions	Choose an item.	Click or tap here to enter text.
4.2.13	Provides the ability to update the bargaining unit associated with job class	Choose an item.	Click or tap here to enter text.
4.2.14	Provides the ability to assign a single employee to one or more job classes	Choose an item.	Click or tap here to enter text.
4.2.15	Provides the ability to assign more than one employee to a position	Choose an item.	Click or tap here to enter text.
4.2.16	Provides the ability to define a generic wage scale that may be shared by multiple bargaining units	Choose an item.	Click or tap here to enter text.
4.2.17	Provides the ability to add steps to wage scale without involving the vendor --- or at least, more easily (such as via an Excel upload/import)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Vendor Response/Comments
4.2.18	Provides the ability to ensure Position control integrates with pay tables to assist with providing a complete position profile	Choose an item.	Click or tap here to enter text.
4.2.19	Provides the ability to maintains complete history of positions held and salary changes	Choose an item.	Click or tap here to enter text.
4.2.20	Supports the maintenance of all budgeted and authorized positions	Choose an item.	Click or tap here to enter text.
4.2.21	Provides the ability to track and report budgeted, filled, frozen and vacant positions	Choose an item.	Click or tap here to enter text.
4.2.22	Provides the ability to associate positions with funding source	Choose an item.	Click or tap here to enter text.
4.2.23	Provides the ability to assign more than one FTE to a position	Choose an item.	Click or tap here to enter text.
4.2.24	Provides the ability to links positions to required skills, certifications, required training, etc., including the ability to query applicant pool for specific skills and / or qualifications.	Choose an item.	Click or tap here to enter text.

4.3. Recruitment

The proposed system(s) should fully integrate with NeoGov which the City currently uses for its recruitment and talent management processes. Also, the solution should provide functionality to manage the entire recruitment process (from position request through to hiring) should the City choose to manage recruitments internally. The solution should track the history of candidate submissions and vetting results (interview, testing, reference checks, drug testing, background checks, etc.). Specific requirements for both the integrated and internally managed options are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.3.1	Provides a web portal for recruitment information to be posted and allow applicants to submit application and documents	Choose an item.	Click or tap here to enter text.
4.3.2	Provides the ability for hiring managers to view and track applicant progress, establish interview schedules, and review application details	Choose an item.	Click or tap here to enter text.
4.3.3	Provides the ability to track multiple position opportunities for a single applicant and flag the applicant and/or notify a user if an	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	application from a particular applicant already exists in the system		
4.3.4	Provides the ability to change a selected position on a recruitment if the recruitment changes (including all related communication and document distributions)	Choose an item.	Click or tap here to enter text.
4.3.5	Supports sharing and display of lead/candidate resumes among interview panelists	Choose an item.	Click or tap here to enter text.
4.3.6	Provides the ability to maintain eligibility lists, including ability for lists to be viewed by hiring managers	Choose an item.	Click or tap here to enter text.
Integration			
4.3.7	Provides recruitment functionality that integrates with other HR applications to reduce dual entry	Choose an item.	Click or tap here to enter text.
4.3.8	Eliminates redundant entry where possible with data sharing abilities between the proposed solution and NeoGov (unless the proposed solution natively includes related functionality)	Choose an item.	Click or tap here to enter text.
4.3.9	Incorporates AI-based tools to automate applicant screening by evaluating responses to supplemental questions and applicant qualifications	Choose an item.	Click or tap here to enter text.
4.3.10	Provides option for information within the application to be available for statistical analysis and dashboards	Choose an item.	Click or tap here to enter text.
Miscellaneous			
4.3.11	Where applicable, provide electronic form and workflow for routing review and approvals, including new position requests	Choose an item.	Click or tap here to enter text.
4.3.12	Provides automated workflow for new position request/approval process and recruitment process	Choose an item.	Click or tap here to enter text.
4.3.13	Provides the ability to display status of recruitment tasks	Choose an item.	Click or tap here to enter text.
4.3.14	Provides the ability to track metrics related to posting and hires (number of recruitments as well as the number or related hires)	Choose an item.	Click or tap here to enter text.

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4.4. Onboarding

The system should provide functionality to manage processes and procedures for employee onboarding. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully educate an employee on the organization and its culture and prepare them with the necessary knowledge, skills, access, equipment, etc. to become effective and contributing members of the organization as quickly as possible. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.4.1	Integrates with NeoGov application to reduce dual entry (unless the proposed solution natively includes related functionality)	Choose an item.	Click or tap here to enter text.
4.4.2	Provides ability to establish an onboarding workflow designed to alert designated staff required to act for a new hire	Choose an item.	Click or tap here to enter text.
4.4.3	Provides the ability to onboard new employees at any point in a pay period	Choose an item.	Click or tap here to enter text.
4.4.4	Provides the ability to accept electronic signatures by new hires to sign enrollment forms, acknowledge receiving the city's equipment, safety training, etc.	Choose an item.	Click or tap here to enter text.
4.4.5	Provides the ability to support the newly hired employee's benefits enrollment and annual open enrollment. Ability for employees to make changes or confirm benefits and submit for approval. Payroll team supported +	Choose an item.	Click or tap here to enter text.
4.4.6	Provides the ability to monitor the status of completion of specific onboarding tasks, including forms completion / upload, employee orientation, etc.	Choose an item.	Click or tap here to enter text.

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Communication			
4.4.7	Provides the ability to generate and track issuance of an offer letter, including the ability to customize the letter according to relation negotiations and position details	Choose an item.	Click or tap here to enter text.
4.4.8	Provides a dashboard accessible by applicants, HR staff and hiring managers to track onboarding tasks, pending approvals, and task completion	Choose an item.	Click or tap here to enter text.
4.4.9	Provides the ability to distribute forms and other documents (i.e., Federal I-9, W-4, direct deposit, etc.) to candidates and for the candidate to upload/attach completed documents via a Portal (including the ability to capture DocuSign signatures)	Choose an item.	Click or tap here to enter text.
4.4.10	Ensures Employee Self Service provides a communication portal to facilitate on-boarding process, including completion and submission of documents, benefit enrollment forms, and pre-requisite training	Choose an item.	Click or tap here to enter text.

4.5. Employee Master File

The solution should maintain an employee master file that includes data elements such as employee ID, basic demographics, address information, emergency contacts, survivor/beneficiary information, dependent information, history of salary changes (effective start and end dates), training and certification requirements, and history of personnel actions. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.5.1	Provides the ability for tracking of multiple employment-related dates, including hire, benefit eligibility, longevity outside the city, longevity inside the city, and transition from part-time to full-time status	Choose an item.	Click or tap here to enter text.
4.5.2	Provides employee directory functionality	Choose an item.	Click or tap here to enter text.
4.5.3	Provides the ability to manage multiple phone numbers and email accounts for both employees and emergency contacts	Choose an item.	Click or tap here to enter text.
4.5.4	Provides the ability to attach employee photos, I-9 forms, policy acknowledgements, etc.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.5.5	Provides the ability to track the city's property (badge, PC, phone, vehicle, uniforms, etc.) provided to employee throughout employee's tenure with the city	Choose an item.	Click or tap here to enter text.
4.5.6	Provides the ability to attach documents (i.e., email messages) to an employee file	Choose an item.	Click or tap here to enter text.
4.5.7	Provides the ability to track critical data such as commercial driver's licenses, required certifications, DOT drug testing, TB testing, probationary periods, and step increase dates	Choose an item.	Click or tap here to enter text.
4.5.8	Provides the ability to manage separated employee and retiree demographic information - Note that separated employees / retirees should not automatically be purged from the system	Choose an item.	Click or tap here to enter text.
Reporting			
4.5.9	Provides the ability to generate Seniority Listing	Choose an item.	Click or tap here to enter text.
4.5.10	Provide the ability to generate organizational charts	Choose an item.	Click or tap here to enter text.
4.5.11	Provides ability to select data required for labor costing/negotiations (e.g., ASRS, health, pay, employment dates, position title, etc.)	Choose an item.	Click or tap here to enter text.
4.5.12	Provides Federal and State government mandated HR reporting: - Federal HR Reports - IRS Report/Extract (Quarterly) ○ SSA W-2 Report/Extract (Annual) ○ Support EDD Form DE-9 and IRS Form 941 Reporting ○ EEOC EEO-4 Report/Extract (Odd Years) ○ DOL VETS 100 Report/Extract (Annual) - State HR Reports ○ EDD New Hire Report/Extract (Every Pay Period) ○ EDD PIT, SDI, UI Report/Extract (Quarterly)	Choose an item.	Click or tap here to enter text.

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4.6. Benefits Administration

The solution should provide flexible rules and eligibility-based benefits management functionality to manage public employee and retiree benefits such as medical, dental, disability, and life insurance. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.6.1	Provides the ability to comply with current Affordable Care Act (ACA) requirements (e.g., automatic notification to employee when a dependent is approaching coverage discontinuance at age 26) - Including a commitment to comply with any future related ACA requirements	Choose an item.	Click or tap here to enter text.
4.6.2	Provides the ability to support multiple benefit packages/coverage options based on bargaining unit	Choose an item.	Click or tap here to enter text.
4.6.3	Complies with Health Insurance Portability and Accountability Act (HIPAA) requirements	Choose an item.	Click or tap here to enter text.
4.6.4	Complies with Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements	Choose an item.	Click or tap here to enter text.
4.6.5	Maintains eligibility dates for different plans based on different rules (which may differ from hire dates)	Choose an item.	Click or tap here to enter text.
4.6.6	Provides the ability to update employee benefit records and reflects changes in pay in HR and payroll systems/modules and applicable 3rd party benefit providers whenever there are changes due to a life event, changes in eligibility rules, or requests for benefits	Choose an item.	Click or tap here to enter text.
4.6.7	Provides the ability to establish benefit tiers according to employee type (i.e., full-time employees, part-time employees, retirees, etc.)	Choose an item.	Click or tap here to enter text.
4.6.8	Provides the ability to generate annual sick time payouts distribution reports	Choose an item.	Click or tap here to enter text.
4.6.9	Provides the ability to complete employee benefits audit to ensure that the employee is correctly enrolled and that accurate deductions are taken	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.6.10	Provides the ability to efficiently reconcile vendor invoices for benefits against employee benefits enrollments tracked in the proposed solution	Choose an item.	Click or tap here to enter text.
4.6.11	Provides the ability to manage tuition reimbursement program based on bargaining unit, including eligibility, costs and payment status	Choose an item.	Click or tap here to enter text.
Reporting			
4.6.12	Provides the ability to generate a Total Compensation Report for employees, including training benefits	Choose an item.	Click or tap here to enter text.
4.6.13	Provides the ability to generate reports to a 3rd party benefit provider on an as needed basis (e.g., open enrollment data)	Choose an item.	Click or tap here to enter text.
4.6.14	Provides the ability to generate reports detailing amounts paid by the city for specific benefits versus amounts paid by employees	Choose an item.	Click or tap here to enter text.
4.6.15	Provides the ability to report on all employees enrolled in a specific benefit (i.e., insurance, FSA, etc.)	Choose an item.	Click or tap here to enter text.
4.6.16	Provides the ability to generate all required ACA reporting (e.g., Form 1095C) and all required IRS submissions	Choose an item.	Click or tap here to enter text.

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4.7. Leave Administration

The solution should manage available leave balances, leave taken, payments, and balances for various types of leaves (e.g., paid time off (PTO), vacation, sick, Family Medical Leave Act (FMLA), disability, worker's compensation, light duty, donated and leave for recipients and donors). For all types of leave, this includes the ability to calculate, track, and monitor look back and look forward periods for eligibility. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.7.1	Provides the ability to configure multiple accruals (comp time, leave, workers compensation, vacation, etc.)	Choose an item.	Click or tap here to enter text.
4.7.2	Provides the ability to capture, track and manage leave balances, including leave earned and taken, for all types of leave (i.e., PTO, vacation, sick, FMLA, disability, worker's compensation, light duty, donated, military leave and leave for recipients and donors)	Choose an item.	Click or tap here to enter text.
4.7.3	Provides and the ability for online requests and approvals for leave requests - Including ability to cancel a requested leave	Choose an item.	Click or tap here to enter text.
4.7.4	Provides the ability to notify employees of leave that will be lost, cease to accrue, or automatically paid	Choose an item.	Click or tap here to enter text.
4.7.5	Provides the ability to define leave codes to track medical related leave with notifications to employees and appropriate staff when balances are low	Choose an item.	Click or tap here to enter text.
4.7.6	Provides the ability to approve employee time-off requests when employee does not have the requested code (for authorized users, on a case-by-case basis)	Choose an item.	Click or tap here to enter text.
4.7.7	Provides the ability to manage leave balance and annual rollover limits based on bargaining units	Choose an item.	Click or tap here to enter text.
4.7.8	Provides the ability to automate leave accruals on a recurring schedule and based on in-service/hire dates, seniority dates, hours worked, etc.	Choose an item.	Click or tap here to enter text.
4.7.9	Supports creating an accrual for FMLA and/or CFRA so that the leave can be recorded as part of employee time entry	Choose an item.	Click or tap here to enter text.
4.7.10	Provides notification to HR and the employee when the accrual balance is nearing a City defined threshold	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.7.11	Provides the ability, for employees on leave, to track the need for continued benefits coverage and to determine whether the employee is responsible for the related payment, including the ability to bill the employee, if necessary) - Including the ability to charge the employee the employer-costs (e.g., when no longer on FMLA and employee has exhausted their leave balances)	Choose an item.	Click or tap here to enter text.
4.7.12	Provides the ability for efficient leave tracking, including the ability to track whether any active employee has been omitted from CalPERS reporting	Choose an item.	Click or tap here to enter text.
Reporting			
4.7.13	Provides the ability to generate ad hoc leave balance report by employee	Choose an item.	Click or tap here to enter text.

4.8. Learning Management and Certification Tracking

The solution should provide the functionality to manage training and certification records. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.8.1	Provides integration with Vector LMS for comprehensive tracking of employee learning management activities including course registrations, scheduled training reminders, and proof of completions	Choose an item.	Click or tap here to enter text.
4.8.2	Supports tracking required position-specific job certifications, licenses, mandatory training, expirations, etc.	Choose an item.	Click or tap here to enter text.
4.8.3	Provides automated notification of expiring certifications / licenses to supervisors and employees based on user-defined rules	Choose an item.	Click or tap here to enter text.
4.8.4	Associate certifications with applicable pay codes such that employees are paid or not paid based on the status of their certification	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.8.5	Updates employee records in HR and payroll systems/modules such that changes in pay can occur based on completion of training/certification events	Choose an item.	Click or tap here to enter text.
4.8.6	Provides prior notification of certification and license expiration/renewal dates (e.g., 90, 60, 30 days prior)	Choose an item.	Click or tap here to enter text.
4.8.7	Ability to consume/use external content from SCORM compliant courses and course vendors (i.e., Open Sesame, etc.)	Choose an item.	Click or tap here to enter text.
4.8.8	Provides automatic notification for employees and supervisors for overdue trainings and expired certifications	Choose an item.	Click or tap here to enter text.
4.8.9	Provides the ability for supervisors to access and print training transcripts	Choose an item.	Click or tap here to enter text.

4.9. Performance Reviews

The solution should provide the functionality to manage performance reviews/evaluations, including the tracking of notification, initiation, review results, and approvals. Performance reviews and evaluations may vary based on position, job class, term (interim, probationary). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.9.1	Provides performance evaluation functionality including form creation, notification, workflow, and integration with the proposed solution's overall human resources functionality as well as with Employee Self Service	Choose an item.	Click or tap here to enter text.
4.9.2	Provides workflow to manage electronic employee performance review/evaluation, including performance improvement plans and career/professional development plans	Choose an item.	Click or tap here to enter text.
4.9.3	Provides the ability to store current and prior-year evaluations within the employee's record and automatically schedule future evaluations based on bargaining unit criteria	Choose an item.	Click or tap here to enter text.
4.9.4	Provides automated notification of performance reviews to supervisors and managers based on user-defined rules	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.9.5	Updates employee records in HR and payroll system / modules to reflect changes in pay if needed, including one-time bonus pays	Choose an item.	Click or tap here to enter text.
4.9.6	Provides the ability to auto-assign training based on performance review results, including providing notices of assignment and completion to interested parties if training is managed in the proposed solution	Choose an item.	Click or tap here to enter text.
4.9.7	Provides the ability to define and manage electronic forms within the workflow	Choose an item.	Click or tap here to enter text.
4.9.8	Provides the ability to attach external forms and documents throughout the workflow	Choose an item.	Click or tap here to enter text.
4.9.9	Provides alerts on past due evaluations and escalation notification	Choose an item.	Click or tap here to enter text.
4.9.10	Provides workflow to process the appropriate personnel action as needed	Choose an item.	Click or tap here to enter text.
4.9.11	Provides the ability to manage performance reviews for all City staff, including full-time and part-time employees - Includes the ability to generate probationary period reports and generate alerts to ensure timely evaluations and follow-up actions	Choose an item.	Click or tap here to enter text.

4.10. Personnel Actions

The solution should provide the functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as promotions, demotions, salary increases, multi-step grievance processes, disciplinary events, as well as suspensions, separations, and leave. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.10.1	Provides automated online forms for creation, review/approval, and completion of personnel action forms - Including electronic workflow to reviewers and approvers with capability for redaction of certain sensitive information and support for digital signatures	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.10.2	Provides the ability to attach forms to a personnel action record	Choose an item.	Click or tap here to enter text.
4.10.3	Provides functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as recruitment, position control changes, promotions, demotions, salary increase, discipline, separations, leave, etc. - Including ability to attach supporting documentation to the PAF record	Choose an item.	Click or tap here to enter text.
4.10.4	Provides notification to employee upon approval of personnel action - Including alerts to alerts to HR and payroll staff when key employee actions, such as promotions or benefit eligibility, require processing	Choose an item.	Click or tap here to enter text.
4.10.5	Provides the ability to generate updates for employee records in HR, budget, and payroll systems/modules to reflect changes in pay, if needed - Note that updates would require workflow review and approval	Choose an item.	Click or tap here to enter text.
4.10.6	Uses end dates to automatically stop the action at a specified time (i.e., discontinue administrative leave without pay, leave of absence, etc.)	Choose an item.	Click or tap here to enter text.

4.11. Employee Self-Service

The solution should provide employee self-service functions that allow access and update to designated employee information. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.11.1	Provides an online Employee Self-Service portal which provides access from within and, with employee access verification, outside of the City	Choose an item.	Click or tap here to enter text.
4.11.2	Provides the ability for employees to attach documentation, update/change W-4, benefits during open enrollment or life event changes, direct deposit information, and profile data	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
	(i.e., name, address, phone number, emergency contact beneficiaries, etc.) and allow HR staff to review and approve the requested changes. Including open enrollment		
4.11.3	Provides the ability for employees to view and print paycheck history, total compensation report, personnel actions, leave balances, W-2s, ACA, etc. - Includes ability to include the date and time that the report was generated	Choose an item.	Click or tap here to enter text.
4.11.4	Provides the ability for employees to create "what-if" scenarios (e.g., Paycheck "What-if" Calculator)	Choose an item.	Click or tap here to enter text.
4.11.5	Provides the ability for employees to reset access password	Choose an item.	Click or tap here to enter text.
4.11.6	Provides workflow to track progress of employee onboarding, off-boarding, separation checklist, and benefits enrollment	Choose an item.	Click or tap here to enter text.
4.11.7	Allows employees to view leave balances, request time off and have this electronically approved by manager. Leave balance to take future scheduled time off into account to avoid over requesting.	Choose an item.	Click or tap here to enter text.
4.11.8	Supports workflow integration with employee elections (COBRA/457)	Choose an item.	Click or tap here to enter text.
4.11.9	Provides the ability to upload required documentation	Choose an item.	Click or tap here to enter text.
4.11.10	Provides the ability to view and link to learning management content and assigned courses	Choose an item.	Click or tap here to enter text.
4.11.11	Provides the ability to view and complete performance evaluations	Choose an item.	Click or tap here to enter text.

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4.12. Time and Attendance

The solution should provide functionality through either an Employee Self Service portal or module to collect time, perform exception-based time entry, and time adjustments to multiple work schedules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.12.1	Provides an online platform / method for employee time entry across the City, as well as a "time clock" function for those employees who must clock in and out on a daily basis	Choose an item.	Click or tap here to enter text.
4.12.2	Provides comprehensive time review and approval to prevent unauthorized time from being included in the payroll process	Choose an item.	Click or tap here to enter text.
4.12.3	Provides ability to establish and manage multiple work schedules (i.e., 9/80, 4x10, 5/40, etc.) under FLSA regulations	Choose an item.	Click or tap here to enter text.
4.12.4	Provides flexibility in defining holidays according to various work schedules	Choose an item.	Click or tap here to enter text.
4.12.5	Provides the ability to accrue time off for scheduled holiday work	Choose an item.	Click or tap here to enter text.
4.12.6	Provides the ability for remote time entry by employees including via a mobile application	Choose an item.	Click or tap here to enter text.
4.12.7	Provides the ability to develop workflow to collect time, perform exception-based time entry and time adjustments to multiple work schedules, and for approval and submission to payroll system/module at the department level	Choose an item.	Click or tap here to enter text.
4.12.8	Provides the ability to define and validate business rules at time of collection (e.g., prevents employees from entering adjustments that will cause employee leave balances to be exceeded)	Choose an item.	Click or tap here to enter text.
4.12.9	Provides the ability to prevent employees from entering invalid data (i.e., earnings or pay codes they are not authorized to use)	Choose an item.	Click or tap here to enter text.
4.12.10	Provides the ability to close prior pay periods against further updates	Choose an item.	Click or tap here to enter text.
4.12.11	Provides the ability to permit authorized employees to enter prior pay period changes, including workflow for review and approval	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
4.12.12	Provides the ability to allow employees to associate project codes with each line of time entered to the quarter of an hour (fifteen-minute increments)	Choose an item.	Click or tap here to enter text.
4.12.13	Provides the ability to allow employees to associate project codes with overtime entered without the assignment being overwritten by pre-set HR distributions	Choose an item.	Click or tap here to enter text.
4.12.14	Provides the ability to accept notes or comments associated with hours submitted at the project level	Choose an item.	Click or tap here to enter text.
4.12.15	Provides the ability to allow multiple pay periods to be open for time entry purposes	Choose an item.	Click or tap here to enter text.
4.12.16	Provides the ability to reconcile pay period schedule with the calendar/fiscal year in support of processes that will facilitate W2 generation and accrued payroll	Choose an item.	Click or tap here to enter text.
4.12.17	Provides the ability to track part-time employee work hours on a weekly basis to ensure adherence to annual limits	Choose an item.	Click or tap here to enter text.
4.12.18	Provides the ability for system to accommodate different shifts and alternative work schedules	Choose an item.	Click or tap here to enter text.
4.12.19	Provides the ability to track total hours worked for specific employees with annual limits (i.e., retired annuitants, part time staff, etc.)	Choose an item.	Click or tap here to enter text.
4.12.20	Provides the ability for authorized users to override default accounting associated with time entry records	Choose an item.	Click or tap here to enter text.
4.12.21	Provides capability to limit override abilities to authorized users, including related workflow for review and approval	Choose an item.	Click or tap here to enter text.

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4.13. Separation/Off Boarding

The system should provide functionality to manage processes and procedures for employee separation due to termination, retirement, resignation, or transfer. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully exit an employee based on type of separation. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.13.1	Provides the ability to track separation details (separation type, reason for leaving, eligible for return, new position/employer, etc.)	Choose an item.	Click or tap here to enter text.
4.13.2	Provides the ability to update employee records in HR and payroll systems/modules and applicable external systems (e.g., ASRS, 3rd Party Benefit Providers, etc.)	Choose an item.	Click or tap here to enter text.
4.13.3	Provides the ability to enable separated employees to access the employee portal for W-2 access at the next calendar year (including ability to prevent access for terminated employees)	Choose an item.	Click or tap here to enter text.
4.13.4	Provides the ability to generate an estimate of benefits payout (e.g., leave balances) to share with employee	Choose an item.	Click or tap here to enter text.
4.13.5	Provides the ability to calculate future benefits costs and deduct from final check without using manual calculation entries (e.g., IPSN for premium for coverage until end of the next month) - Includes the ability to charge the employee for employer costs, where appropriate	Choose an item.	Click or tap here to enter text.
4.13.6	Provides the ability to generate a "retirement projection" to determine what benefits might be paid out for individual employees	Choose an item.	Click or tap here to enter text.
4.13.7	Provides the ability to define and deploy an integrated exit survey to support the capture and analysis of related information	Choose an item.	Click or tap here to enter text.
Workflow			
4.13.8	Provides electronic employee separation workflow	Choose an item.	Click or tap here to enter text.

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4.13.9	Provides the ability to offer checklist and workflow process that ensures all applicable staff are notified of a separating employee	Choose an item.	Click or tap here to enter text.
4.13.10	Provides workflow to track progress of employee off boarding/separation checklist, including removing system rights	Choose an item.	Click or tap here to enter text.
Miscellaneous			
4.13.11	Supports integration with fixed assets/inventory available to assist with the return of equipment, and items issued to the employee	Choose an item.	Click or tap here to enter text.

5. UTILITY BILLING (UB) REQUIREMENTS

5.1. General

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
General			
5.1.1	Supports monthly meter reading (via required interface with City's AMI platform) based on water consumption and interfaces with handheld meter reading devices	Choose an item.	Click or tap here to enter text.
5.1.2	Supports multiple meter types for reading (e.g., displacement, compound, etc.)	Choose an item.	Click or tap here to enter text.
5.1.3	Supports multiple utility billing cycles (monthly, bi-monthly, fixed date)	Choose an item.	t
5.1.4	Provides effective dates for water billing rates and the ability to mass update or copy rates	Choose an item.	Click or tap here to enter text.
5.1.5	Supports delinquent account notices and penalty charges (flat fee or percentage)	Choose an item.	Click or tap here to enter text.
5.1.6	Supports interfaces to cashiering, general ledger, meter reading (walk/read, drive by, Wi-Fi/network), 3rd party bill processing and mailing, inventory, GIS, and web applications	Choose an item.	Click or tap here to enter text.

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5.1.7	Provides customer account dashboard when inquiring on a customer account	Choose an item.	Click or tap here to enter text.
5.1.8	Provides a public portal for customer self-service to view account balances, view a PDF of the billing statement, update billing addresses, make payments of multiple types (Utility Billing, as well as general billing invoices and development fees not connected to UB that post directly to the proposed financial system)	Choose an item.	Click or tap here to enter text.
5.1.9	Provides the ability to determine whether a meter has been pulled from a location and to prevent the establishment of service until a new meter has been installed	Choose an item.	Click or tap here to enter text.
5.1.10	Provides for automatic notification with GIS coordinates (longitude and latitude) when new meters are initially established at a service location, or when ownership changes - Automatic generation of a location ID (LID) is desired	Choose an item.	Click or tap here to enter text.

5.2. Customer Account and Location Management

#	Requirement	Response Code	Response/Comments
5.2.1	Provides “Customer at a Glance” functionality to provide key information and account details to the customer without requiring the searching of multiple screens	Choose an item.	Click or tap here to enter text.
5.2.2	Provides the ability to override or adjust amounts with security permissions	Choose an item.	Click or tap here to enter text.
5.2.3	Provides the ability to view payment history while in the payment entry screen	Choose an item.	Click or tap here to enter text.
5.2.4	Provides robust key word inquiry that searches the entire Utility Billing database (i.e., “lien”, etc.)	Choose an item.	Click or tap here to enter text.
5.2.5	Provides the ability for unlimited, date-stamped notes on customer accounts or locations with the ability to assign alert flags to accounts with notes	Choose an item.	Click or tap here to enter text.
5.2.6	Provides an automated process for notes related to customers to stay with the customer regardless of service location	Choose an item.	Click or tap here to enter text.
5.2.7	Provides an automated process for notes related to service location to stay with service location regardless of customer	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.2.8	Provides the ability to add alerts to both the location ID and the customer ID (i.e., a flashing icon on the account screen)	Choose an item.	Click or tap here to enter text.
5.2.9	Provides automatic indication if there are multiple location IDs for a single customer ID	Choose an item.	Click or tap here to enter text.
5.2.10	Provides the ability to identify and track related accounts for a property owner	Choose an item.	Click or tap here to enter text.
5.2.11	Provides the ability to indicate when only cash payments are accepted for a customer on the UB system and through the online portal	Choose an item.	Click or tap here to enter text.
5.2.12	Provides the ability to receive and track deposits	Choose an item.	Click or tap here to enter text.
5.2.13	Provides ability to indicate whether a customer is exempt from turn-off at the customer ID level	Choose an item.	Click or tap here to enter text.
5.2.14	Provides the ability to immediately generate a bill for the deposit amount upon establishment of the account	Choose an item.	Click or tap here to enter text.
5.2.15	Provides the ability through an automated process to return a deposit following two (2) years of good payment history, including the ability to restart the two (2) year cycle if a payment is missed; and the ability to exempt an account from an automatic refund after 2 years (commercial account); track the date of refund and amount.	Choose an item.	Click or tap here to enter text.
5.2.16	Provides the ability to support construction meter deposits	Choose an item.	Click or tap here to enter text.
5.2.17	Provides the ability to identify multiple meters on a single parcel or Assessor's Parcel Number (APN) or one meter serving multiple addresses	Choose an item.	Click or tap here to enter text.
5.2.18	Provides the ability to identify landscape meters without an associated address	Choose an item.	Click or tap here to enter text.

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5.3. Meter Reading and Inventory

#	Requirement	Response Code	Response/Comments
5.3.1	Provides integration with the City's AMI solution using a single username and password for internal and external customers	Choose an item.	Click or tap here to enter text.
5.3.2	Provides the ability to generate a recommended route map for manual meter reads	Choose an item.	Click or tap here to enter text.
5.3.3	Maintains meter readings and dates independent of customer or account changes	Choose an item.	Click or tap here to enter text.
5.3.4	Generates service orders based on meter reading exception messages and actions entered along with meter reading	Choose an item.	Click or tap here to enter text.
5.3.5	Provides the ability to view a history of all meters that have been installed at the service location and any work orders that have been issued for that location	Choose an item.	Click or tap here to enter text.
5.3.6	Provides the ability to change out meters at any time; where meters have been changed out, provides the ability to show separate individual meter readings and consumption, and show total consumption and billing amount on the same bill	Choose an item.	Click or tap here to enter text.
5.3.7	Provides the ability to display average consumption by month for an account	Choose an item.	Click or tap here to enter text.
5.3.8	Allows user to flag individual accounts for which zero consumption is not considered to be an exception	Choose an item.	Click or tap here to enter text.
5.3.9	Provides the ability to insert a drop-down menu for meter sizes and code types (truncations, CT, T1, TC etc.)	Choose an item.	Click or tap here to enter text.

5.4. Billing and Collection Management

#	Requirement	Response Code	Response/Comments
5.4.1	Supports utility bill generation, reprints, delinquent bills, closing bills, closed and delinquent bills, shut-off notice(s), reminders, door hangers, and presentment by US Mail, email, text.	Choose an item.	Click or tap here to enter text.
5.4.2	Provides integration with recycled water management system for customer billing	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.4.3	Provides bar code functionality to capture customer billing information (including amount due), with bar code or QR code appearing on bills, and ability to scan and retrieve customer billing information	Choose an item.	Click or tap here to enter text.
5.4.4	Provides the ability to create payment arrangements for past-due statements and generate reports to ensure compliance with the agreed upon payment schedule	Choose an item.	Click or tap here to enter text.
5.4.5	Provides the ability to establish, maintain and view level-bill payment plans for customers and display the payment plan and regular bill amount separately on billing statement	Choose an item.	Click or tap here to enter text.
5.4.6	Provides the ability to flag an account currently operating under a payment plan to prevent payment extensions	Choose an item.	Click or tap here to enter text.
5.4.7	Provides the ability to assign a permanent due date for a customer (e.g., the customer wants to pay on the 20th of every month)	Choose an item.	Click or tap here to enter text.
5.4.8	Provides the ability to generate a final bill with a new mailing address for real-time print and mail, and a flag to exclude from the next bill generation	Choose an item.	Click or tap here to enter text.
5.4.9	Provides the ability to issue credit refunds for closed accounts in accounts payable	Choose an item.	Click or tap here to enter text.
5.4.10	Provides a complete or exception-only billing pre-list for review prior to bill printing	Choose an item.	Click or tap here to enter text.
5.4.11	Allows printing of multiple cycles in one billing run	Choose an item.	Click or tap here to enter text.
5.4.12	Generates one utility bill covering all services and charges and itemizes charges separately (i.e., multiple meters for a single account, sewer, etc.)	Choose an item.	Click or tap here to enter text.
5.4.13	Provides options for additional services and/or charges (ad hoc) to be based on a flat rate, percentage, etc. and have each service and charge designated to a staff assigned general ledger account	Choose an item.	Click or tap here to enter text.
5.4.14	Provides the ability to prorate bills for new and closed accounts and prorate bills during rate changes	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.4.15	Supports the calculation of final bills during any cycle based on the internal closing out of a turn off service order	Choose an item.	Click or tap here to enter text.
5.4.16	Supports billing adjustments such as read errors, adjustments to billing amounts, and history	Choose an item.	Click or tap here to enter text.
5.4.17	Provides ability to charge special amounts or fines (such as during a declared drought)	Choose an item.	Click or tap here to enter text.
5.4.18	Provides the ability to set high/low exception parameters based on the time of the year (i.e., landscape usage expected to be zero during the rainy season)	Choose an item.	Click or tap here to enter text.
5.4.19	Provides the ability to access and view a customer's current or prior bills (as the customer sees them)	Choose an item.	Click or tap here to enter text.
5.4.20	Provides support for multiple payment options (i.e., electronic via online customer portal, by check via the US mail or dropbox, by credit card using the City's IVR system, etc.)	Choose an item.	Click or tap here to enter text.
5.4.21	Provides ability to require customer to enter bank routing number and checking account number twice when paying by e-check to confirm accuracy	Choose an item.	Click or tap here to enter text.
5.4.22	Provides ability to allocate a single payment across multiple accounts	Choose an item.	Click or tap here to enter text.
5.4.23	Provides real-time posting and/or indication of payments pending (i.e., from online, counter or IVR payment options)	Choose an item.	Click or tap here to enter text.
5.4.24	Supports construction-meter consumption billing	Choose an item.	Click or tap here to enter text.
5.4.25	Provides the ability to charge a set fee per week for payment extensions	Choose an item.	Click or tap here to enter text.
5.4.26	Provides the ability to assess fees and bill for past-due adjustments on an account (i.e., after-hours standby charges, reconnect charges) immediately rather than including the amount due in the next billing cycle	Choose an item.	Click or tap here to enter text.
5.4.27	Provides the ability to assess additional fees (i.e., disconnect fee, broken lock charge)	Choose an item.	Click or tap here to enter text.
5.4.28	Provides the ability to identify and include past due charges on customer bills	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.4.29	Provides the ability to indicate an NSF for a payment	Choose an item.	Click or tap here to enter text.
5.4.30	Provides the ability to accept multiple forms of tender on a single payment transaction	Choose an item.	Click or tap here to enter text.
5.4.31	Provides the ability for multiple bills to be generated for a single master meter for special permit/inspection fees.	Choose an item.	Click or tap here to enter text.

5.5. Financial Management and Delinquencies

#	Requirement	Response Code	Response/Comments
5.5.1	Supports E-billing	Choose an item.	Click or tap here to enter text.
5.5.2	Accepts and processes ACH payments including recurring ACH payments via bank account or credit card; ability to intercept and process bank issued paper checks; provides lockbox service to receive and process payments made via the customer's personal check	Choose an item.	Click or tap here to enter text.
5.5.3	Accepts all payments (e.g., full, partial, pre-payments, pro-rated, etc.)	Choose an item.	Click or tap here to enter text.
5.5.4	Provides the ability to establish automatic payment plans	Choose an item.	Click or tap here to enter text.
5.5.5	Supports monthly fixed fees and special charges, etc.	Choose an item.	Click or tap here to enter text.
5.5.6	Provides the ability to reconcile revenue to the General Ledger	Choose an item.	Click or tap here to enter text.
5.5.7	Provides the ability to generate aging reports by date range (including prior periods) to identity delinquent accounts	Choose an item.	Click or tap here to enter text.
5.5.8	Provides the ability to place an account on hold or legal dispute and write off balances as bad debt or bankruptcy	Choose an item.	Click or tap here to enter text.
5.5.9	Provides the ability to define, add, or change an unlimited number of rate code types and amounts	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.5.10	Provides automatic allocation of payments to billed service/penalties with the ability to adjust or override the default distribution	Choose an item.	Click or tap here to enter text.
5.5.11	Accepts over-payment or credit adjustment with amount maintained as unapplied credit balance to be applied to the next service bill	Choose an item.	Click or tap here to enter text.
5.5.12	Provides the ability to generate a counter invoice detailing utility billing charges and balance due	Choose an item.	Click or tap here to enter text.
5.5.13	Provides the ability to distribute partial payments based on City-defined preferences (e.g., due date, service type, or percentage)	Choose an item.	Click or tap here to enter text.
5.5.14	Provides the ability to support payment arrangements for customers to schedule payments for outstanding balances	Choose an item.	Click or tap here to enter text.
5.5.15	Provides the ability to recognize payments immediately on receipt to prevent customers from being included on the shut off list	Choose an item.	Click or tap here to enter text.
5.5.16	Provides the ability for automatic (i.e., real time) notification to field staff if payment is received so service is not stopped	Choose an item.	Click or tap here to enter text.
5.5.17	Provides the ability to identify related accounts and transfer customer balance, deposits, and other occupant related information to a new account when a customer transfers to a new service address	Choose an item.	Click or tap here to enter text.
5.5.18	Supports real-time update to a customer record when service is disconnected	Choose an item.	Click or tap here to enter text.
5.5.19	Provides the ability to generate past-due, non-payment notices and shut-off notices, including related account data, for both the account mailing address and the physical property address and link all notices to the account record	Choose an item.	Click or tap here to enter text.
5.5.20	Provides the ability to automatically create an accounts payable batch for “credit refunds” on closed accounts, including posting to the general ledger	Choose an item.	Click or tap here to enter text.

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5.6. Service Order Management

#	Requirement	Response Code	Response/Comments
5.6.1	Provides the ability to easily create a service order for field service from the utility billing application for missing lids, leak investigations, etc.	Choose an item.	Click or tap here to enter text.
5.6.2	Provides mobile access to view ownership information and to view and update service orders	Choose an item.	Click or tap here to enter text.
5.6.3	Provides the ability to customize the service order format according to City requirements	Choose an item.	Click or tap here to enter text.
5.6.4	Provides the ability to add notes to a service order, including notes related to the location ID (i.e., aggressive animal on premise, etc.) or customer ID	Choose an item.	Click or tap here to enter text.
5.6.5	Provides the ability to attach a checklist or other documents to a service order	Choose an item.	Click or tap here to enter text.
5.6.6	Provides for ability to assign service orders by geographic area, then by task (i.e., turn-ons before turn-offs, etc.) and finally by specific location according to City requirements	Choose an item.	Click or tap here to enter text.
5.6.7	Provides flexible service order requests for service order assignment	Choose an item.	Click or tap here to enter text.
5.6.8	Provides the ability to view open service orders to confirm status	Choose an item.	Click or tap here to enter text.
5.6.9	Supports backflow device annual notices, inspection records, reporting and tracking with updated customer information; supports recycled water records with updated customer information; or interfaces with existing third-party software for both backflow and recycled water	Choose an item.	Click or tap here to enter text.
5.6.10	Provides the ability to define a workflow for each service order type with automatic email notification to responsible parties	Choose an item.	Click or tap here to enter text.
5.6.11	Provides a history of all service orders related to a service address that should remain with the service address record; service orders should provide drill down functionally for details of actual service order	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.6.12	Provides the ability to automatically update customer, location, meter, and account information upon completion of service order actions	Choose an item.	Click or tap here to enter text.
5.6.13	Provide the ability to automatically generate an NSF service order for a tag to be generated and placed on a customer's door	Choose an item.	Click or tap here to enter text.

5.7. Reporting

#	Requirement	Response Code	Response/Comments
5.7.1	Provides the ability to generate an exception report to identify billing anomalies before bill generation	Choose an item.	Click or tap here to enter text.
5.7.2	Provides a report of accounts with months of zero consumption	Choose an item.	Click or tap here to enter text.
5.7.3	Provides a dynamic lock-off list	Choose an item.	Click or tap here to enter text.
5.7.4	Provides water usage reports for residential and commercial accounts by location ID, meter type, meter size, tier type and/or period (monthly, calendar year, fiscal year)	Choose an item.	Click or tap here to enter text.
5.7.5	Provides the ability to generate a report to identify accounts with a credit balance	Choose an item.	Click or tap here to enter text.
5.7.6	Provides the ability to generate payment plan letters for individual accounts, including related account data	Choose an item.	Click or tap here to enter text.
5.7.7	Provides the ability to export reports to Microsoft Excel, Word, and PDF	Choose an item.	Click or tap here to enter text.
5.7.8	Provides the ability to generate a list of accounts, customers, or meters based on user-defined selection criteria (i.e., customer ID, meter size, account type)	Choose an item.	Click or tap here to enter text.
5.7.9	Provides the ability to generate analysis reports with user-defined parameters with flexible selection criteria and grouping options (i.e., dates, location ID, customer ID, etc.)	Choose an item.	Click or tap here to enter text.
5.7.10	Provides the ability to meet all State, County, and/or governing agency reports (drought, water consumption, etc.)	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
5.7.11	Provides for ability to generate automated notification of customer and account changes	Choose an item.	Click or tap here to enter text.
5.7.12	Provides the ability to generate a report at the service order level, including all service order details, notes and status	Choose an item.	Click or tap here to enter text.

5.8. Cashiering

#	Requirement	Response Code	Response/Comments
5.8.1	Provides a centralized cashiering model to collect and manage transactions (e.g., cash, checks, credit cards, electronic payments) - **Please provide a brief description in the Response/Comments column to the right**	Choose an item.	Click or tap here to enter text.
5.8.2	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information - **Please provide a brief description in the Response/Comments column to the right**	Choose an item.	Click or tap here to enter text.
5.8.3	Provides a customer receipt showing all balances due across all modules that may be printed or sent electronically	Choose an item.	Click or tap here to enter text.
5.8.4	Provides bank interfacing, using transaction codes defined by the bank and the City to support reconciliation	Choose an item.	Click or tap here to enter text.
5.8.5	Ability to add multiple line items within a transaction	Choose an item.	Click or tap here to enter text.
5.8.6	Supports creating and maintaining receipt codes for various transaction types and supports each receipt code being tied to one or multiple GL accounts	Choose an item.	Click or tap here to enter text.
5.8.7	Provides daily cash reports to prepare deposit slips, track cash receipted in by denomination, check, electronic deposits, by cashier, etc.	Choose an item.	Click or tap here to enter text.
5.8.8	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Choose an item.	Click or tap here to enter text.

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5.9. Customer Self-Service Portal

#	Requirement	Response Code	Response/Comments
5.9.1	Provides a public portal for customer self-service to view UB account balance, make payments (via various payment methods), update mailing address, etc.; and to make payments for Engineering Development fees and miscellaneous General Billing invoices that will post to the proposed financial system	Choose an item.	Click or tap here to enter text.
5.9.2	Provides the ability for customer to authorize/accept or deactivate paperless billing	Choose an item.	Click or tap here to enter text.
5.9.3	Provides the ability for customer to set up online bill pay (debit, credit, or ACH)	Choose an item.	Click or tap here to enter text.
5.9.4	Provides the ability to allow customer to manage/change credit cards online	Choose an item.	Click or tap here to enter text.
5.9.5	Provides the ability to allow customer to manage/change email address for paperless billing	Choose an item.	Click or tap here to enter text.
5.9.6	Provides the ability to allow customers to access account history including: - Monthly consumption - Current month versus previous month - Historical consumption comparison (i.e., compare October 2019 versus October 2021)	Choose an item.	Click or tap here to enter text.
5.9.7	Provides the ability to allow customer to access billing reports including: - Online electronic copy of utility bill - Monthly billing history - Current month versus previous month - Historical consumption comparison (i.e., compare October 2019 versus October 2021)	Choose an item.	Click or tap here to enter text.

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6. TECHNICAL REQUIREMENTS

6.1. Overall Solution, Maintenance and Support

The solution should be a commercially available product that supports the requirements below; please provide a response for each item. NOTE: SaaS solutions MUST house underlying data within the continental US.

#	Requirement	Response/Comments
Solution Overview		
6.1.1	Confirm that the proposed solution implementation includes complete installation, operating, and system maintenance documentation	Click or tap here to enter text.
6.1.2	Proposed solution must provide seamless integration among and between all related solution component modules (i.e., all HR-related functions must be fully integrated, and time entry data must be directly integrated with the payroll system, etc.)	Click or tap here to enter text.
6.1.3	Identify the minimal and optimal hardware requirements necessary for the implementation of the proposed solution	Click or tap here to enter text.
6.1.4	Identify any proposed hardware or software components to be provided and/or supported by a third party	Click or tap here to enter text.
6.1.5	Identify any additional software, hardware, or network requirements recommended to optimize the proposed solution (i.e., identify recommended network components or configuration needed to support the proposed solution, etc.)	Click or tap here to enter text.
6.1.6	Identify all industry-standard web browsers with which the proposed solution is compatible	Click or tap here to enter text.
6.1.7	Identify the compliance certifications and standardizations held by the proposing organization (e.g. PCI DSS, HIPAA, WCAG 2.1, ODBC, ISO/IEC 12207, ISO/IEC27001, IEEE)	Click or tap here to enter text.
6.1.8	Solution supports adding Low Code as an element in the technical area (i.e., forms/workflow/logic apps)	Click or tap here to enter text.
6.1.9	Acknowledge that all data is the property of City and shall not be shared with any third party without written consent from the City - This includes but is not limited to metadata and usage statistics	Click or tap here to enter text.

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#	Requirement	Response/Comments
6.1.10	Provides for Lightweight Directory Access Protocol (LDAP) to establish a connection between Offeror's solution and Active Directory (AD) for user authentication. Application can handle AD tokens and credentials.	Click or tap here to enter text.
6.1.11	The Offeror shall demonstrate the ability to use role-based access controls in active directory	Click or tap here to enter text.
6.1.12	The Offeror shall showcase the ability to perform SAML2, OAUTH, and open LDAP authentication	Click or tap here to enter text.
6.1.13	The Offeror shall describe how your data center infrastructure is distributed	Click or tap here to enter text.
6.1.14	The Offeror solution shall protect data in-transit and data at-rest via encryption	Click or tap here to enter text.
6.1.15	Content can be stored in industry standard file formats and supports file storage and retrieval.	Click or tap here to enter text.
License and Maintenance		
6.1.16	Describe the current licensing structure for the proposed solution (i.e., named users, concurrent users, site license, etc.)	Click or tap here to enter text.
6.1.17	Identify any end-user devices other than desktop/laptop computers that are supported in the use of the proposed solution, including for what functions (i.e., iPads, mobile phones, etc.)	Click or tap here to enter text.
6.1.18	Discuss whether the proposed solution and potential resulting contract allows for addition of any number of additional users at negotiated volume discount rate (identify any limitations for this)	Click or tap here to enter text.
6.1.19	Discuss any system database management and balancing utilities which are employed to ensure efficient operations and data integrity within and across components of the proposed solution	Click or tap here to enter text.
6.1.20	Describe the strategy for keeping solution "up to date" (i.e., adding or replacing products to take advantage of new technology, to comply with emerging industry standards, etc.)	Click or tap here to enter text.
6.1.21	Describe the software update / upgrade process including the frequency of major product upgrades, the method for the rollout of interim bug-fixes, whether upgrades/updates can be done outside of normal business hours, etc.	Click or tap here to enter text.
6.1.22	Identify potential additional fees that could be anticipated beyond what is provided for by the annual maintenance contract	Click or tap here to enter text.

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#	Requirement	Response/Comments
6.1.23	Identify and discuss any optional other services that are not included in the annual maintenance contract, including related costs	Click or tap here to enter text.
6.1.24	Confirm that local configurations and user-defined fields are incorporated into new product releases	Click or tap here to enter text.
6.1.25	Discuss the vendor's process by and extent to which the solution is tested for each software release, installation, or upgrade (e.g., is complete regression testing completed?)	Click or tap here to enter text.
6.1.26	Solution shall include a minimum of three (3) environments – Production, Pre-Production, and Test that can potentially also be used for Training	Click or tap here to enter text.
6.1.27	Operating systems and databases are fully supported by Microsoft	Click or tap here to enter text.
6.1.28	Provides a tool for City IT staff to control/approve updates to the system via patches and new releases	Click or tap here to enter text.
6.1.29	Confirm and provide a sample of detailed release notes for each update (what changed, why, expected user impact)	Click or tap here to enter text.
Interfaces Overview		
6.1.30	Provides and maintains an Open Application Programming Interface (API) for the Services at no additional cost. The Open API adheres to the following requirements: The API shall be publicly accessible and documented, allowing third-party developers to integrate with the Services without requiring proprietary software or tools. The API must comply with industry standards, including but not limited to RESTful architecture, JSON for data interchange, and OAuth 2.0 for authentication and authorization. Comprehensive and up-to-date documentation must be provided, including detailed descriptions of endpoints, request and response formats, error codes, and usage examples. Offeror shall implement versioning for the API to ensure backward compatibility. Any changes to the API that may affect existing integrations must be communicated to the City at least 90 days in advance. Offeror shall offer ongoing support and maintenance for the API, including timely updates, bug fixes, and security patches. The API must meet agreed-upon performance and reliability standards, including uptime guarantees and response time metrics. The API must comply with all relevant regulatory requirements and security best practices to protect data integrity and confidentiality.	Click or tap here to enter text.
6.1.31	Provides webhooks to enable real-time event-driven notifications at no additional cost. These webhooks must be capable of sending data to the	Click or tap here to enter text.

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#	Requirement	Response/Comments
	City's specified endpoints when predefined events occur. Comprehensive and up-to-date documentation must be provided for the webhooks, including descriptions of event types, payload structures, and usage examples. Webhooks must be secured using industry best practices, including the use of HTTPS for data transmission and the ability to verify the authenticity of webhook requests. Offeror shall ensure the reliability of webhooks, including retry mechanisms for failed deliveries and logging of webhook events. Offeror shall offer ongoing support and maintenance for the webhooks, including timely updates and patches to address any issues or vulnerabilities	
Usability / User Support		
6.1.32	Confirm that the proposed solution provides a common user interface for user access, data entry, searching, etc.	Click or tap here to enter text.
6.1.33	Describe the support options (basic vs. other support tiers, including standard / expanded hours of support, response time commitments, software support options (i.e., on-site, phone, email, webinars, etc.)	Click or tap here to enter text.
6.1.34	Confirm the availability of an up-to-date, client-accessible Knowledge Base of known issues, troubleshooting workarounds, and frequently asked questions	Click or tap here to enter text.
6.1.35	Discuss current availability and configuration (i.e., vendor sponsored, regional groups, etc.) of any user groups that exist, including identification of any costs for participation, as well as the location, frequency, and content of meetings	Click or tap here to enter text.
6.1.36	Describe the support escalation procedure	Click or tap here to enter text.
6.1.37	Discuss recommended approach to end user training, including access to traditional training documents, videos, knowledge bases, forums, etc. - Include discussion of whether training materials are provided for City update	Click or tap here to enter text.
6.1.38	Provides Single Sign-On (SSO), an authentication process that allows users to access multiple applications with one set of login credentials, specifically utilizing the Customer's Microsoft Entra ID. Offeror shall integrate SSO with the Customer's Microsoft Entra ID using the Security Assertion Markup Language (SAML) protocol. Offeror shall provide the necessary configuration details, including the Identity Provider (IdP) metadata, Assertion Consumer Service (ACS) URL, and any other required endpoints.	Click or tap here to enter text.
6.1.39	All City data and intellectual property shall be housed in the continental United States	Click or tap here to enter text.

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#	Requirement	Response/Comments
Disaster Recovery		
6.1.40	Proposed solution provides near or real-time mirroring for Disaster Recovery service to an off-site location	Click or tap here to enter text.
6.1.41	The Offeror shall provide a formal security incident response process which includes responding to security incidents and notifying customers like the COP proactively throughout the incidents (i.e., quantifying using SLA's, timeframe, and root cause analysis) - Sample notifications should be provided for City review	Click or tap here to enter text.
6.1.42	Solution shall provide daily backups (at a minimum) that can be restored by Offeror staff to any environment.	Click or tap here to enter text.
Cybersecurity		
6.1.43	The Offeror shall provide a Risk Management Plan which meets or exceeds current industry standards, and which includes policies and procedures related to (but not limited to) breach notifications, financial risk, litigation holds, political situations, and geographical situations	Click or tap here to enter text.
6.1.44	The Offeror shall provide the methodology used for penetration testing, patching, vulnerability management and remediation activities	Click or tap here to enter text.

6.2. Configuration

The solution should provide the ability for system administrators to create and apply 'custom' business rules to various processes. Specific requirements are listed below.

#	Requirement	Response/Comments
6.2.1	Provides the ability to create user-defined fields, screens, and hot keys	Click or tap here to enter text.
6.2.2	Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by City and without the assistance of the software vendor	Click or tap here to enter text.
6.2.3	Offers a process scheduling tool that might be used to automate imports of external data, launch external programs, poll for and maintain non-system folder content, and sequence, launch, monitor, and report on such routines	Click or tap here to enter text.
6.2.4	Provides the ability to customize help text	Click or tap here to enter text.
6.2.5	Provides the ability to customize common error messages	Click or tap here to enter text.

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#	Requirement	Response/Comments
6.2.6	Allows SQL-based access to database through common "Management Studio-like" tools. Full documentation of the database schema.	Click or tap here to enter text.
6.2.7	Solution provides ability to migrate configuration data between environments	Click or tap here to enter text.
6.2.8	Describe optimal and minimal level of the City staff expertise recommended to support the proposed solution: hardware, software, programming, and administration	Click or tap here to enter text.

6.3. Audit and Security

The solution should be designed to protect all data from unauthorized access or alteration. Potentially unique or custom requirements are listed below.

#	Requirement	Response/Comments
6.3.1	The Offeror shall demonstrate and provide documentation to validate that their solutions contain adequate security controls and safeguards using a third-party independent auditor (Specific audit frequency and share sample reports). Vendor can provide their latest copy of a SOC 2/SIG audit report	Click or tap here to enter text.
6.3.2	Provides robust security options that are intuitive and offers multiple levels of access, managed at the user department level	Click or tap here to enter text.
6.3.3	Supports multiple users with appropriate separation of duties and security roles	Click or tap here to enter text.
6.3.4	Allows the system administrator to: - Configure control access to the application, modules, transactions, and data - Define data access rights (e.g., create, read, update, delete) by user ID or functional role - Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role - Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups, or functional role	Click or tap here to enter text.
6.3.5	Maintains audit logging to record access activity: - Login/logout attempts by user and workstation - User submitted transactions	Click or tap here to enter text.

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#	Requirement	Response/Comments
	- Initiated processes - System overrides - File accessed - Additions, changes, or deletes to application-maintained data and system configurations - Self-Service transactions - Date and time of the event. - User ID - Clear description of the event - Stored in a secure and centralized locations - Access restricted to allow system administrators - Retention one year (minimum) - Support industry-standard integrations with centralized event log management solutions	
6.3.6	Allows the system administrator to define what transaction types are audited	Click or tap here to enter text.
6.3.7	Allows the system administrator to query the audit log by type of access, date/time stamp range, user identification, and terminal ID	Click or tap here to enter text.
6.3.8	Confirm that PII-compliant security measures have been established to ensure that only authorized personnel may access locations where PII is stored and that access to those locations is logged using an auditable form	Click or tap here to enter text.
6.3.9	Confirm that data transmitted during all sessions are encrypted	Click or tap here to enter text.
6.3.10	Confirm that the proposed solution provides audit analysis that will show user specific actions (i.e., who created the data record, the date/time created, as well as any updates to that record)	Click or tap here to enter text.
6.3.11	Confirm that user access passwords are not stored as clear text in scripts, programs, or files	Click or tap here to enter text.
6.3.12	The Offeror shall provide proof of cyber liability insurance and specific coverages	Click or tap here to enter text.
6.3.13	The Offeror shall provide security details of API connectors used and AD sync protections	Click or tap here to enter text.

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#	Requirement	Response/Comments
6.3.14	The Offeror shall provide latest mobile app security audit results, if their proposal includes a mobile app (Using MASVS or similar guidelines)	Click or tap here to enter text.
6.3.15	The Offeror shall follow a vetting process with any subcontractors planned to be included in any capacity before they begin work on this project to validate that their security posture meets the requirements documented in this proposal; the contractor will document what this vetting process is and what the results of the process are and will share this documentation with the City The sub-contractors must be authorized to work and reside in the US	Click or tap here to enter text.
6.3.16	Support integration with Active Directory and/or Entra ID (Azure ID)	Click or tap here to enter text.
6.3.17	Captures defined transaction details and allows authorized staff to view that detail	Click or tap here to enter text.
6.3.18	Provides object, row, and field level security	Click or tap here to enter text.
6.3.19	Restricts access to specific screens or processes	Click or tap here to enter text.
6.3.20	Provides user group security	Click or tap here to enter text.
6.3.21	Provides to extend security settings to reporting tools/layers	Click or tap here to enter text.

6.4. Interoperability/System Interfaces

The solution should provide the ability to import and export data to and from external systems and/or integrate real-time with external systems. Specific requirements are listed below.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
6.4.1	Supports upload of large amounts of data for transactional processing across all components - Please describe any limitations to this capability in the Comments column	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
6.4.2	Includes interfaces/services to accept data generated by external applications	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

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#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
6.4.3	Ensures transactions submitted via interface/services are subject to the same business rules as transactions submitted via the user interface	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
6.4.4	Provides a notification to users of transactions that fail edits and provides a way for users to view, update, delete, and automatically resubmit transactions for processing	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

6.5. Artificial Intelligence Enabled Features

The solution should provide AI-powered software as a service (SaaS) to the City, which includes access to the AI platform, regular updates, and support services. The AI platform will perform tasks such as data analysis, predictive modeling, etc. The Offeror will implement industry-standard security measures to protect Customer data. The Offeror will comply with all applicable data protection laws, including GDPR and CCPA. City data will not be used for any purpose other than providing the AI services. Offeror retains all rights, title, and interest in and to the AI platform and any improvements or modifications thereto. The City retains all rights to the data they provide to the AI platform. Any outputs generated by the AI platform using City data will be owned by the City. The Offeror will provide documentation explaining all of the AI system's decision-making processes, including a commitment that this documentation will be updated regularly to reflect any changes or improvements to the AI system. Offeror will take reasonable steps to ensure that the AI system is free from bias and will regularly audit the AI system to identify and mitigate any biases that may arise. Offeror will conduct regular audits of the AI system to ensure compliance with this agreement and applicable laws. Offeror will also provide regular updates to the AI system to improve performance and address any issues.

#	Requirement	Response Code	Response/Comments
6.5.1	Advanced Reporting Capabilities - Ability to search by account number or account name in reporting and data filtering. - Option to retain underlying formulas when exporting data	Choose an item.	Click or tap here to enter text.
6.5.2	Intelligent Work Order Tracking - Work order numbers should follow hours worked and A/P invoices throughout the system, from initial entry in Infor through to New ERP System.	Choose an item.	Click or tap here to enter text.

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#	Requirement	Response Code	Response/Comments
6.5.3	Smart Leave Balance Management - System should provide real-time leave balance updates and future notifications for vacation balances.	Choose an item.	Click or tap here to enter text.
6.5.4	Intelligent Chart of Accounts Management - System should allow for embedding of related accounts in specific account groups (e.g., for state reporting requirements). - Capability to use City-defined flags on the account structure for flexible categorization.	Choose an item.	Click or tap here to enter text.
6.5.5	Smart Reporting - System should be able to identify which segments roll to specific reports (e.g., Street Reports), using an AI-driven flagging system on expenses	Choose an item.	Click or tap here to enter text.
6.5.6	Automated Reconciliation - System should provide easier access to expenditures related to specific objects (e.g., streetlights within the PG&E bill) to support ongoing reconciliation with vendors.	Choose an item.	Click or tap here to enter text.
6.5.7	AI-Driven Cost Estimation - Capability to calculate average 'productive hours' per employee for cost estimation purposes, particularly for Army work orders and fleet 'wrench hours'.	Choose an item.	Click or tap here to enter text.
6.5.8	Intelligent Document Management - AI-powered system to automatically link scanned invoices to corresponding GL transactions, especially for P-Card (Cal-Card) management.	Choose an item.	Click or tap here to enter text.
6.5.9	OCR and AI for Invoice Processing and Data Analysis: - System should use of OCR and AI in processing invoices and analyzing data.	Choose an item.	Click or tap here to enter text.

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6.6. Required Integrations

The following detailed integration requirements must be addressed by the Proposer. For each item, confirm whether the proposed solution will provide the necessary functionality natively, or if an interface will be required; for required interfaces, levels of effort (hours) and costs are required to be identified in Appendix B – Cost Worksheet.

A new ERP system will be the "system of record" for all financial and employee information citywide. Unless the proposed solution offers suitable functionality to replace any of the following, existing 3rd party solutions in use at the City, the proposed solution must provide and support the following integrations.

#	Solution Vendor	Solution Name	Functional Description	Native Functionality Provided in Proposed Solution (Y/N)?	Notes / Comments
6.6.1	Accela	Accela	City planning and permitting platform, including developer deposits, billing for fire inspections, business license data	Choose an item.	Click or tap here to enter text.
6.6.2	Data Ticket, Inc	Data Ticket		Choose an item.	Click or tap here to enter text.
6.6.3	NeoGov	NeoGov Insight, NeoGov OnBoard	Candidate recruitment, applicant tracking, and new hire onboarding	Choose an item.	Click or tap here to enter text.
6.6.4	Paymentus	Paymentus	Credit card payment processing	Choose an item.	Click or tap here to enter text.
6.6.5	UKG	Telestaff / Workforce Ready	Time Entry and leave reporting	Choose an item.	Click or tap here to enter text.
6.6.6	Microsoft	Outlook	Employee calendars, email	Choose an item.	Click or tap here to enter text.
6.6.7	HdL	HdL	Business licenses and related taxes	Choose an item.	Click or tap here to enter text.
6.6.8	Active Network	ActiveNet	Payment processing	Choose an item.	Click or tap here to enter text.

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#	Solution Vendor	Solution Name	Functional Description	Native Functionality Provided in Proposed Solution (Y/N)?	Notes / Comments
6.6.9	Club Prophet	POS Express	Golf fees and POS sales transactions	Choose an item.	Click or tap here to enter text.
6.6.10	Eckersall, Inc.	Downey GIS	Geolocation data	Choose an item.	Click or tap here to enter text.
6.6.11	Laserfiche	Laserfiche	Document Management platform	Choose an item.	Click or tap here to enter text.

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6.7. Conversion Requirements

The City desires to convert a minimum of three (3) to five (5) years of the data necessary to continue its day-to-day business operations in the future system, but some records will require all available data (listed under name). The table below provides a list of data by functional areas.

In the proposal's related section, vendors should explain their experience and expertise in successfully executing data migration projects of similar scale and complexity. Include information on data conversion recommendations, migration approach, identify any inherent risks with the approach, outline the recommended data validation testing approach and related support to be provided.

Solution Provider	Product	Owner Dept / Div	Data Conversion Requirement
Tyler	Eden	Finance	General ledger financial data, vendor Information, customer information, budget data, purchase orders, payment voucher data, receivables, customer invoices, payment data/history, contracts, inventory, project details, grant details, capital asset details, including data necessary to support expected auditing of various financial reports including but not limited to Trial Balance, Revenue and Expenditure Ledgers, etc.
Tyler	Eden	Human Resources	Employee data, payroll history, job history, benefit elections, position data/history, performance data, training history, accrual balances, etc..
UKG	Telestaff / Workforce Ready	Finance, Human Resources	Employee identification, employee time entry data (history), employee schedules.
NeoGov	OnBoard	Human Resources	Onboarding information related to new hires.
Tyler	Eden	Public Works / Utilities	Utility customer data, account numbers, account names, service addresses, prior billing, billing status (e.g., if past due), account balances, payment plan details (i.e., budget billing program, etc.), payment history, usage history, etc.
Documents	Conversion image/document files attached to the above data sets		

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RFP Mandatory Price Sheet

ERP + UB Systems, Implementation, and Ongoing Maintenance and Support Services

Instructions:

- Click on the tab of the worksheet you want to update.
- Fill out information in highlighted (white) cells.
- **Insert or delete rows as needed - make sure to copy and paste formulas (in gray shaded cells) if you insert rows.**
- When you have completed a worksheet, click on the Main Index Tab to return to this Index or select another worksheet by Tab.

NOTE: This workbook is setup with formulas to autocalulate costs, subtotal and total within individual tabs with references to individual tab subtotals in the Summary Tab. It is also formatted for user friendly printing. Worksheets are protected without a password to prevent inadvertent modification or overwriting of the formulas and references. To modify an individual worksheet, unprotect the worksheet and make your modifications. ***If Proposer modifies a worksheet, Proposer is responsible for ensuring the integrity of the calculations, references and formatting.***

Please review the 'Examples' Tab for expectations of the price sheets.

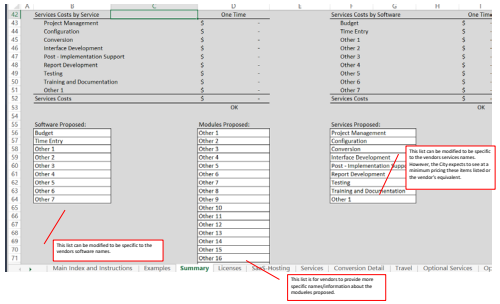
Make sure to complete ALL APPLICABLE WORKSHEETS for your proposal

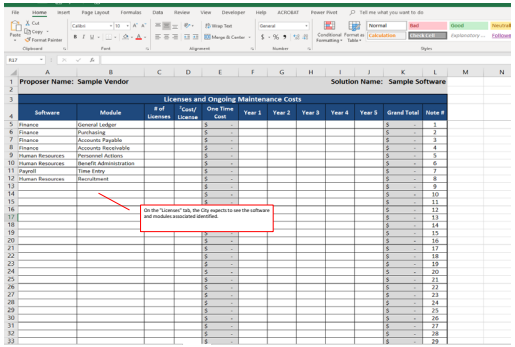
Summary	Enter the following in the white highlighted areas. All other data is automatically updated from the other worksheets. - Proposer Name - Enter the name of your company - Solution Name - Enter a descriptive name of the solution you are proposing - SaaS - Enter 'Yes' if this is a Software as a Solution (Cloud based) proposal. Enter 'No' if you are proposing a locally hosted solution. - Software Proposed - Define the software being proposed. *NOTE: This list is used in the 'Licenses', 'SaaS-Hosting', 'Services', and 'Conversion' tab to summarize by Licenses in the 'Summary' tab.* - Modules Proposed - Define the Modules being proposed. This list is for vendors to identify more specific information regarding the Software Proposed. *NOTE: This list is reference in the 'Licenses', 'SaaS-Hosting', 'Services' and 'Conversion' tab* *- Services Proposed - Define the Services being proposed.* *NOTE: This list is referenced in the 'Services' tab to summarize by Services in the 'Summary' tab to summarize by Services in the 'Summary' tab.*
Licenses	Provide a detailed breakout of software pricing or other licensed products needed to meet the RFP requirements. Identify the number of user licenses being proposed and clearly describe the basis for licensing and method to justify number of licenses being proposed. *NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Module' column in this tab references the 'Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry so that the 'Licenses and Ongoing Maintenance Costs' section in the 'Summary' tab will summarize correctly.*
SaaS-Hosting	Provide a detailed breakout of software hosted pricing needed to meet the RFP requirements. *NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Module' column in this tab references the 'Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry so that the 'Hosting Costs' section in the 'Summary' tab will summarize correctly.*

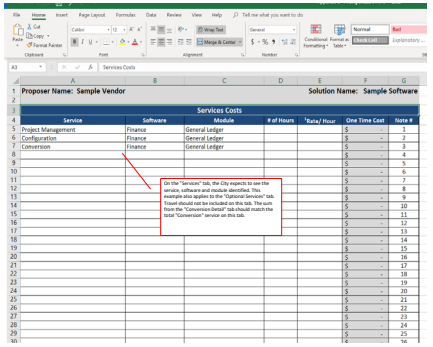
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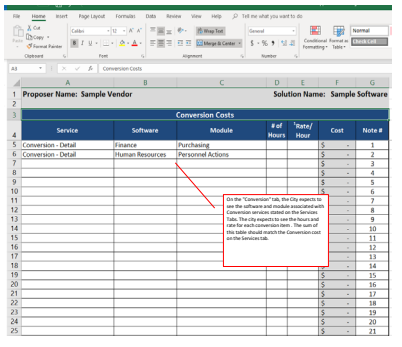
Services	Identify the quantity, hourly rate, and total cost for all professional services needed to ensure a successful implementation. Proposers are encouraged to provide a breakdown of the service categories that will be provided to support the implementation to allow evaluators to understand the level of effort, resources, and cost of services. **The amount for "Conversion" on the "Services" tab should match the total amount on the "Conversion" tab.** *NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Services' column in this tab references the 'Services Proposed' list in the Summary tab. The 'Module' column in this tab references the "Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry for these columns so that the 'Services Cost by Service' and 'Services cost by Software' sections in the 'Summary' tab will summarize correctly.*
Conversion	**The Conversion tab is required to be filled out**. Provide a detail breakout of the conversion by Software and Module. The total amount on the 'Conversion' tab should match the 'Conversion' item on the 'Services' tab. NOTE: The 'Software' and 'Module' column in this tab references the 'Software Proposed' list in the Summary tab.
Travel	Identify the projected travel costs associated with Proposer's implementation services including the anticipated number of trips, days of service per trip, and estimated per trip cost. The selected Proposer will be reimbursed based on actual trip expenses supported by receipts and documentation. ***NOTE: Projected 'Travel' costs must be listed on the 'Travel' tab and not combined with any other cost in another tab.***
Optional Products	Identify any optional product offerings that may be of interest that the Proposer would like to recommend.
Optional Services	Identify any optional service offerings that may be of interest that the Proposer would like to recommend.
Professional Services	Provide hourly pricing for additional services that may be required during the implementation. If necessary, these rates will be used to purchase additional services.

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Solution Pricing Summary

Proposer Name: **Sample Vendor**
Solution Name: **Sample Software**
SaaS (Yes/No): Yes

Solution Pricing Summary	One Time	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Licenses and Ongoing Maintenance Costs Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hosting Costs Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Services Costs Subtotal	$ -											$ -
Travel Costs Subtotal	$ -											$ -
Total Solution Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Optional Products Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Optional Services Costs Subtotal	$ -											$ -
Total Solution Cost with Options	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ -

Licenses and Ongoing Maintenance Costs by Software	One Time	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Finance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 3	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 4	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 5	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 6	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 7	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 8	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and Ongoing Maintenance Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Hosting Costs by Software	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Finance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 2	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 3	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 4	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 5	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 6	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 7	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other 8	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hosting Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Services Costs by Service	One Time
Project Management	$ -
Configuration	$ -
Conversion	$ -
Interface Development	$ -
Post - Implementation Support	$ -
Report Development	$ -
Testing	$ -
Training and Documentation	$ -
Other 1	$ -
Services Costs	$ -
	OK

Services Costs by Software	One Time
Finance	$ -
Other 1	$ -
Other 2	$ -
Other 3	$ -
Other 4	$ -
Other 5	$ -
Other 6	$ -
Other 7	$ -
Other 8	$ -
Services Costs	$ -
	OK

Software Proposed:
Finance
Other 1
Other 2
Other 3
Other 4
Other 5
Other 6
Other 7
Other 8

Modules Proposed:
General Ledger / Accounting
Budgeting
Vendor Management
Procurement/Purchasing
Contract Management
Accounts Payable
Fixed Assets Management
General Billing/AR
Grant Management
Project Management
Inventory Management
Cashiering

Services Proposed:
Project Management
Configuration
Conversion
Interface Development
Post - Implementation Support
Report Development
Testing
Training and Documentation
Other 1

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Bank Management and Reconciliaton
Other 14
Other 15
Other 16
Other 17
Other 18
Other 19
Other 20

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Proposer Name: Sample Vendor **Solution Name: Sample Software**

Licenses and Ongoing Maintenance Costs																
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
				$ -											$ -	1
				$ -											$ -	2
				$ -											$ -	3
				$ -											$ -	4
				$ -											$ -	5
				$ -											$ -	6
				$ -											$ -	7
				$ -											$ -	8
				$ -											$ -	9
				$ -											$ -	10
				$ -											$ -	11
				$ -											$ -	12
				$ -											$ -	13
				$ -											$ -	14
				$ -											$ -	15
				$ -											$ -	16
				$ -											$ -	17
				$ -											$ -	18
				$ -											$ -	19
				$ -											$ -	20
				$ -											$ -	21
				$ -											$ -	22
				$ -											$ -	23
				$ -											$ -	24
				$ -											$ -	25
				$ -											$ -	26
				$ -											$ -	27
				$ -											$ -	28
				$ -											$ -	29
				$ -											$ -	30
				$ -											$ -	31
				$ -											$ -	32
				$ -											$ -	33
				$ -											$ -	34
				$ -											$ -	35
				$ -											$ -	36
				$ -											$ -	37
				$ -											$ -	38
				$ -											$ -	39
				$ -											$ -	40
Total Licenses and Ongoing Maintenance Costs				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
			Check to Summary Tab ->	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	

Group by Software

1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes

2 - If Unlimited Licenses, enter "Unlim" in "# of Licenses" and enter total cost in "Cost/License"

3 - Notes and Assumptions (use Note # to correspond to table above)

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Licenses and Ongoing Maintenance Costs

Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
<Enter notes and assumptions>																

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Hosting Costs													
Software	Module	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
												$ -	1
												$ -	2
												$ -	3
												$ -	4
												$ -	5
												$ -	6
												$ -	7
												$ -	8
												$ -	9
												$ -	10
												$ -	11
												$ -	12
												$ -	13
												$ -	14
												$ -	15
												$ -	16
												$ -	17
												$ -	18
												$ -	19
												$ -	20
												$ -	21
												$ -	22
												$ -	23
												$ -	24
												$ -	25
												$ -	26
												$ -	27
												$ -	28
												$ -	29
												$ -	30
												$ -	31
												$ -	32
												$ -	33
												$ -	34
												$ -	35
												$ -	36
												$ -	37
												$ -	38
												$ -	39
												$ -	40
Total Hosting Costs		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	

Group by Vendor and Software

1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes

2 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Hosting Costs													
Software	Module	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #
					$ -	1
					$ -	2
					$ -	3
					$ -	4
					$ -	5
					$ -	6
					$ -	7
					$ -	8
					$ -	9
					$ -	10
					$ -	11
					$ -	12
					$ -	13
					$ -	14
					$ -	15
					$ -	16
					$ -	17
					$ -	18
					$ -	19
					$ -	20
					$ -	21
					$ -	22
					$ -	23
					$ -	24
					$ -	25
					$ -	26
					$ -	27
					$ -	28
					$ -	29
					$ -	30
					$ -	31
					$ -	32
					$ -	33
					$ -	34
					$ -	35
					$ -	36

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #
					$ -	37
					$ -	38
					$ -	39
					$ -	40
Total Services Costs			-		$ -	

Check to Summary Tab -> OK

Group by Service

1 - Enter name of Software and Module for services listed. If 'Other' entered for service, enter name of product or describe product in the notes

2 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"

3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Conversion Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	Cost	Note #
					$ -	1
					$ -	2
					$ -	3
					$ -	4
					$ -	5
					$ -	6
					$ -	7
					$ -	8
					$ -	9
					$ -	10
					$ -	11
					$ -	12
					$ -	13
					$ -	14
					$ -	15
					$ -	16
					$ -	17
					$ -	18
					$ -	19
					$ -	20
					$ -	21
					$ -	22
					$ -	23
					$ -	24
					$ -	25
					$ -	26
					$ -	27
					$ -	28
					$ -	29
					$ -	30
					$ -	31
					$ -	32
					$ -	33
					$ -	34
					$ -	35

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Conversion Costs						
					$ -	36
					$ -	37
					$ -	38
					$ -	39
					$ -	40
Subtotal Conversion - Detail					$ -	

Group by Service and Software
1 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"
2 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or
3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

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Proposer Name: Sample Vendor **Solution Name: Sample Software**

Conversion Costs

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Sample Vendor **Sample Software**

Travel Costs				
Trip Description	**# of Trips**	**Cost Per Trip**	**Total**	**Note #**
			$ -	1
			$ -	2
			$ -	3
			$ -	4
			$ -	5
			$ -	6
			$ -	7
			$ -	8
			$ -	9
			$ -	10
			$ -	11
			$ -	12
			$ -	13
			$ -	14
			$ -	15
			$ -	16
			$ -	17
			$ -	18
			$ -	19
			$ -	20
Total Travel Costs	-	$ -	$ -	

Check to Summary Tab -> OK

1- Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Sample Vendor **Sample Software**

Travel Costs				
Trip Description	# of Trips	Cost Per Trip	Total	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Optional Services Costs						
Service	Software	Module	# of Hours	[1]Rate/Hour	One Time Cost	Note #
					$ -	1
					$ -	2
					$ -	3
					$ -	4
					$ -	5
					$ -	6
					$ -	7
					$ -	8
					$ -	9
					$ -	10
					$ -	11
					$ -	12
					$ -	13
					$ -	14
					$ -	15
					$ -	16
					$ -	17
					$ -	18
					$ -	19
					$ -	20
Total Optional Services Costs			-		$ -	

Check to Summary Tab -> OK

Group by Service

1 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"

2 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Optional Services Costs						
Service	Software	Module	# of Hours	[1]Rate/Hour	One Time Cost	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Optional Products

Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
				$ -											$ -	1
				$ -											$ -	2
				$ -											$ -	3
				$ -											$ -	4
				$ -											$ -	5
				$ -											$ -	6
				$ -											$ -	7
				$ -											$ -	8
				$ -											$ -	9
				$ -											$ -	10
				$ -											$ -	11
				$ -											$ -	12
				$ -											$ -	13
				$ -											$ -	14
				$ -											$ -	15
				$ -											$ -	16
				$ -											$ -	17
				$ -											$ -	18
				$ -											$ -	19
				$ -											$ -	20
Total Optional Products				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Check to Summary Tab -> OK

Group by Software

1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes

2 - If Unlimited Licenses, enter "Unlim" in "# of Licenses" and enter total cost in "Cost/License"

3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Sample Vendor **Solution Name: Sample Software**

Optional Products															
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Sample Vendor **Sample Software**

Professional Services Rates		
Resource Category	**Hourly Rate**	**Note #**
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14
		15
		16
		17
		18
		19
		20

1 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Sample Vendor **Sample Software**

Professional Services Rates		
Resource Category	Hourly Rate	Note #

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Exhibit G
Tyler's Written Proposal in Response to Client's RFP

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City of Downey

ERP and UB System Procurement

May 16, 2025

tylertech.com

Jason Cloutier - Account Executive
1 Tyler Drive, Yarmouth, Maine 04096
207-518-4814 | Jason .Cloutier@tylertech.com

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Restrictions on Disclosure

This response from Tyler Technologies, Inc. ("Tyler") contains proprietary and confidential information, including security-related information and trade secrets belonging to Tyler or Tyler's partners. Tyler is submitting this response on the express condition that the following portions will not be duplicated, disclosed, or otherwise made available, except for internal evaluation purposes:

- Security-related information, such as architectural diagrams, the content of SOC reports, security vendor names and other proprietary information that protects Tyler and government software, data and services from unauthorized access
- Response to the Functional Requirements, or "Checklist"
- Screen shots, if any

To the extent disclosure of those portions is requested or ordered, Tyler requires written notice of the request or order. If disclosure is subject to Tyler's permission, Tyler will grant that permission in writing, in Tyler's sole discretion. If disclosure is subject to a court or other legal order, Tyler will take whatever action Tyler deems necessary to protect its proprietary and confidential information and will assume all responsibility and liability associated with that action.

Tyler agrees that any portions not listed above and marked accordingly are to be made available for public disclosure, as required under applicable public records laws and procurement processes.

Trademarks Disclaimer

Because of the nature of this response, third-party hardware and software products may be mentioned by name. These names may be trademarked by the companies that manufacture the products. It is not Tyler's intent to claim these names or trademarks as our own.

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May 16, 2025

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City of Downey
Vaniah De Rojas
Assistant City Manager
11111 Brookshire Avenue
Downey, CA 90241

Dear Vaniah De Rojas,

In response to City of Downey's RFP for ERP and UB System Procurement, Tyler Technologies (Tyler) is pleased to propose our comprehensive Enterprise ERP solution.

Having thoroughly reviewed your RFP, we are confident that our 35 years of industry experience, our dedication to innovation, and our unwavering commitment to the success of our clients position us as the ideal partner for the City.

Tyler's modern Enterprise ERP solution breaks down departmental data silos, automates workflows, and provides advanced reporting. Enterprise ERP seamlessly integrates core functions, ensuring streamlined operations across your organization. With Enterprise ERP, you can bridge organizational gaps, monitor key business metrics across departments, enable self-service, and drive a higher ROI.

At Tyler, we possess a deep understanding of the public sector, and we are committed to addressing your unique needs. We aim to collaborate closely with the City to achieve your specific procedural, fiscal, and technological goals. We will leverage our industry expertise, innovative approach, and steadfast commitment to your organization's growth to deliver a solution that enhances operational efficiency and drives positive outcomes for your community.

Tyler has not been involved in any litigation related to any of the products or services being proposed in response to this solicitation. However, in an abundance of caution, Tyler discloses the following instances of pending litigation against Tyler. None of the identified matters will in any way affect Tyler's ability to deliver on its proposal.

Litigation matters involving a Tyler client: Tyler has more than 40,000 successful installations across more than 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations. Litigations between Tyler and a Tyler client are not common. Tyler makes every effort to engage in reasonable and productive dispute resolution processes with its clients when there are project challenges or other apparent impasses under a contract. In limited circumstances, a Tyler client feels compelled to bring a lawsuit (often for reasons that, although unstated, are outside Tyler's control), or a third-party brings a lawsuit involving both Tyler and a Tyler client.

Currently pending lawsuits that meet this description are summarized below:

- Creamer v. Tyler Technologies, Inc. (Florida Circuit Court, St. Johns County, No. CA24-1634): On January 2, 2025, Tyler was served with the above-captioned lawsuit. It alleges a single claim for breach of contract arising out of Tyler's engagement to implement a computer-assisted mass appraisal system. The County's allegations are entirely unfounded, as their claims for breach relate to items that were either resolved, out-of-scope, or dependent on a third-party contingency outside of Tyler's control. Tyler intends to vigorously defend the lawsuit and is evaluating various options, including its counter-claim(s).
- Cobb County v. Tyler Technologies, Inc. (Cobb County Superior Court, GA, No. 0165432-cv-2023): On December 6, 2023, Tyler was served with the above-captioned lawsuit. It alleges a single claim for

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breach of contract arising out of Tyler's engagement to implement business licensing and community development solutions for the County. The complaint is legally and factually deficient. Tyler is confident there is no basis for the County's position, and that if any party breached the contract, it was the County. Tyler has filed a counter-claim for breach of contract against the County.

Lawsuits otherwise involving Tyler software or services: Third parties have also brought lawsuits against Tyler based on some alleged connection between the cause of action and a Tyler software or service.

Currently pending lawsuits that meet this description are summarized below:

- AK Dealer Services, LLC v. Tyler Technologies, Inc. (Collin County District Court, TX, Case No. 366-08614-2024): On December 6, 2024, plaintiff served the above-captioned lawsuit against Tyler. The complaint alleges that Tyler improperly failed to designate plaintiff as an approved vendor for temporary tags in the State of New Jersey. Tyler's New Jersey enterprise was tasked, under the state master agreement, with identifying vendors who met state DMV requirements for compliant temporary tags. Tyler, using various methods of inspection, had confirmed that plaintiff's tags were not compliant with state requirements. Tyler is therefore confident that plaintiff's various tort claims are misplaced.
- Casey v. Tyler Technologies, Inc. (Okla. County District Court, OK Case No. 24-CJ-5929): On September 12, 2024, plaintiff filed a class action petition in Oklahoma state court asserting claims related to a limited data security incident in a legacy software product that Tyler duly provided notice of and credit monitoring for. Plaintiff made conclusory assumptions to support her claims for negligence and similar counts. Tyler was able to quickly engage, correct the underlying assumptions, educate plaintiffs' counsel on the actual scope of the incident, and achieve an early resolution. The parties have submitted a settlement agreement for court approval.
- Teasley v. Tyler Technologies, Inc. et al. (M.D.N.C., Case No. 24-cv-629): On August 7, 2024, Tyler was served in the above-captioned lawsuit. The plaintiff is a serial litigant who has previously been cautioned by the same judge in this case for her frivolous filings. The plaintiff's claims here seek to make out a defamation argument based on Tyler's alleged posting of docketing information for criminal charges filed against the plaintiff in 2001. The plaintiff's claims are misplaced, as Tyler neither creates, modifies, nor maintains docketing information and does not control the configurations for which dockets are posted to the docketing site. The court granted Tyler's motion to dismiss all but one of the plaintiff's claims. Tyler intends to file a motion for summary judgment as to that lingering claim.
- Chaplin et al. v. Rowe et al. (M.D. N.C., Case No. 23-cv-423): On August 15, 2023, Tyler was served in the above-captioned lawsuit. The complaint includes allegations against two county sheriffs and Tyler, with statutory claims against the sheriffs and a claim of negligence against Tyler. The allegations against Tyler purport to assign liability to Tyler, because of the deployment of an "eCourts" software system, that plaintiffs claim led to the wrongful arrest and detention of two named plaintiffs. Tyler is confident, on both the facts and the law, that plaintiffs' claims are misplaced. For example, one of the named plaintiffs was arrested before Tyler's software was even being used in the corresponding county, and his detention was prolonged because the county did not have a monitoring device available – something Tyler does not even provide. Tyler has moved to dismiss the claims against it. Since the initial complaint the plaintiffs have amended their complaint multiple times and Tyler has moved to dismiss each one. Our most recent motion is currently pending. The passage of time has not yielded any new evidence or arguments that change Tyler's position – plaintiff's complaints do not relate to Tyler or Tyler software, and there is no evidence of a defect in the Tyler software that would result in someone being over-detained.
- Roe et al. v. The State Bar of California et al. (Superior Court of California, County of Orange, Case No. 22-CIV-01250695): On March 28, 2022, Tyler was added as a defendant to the above-captioned

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proceedings. The allegations relate to data harvesting performed by a third-party (a website known as judyrecords.com) on public-facing websites known as Odyssey Portal that Tyler licenses. The State Bar of California maintains an Odyssey Portal, and judyrecords.com was able to harvest data relating to public and non-public case records searchable on that site. The plaintiffs allege various state and federal law claims relating to privacy and antitrust violations. The plaintiffs purport to bring the lawsuit as a class action. Tyler does not believe that there is a basis to certify the alleged class, or that the claims against Tyler have merit. Tyler removed the lawsuit to federal court, where plaintiffs' anti-trust claims were dismissed on defendants' motion. The case was then remanded to state court, where it remains pending, subject to dismissal due to the disbarment of the plaintiffs' attorney and her inability to find another lawyer willing to prosecute the case. In one of many end-runs around the invalidity of the original class action due to non-representation, the original (now disbarred) class counsel filed yet another lawsuit, this time in federal court, on behalf of another purported class. (Albert v. Tyler Technologies, Inc. et al, C.D. Cal. Case No 24-cv-1997). While the new lawsuit names Tyler, its focus is on Tyler's co-defendants, whom plaintiffs allege discriminated against them by pursuing disciplinary actions against them. Tyler intends to move to dismiss and is considering seeking sanctions.

Tyler has never been involved in any bankruptcy or insolvency proceedings.

Tyler does not have any conflicts of interest in performing work for the City. Tyler is currently unaware of any conflicts of interest on the part of any individuals working for Tyler who may perform work on behalf of the City.

Tyler's Statement of Exceptions to the Procurement Documents

Tyler's Proposal is based on the delivery of the requested software and services according to Tyler's standard implementation methodology and Tyler's standard contract. That methodology, and that contract, have been refined and enhanced over Tyler's many years of operation in the public sector information technology market. ***Tyler's submission of its Proposal does not waive Tyler's right to negotiate any and all terms to the mutual satisfaction of the parties.*** Tyler will be obligated to provide products and services only upon execution, and under the terms and conditions, of the mutually negotiated contract between Tyler and the Client.

Tyler considers its implementation methodology and its contract to be the starting point for those negotiations. A link to, or copy of, Tyler's standard contract is included for your reference. If you ask to incorporate your procurement documents and our Proposal documents into the contract package, we will agree to do so as long as the order of priority is: (a) the final, negotiated contract; (b) our Proposal documentation; and (c) your procurement documentation.

Tyler is providing representative exceptions to standard procurement terms and conditions for your review. This list may not include all RFP terms and conditions Tyler may wish to negotiate if selected, and it does not negate any of the expectations Tyler has stated above.

- Contract Document: Tyler expects to use the standard Tyler contract as the basis for beginning contract negotiations, as it contains language specific to the software industry, such as license grant and intellectual property infringement. Tyler recognizes that there may be clauses of particular importance to the Client that may not be included in the Tyler contract. Tyler is amenable to accommodating the Client's contract requests by incorporating mutually agreed clauses into the Tyler contract.
- Insurance: Tyler has provided its evidence of insurance certificate. Tyler's insurance program is established at a corporate level and is not subject to change for individual customers. While performing services under an agreement with the Client, we will agree to maintain the following

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levels of insurance: (a) Commercial General Liability (CGL) of $1,000,000 per occurrence and $2,000,000 in the aggregate; (b) Automobile Liability of $1,000,000; (c) Professional Liability (including Cyber Liability) of $1,000,000; (d) Workers' Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella Liability of $5,000,000 per occurrence and in the aggregate. We agree to secure our insurance from a carrier with a minimum AM Best rating of A-:VII. Tyler's insurance coverage is evidenced using a standard Acord form. The coverage limits set forth on our certificate of insurance do not apply separately. Certificates of insurance listing the customer as certificate holder are available upon request after a contract is signed. Copies of Tyler's insurance policies are made available only in the event a claim is disputed or denied. Tyler will disclose its deductibles upon written request, but those deductibles are not subject to customer approval. Tyler is well-positioned financially to satisfy its deductibles. At your request during contract negotiations, we will add language to the insurance provision that adds you as an additional insured to our commercial general liability and auto liability policy for claims caused, in whole or in part, by Tyler as respects the contract, which automatically affords you the same status under our excess/umbrella liability policy. A certificate of insurance reflecting that status may be provided at your request after the contract is executed. Our carrier has issued blanket endorsements regarding additional insured status; we do not issue separate endorsements specific to each customer. We agree that our insurance is primary for claims under our CGL or auto policies that are caused, in whole or in part, by Tyler as respects the contract. If required, Tyler will agree to waive subrogation, but only on claims under our CGL or auto policies that arise out of or relate to the contract and are between us and you, except to the extent the damage or injury is caused by you. If you require it in the contract, we will agree to provide you with notice of cancellation or non-renewal, or reduction in our insurance coverages below the minimum requirements set forth in the contract within thirty (30) days thereof unless replaced. Renewal certificates of insurance will be provided as close as practicable to the date the applicable policy or policies is/are renewed.

- Ownership: We do not agree to work-for-hire provisions. Tyler retains all intellectual property and confidentiality rights in and to our proprietary and/or confidential information and deliverables.
- Public Disclosure: Tyler will comply with applicable public records laws. Disclosure may be made only to the extent disclosure is required by law, provided, however, that the Client shall give prompt notice of the service of process or other documentation that underlies such requirement to Tyler so that it may obtain a protective order or otherwise protect the confidentiality of Tyler's confidential information.
- Pricing: Tyler adheres to its pricing as set forth in its Proposal. Any fees for subsequent periods of time or additional services not addressed in Tyler's Proposal shall be at Tyler's then-current rates. Unless noted otherwise, our services rates do not include travel expenses, which are separately estimated and are payable in accordance with our then-current Business Travel Policy. Unless expressly indicated otherwise, the fees we have quoted do not include any taxes. Tyler's standard payment terms are set forth in the Invoicing and Payment Policy (Exhibit B) to the standard Tyler contract.
- Information Security and Privacy: Information security is important to Tyler and to every agency and jurisdiction we serve. Tyler agrees to comply with all relevant federal and state laws and regulations on security and privacy, and its handling of security breaches, including notification to customers, conforms to applicable state and federal law. Tyler maintains industry-standard information technology and security policies and practices at a company-wide level, including a documented security incident response plan, that are not subject to change on a client-by-client basis. For hosted services, Tyler utilizes industry standard public cloud deployment methods that provide the highest commercially reasonable system availability and performance. Tyler implements systems utilizing shared responsibility models where responsibility for physical infrastructure is provided by the public cloud provider, application deployment is managed by Tyler, and application configuration is

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maintained by the customer, where applicable. Tyler follows security best practices dictated and defined by the following three assurance audits: SOX-404 Financial and IT General Controls, PCI Security Council PA-DSS/PCI-DSS, and the AICPA SSAE-21 SOC 1 & SOC 2 Assurance Audits. Our security policy is based on the full NIST Cybersecurity Framework and is reviewed during each audit.

- Compliance with Laws and Regulations: We will comply with all applicable state and federal laws, ordinances, orders, decrees, and regulations. Tyler reserves the right to review and discuss with the Client specific laws and regulations that the Client wishes to incorporate into the final contract. The quoted fees are based, in part, on the cost of compliance with applicable laws existing as of the Proposal submission date. Should laws applicable to Tyler's performance under the contract change, Tyler reserves the right to, for example, seek a change order for the additional work, time and/or cost that may be required to comply with the new law, ordinance or regulation. To the extent compliance requires a modification to the Tyler software, Tyler will provide that modification according to the provisions set forth in the Tyler contract or as otherwise agreed to by the parties.
- Termination: Tyler's standard practice is not to include a termination for convenience provision in its contracts, given the significant investments made by both parties to the procurement and implementation. Tyler relies instead on its termination provisions for cause, non-appropriation, and/or force majeure. The Client may terminate the contract for cause in the event Tyler fails to cure a material breach according to the terms of the dispute resolution process set forth in Tyler's standard contract. The Client will make payment to Tyler for all products, services and expenses delivered or incurred through the effective date of termination that were not previously disputed under the contract. Payment for disputed products, services and expenses, and the Client's remedies, will be determined through the mutually agreed dispute resolution process.
- Warranties: Tyler provides a comprehensive, objective software warranty tied to functional descriptions of the Tyler software. Tyler does not provide implied warranties, including the implied warranties of merchantability and fitness for a particular purpose, as they are subjective. For as long as the Client is current on paying its fees, Tyler warrants that the Tyler software will substantially conform to the functional descriptions of the Tyler software contained in Tyler's Proposal, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current documentation. Tyler warrants that it will perform services in a professional, workmanlike manner, consistent with industry standards. In the event Tyler provides services that do not conform to this warranty, Tyler will re-perform the services at no additional cost to the Client. Tyler passes through to its clients all warranties received on third party products. Tyler disclaims all other warranties.
- Limitation of Liability: Except as otherwise expressly set forth in the agreement, Tyler's liability for damages arising out of the contract, whether based on a theory of contract or tort, including negligence and strict liability, shall be limited to the lesser of (a) Client's actual direct damages or (b) the amounts paid by Client under the contract for the then-current term. To the maximum extent permitted by applicable law, in no event shall Tyler be liable for any special, incidental, punitive, indirect, or consequential damages whatsoever, even if Tyler has been advised of the possibility of such damages.
- Indemnification: Tyler shall defend, indemnify and hold harmless the Client from and against any and all direct claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) from third parties for personal injury or property damage arising from Tyler's negligence or willful misconduct; or Tyler's violation of a law applicable to Tyler's performance under the contract. The Client must notify Tyler promptly in writing of the claim and give Tyler sole control over its defense or settlement. The Client agrees to provide Tyler with reasonable assistance, cooperation, and information in defending the claim at Tyler's expense.

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- Personnel: Tyler does not allow client the right to approve project personnel, as Tyler assigns personnel based on experience and availability. In the event Tyler personnel provide services that do not conform to Tyler's services warranty, Tyler will be given an opportunity to correct the deficiency. In the event the deficiency persists, the Client may require the removal of personnel in question.
- Record Retention and Auditing: Tyler will maintain complete and accurate records of time and expense relating directly to the contract for the greater of five (5) years from their creation or the period required by applicable law. The Client may audit Tyler's books and records relating directly to the contract once per year on one-week advance written notice, and at Client's expense. Unless otherwise agreed, the location of the records will be the Tyler office servicing the contract. The audit will not include access to Tyler's personnel records, or conditions of employment.
- Time Being of the Essence: Tyler does not agree to time being made "of the essence." Tyler will begin and perform services in accordance with the mutually agreed upon implementation plan schedule.
- Assignment: Neither party may assign the contract without the prior written consent of the other party, except that Tyler may, without the prior written consent of the Client, assign the contract in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of Tyler's assets.

If you have any questions, please feel free to contact:

Jason Cloutier, Account Executive

207-518-4814 - Jason.Cloutier@tylertech.com

Respectfully submitted,

Chris Webster
President – ERP & Civic Division
Tyler Technologies, Inc.
Tax ID: 75-2303920

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Section 1 Executive Summary

Section 1 – Executive Summary

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP.

Tyler Technologies is pleased to participate in the City of Downey's Enterprise Resource Planning RFP. As you may know, Tyler is already a long-standing business partner of the City. This relationship spans several application offerings through decades and is one that Tyler values deeply. It is our sincere hope that through this RFP and subsequent evaluation process that, together, we continue to forge and execute on a Connected Community Vision for City of Downey.

An often-overlooked important item during the evaluation process is the overall understanding of the requirements by the vendor. When working with Tyler you can be certain that we fully understand your requirements because our singular focus is working with public sector clients like you, and we have a proven track record of doing so for decades. Our proposal is in strict compliance with your published requirements. You can be certain that we have accounted for a strong project management plan, business process reviews, testing and support, end user training, integration development as well as clearly stated approach to end user buy in through our foundational change management plan. These items as well as many others are not afterthoughts, they are built into our proposal and our statement of work.

At Tyler we understand that upgrading your software is a significant investment but is also a transformational change for your organization. To assist with leading that change we have assembled a dedicated Enterprise ERP team that is singularly responsible for leading our Eden clients through this transformation. Today this team consists of over 35 people. They are Eden subject matter experts as well as Enterprise ERP experts. They understand your data, current technologies, and today's best practices. They have assisted over 100 Eden clients with transforming their business while implementing the proposed Enterprise ERP Platform.

In short, at Tyler, we understand just how difficult selecting a new software solution can be. When doing so, public sector clients typically choose the software that appears to solve their current problems and meets their project goals. Some often-overlooked criteria in the process, however, is selecting the vendor who best understands the way the public sector operates. Helping clients successfully overcome their current issues and meet their future goals is why Tyler is the leader in the public-sector ERP market. We look forward to being involved in this review and welcome any next step engagement to better position the City of Downey and Tyler Technologies to be better … Together!

1.1 Why Enterprise ERP

When you automate workflow, simplify access to information, support resident self-service, and enhance data-driven decision-making, you save both time and money. Seamless integration among your Enterprise ERP Financial, Human Capital Management, Payroll and Utility Billing solutions will result in streamlined, accurate workflows and intuitive, centralized access to data. Advanced reporting tools empower informed decision-making, helping you realize a higher ROI, and easy-to-use web portals allow your residents to take control of their billing and utility maintenance saving your staff valuable time.

Automate Financial Management, Optimize Spending, and Boost Transparency

Drive accountability, transparency, and compliance while managing labor costs with real-time insights that support informed decision-making. Enterprise ERP automates journal entries and consolidates transactions. With instant access to purchase orders, invoices, payroll data, and cash receipts, along with a comprehensive

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audit trail, Enterprise ERP drives accuracy and compliance. Enterprise ERP's financial planning and budgeting tools align transactions with budgets, helping you connect dollars to results in real time. Tyler's Enterprise Procurement streamlines the purchasing process from requisition to payment, enhancing compliance, efficiency, and transparency. Advanced tools for cost analysis, supplier management, and budget control help optimize spending while ensuring fiscal responsibility and taxpayer accountability.

Simplify HR Management, Streamline Payroll, and Empower Your Workforce

Streamline human resources management by automating payroll, benefits management, job postings, and key metrics—all while minimizing errors and reducing administrative burden. Built-in labor regulation tools ensure compliance with state and federal requirements, while real-time analytics drive informed decision-making. Seamlessly integrate with your payroll and Human Resource solutions to eliminate data entry errors and enhance efficiency. With an intuitive interface and powerful automation, Tyler's solution empowers your HR team to attract top talent, optimize career planning, and minimize costs.

Streamline and Simplify Payment Processing for You and Your Residents

Tyler's Enterprise Revenue Management streamlines and simplifies billing and payment processes for your residents and your organization. Provide your residents with a consistent payment experience by collecting and processing all payments through a single provider. Tyler's Revenue Management solution works across your organization to collect, track, and process payments for utility bills, tax bills, permitting fees, and more. Automated workflows drive accurate collections and reconciliation, while simplified access to resident accounts streamlines communication with your community members.

1.2 Comprehensive Integration

Tyler is committed to providing an industry-leading digital infrastructure designed to connect cities, counties, states, and federal government services. Our broad solution and product offerings are designed to work together to help departments and organizations "talk" to each other and share insights across divisions. Because Tyler's solutions are designed to work together, you can expect to eliminate silos and drive seamless data sharing across your organization and your City. Tyler's solutions foster informed collaboration with centralized dashboards that share information from across your organization. By automating routine tasks and streamlining workflows, Tyler's integrated software enhances operational efficiencies and significantly reduces administrative burdens on your staff.

Choosing Tyler means choosing a scalable solution that grows with your organization. As your needs evolve, you can easily add Tyler modules to optimize functionality and breadth, ensuring that your software continues to meet your specific requirements.

1.3 Dedication to Innovation

It's not just our extensive industry experience that sets us apart—it's also our attention to client feedback and our continuous investment in innovation. With a commitment to the consistent evolution of our software, as well as an absolute dedication to customer satisfaction, Tyler maintains a 98% retention rate and long-term relationships with thousands of clients.

Tyler continuously explores and adopts innovative technologies that advance our offerings. Tyler has formed an Artificial Intelligence (AI) Working Group to explore AI-related impacts to our clients, products, and our own internal operations.

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1.4 Our Experience

Over the past three decades, Tyler has developed an unmatched level of industry knowledge. Having served more than 44,000 public sector organizations during this time, we understand the unique and ever-changing challenges and requirements of the public sector. With a dedication to helping organizations like yours better support staff, residents, and stakeholders, Tyler continues to set the industry standard for public sector software.

1.5 Comprehensive Software & Services

Tyler handles the following aspects of your project under a single contract:

- System Delivery
- Implementation
- Training
- Support and Maintenance
- Software Updates and Upgrades

1.6 Building a Smarter, Safer, and Stronger City with Tyler

We understand that demands on the public sector are continuously growing while resources aren't. At Tyler, we are committed to ensuring that our clients can continue to serve their communities efficiently and effectively, with a higher ROI and access to the mission-critical tools you need to move your organization forward. Simply put, our mission is to empower the public sector to create smarter, safer, and stronger communities. When you partner with Tyler, you join a community of thousands of employees, customers, and partners, all dedicated to serving the public with efficient state-of-the-art technology and security, streamlined processes and procedures, applicable regulatory safeguards, and a solid partnership that is focused on our clients. We are pleased to be considered as a partner in your success, and we welcome the opportunity to continue to build our exceptional community through a partnership with City of Downey.

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Section 2 Company Background

Section 2 – Company Background

This section of the proposal should identify the following:

a) A brief description of the Proposer's background

b) Identify the location of headquarters, technical support, and field offices and the location of office which would service the City

c) Identify Proposer's annual company revenues and profit for the last three company fiscal years

Tyler Technologies is a leading provider of integrated software and technology services for the public sector. Tyler's end-to-end solutions empower local, state, and federal government entities to operate efficiently and transparently with residents and each other. By connecting data and processes across disparate systems, Tyler's solutions transform how clients turn actionable insights into opportunities and solutions for their communities. Tyler has more than 45,000 successful installations across more than 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations.



2.1 Our Products

With decades of exclusive public sector experience, Tyler is the market leader providing integrated software and services. Subject matter experts and in-depth products result in a sustainable client partnership that delivers the industry's most comprehensive solution. We provide the industry's broadest line of software products and offer clients a single source for all their information technology needs in several major areas: P Property & Recording, ERP, Civic Services, Health & Human Services, Courts & Justice, Public Safety, Data & Insights, Cybersecurity, Payments, and Schools.

We are known for long-standing client relationships, functional and feature-rich products, and the latest technology. In addition to software products, Tyler provides related professional services including installation, data conversion, consulting, training, customization, support, disaster recovery, and application and data hosting.

2.2 About Tyler Technologies

- Empowering government and schools to create safer, smarter, and more vibrant communities
- Solutions include: ERP, Civic Services, Courts & Justice, Public Safety, Data & Insights, Property & Recording, Health & Human Services, Cybersecurity, and Schools
- Headquartered in Plano, Texas, with 55 office locations across the U.S., Manila, India, and Canada
- Tyler was incorporated in Delaware in November 1989
- Tyler is a publicly traded corporation on the NYSE (TYL)
- Founded in 1966
- Exclusively focused on local government since 1998

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- More than 45,000 successful installations across 13,000 sites, with clients in all 50 states, Canada, the Caribbean, Australia, and other international locations
- Client retention rate of 98%
- 7,400+ employees
- Annual revenues of $2.14 billion (2024)
- Reinvestment of $112 million into Research & Development
- Scalable products with the smallest jurisdiction (Loving County, Texas, with a population of 82) to the largest (Los Angeles County, California, with a population of 10.1 million)

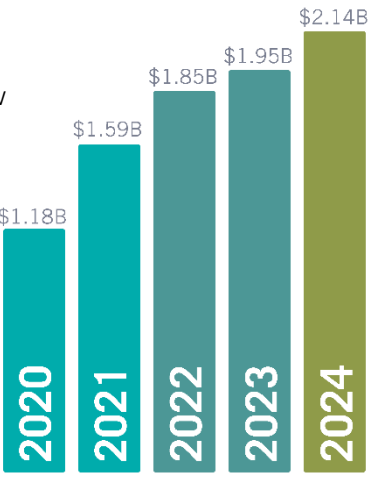
2.3 Public Sector Focus

Tyler's business units have provided software and services to clients for more than 50 years and have long-standing reputations in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business.

Tyler recognizes that the public sector is generally stable and risk-averse, and craves community accessibility, security and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler – a professional, reputable and dedicated vendor who achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products and the ability to deliver quality services.

2.4 Financial Stability

Tyler consistently maintains a solid balance sheet and strong cash flow and low debt, experiencing consistent revenue growth with 44 consecutive quarters of profitability, and a total revenue for 2024 of $2.14 billion. While experiencing significant growth opportunities from an increase in staff and expanding territories, we anticipate additional product offerings and innovative technology will accelerate this growth in the future. We believe a low-debt balance sheet, substantial cash reserves, and a committed customer base put Tyler in a great position in our industry to weather any unexpected turbulence in the economy.



For additional revenue information on Tyler's annual report for 2012 to current. investors.tylertech.com

2.5 Industry Leadership

Tyler strives to provide the best client services in the industry. Our products undergo testing by trained quality assurance and certified usability analysts, therefore our clients benefit from products that work logically based upon user experience and input. We also focus our implementation and support professionals on specific groups of applications so they can offer more specialized services.

Our commitment at Tyler is to ensure the highest level of client satisfaction through the efforts of Tyler's most valued resource: our people. We challenge our employees to pursue new initiatives aggressively and to become industry leaders in their respective fields. Tyler employs 7,400+ individuals, many of whom are seasoned professionals with unique and proprietary skills and years of industry experience. In fact, our employee turnover rate is very low – in recent years, about half of the industry average.

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2.6 Company Recognition

Tyler has earned the reputation as an industry leader based on our products and commitment to our clients. These factors, along with our financial strength and industry partnerships, have resulted in numerous accolades. "The recognition emphasizes Tyler's consistently strong growth, which is a direct result of our commitment to supporting our more than 21,000 clients and the development of best-in-class software and services to serve the needs of the public sector" said John S. Marr Jr., Chairman of the Board of Tyler Technologies.

Tyler has been named to the following prestigious lists alongside some of the most innovative and influential companies in the United States.

Innovative and Strong

- Newsweek's "America's Greatest Workplaces for Diversity"
- Government Technology Magazine's "GovTech Top 100"
- Dallas Business Journal's "North Texas Fastest-Growing Public Companies"
- 2023 Esri Cornerstone Partner
- Forbes' "America's Best Large Employers"
- Forbes' "America's Best Employers for Diversity"
- Forbes' "Best Employers for Women"
- Forbes' "Best Midsize Employers"
- Forbes' "Most Innovative Growth Companies"
- Forbes' "America's Best Small Companies"
- Fortune's "100 Fastest-Growing Companies"
- Barron's 400 Index ranking, a measure of "Most Promising Companies in America"
- Software Magazine's "Software 500" ranking of the world's largest software and service suppliers
- Dow Jones Sustainability Index (DJSI) North America

Employer of Choice

- Mainebiz's "Best Places to Work in Maine" (15+ years)
- The Dallas Morning News' "Top Workplaces D-FW" (10 years)
- Dayton Daily News' "Top Workplaces in the Dayton Metro Area"
- Lubbock Avalanche-Journal's "Best of Lubbock"
- Detroit Free Press' "Top Workplaces"
- Phoenix Business Journal's "Best Places to Work"
- The Atlanta Journal-Constitution's "Top Workplaces"
- The Washington Post's "Top Workplaces"
- Albany Business Review's "Best Places to Work"
- The Washington Post's "Top Workplaces"
- The Denver Post's "Best Midsized Companies to Work for in Colorado"
- Mississippi Business Journal's "Best Places to Work"
- NJBIZ's "Best Places to Work in New Jersey"

2.7 Our Experience

Tyler's solutions offer the widest breadth of products in the industry, the latest technology available, and an integrated system that can operate in diverse offices throughout a jurisdiction. More importantly, Tyler's vision and skill in executing that vision is what ultimately leads to a successful implementation and long-term solutions for our clients. Our experienced team consists of industry leaders who keep the process moving and ensuring we can give you the tools to succeed.

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Section 3 Company Qualifications

Section 3 – Company Qualifications

In this section of the proposal, the Proposer must identify company qualifications and experience in implementing solutions similar to what the City is seeking:

a) Describe the Proposer's familiarity with public sector ERP systems and associated business processes, and specific experience with similar implementations

Public Sector Focus

Tyler's business units have provided software and services to clients for more than 50 years and have a long-standing reputation in the local government market for quality products and customer service. Tyler is the largest company in the United States focused solely on providing software solutions to the public sector. While many of our competitors compete in multiple vertical markets, Tyler is singularly focused on the public sector. It is 100 percent of our business.

Tyler recognizes that the public sector is generally stable and risk-averse, and craves community accessibility, security and transparency. That is why local government and school entities seek reliable and efficient software and services from Tyler – a vendor who is professional, reputable and dedicated and achieves results. Tyler has the experience to understand the unique requirements of the public sector, the necessary resources to invest in its products and the ability to deliver quality services.

Tyler's has a dedicated Enterprise ERP Implementation team that is singularly responsible for migrating Eden clients to our Enterprise ERP platform. It consists of nearly 30 Project Managers and Implementation Consultants. They have migrated over 125 clients. The team consists of Eden experts and Enterprise ERP experts, which help ensure that your overall implementation is successful.

Tyler's expansive offering of professional services is designed to complement its software offerings and produce the optimum working environment for local government customers.

- Consulting
- Conversion
- Customization
- Training
- Live ongoing support
- Network management

b) Identify your existing client base including the number of existing clients using the version/release of the software being proposed. Specifically identify experience with similar-sized California agencies

Tyler Technologies is the leading provider of integrated software systems and information technology services for the Public Sector. Tyler's ERP solution is currently being used in over 2,500 Public Sector entities across the US and is our flagship offering for Municipal Governments. We have been very busy growing our client base over the last several decades, especially in the State of California. **Tyler's Enterprise ERP is now installed in just under Two Hundred (200) sites across the State.**

Tyler's experience in implementing ERP solutions is vast and ranges from the smallest of municipalities to the largest, most complex entities. What we have found in our experience is that all projects have a level of uniqueness to them, but with the proper partnering between the client and Tyler's implementation team those can be identified early and remedied quickly. Ensuring that all parties who are decision makers from

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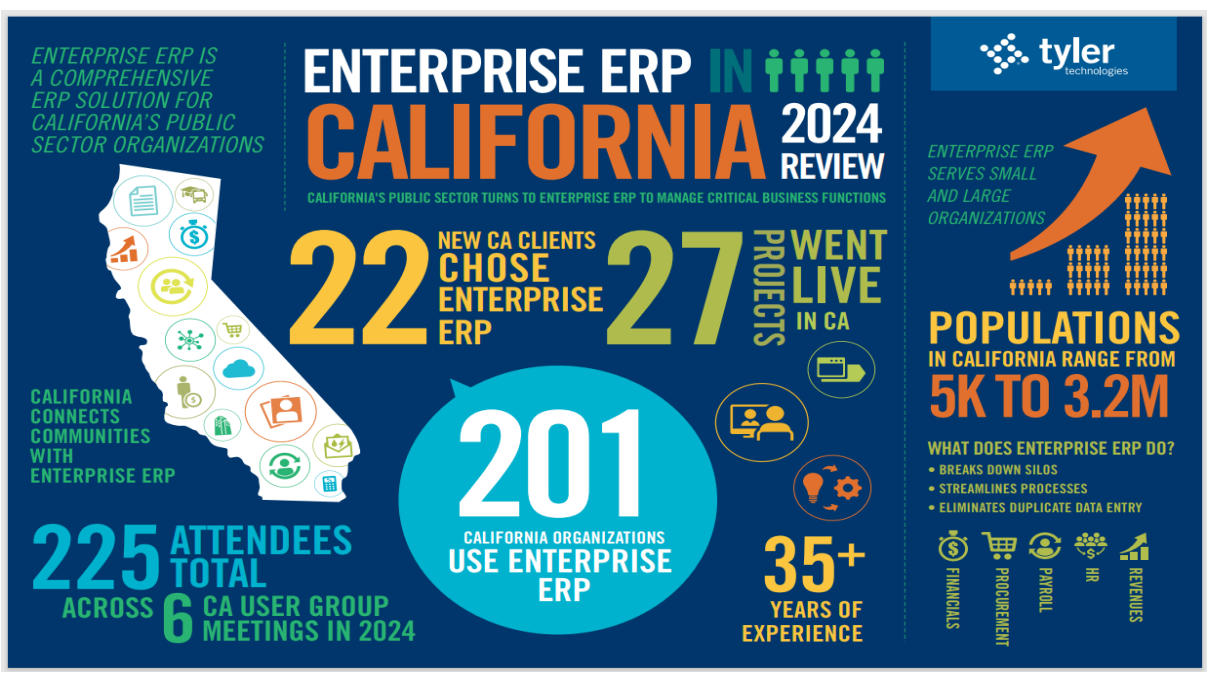
any disparate office location or division are present at solution orientation and current and future state analysis sessions to ensure configuration meets all parties' needs is critical. Additionally, having the right individuals present for these sessions ensures that each location operates similarly and any differences in operation or setup are noted and addressed prior to configuration.

Tyler's has a dedicated Enterprise ERP Migration team that is singularly responsible for migrating Eden clients to our Enterprise ERP platform. It consists of over 30 Project Managers and Implementation Consultants. They have migrated over 100 clients to the proposed Enterprise ERP Platform. The team consists of Eden experts and Enterprise ERP experts, which help ensure that your overall implementation is successful.

Tyler has demonstrated a strong commitment to the State of California. Tyler has successfully implemented nearly 200 Public Sector clients in California over the last decade. We are familiar with state specific requirements for California and how to implement them.

In terms of version, Tyler has undergone an extensive version consolidation over the past 5 years, moving clients from legacy and on-premise versions to current cloud architected products. Over 90% of Tyler clients are now compliant with current version management (releases no older than 12-15 months) which has several benefits from greater adoption of new functionality to more streamlined and efficient support.

Tyler's Enterprise Resource Planning (ERP) solutions have been selected by several of your peers recently.



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Section 4 References

Section 4 – References

The Proposer must provide five (5) references each for the ERP and for the UB portions of this procurement, with at least three (3) of the references each (ERP and UB) for systems that have been successfully implemented for California public sector entities during the last five (5) years (NOTE: currently in-progress / incomplete implementations will not be considered to satisfy this reference requirement). The City prefers references from California Cities of similar size and complexity to the City of Downey, with similar project scope (that is, ERP and UB implemented for a single client). For each reference, proposer must provide the following (note that all request information must be provided to constitute a valid reference):

a) Reference name and contact information (including Customer Name, Contact Name, Title, Address, Telephone Number, and Email Address)

b) Brief project description, including identifying the software version and modules implemented, services provided, and interfaces implemented

c) Implementation timeline and Go-Live date

The respondent grants permission for the City to contact any individuals listed as references.

The City may disqualify a Proposer if:

a) Overall list of references fails to meet the City's requirements as to prior California experience, or

b) References fail to substantiate Proposer's description of services and deliverables provided, or

c) References fail to support that Proposer has a continuing pattern of providing capable, productive, and skilled personnel, or

d) The City is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact(s) of normal City working hours.

Note that the City reserves the right to contact any of the vendor's other current or previous customers, whether such customers are specifically identified as references or not.

4.1 Tyler References

Tyler is proud of our past projects, and we are pleased to offer the following references. We encourage the City to contact any of our references, including those listed below, or any of our other clients. Furthermore, we encourage the City to contact the clients of other vendors to determine their level of satisfaction. We are confident that our client satisfaction is unmatched in this industry.

Name of Site	City of El Cajon, CA
Contact Name	Sara Diaz
Contact Title	Director Information Technology
Address	200 Civic Way, El Cajon, CA 92020
Phone	(619) 820-8345
Email	sdiaz@cityofelcajon.us
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering and Enterprise Permitting and Licensing suite of applications).
Summary	Live on all modules. Various go live dates between 2021 and 2022.

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	City of Simi Valley CA
Contact Name	Donna Price
Contact Title	City Clerk
Address	2929 Capo Canyon Rd. Simi Valley
Phone	+1 (805) 583-6327
Email	dprice@simivalley.org
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering and Enterprise Permitting and Licensing suite of applications).
Summary	

Name of Site	City of Encinitas, CA
Contact Name	David Van Pelt
Contact Title	IT Supervisor
Address	160 Calle Magdalena, Encinitas, CA 92024
Phone	(760).633.2652
Email	dvanpelt@encinitasca.gov
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering and Enterprise Permitting and Licensing suite of applications).
Summary	

Name of Site	City of Gilroy CA
Contact Name	Harjot Sangha
Contact Title	Finance Director
Address	7351 Rosanna St. Gilroy CA 95020
Phone	+1 (408) 888-6690
Email	harjot.sangha@ci.gilroy.ca.us
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering, and Health Inspections), Enterprise Permitting and Licensing
Summary	Live on all products. Various go live dates between 2022 and 2023

	City of Oxnard CA
Contact Name	Andy Bhatnagar
Contact Title	ERP Project Manager
Address	300 West 3rd St. Oxnard CA
Phone	+1 (469) 777-1824
Email	andy.bhatnagar@oxnard.org
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering, and Health Inspections), Enterprise Permitting and Licensing, Enterprise Service Requests
Summary	Live on all products. Various go live dates between 2022 and 2023

	Dublin San Ramon Services District
Contact Name	Thinh Lucero
Contact Title	Financial Analyst
Address	7051 Dublin Blvd, Dublin CA

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Phone	+1 (925) 875-2272
Email	tlucero@dsrsd.com
Tyler Products	Enterprise ERP (Finance, HCM, Time and Attendance, Payroll, Utility Billing, Cashiering, and Health Inspections), Enterprise Permitting and Licensing, Enterprise Service Requests
Summary	Live on all products. Various live dates between 2020 and 2023.

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Section 5 Proposed Solution, Including Appendix A

Section 5 – Proposed Solution

In this section of the proposal, the Proposer must identify the proposed solution up to and including the following:

5.1 Solution Overview

a) Solution Overview

i. Name and origin of solution

Tyler's EERP software solution is developed by Tyler Technologies, Inc.

ii. Release history and current release being proposed

Enterprise ERP, Version 2024.x

iii. Proposed modules

Accounting, Accounts Payable, Assets Mobile, Budgeting, Capital Assets, Cash Management, Contract Management, eProcurement (Vendor Access Portal, Inventory, Inventory Mobile, Project and Grant Accounting, Purchasing, HR and Talent Management, Payroll with Employee Access, Recruiting, Time and Attendance, Accounts Receivable, General Billing, Resident Access, Utility Billing, Content Manager, Enterprise Analytics, Enterprise Forms, Tyler Notify, Applicant Tracking API, Cashiering API, PACE 6, User Monitoring and Response

iv. Mobile capabilities of the proposed modules

Tyler provides applications across multiple platforms, including mobile and touch screen tablets, offering end-users with on-the-go access from virtually anywhere. Responsive web applications automatically orient screen layout for optimal user experience, whether accessed from a desktop monitor or smartphone. Native mobile apps leverage device resources such as GPS or camera; and integrated store-and-forward functionality allow the use of apps without a data connection and automatically syncs when back online. Many of the back-office browser applications are also accessible from mobile devices, and some are even optimized for touch providing near identical functionality regardless of the platform or device used.

Time & Attendance

Time & Attendance Mobile

Time & Attendance mobile solutions allow employees and supervisors to have access to their time and attendance, as well as their scheduling, anytime, anywhere. Regardless of your location, you will have peace of mind knowing that you can effortlessly respond to any workforce management needs through your mobile or tablet device. Employees can easily clock in or out and access a variety of time and attendance tools. We understand that your workforce is not always behind a desk; that there are lots of employees out in the field who need a time management solution that is as mobile as they are. Time & Attendance mobile solutions will dynamically increase the efficiency in which your workforce operates.

Software: Time & Attendance with Time & Attendance Mobile license

Supported Platforms: All major platforms[1]

Enterprise ERP

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Enterprise ERP Application Suite

All Enterprise ERP applications are HTML5 web-based solutions, providing end user access from any modern device.

Requirements

Software: Enterprise ERP version 2018.1+

Supported Platforms: All major platforms with HTML5 browser support[1 2]

Community Access

Tyler's Community Access programs offer a direct interface to ERP data specific for Employees (maintain benefits, time off, expense reports, etc.), Citizens (pay utility, personal property tax, real estate tax, and motor vehicle bills, apply for permits and inspections, submit non-emergency requests, etc.), and Vendors (access 1099s, W-2s, AP checks, invoices, purchase orders, bids, etc.). All Community access programs are supported from nearly every web browser including those found on iPad and Windows tablets.

Requirements

Software: Employee

Supported Platforms: All major platforms[1]

Employee Self Service

Employee Self Service provides a portal for employees that can be accessed from anywhere, anytime. Employees can easily monitor and maintain personal and employment information including paid time-off accruals and requests, pay history, W2 information, and more. Managers can view their employee requests and approve them easily within the app. Human resource representatives are also freed to spend more time acting in a consultant role, rather than administrative, while employees have instant access to the answers they need.

Requirements

Software: Enterprise ERP version 11.1+ with Employee Self Service

Supported Platforms: Android, iPhone

Field Inspector Mobile

Data access is crucial for workers in the field. They need to see their scheduled appointments for the day, locate them on a map, review drawings, access permit applications, etc. With Field Inspector Mobile, staff in the field can not only view data, but they can also complete inspections and upload the data directly into Enterprise ERP's Permits & Inspections module. Field Inspector Mobile maximizes the efficiency of non-office workers.

Requirements

Software: Enterprise ERP version 11.1+ with Enterprise ERP Permits & Code Enforcement, Enterprise ERP Central Property File

Supported Platforms: iPad, Windows 10 + tablet

Field Sheet Mobile

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Field Sheet provides a paperless work order solution when your users are working out in the field. Users can view and update basic work order details based on configurations such as assigned user, status, departments, and days. Users can add time/inventory/equipment/supplies, upload and attach photos, mark checklist items as complete, and provide comments so users can move from work order to work order quickly and easily in the field. This app seamlessly delivers real-time data back to the office whenever an Internet connection is available.

Requirements

Software: Enterprise ERP version 11.1 with Enterprise ERP Utility Billing

Supported Platforms: Android Smartphone, iPhone

Workflow Actions via Email

Need to approve an emergency requisition while you are out of the office? Now you can act on any workflow item directly from your email on your mobile device.

Requirements

Software: Enterprise ERP version 9.0+

Supported Platforms: All major platforms[1]

My Work Mobile

My Work Mobile provides staff real-time access to workflow actions and allows users to complete workflow tasks right from their mobile devices. With alerts, notifications, and workflow review on your phone or tablet, My Work gives the manager on the go the ability to review, approve, reject, or forward work to another employee. Keep the office work flowing from wherever you are.

Requirements

Software: Enterprise ERP version 10.3+

Supported Platforms: Android smartphone, iPhone, Windows 10 + tablet

What it Means to You

Mobility. You can take your work with you as long as you have cell and/or Internet service.

Real Time Connectivity. Manage workflow approvals, lookup information, and update Tyler applications from the field in real time, over-the-air on any data network.

Total Flexibility. No need to keep approvals waiting, keep inspection notes on paper, or wait until you get home to notify Town Hall of a minor issue or complaint. Now you can do it right away, from the convenience of your parked car, the field, the supermarket – anywhere you have cell and/or Internet service.

Savings. Increased speed and accuracy of workflow approvals and inspection reports, reducing staff time conducting inspections and issuing reports freeing inspectors to conduct more inspections per day. Improved accuracy, reduced travel costs, and elimination of time wasted as inspectors travel to and from inspection sites.

5.2 Application Integration / Interface

b) Application Integration / Interface

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i. Describe how Proposer would support and manage the integration/interface with the City's existing applications (as identified in RFP Section 5.3.2) with the new ERP

Tyler solutions offer a variety of methods of interfacing with external third-party systems, including file-based import and exports and real-time web service integration through plug-and-play App Connectors, and API Toolkits and Connectors.

Tyler Integrated Solutions

Local government continues to recognize the value of integrated software systems. Breaking down data silos, sharing critical organizational data, and automating workflows are just a few of the reasons why thousands of local government clients invest in Tyler's comprehensive integrated application ecosystem. Additionally, the benefits of single-vendor software solutions extend to shared user experiences, streamlined business processes, and minimizes the need to create and maintain integrations across disparate systems across varying update schedules.

Plug-and-Play Application Support

Tyler solutions include a library of prebuilt integrations for a variety of third-party applications. These integrations are fully maintained by Tyler, eliminating the time and effort needed to build and manage complex connections in-house. Setting up these integrations is straightforward, with only a few key fields needed to configure and activate them.

Productivity Software Support

Application data can be downloaded to a variety of formats including PDF, XLS, DOC, XML, and CSV. Any productivity suite capable of opening these file types can be used, such as Microsoft Office and Google Workspace. Data can also be uploaded to the system in these formats through the integrated import applications.

Output includes hyperlinks to the corresponding application record for easy access. Most output can also be automatically archived to Content Manager for quick retrieval at any time. Some applications also include mail merge support, allowing users to easily create and maintain form templates for completely customized presentation of application data. Any SMTP/IMAP server can be used to send email notifications, such as Microsoft Exchange and Gmail.

API Catalog

API (Application Programming Interface) Toolkits and API Connectors add value to your organization by enabling you to create your own integrations to share data between Tyler and non-Tyler applications.

API Toolkits contain all exposed resources (or endpoints) available in a specific Tyler application module such as Enterprise ERP General Ledger, Accounts Receivable, or Enterprise Asset Management. API Connectors contain a subset or cross-section of API Toolkit resources with the purpose of facilitating a specific type of integration such as third-party cashiering, IVR, or applicant tracking systems.

The API Developer Portal is a powerful RESTful API gateway that makes accessing Tyler application data and processes through Toolkits and Connectors easy and intuitive. The Portal conforms to OpenAPI 3.0 and is secured with OAuth 2.0 through Tyler Identity. API resources include example calls and produce properly formatted commands, allowing you to easily exercise them against your data.

The API Developer Portal features include:

- Simplified, structured API documentation
- Industry standard OpenAPI 3.0 interface

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- Authentication using OAuth 2.0 standard, offering multiple login flows to suit different app implementation scenarios.
- Data models and examples for each resource
- Produces HTTP URI and CURL commands to exercise resources from within the documentation and return data
- Real-time validation
- Standard HTTP status codes
- Documentation to aid in identifying and understanding normal resources used to complete a given integration.

SnapLogic Integration Platform as a Service

Tyler has partnered with SnapLogic, one of the leading Integration Platform as a Service (iPaaS) solutions in the market. SnapLogic's platform for Generative Integration enables organizations to realize enterprise-wide automation by connecting Tyler solutions with their entire ecosystem of applications, databases, big data, machines and devices, APIs, and more with pre-built, intelligent connectors called Snaps.

SnapLogic's robust catalog of over 800 Snaps, coupled with an intuitive no and low code visual interface designer, help integrators, with or without coding skills, easily connect these endpoints to automate business processes and deliver the insights your organization needs.

In addition to managing the full extract, transform, and load (ETL) integration lifecycle, SnapLogic includes a comprehensive execution manager to monitor, provide alerts, and analyze metrics for your integrations. SnapLogic can easily be configured for secure bi-directional interfacing of cloud and on-premises solutions.

File-based Interfaces

When integrating with applications that rely on file-based transfers, Tyler solutions include native file interface applications designed for end users. Unlike systems that require a database administrator to import or export data with their system, users can easily import or export data through point-and-click user interface. User-defined templates specify the data layout for a specific system, so users can quickly choose the appropriate template at the time of import/export. Templates for commonly used third-party systems are also included out of the box. File-based interfaces can be scheduled for one-time or recurring, automated processing.

Data transfers can be configured with Workflow automated notifications or approval requests before data updates a record. Workflow business rules can be set on a variety of data conditions specific to the imported data. This includes if data causes an account to go over budget, is over a certain dollar amount, or is related to a specific segment of your general ledger. Only after all workflow rules have been approved does the import update production data. Depending on the process, imports can also be rejected at the item or file level; rejected imports can be resubmitted at any time.

ii. Describe APIs and web-services available to pull and push data:

• Are the APIs secured and encrypted?

Authentication, token management and credential flow are all powered by Tyler Identity. Tyler's primary method for securing endpoints via client credential flow. This means you're provided with a client ID and secret, similar to a username and password, to authenticate and access the specific endpoint.

You have various options for managing these credentials within your organization. You might choose to use a single set of client credentials for all your APIs, or different credentials for each API, such as one for GL and another for AR. For even more security, you could assign unique credentials for each integration you develop.

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• Is there an option to access the data directly from the database?

Yes. Data is accessible from most applications through integrated bulk export applications, APIs, read-only database access, and database backup download.

5.3 Data Storage and Backup

c) Data Storage and Backup

i. Describe approach to data storage

Tyler's standard SaaS service includes unlimited data storage for all applications except Content Manager. Content Management storage is limited to 1TB and is typically enough for any client using the Core Edition. Data storage is monitored by Tyler staff and clients are notified as they approach or go over the storage limit Application functionality is not impacted when going over this limit and clients are provided with the opportunity to purge data to get below the limit instead of adding storage.

ii. Describe data backup process

As part of Tyler's defined business continuity plan, applications and data are replicated across multiple Availability Zones ensuring high availability. Availability Zones consist of one or more discrete data centers, each with redundant power, networking, and connectivity, and housed in separate facilities. They are connected to each other with fast, private fiber-optic networking, providing automatic fail-over for minimal disruption. Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards over private connections within the AWS network.

Backups are retained as defined by application-specific retention policies. Data restoration requests must be submitted through the standard support ticketing process by client approved personnel only.

iii. Describe the network bandwidth required between the City and hosting facilities (for SAAS solutions)

Bandwidth usage can vary depending on application user type and daily functions; however, Tyler recommends 30 Kbps per concurrent user session for bandwidth utilization estimates

iv. Describe what options are available for dedicated bandwidth (if available)

N/A

v. Describe scalability options for computing power (CPU, RAM, and storage)

Tyler provides fully scalable solutions to meet the requirements of organizations of all sizes. Tyler applications are containerized and built on microservice architecture such as Kubernetes and scale vertically or horizontally for automated resource and load balancing. Additional storage allocation can be increased as required.

5.4 Data Access and Security

d) Data Access and Security

i. Describe how data access is managed

Data is accessible through browser-based Tyler applications, many of which include the ability to export data to a variety of formats including Excel, Word, PDF, XML, and CSV. Data is also accessible from most applications through a hosted ad-hoc reporting environment, RESTful APIs, integrated bulk export applications, and read-only database access.

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ii. Describe the environment (single or multi-tenant)

Multi-tenant applications and single-tenant datasets

iii. If a multi-tenant environment, how is the data segregated?

Tyler multi-tenant applications and single-tenant datasets allow multiple organizations to use the software securely and independently within a shared environment. Customer data is logically separated by tenant, and access is scoped to the authenticated user's tenant and role for each web request, ensuring each client's information is isolated and secure.

iv. If a multi-tenant environment, how is security managed?

Customer data is logically separated by tenant, and access is scoped to the authenticated user's tenant and role for each web request, ensuring each client's information is isolated and secure.

5.5 Business Continuity and Disaster Recovery

e) Business Continuity and Disaster Recovery

i. Describe approach to business continuity & disaster recovery

Business Continuity

Tyler solutions run on AWS state of the art data centers using innovative architectural and engineering approaches. Amazon has many years of experience in designing, constructing, and operating large-scale data centers. This experience has been applied to the AWS Cloud.

AWS builds to guard against outages and incidents, and accounts for them in the design of their services; so, when disruptions do occur, their impact on customers and the continuity of services is as minimal as possible. AWS data centers operate in alignment with Tier III+ guidelines. More information regarding Uptime Institute guidelines employed can be found at: https://aws.amazon.com/compliance/uptimeinstitute/.

As part of Tyler's defined business continuity plan, applications and data are replicated across multiple Availability Zones ensuring high availability. Availability Zones consist of one or more discrete data centers, each with redundant power, networking, and connectivity, and housed in separate facilities. They are connected to each other with fast, private fiber-optic networking, providing automatic fail-over for minimal disruption.

Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards. Client production data is retained as defined by application-specific retention policies. Data restoration requests must be submitted through the standard support ticketing process by client approved personnel only.

Tyler Technologies cloud services are warranted to its standard service level agreement (SLA). Tyler's target attainment goal is 100% and the SLA provides a service availability commitment of 99.7% uptime. Tyler's business continuity plan is tested at least annually. Further information regarding Tyler's business continuity plan can be found in Tyler's most recent Type 2 Service Organization Controls No. 2 (SOC 2) report.

5.6 Service Level Agreements

f) Service Level Agreements (SLA's)

i. Describe supported SLA options (i.e., reliability, availability, performance, issues, requests, system response time, etc.)

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Tyler Technologies cloud services are warranted to its standard service level agreement (SLA). Tyler's target attainment goal is 100% and the SLA provides a service availability commitment of 99.7% uptime.

If a client is unable to access Tyler applications for any reason, opening a support ticket is all that is required to report, and track downtime counted against Tyler's SLA.

Tyler also commits to a 1-hour recovery point objective (RPO) and 24-hour recovery time objective (RTO) for Tyler cloud solutions.

There are no performance limitations of Tyler solutions and reasonable response times should be expected. Due to variety of factors that can affect the response time of the system, response times or performance levels for all functions cannot be strictly guaranteed.

Tyler development and cloud operation departments make consistent efforts to monitor and improve system responsiveness based on user feedback, and work to guarantee benchmark performance at optimal levels for a wide range of municipalities and usage patterns large and small. Tyler's experienced professional services team can provide tailored recommendations specific to client business processes to optimize performance and user experience.

For more details, refer to the included sample Service Level Agreement.

5.7 Transition

g) Transition

i. Describe proposed exit strategy at contract transition

In the event of termination of the SaaS Agreement, all application access is revoked. Upon reasonable advance notice, Tyler shall promptly make production data available to you in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's secure FTP server or such other secure method reasonably selected by Tyler. Such data will be provided at no additional cost.

All client data is deleted from production environments 30 days following end of contract. Backup data is removed as defined by application specific retention schedule.

5.8 Appendix A – ERP and UB Requirements

h) Response to APPENDIX A – ERP and UB Requirements:

i. The City has included herein a copy of APPENDIX A – ERP and UB Requirements in Microsoft Word format; to address this section, Proposers should use that file to respond to each requirement in Appendix A. Please see Appendix A for additional instructions.

NOTES AND ASSUMPTIONS

Tyler Reporting Services

Wherever Tyler Technologies, Inc. has responded affirmatively to certain functional checklist questions/requirements/specifications as requiring the use of Tyler Reporting Services, (SSRS), the City is solely responsible for development of the necessary/required report(s), unless specifically indicated otherwise.

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Interfaces / Customizations

Interface requirements agreed to by Tyler within this response will depend on the customer maintaining an active support agreement with the identified third-party system as well as a current version actively supported by the manufacturer/developer of the product installed.

Custom Modifications

Custom modifications, if quoted with a specific dollar value, are priced based upon the total proposed software package and the requirements set forth in the RFP. To the extent system components and/or requirements change, pricing for custom modifications may also change. If a custom modification is identified without a price, that identification is provided as an alert that the functionality is not available "out of the box," and additional information is required from the customer before Tyler can price the modification. During the contract negotiation process, Tyler expects to work with the customer to identify the custom modifications that will be considered within the project scope, and to finalize the associated price. Those modifications will be delivered during the project on the schedule the parties mutually agree to during the contracting and/or project planning process(es). Any custom modifications that the customer requests post-contracting will be subject to an amendment or change order, which will address at least the pricing and schedule impacts of adding the subject modification to the original project scope and schedule.

Future Functionality

Future Functionality, when and if provided, will be released on the same timeline as the functionality is made generally available to customers under a maintenance agreement with Tyler. If a customer requires that such functionality be committed to within the contract, the functionality will be treated as a custom modification, payable by the customer.

Please reference the following pages.

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City of Downey ERP and UB Procurement
System Requirements

As referenced in RFP Section 6.3, ERP and UB System Requirements, the Proposer must use this document to respond to the City's detailed requirements included herein. Proposers are to respond to each requirement with one of the following response codes:

Y – Meets Requirement
N – Does Not Meet Requirement
W/C – Workaround Proposed or Modification/Customization to Meet Requirement
T – Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require additional comments unless the proposers wish to present additional benefits or opportunities related to their solution and the requirement. **However, response codes "W/C" and "T" REQUIRE written responses/comments to assist City staff in evaluating the responses**. For these response codes, Proposers must describe how the requirement will be met.

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1. GENERAL REQUIREMENTS

1.1. User Interface

The City will be evaluating the intuitiveness/ease of use of each solution's user interface design including information access, look, feel, and efficiency for all modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.1.1	Provides a browser-based user interface	Y	
1.1.2	Provides a secure mobile application / functionality for certain functions (e.g., field work)	Y	
1.1.3	Processes transactions in real time such that upon completion of the process the information can be queried, and is updated in the appropriate databases across all modules	Y	
1.1.4	Provides the ability to create templated dashboards for user groups with the ability for the end user to change if desired	Y	Hub
1.1.5	Provides the ability to drill-down and drill-across from a transaction view to the supporting source data and documents	Y	
1.1.6	Provides fully integrated functionality such that data is entered only one-time and available in real time throughout the system(s) (single points of data entry) to eliminate re-keying of information	Y	
1.1.7	Provides standard menu layouts that are customizable by the user to fit their needs	Y	Where available; panels/tabs can be configured by user
1.1.8	Provides consistent use of icons, colors, and menus across all modules	Y	
1.1.9	Provides user defined shortcuts for frequently accessed records, processes, screens, reports, etc.	Y	
1.1.10	Provides online help that is context sensitive and content appropriate with manuals also available for download	Y	
1.1.11	Supports mobile technologies (e.g., smartphones, tablets) for processes and approvals across all core modules	Y	
1.1.12	Provides robust search and navigation functionality that reaches across all applications/modules and attachments, including the ability to search by text, amounts, etc.	Y	

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#	Requirement	Response Code	Response/Comments
1.1.13	Forms / workflow steps include the ability to require fields be completed/required prior to the transaction moving forward - Including ability to accept a "0" or "N/A" for certain fields in order to allow related workflow to move forward	Y	User defined fields can be configured to be required for select forms to be entered before a transaction moves forward.
1.1.14	Provides the ability to offer role-based access security to limit data access by department, individual or role	Y	
1.1.15	Provides clear error messages that identify the source of the error and/or necessary response	Y	
1.1.16	Customizable user interface, including ability to save a specific view (my favorite columns, rounding of numbers, column width, etc.)	Y	Where available; panels/tabs can be configured by user
1.1.17	The proposed solution must meet Web Content Accessibility Guidelines 2.1 Levels A and AA	N	Tyler applications intended for external users to our clients such as applicants, employees, retirees, residents, and vendors are designed using standards to support ADA accessibility requirements. Front-end UX components adhere to Web Content Accessibility Guidelines (WCAG) A-AA compliance. Quality Assurance teams leverage several tools to validate compliance during development and testing including screen readers. Tyler continues to monitor Section 508, ADA, & WCAG compliance as a focal point of development activities. For more information on Tyler's approach to digital accessibility, visit: https://www.tylertech.com/digital-accessibility

The solution should provide integrated workflow management capability, including generation, routing, notification, and approval of internal forms, reports, and other documents and processes (e.g., payables processing, purchase orders, G/L transaction approval, payroll processing, budgeting, etc.) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.2.1	Provides the ability to route transactions / record reviews and approvals based on user roles and chart of account segments (center, department, etc.).	Y	

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#	Requirement	Response Code	Response/Comments
1.2.2	Provides ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, account number, etc.)	Y	
1.2.3	Provides the ability to allow data entry to be accessible to multiple employees and anyone who visits the website link and workflow to support checking and validation of a requested transaction	Y	
1.2.4	Provides the ability to designate "out-of-office" review/approval delegation - Includes the ability for users to direct review/approval requests to specific users covering for OOO employee - Provides administrator with ability to reroute requests.	Y	
1.2.5	Provides the ability to have dynamic forwarding, including the ability to bring back the item	Y	Alternate approvers
1.2.6	Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., G/L number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)	Y	
1.2.7	Provides the ability to record and track compliance requirements as part of a workflow	W/C	Customizable checklist tasks could assign compliance reviews within a workflow step.
Approvals			
1.2.8	Provides integration with the City's Microsoft 365 email system to assist in the notification for approvals, and subsequent approval through the email system and supports electronic signature and recording of transactional approvals	Y	
1.2.9	Supports security that allows data entry to be accessible to multiple employees and approval workflow to support checking and validation of a requested transaction	Y	
1.2.10	Provides the ability to apply signature authority to automated workflow approval	Y	Select workflows can be set up for auto approvals.
1.2.11	Provides for eSignature support	Y	DocuSign (optionally proposed) available for Contracts and POs; Content Manager features an electronic document signature feature; otherwise, username of approver serves as electronic signature.
1.2.12	Provides the ability to capture a secure signature image	Y	See above.

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1.2. Document Management

The solution should provide a way to store and retrieve electronic images (i.e., purchase orders, accounts payable invoices, payroll advice, W2s, 1099s, etc.) that are attached to the appropriate transaction or employee record (i.e., an individual's paycheck and not the entire check run for the pay period) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.3.1	Provides the ability to attach documents throughout the system (e.g., with JVs, POs, invoices)	Y	Via Content Manager
1.3.2	Supports the attachment of multiple file formats (i.e., documents, spreadsheets, images, etc.)	Y	Via Content Manager
1.3.3	Provides the ability to store ERP system generated documents in ERP solution database(s) and associate to / access from the related transaction or data record	Y	Via Content Manager
1.3.4	Provides the ability to accommodate document retention policies with respect to images managed by the system based on various retention requirements (i.e., fixed assets, bonds, etc.)	Y	Via Content Manager
1.3.5	Provides the ability to offer drill-down/drill across features for users to view documents associated with financial, payroll, and personnel transactions	Y	
1.3.6	Provides the ability to integrate with the existing document management solution for current and historical documents	W/C	Fully integrated Content Manager proposed. Content Manager includes a document extract utility to automate document and metadata export to a file system that clients can use to import to a separate third-party ECM solution.

1.3. Inquiries, Reporting and Analysis

The solution should provide a comprehensive, user-friendly, and robust reporting solution. The solution should include relevant standard reporting, ad hoc reports, queries, and exports. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.4.1	Provides a comprehensive inquiry and reporting capability that can access data from multiple modules	Y	

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#	Requirement	Response Code	Response/Comments
1.4.2	Provides the ability for reports to access data across all modules in accordance with a user's security profile	Y	
1.4.3	Provides real-time access to data and data is immediately available for inquiry, reporting, and export for analysis (e.g., to Microsoft Excel) - Data export functionality must include retention of existing data formats	Y	
1.4.4	Provides online/in-application forms and the ability to revise the forms	Y	Via Enterprise Forms
1.4.5	Supports options for viewing and accessing information across multiple applications (i.e., reports and applications that include hyperlinked data that allows the user to drill down, and drill across applications)	Y	
1.4.6	Provides the ability to allow the use of custom and complex expressions, formulas, crosswalks, etc.	Y	Via use of configurable reporting tools
1.4.7	Provides the ability to utilize standard wild-card and fuzzy search capabilities throughout search fields	Y	Record search supports wildcards. Document search supports wild cards and fuzzy search.
1.4.8	Provides State-specific reports for California State Requirements	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
1.4.9	Provides accurate A/R aging reports that reconcile with the trial balance	Y	
1.4.10	Provides robust reporting capabilities with multiple ways to sort date (by month, fiscal year, pay period, etc.)	Y	May require use of configurable reporting tools
1.4.11	Provides robust budget inquiry and reporting capabilities, including the ability to generate budget to actual comparisons for any "as of" date, for any vendor by department and/or Agreement Number, or for any cost center	Y	May require use of configurable reporting tools
Report Design			

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#	Requirement	Response Code	Response/Comments
1.4.12	Provides the ability for end users to define and execute inquiries and reports without vendor or IT support, including the ability to save and share inquiries and reports among users	Y	
1.4.13	Provides the ability to flag accounts for specific state and ACFR reporting requirements	Y	ACFR via optionally proposed ACFR Statement Builder
1.4.14	Provides the ability to copy the attributes of an existing, standard report format and to modify/customize the resulting report format to meet the City's related business needs	Y	Via use of configurable reporting tools
1.4.15	Provides the ability to create report comparisons for multiple years for various parameters	Y	May require use of configurable reporting tools
1.4.16	Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.	Y	Hub
Report Execution			
1.4.17	Provides the ability to save and "publish" ad hoc reports for shared use by other authorized users	Y	May require use of configurable reporting tools
1.4.18	Provides the ability to execute all reports for a date range, including ability for reports to cross fiscal years	Y	May require use of configurable reporting tools
1.4.19	Provides the ability for users to drill down in online reports and inquiry result sets to view source transactions and attachments	Y	
1.4.20	Provides the ability to view an entire report on screen prior to choosing an output option	Y	
1.4.21	Provides the ability to define report execution parameters (i.e., fund, department, project, object, expense category, revenue category, etc.)	Y	
1.4.22	Provides the ability to define report execution period by user-specified parameters (i.e., by a specific period/month, by a range of dates, etc.)	Y	May require use of configurable reporting tools
1.4.23	Provides modeling tools to support "what if" analysis and forecasting (e.g., analysis of revenue/expenditure trends and the ability to develop forecast projections)	Y	Via Budget Scenarios
1.4.24	Provides the ability to display inquiry results sets graphically (i.e., via pie charts, trend lines, tree map chart, columns, etc.)	Y	Via use of configurable reporting tools

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#	Requirement	Response Code	Response/Comments
1.4.25	Provides the ability to create report notification groups and inform/alert a group when report updates are available	Y	Via integrated Scheduler
1.4.26	Provides the ability to choose a format when exporting a report (i.e., Excel, pdf, flat file, delimited, display, email, csv, etc.)	Y	Excel, PDF, and Word for most standard reports; other formats via use of configurable reporting tools.
1.4.27	Provides the ability for reports to be sent to users and track that they were received/reviewed by staff	Y	By saving to Content Manager and routing the report for signature/approval.

2. FINANCIAL SYSTEM REQUIREMENTS

2.1. General Ledger (G/L) and Accounting

The solution should maintain accounts for transactions via elements such as fund, appropriation, program, organization, project activity, cost center, object class, or any other elements needed to meet the reporting needs of the City; ensure all financial transactions post individually and/or in summary to the general ledger regardless of the transaction source, ensuring each entry is balanced and auditable; and support accrual and cash accounting methods, creating appropriate entries needed at the end of a period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or reversing certain year end entries). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.1.1	Provides the ability to add notes/comments/documents to transactions that post to the G/L	Y	Attachments via Content Manager
2.1.2	Provides for real-time updates to the G/L after an entry receives approval	Y	
2.1.3	Provides the ability to enforce rules for entry validation based on roles at departmental/user level to prevent incorrect account coding	Y	Restrict access to accounts by role access.
2.1.4	Provides the ability to enter and track multiple dates (i.e., transactional, posting, data entry, etc.)	Y	
2.1.5	Allows for accounts to be made active/inactive based on effective dates - No new transactions should be allowed to post to inactive accounts	Y	Beginning/Ending Effective Dates can be defined on account to define the range of effective dates within which account transactions are allowed. This does not impact account status, but status can be updated manually with appropriate permissions.
2.1.6	Provides the ability to calculate retention amounts	Y	Contract retainage via Contract Management

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#	Requirement	Response Code	Response/Comments
2.1.7	Allows for petty cash expense tracking where transactions do not hit G/L until petty cash reimbursement is processed through AP	Y	Can change the GL account in Accounts Payable
2.1.8	Provides pooled cash accounting from multiple funds to a pooled cash account including managing due to/due from transactions and sweeps	Y	
2.1.9	Provides the ability for short and long-term dividends/interest reported from third party managers to be posted at the fund and sub-fund levels	Y	Dividends/interest postings can be done via manual general journal entry and/or flexible journal import.
2.1.10	Provides the ability to automatically allocate interest, including negative interest, based on averages calculated from fields to/from dates and accounts: - Including the ability to establish a fund as non-interest bearing and ability to establish roll-ups to other funds.	Y	Assumes use of Interest Allocation with Cash Management
2.1.11	Allows for the definition of shortcut keys mapped to specific G/L strings minimizing data entry requirements.	Y	Via Aliases
2.1.12	Provides the ability to define and manage sub-ledgers	Y	
2.1.13	Allows multiple periods to be open at the same time	Y	Max of two years can be open simultaneously
Chart of Accounts (COA)			
2.1.14	Supports a flexible COA structure that allows for variable field length within each field and expanded use of segments (not less than 10) in the future	Y	Tyler's Enterprise ERP solution includes the ability to create an unlimited number of account segments with an unlimited number of characters. It also includes the ability to create rules with and/or exist along with the object to make segments required or optional.
2.1.15	Provides the ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA - Including ability to track, query and report account history when changes occur	Y	Assuming updating description for previously established account segments – ability to change segments available as well. When new cost centers are created, functions such as change GL account codes and account merge can be used as needed to move history, etc. without changing the established chart of account setup.
2.1.16	Allows for mixed case alpha-numeric values across all segments	Y	
2.1.17	Provides the ability to import COA updates versus manual input	Y	The Import Accounts option allows you to download an import template and use it to import balance sheet, expenditure, and revenue accounts.

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#	Requirement	Response Code	Response/Comments
2.1.18	Allows for object code categorization by user defined groupings	Y	
2.1.19	Provides the ability to change the status at fund, accounting unit and account level	N	
2.1.20	Provides the ability to define segment types and limit the use of segment by module based on segment type	N	
2.1.21	Provides the ability to add or remove segment types based on City requirements	Y	
2.1.22	Provides permission-based controls for access to and use of segments (e.g., by department)	Y	
2.1.23	Provides the ability to accommodate potential City department reorganization by mapping historical transactional data from previous/original to new account structures	Y	Account Change and Account Merge ability allows for restructuring assistance. External Systems is also available which facilitates integrations between Enterprise ERP and other systems, such as a legacy system.
2.1.24	Provides the ability to incorporate project accounts into the account string	Y	
2.1.25	Provides the ability to add a required a project activity number at the accounting unit level	Y	
Journal Processing			
2.1.26	Provides support for the following journal processing capabilities: one-time, automated recurring, allocations & distributions, automatic reversals (accruals), imports, and corrections, all with supporting workflow	Y	
2.1.27	Provides a template format for ease of journal entry	Y	
2.1.28	Provides the ability to incorporate a user-selected field for journal type, then have system auto assign # (example: interest allocation = “INT-304302” where INT is user assigned and 304302 is system assigned)	N	User-Defined fields are available but no system assigned option
2.1.29	Identifies the source of journals (e.g., budget, sub-system, import, etc.)	Y	
2.1.30	Allows for the system to show both short and long descriptions	Y	
2.1.31	Provides the ability to review journal entries from the GL detail	Y	
2.1.32	Provides the ability to reject journal entries and send back to preparer with comments for rejection	Y	

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#	Requirement	Response Code	Response/Comments
2.1.33	Provides the ability to add activity number to a journal entry	Y	Via user defined field
2.1.34	Provides the ability to attach and view supporting documents for journal entries at the header and line detail level	N	Header level only
2.1.35	Provides a tool for defining custom journal imports from files generated by third-party solutions, including land management, recreation management, etc. - Includes the ability to apply data validation rules to journals	Y	Standard validation rules would apply as with any manual journal entry (account, budget, etc.).
2.1.36	Prevents the reuse / duplication of journal entry numbers	Y	
2.1.37	Provides the ability to use allocation codes in support of auto-allocating expenses throughout the system (i.e., journal entry, purchase requisitions, payroll, etc.)	Y	
2.1.38	Allows for flexible posting options (i.e., batch, approval required, automated) based on pre-defined rules, permissions, impacted ledgers/accounts, sources, etc.)	Y	
2.1.39	Includes searchable user defined fields at the journal header and detail levels	Y	
2.1.40	Provides ability to issue a warning when funds do not balance, insufficient budget available, and to prevent one-sided entries from being made	Y	
2.1.41	Provides the ability, when releasing journal entries, to identify and display the list of accounting units that have insufficient funds (display the set, rather than one at a time)	Y	
2.1.42	Supports intra-entity balancing	Y	
2.1.43	Provides option to attach supporting documentation to journal entries	Y	Via Content Manager
2.1.44	Provides the ability for departments to enter journal entries and automatically route for departmental and accounting review and approval	Y	
2.1.45	Provides the ability to import journal entries from excel and drill-down to see journal entries as well as the backup	Y	If backup refers to the import file then would need to be attached to journal via Content Manager.
2.1.46	Provides the ability to initiate GL corrections at the corresponding department, providing authorized users to enter the correction, then workflow through approval process and then to Finance for review and posting	Y	

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#	Requirement	Response Code	Response/Comments
Closing			
2.1.47	Provides the ability to modify period status (i.e., open and/or closed), including ability to limit access to closed periods only with approved security	Y	Enterprise Accounting is effective date-based, so year/period definition is not required. Permissions are available to restrict users to certain months prior to and beyond the current month.
2.1.48	Provides support for period-end soft close processes (i.e., secures new entries to a closed accounting period for specific modules)	Y	Soft close supported, but not module specific
2.1.49	Provides the ability to include a checklist for required month end journals	Y	
2.1.50	Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances	Y	
2.1.51	Allows multiple year-end closing periods (i.e., period 13, period 14, etc.)	Y	Adjustments can be posted to the prior closed fiscal year based on the effective date defined and are not specific to a period. Journals posted to an effective date in the prior fiscal year would be tagged with a 'PLYA' adjustment type.
2.1.52	Provides the ability for authorized users to post year-end entries until the fiscal year is closed	Y	
Cost Allocation			
2.1.53	Provides the ability to allocate total costs related to an internal service fund or activity across multiple departments/divisions based on user defined factors/cost factors (i.e., employee count; square feet of office space; number of desktop computers, hours worked)	Y	Via recurring journal entry
2.1.54	Provides the ability to bill from a department/division/project to another department/division/project or within a department	Y	Interdepartmental billing is supported with Enterprise General Billing.
2.1.55	Provides the ability to select specific revenue and expenditure accounts to be compiled for future allocation/billing	Y	Via allocation codes
2.1.56	Provides the ability to generate a scheduled (monthly, quarterly, annually) journal voucher for the allocations/billings	Y	Via recurring journals with allocation codes
Inquiries, Reporting, and Analysis			
2.1.57	Provides comprehensive end-user reporting capabilities (i.e., rich sets of data delivered to screen during regular business activities, standard/out-of-the box reports, ad hoc reporting, etc.) for all financial transactions data (i.e., various fund balance reports, general ledger, cash, transfers, due to/due from reports, etc.)	Y	

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#	Requirement	Response Code	Response/Comments
2.1.58	Provides the ability to generate "pre-posting" Trial Balance reports to ensure that essential data was not omitted in error	Y	
2.1.59	Provides the ability to categorize and summarize transactional data in support of the Annual Comprehensive Financial Report - Includes the ability to generate Fund Financial Statements and update set-up as needed to meet reporting requirements	Y	ACFR via optionally proposed ACFR Statement Builder
2.1.60	Provides the ability to meet federal and state reporting requirements, including the State Controller's report, GASB 96 (accounting standards for subscription-based information technology arrangements (SBITAs)), and GASB 87 ((accounting standards for leases) - Including commitment to meet all future GASB and state reporting requirements	Y	Portions of the GASB 87 and 96 Statements can be generated with optionally proposed ACFR Statement Builder to include asset and depreciation information existing in Enterprise Capital Assets, but lease and SBITA-specific data (i.e. leased building, equipment and amortization amounts, etc.) would be entered via adjusting entries or imported to complete the statement. Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
2.1.61	Provides the capability to generate pre-posting reports to support validation of data prior to actual posting to the GL	Y	
2.1.62	Provides the ability for parameter-based reporting (e.g., date ranges)	Y	
2.1.63	Provides the ability to build and publish annual and periodic financial statements online and in an interactive format	Y	May require use of configurable reporting tools
2.1.64	Provides the ability to run real-time trial balances, revenue and expenditure ledgers, encumbrances, and project activity reports	Y	
2.1.65	Provides and maintains reports required by Federal and State mandates, including the Schedule of Expenditures of Federal Awards, Schedule of Expenditures of State Awards	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no

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#	Requirement	Response Code	Response/Comments
			additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
2.1.66	Provides automated, flexible, and efficient month-end and year- end reporting, including on key metrics (i.e., monthly expenditures by department, number of purchase orders, paychecks, AP payments, etc.)	Y	Some may require use of configurable reporting tools
2.1.67	Provides the ability to download transaction data to and upload data from Microsoft Excel	Y	
2.1.68	Supports standard financial reporting methods/reports including: - Modified Accrual - Full Accrual (Enterprise and Internal Service) - Government Wide (Full Accrual) (ability to process "no-post" GASB 34 conversion entries) - Budget Basis (Modified Accrual with custom exclusions of accounts) - Enterprise and Internal Service Statement of Cashflows - Ability to process "no-post" entries as part of fund financial statement preparation - Budget to Actual Fund Financials - Ability to update and maintain statistical data - Ability to assemble the ACFR for publication in a format that allows eligibility for the GFOA award Note disclosure and Management Discussion & Analysis requirements (ACFR): System automatically updates numbers in the reports when journal entries are posted	Y	Several standard reports, optionally proposed ACFR Statement Builder, and configurable reporting tools are available.

2.2. Budgeting

The solution should provide an automated electronic Operating and Capital Improvement Program (CIP) budget process with decentralized entry, workflow, and related notifications/alerts. It must track budget revisions and support mid-year amendments, support multiple year budgets and multiple year revenue and budget projections. Specific requirements are listed below.

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#	Requirement	Response Code	Response/Comments
General			
2.2.1	Provides full integration with Microsoft Excel for budget development (i.e., worksheet export to Excel, data imported from Excel, Excel-based forecasting, etc.)	Y	Imports and exports/reports
2.2.2	Provides a dashboard view for the City's budget function - Includes ability to limit view access to certain budget-related tasks	Y	Hub
2.2.3	Provides capability for multi-year budgeting, including object, justification, and description fields for each budgeting year	Y	
2.2.4	Provides the ability to support onscreen entry, version management, and export/import functionality	Y	
2.2.5	Allows document attachment at the budget line-item level; attachments must stay with the line item through various budget versions and remain available as budgets are closed	Y	Via Content Manager
Budget Setup / Entry			
2.2.6	Provides the ability to complete the budget process within a single solution, including operating budgets, position budgets, grants, debt, and capital budgets	Y	
2.2.7	Supports creation of budget levels (i.e., Department level, Budget Team level, Finance Level, City Manager level, City Council level) - Including budget entry at the department level	Y	Up to 20 budget levels can be defined
2.2.8	Provides the ability to track multiple budget versions / budget scenarios (i.e., Department Head "requested" version, Budget Division Review, City Manager "proposed accepted" version, "Council approved" version, etc.)	Y	
2.2.9	Provides capability for multiple budget development methods, including zero-based, prior year actuals, etc. - Includes the ability to apply increase or decrease factors down to the object level	Y	
2.2.10	Provides the ability for negative amounts to be entered	Y	
2.2.11	Supports workflow for budget entry, review and approval within each Division or Department	Y	

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#	Requirement	Response Code	Response/Comments
2.2.12	Secures access to accounts (i.e., funds, departments, objects, object categories, etc.) for budget entry based on roles/logins and specific dates	Y	
2.2.13	Allows for "base budget package" budgeting with the ability to group items together, capture attributes (e.g., optional or type) and add/remove items (single or in groups) at any established budget level	Y	
2.2.14	Allows departmental entry of budget requests, including justifications, comments, attachments, and background data related to requests; this information must stay with line-item entries through budget level-up cycles	Y	
2.2.15	Provides options for entering multiple items to a single account	Y	Budget detail
2.2.16	Provides the ability to gather internal service funds proposed budgets and calculate ISF charges by end user Department / Division based on established formulas (user defined formulas)	N	
2.2.17	Supports budget entry at the Division, department, object and fund levels, including the use of sub-fields (e.g., object code Professional Services – ability to enter each prof service contract in a "sub" field / table and have it sum the total into the line item for Professional Services)	Y	Sub field assumes use of budget detail
2.2.18	Supports the creation of automated budget allocations by fund, department and/or account according to user-specified requirements	N	
2.2.19	Provides the ability to capture internal notes on budget records	N	
Budget Process Management			
2.2.20	Provides the ability to define a maximum or target budget amount per fund, department, division, object, and report against the defined maximum	Y	
2.2.21	Provides the ability to capture budget-related notes for internal (Budget division) access only	N	

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#	Requirement	Response Code	Response/Comments
2.2.22	Provides the ability to distribute budgets across different funds as needed	Y	
2.2.23	Provides the ability to control budget rollups at multiple levels	Y	
2.2.24	Provides status tracking relative to departmental budget approvals	Y	
2.2.25	Calculates projected fund balances automatically for the current fiscal year and five out-years, rolling the ending fund balance from the previous year to the beginning fund balance of the next year. (i.e., reflecting reserves based on an established (subject to change) calculation, revenues, expenses, and inter-fund transfers that would result in an ending fund balance, initial beginning fund balance is based on actual fund balance from the previous year.) - Includes the ability to modify beginning fund balances manually	Y	
Budget Adjustments			
2.2.26	Provides support for budget adjustments and provides option to change budget-formatting from building on last year's actuals to seed-based budgeting	Y	
2.2.27	Provides the ability to process mass changes to various accounts during and outside of the budget process, such as departmental or citywide reorganizations	Y	
2.2.28	Provides the ability to supports mid-year budget amendments and continuous mid-year adjustments	Y	
2.2.29	Supports tracking budget changes across budget levels and between funds	Y	
2.2.30	Provides the ability to request end-year budget carryovers prior to June 30 each year	Y	
Budget Analysis			
2.2.31	Provides support for budget scenario development, including the ability to apply "what if"/factor scenarios across funds, departments, programs, and/or objects for all budgeting/forecasting years (e.g., five year budget forecasts)	Y	

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#	Requirement	Response Code	Response/Comments
2.2.32	Provides the ability to define and use statistics (e.g., invoices paid, recruitments completed, etc.) as performance measurements	Y	Via optional Priority Based Budgeting
2.2.33	Provides the ability to view budget-to-actuals in real-time with drill-down capabilities	Y	
2.2.34	Provides the ability to report on justification comments by budget line item	Y	
2.2.35	Provides the ability to enforce budget control for expenditures according to City-defined requirements (i.e., from a requisition, purchase order, AP or GL entry)	Y	
2.2.36	Provides the ability to allows users to change key underlying assumptions to impact forecasts	Y	
Position/Personnel Budgeting			
2.2.37	Provides the ability to budget based on "locked down" position control settings	N	Need more information detailing use case.
2.2.38	Provides the ability for labor cost budgeting - Including the ability to vary the underlying assumptions for different labor groups	Y	
2.2.39	Provides the capability for labor cost projections and supports comparisons against actual labor costs	Y	
2.2.40	Provides the ability to add/delete/reallocate/move positions between operating divisions, and updates proposed budget with those changes	Y	
2.2.41	Provides support for longevity calculations	Y	
2.2.42	Provides the ability to allocate employee costs by percentage to multiple account strings	Y	
2.2.43	Provides the ability for budgeting of vacant positions	Y	
2.2.44	Supports position-based budgeting (Option for hours/FTE instead of dollars) to allow for analysis of changes to various factors e.g., FTE counts, COLAs, CPI)	Y	
2.2.45	Provides the ability to apply across-the-board budget adjustments by MOU/bargaining unit	Y	
2.2.46	Provides filled and vacant position budgeting processes for updating the budget to reflect changes for such things as:	Y	

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#	Requirement	Response Code	Response/Comments
	- Position title and employee assigned to position - Maximum, mid and minimum salary range - Current salary - Evaluation date - COLAs and merit increases - Special pay (e.g., bilingual pay, phone, or car allowance) - Adjustments to benefit cost - Other misc. personnel related rate adjustments Ad hoc personnel costs (e.g., other post-employment benefits (OPEB), pension-pay off, and one-time costs). Updates should be available for all or group of positions		
2.2.47	Provides personnel budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to variable benefits, updates to fixed benefits, and other misc. personnel related rate adjustments	Y	
2.2.48	Provides the ability to add, delete, and/or revise positions being budgeted and mark/identify changes or at least that the position was changed	Y	
2.2.49	Provides options for FTE allocations to be based on hours, percentages, etc.; FTE allocations should also be able to be split across multiple funds while at the same time being split by hours and/or percentages between divisions	Y	
Capital Budgeting			
2.2.50	Provides the ability to budget Capital Improvement Program projects as single year or over multiple years	Y	
2.2.51	Provides the ability to automates roll-forward for selected operational and multi-year Capital Improvement Program (CIP) project budgets	Y	
2.2.52	Provides ability to link capital / project budgets to contract limits	Y	
Inquiries and Reports			
2.2.53	Provides the ability to generate automated month-end budget reports following period closes	Y	Via scheduled reports

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#	Requirement	Response Code	Response/Comments
2.2.54	Provides the capability to generate multi-year budget to actual reports	Y	
2.2.55	Provides the capability to review current and prior budget amounts by year	Y	
2.2.56	Provides the ability through a real time interface between the budget application and the application that prepares the budget document to update tables, charts, etc. in the budget document as numbers are revised in the budget application	T	Via optionally proposed third-party PatternStream
2.2.57	Provides the ability to create, edit, and print a budget document through Microsoft Office applications, Adobe, or another application based on data in the budget module including the following: - Ability to create, edit, and/or revise charts (e.g., bar, line, pie, etc.,) - Supports dynamic sizing of text, tables, and charts on a page - Ability to add images/pictures - Provides free form space for narrative text - Provides fields to identify and link goals to budget data	T	Via optionally proposed third-party PatternStream
2.2.58	Supports publication of the budget document online in an interactive format	T	Via optionally proposed third-party PatternStream
2.2.59	Provides the ability through the application that prepares budget document to draft written/text information (e.g., introduction, analysis, etc.)	T	Via optionally proposed third-party PatternStream
2.2.60	Integrates or interfaces with budget application for budget data used in tables, charts, and text format that allows eligibility for GFOA award	T	Via optionally proposed third-party PatternStream
2.2.61	Provides the ability to track G/L trial balance details in relation to budgets	Y	

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2.3. Contract Management

The solution should provide functionality to manage contracts. It should track and manage contract status information over the life of the contract. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.3.1	Provides the ability to track aggregate contract awards to multiple vendors, including the ability to track amounts spent with each vendor to ensure that overall contract limits are adhered to	Y	
2.3.2	Provides the ability to establish contracts with any term (i.e., start and end dates) within or across fiscal years	Y	
2.3.3	Provides the ability to manage citywide contracts without specific encumbered amounts for multiple departments' use Ideally, Purchasing would identify specific departments allowed to use contract, including allocating amounts to each, but not encumbering funds to allow for use of various funding sources; releases/orders against contract should still be reflected in real-time	Y	This is partially supported. The contract itself would have a specific Purchasing Department associated with it, but users in other organizational departments can have access to the contract. Contracts do not have to encumber funds. Change Orders reflect on the contract when posted.
2.3.4	Provides the ability to alert/notify City employees of in advance of expiring contracts/agreements, insurance documents, etc.	Y	
2.3.5	Provides the ability for purchase orders to validate against contracts for appropriate user, G/L account, amount, department, date, etc.	Y	
2.3.6	Provides the ability to post contract documents with tracking of access to public web	N	Contract information can be published to the vendor portal and would be accessible to the vendor listed on the contract. This is not a public facing process as the vendor must log into Vendor Access using credentials they established. If a contract is “printed,” a PDF record of the contract may be emailed to the vendor along with associated attachments.
2.3.7	For capital projects, provides the ability to require that a contract has been entered before a purchase order may be issued	Y	Manually via workflow

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#	Requirement	Response Code	Response/Comments
2.3.8	Provides the ability to record and track contract limits at user specified levels over the life of the contract	Y	Manually via workflow
2.3.9	Provides the ability to generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing	Y	From Vendors or Commodities/Items programs, users can access associated contract/pricing.
2.3.10	Provides the ability to alert staff when contract limits are approaching	Y	
Contract Setup			
2.3.11	Provides the ability to track and view payments against a contract or purchase order	Y	
2.3.12	Provides the ability to reflect credits applied by accounts payable and make appropriate amount updates automatically to contract balances (and to related purchase orders)	Y	AP Invoices supports entering a credit memo. The credit memo can update the expended amount on a Contract or the liquidated amount on a PO. Once posted, the credit memo remains "unpaid" until other invoice activity offsets it to create a net positive payment to the vendor.
2.3.13	Provides the ability to record service performance against a contract	Y	Via Milestones
2.3.14	Provides the ability to purge contracts on a given schedule	N	
Workflow			
2.3.15	Provides the ability to notify vendor and send renewal notice letter for their approval, to initiate renewal process for City - Including the ability to include a copy of current pricing for their reference and updates	Y	A contract, with associated documents, can be sent to a vendor for signature using Tyler Signature Service integration with DocuSign (proposed as optional). Also, using Tyler's Notify solution, vendors may be sent scheduled notifications based on a "campaign" initiated by the organization. This integrates with Enterprise ERP for notifications related to expiring insurance certificates. Notify could also be used as a stand-alone for communications campaigns to vendors for other reasons.
2.3.16	Provides the ability for changes in contract dollar amount to trigger workflow, including that the approval process can be routed by department, contract type or amount	Y	
Retention			
2.3.17	Provides the ability for auto calculation of retention amounts by task, by percentage complete, and by dollar amount	Y	Contract retainage schedules are calculated by percent based on payment amounts, but AP Withholding Types can be set up for specific purposes and associated with a vendor. Withholding can be

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#	Requirement	Response Code	Response/Comments
			configured by percent or flat amount. A minimum invoice amount can be set for when withholding starts. Min/Max threshold amounts may able be established by vendor. Both Contract Retainage and AP Withholding can be overridden or amounts modified by an AP clerk with sufficient permissions during entry of the invoice.
2.3.18	Provides the ability for multiple rates of retention based on project progress	Y	
Inquiries and Reports			
2.3.19	Provides the ability to track and view contract balances remaining	Y	
2.3.20	Provides the ability to track progress payments	Y	
2.3.21	Provides the ability to view all REQs/POs, payments, credits, and vendor history associated with the contract	Y	
2.3.22	Provides the ability to track and view contract pricing tables	N	
2.3.23	Provides the ability to report on contracts against which no purchase orders have been entered	Y	May require use of configurable reporting tools

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2.4. Procurement/Purchasing

The solution should provide fully integrated functionality supporting a range of purchasing methods from requisition through issuance of the PO. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.4.1	Provides the ability to allow electronic forms requests with workflow enabled review and approvals	Y	Via requisitions
2.4.2	Provides the ability to support vendor groups and commodity codes for efficient analysis and procurement searches	Y	
Requisitions			
2.4.3	Provides the ability to link requisitions to contracts	Y	
2.4.4	Provides the ability to perform budget checking during requisition, PO creation, and invoice processing, including related sales/use tax amount	Y	
2.4.5	Provides the ability to add custom requisition entry fields	Y	
2.4.6	Provides the ability to expedite data entry of recurring/annual requisitions (i.e., duplicate a requisition from one year to another year)	Y	Not recurring, but requisitions can be copied
2.4.7	Provides the ability to attach documents to requisitions	Y	Via Content Manager
2.4.8	Provides options to encumber at the requisition and PO levels	Y	Encumbrance occurs at PO level and pre-encumbrance at requisition level
2.4.9	Provides the ability during requisition entry to alert/inform the user if the vendor has open blanket purchase orders	N	
2.4.10	Provides the ability to add a new vendor when creating a requisition	Y	
2.4.11	Provides the ability to create a requisition without selecting an existing vendor	Y	
2.4.12	Provides real-time indication if invalid data is entered during requisition entry	Y	
2.4.13	Provides the ability to copy an existing requisition	Y	
2.4.14	Provides the ability to enforce a “hard stop” if the requisition fails budget check, invalid account, and/or invalid vendor - Includes the ability to override, with proper authorization	Y	GL permissions can be set to prevent posting over budget, invalid accounts cannot be entered, and while requisitions do not require a vendor, if one is entered, it must be valid.

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#	Requirement	Response Code	Response/Comments
2.4.15	Provides the ability to automatically route a requisition to an approver based on the originator of the requisition (e.g., departmental, object code)	Y	
2.4.16	Provides the ability to route the requisition to different levels in the workflow	Y	
2.4.17	Provides the ability to reject the requisition and send back to originator with comments at any level during approval workflow	Y	
Encumbrances			
2.4.18	Provides the ability to show pre-encumbrances/commitments (no ledger transaction) and encumber amounts related to requisitions and purchase orders	Y	Requisitions are posted as pre-encumbrances and POs are posted as encumbrances; overbudget permissions and workflow can be setup via GL and Budgeting.
2.4.19	Provides the ability to automatically reverse pre-encumbrance/commitment and encumbrance amounts as appropriate, modifications (PO is reduced/decreased) when a PO or requisition is cancelled or closed	Y	
2.4.20	Provides real-time access to PO information related to encumbrances	Y	
2.4.21	Provides the ability to encumber at various account/org structural levels (i.e., departments, account groups, accounts, funds, funding sources, etc.)	N	Encumbrances may only occur at the account level.
2.4.22	Provides the ability to submit encumbrance master listing by account number	Y	
2.4.23	When rolling over encumbrances at year-end, provides capability to track rollover amount separately from other budgeted amounts (e.g., rollover into a designated / separate amount field)	Y	
Purchase Orders (POs)			
2.4.24	Provides the ability to update the solution's default PO template, including Terms and Conditions	Y	Backers on the Enterprise Forms PO template used for output.
2.4.25	Provides the ability to copy POs, including across fiscal years	N	Requisitions can be copied and converted to POs but POs themselves cannot be copied.
2.4.26	Provides the ability to attach supporting documents to POs	Y	Via Content Manager
2.4.27	Provides the ability to modify a recurring PO	Y	Any previously posted purchase order may have a change order entered against it.

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#	Requirement	Response Code	Response/Comments
2.4.28	Provides the ability to attach different terms and conditions depending on type of PO (e.g., standard or open/blanket)	Y	
2.4.29	Provides the ability to require / add City Manager and City Attorney signatures and workflows for POs over a specified dollar threshold and under other special circumstances	Y	Via workflow
2.4.30	Provides the ability to link POs to contracts/agreements	Y	
2.4.31	Provides the ability to add zero-dollar line items and apply discounts (negative amounts/percentage discounts, etc.) to POs	Y	Discount %
2.4.32	Provides the ability to have a single PO associated with multiple departments, projects, and / or funding sources	Y	
2.4.33	Provides the ability to issue POs using a variety of units of measure	Y	
2.4.34	Provides an option for PO numbering to be user defined or system generated	Y	
2.4.35	Provides the ability to support annual, blanket, multi-year, and multi-department PO types	Y	
2.4.36	Supports multiple line items per PO with the option of associating different G/L strings within each line by amount and percentage	Y	
2.4.37	Provides the ability to identify asset tag numbers for each capital asset-related line item on a PO	Y	Tag number can be defined on each asset
2.4.38	Provides the ability to capture internal or external justifications, notes, or comments on PO, including reason(s) for rejection - Internal comments must only be visible to City staff members	Y	
2.4.39	Provides the ability to define which users are authorized to override established PO limits	Y	
2.4.40	Provides real-time expense tracking on all POs, including blanket POs	Y	
2.4.41	Provides the ability to prevent a PO from being issued to an inactive vendor	Y	
2.4.42	Provides the ability to email the POs to more than one email address, with copy sent to Buyer	Y	Configured as delivery definitions that use output templates created in Enterprise Forms.
2.4.43	Provides real-time access to PO status including approval status and location in the queue (i.e., on screen, via dashboard, report, etc.)	Y	

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#	Requirement	Response Code	Response/Comments
2.4.44	Provides real-time access to PO information related to balances, adjustments, and postings	Y	
2.4.45	Provides the ability to automate PO initiation after contract is awarded	Y	
2.4.46	Provides the ability to track and display open POs and supports the maintenance of open POs over multiple years	Y	
2.4.47	Provides the ability to issue Change Orders to a previously issued PO - Includes workflow for review and approval - Includes the ability to update/change the associated Vendor ID and/or the Vendor's Tax ID if the vendor makes a change	Y	
2.4.48	Provides the ability to receive PO line items fully and partially as needed	Y	
2.4.49	Provides the ability to track a PO through the return process	Y	
2.4.50	Provides the ability to track PO spending against a contract	Y	
2.4.51	Provides the ability for staff to request releases against blanket/open POs for departmental approval and Purchasing approval over certain dollar thresholds to track real-time spend against POs (not only payments made against POs)	Y	
2.4.52	Provides the ability to automatically close a PO when the order has been satisfied	Y	
2.4.53	Provides the ability to "short close" (for open amounts less than the original PO amount)	Y	
2.4.54	Provides the ability to mass close POs based on user defined parameters (e.g., at the end of the fiscal year)	Y	
2.4.55	Provides the ability to modify current an open PO, including to increase the PO amount	Y	
2.4.56	Provides the ability to track contingency spending if available for an awarded PO, and to reflect as a PO revision - Note that this type of PO revision should be available for viewing only to City staff – vendors should not see such PO revisions	W/C	For POs, this is not a native feature in Enterprise ERP. A PO Change Order could be used to add contingency amounts where the PO is not "reprinted" for delivery of the revised PO to the vendor. Contingency amounts are available on contracts where visibility and invocation is role permission based.
2.4.57	Provides the ability to request change orders and track change order numbers, amount for each as well as cumulatively	Y	

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#	Requirement	Response Code	Response/Comments
	- Including workflow for department and Purchasing review and approval		
2.4.58	Provides the ability to cap/reject change order requests at certain PO/contract percentage or amounts according to City guidelines - Note that guidelines may be updated periodically	Y	Via workflow
2.4.59	Provides the ability to automatically generate POs from established 3rd party online store (e.g., Staples) via "punch-out" ordering process	Y	Via eProcurement
2.4.60	Provides the ability to combine multiple requisitions on one PO	Y	
2.4.61	Provides the ability to adjust taxable amounts at individual lines	Y	
2.4.62	Provides the ability to categorize requisitions and POs as user defined types. (i.e., regular requisition vs. blanket PO, sole source, emergency, cooperative, etc.) and allow Buyers to override purchase type	Y	
2.4.63	Provides the ability for authorized users to bypass the requisition process and get a PO number in emergency situations with appropriate audit controls, including an audit trail	Y	
2.4.64	Provides the ability to release encumbrances when a requisition or PO is closed or cancelled	Y	Pre-encumbrances – requisitions; Encumbrances – POs
2.4.65	Provides the ability for a Purchasing Manager to assign requisitions to Buyers	Y	
Purchasing Cards (P-Cards)			
2.4.66	Provides effective p-card management functionality and controls, including ability for integration with US Bank	Y	Via standard p-card import
2.4.67	Supports managing p-card usage, processing of related payments in coordination with bank and ability to load detailed transactions	Y	
2.4.68	Provides accommodation for an expanded p-card purchase description	Y	
2.4.69	Provides the ability to notify p-card holders via automated email of the available batch of p-card transactions awaiting updates	Y	
2.4.70	Provides the ability to split p-card transactions by fund, department and/or account specific transaction types	Y	
2.4.71	Provides the ability to generate p-card transaction reports by department and/or cardholder name	Y	

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#	Requirement	Response Code	Response/Comments
Year End			
2.4.72	Provides the ability to define period close and roll-over dates at system and module level	N	System level only.
2.4.73	Supports year-end activities such as PO closure and the ability to roll POs to the new fiscal year, including providing a facility for departmental managers to identify which POs should be carried forward into a new year and appropriate treatment of carryover budget amounts	Y	
2.4.74	Provides the ability for users to enter effective-dated purchase requisitions for the new fiscal year prior to the start of that fiscal year	Y	
2.4.75	Provides real-time access to PO-related information, including encumbrances, balances, adjustments, and postings	Y	
2.4.76	Provides a report or dashboard alert of POs with no activity for a user defined period	Y	May require use of configurable reporting tools
Document Management and Workflow			
2.4.77	Supports document scanning and attachment, and makes documents accessible throughout the procurement process (i.e., requisition, PO, packing slips, etc.)	Y	Via Content Manager
2.4.78	Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount	Y	
2.4.79	Provides options for sending PO documents to vendors - Including printed/mailed, emailed, and via vendor self-service portal	Y	
Inquiries and Reporting			
2.4.80	Provides the ability to inquire and export reports in Excel and PDF formats for the above by search fields that include but are not limited to the following: - Date of Document (Req/PO/Contract) - Department/Division - Requester Name - Requisition/PO/Contract number - Vendor	Y	Some fields/combinations of fields may require use of configurable reporting tools

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#	Requirement	Response Code	Response/Comments
	- Amount - Description - Related Account Numbers - Payments/invoices applied - Receipt status/date - Received by information (Name) - City Council approval date and Staff Report Item - Related Bid/RFP number		
2.4.81	Provides the ability to generate quarterly reports with the following fields for specified date ranges: - Type of procurement document/transaction (P-card, PO, Contract, Blanket/Open PO) - PO/Contract number - Date of transaction/document - Total amount - Department - Project Title/general description of items	Y	May require use of configurable reporting tools
2.4.82	Provides detailed report with approvals, requisition and GL information	Y	May require use of configurable reporting tools

2.5. Vendor Management

The solution should provide the ability to maintain vendor information to process payments and track information related to doing business with the City. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.5.1	Provides the ability to make use of one-time vendors	Y	
2.5.2	Provides the ability to track insurance requirements and related documents needed for doing business, including business licenses.	Y	Via attachments in Content Manager
2.5.3	Provides the ability to automate upcoming Certificate of Insurance expiration notifications	Y	Via Hub

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#	Requirement	Response Code	Response/Comments
2.5.4	Provides the ability to send vendors emails, either individual or to all for mass communications	Y	Would require Tyler's Notify solution for creating and managing a communications campaign.
2.5.5	Provides ability to complete vendor name changes	Y	
2.5.6	Supports the use of employee bank information for employee reimbursements (e.g., travel expenses)	Y	
2.5.7	Provides the ability to search vendors by commodity codes	Y	
Vendor Self Service			
2.5.8	Provides a vendor self-service portal with functions that include the ability to: - Submit requests to become "registered" vendors - Identify vendor contacts - Upload and submit documents (i.e., invoices, w-9, licenses, insurance certificates, banking information, etc.) - Select / designate related commodity codes - Designate remit-to address(es) - Designate preferred communication methods, including provision of related email address or phone number - Make changes to address, phone, primary contact, etc. - Check invoice/payment status - View transactional history associated with purchase orders (POs) - Submit change requests	Y	Vendor Access
2.5.9	Provides the ability for multiple DBAs for one legal name	Y	
2.5.10	Provides the ability to add multiple contacts for a vendor, including the ability to designate a primary contact	Y	
2.5.11	Provides the ability for multiple vendor's addresses to be stored	Y	
2.5.12	Provides the ability to establish payment terms for vendors within 30 days	Y	Configured on vendor record
2.5.13	Prevents duplicate entry of vendor records (i.e., duplicate use of taxpayer id/SSN, company name, etc.)	Y	SSN/EIN only

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2.6. Accounts Payable

The solution should support payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, retirees, and other agencies. The solution should apply appropriate controls over all payments. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.6.1	Provides the ability for a decentralized invoice intake, including ability to view information such as department name, agreement number, PO number, material release - Includes automated workflow for review and approval	Y	
2.6.2	Provides intuitive/shortcut end user access to check the status of all open invoices	Y	
2.6.3	Provides the ability for departments to review and approve open invoices, provide agreement number, PO number, provide validated GL coding - Includes automated workflow to obtain necessary approvals, and submit payment request to Accounts Payable	Y	
2.6.4	Provides the ability to notify departments of received invoice if received centrally	N	
2.6.5	Provides the ability to implement three-way matching of the PO, invoice, and receipt	Y	
2.6.6	Provides the ability to manage vendor invoice credits and voided checks with associated adjustments to encumbrances, G/L and PO balances	Y	
2.6.7	Provides the ability to view the status of open invoices at different stages of the invoice approval process and payment issue	Y	
2.6.8	Provides the ability to identify duplicate invoice numbers from a single vendor	Y	
2.6.9	Provides the ability to include/attach supporting vendor records to digital invoice including bill of lading, packing slip, etc.	Y	Via Content Manager
2.6.10	Provides the ability to alert staff if a related PO exists for the vendor at invoice input	Y	
2.6.11	Workflow approval includes routing to multiple levels of management and notifications	Y	

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#	Requirement	Response Code	Response/Comments
2.6.12	Provides the ability to designate an alternate approver in the event the assigned approver will be out of the office/on leave	Y	
2.6.13	Provides the ability to issue employee reimbursements through the Accounts Payable module	Y	Via Employee Expense Reimbursement (proposed as optional)
Payment Calculation			
2.6.14	Provides the ability to make partial payments against an invoice	Y	
2.6.15	Provides the ability to automatically alert staff of available payment discounts	Y	If a vendor record has payment terms configured with a discount, the discount will automatically apply to the invoice during entry if the terms are met. This can be manually overridden by the entry clerk if necessary.
2.6.16	Provides the ability for the automatic calculation of shipping fees and taxes owed	Y	Shipping costs can be configured on the vendor or manually entered per invoice. Taxes can be configured globally and on the vendor.
2.6.17	Provides the ability to automatically calculate retainage using the percentage indicated on a purchase order	Y	
2.6.18	Provides the ability to remit retention amounts previously withheld	Y	
2.6.19	Allows payments that can be scheduled over a period and with associated tracking of payment terms	Y	
2.6.20	Allows for the tracking, deduction, and reporting of vendor garnishments, and withholdings	Y	
2.6.21	Allows for management, security (i.e., user restrictions or redaction) and payment of various claims	Y	This could be controlled via workflow.
2.6.22	Provides the ability to allocate pre-payment amounts across accounting periods (i.e., for software maintenance agreements)	Y	
2.6.23	Provides the ability to include sales and use tax owed if the vendor did not include the amount on the invoice	Y	
2.6.24	Supports digital submission of miscellaneous payment requests (check req/direct request for payments, including associated workflow)	Y	Assumes use of electronic invoicing; otherwise, additional information is needed.
Payment Process			
2.6.25	For multi-line-item POs, allows selection of one or more of those line items during invoice processing	Y	
2.6.26	Provides the ability to generate Positive Pay files	Y	
2.6.27	Provides the ability to support processing of 1099s and 1099 reporting requirements	Y	

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#	Requirement	Response Code	Response/Comments
2.6.28	Allows for split vendor reporting and provide 1042-S international vendor reporting, current process is manual	N	Not currently, but planned for upcoming release. Future Functionality, when and if provided, will be released on the same timeline as the functionality is made generally available to customers under a maintenance agreement with Tyler. If a customer requires that such functionality be committed to within the contract, the functionality will be treated as a custom modification, payable by the customer.
2.6.29	Provides the ability for EFT/ACH and credit card payments utilizing bank services to vendors with notification that payment was sent - Including the ability to issue ACH payments from various bank accounts	Y	
2.6.30	Provides the ability to alert staff for previously entered invoices that are aging and where penalties may apply for late payments	Y	
2.6.31	Provides the ability to submit travel and employee reimbursement requests via automated workflow	Y	Via Employee Expense Reimbursement (proposed as optional)
2.6.32	Provides the ability to attach documents supporting travel request and employee reimbursement	Y	Via Content Manager and Employee Expense Reimbursement (proposed as optional)
2.6.33	Provides the ability to drill down from a payment to view a related purchase order, invoice, or other related documents	Y	
2.6.34	Supports the creation of automated splits by fund, department and/or account according to user-specified requirements	Y	Via Allocation Codes
2.6.35	Supports virtual cards (ePayables) that act as electronic payment alternatives to paper checks	Y	Via ACI payment method (depends on bank offering) or Tyler Disbursements feature of the AP Automation integration with EERP
2.6.36	Provides the ability to process transactions for one-time vendors	Y	
2.6.37	Provides the ability to process holdback or progress payments	Y	Vendor retainage for holdback portions of payment is supported.
2.6.38	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Y	This applies to Accounts Receivable and General Billing rather than AP.
2.6.39	Provides the ability to post transactions via AP with valid GL information	Y	
Check Generation			
2.6.40	Provides document storage and will create a PDF rendering of checks as part of processing with user security integration.	Y	Via Content Manager

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#	Requirement	Response Code	Response/Comments
2.6.41	Check rendering should provide the ability to see invoice number and PO number.	Y	
2.6.42	Checks are stored with references ID to financial transactions at all levels, including purchase orders	Y	
2.6.43	Provides the ability to generate more than one check for a vendor during a check process	Y	
2.6.44	Provides the ability for multiple page checks if necessary	Y	
2.6.45	Provides the ability to generate individual checks outside of the normal check processing schedule	Y	
2.6.46	Provides the ability to reinstate the purchase order and reinstate the encumbrance after voiding a check	Y	
2.6.47	Provides "stale check" processing support, including the ability to identify candidate checks, to designate these as "unclaimed property", and to generate the appropriate cash and liability account entries, etc.	Y	
2.6.48	Provides the ability to record wire transfer transactions without processing them as manual checks	Y	
2.6.49	Provides the ability to track the payment status of checks (issued, cashed, written off to unclaimed property)		
2.6.50	Provides the ability to backdate canceled checked/reissues at fiscal year-end	Y	Assuming the fiscal year has not been closed
2.6.51	Provides the ability to generate check copies with necessary watermark (e.g., "COPY")	Y	
2.6.52	Provides the ability to prevent issuance of duplicate checks	Y	
2.6.53	Provides the ability to store electronic copy of checks, including the ability to access the document image and backup documentation (purchase order) from within the ERP - Images should state "VOID" across check	Y	
Reporting			
2.6.54	Supports flexible vendor search and reporting (invoices by vendor, vendor name, vendor checks, check data history)	Y	Some may require use of configurable reporting tools
2.6.55	Provides the ability to support read only access (security setting) to Vendor Maintenance for AP Staff	Y	
2.6.56	Provide the ability to generate active system notifications for invoice status	Y	Workflow notifications

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#	Requirement	Response Code	Response/Comments
2.6.57	Provides the ability to generate a real-time AP Aging Report	Y	
2.6.58	Provides the ability to generate a Payment History Report, including but not limited to related GL information, PO Number, Agreement Number	Y	

2.7. General Billing (Accounts Receivable)

The solution should support invoicing of various entities including, but not limited to, citizens, former employees, businesses, and other governmental entities. It should support invoicing for a variety of items such as false alarms, grants, property damage, COBRA, miscellaneous items, and services. It should record receivables and payments against customer accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.7.1	Provides a public-facing Customer Self-Service Portal through which customers may establish authenticated accounts (with City review and approval), and view and pay invoices	Y	Resident Access
2.7.2	Provides the ability to define an invoice entry template for staff to initiate invoice process in a centralized or decentralized manner	Y	
2.7.3	Provides the ability to issue an invoice that is tied to GL transactions	Y	
2.7.4	Provides the ability to link multiple customers numbers to a single customer	Y	
2.7.5	Provides the ability to search receivable amounts by customer, customer account number, invoice number, citation number, cite address, mailing address, accounting units and project numbers	Y	
2.7.6	Provides a public portal for customer self-service to view account balances, view download and print billing invoices/statements, update billing addresses, make payments of multiple types, etc.	Y	
2.7.7	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information (barcoding on invoices)	Y	
2.7.8	Offers document storage and will create a PDF rendering of invoices as part of processing with link to transaction (The PDFs are then stored within the ERP with references to the transaction)	Y	Via Enterprise Forms and Content Manager

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#	Requirement	Response Code	Response/Comments
2.7.9	Provides the ability to edit invoice details, including invoice amounts, following invoice creation	Y	
2.7.10	Invoices and miscellaneous receipts have full G/L integration and prepares G/L journal transactions for proofing and posting	Y	
2.7.11	Provides the ability for effective dating invoices with the ability to bill in future periods or in arrears	Y	
2.7.12	Provides the ability to bill for benefit reimbursement (payroll), cost recovery (projects), work orders and inter-departmental billing	Y	
2.7.13	Provides the ability to generate a variety of miscellaneous bill types	Y	
2.7.14	Provides the ability for the City to define multiple invoice formats, including invoices with quantity and rate (including additional fields to annotate individual charges).	Y	
2.7.15	Provides the ability to manage business licenses for the City, including standard workflow, customizable calculations, online payments, and reporting across the platform.	Y	
Invoice Generation			
2.7.16	Provides the ability to import invoice details via an Excel/CSV file or comma-delimited file	Y	
2.7.17	Provides the ability to generate multiple invoice types (e.g., Miscellaneous Receipts, Grant Reimbursements)	Y	
2.7.18	Provides the ability to generate bills with installments and to provide reports to identify installment plans	Y	Recurring invoices
2.7.19	Provides the ability to add user-defined messages to invoices and statements	Y	
2.7.20	Provides the ability for off-cycle, regular batch bill and mass batch bill runs	Y	
2.7.21	Provides the ability for recurring invoices (e.g., lease statements) on an interval basis with set dates or a duration of time (i.e., weekly, monthly)	Y	
2.7.22	Provides the ability to maintain multiple (e.g., more than one) effective-dated fee schedules	Y	
2.7.23	Provides the ability to add fees, penalties, or interest to invoices	Y	
2.7.24	Provides the ability to update and change recurring invoices on as needed basis	Y	

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#	Requirement	Response Code	Response/Comments
2.7.25	Provides the ability to include staff costs when generating invoices related to projects, including ability to attach project activity	Y	Assumes use of interdepartmental billing if projects are for the City.
2.7.26	Provides the ability to automatically send invoices to customers via email	Y	
Payments / Payment Status			
2.7.27	Provides an option for payments to immediately affect customer account balances while batches are still open	Y	
2.7.28	Provides the ability to accommodate electronic payment processing	Y	
2.7.29	Provides the ability to handle ACH payments	Y	
2.7.30	Provides the ability to select from available invoices when applying payments	Y	
2.7.31	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Y	
2.7.32	Provides cashiering options to update customer account balances in real time	Y	Cashiering and Payment entry both show account balances before and after payments.
2.7.33	Provides the ability to track payments received by invoice at a dashboard level	Y	Customer level shows bills, payments, etc. separated by tabs.
2.7.34	Provides comprehensive NSF check processing including appropriate reversing of accounting transactions and application of fees as part of "level-one" collections prior to communication to sub/external systems. Then, communicating to sub/external systems to reverse payments, affect re-billing with additional charge(s), and associate these events with the customer's account	Y	Special conditions can be added at the time of payment reversal but an NSF fee can be added later via invoice adjustments. NSF fees can also be added at the time of the payment reversal depending on what is best for the Cities workflow. Workflow approvals can also be implemented here.
2.7.35	Provides the ability to view the payment status for an invoice based on invoice number	Y	
Refunds			
2.7.36	Provides the ability to generate refunds, including integration for payment through AP	Y	
Accounts Receivable Workflow			
2.7.37	Provides the ability to define workflow processes including automatic forwarding, including deadlines for completion, when a designated recipient is indicated as being out of the office	Y	
2.7.38	Provides electronic workflow to route initial invoice entry (individual or batch) document to user-defined reviewers and approvers before invoice	Y	

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#	Requirement	Response Code	Response/Comments
	is generated and receivable is established (i.e., ability to forward outside of workflow for approval) - Includes ability to route by department or G/L		
2.7.39	Provides the ability to generate invoices across costs centers (e.g., when multiple departments are involved in a special event, all department charges are included on the invoice)	Y	
2.7.40	Provides the ability to write off balances with a workflow approval process	Y	
Reporting and Inquiries			
2.7.41	Provides flexible real-time reporting capabilities including but not limited to the following - A/R Aging - Open Receivable Reminder Letter - Excel Cubes - Dashboards for collection/receivable information - Database Queries/Inquiry Screens	Y	
2.7.42	Provides statements of cumulative activity with fields for multiple customers, dates, payments, current balances due, etc. (vs. invoices only)	Y	
2.7.43	Provides the ability to automate notification for 30/60/90 past due notices	Y	Print invoices can be set up via scheduler to run with different selection criteria. Notify is also available to send text message notifications.
2.7.44	Provides the ability to send amounts 90 days past due to an external collection agency as well as generate a report for the invoices that have been sent to the collection agency	Y	
2.7.45	Provides the ability to search and display miscellaneous invoices	Y	Assumes an actual invoice is created. Any invoice that is created can be searched and displayed.
2.7.46	Provides accounts aging data sufficient to support collection activities	Y	
2.7.47	Provides the ability to filter on one or more invoices based on search criteria and print them	Y	
2.7.48	Provides the ability to accept electronic submission of invoices, and to track outstanding invoices	Y	Assumes the use of compatible file formats.
2.7.49	Provides the ability to track progress payments, invoices, and approvals	Y	
2.7.50	Provides on demand and interval-based (i.e., weekly) past due payments and aging reports with notifications	Y	

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2.8. Cash Receipts (Cashiering)

The solution should support a centralized cashiering module to collect and manage payment transactions (e.g., cash, checks, credit cards, electronic payments) from multiple locations on a daily basis. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.8.1	Supports immediate recognition of payments received by credit card, online or at the counter	Y	
2.8.2	Provides the ability to automatically calculate the "convenience fee" associated with the use of a credit card for payments	Y	
2.8.3	Supports multiple tender types (cash, check, credit card, etc.) in a single transaction	Y	
2.8.4	Provides the ability to associate a customer with a transaction / payment	Y	
2.8.5	Provides the ability to associate payments with different collection points / locations (i.e., over the counter, via the internet, etc.)	Y	Departments and sources are examples.
2.8.6	Provides for credit card chip reader, check endorser, document scanner, receipt printer, cash drawer and Pi/PCI compliance capabilities	Y	All supported via Cashiering, see current hardware matrix for a list of supported devices.
2.8.7	Provides the ability to interface with third party systems via a flat file or API	Y	Via compatible import files and/or proper leveraging of applicable API offerings.
2.8.8	Audit tracking for users/groups/transactions	Y	
Payments			
2.8.9	Provides the ability to integrate with bar code scanners to capture invoice details	Y	
2.8.10	Provides the ability to integrate with signature capture devices	Y	Supported via Cashiering
2.8.11	Provides the ability to display default values for certain payments (i.e., amount, quantity, etc.), including ability for cashier to override	Y	
2.8.12	Provides the ability to print receipts and forms for customer payments/transactions	Y	
2.8.13	Provides the ability for customization of receipt forms, including the use of custom fields	Y	May require Enterprise Forms
2.8.14	Provides the ability to void payments, including an appropriate workflow process for review	Y	

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#	Requirement	Response Code	Response/Comments
2.8.15	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information	Y	Scan line available for retrieval of billing information.
2.8.16	Provides for the ability to accept online payments for business licenses, Transient Occupancy Tax, permits, and other items	Y	
End of Day			
2.8.17	Supports the daily tracking and posting of transactions and deposit amounts by user, including payment type (i.e., cash, credit cards, checks, etc.) for end of day balancing and reconciliation	Y	
2.8.18	Provides the ability to track deposits in transit/cash in vault	Y	
2.8.19	Provides the ability to have multiple batches, but only one (1) cash drawer per workstation	Y	
Inquiries and Reports			
2.8.20	Provides daily reports to prepare deposit slips, track daily receipts (i.e. cash denominations, check totals, etc.)	Y	
2.8.21	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Y	
2.8.22	Provides the ability to track and report the number of specific types of transactions by certain time frame (i.e., the number of EFTs in a specific month or number of ACHs executed during year, the number of deposits on a specific date, etc.)	Y	May require use of configurable reporting tools
2.8.23	Provide the ability to create custom reports using data fields within the module	Y	Via use of configurable reporting tools
2.8.24	Provides the ability to access underlying data for reporting/analysis	Y	Via use of configurable reporting tools
2.8.25	System provides a reporting dashboard for collection activity	Y	

2.9. Developer Deposits

The solution should provide the capability to receive, track, and manage developer deposits via integration with the City's Infor system. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			

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#	Requirement	Response Code	Response/Comments
2.9.1	Provides the ability establish of trust / deposit accounts tied to specific projects, and issue a receipt for the deposit amount - Including ability to integrate deposit activity details (i.e., fees, project charges, and refunds) between the proposed financial solution and the City's Accela planning and permitting platform	Y	Accounts assuming use of standard GL accounts with projects tied to them. Payment Entry in Accounts Receivable and Cashiering both allow receipt of money and deposits. Integration would assume leveraging of applicable APIs and/or compatible import/export formats.
2.9.2	Provides the ability to charge project expenses against the project (i.e., staff time, public noticing, postage, etc.)	Y	
2.9.3	Provides the ability to track remaining balances in deposit or trust accounts and notify assigned staff and applicant when the balance approaches and/or falls below minimum balance limits (based on amounts or percentages) - Limits to be determined by City on a project-by-project basis	Y	Assuming balance is established budget
2.9.4	Provides the ability to complete a refund of remaining deposit amounts once a related project has been completed	Y	

2.10. Inventory Management

The solution should include an inventory/warehouse management function to track and manage inventory including location, cost, and counts. It must support multiple methods of valuation, and surplus disposal. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.10.1	System accommodates a centralized inventory management system that accommodates multiple departments using inventory from one or more locations	Y	
2.10.2	Provides for multiple units of measure on orders, as well as different units of measure for issuance (e.g., cable orders by the spool, and issuing in units of linear feet)	Y	
2.10.3	Provides the ability to track multiple item types and/or allows sub-categories under a parent item, including location tracking	Y	

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#	Requirement	Response Code	Response/Comments
2.10.4	Provides the ability to enter inventory items either manually or through import	Y	
2.10.5	Provides the flexibility to accommodate lengthy inventory item descriptions	Y	
2.10.6	Provides the ability for inventory valuation with options for FIFO, LIFO, historical cost and weighted average cost	N	FIFO and normal cost are supported but LIFO and weighted average cost are not.
2.10.7	Provides the ability to manage inventory at multiple locations	Y	
2.10.8	Allows inventory items to be associated with service orders/jobs for purposes of determining inventory expenses connected with specific activities	Y	
2.10.9	Provides the ability to upload/attach images of any inventory item	Y	
2.10.10	Provides the ability to track non-inventory items (i.e., consumables, etc.)	Y	
2.10.11	Provides the ability to track non-inventory assets (e.g., vehicles), including related details, useful life, and disposal methods	Y	Via Capital Assets
2.10.12	Provides the ability to identify and track inventory locations to multiple levels of detail (i.e., Warehouse, Aisle, Shelf, Area, etc.)	Y	
2.10.13	Provides the ability to capture and track rolling stock items and quantities	N	
2.10.14	Provides the ability to support barcoding, QR code and/or RFID integration	Y	Via Inventory Mobile
2.10.15	Provides the ability to generate an inventory catalog, including images, descriptions, and pricing	Y	
Inventory Receiving			
2.10.16	Provides a receiving process for all items received at decentralized receiving areas	Y	
2.10.17	Provides the ability to categorize and analyze inventory costs and item usage based on user-defined classifications, including GL account numbers	Y	
2.10.18	Provides the ability for barcoding/scanning of inventory for receiving and disbursement	Y	Via Inventory Mobile
Requests and Issuance			

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#	Requirement	Response Code	Response/Comments
2.10.19	Provides the ability to submit inventory requests online, including workflow for review and approval, and with "shopping" capability similar to the Amazon experience	Y	Via Item Marketplace program
2.10.20	Provides the ability for smart search functionality related to inventory items	N	Need more information detailing how smart search is used.
2.10.21	Provides the ability to display real-time inventory amounts at the time of order request	Y	
2.10.22	Provides the ability for managing inventory cycle counts by various methods (annual, partial, etc.)	Y	
2.10.23	Provides the ability for issuances of pick tickets and delivery tickets along with associated forms	Y	
2.10.24	Provides the ability to reconcile inventory at year-end, at other specified intervals, and on-demand	Y	
2.10.25	Provides the ability to automatically update inventory when a final invoice versus requisition and provides ability to charge departments/cost centers for usage of inventory including adding markup; creates journal entry to reduce inventory and charge department is generated	Y	
Inventory Replenishment			
2.10.26	Provides the ability to automate inventory replenishment at pre-defined reorder points (e.g., minimum / maximum levels) with associated notification/ workflow / approvals	Y	
2.10.27	Provides the ability to auto-request and restock inventory at City-specified levels	Y	
2.10.28	Provides the ability to track the most recent vendor source for any inventory item - Includes the ability to view all potential vendors for any inventory item(s) to review available pricing	Y	
2.10.29	Provides the ability to manage quality control for inventory received (i.e., to identify any rejected items and reasons for rejection, etc.)	Y	Facilitated via Inspection process (4-way match) in PO receiving. Also via cycle counts and adjustments.
2.10.30	Provides the ability to auto create inventory items via purchasing or p-card transactions	N	Inventory account could be used, but nothing will auto-create an inventory item.
2.10.31	Provides reporting/dashboards on common inventory datapoints such as reorder thresholds, item status, transactions history, etc.	Y	

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#	Requirement	Response Code	Response/Comments
2.10.32	Provides the ability to manage and track consignment inventory (inventory items available to but not directly owned by the City)	Y	
2.10.33	Provides the ability to enter, track and manage serialized inventory items (e.g., water meters)	Y	
2.10.34	Provides the ability to support inventory auditing procedures that checks and balances physical inventory counts to inventory records, including generating journal entries for adjustments	Y	
Inventory Costs			
2.10.35	Provides the ability to assess charges to departments for receiving, tracking, and delivering incoming shipments	Y	
2.10.36	Provides the ability to auto create journal entries and charge departments/cost centers for usage of inventory	Y	
2.10.37	Provides the ability to track palletized inventory by occupied square footage and to charge back a related fee to the source department for storage	N	

2.11. Fixed Asset Management

The solution should provide asset management functionality fully integrated with the general ledger to create, capture, and maintain information (asset ID, cost, dates, etc.) associated with leased and capitalized assets. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Asset Acquisition			
2.11.1	Provides the ability to track and manage capitalized and non-capitalized assets - Including technology assets	Y	
2.11.2	Provides the ability to identify and track all "continuing property" which are fixed assets under $5,000 that are not capitalized (e.g., computers)	Y	
2.11.3	Supports workflow options for purchase requisitions that indicate that the requisition includes a potential asset purchase	Y	
2.11.4	Allows multiple funding sources per asset, including bond, grant funding and other funding sources	Y	

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#	Requirement	Response Code	Response/Comments
2.11.5	Provides the ability to split an existing asset across funding sources	Y	An asset can be copied for each set of GL accounts with applicable amounts for each account group. The system then merges the multiple lines together, summing the purchase amount and LTD depreciation, and determines the percentage split between the GL account groups. Also, an asset type can be set as 'Shared Across Funds' to ensure the GL accounts added to the asset (e.g. Asset or Contra accounts) are split across funds. With this method, a user cannot split an asset GL distribution profile across funds directly, but they can create separate purchase order items for each fund's asset item.
2.11.6	Provides the ability to define/record asset custodians	Y	
2.11.7	Provides the ability to record and track data related to specific grant requirements	Y	May need additional information detailing what data is needed, but a project can be tied to a grant and the project can be tied to an asset, a specific funding source can be tied to a grant and then associated with an asset, and a user defined field can also be defined on an asset.
2.11.8	Supports barcoding/scanning of assets with serial numbers or asset IDs, or tag IDs	Y	Via Assets Mobile
2.11.9	Provides, or interfaces with asset tag solution	Y	Via Assets Mobile
2.11.10	Provides the ability to copy assets to expedite the creation of new asset records	Y	
2.11.11	Provides the ability to identify a group of 'like' assets (e.g., police cars) and create the necessary set of asset records based on the quantity acquired	Y	
2.11.12	Provides the ability to link a new asset to a retired asset, and to add a new asset to a current active asset	Y	
2.11.13	Allows for creation and/or identification of an asset as part of a PO or Invoice by dollar amount, G/L string, etc.	Y	
2.11.14	Provides the ability to establish many-to-many relationships between assets and POs	Y	
2.11.15	Provides the ability to track capitalized and non-capitalized assets along with new assets	Y	

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#	Requirement	Response Code	Response/Comments
2.11.16	Provides the ability to create asset schedules with asset type detail. Ability to generate asset schedules by fund type to meet ACFR footnote requirements	Y	
Asset Capitalization			
2.11.17	Provides the ability to track improvements on an asset that has been capitalized	Y	
2.11.18	Provides the ability to track and record work in progress (CIP), including the ability to generate CIP Schedules at any given time by asset type (e.g., general fixed assets, infrastructure)	Y	
2.11.19	Provides the ability to add adjustments to prior year balances	Y	
2.11.20	Provides the ability to tie asset(s) to a CIP project and capitalize amounts and capitalize different types of assets within a project	Y	
2.11.21	Provides the ability to identify and record all capitalizable costs associated with construction or purchase of an asset	Y	
2.11.22	Provides the ability to override capitalization thresholds	Y	
2.11.23	Provides the ability to establish and update multiple capitalization thresholds depending on asset type	Y	
2.11.24	Provides the ability to track submission of a Notice of Completion when a CIP project has been finished, to trigger capitalization of the asset	Y	Once a CIP project is completed, the system allows a user to convert the CIP asset to an active asset which involves updating the asset's status and transferring it to the appropriate permanent asset account. Once it is converted, it is transferred to the correct class and subclass for the completed asset. The notice of completion can be tracked as part of the workflow or manually processes depending on desired setup.
Asset Management and Maintenance			
2.11.25	Provides the ability to roll assets forward between fiscal years	Y	
2.11.26	Provides the ability to reclassify an asset or group of assets between funding sources (i.e., between proprietary and governmental funds)	Y	
2.11.27	Provides the ability to track estimated useful life of an asset	Y	
2.11.28	Provides the ability to forecast replacement values based on values in fixed asset inventory	Y	Via the CA Due for Replacement List. This will list and total assets due for replacement as of a defined date. This is all based on the replacement cost and date on the capital asset record.

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#	Requirement	Response Code	Response/Comments
2.11.29	Provides the ability to perform an asset inventory	Y	
2.11.30	Provides the ability to define parent/child associations for assets - Including the ability to define different account distributions and asset classes between parent and child assets	Y	
2.11.31	Provides the ability for users to classify costs as capitalized/non-capitalized	Y	
2.11.32	Provides the ability to include changes of asset useful life, value basis or salvage value results in auto depreciation recalculation and recording	Y	
Asset Depreciation			
2.11.33	Provides the ability for depreciation to be calculated at various intervals (end of year, prior fiscal year, mid-year, End of -month, etc.) and allows for pro-rated depreciation	Y	
2.11.34	Supports various asset depreciation schedules, the ability to change depreciation methodologies and (from a point in time) recalculates depreciation based on the remaining life	Y	
2.11.35	Provides the ability to support straight line depreciation model as well as alternative depreciation models	Y	Consumption, monthly composite rate, monthly straight line, yearly composite rate, yearly forward composite rate, and yearly straight line.
2.11.36	Provides the ability to pause depreciation of a single asset	Y	The 'Depreciate' flag on an asset can be removed manually, but if it is flagged again, the next depreciation would be calculated from the time it was last flagged including the time it was idle/in storage.
2.11.37	Provides the ability to track accumulated depreciation	Y	
2.11.38	Provides the ability to allow assets to be designated as non-depreciable	Y	
Asset Disposition			
2.11.39	Provides the ability to specify and review activity related to the asset depreciation calculation method applied to any asset	Y	
2.11.40	Provides the ability to fully/partially retire an asset, including the ability to track approval process flow	Y	
2.11.41	Provides the ability to flag assets with disposal restrictions and display message before retiring an asset	Y	
Miscellaneous			
2.11.42	Provides the ability to track donated assets	Y	
2.11.43	Provides the ability to attach supporting documents to an asset	Y	Via Content Manager

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#	Requirement	Response Code	Response/Comments
2.11.44	Provides the ability to make adjustment to assets easily, such location, division, quantity unit	Y	
2.11.45	Ability to transfer assets between funds and/or divisions as well as make adjusting accounting entries along with maintaining history - Note that adjustments require associated workflow review and approval	Y	
2.11.46	Provides the ability for effective dating of an asset	Y	
2.11.47	Allows for an upload/import of multiple assets at one time (new adds, deletes, updates, retirements, and transfers)	Y	Via ASCII file
2.11.48	Provides the ability to identify multiple funding sources for any asset acquisition	Y	
2.11.49	Provides the ability to track the physical location and status of any asset (i.e., active, disposal dates, etc.)	Y	
Reporting			
2.11.50	Provides the ability to accurately track and report asset details and asset corrections - Including assets with multiple funding sources		
2.11.51	Provides the ability to generate a full fixed asset schedule showing beginning balances, additions, deletions, and ending balances for any or all fixed assets	Y	May require use of configurable reporting tools
2.11.52	Tracks assets disposal and salvage value, detailed depreciation reports, asset acquisition reports, CIP reports and asset transfer reports	Y	
2.11.53	Provides the ability to generate asset listing reports by department at a specific point in time. (i.e., month end, Fiscal Year end, etc.)	Y	
2.11.54	Allows options to extract and analyze data (i.e., canned reports, custom reports, Excel exports, etc.)	Y	
2.11.55	Provides the ability to generate a custom report that details the asset basis, depreciation, Life to date, book value, quantity, and attributes such funding sources, whether Grant funded, etc.	Y	Via use of configurable reporting tools

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2.12. Project and Grant Accounting

The solution should provide functionality to manage projects, including Capital Improvement Program projects (CIPs) and non-CIP projects (i.e., Special Events). Functionality should include tracking funding sources and budget to actual expenditures, and the ability to associate projects into multiple categories and subcategories. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.13.1	Provides automated workflows for project activity setup and budget change orders - Including notifications, task assignment to authorized project managers and accountants, documentation of approver name and date/time approved	Y	
2.13.2	Supports integration with the proposed solution's billing functionality for reimbursements at a project or grant level - Billing will be based on actual expenses	Y	Project Revenue Allocation
2.13.3	Provides the ability to integrate with the proposed solution's budget functionality in support of budget transfers	Y	
2.13.4	Provides the ability to establish multiple funding sources for a single project or grant	Y	
2.13.5	Provides the ability to manage grant funded projects with matching funds	Y	
2.13.6	Provides the ability to attach a project activity to an expense account, a revenue account, and a liability account (such as retention payable and grant advance	Y	
2.13.7	Provides the ability to automatically apply reimbursement revenues to the billed project activities	Y	
2.13.8	Provides the ability for projects and grants to have alpha-numeric naming conventions	Y	
2.13.9	Provides the ability to assign a range of accounting units and accounts to a project activity	Y	
2.13.10	Provides the ability to link grant and project tracking for ease of tracking costs (tracking expenses for grants from project costs)	Y	
2.13.11	Provides the ability for system to have multiple grants support a project or vice versa	Y	

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#	Requirement	Response Code	Response/Comments
2.13.12	Provides the ability to enter and track time against specific grants and projects, including related accounting information - Including integration with the proposed solution's time entry function to eliminate the need for double entry of time and attendance data	Y	
2.13.13	Provides the ability to generate journals to track matching funds via amount or percent	Y	Revenue allocation allows them to match funds by both
2.13.14	Provides the ability to post journal entries to project activities only (not to G/L), including detailed audit trail	Y	
2.13.15	Provides the ability to split costs across funding sources by percentage or dollar amount	Y	
2.13.16	Provides the ability to add, update and / or remove funding sources	Y	
2.13.17	Provides the ability to create and track user defined attributes for grants and projects (e.g., project status, capitalization, accountant)	Y	
2.13.18	Provides the ability to attach documentation to projects and grants (e.g., grant awards, staff report, grant summary form)	Y	Via Content Manager
2.13.19	Provides the ability to track developer deposits (pre-payments), apply to open invoices, transfer credits from one account to another, and process refunds. Ability to view supporting documents for deposits collected	Y	
2.13.20	Provides the ability to set alerts that notify of overrun by period, year to date, total budget, or to generate warnings about open POs, encumbered but unreceived invoices, etc.	N	Over budget only flags on accounts that have gone over the designated budget and warns users, but does not accommodate this level of detail.
2.13.21	Provides the ability to set project budget edits for payments and journal entries	Y	
2.13.22	Provides the ability to generate automated reminders for invoice generation	N	
Grants			
2.13.23	Provides the ability to track and apply workflow to grants from application, to award, to closure - Including ability to identify a grant source as federally based, state-based, or other	Y	Workflow available for grant application approvals and grant application changes; identification via user defined fields.
2.13.24	Provides the ability to document (via a customizable checklist) and track requirements for a grant	N	Milestones could potentially be used but not a customizable checklist.
2.13.25	Availability of user-defined fields to track council actions and grant agreements	Y	

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#	Requirement	Response Code	Response/Comments
2.13.26	Provides the ability to capture the name of the authorized signatory for a grant on the grant record	Y	Assuming looking for a 'responsible' person, user defined fields could be used.
2.13.27	Provides the ability for department-level access to manage grant-related agreements, contracts, data and transactions, with concurrent, centralized notifications and oversight by the City's Finance Department	Y	
2.13.28	Provides the ability to send reminders to fulfill requirements	Y	Via standard reminder alerts
2.13.29	Provides the ability to charge overhead on subcontracted portion of grant	Y	
2.13.30	Provides the ability to track grant reimbursement requests	Y	
2.13.31	Provides the ability to set reminders, by date or threshold, to submit for grant reimbursement	Y	Via access to the Reminder Alert option, you can set up alert notifications based on this date. You can also set up alert notifications based on this date in the Alert Business Rules program using the PAGRNT alert code.
2.13.32	Provides the ability to allocate grant amounts and invoices utilizing a cost pool (multiple funding sources)	Y	
2.13.33	Provides the ability to specify whether a grant invoice will be generated using direct, billable (user defined) or actual, incurred costs for reimbursements	Y	
2.13.34	Supports complex grant management where some grants incorporate outside agencies who are subrecipients within the grant	Y	Via sub grants
2.13.35	Provides the ability for comprehensive grant reporting with the ability to track funding, expenses, and revenue allocation	Y	Some may require use of configurable reporting tools
2.13.36	Provides the ability for the tracking of specific funding requirements for local return funds from Metro and federal grants to avoid penalties	N	
2.13.37	Supports distinct tracking of Capital and Non-Capital grants	Y	
2.13.38	Provides the tools required to ensure expenditures are correctly charged to the appropriate grant agreement, reducing manual errors	N	
2.13.39	Provides the ability to ensure that grant service dates enforced to not allow expenditure or revenue transactions outside of date range	Y	Start and expiration dates can be defined.
2.13.40	Provides the ability to generate notifications when actual revenues exceed grant terms	N	
2.13.41	Provides the ability to tie into G/L, customize grant reporting for compliance with grant submission requirements, link to related Purchase Orders, Contract, Invoice, Fixed Assets, etc.	Y	Some reporting may require use of configurable reporting tools

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#	Requirement	Response Code	Response/Comments
2.13.42	Provides robust search capabilities to support searched using multiple criteria such as grant name, category, and award year, with wildcard and smart search functionality	N	Configurable reporting tools are available but more information is needed detailing use case for smart search.
Projects			
2.13.43	Provides the ability to establish projects with flexible start dates (e.g., not fiscal-year start), and which cross multiple fiscal years - Including the ability to establish one or more sub-projects	Y	
2.13.44	Provides the ability to track project details based on project activity by period and over the life of the project - Including real-time status	Y	
2.13.45	Provides support for project accounting that crosses multiple fiscal years	Y	
2.13.46	Provides the ability to capture in-house labor costs for CIP projects	Y	
2.13.47	Provides the ability to utilize budget edit control at posting level	Y	
2.13.48	Provides the ability to perform a “soft close” for final cost adjustments	N	
2.13.49	Provides the ability to capture effective dates for project closures	Y	
2.13.50	Supports multi-year project budgets and expenditures (at the object level) - Including the ability to monitor budgets and progress for ongoing projects	Y	
2.13.51	Provides for streamlining of the year-end carryover process, allowing project estimates and adjustments to be entered for both single- and multi-year projects	Y	We have a project year end close, where a user can move forward their encumbrances and post adjustments.
2.13.52	Provides the ability to convert one project into multiple assets	Y	
2.13.53	Provides real-time project budget balances with the option to include pending staff time or pending invoices in process	N	
2.13.54	Provides the ability to project-related PO balances	Y	
2.13.55	Distributes costs and units (including labor hours/costs and related benefits/burden expenses) to as many projects (job phases) and sub-divisions (job-sub-phases) as the user wishes to establish including funding splits/use of allocation codes	Y	Assumes use of existing payroll allocations configurations.
2.13.56	Provides the ability to supports project validation of reimbursable budget	N	Additional information needed.
2.13.57	Provides flexibility to determine whether project costs should be capitalized	Y	
2.13.58	Provides the ability to track asset maintenance projects (including enhancement and transfers) and projected associated costs	N	

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#	Requirement	Response Code	Response/Comments
2.13.59	Provides automated tools to reconcile revenues and expenditures, including billed but not received amounts	N	
2.13.60	Provides the ability to capture an audit trail of changed records and fields	Y	
Inquiries and Reporting			
2.13.61	Provides the ability to export query results and other data filters to multiple file formats (i.e., Microsoft Excel, PDF, etc.), including retention of the data formats	Y	
2.13.62	Provides the ability to filter grant and project detail inquiries and reports by multiple selections, including department/division	Y	
2.13.63	Provides ability to capture, manage and report budget, encumbrances, expenses, and retention amounts for each project including the ability to establish project parent-child relationships	Y	
2.13.64	Provides the ability for secure, role-based access to cleared checks and reimbursement data to reduce the dependency on finance staff and improve grant tracking	Y	
2.13.65	Provides the ability to create reports of projects at 90% utilization	Y	
2.13.66	Provides ability to track actual, committed, and estimated (or budgeted) costs including fund releases, and supports intermittent and documented project reviews	Y	
2.13.67	Provides the ability to generate a Grants Master report by department and grant, including details to be specified by the City	Y	May require use of configurable reporting tools
2.13.68	Required reporting includes but is not limited to the following: - CIP/Capital Projects Budget/Actuals, including the number of open projects per fund and the remaining funding - Comprehensive Grant Reporting of total grant and project expenditures and revenues, including those that span multiple fiscal years - SEFA (Schedule of Expenditures of Federal Awards) for Single Audit Report - State Capital Improvement Annual Budget Book and seven-year plan - Ability to query data/flexible reporting options (e.g., users to drill down from purchase orders to grant and project details and vice versa, and view details and attachments)	Y	Some may require use of configurable reporting tools; Budget book via optionally proposed 3rd party PatternStream

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#	Requirement	Response Code	Response/Comments
2.13.69	Provides the ability to run a customized project and activity analysis report as of a specified date, with user defined filters - including (but not limited to) budget, prior year expenses, current year expenses, encumbrances, balance available, billed, revenues, unbilled, billed not received, and selected attributes	Y	Via use of configurable reporting tools
2.13.70	Provides ability to inquire and run report of transaction details for specified project activities and date range, with user-defined filters – including G/L and A/P information (such as check #, check date, invoice #, invoice date)	Y	May require use of configurable reporting tools
2.13.71	Ability to run an Encumbrance Report as of a specific date	Y	

2.13. Debt Management

#	Requirement	Response Code	Response/Comments
Debt Management			
2.14.1	Allows for tracking and management of diverse debt issuances and lease agreements covering such things as vehicles, real property, general obligation bonds, multi-function office machines, etc.	T	Via third-party DebtBook. Proposed as optional.
2.14.2	Manages amortization schedules (including the ability to amortize gains and losses) and related payment processes	T	Via third-party DebtBook
2.14.3	Includes sub-ledger functionality, including the ability to: - Track pledged revenue - Track principal and interest - Track debt margins - Link to assets and map via link to GIS data - Link to invoices - Track payments - Integrate journals with the general ledger	Y/T	Assets are tracked with Enterprise Capital Assets and can be linked to a map via GIS. Third-party DebtBook's sub-ledger functionality includes the ability to track principal and interest, link to invoices, track payments, and generate journal entries. Tracking debt margins is not supported.
2.14.4	Separates debt by type/fund/purpose supporting scenarios where a single facility has many debt vehicles issued for its benefit	T	Via third-party DebtBook. Proposed as optional.
2.14.5	Provides the ability to set user defined fields related to debt instruments	T	Via third-party DebtBook. Proposed as optional.
2.14.6	Provides the ability to track and report on: - Average age of debt - Unamortized premiums and discounts	T	Via third-party DebtBook. Proposed as optional.

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#	Requirement	Response Code	Response/Comments
	- Unamortized deferred amounts on refunding - Debt services by funding source - Custom categories - Schedules to be used in the ACFR		
2.14.7	Provides debt service forecasting capabilities and scenario building	T	Via third-party. DebtBook's Sizing module allows users to prepare "What-If" scenarios to layer on to their existing debt and loan portfolios
2.14.8	Maintains extensive transactional history in support of City's retention requirements and to associate refinanced bonds with original issuance data	T	Via third-party DebtBook. DebtBook allows for unlimited Document storage for any/all documents associated with any outstanding, matured or refunded Bonds. DebtBook's "Refunding Lineage" feature creates a lineage of your debt portfolio from the original new money issuance, to any refunding bonds thereafter.
2.14.9	System should support interfacing with third-party debt management tools	Y	Enterprise ERP can integrate with proposed third-party DebtBook solution.
2.14.10	Provides the ability to track outstanding debt and set reminders for upcoming payments and to support financial reporting	T	Via third-party DebtBook. Proposed as optional.
2.14.11	Provides the ability to generate related journal entries for payment transactions	T	Via third-party DebtBook. Proposed as optional.
2.14.12	Provides the ability to link the payment to the debt payment voucher (DPV)	T	Via third-party DebtBook. Proposed as optional.
2.14.13	Provides the ability to manage debt payments through workflow	T	Via third-party DebtBook. Proposed as optional.

2.14. Bank Management and Reconciliation

The solution should provide the ability to manage and reconcile multiple bank accounts and transfer funds between the accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.15.1	Tracks cash balances on all funds by sub-fund and project (Pooled equity)	Y	Pooled cash
2.15.2	Provides bank interfacing, using transaction codes defined by the Bank and the City	Y	Interface assumes use of compatible import/export formats
2.15.3	Provides automated daily check clearing process with bank	Y	

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#	Requirement	Response Code	Response/Comments
2.15.4	Supports check reconciliation based on non-standard bank files	Y	
2.15.5	Supports bank reconciliation via current BAI file structures	Y	
2.15.6	Provides various status levels for all transaction types (checks, payments, eft, wires, etc.)	Y	
2.15.7	Integrates and codes (reference IDs) third-party receipts (cash, checks, credit/virtual cards, lockbox files), NSFs, refunds, etc. data with bank reconciliation management functions in support of auto-clearing/matching transactions	Y	Bank Reconciliation includes AR deposits, GL journals, and Payroll and AP checks.
2.15.8	Accomplishes bank reconciliation through an integrated feature rich tool that provides related reporting and supports creation of correcting journals based on reconciling items while accounting for items in transit - Data must be automatically drawn from AP, AR, GL, and Cash Receipts modules to facilitate transactions matching and reconciliation	Y	
2.15.9	Provides the ability to manage and reconcile multiple bank accounts and to transfer funds between the accounts	Y	
2.15.10	Allows user-defined interest allocation methodology based on nature of investments generating income	Y	Assumes use of Interest Allocation

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3. PAY ADMINISTRATION AND PAYROLL REQUIREMENTS

3.1. Pay Administration (Salary Management)

The solution should provide functionality to manage employee pay including wages, special pay, employee loans, State, Federal and local taxes, accruals and Federal and State legislation including Fair Labor Standards Act and Family Medical Leave Act. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.1.1	Provides an efficient method for the input / import of salary schedules by union and fiscal year/calendar changes - Including the ability to accommodate future effective dates for changes	Y	
3.1.2	Provides the ability for wages to be based on user defined rules (i.e., status, overtime rules and eligibility, out of class, longevity pay code, premium pays, multiple work schedules, Fair Labor Standards Act (FLSA) overtime, accommodating FLSA split days, etc.)	Y	Assumes use of existing configurations. Various combinations of categories, calc codes, factors, rates, tables, etc. are available to support most pay configuration needs
3.1.3	Supports setup of earning codes, wage scale, deductions codes and others based on bargaining unit level	Y	
3.1.4	Provides the ability to establish future-dated pay rate assignments for new hires and existing employees having changes such as promotions or cost-of-living adjustments	Y	
3.1.5	Supports multiple earning/pay codes including, but not limited to, acting pay, working out of class pay, and special pays that may change between pay periods	Y	
3.1.6	Provides the ability to support multiple employee groups with different benefits (i.e., e.g., differing premiums, etc.)	Y	
3.1.7	Provides the ability to support biweekly or semi-monthly pay periods	Y	
3.1.8	Provides the ability to define premium pays in either percentage or flat-rate terms	Y	
3.1.9	Provides the ability to automate FLSA overtime calculations for complex schedules, eliminating the need for manual calculations - Including for retro pays	Y	

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#	Requirement	Response Code	Response/Comments
3.1.10	Provides the ability to accommodate special assignment pay, health program participation bonuses, and similar items	Y	
3.1.11	Provides the ability to prorate special pays for mid-period starts	Y	
3.1.12	Provides the ability to maintain consistent step variances between steps, including when inflating step amounts (e.g., if two steps are separated by 5.5% and an inflation adjustment is applied to the values, the resulting values must be separated by the same 5.5%)	N	No true mechanism to define every step must be X% apart. Assuming entries are correct, generating a new salary table with the same percentage increase to each step will keep that separation in place.
3.1.13	Provides the ability to do paycheck modeling for employees 'what-if' analysis and modeling for salary increases, benefit changes, CPI/COLA increases, etc.	Y	Via Salary & Benefit projections and/or use of Train/Test environments
3.1.14	Provides the ability to calculate step, increment, and percentage pay adjustments (CPI/COLA) for all or a group of employees (e.g., bargaining units, classes, etc.) and then mass updates the changes	Y	Via Mass Salary Changes
3.1.15	Provides ability to accurately allocate payroll expenses across fiscal years when a pay period crosses from one fiscal year to another	Y	
3.1.16	Provides an automated process to calculate retroactive pays, including all special pays associated with the employee	Y	
3.1.17	Provides ability for payroll staff to view an employee's pay advice for the current or any prior pay periods	Y	
3.1.18	Provides the ability to track beginning of benefit date, benefit used date, etc.	Y	
3.1.19	Provides the ability to automatically generates payables for payroll deductions (i.e., insurance, pension, taxes, etc.)	Y	With proper setup. Payables via AP check requires integrated Enterprise Accounts Payable.
3.1.20	Provides the ability to upload required documentation	Y	Via Content Manager
3.1.21	Provides capability for adherence to established State employment regulations (e.g., minimum wage laws)	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.

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#	Requirement	Response Code	Response/Comments
3.1.22	Provides ability to override a default salary or benefit premium, by authorized user, on a case-by-case basis	Y	
3.1.23	Provides ability to accommodate differing pay rates within a pay period (i.e., change in salary due to a salary adjustment, etc.)	Y	
3.1.24	Provides the ability to support flexible definition of shift work and work schedules to ensure compliance with FLSA law	Y	Via Time & Attendance
3.1.25	Provides salary and benefit costing tools to support labor negotiations and financial planning	Y	Via Salary and Benefit Projections
Notifications			
3.1.26	Provides the ability to track when employees are eligible for scheduled pay raises (i.e., longevity pay code) and provides automated workflow to notify supervisor of scheduled pay raise. Upon supervisor approval, triggers automated notification that: - Automatically notifies employees and their supervisors - Automatically updates employee records in HR and Payroll systems/modules to reflect changes in pay	N	Process is not automatic, employee increases require users to run the Mass Salary Changes program to implement those increases. Managers could also choose to entry them through Employee Access.
3.1.27	Provides automated workflow notifications based on City-specified parameters (i.e., when an employee within a specified bargaining unit reaches a specified number of work hours within a period, when an employee approaches/reaches a specified limit of work hours for a period, when child a dependent approaches/reaches the 26-year-old cutoff age for benefit eligibility, etc.)	Y	Work limits can be used within Time & Attendance for approaching and passing of defined work limits. Identification of dependents aging out of benefit eligibility can be identified via configurable reporting tools, but it is not automated.
Garnishments			
3.1.28	Provides the ability to manage multiple garnishment cycles (e.g., 24 pay periods and 26 pay periods)	Y	
3.1.29	Provides the ability to establish multiple garnishments using the same garnishment code for a single employee	Y	Would require proper setup (i.e. date driven)
Reporting			
3.1.30	Provides the ability to monitor, adjust, comply, and report to CalPERS the proper compensation amounts	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional

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#	Requirement	Response Code	Response/Comments
			license/maintenance fees to all clients who have a current Maintenance Agreement in place.
3.1.31	Provides the ability to generate CA state unemployment report	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
3.1.32	Supports 834 reporting and COBRA Billing	Y	834 reporting available, may require use of configurable reporting tools. COBRA billing via integrated Enterprise AR/GB.
3.1.33	Provides an ability to maintain and report FLSA information as required by legislation	Y	Assuming data is stored within system; may require use of configurable reporting tools.
3.1.34	Provides the ability to review/reprint a payroll register for a prior pay period	Y	
3.1.35	Provides ability to report Family Medical Leave Act (FMLA) leave on an employee time entry	Y	May require use of configurable reporting tools
3.1.36	Allows for reporting accrual and usage of benefit	Y	May require use of configurable reporting tools
3.1.37	Provides the ability to generate ad hoc report of worker's compensation payments	Y	May require use of configurable reporting tools

3.2. Payroll

The solution should support the importing and entering of time from multiple sources; calculate employee payroll, deductions, and accruals based on components managed in the HR benefit and pay administration module; process payments for government and 3rd party agencies (e.g., benefits, retirement, etc.); support State, Federal, and local tax filings; and support electronic workflow. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.2.1	Provides the ability to interface required payroll/earnings data with Governmentjobs.com, CalPERS	Y	CalPERS reporting is supported

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#	Requirement	Response Code	Response/Comments
3.2.2	Provides the ability for processing payroll for non-city employees in compliance with the City's Joint Powers Agreement to process payroll for Animal Control Officers	W/C	To process payroll for people, they must be set up as employee in Employee Master with 'non-employee' job class or process checks to officers as contractors/vendors through AP.
3.2.3	Provides the capability to include premium/extra pays in overtime pay calculations	Y	
3.2.4	Provides the ability to calculate / generate retro pays	Y	
3.2.5	Provides the ability to execute off-cycle payrolls	Y	
3.2.6	Supports the ability for employee to communicate miscellaneous information that ensures sick time payout processing in a single system	Y	Comments and reason codes can be used.
3.2.7	Provides and enforces rule-based validation and prevents duplicate earning codes at employee level, etc.	Y	Within applicable programs, i.e. Job/Salary, job/pay/date combinations will alert when duplicate record exists
3.2.8	Provides user-defined exception hours analysis	Y	May require use of configurable reporting tools
3.2.9	Provides the ability to support multiple 're-runs' of (trial-run) payroll prior to final payroll run	Y	
3.2.10	Provides ability for payroll staff to review payroll results prior to commitment, and accommodates options for correcting, updating information to process payroll (options include updating the source and re-running etc.) without completely restarting the payroll process	Y	Via payroll proof process/review
3.2.11	Generates paychecks, direct deposits (supporting deposits across multiple accounts on a single check), ACH files, ASRS/PSRS files, and related positive pay files, etc.	Y	Assumes use of compatible file formats where applicable
3.2.12	System allows for up to 5 separate direct deposit account options per employee with a payroll run	Y	
3.2.13	Supports employee payroll and HR changes with electronic Personnel Action Forms	Y	
3.2.14	Provides the ability to allow late posting entry	Y	
3.2.15	Provides the ability to automatically calculate monthly deduction amounts based on an annual FSA contribution (or calculate annual amount based on monthly contributions), including the ability to prorate amounts for mid-year hires	Y	Based on calc code and setup
Pay Checks, Advices			

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#	Requirement	Response Code	Response/Comments
3.2.16	Provides the ability to generate paychecks for select employee groups (e.g., part-time employees)	Y	
3.2.17	Provides the ability to future date pay advices for distribution to employees	Y	
3.2.18	Provides the ability for the City to define the layout and appearance of pay advices to provide more clarity to employees	Y	Configuration is available with the use of Enterprise Forms
3.2.19	Provides the ability to include and identify all elements used to calculate pay on the pay advice	Y	Enterprise Forms offers a variety of options to accommodate most needs.
3.2.20	Provides the ability to identify key information for employee (leave balances, allocation of direct deposit accounts, employee vs. employer pay benefits, etc.) on the pay advice	Y	
3.2.21	Provides the ability to generate PDF/electronic copy and automatically post pay advice to the employee self-service portal or email to employees	Y	
Reporting			
3.2.22	Provides for automatic generation of payroll reports following completion of a payroll run, processing, reducing the need for manual report generation	Y	Reports can be scheduled if desired.
3.2.23	Provides the ability to generate detailed, customizable reports for payroll reconciliation, benefit tracking, and compliance reporting for CalPERS, state, and federal agencies - Including the ability to export the reports to Microsoft Excel while retaining the existing data format	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
3.2.24	Provides the ability to generate year-end payroll compensation / Total Compensation Report by employee	Y	May require use of configurable reporting tools

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4. HUMAN RESOURCES (HR) REQUIREMENTS

4.1. Core HR

The solution should provide the functionality for Core Human Resources (HR). Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
4.1.1	Provides for integration across all HR functions, and interfaces with any external HR solutions that are required because of specific functionality that may not be available in the proposed solution (e.g., recruitment)	Y	Integration with any third-party systems would assume use of compatible file formats where available. Further review may be required to confirm specific integrations with specific third parties.
4.1.2	Provides the ability to manage multiple bargaining units with differing configuration requirements for each	Y	
4.1.3	Provides the ability to track non-employee personnel (i.e., retirees, volunteers, temporary workers, etc.)	Y	
4.1.4	Supports processes related to reasonable accommodation including notifications to medical professionals, interactive interviews, notifications to unions, tracking accommodation expirations and renewal notifications	N	
4.1.5	Provides the ability to administer disability management and return to work programs, including tracking and monitoring of medical limitations and modified duty, fitness for duty evaluations, communication, notifications, verification, etc.	Y	Assumes use of Employee Case Management
4.1.6	Provides the ability to work under multiple jobs with different rates and funding strings	Y	
4.1.7	Provides the ability to support employee transfers between departments/jobs/positions	Y	
4.1.8	Provides the ability to future date HR-related activities, including for new hires	Y	
4.1.9	Provides the ability to assign direct manager to an employee. Also provide the ability to designate an employee as a Department Head.	Y	

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4.2. Position Control

The solution should provide the functionality to manage position control records. Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
4.2.1	Links HR, Payroll and Budget data to facilitate managing the City's structure, positions, and financial budget for positions	Y	
4.2.2	Provides the ability to associate positions with funding sources including the ability to split funding source across multiple funds, departments, divisions, etc.	Y	Via allocations
4.2.3	Provides the ability to reserve a position upon request to fill a vacancy	Y	
4.2.4	Provides the ability to identify positions that are overfilled, under-filled, and/or double-filled with approval from the related Department Director and Budget	Y	May require use of configurable reporting tools
4.2.5	Provides the ability for overfilled, under-filled and/or double-filled positions to have length of time limits	N	Overfilled, under-filled and/or double-filled positions are supported, but length of time limits are not automatically enforced and manual intervention would be required.
4.2.6	Provides the ability to manage position budget allocations	Y	
4.2.7	Provides the ability to default an employee self-service access based on the assigned position	Y	
4.2.8	Identifies positions that are temporarily funded and have a position end date	Y	Via end date
4.2.9	Provides the ability to associate multiple accounts to a position	Y	Via allocations
4.2.10	Provides an ability to track part-time/temporary positions individually or as a group (e.g., temporary position can be listed as individual FTEs, or as a group of 15 FTEs)	Y	Position FTE can accommodate a one to one or one to many position record
4.2.11	Provide the ability to track and view the prior position and employee history, including the amount of time a position has been vacant	Y	
4.2.12	Provides the ability to define workflow for position control changes and connection to job classification requirements to ensure consistency across positions	Y	Via existing configuration options
4.2.13	Provides the ability to update the bargaining unit associated with job class	Y	

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#	Requirement	Response Code	Vendor Response/Comments
4.2.14	Provides the ability to assign a single employee to one or more job classes	Y	
4.2.15	Provides the ability to assign more than one employee to a position	Y	
4.2.16	Provides the ability to define a generic wage scale that may be shared by multiple bargaining units	Y	Salary Tables
4.2.17	Provides the ability to add steps to wage scale without involving the vendor --- or at least, more easily (such as via an Excel upload/import)	Y	
4.2.18	Provides the ability to ensure Position control integrates with pay tables to assist with providing a complete position profile	Y	
4.2.19	Provides the ability to maintains complete history of positions held and salary changes	Y	
4.2.20	Supports the maintenance of all budgeted and authorized positions	Y	
4.2.21	Provides the ability to track and report budgeted, filled, frozen and vacant positions	Y	May require use of configurable reporting tools
4.2.22	Provides the ability to associate positions with funding source	Y	
4.2.23	Provides the ability to assign more than one FTE to a position	Y	
4.2.24	Provides the ability to links positions to required skills, certifications, required training, etc., including the ability to query applicant pool for specific skills and / or qualifications.	Y	May require use of configurable reporting tools

4.3. Recruitment

The proposed system(s) should fully integrate with NeoGov which the City currently uses for its recruitment and talent management processes. Also, the solution should provide functionality to manage the entire recruitment process (from position request through to hiring) should the City choose to manage recruitments internally. The solution should track the history of candidate submissions and vetting results (interview, testing, reference checks, drug testing, background checks, etc.). Specific requirements for both the integrated and internally managed options are listed below.

#	Requirement	Response Code	Response/Comments
General			

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#	Requirement	Response Code	Response/Comments
4.3.1	Provides a web portal for recruitment information to be posted and allow applicants to submit application and documents	Y	
4.3.2	Provides the ability for hiring managers to view and track applicant progress, establish interview schedules, and review application details	Y	
4.3.3	Provides the ability to track multiple position opportunities for a single applicant and flag the applicant and/or notify a user if an application from a particular applicant already exists in the system	Y	
4.3.4	Provides the ability to change a selected position on a recruitment if the recruitment changes (including all related communication and document distributions)	Y	
4.3.5	Supports sharing and display of lead/candidate resumes among interview panelists	Y	
4.3.6	Provides the ability to maintain eligibility lists, including ability for lists to be viewed by hiring managers	Y	
Integration			
4.3.7	Provides recruitment functionality that integrates with other HR applications to reduce dual entry	Y	Enterprise Recruiting is fully integrated with proposed HRM solution.
4.3.8	Eliminates redundant entry where possible with data sharing abilities between the proposed solution and NeoGov (unless the proposed solution natively includes related functionality)	Y	May replace with Enterprise Recruiting, but integration with NeoGov supported via applicable API offering.
4.3.9	Incorporates AI-based tools to automate applicant screening by evaluating responses to supplemental questions and applicant qualifications	N	
4.3.10	Provides option for information within the application to be available for statistical analysis and dashboards	Y	With Hub and Enterprise Recruiting
Miscellaneous			
4.3.11	Where applicable, provide electronic form and workflow for routing review and approvals, including new position requests	Y	

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#	Requirement	Response Code	Response/Comments
4.3.12	Provides automated workflow for new position request/approval process and recruitment process	Y	
4.3.13	Provides the ability to display status of recruitment tasks	Y	Assuming data is stored withing the system; may require use of configurable reporting tools.
4.3.14	Provides the ability to track metrics related to posting and hires (number of recruitments as well as the number or related hires)	Y	Assuming data is stored withing the system; may require use of configurable reporting tools.

4.4. Onboarding

The system should provide functionality to manage processes and procedures for employee onboarding. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully educate an employee on the organization and its culture and prepare them with the necessary knowledge, skills, access, equipment, etc. to become effective and contributing members of the organization as quickly as possible. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.4.1	Integrates with NeoGov application to reduce dual entry (unless the proposed solution natively includes related functionality)	Y	May replace with Enterprise Recruiting, but integration with NeoGov supported via applicable API offering.
4.4.2	Provides ability to establish an onboarding workflow designed to alert designated staff required to act for a new hire	Y	
4.4.3	Provides the ability to onboard new employees at any point in a pay period	Y	
4.4.4	Provides the ability to accept electronic signatures by new hires to sign enrollment forms, acknowledge receiving the city's equipment, safety training, etc.	Y	Onboarding forms signatures as well as document acknowledgement available.
4.4.5	Provides the ability to support the newly hired employee's benefits enrollment and annual open enrollment. Ability for employees to make changes or confirm benefits and submit for approval. Payroll team supported +	Y	
4.4.6	Provides the ability to monitor the status of completion of specific onboarding tasks, including forms completion / upload, employee orientation, etc.	Y	

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Communication			
4.4.7	Provides the ability to generate and track issuance of an offer letter, including the ability to customize the letter according to relation negotiations and position details	Y	
4.4.8	Provides a dashboard accessible by applicants, HR staff and hiring managers to track onboarding tasks, pending approvals, and task completion	Y	Onboarding tasks for the applicant can be seen in Employee Access. (Self service)
4.4.9	Provides the ability to distribute forms and other documents (i.e., Federal I-9, W-4, direct deposit, etc.) to candidates and for the candidate to upload/attach completed documents via a Portal (including the ability to capture DocuSign signatures)	Y	DocuSign where applicable (proposed as optional).
4.4.10	Ensures Employee Self Service provides a communication portal to facilitate on-boarding process, including completion and submission of documents, benefit enrollment forms, and pre-requisite training	Y	On-boarding supported via web portal, including documents, benefits enrollment. Tasks/checklists can include training, however dynamic interactive training may require use of 3rd party LMS solution.

4.5. Employee Master File

The solution should maintain an employee master file that includes data elements such as employee ID, basic demographics, address information, emergency contacts, survivor/beneficiary information, dependent information, history of salary changes (effective start and end dates), training and certification requirements, and history of personnel actions. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.5.1	Provides the ability for tracking of multiple employment-related dates, including hire, benefit eligibility, longevity outside the city, longevity inside the city, and transition from part-time to full-time status	Y	
4.5.2	Provides employee directory functionality	Y	
4.5.3	Provides the ability to manage multiple phone numbers and email accounts for both employees and emergency contacts	Y	
4.5.4	Provides the ability to attach employee photos, I-9 forms, policy acknowledgements, etc.	Y	Attachments via Content Manager; Additionally, specific employee photos can be incorporated for display within Employee Inquiry.

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#	Requirement	Response Code	Response/Comments
4.5.5	Provides the ability to track the city's property (badge, PC, phone, vehicle, uniforms, etc.) provided to employee throughout employee's tenure with the city	Y	May require user defined fields
4.5.6	Provides the ability to attach documents (i.e., email messages) to an employee file	Y	Via Content Manager
4.5.7	Provides the ability to track critical data such as commercial driver's licenses, required certifications, DOT drug testing, TB testing, probationary periods, and step increase dates	Y	
4.5.8	Provides the ability to manage separated employee and retiree demographic information - Note that separated employees / retirees should not automatically be purged from the system	Y	
Reporting			
4.5.9	Provides the ability to generate Seniority Listing	Y	
4.5.10	Provide the ability to generate organizational charts	Y	
4.5.11	Provides ability to select data required for labor costing/negotiations (e.g., ASRS, health, pay, employment dates, position title, etc.)	Y	
4.5.12	Provides Federal and State government mandated HR reporting: - Federal HR Reports - IRS Report/Extract (Quarterly) o SSA W-2 Report/Extract (Annual) o Support EDD Form DE-9 and IRS Form 941 Reporting o EEOC EEO-4 Report/Extract (Odd Years) o DOL VETS 100 Report/Extract (Annual) - State HR Reports o EDD New Hire Report/Extract (Every Pay Period) o EDD PIT, SDI, UI Report/Extract (Quarterly)	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.

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4.6. Benefits Administration

The solution should provide flexible rules and eligibility-based benefits management functionality to manage public employee and retiree benefits such as medical, dental, disability, and life insurance. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.6.1	Provides the ability to comply with current Affordable Care Act (ACA) requirements (e.g., automatic notification to employee when a dependent is approaching coverage discontinuance at age 26) - Including a commitment to comply with any future related ACA requirements	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
4.6.2	Provides the ability to support multiple benefit packages/coverage options based on bargaining unit	Y	
4.6.3	Complies with Health Insurance Portability and Accountability Act (HIPAA) requirements	N	Tyler's software and services are generally not subject to HIPAA because Tyler is not acting as a Business Associate, as that term is defined under the law.
4.6.4	Complies with Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements	N	Additional information needed detailing requirements. Some COBRA notifications are supported and 834 file has some functionality for COBRA. COBRA billing is also available via integrated Enterprise AR/GB.
4.6.5	Maintains eligibility dates for different plans based on different rules (which may differ from hire dates)	Y	
4.6.6	Provides the ability to update employee benefit records and reflects changes in pay in HR and payroll systems/modules and applicable 3rd party benefit providers whenever there are changes due to a life event, changes in eligibility rules, or requests for benefits	Y	Updates to 3rd parties assumes use of compatible export file formats
4.6.7	Provides the ability to establish benefit tiers according to employee type (i.e., full-time employees, part-time employees, retirees, etc.)	Y	
4.6.8	Provides the ability to generate annual sick time payouts distribution reports	Y	Assuming data is stored within the system; may require use of configurable reporting tools.

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#	Requirement	Response Code	Response/Comments
4.6.9	Provides the ability to complete employee benefits audit to ensure that the employee is correctly enrolled and that accurate deductions are taken	Y	Assuming data is stored within the system; may require use of configurable reporting tools.
4.6.10	Provides the ability to efficiently reconcile vendor invoices for benefits against employee benefits enrollments tracked in the proposed solution	Y	May require use of configurable reporting tools
4.6.11	Provides the ability to manage tuition reimbursement program based on bargaining unit, including eligibility, costs and payment status	Y	Via Employee Expense Reimbursement (proposed as optional)
Reporting			
4.6.12	Provides the ability to generate a Total Compensation Report for employees, including training benefits	Y	
4.6.13	Provides the ability to generate reports to a 3rd party benefit provider on an as needed basis (e.g., open enrollment data)	Y	May require use of configurable reporting tools
4.6.14	Provides the ability to generate reports detailing amounts paid by the city for specific benefits versus amounts paid by employees	Y	May require use of configurable reporting tools
4.6.15	Provides the ability to report on all employees enrolled in a specific benefit (i.e., insurance, FSA, etc.)	Y	May require use of configurable reporting tools
4.6.16	Provides the ability to generate all required ACA reporting (e.g., Form 1095C) and all required IRS submissions	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.

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4.7. Leave Administration

The solution should manage available leave balances, leave taken, payments, and balances for various types of leaves (e.g., paid time off (PTO), vacation, sick, Family Medical Leave Act (FMLA), disability, worker's compensation, light duty, donated and leave for recipients and donors). For all types of leave, this includes the ability to calculate, track, and monitor look back and look forward periods for eligibility. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.7.1	Provides the ability to configure multiple accruals (comp time, leave, workers compensation, vacation, etc.)	Y	
4.7.2	Provides the ability to capture, track and manage leave balances, including leave earned and taken, for all types of leave (i.e., PTO, vacation, sick, FMLA, disability, worker's compensation, light duty, donated, military leave and leave for recipients and donors)	Y	
4.7.3	Provides and the ability for online requests and approvals for leave requests - Including ability to cancel a requested leave	Y	
4.7.4	Provides the ability to notify employees of leave that will be lost, cease to accrue, or automatically paid	N	System has ability to send emails when approaching a high and/or low accrual limit, but does not notify when time could lapse or would be automatically paid. Accrual buy out process is also available.
4.7.5	Provides the ability to define leave codes to track medical related leave with notifications to employees and appropriate staff when balances are low	Y	Leave codes are site defined. Notifications to employees regarding low balance assumes use of existing Accrual Threshold functionality
4.7.6	Provides the ability to approve employee time-off requests when employee does not have the requested code (for authorized users, on a case-by-case basis)	Y	Assumes proper setup configurations. Employees can be limited to only request leave for types they are actively associated with. Additionally, setup is available to allow requests to result in a negative balance.
4.7.7	Provides the ability to manage leave balance and annual rollover limits based on bargaining units	Y	
4.7.8	Provides the ability to automate leave accruals on a recurring schedule and based on in-service/hire dates, seniority dates, hours worked, etc.	Y	Based on setup; service date is used by default.
4.7.9	Supports creating an accrual for FMLA and/or CFRA so that the leave can be recorded as part of employee time entry	Y	

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#	Requirement	Response Code	Response/Comments
4.7.10	Provides notification to HR and the employee when the accrual balance is nearing a City defined threshold	Y	Accrual Threshold alerts are available to notify employee. HR notification may require reporting.
4.7.11	Provides the ability, for employees on leave, to track the need for continued benefits coverage and to determine whether the employee is responsible for the related payment, including the ability to bill the employee, if necessary) - Including the ability to charge the employee the employer-costs (e.g., when no longer on FMLA and employee has exhausted their leave balances)	Y	Benefits Arrears functionality is available. Billing of employees available via integrated AR/GB
4.7.12	Provides the ability for efficient leave tracking, including the ability to track whether any active employee has been omitted from CalPERS reporting	Y	Assumes all necessary data is stored within the system; may require use of configurable reporting tools.
Reporting			
4.7.13	Provides the ability to generate ad hoc leave balance report by employee		

4.8. Learning Management and Certification Tracking

The solution should provide the functionality to manage training and certification records. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.8.1	Provides integration with Vector LMS for comprehensive tracking of employee learning management activities including course registrations, scheduled training reminders, and proof of completions	Y	Assumes use of compatible import formats (i.e. certifications). Note, Employee Training tracking functionality available to include course record creation/tracking, employee registration/sign-up, and tracking of employee training records. Dynamic course content and associated testing functionality would require 3rd party Learning Management solution.
4.8.2	Supports tracking required position-specific job certifications, licenses, mandatory training, expirations, etc.	Y	
4.8.3	Provides automated notification of expiring certifications / licenses to supervisors and employees based on user-defined rules	Y	Hub and/or scheduled report using configurable reporting tools.

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#	Requirement	Response Code	Response/Comments
4.8.4	Associate certifications with applicable pay codes such that employees are paid or not paid based on the status of their certification	N	
4.8.5	Updates employee records in HR and payroll systems/modules such that changes in pay can occur based on completion of training/certification events	W/C	Through Actions as part of a process. Does not happen automatically when a certification or training record is added. It is a manual process.
4.8.6	Provides prior notification of certification and license expiration/renewal dates (e.g., 90, 60, 30 days prior)	Y	
4.8.7	Ability to consume/use external content from SCORM compliant courses and course vendors (i.e., Open Sesame, etc.)	N	Assume existing Vector LMS would handle. Otherwise, a 3rd party Learning Management solution would be required.
4.8.8	Provides automatic notification for employees and supervisors for overdue trainings and expired certifications	Y	Hub and/or scheduled report using configurable reporting tools.
4.8.9	Provides the ability for supervisors to access and print training transcripts	Y	Assuming available reports/exports based on data stored within the system suffice. May require use of configurable reporting tools.

4.9. Performance Reviews

The solution should provide the functionality to manage performance reviews/evaluations, including the tracking of notification, initiation, review results, and approvals. Performance reviews and evaluations may vary based on position, job class, term (interim, probationary). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.9.1	Provides performance evaluation functionality including form creation, notification, workflow, and integration with the proposed solution's overall human resources functionality as well as with Employee Self Service	Y	
4.9.2	Provides workflow to manage electronic employee performance review/evaluation, including performance improvement plans and career/professional development plans	Y	
4.9.3	Provides the ability to store current and prior-year evaluations within the employee's record and automatically schedule future evaluations based on bargaining unit criteria	Y	Future evaluations must be scheduled manually

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#	Requirement	Response Code	Response/Comments
4.9.4	Provides automated notification of performance reviews to supervisors and managers based on user-defined rules	Y	Assumes use of existing functionality (i.e. Hub card)
4.9.5	Updates employee records in HR and payroll system / modules to reflect changes in pay if needed, including one-time bonus pays	Y	
4.9.6	Provides the ability to auto-assign training based on performance review results, including providing notices of assignment and completion to interested parties if training is managed in the proposed solution	N	
4.9.7	Provides the ability to define and manage electronic forms within the workflow	Y	More information may be required regarding forms, but attachments are available via Content Manager to records associated with workflow where applicable.
4.9.8	Provides the ability to attach external forms and documents throughout the workflow	Y	Attachments via Content Manager to records associated with workflow where applicable.
4.9.9	Provides alerts on past due evaluations and escalation notification	Y	
4.9.10	Provides workflow to process the appropriate personnel action as needed	Y	
4.9.11	Provides the ability to manage performance reviews for all City staff, including full-time and part-time employees - Includes the ability to generate probationary period reports and generate alerts to ensure timely evaluations and follow-up actions	Y	Reporting via use of configurable reporting tools

4.10. Personnel Actions

The solution should provide the functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as promotions, demotions, salary increases, multi-step grievance processes, disciplinary events, as well as suspensions, separations, and leave. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.10.1	Provides automated online forms for creation, review/approval, and completion of personnel action forms	Y	Assumes use of existing personnel actions workflow functionality. Various site defined personnel action types are supported. Review and approval by authorized users based on setup. Redaction according to role-based

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#	Requirement	Response Code	Response/Comments
	- Including electronic workflow to reviewers and approvers with capability for redaction of certain sensitive information and support for digital signatures		security (i.e. SSN). Approver ID serves as digital signature for approval. Attachments via Content Manager.
4.10.2	Provides the ability to attach forms to a personnel action record	Y	Via Content Manager
4.10.3	Provides functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as recruitment, position control changes, promotions, demotions, salary increase, discipline, separations, leave, etc. - Including ability to attach supporting documentation to the PAF record	Y	Attachment via Content Manager
4.10.4	Provides notification to employee upon approval of personnel action - Including alerts to alerts to HR and payroll staff when key employee actions, such as promotions or benefit eligibility, require processing	Y	
4.10.5	Provides the ability to generate updates for employee records in HR, budget, and payroll systems/modules to reflect changes in pay, if needed - Note that updates would require workflow review and approval	Y	
4.10.6	Uses end dates to automatically stop the action at a specified time (i.e., discontinue administrative leave without pay, leave of absence, etc.)	Y	

4.11. Employee Self-Service

The solution should provide employee self-service functions that allow access and update to designated employee information. Specific requirements are listed below.

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#	Requirement	Response Code	Response/Comments
4.11.1	Provides an online Employee Self-Service portal which provides access from within and, with employee access verification, outside of the City	Y	Fully integrated updates via proposed self-service (Employee Access) and HR/PR modules. Updates to 3rd parties via compatible export file formats.
4.11.2	Provides the ability for employees to attach documentation, update/change W-4, benefits during open enrollment or life event changes, direct deposit information, and profile data (i.e., name, address, phone number, emergency contact beneficiaries, etc.) and allow HR staff to review and approve the requested changes. Including open enrollment	Y	
4.11.3	Provides the ability for employees to view and print paycheck history, total compensation report, personnel actions, leave balances, W-2s, ACA, etc. - Includes ability to include the date and time that the report was generated	Y	
4.11.4	Provides the ability for employees to create "what-if" scenarios (e.g., Paycheck "What-if" Calculator)	Y	Via paycheck simulator
4.11.5	Provides the ability for employees to reset access password	Y	
4.11.6	Provides workflow to track progress of employee onboarding, off-boarding, separation checklist, and benefits enrollment	Y	Onboarding/offboarding checklists supported within integrated HRM modules.
4.11.7	Allows employees to view leave balances, request time off and have this electronically approved by manager. Leave balance to take future scheduled time off into account to avoid over requesting.	Y	
4.11.8	Supports workflow integration with employee elections (COBRA/457)	Y	Assuming elections are set up as standard benefit/deductions
4.11.9	Provides the ability to upload required documentation	Y	As attachments via Content Manager
4.11.10	Provides the ability to view and link to learning management content and assigned courses	Y	Can include links as part of the training course.
4.11.11	Provides the ability to view and complete performance evaluations	Y	With integrated HR module

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4.12. Time and Attendance

The solution should provide functionality through either an Employee Self Service portal or module to collect time, perform exception-based time entry, and time adjustments to multiple work schedules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.12.1	Provides an online platform / method for employee time entry across the City, as well as a "time clock" function for those employees who must clock in and out on a daily basis	Y	
4.12.2	Provides comprehensive time review and approval to prevent unauthorized time from being included in the payroll process	Y	
4.12.3	Provides ability to establish and manage multiple work schedules (i.e., 9/80, 4x10, 5/40, etc.) under FLSA regulations	Y	
4.12.4	Provides flexibility in defining holidays according to various work schedules	Y	Set up in holiday schedules
4.12.5	Provides the ability to accrue time off for scheduled holiday work	Y	
4.12.6	Provides the ability for remote time entry by employees including via a mobile application	Y	
4.12.7	Provides the ability to develop workflow to collect time, perform exception-based time entry and time adjustments to multiple work schedules, and for approval and submission to payroll system/module at the department level	Y	
4.12.8	Provides the ability to define and validate business rules at time of collection (e.g., prevents employees from entering adjustments that will cause employee leave balances to be exceeded)	Y	
4.12.9	Provides the ability to prevent employees from entering invalid data (i.e., earnings or pay codes they are not authorized to use)	Y	
4.12.10	Provides the ability to close prior pay periods against further updates	Y	
4.12.11	Provides the ability to permit authorized employees to enter prior pay period changes, including workflow for review and approval	Y	Payroll can also unlock and then relock payroll.

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#	Requirement	Response Code	Response/Comments
4.12.12	Provides the ability to allow employees to associate project codes with each line of time entered to the quarter of an hour (fifteen-minute increments)	Y	Project codes can be added under job costing line items or by using job costing splits to allocate time by # or %.
4.12.13	Provides the ability to allow employees to associate project codes with overtime entered without the assignment being overwritten by pre-set HR distributions	Y	
4.12.14	Provides the ability to accept notes or comments associated with hours submitted at the project level	Y	Comments within timesheet are supported
4.12.15	Provides the ability to allow multiple pay periods to be open for time entry purposes	Y	Current/previous periods
4.12.16	Provides the ability to reconcile pay period schedule with the calendar/fiscal year in support of processes that will facilitate W2 generation and accrued payroll	Y	Many reports are available for proving out monthly, quarterly, and yearly accumulators for W-2 process. Reporting views are also available for sites looking to create even more customized reports.
4.12.17	Provides the ability to track part-time employee work hours on a weekly basis to ensure adherence to annual limits	Y	May require use of configurable reporting tools
4.12.18	Provides the ability for system to accommodate different shifts and alternative work schedules	Y	
4.12.19	Provides the ability to track total hours worked for specific employees with annual limits (i.e., retired annuitants, part time staff, etc.)	Y	Can use work limits for notification that they're approaching work limits
4.12.20	Provides the ability for authorized users to override default accounting associated with time entry records	Y	
4.12.21	Provides capability to limit override abilities to authorized users, including related workflow for review and approval	Y	Levels of workflow can be set up, but may need more information on what would be overridden.

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4.13. Separation/Off Boarding

The system should provide functionality to manage processes and procedures for employee separation due to termination, retirement, resignation, or transfer. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully exit an employee based on type of separation. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.13.1	Provides the ability to track separation details (separation type, reason for leaving, eligible for return, new position/employer, etc.)		
4.13.2	Provides the ability to update employee records in HR and payroll systems/modules and applicable external systems (e.g., ASRS, 3rd Party Benefit Providers, etc.)	Y	Fully integrated HR/PR system proposed by Tyler. Updates to external/3rd parties assumes use of compatible export file formats
4.13.3	Provides the ability to enable separated employees to access the employee portal for W-2 access at the next calendar year (including ability to prevent access for terminated employees)	Y	
4.13.4	Provides the ability to generate an estimate of benefits payout (e.g., leave balances) to share with employee	Y	Via use of configurable reporting tools
4.13.5	Provides the ability to calculate future benefits costs and deduct from final check without using manual calculation entries (e.g., IPSN for premium for coverage until end of the next month) - Includes the ability to charge the employee for employer costs, where appropriate	N	Will be manual
4.13.6	Provides the ability to generate a "retirement projection" to determine what benefits might be paid out for individual employees	N	
4.13.7	Provides the ability to define and deploy an integrated exit survey to support the capture and analysis of related information	Y	
Workflow			
4.13.8	Provides electronic employee separation workflow	Y	

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4.13.9	Provides the ability to offer checklist and workflow process that ensures all applicable staff are notified of a separating employee	Y	Offboarding checklists available, notification to staff of separation action via workflow notification and proper setup
4.13.10	Provides workflow to track progress of employee off boarding/separation checklist, including removing system rights	Y	
Miscellaneous			
4.13.11	Supports integration with fixed assets/inventory available to assist with the return of equipment, and items issued to the employee	Y	

5. UTILITY BILLING (UB) REQUIREMENTS

5.1. General

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
General			
5.1.1	Supports monthly meter reading (via required interface with City's AMI platform) based on water consumption and interfaces with handheld meter reading devices	Y	
5.1.2	Supports multiple meter types for reading (e.g., displacement, compound, etc.)	Y	
5.1.3	Supports multiple utility billing cycles (monthly, bi-monthly, fixed date)	Y	
5.1.4	Provides effective dates for water billing rates and the ability to mass update or copy rates	Y	
5.1.5	Supports delinquent account notices and penalty charges (flat fee or percentage)	Y	
5.1.6	Supports interfaces to cashiering, general ledger, meter reading (walk/read, drive by, Wi-Fi/network), 3rd party bill processing and mailing, inventory, GIS, and web applications	Y	GIS proposed as optional.

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5.1.7	Provides customer account dashboard when inquiring on a customer account	Y	Customer Central, Customers, Bill inquiry
5.1.8	Provides a public portal for customer self-service to view account balances, view a PDF of the billing statement, update billing addresses, make payments of multiple types (Utility Billing, as well as general billing invoices and development fees not connected to UB that post directly to the proposed financial system)	Y	
5.1.9	Provides the ability to determine whether a meter has been pulled from a location and to prevent the establishment of service until a new meter has been installed	Y	Service status, service type
5.1.10	Provides for automatic notification with GIS coordinates (longitude and latitude) when new meters are initially established at a service location, or when ownership changes - Automatic generation of a location ID (LID) is desired	N	

5.2. Customer Account and Location Management

#	Requirement	Response Code	Response/Comments
5.2.1	Provides "Customer at a Glance" functionality to provide key information and account details to the customer without requiring the searching of multiple screens	Y	
5.2.2	Provides the ability to override or adjust amounts with security permissions	Y	
5.2.3	Provides the ability to view payment history while in the payment entry screen	Y	
5.2.4	Provides robust key word inquiry that searches the entire Utility Billing database (i.e., "lien", etc.)	N	Limited to certain programs and a subset of search criteria.
5.2.5	Provides the ability for unlimited, date-stamped notes on customer accounts or locations with the ability to assign alert flags to accounts with notes	Y	Special conditions for alert flags; Contact Notes can also be used for date stamped notes
5.2.6	Provides an automated process for notes related to customers to stay with the customer regardless of service location	Y	Special conditions tied to the customer number
5.2.7	Provides an automated process for notes related to service location to stay with service location regardless of customer	Y	Meter comments and/or service comments; service notes also exist

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#	Requirement	Response Code	Response/Comments
5.2.8	Provides the ability to add alerts to both the location ID and the customer ID (i.e., a flashing icon on the account screen)	Y	Special conditions for account and customer
5.2.9	Provides automatic indication if there are multiple location IDs for a single customer ID	Y	If search is done by customer number, otherwise special conditions can be added to the customer number
5.2.10	Provides the ability to identify and track related accounts for a property owner	Y	
5.2.11	Provides the ability to indicate when only cash payments are accepted for a customer on the UB system and through the online portal	Y	Special conditions
5.2.12	Provides the ability to receive and track deposits	Y	
5.2.13	Provides ability to indicate whether a customer is exempt from turn-off at the customer ID level	Y	Special conditions
5.2.14	Provides the ability to immediately generate a bill for the deposit amount upon establishment of the account	Y	Express miscellaneous charges
5.2.15	Provides the ability through an automated process to return a deposit following two (2) years of good payment history, including the ability to restart the two (2) year cycle if a payment is missed; and the ability to exempt an account from an automatic refund after 2 years (commercial account); track the date of refund and amount.	Y	
5.2.16	Provides the ability to support construction meter deposits	Y	
5.2.17	Provides the ability to identify multiple meters on a single parcel or Assessor's Parcel Number (APN) or one meter serving multiple addresses	Y	
5.2.18	Provides the ability to identify landscape meters without an associated address	Y	

5.3. Meter Reading and Inventory

#	Requirement	Response Code	Response/Comments
5.3.1	Provides integration with the City's AMI solution using a single username and password for internal and external customers	Y	Integrates using export/import formats but there is not a single sign on between the ERP system and the AMI system.

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#	Requirement	Response Code	Response/Comments
5.3.2	Provides the ability to generate a recommended route map for manual meter reads	N	
5.3.3	Maintains meter readings and dates independent of customer or account changes	Y	
5.3.4	Generates service orders based on meter reading exception messages and actions entered along with meter reading	Y	
5.3.5	Provides the ability to view a history of all meters that have been installed at the service location and any work orders that have been issued for that location	Y	
5.3.6	Provides the ability to change out meters at any time; where meters have been changed out, provides the ability to show separate individual meter readings and consumption, and show total consumption and billing amount on the same bill	Y	
5.3.7	Provides the ability to display average consumption by month for an account	Y	
5.3.8	Allows user to flag individual accounts for which zero consumption is not considered to be an exception	Y	
5.3.9	Provides the ability to insert a drop-down menu for meter sizes and code types (truncations, CT, T1, TC etc.)	Y	

5.4. Billing and Collection Management

#	Requirement	Response Code	Response/Comments
5.4.1	Supports utility bill generation, reprints, delinquent bills, closing bills, closed and delinquent bills, shut-off notice(s), reminders, door hangers, and presentment by US Mail, email, text.	Y	Text notifications via Notify. Proposed as optional.
5.4.2	Provides integration with recycled water management system for customer billing	W/C	Need more information as to the process flow. Can import miscellaneous charges (from a file) that would be added to the accounts for billing, on top of regular recurring services.
5.4.3	Provides bar code functionality to capture customer billing information (including amount due), with bar code or QR code	Y	Bar codes on utility bills

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#	Requirement	Response Code	Response/Comments
	appearing on bills, and ability to scan and retrieve customer billing information		
5.4.4	Provides the ability to create payment arrangements for past-due statements and generate reports to ensure compliance with the agreed upon payment schedule	Y	
5.4.5	Provides the ability to establish, maintain and view level-bill payment plans for customers and display the payment plan and regular bill amount separately on billing statement	Y	
5.4.6	Provides the ability to flag an account currently operating under a payment plan to prevent payment extensions	Y	Special conditions can be added with instructions for specific customers/accounts
5.4.7	Provides the ability to assign a permanent due date for a customer (e.g., the customer wants to pay on the 20th of every month)	Y	
5.4.8	Provides the ability to generate a final bill with a new mailing address for real-time print and mail, and a flag to exclude from the next bill generation	Y	
5.4.9	Provides the ability to issue credit refunds for closed accounts in accounts payable	Y	
5.4.10	Provides a complete or exception-only billing pre-list for review prior to bill printing	Y	Bill read manager program is best for this
5.4.11	Allows printing of multiple cycles in one billing run	Y	
5.4.12	Generates one utility bill covering all services and charges and itemizes charges separately (i.e., multiple meters for a single account, sewer, etc.)	Y	
5.4.13	Provides options for additional services and/or charges (ad hoc) to be based on a flat rate, percentage, etc. and have each service and charge designated to a staff assigned general ledger account	Y	Supports miscellaneous charges
5.4.14	Provides the ability to prorate bills for new and closed accounts and prorate bills during rate changes	Y	
5.4.15	Supports the calculation of final bills during any cycle based on the internal closing out of a turn off service order	Y	There are multiple ways a service can be final billed. Final bill work orders is one way.
5.4.16	Supports billing adjustments such as read errors, adjustments to billing amounts, and history	Y	

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#	Requirement	Response Code	Response/Comments
5.4.17	Provides ability to charge special amounts or fines (such as during a declared drought)	Y	Manual updates to charges in the bill run are supported with appropriate permissions.
5.4.18	Provides the ability to set high/low exception parameters based on the time of the year (i.e., landscape usage expected to be zero during the rainy season)	Y	
5.4.19	Provides the ability to access and view a customer's current or prior bills (as the customer sees them)	Y	Copies of customers' bills can be stored in Content Manager
5.4.20	Provides support for multiple payment options (i.e., electronic via online customer portal, by check via the US mail or dropbox, by credit card using the City's IVR system, etc.)	Y	Via proper leveraging of applicable API offerings.
5.4.21	Provides ability to require customer to enter bank routing number and checking account number twice when paying by e-check to confirm accuracy	Y	Via Utility Access
5.4.22	Provides ability to allocate a single payment across multiple accounts	Y	
5.4.23	Provides real-time posting and/or indication of payments pending (i.e., from online, counter or IVR payment options)	Y	IVR via leveraging of applicable API offerings.
5.4.24	Supports construction-meter consumption billing	Y	
5.4.25	Provides the ability to charge a set fee per week for payment extensions	Y	
5.4.26	Provides the ability to assess fees and bill for past-due adjustments on an account (i.e., after-hours standby charges, reconnect charges) immediately rather than including the amount due in the next billing cycle	Y	Miscellaneous charges can be added to past bills via bill adjustments
5.4.27	Provides the ability to assess additional fees (i.e., disconnect fee, broken lock charge)	Y	
5.4.28	Provides the ability to identify and include past due charges on customer bills	Y	
5.4.29	Provides the ability to indicate an NSF for a payment	Y	
5.4.30	Provides the ability to accept multiple forms of tender on a single payment transaction	Y	
5.4.31	Provides the ability for multiple bills to be generated for a single master meter for special permit/inspection fees.	Y	Group billing is available if needed here. Multi meter methods can also be used to split charges into multiple accounts without group billing.

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5.5. Financial Management and Delinquencies

#	Requirement	Response Code	Response/Comments
5.5.1	Supports E-billing	Y	
5.5.2	Accepts and processes ACH payments including recurring ACH payments via bank account or credit card; ability to intercept and process bank issued paper checks; provides lockbox service to receive and process payments made via the customer's personal check	Y	Recurring credit card payments can be done via Utility Access.
5.5.3	Accepts all payments (e.g., full, partial, pre-payments, pro-rated, etc.)	Y	
5.5.4	Provides the ability to establish automatic payment plans	Y	Support payment plans and amounts are calculated automatically when added to the plan
5.5.5	Supports monthly fixed fees and special charges, etc.	Y	Via Miscellaneous or flat monthly charges
5.5.6	Provides the ability to reconcile revenue to the General Ledger	Y	
5.5.7	Provides the ability to generate aging reports by date range (including prior periods) to identity delinquent accounts	Y	
5.5.8	Provides the ability to place an account on hold or legal dispute and write off balances as bad debt or bankruptcy	Y	
5.5.9	Provides the ability to define, add, or change an unlimited number of rate code types and amounts	Y	
5.5.10	Provides automatic allocation of payments to billed service/penalties with the ability to adjust or override the default distribution	Y	
5.5.11	Accepts over-payment or credit adjustment with amount maintained as unapplied credit balance to be applied to the next service bill	Y	
5.5.12	Provides the ability to generate a counter invoice detailing utility billing charges and balance due	Y	Reprinting an invoice is an option as well as printing account history detail of charges, payments and adjustments. Duplicate receipts may also be an option here.
5.5.13	Provides the ability to distribute partial payments based on City-defined preferences (e.g., due date, service type, or percentage)	Y	
5.5.14	Provides the ability to support payment arrangements for customers to schedule payments for outstanding balances	Y	

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#	Requirement	Response Code	Response/Comments
5.5.15	Provides the ability to recognize payments immediately on receipt to prevent customers from being included on the shut off list	Y	
5.5.16	Provides the ability for automatic (i.e., real time) notification to field staff if payment is received so service is not stopped	Y	Via the mobile app and providing the work order status has been updated.
5.5.17	Provides the ability to identify related accounts and transfer customer balance, deposits, and other occupant related information to a new account when a customer transfers to a new service address	Y	
5.5.18	Supports real-time update to a customer record when service is disconnected	Y	
5.5.19	Provides the ability to generate past-due, non-payment notices and shut-off notices, including related account data, for both the account mailing address and the physical property address and link all notices to the account record	Y	
5.5.20	Provides the ability to automatically create an accounts payable batch for “credit refunds” on closed accounts, including posting to the general ledger	Y	

5.6. Service Order Management

#	Requirement	Response Code	Response/Comments
5.6.1	Provides the ability to easily create a service order for field service from the utility billing application for missing lids, leak investigations, etc.	Y	
5.6.2	Provides mobile access to view ownership information and to view and update service orders	Y	Via mobile app
5.6.3	Provides the ability to customize the service order format according to City requirements	Y	
5.6.4	Provides the ability to add notes to a service order, including notes related to the location ID (i.e., aggressive animal on premise, etc.) or customer ID	Y	

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#	Requirement	Response Code	Response/Comments
5.6.5	Provides the ability to attach a checklist or other documents to a service order	Y	Via Content Manager
5.6.6	Provides for ability to assign service orders by geographic area, then by task (i.e., turn-ons before turn-offs, etc.) and finally by specific location according to City requirements	N	
5.6.7	Provides flexible service order requests for service order assignment	Y	
5.6.8	Provides the ability to view open service orders to confirm status	Y	
5.6.9	Supports backflow device annual notices, inspection records, reporting and tracking with updated customer information; supports recycled water records with updated customer information; or interfaces with existing third-party software for both backflow and recycled water	Y	Supports Backflow device tracking/testing/notices. Need more information about recycled water records to confirm that needs could be met out of the box.
5.6.10	Provides the ability to define a workflow for each service order type with automatic email notification to responsible parties	Y	
5.6.11	Provides a history of all service orders related to a service address that should remain with the service address record; service orders should provide drill down functionally for details of actual service order	Y	
5.6.12	Provides the ability to automatically update customer, location, meter, and account information upon completion of service order actions	Y	
5.6.13	Provide the ability to automatically generate an NSF service order for a tag to be generated and placed on a customer's door	W/C	For an NSF charge, customization would be required to create a work order to deliver the tag. As a workaround, a delinquent notice door hanger can be generated and a work order manually added to deliver it, if necessary.

5.7. Reporting

#	Requirement	Response Code	Response/Comments
5.7.1	Provides the ability to generate an exception report to identify billing anomalies before bill generation	Y	

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#	Requirement	Response Code	Response/Comments
5.7.2	Provides a report of accounts with months of zero consumption	Y	May require configurable reporting tools
5.7.3	Provides a dynamic lock-off list	Y	Customers with a 'shutoff' status (assuming a lock is put on the meter for this) but who pay can be reported on, and service orders created automatically to turn them back on (i.e. remove lock). Customers who have cut their meter locks could be recorded/tracked using special conditions.
5.7.4	Provides water usage reports for residential and commercial accounts by location ID, meter type, meter size, tier type and/or period (monthly, calendar year, fiscal year)	Y	May require configurable reporting tools
5.7.5	Provides the ability to generate a report to identify accounts with a credit balance	Y	
5.7.6	Provides the ability to generate payment plan letters for individual accounts, including related account data	Y	Delinquent notices sent to Notify and mail merges to a template from multiple program
5.7.7	Provides the ability to export reports to Microsoft Excel, Word, and PDF	Y	
5.7.8	Provides the ability to generate a list of accounts, customers, or meters based on user-defined selection criteria (i.e., customer ID, meter size, account type)	Y	May require configurable reporting tools.
1.1	Provides the ability to generate analysis reports with user-defined parameters with flexible selection criteria and grouping options (i.e., dates, location ID, customer ID, etc.)	Y	May require configurable reporting tools.
5.7.9	Provides the ability to meet all State, County, and/or governing agency reports (drought, water consumption, etc.)	Y	Tyler will commit to providing all state and federal mandated reports with data file submissions required to be submitted to the state that are not already provided through standard reports or inquiry functions. In addition, any changes to mandated State/Federal specified file layouts will be provided for no additional license/maintenance fees to all clients who have a current Maintenance Agreement in place.
5.7.10	Provides for ability to generate automated notification of customer and account changes	N	Limited to workflow notifications when a final read work order is generated. Some other types of account changes do not automatically generate notifications.
5.7.11	Provides the ability to generate a report at the service order level, including all service order details, notes and status	Y	May require configurable reporting tools.

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5.8. Cashiering

#	Requirement	Response Code	Response/Comments
5.8.1	Provides a centralized cashiering model to collect and manage transactions (e.g., cash, checks, credit cards, electronic payments) - **Please provide a brief description in the Response/Comments column to the right**	Y	Centralize your cashiering process with Tyler's Cashiering application, a powerful enterprise- level cashiering solution that manages revenue collection from multiple locations and collection points. Benefits include Easy-to-navigate, intuitive design promotes efficiency as well as online help features.
5.8.2	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information - **Please provide a brief description in the Response/Comments column to the right**	Y	Robust integrations with peripheral hardware, including receipt printers, check scanners, handheld barcode/optical character recognition (OCR) scanners, and credit card readers
5.8.3	Provides a customer receipt showing all balances due across all modules that may be printed or sent electronically	Y	
5.8.4	Provides bank interfacing, using transaction codes defined by the bank and the City to support reconciliation	Y	
5.8.5	Ability to add multiple line items within a transaction	Y	
5.8.6	Supports creating and maintaining receipt codes for various transaction types and supports each receipt code being tied to one or multiple GL accounts	Y	
5.8.7	Provides daily cash reports to prepare deposit slips, track cash receipted in by denomination, check, electronic deposits, by cashier, etc.	Y	
5.8.8	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Y	

5.9. Customer Self-Service Portal

#	Requirement	Response Code	Response/Comments
5.9.1	Provides a public portal for customer self-service to view UB account balance, make payments (via various payment methods), update mailing address, etc.; and to make payments for	Y	Utility Access - May need more information on Engineering Development Fees if these are UB. Otherwise can probably be handled by General Billing.

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#	Requirement	Response Code	Response/Comments
	Engineering Development fees and miscellaneous General Billing invoices that will post to the proposed financial system		
5.9.2	Provides the ability for customer to authorize/accept or deactivate paperless billing	Y	
5.9.3	Provides the ability for customer to set up online bill pay (debit, credit, or ACH)	Y	
5.9.4	Provides the ability to allow customer to manage/change credit cards online	Y	
5.9.5	Provides the ability to allow customer to manage/change email address for paperless billing	Y	
5.9.6	Provides the ability to allow customers to access account history including: - Monthly consumption - Current month versus previous month - Historical consumption comparison (i.e., compare October 2019 versus October 2021)	Y	
5.9.7	Provides the ability to allow customer to access billing reports including: - Online electronic copy of utility bill - Monthly billing history - Current month versus previous month - Historical consumption comparison (i.e., compare October 2019 versus October 2021)	Y	

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6. TECHNICAL REQUIREMENTS

6.1. Overall Solution, Maintenance and Support

The solution should be a commercially available product that supports the requirements below; please provide a response for each item. NOTE: SaaS solutions MUST house underlying data within the continental US.

#	Requirement	Response/Comments
Solution Overview		
6.1.1	Confirm that the proposed solution implementation includes complete installation, operating, and system maintenance documentation	Yes
6.1.2	Proposed solution must provide seamless integration among and between all related solution component modules (i.e., all HR-related functions must be fully integrated, and time entry data must be directly integrated with the payroll system, etc.)	Yes
6.1.3	Identify the minimal and optimal hardware requirements necessary for the implementation of the proposed solution	See System Requirements attachment.
6.1.4	Identify any proposed hardware or software components to be provided and/or supported by a third party	See System Requirements attachment.
6.1.5	Identify any additional software, hardware, or network requirements recommended to optimize the proposed solution (i.e., identify recommended network components or configuration needed to support the proposed solution, etc.)	See System Requirements attachment.
6.1.6	Identify all industry-standard web browsers with which the proposed solution is compatibl	Tyler applications are built and tested on the latest HTML5 standards and should be compatible with any modern browser. Tyler has validated the following browsers: **Google Chrome**: Recommended with all Tyler solutions. **Microsoft Edge**: Supported with all Tyler solutions. **Apple Safari:** Supported with all Tyler solutions. **Mozilla Firefox**: Supported with all Tyler solutions except Time and Attendance. Note: Microsoft Internet Explorer is no longer supported by Microsoft and as such *not* supported with any Tyler solution.

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#	Requirement	Response/Comments
6.1.7	Identify the compliance certifications and standardizations held by the proposing organization (e.g. PCI DSS, HIPAA, WCAG 2.1, ODBC, ISO/IEC 12207, ISO/IEC27001, IEEE)	To maintain the highest levels of security assurance, Tyler undergoes annual audits, including Service Organization Controls (SOC) 1 Type 2 and SOC 2 Type 2 assessments conducted by an independent firm. Tyler Technologies also completes an annual Payment Card Industry (PCI) Data Security Standards (DSS) assessment using a PCI Security Standards Council (SSC) Qualified Security Assessor, ensuring that we meet stringent security requirements for handling payment data. Tyler Technologies will retain all data in the AWS regions geographically located within the United States. While AWS is indeed ISO27001 compliant, Tyler does not support this compliance standard and chose to focus on the SOC Type 1 and Type 2 attestations. The two are often used interchangeably or as a substitute, therefore, we would agree to the SOC standards, rather than ISO27001. To learn more about Tyler's industry and regulatory compliance, including how to obtain a copy of Tyler's SOC reports, visit: https://www.tylertech.com/about-us/security-compliance/compliance. All Tyler applications run on AWS. To learn more about AWS security controls and compliance, visit: http://aws.amazon.com/security. Tyler applications intended for external users to our clients such as applicants, employees, retirees, residents, and vendors are designed using standards to support ADA accessibility requirements. Front-end UX components adhere to Web Content Accessibility Guidelines (WCAG) A-AA compliance. Quality Assurance teams leverage several tools to validate compliance during development and testing including screen readers. Tyler continues to monitor Section 508, ADA, & WCAG compliance as a focal point of development activities. For more information on Tyler's approach to digital accessibility, visit: https://www.tylertech.com/digital-accessibility
6.1.8	Solution supports adding Low Code as an element in the technical area (i.e., forms/workflow/logic apps)	Though Tyler applications are commercial off-the-shelf (COTS) solutions, they include many options to enable end users to configure and tailor

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#	Requirement	Response/Comments
		experiences, freeing up valuable IT resources to innovate, while ensuring configurations are guided by sensible restrictions and guardrails. Through integrated, user-friendly configuration options, subject matter experts can be empowered to manage process configuration, system setup, workflow automation, report customization, and more to dynamically meet business needs without the technical overhead required for custom programming. All configurations remain through upgrade cycles avoiding time-consuming re-tooling required by other systems. Tyler maintains and supports all software source modifications to the system with a proven release life cycle.. **Workflow Administration** Workflow used with Tyler applications is different from many workflow products in the market today. With it, the work has already been done for you—ensuring our applications work hard for your users, rather than the other way around. Using our "building blocks" approach, we provide you with template business rules out-of-the-box—meaning there is absolutely no coding or programming needed to set up, use or modify workflow processes. Any authorized user can easily learn how to modify or configure a business rule—so IT staff is free to concentrate on other important tasks. In addition, due to the modular nature in which workflow in Tyler applications has been engineered, creation of rules can be centralized (managed by IT) or decentralized (managed by domain experts). At Tyler, we recognize that our clients know their business better than anyone else. That's why we developed our preconfigured business rules based on best business practices and direct feedback from our more than 1,100 ERP clients. All you have to do is tailor them to work the way you run your organization—by defining how each task is structured, who performs each task, in what order tasks are performed, how approvals or re-routing is handled.

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#	Requirement	Response/Comments
6.1.9	Acknowledge that all data is the property of City and shall not be shared with any third party without written consent from the City - This includes but is not limited to metadata and usage statistics	Yes
6.1.10	Provides for Lightweight Directory Access Protocol (LDAP) to establish a connection between Offeror's solution and Active Directory (AD) for user authentication. Application can handle AD tokens and credentials.	See 6.1.12
6.1.11	The Offeror shall demonstrate the ability to use role-based access controls in active directory	Yes
6.1.12	The Offeror shall showcase the ability to perform SAML2, OAUTH, and open LDAP authentication	Tyler's Identity solutions are foundational components for a zero-trust identity strategy that enables cloud-based authentication for Tyler application users, regardless of location, device, or network. Tyler's Identity Workforce and Identity Community are cloud Identity as a Service (IDaaS) solutions that improve the sign-in experience, enhance security, and simplify identity management. Identity Workforce connects Tyler back-office applications with your organizations identity provider (IdP) such as Microsoft Entra ID, Google Cloud Identity, and Okta Workforce Identity Cloud, aligning with your overall identity and access management (IAM) strategy. Federation with your IdP provides end-users with seamless, single sign-on across Tyler and organizational applications, while centralizing credential management policies such as password requirements and the use of multifactor authentication for enhanced identity verification. Identity Community is Tyler's secure authentication service to access public-facing self-service applications, such as those used by vendors, businesses, and residents. One account provides community members with single sign-on to Tyler applications, including across multiple jurisdictions that also use Tyler applications.
6.1.13	The Offeror shall describe how your data center infrastructure is distributed	Tyler's Hub dashboard provides centralized data access, aggregation, and analysis across Tyler applications. Configurable and interactive Hub cards present data to end users in real time in a variety of formats including charts, tables, and KPIs. Collections of Hub cards can be grouped by configurable Hub pages. The Hub Content Library includes hundreds of

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#	Requirement	Response/Comments
		predefined cards & pages maintained by Tyler. Hub content can be customized and tailored specifically to organizational needs or created from scratch through an intuitive no-code content builder. Hub content can be downloaded to a variety of industry standard formats including PDF, CSV, and Excel, including PivotTable support. Tyler's Interactive Reporting enables users to easily surface and explore vital data required for compliance and operational needs from across their Tyler ecosystem. Dynamic out-of-the box reports create insights and actionable conclusions, while offering the customization to create flexible, user-friendly ad-hoc reports and analytics. Interactive Reporting OData feeds provide secure, industry standard access to underlying data over web services for use with various third-party reporting tools. Additional Interactive Reporting offerings include the ability to add data from other third-party systems. Built on Tyler Technologies' Data & Insights data analytics platform, Executive Insights empowers finance directors, mayors, city managers, superintendents, and department leads to effortlessly understand and monitor the health, performance, and service level of their organization. Powered by machine learning, Executive Insights predictive analytics experience is specifically tailored for government revenue forecasters. Executive Insights provides a turnkey analytical environment, pre-populated with industry-recognized KPIs and leading indicators, all of which require no setup. It is automatically updated and seamlessly integrated with Enterprise ERP, delivering instant insights from day one. Tyler Open Finance provides unparalleled data access and analysis tools to help public sector entities implement principles of transparency, participation, and collaboration. Open Finance organizes your Tyler ERP financial data into a highly consumable, interactive, contextualized visual interface to meet the public's need to understand government finances. This allows agencies to effectively and powerfully communicate how tax dollars are being collected and spent.

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#	Requirement	Response/Comments
6.1.14	The Offeror solution shall protect data in-transit and data at-rest via encryption	Transport Layer Security (TLS) encryption protects communication with Tyler applications, including end-user access through TLS-protected HTTPS. This widely adopted protocol secures sensitive data by preventing reading or modifying information transferred. Tyler solutions run on AWS storage services, including Elastic Block Store (EBS) and Amazon Simple Storage Service (S3). The use of server-side encryption with AWS Key Management Service (AWS KMS) keys is used to encrypt at-rest data. This encryption is known as SSE-KMS. SSE-KMS uses one of the strongest block ciphers available to encrypt your data, 256-bit Advanced Encryption Standard (AES-256). Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards over private connections within the AWS network.
6.1.15	Content can be stored in industry standard file formats and supports file storage and retrieval.	Yes – Via Content Manager
License and Maintenance		
6.1.16	Describe the current licensing structure for the proposed solution (i.e., named users, concurrent users, site license, etc.)	The Enterprise ERP application utilizes a site license.
6.1.17	Identify any end-user devices other than desktop/laptop computers that are supported in the use of the proposed solution, including for what functions (i.e., iPads, mobile phones, etc.)	Tyler's modern, web-based platform agnostic cloud applications are accessible from virtually any device, anywhere. Tyler also provides native mobile apps on iOS and Android for targeted processes and end-user experiences.
6.1.18	Discuss whether the proposed solution and potential resulting contract allows for addition of any number of additional users at negotiated volume discount rate (identify any limitations for this)	Tyler is willing to negotiate during the selection process.
6.1.19	Discuss any system database management and balancing utilities which are employed to ensure efficient operations and data integrity within and across components of the proposed solution	Tyler applications use a combination of database constraints and robust application level business logic to ensure data integrity. Due to the integrated nature of Tyler applications, single “master records” are shared across multiple products. This ensures one data record is maintained across multiple applications, eliminating the need to “sync” or manually entering duplicate data in multiple areas. Most

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#	Requirement	Response/Comments
		data entry involved choosing records from pre-defined tables maintained by application administrators rather than entering data free form. Finally, Tyler applications follow best practice database rules for transaction rollbacks. Any in-flight transactions that are interrupted between a begin work and commit work, will roll back to the previous commit. Tyler's EERP solution includes a data integrity assistant utility that aids clients in identifying and correcting data integrity conditions in the database tables. This program analyzes through the data tables and identifies incorrect or invalid data conditions and then provides options to help you in addressing the conditions. As you move through the tables, the program provides on-screen reporting that details the table name and line where conditions exist, details of the data condition in grid display, and information regarding a table description, data condition descriptions, and steps for auto-correction, if available. Tyler's EERP solution includes a data integrity assistant utility that aids clients in identifying and correcting data integrity conditions in the database tables. This program analyzes through the data tables and identifies incorrect or invalid data conditions and then provides options to help you in addressing the conditions. As you move through the tables, the program provides on-screen reporting that details the table name and line where conditions exist, details of the data condition in grid display, and information regarding a table description, data condition descriptions, and steps for auto-correction, if available.
6.1.20	Describe the strategy for keeping solution "up to date" (i.e., adding or replacing products to take advantage of new technology, to comply with emerging industry standards, etc.)	Tyler is committed to providing the best software and services to the public sector. Dedicated research and core development groups ensure Tyler remains focused on the needs of existing customers while also envisioning and executing on what prospects will expect from products and services in the future. Tyler's Evergreen Philosophy continually

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#	Requirement	Response/Comments
		provides returns on our clients' investment by refreshing the features and underlying technology in a planned and non- disruptive approach. Tyler continuously reviews product roadmap items in a 12-18 month rolling approach. Product direction is influenced through proposals, local, state, and national user groups and conferences, customer enhancement requests, as well as competitive and market analysis. These resources provide necessary insight to ensure Tyler solutions meet the needs of the marketplace, and most importantly, Tyler customers today and into the future. Tyler solutions are continually enhanced with functional & technical enhancements for clients.
6.1.21	Describe the software update / upgrade process including the frequency of major product upgrades, the method for the rollout of interim bug-fixes, whether upgrades/updates can be done outside of normal business hours, etc.	Tyler's industry leading technologies and features are continually enhanced through perpetual updates as part of our Evergreen Philosophy. Tyler core application Feature Releases, delivered quarterly, include new features, functionality, and software corrections. Core applications also receive Service Updates in between Feature Releases to address critical application, security, or compliance issues. Core application releases are automatically deployed to a non-production application environment for validation prior to production. This provides clients with time to validate and familiarize themselves with new features and updates. Ancillary applications follow a continuous update cycle, receiving timely fixes and enhancements every two weeks.
6.1.22	Identify potential additional fees that could be anticipated beyond what is provided for by the annual maintenance contract	No additional fees are anticipated beyond the annual maintenance contract.
6.1.23	Identify and discuss any optional other services that are not included in the annual maintenance contract, including related costs	Please refer to the Optional Services and Optional Products worksheets In Appendix B - Cost Proposal.
6.1.24	Confirm that local configurations and user-defined fields are incorporated into new product releases	Tyler maintains and supports all programmatic application modifications. Modifications typically involve changes or additions in program functionality that affects new, desired results within applications.

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#	Requirement	Response/Comments
		Interfaces are modifications involving a program change that allows for a data interchange with another automated system. Because an interface is a form of program modification, each can be completed via the same series of tasks. In the following descriptions, the terms modification and interface can be used interchangeably. As part of Tyler's Evergreen Development Philosophy, all modifications are built into a single release stream and then made available to all customers in subsequent releases. Enhancements and software corrections are fully documented and available on the company website for customers to review. User groups, forums, and direct customer feedback through Tyler's enhancement program allow clients to influence changes and improvements to the application.
6.1.25	Discuss the vendor's process by and extent to which the solution is tested for each software release, installation, or upgrade (e.g., is complete regression testing completed?)	Tyler's Quality Assurance team rigorously tests each product release using a broad range of testing methodologies. Their goal is to continue to help clients maintain one of the lowest downtime averages in the industry. Each of the following test cycles builds upon the last, increasing the scope and depth of coverage. The team incorporates both manual and automated tests throughout the testing phases, and results are formally documented. Automation allows tests to be run more frequently throughout the product lifecycle to ensure consistent quality and stability. Automation also frees up resources to perform robust testing of more complex scenarios. Testing Cycles • **Daily Functional / Smoke** testing ensures key, critical functions within each of our products perform as expected. These tests are automatically scheduled and executed daily. • **Unit testing** focuses on testing each individual change made to the products. Our team ensures the quality of a specific update, as well as testing how that change integrates with other parts of the product, called Product Integration testing.

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		• **Regression** testing ensures individual changes made to our products have not negatively impacted surrounding functionality. • **Process testing** involves testing critical processes within each product to ensure functionality from Point A to Point Z performs as expected. (beginning to end). • **Product Automated** testing performs hundreds of regression tests against specific products. This testing ensures that newly introduced features or functions have not negatively affected existing functionality. • **Product Integration Automated** testing ensures the integration points between our products work as expected. • **Release/Deployment** testing ensures that our products can be installed, upgraded, and deployed using one common platform.
6.1.26	Solution shall include a minimum of three (3) environments – Production, Pre-Production, and Test that can potentially also be used for Training	Tyler's standard application deployment includes production, train, and test environments. Select Tyler application deployments may also include an implementation environment. The train environment is typically used as a sandbox to test processes prior to doing so in production or to train users on new or unfamiliar processes. The test environment is used to install and test new application releases prior to upgrading production. The implementation environment is only available during implementation and prepopulated with data and scenarios so users can be trained prior to client data conversion or build out. Tools are provided so clients can easily "refresh" application data from one environment to another at their convenience.
6.1.27	Operating systems and databases are fully supported by Microsoft	Yes

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#	Requirement	Response/Comments
6.1.28	Provides a tool for City IT staff to control/approve updates to the system via patches and new releases	Tyler's industry leading technologies and features are continually enhanced through perpetual updates as part of our Evergreen Philosophy. Tyler core application Feature Releases, delivered quarterly, include new features, functionality, and software corrections. Core applications also receive Service Updates in between Feature Releases to address critical application, security, or compliance issues. Core application releases are automatically deployed to a non-production application environment for validation prior to production. This provides clients with time to validate and familiarize themselves with new features and updates. Ancillary applications follow a continuous update cycle, receiving timely fixes and enhancements every two weeks.
6.1.29	Confirm and provide a sample of detailed release notes for each update (what changed, why, expected user impact)	As a Tyler client, you have access to numerous training tools and services as part of your annual subscription. · **Technical Support** provides the opportunity to get specific questions answered and to understand the impact of changes on the system. · **Tyler Search** provides documentation on all aspects of Tyler applications including technical installation guides, how to documents, release notes for new versions of the system, and process documentation. Documentation is updated with major releases. Additionally, with major releases, Tyler offers Major Enhancement Sneak Peek trainings sessions online. · **Tyler University** offers training on many processes and subject matters, utilizing your own data with step-by-step directions. Tyler offers free on-line courses throughout the year that cover a variety of topics, from Year End Close procedures to Charge Code Set-up. · **Online Education** classes offer in-depth product training and key information taught live by Tyler staff via GoToMeeting.

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#	Requirement	Response/Comments
		· **Tyler Community and local user groups** provide clients with the opportunity to interact and collaborate with peers. · **Tyler's implementation department** can be contracted to provide additional training at any time (remote or onsite as needed) at the current billable rate.
Interfaces Overview		
6.1.30	Provides and maintains an Open Application Programming Interface (API) for the Services at no additional cost. The Open API adheres to the following requirements: The API shall be publicly accessible and documented, allowing third-party developers to integrate with the Services without requiring proprietary software or tools. The API must comply with industry standards, including but not limited to RESTful architecture, JSON for data interchange, and OAuth 2.0 for authentication and authorization. Comprehensive and up-to-date documentation must be provided, including detailed descriptions of endpoints, request and response formats, error codes, and usage examples. Offeror shall implement versioning for the API to ensure backward compatibility. Any changes to the API that may affect existing integrations must be communicated to the City at least 90 days in advance. Offeror shall offer ongoing support and maintenance for the API, including timely updates, bug fixes, and security patches. The API must meet agreed-upon performance and reliability standards, including uptime guarantees and response time metrics. The API must comply with all relevant regulatory requirements and security best practices to protect data integrity and confidentiality.	No additional cost with optionally proposed API Toolkit Bundle. Tyler's API (Application Programming Interface) Toolkits and API Connectors add value to your organization by enabling you to create your own integrations to share data between Tyler and non-Tyler applications. API Toolkits contain all exposed resources (or endpoints) available in a specific Tyler application module such as Enterprise ERP General Ledger, Accounts Receivable, or Enterprise Asset Management. API Connectors contain a subset or cross-section of API Toolkit resources with the purpose of facilitating a specific type of integration such as third-party cashiering, IVR, or applicant tracking systems. The API Developer Portal is a powerful RESTful API gateway that makes accessing Tyler application data and processes through Toolkits and Connectors easy and intuitive. The Portal conforms to the OpenAPI Specification, including using Swagger UI to generate interactive API documentation, securing resources with OAuth 2.0 through Tyler Identity. API resources include example calls and produce properly formatted commands, allowing you to easily exercise them against your data. The API Developer Portal features include: • Conforms to Industry standard OpenAPI 3.0 Specification • Swagger UI generates interactive API documentation that lets your users try out the API calls directly in the browser.

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#	Requirement	Response/Comments
		• Authentication using OAuth 2.0 standard, offering multiple login flows to suit different app implementation scenarios. • Data models and examples for each resource • Produces HTTP URI and CURL commands to exercise resources from within the documentation and return data • Real-time validation • Standard HTTP status codes • Documentation to aid in identifying and understanding normal resources used to complete a given integration.
6.1.31	Provides webhooks to enable real-time event-driven notifications at no additional cost. These webhooks must be capable of sending data to the City's specified endpoints when predefined events occur. Comprehensive and up-to-date documentation must be provided for the webhooks, including descriptions of event types, payload structures, and usage examples. Webhooks must be secured using industry best practices, including the use of HTTPS for data transmission and the ability to verify the authenticity of webhook requests. Offeror shall ensure the reliability of webhooks, including retry mechanisms for failed deliveries and logging of webhook events. Offeror shall offer ongoing support and maintenance for the webhooks, including timely updates and patches to address any issues or vulnerabilities	API webhooks/events are scheduled in 2025 for a future TBD release.
Usability / User Support		
6.1.32	Confirm that the proposed solution provides a common user interface for user access, data entry, searching, etc.	Yes
6.1.33	Describe the support options (basic vs. other support tiers, including standard / expanded hours of support, response time commitments, software support options (i.e., on-site, phone, email, webinars, etc.)	Tyler Technologies provides all customers with equal and comprehensive support. As a Tyler client, you'll have comprehensive, 360-degree accessibility with our in-house client services. Tyler is proposing our standard, complete application support which includes, unlimited 800-number for all users, unlimited web support, access to client resources, knowledge articles, Tyler Community, Tyler Coach, and online webinar trainings. Our objective is to be responsive to the needs of all customers by providing excellent product support.
6.1.34	Confirm the availability of an up-to-date, client-accessible Knowledge Base of known issues, troubleshooting workarounds, and frequently asked questions	Yes

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#	Requirement	Response/Comments
6.1.35	Discuss current availability and configuration (i.e., vendor sponsored, regional groups, etc.) of any user groups that exist, including identification of any costs for participation, as well as the location, frequency, and content of meetings	**Local User Groups** Tyler clients benefit from networking and peer-to-peer collaboration through local user groups. Most user groups are run by clients, who set the meeting agenda, location and frequency, assign topics, and involve the Tyler resources they need. In large states, there may be several user groups or different sessions planned. Tyler provides staff to demonstrate new functionality and assist with materials and collateral. During the sessions, Tyler representatives collect important feedback and report back to product managers. Many clients form lasting connections with other Tyler users within these groups and help to make each other better users of the software. **Annual User Conference** Each year Tyler hosts an annual user conference, which brings together staff and clients from across all Tyler products. Tyler has appropriately named our conference Connect, and each year thousands of clients come to learn about Tyler, our products, and to connect with peers and staff. This premier event helps clients get the maximum use of their Tyler software. Clients can learn more about existing or proposed functionality through dozens of classes over several days. Development product managers attend the event to share their plans for the next upgrade and to solicit feedback from clients. Tyler was able to quickly pivot in the spring of 2020, with the global pandemic, to move all our classes virtually. As of this year, Tyler has over 4700 registrants and over 600 classes being offered on our virtual platform for our annual conference. Our clients' input from past conferences continues to significantly impact the direction of software enhancements and changes. Client attendance each year ensures that appropriate needs are reflected in product development strategies. Connect is held in different locations every year to accommodate our geographically diverse client base and to provide fresh and exciting activities for our clients outside of the classes and labs.

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#	Requirement	Response/Comments
6.1.36	Describe the support escalation procedure	If your situation or issue priority has changed, or if you feel you are not receiving the service you need, please contact the appropriate support product manager to escalate. The manager will follow up and determine the necessary action.
6.1.37	Discuss recommended approach to end user training, including access to traditional training documents, videos, knowledge bases, forums, etc. - Include discussion of whether training materials are provided for City update	Tyler believes in a train-the-trainer approach to implementation. This approach allows your resources (i.e., power users and functional leads) to be involved in the initial training and software configuration while limiting the amount of time that end users are involved in the project. The power users and functional leads are then involved in training the end user community after all configuration is complete, which helps to increase adoption, solidify knowledge transfer, and lessen resistance to training and process changes. You may contact us at any time for training on future functionality, train new users, or refresh knowledge; However, your team will have access to the tools and services designed to support your internal training leads – Tyler Coach, Tyler Community, client support, state user groups, annual user conference, client resources, knowledge articles, and online help. Tyler maintains a complete set of documentation that is available to all users through our client resources and knowledge articles. Our client resources provide users with a single, easily accessible location to find all existing documentation on Tyler products and other widely used technology products. Included are procedure documents, file layouts, user guides, installation manuals, setup documents, system administrator documents, data schemas, training exercises and much more. The City can also download documentation into Microsoft Word format to edit to match internal policies and procedures.
6.1.38	Provides Single Sign-On (SSO), an authentication process that allows users to access multiple applications with one set of login credentials, specifically utilizing the Customer's Microsoft Entra ID. Offeror shall integrate SSO with the Customer's Microsoft Entra ID using the Security Assertion Markup Language (SAML) protocol. Offeror shall provide the necessary configuration	Yes

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#	Requirement	Response/Comments
	details, including the Identity Provider (IdP) metadata, Assertion Consumer Service (ACS) URL, and any other required endpoints.	
6.1.39	All City data and intellectual property shall be housed in the continental United States	Yes
Disaster Recovery		
6.1.40	Proposed solution provides near or real-time mirroring for Disaster Recovery service to an off-site location	As part of Tyler's defined business continuity plan, applications and data are replicated across multiple Availability Zones ensuring high availability. Availability Zones consist of one or more discrete data centers, each with redundant power, networking, and connectivity, and housed in separate facilities. They are connected to each other with fast, private fiber-optic networking, providing automatic fail-over for minimal disruption.
6.1.41	The Offeror shall provide a formal security incident response process which includes responding to security incidents and notifying customers like the COP proactively throughout the incidents (i.e., quantifying using SLA's, timeframe, and root cause analysis) - Sample notifications should be provided for City review	To effectively protect Tyler's business and the client data in our care, a Security Incident Response Procedure is in place, defines employee responsibilities, and is available to all employees. Tyler's incident response plan, based on the NIST 800-53 Framework, defines a measured, repeatable process for determining, handling, and recording when an incident occurs. Tyler Technologies' handling of incidents, including notification to customers, conforms to applicable state and federal law. Design, implementation, and maintenance of the IRP are the responsibility of Tyler's Information Security Office. The IRP establishes procedures for responding to and reporting of security incidents. A Post Incident Review is conducted once a threat has been successfully eliminated. The Incident Response Plan is tested no less than annually. Tyler regularly monitors the networks, systems, environments, and applications within its control. As part of that monitoring, if Tyler identifies a potential security incident, Tyler follows established policies and procedures to contain, respond to and mitigate such incidents. Tyler's standard practice is to treat the details of any such incident as confidential, given that releasing those details to the public itself creates a security risk, and/or because those details may include a client's confidential information.

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#	Requirement	Response/Comments
		Further information regarding Tyler's incident response plan can be found in our most recent Type 2 Service Organization Controls No. 2 (SOC 2) report.
6.1.42	Solution shall provide daily backups (at a minimum) that can be restored by Offeror staff to any environment.	Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards. Client production data is retained as defined by application-specific retention policies. Data restoration requests must be submitted through the standard support ticketing process by client approved personnel only. Production datasets are backed up automatically and retained based on the following retention policy. Daily: 7-days Weekly: 4-weeks Monthly: 3-months
6.1.43	The Offeror shall provide a Risk Management Plan which meets or exceeds current industry standards, and which includes policies and procedures related to (but not limited to) breach notifications, financial risk, litigation holds, political situations, and geographical situations	The Company follows a Risk Management Process based on the NIST Risk Management Framework and maintains a formal Risk Register. IT Infrastructure Subject Matter Experts meet weekly to identify and mitigate known risks related to the enterprise and hosting infrastructure. General oversight of the team is managed by two of the CIO direct reports. All CIO direct reports and the Director of Revenue Assurance are members of the IT Security Office Steering Committee and are provided formal quarterly status updates.
6.1.44	The Offeror shall provide the methodology used for penetration testing, patching, vulnerability management and remediation activities	Tyler maintains industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. Tyler engages multiple third-party experts to perform both external and internal penetration tests of our networks and systems on an annual basis. These tests are a critical part of our security strategy and are required to meet compliance audits; therefore, they cannot be negotiated or scheduled in advance with clients. Penetration tests should not impact application functionality or accessibility, and test results remain confidential. More details on Tyler's security controls and

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#	Requirement	Response/Comments
		business continuity can be found in Tyler's System & Organization Control (SOC) Reports, which can be requested here: https://www.tylertech.com/about-us/security-compliance/soc-compliance To maintain the integrity, confidentiality, and availability of Tyler's environment for all clients, unauthorized penetration testing, vulnerability scanning, or any attempts to bypass security restrictions within Tyler's SaaS services or related environments are strictly prohibited. Clients may not attempt to access files, passwords, or other confidential information outside of their authorized access.

The solution should provide the ability for system administrators to create and apply 'custom' business rules to various processes. Specific requirements are listed below.

#	Requirement	Response/Comments
6.2.1	Provides the ability to create user-defined fields, screens, and hot keys	Yes
6.2.2	Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by City and without the assistance of the software vendor	Yes
6.2.3	Offers a process scheduling tool that might be used to automate imports of external data, launch external programs, poll for and maintain non-system folder content, and sequence, launch, monitor, and report on such routines	The Enterprise ERP Scheduler makes the system more efficient for Tyler clients by allowing them to schedule CPU intensive jobs for times of the day when their users will be least impacted. Our powerful recurrence capabilities allow clients to "set and forget" recurring jobs like file imports or periodic (weekly, monthly, etc.) reports. Several processes can also be scheduled including applying late fees, rolling to a new period, printing routines (PO's, checks, bills, etc.). The Scheduler Engine receives submissions for scheduled programs or jobs and arranges their execution at designated times. Results are automatically printed or spooled, and the program sends e-mail notifications to alert recipients to events such as a start, completion, expiration or failure of a job.

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#	Requirement	Response/Comments
		The Enterprise ERP scheduler includes administrative programs that allow for monitoring of queued jobs, as well as the history of jobs and status. **SQL Server Reporting Services Subscriptions** SQL Server Reporting Services (SSRS) subscriptions can be setup for any report to deliver reports at a specific date and time or on a recurring schedule. Report subscriptions include the option to attach the report in a variety of formats (XML, CSV, PDF, MHTML, Excel, TIFF, or Word), include a link back to the report available from any web browser, or store the report on a file share or Microsoft SharePoint library.
6.2.4	Provides the ability to customize help text	Documents downloaded from KnowledgeBase. Documents can be linked to menu system.; Cannot customize context-sensitive screen and field help.
6.2.5	Provides the ability to customize common error messages	No – Standardized error notification system.
6.2.6	Allows SQL-based access to database through common "Management Studio-like" tools. Full documentation of the database schema.	Secure ODBC Read-only access is available. Data dictionaries are provided with several Tyler solutions including Enterprise ERP, Enterprise Asset Management, and Enterprise Permitting & Licensing. Enterprise ERP and Enterprise Asset Management include a data dictionary within the system as a dedicated application, always reflecting the current database schema. These applications also include a "View Database Columns" mode that overlay's application fields with the respective database table and column name directly within the application.
6.2.7	Solution provides ability to migrate configuration data between environments	Production environments can be refreshed to non-production environment at the client's request.
6.2.8	Describe optimal and minimal level of the City staff expertise recommended to support the proposed solution: hardware, software, programming, and administration	Tyler provides fully scalable solutions to meet the requirements of all organizations, regardless of size, and can grow to meet increasing demands. Application and system administration can also be tailored to clients of any size and available technical resources. Many factors should be considered to determine the technical staffing needed for Tyler applications, such as business policies, application setup, and

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#	Requirement	Response/Comments
		upgrade frequency. It is very common clients utilize existing resources for Tyler administration; rarely is dedicated staffing required. Tyler Software as a Service (SaaS), provides a subscription-based, cloud hosted solution. Tyler SaaS includes support, maintenance, and upgrades of Tyler applications, platforms, and infrastructure. Tasks typically required by client technical staff include administration of client networks, user and identity management, role-based access controls, workflow, release updates. and end-user device such as workstations and printers. Many application administration tasks can optionally be decentralized to application subject matter experts, including security administration, workflow design, and application configuration. Clients with decentralized application administration typically require less than .5 technical FTE.

6.2. Audit and Security

The solution should be designed to protect all data from unauthorized access or alteration. Potentially unique or custom requirements are listed below.

#	Requirement	Response/Comments
6.3.1	The Offeror shall demonstrate and provide documentation to validate that their solutions contain adequate security controls and safeguards using a third-party independent auditor (Specific audit frequency and share sample reports). Vendor can provide their latest copy of a SOC 2/SIG audit report	To maintain the highest levels of security assurance, Tyler undergoes annual audits, including Service Organization Controls (SOC) 1 Type 2 and SOC 2 Type 2 assessments conducted by an independent firm. Tyler Technologies also completes an annual Payment Card Industry (PCI) Data Security Standards (DSS) assessment using a PCI Security Standards Council (SSC) Qualified Security Assessor, ensuring that we meet stringent security requirements for handling payment data. To learn more about Tyler's industry and regulatory compliance, including how to obtain a copy of Tyler's SOC reports, visit: https://www.tylertech.com/about-us/security-compliance/compliance. All Tyler applications run on AWS. To learn more about AWS security controls and compliance, visit: http://aws.amazon.com/security.

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#	Requirement	Response/Comments
6.3.2	Provides robust security options that are intuitive and offers multiple levels of access, managed at the user department level	Yes
6.3.3	Supports multiple users with appropriate separation of duties and security roles	Yes
6.3.4	Allows the system administrator to: - Configure control access to the application, modules, transactions, and data - Define data access rights (e.g., create, read, update, delete) by user ID or functional role - Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role - Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups, or functional role	Yes
6.3.5	Maintains audit logging to record access activity: - Login/logout attempts by user and workstation - User submitted transactions - Initiated processes - System overrides - File accessed - Additions, changes, or deletes to application-maintained data and system configurations - Self-Service transactions - Date and time of the event. - User ID - Clear description of the event - Stored in a secure and centralized locations - Access restricted to allow system administrators - Retention one year (minimum) - Support industry-standard integrations with centralized event log management solutions	Tyler applications include comprehensive auditing integrated directly within the application. This assists clients in supporting internal control requirements and includes system and program level auditing. Process auditing allows an administrator to see who ran what, when, where, and for how long. Change audits allow the viewing of who changed what, where, when, and both the old and new values. Select applications also include query audits that can be optionally enabled to log who looked at what and when. Process and query audits can be turned on and off by the client and can be purged by client users with appropriate permissions at any time. Change audits cannot be turned off and cannot be purged from the system. Tyler's Content Manager audits are also provided to provide a full audit history of all changes and viewing of the integrated content manager. Administrators can see user date/time stamp of attachment and metadata changes, the old value and new value; as well as who opened and closed the document.
6.3.6	Allows the system administrator to define what transaction types are audited	For select processes only. All other processes are system defined.

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#	Requirement	Response/Comments
6.3.7	Allows the system administrator to query the audit log by type of access, date/time stamp range, user identification, and terminal ID	Yes
6.3.8	Confirm that PII-compliant security measures have been established to ensure that only authorized personnel may access locations where PII is stored and that access to those locations is logged using an auditable form	Personal identifiable information (PII) is data that can be used to identify a specific person, such as Social Security number, phone number, and address. Tyler applications include a variety of controls to store and protect PII. All Tyler applications employ least-access role-based access control (RBAC) methodology, ensuring only access is provided only to appropriate authorized users through the least administrative rights possible to perform required tasks. Many applications include field level security for more granular control. Tyler compliments these strategies with controls and auditing to ensure only those authorized users can access the systems allowed.
6.3.9	Confirm that data transmitted during all sessions are encrypted	Transport Layer Security (TLS) encryption protects communication with Tyler applications, including end-user access through TLS-protected HTTPS. This widely adopted protocol secures sensitive data by preventing reading or modifying information transferred. Tyler solutions run on AWS storage services, including Elastic Block Store (EBS) and Amazon Simple Storage Service (S3). The use of server-side encryption with AWS Key Management Service (AWS KMS) keys is used to encrypt at-rest data. This encryption is known as SSE-KMS. SSE-KMS uses one of the strongest block ciphers available to encrypt your data, 256-bit Advanced Encryption Standard (AES-256). Tyler employs a FIPS-compliant enterprise backup solution certified for CJIS and GovCloud use. Data transfer and storage is encrypted as defined in FIPS140-2 and FIPS140-3 standards over private connections within the AWS network.
6.3.10	Confirm that the proposed solution provides audit analysis that will show user specific actions (i.e., who created the data record, the date/time created, as well as any updates to that record)	Yes
6.3.11	Confirm that user access passwords are not stored as clear text in scripts, programs, or files	Confirmed. User passwords are managed/stored in customer IdP.
6.3.12	The Offeror shall provide proof of cyber liability insurance and specific coverages	Tyler's insurance coverage includes cyber policy protection. Coverage currently includes technology and professional liability, media liability, network security and

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#	Requirement	Response/Comments
		privacy liability, privacy regulatory proceedings, reimbursement for event expenses, network extortion, and business interruption.
6.3.13	The Offeror shall provide security details of API connectors used and AD sync protections	Tyler open API endpoints conform to the OpenAPI 3.0 specification and are secured using the industry standard OAuth2.0 authentication protocol. Microsoft Active Directory (AD) is one of several supported identity providers for back-office application authentication. Enterprise ERP and Enterprise Asset Management also include the following advanced synchronization capabilities with Active Directory over LDAPS, and the ability to import and export accounts. **Application Account and Role LDAPS Synchronization** Back-office application user accounts and security roles can be synchronized with AD accounts and security groups for automated account management. The following processes can be scheduled or run on-demand. · Create application accounts. New application accounts can be created when a new Active Directory account is added or added to a specific AD security group. This includes common account attributes such as name, employee number, phone number, email address, supervisor, and department code. · Update application account access. Application roles can be added to or removed from the application account based on AD security group mappings defined by the client. · Disable application accounts. Application accounts can be disabled when disabled in Active Directory or removed from specific AD security groups. · Update account attributes. When user account attributes are changed in Active Directory, the respective attributes for the corresponding application account are updated. Attributes include name, employee number, phone number, email address, supervisor, and department code. Integration is based on standard LDAPS configuration to selectively apply rules based on Active Directory / LDAPS attributes such as organizational unit, department, or security groups. **Employee LDAPS Synchronization**

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#	Requirement	Response/Comments
		Enterprise ERP Employee Master manages employee master records and includes the following integration with Active Directory. The following processes can be scheduled or run on-demand. · Create Active Directory account based on employee personnel action (e.g., new hire). · Disable Active Directory account based on employee personnel action (e.g., termination). · Update employee attributes for accounts that exist in AD and Employee Master. Attributes can be selectively pulled from AD to Employee Master or pushed from Employee Master to AD. Attributes include first name, middle name, last name, department, email address, home phone, work phone, supervisor, and address. Integration is based on standard LDAPS configuration to selectively apply rules based on Active Directory and Enterprise ERP attributes such as organizational unit, department, location, organization, and/or job class. **User & Employee File Integrations** In addition to LDAPS sync capabilities, user and employee accounts can be imported or exported. File integrations can also be scheduled for unattended processing and flexible file templates to map data in any format. In addition to importing basic user attributes, the user account import can include default role assigned to the user for streamlined access.
6.3.14	The Offeror shall provide latest mobile app security audit results, if their proposal includes a mobile app (Using MASVS or similar guidelines)	End user access is secured, whether via app on a mobile device or browser on a workstation (e.g., encryption, authentication, authorization, monitoring). Tyler is a partner/reseller of Sophos and offers the optional MobileIntercept X protection on devices.
6.3.15	The Offeror shall follow a vetting process with any subcontractors planned to be included in any capacity before they begin work on this project to validate that their security posture meets the requirements documented in this proposal; the contractor will document what this vetting process is and what the results of the process are and will share this documentation with the City The sub-contractors must be authorized to work and reside in the US	Tyler is not proposing 3rd party contractors. All proposed work is done by Tyler Employees based here in the United States.

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#	Requirement	Response/Comments
6.3.16	Support integration with Active Directory and/or Entra ID (Azure ID)	Yes
6.3.17	Captures defined transaction details and allows authorized staff to view that detail	Yes
6.3.18	Provides object, row, and field level security	Row and field level where applicable.
6.3.19	Restricts access to specific screens or processes	Yes
6.3.20	Provides user group security	Yes
6.3.21	Provides to extend security settings to reporting tools/layers	Yes

6.3. Interoperability/System Interfaces

The solution should provide the ability to import and export data to and from external systems and/or integrate real-time with external systems. Specific requirements are listed below.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
6.4.1	Supports upload of large amounts of data for transactional processing across all components - Please describe any limitations to this capability in the Comments column	Yes		Assumes use of compatible import formats. 'Prebuilt' response assumes use of existing import features.
6.4.2	Includes interfaces/services to accept data generated by external applications	Yes		Robust import/export options and APIs available for leveraging with the Enterprise ERP API Toolkit Bundle. 'Prebuilt' response assumes use of existing import/export features.
6.4.3	Ensures transactions submitted via interface/services are subject to the same business rules as transactions submitted via the user interface	Yes		'Prebuilt' response assumes use of existing import/export features.
6.4.4	Provides a notification to users of transactions that fail edits and provides a way for users to view, update, delete, and automatically resubmit transactions for processing	Yes		Where applicable; 'Prebuilt' response assumes use of existing import/export features.

6.4. Artificial Intelligence Enabled Features

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The solution should provide AI-powered software as a service (SaaS) to the City, which includes access to the AI platform, regular updates, and support services. The AI platform will perform tasks such as data analysis, predictive modeling, etc. The Offeror will implement industry-standard security measures to protect Customer data. The Offeror will comply with all applicable data protection laws, including GDPR and CCPA. City data will not be used for any purpose other than providing the AI services. Offeror retains all rights, title, and interest in and to the AI platform and any improvements or modifications thereto. The City retains all rights to the data they provide to the AI platform. Any outputs generated by the AI platform using City data will be owned by the City. The Offeror will provide documentation explaining all of the AI system's decision-making processes, including a commitment that this documentation will be updated regularly to reflect any changes or improvements to the AI system. Offeror will take reasonable steps to ensure that the AI system is free from bias and will regularly audit the AI system to identify and mitigate any biases that may arise. Offeror will conduct regular audits of the AI system to ensure compliance with this agreement and applicable laws. Offeror will also provide regular updates to the AI system to improve performance and address any issues.

#	Requirement	Response Code	Response/Comments
6.5.1	Advanced Reporting Capabilities - Ability to search by account number or account name in reporting and data filtering. - Option to retain underlying formulas when exporting data	Y	Powered by machine learning, ERP Executive Insights predictive analytics experience is specifically tailored for government revenue forecasters. Priority Based Budgeting leverages ML and AI to provide key stakeholders with the data and insights needed to overcome capacity gaps and align budgeting. Tyler's Data and Insights solutions use machine learning to help leading cities forecast their sales tax receipts.
6.5.2	Intelligent Work Order Tracking - Work order numbers should follow hours worked and A/P invoices throughout the system, from initial entry in Infor through to New ERP System.	N	Additional information needed detailing how this relates to UB work orders. Enterprise Asset Management is not within the scope of this RFP.
6.5.3	Smart Leave Balance Management - System should provide real-time leave balance updates and future notifications for vacation balances.	N	
6.5.4	Intelligent Chart of Accounts Management - System should allow for embedding of related accounts in specific account groups (e.g., for state reporting requirements). - Capability to use City-defined flags on the account structure for flexible categorization.	Y	Account groups can be predetermined through the account group program with an auto-complete search capability and account rules and conditional rules and assist with city flags for account structure.
6.5.5	Smart Reporting	N	

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#	Requirement	Response Code	Response/Comments
	- System should be able to identify which segments roll to specific reports (e.g., Street Reports), using an AI-driven flagging system on expenses		
6.5.6	Automated Reconciliation - System should provide easier access to expenditures related to specific objects (e.g., streetlights within the PG&E bill) to support ongoing reconciliation with vendors.	Y	An object code can be specific to an expenditure.
6.5.7	AI-Driven Cost Estimation - Capability to calculate average 'productive hours' per employee for cost estimation purposes, particularly for Army work orders and fleet 'wrench hours'.	N	Additional information needed detailing how this relates to UB work orders. Enterprise Asset Management is not within the scope of this RFP.
6.5.8	Intelligent Document Management - AI-powered system to automatically link scanned invoices to corresponding GL transactions, especially for P-Card (Cal-Card) management.	N	Future functionality with AP Automation may support this. Release date and time TBD. It will allow for the creation of an invoice record from a scanned invoice or PDF. P-card statements are imported to create the p-card transactions in the system then cardholders upload receipts as required by organization policy. The receipt from a p-card transaction will not create an invoice.
6.5.9	OCR and AI for Invoice Processing and Data Analysis: - System should use of OCR and AI in processing invoices and analyzing data.	N	Future functionality with AP Automation may support this. Release date and time TBD.

6.5. Required Integrations

The following detailed integration requirements must be addressed by the Proposer. For each item, confirm whether the proposed solution will provide the necessary functionality natively, or if an interface will be required; for required interfaces, levels of effort (hours) and costs are required to be identified in Appendix B – Cost Worksheet.

A new ERP system will be the "system of record" for all financial and employee information citywide. Unless the proposed solution offers suitable functionality to replace any of the following, existing 3rd party solutions in use at the City, the proposed solution must provide and support the following integrations.

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#	Solution Vendor	Solution Name	Functional Description	Native Functionality Provided in Proposed Solution (Y/N)?	Notes / Comments
6.6.1	Accela	Accela	City planning and permitting platform, including developer deposits, billing for fire inspections, business license data	Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs.
6.6.2	Data Ticket, Inc	Data Ticket		Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs.
6.6.3	NeoGov	NeoGov Insight, NeoGov OnBoard	Candidate recruitment, applicant tracking, and new hire onboarding	Y	Enterprise Recruiting quoted as potential replacement. If integration is required, then assumes use of compatible import/export formats and/or leveraging of applicable APIs.
6.6.4	Paymentus	Paymentus	Credit card payment processing	Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs. Main supported processors for Cashiering are Tyler Payments (Chase and Fiserv). Tyler Payments, OpenEdge, and Elavon are supported natively with Resident Access/Utility Access for online payments.
6.6.5	UKG	Telestaff / Workforce Ready	Time Entry and leave reporting	Y	Time & Attendance quoted along with Advanced Scheduling (optional) as potential replacement. If integration is required, then assumes use of compatible import formats.
6.6.6	Microsoft	Outlook	Employee calendars, email	Y	Email for workflow notifications, etc.
6.6.7	HdL	HdL	Business licenses and related taxes	Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs.
6.6.8	Active Network	ActiveNet	Payment processing	Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs.
6.6.9	Club Prophet	POS Express	Golf fees and POS sales transactions	Y	Assumes use of compatible import/export formats and/or leveraging of applicable APIs.

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#	Solution Vendor	Solution Name	Functional Description	Native Functionality Provided in Proposed Solution (Y/N)?	Notes / Comments
6.6.10	Eckersall, Inc.	Downey GIS	Geolocation data	Y	Assuming the backing data is in ESRI, then this is supported via proposed GIS solution (proposed as optional). Otherwise, additional information is needed.
6.6.11	Laserfiche	Laserfiche	Document Management platform	N	Fully integrated Content Manager proposed as replacement.

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6.6. Conversion Requirements

The City desires to convert a minimum of three (3) to five (5) years of the data necessary to continue its day-to-day business operations in the future system, but some records will require all available data (listed under name). The table below provides a list of data by functional areas.

In the proposal's related section, vendors should explain their experience and expertise in successfully executing data migration projects of similar scale and complexity. Include information on data conversion recommendations, migration approach, identify any inherent risks with the approach, outline the recommended data validation testing approach and related support to be provided.

Solution Provider	Product	Owner Dept / Div	Data Conversion Requirement
Tyler	Eden	Finance	General ledger financial data, vendor Information, customer information, budget data, purchase orders, payment voucher data, receivables, customer invoices, payment data/history, contracts, inventory, project details, grant details, capital asset details, including data necessary to support expected auditing of various financial reports including but not limited to Trial Balance, Revenue and Expenditure Ledgers, etc.
Tyler	Eden	Human Resources	Employee data, payroll history, job history, benefit elections, position data/history, performance data, training history, accrual balances, etc..
UKG	Telestaff / Workforce Ready	Finance, Human Resources	Employee identification, employee time entry data (history), employee schedules.
NeoGov	OnBoard	Human Resources	Onboarding information related to new hires.
Tyler	Eden	Public Works / Utilities	Utility customer data, account numbers, account names, service addresses, prior billing, billing status (e.g., if past due), account balances, payment plan details (i.e., budget billing program, etc.), payment history, usage history, etc.
Documents	Conversion image/document files attached to the above data sets		

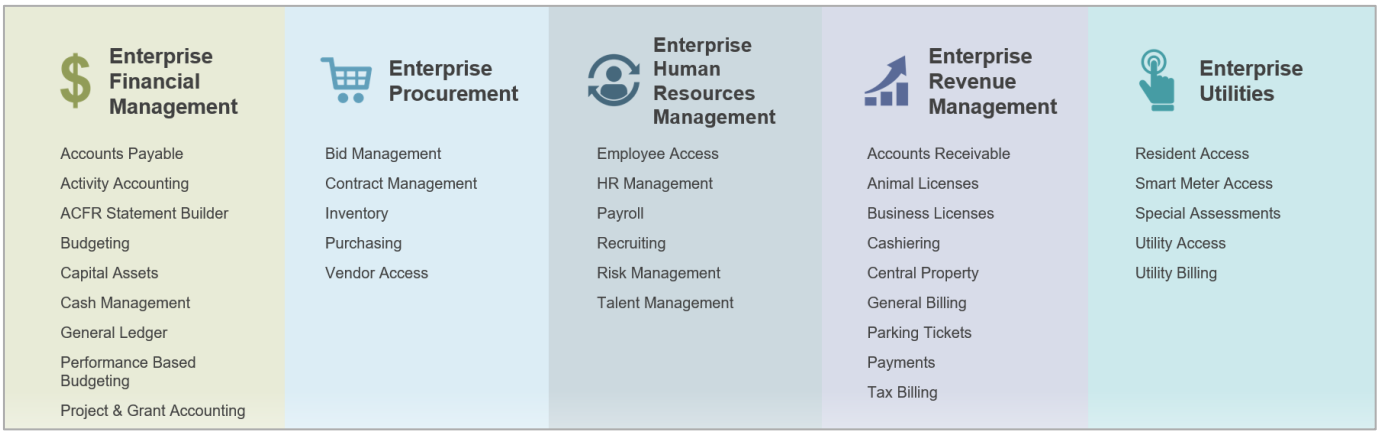
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5.9 Enterprise ERP Overview

Enterprise ERP is a powerful, cloud-based enterprise resource planning solution specifically designed to help the public sector manage all aspects of government operations with accuracy, transparency, and efficiency.

An Integrated ERP System

Eliminate silos and synchronize processes across your organization with a solution that integrates your financials, payroll, human resources, procurement, and revenue management. This comprehensive approach to enterprise management promotes the integration of billing, collections, payment processing, and resident engagement features, allowing the City to optimize resources, enhance transparency, and eliminate redundancy.



Achieve More with Intuitive Reporting and Analytics

Transform data into financial, operational, and strategic outcomes with Tyler's advanced reporting and analytics. By consolidating information across functional areas, Enterprise ERP provides global views of your organization and your City. Tyler has a dedicated state reporting team to ensure compliance with state and federal reporting mandates.



Hub, Tyler's User-Specific Dashboard, Streamlines Access to Information

Hub is a powerful, interactive dashboard that connects diverse data sources from across your organization. Users can monitor key processes, quickly execute routine tasks, and eliminate time-consuming data searches. Hub makes it easy to monitor workflows, pending approvals, upcoming or past-due deadlines, and threshold standings—all without having to run complicated reports. Drag-and-drop features allow staff to customize their dashboards for immediate access to their most-used information, while drill-down search tools provide deeper insights into data. Administrators can establish user-specific access for individual users, allowing your organization to safeguard sensitive information from unauthorized personnel, while simultaneously ensuring that employees always have access to the data they need to work efficiently.

Tyler's Configurable Reporting Drives Data-Driven Decision-Making

Tyler's secure, out-of-the-box report library and powerful report creation tools are intuitive and easy to use, allowing your entire staff to create and interact with the reports they use most. Accessed directly from Hub, Tyler's reporting tools make it easy to consolidate data from across your organization, providing accurate, comprehensive insights from a centralized location. Pre-defined alerts can be easily set up to inform individuals that a relevant goal is projected to go



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off track. By embracing a data-centric approach to operations, the City can expect to improve internal communication and information sharing, while also supporting increased transparency with residents.

Simplify Access to Key Metrics with Executive Insights

With Tyler's Executive Insights application, finance directors, mayors, city managers, superintendents, department leads, and other key decision-makers have direct access to the key metrics they need to manage budgets, measure the effectiveness of City programs and initiatives, and ensure compliance with grants.

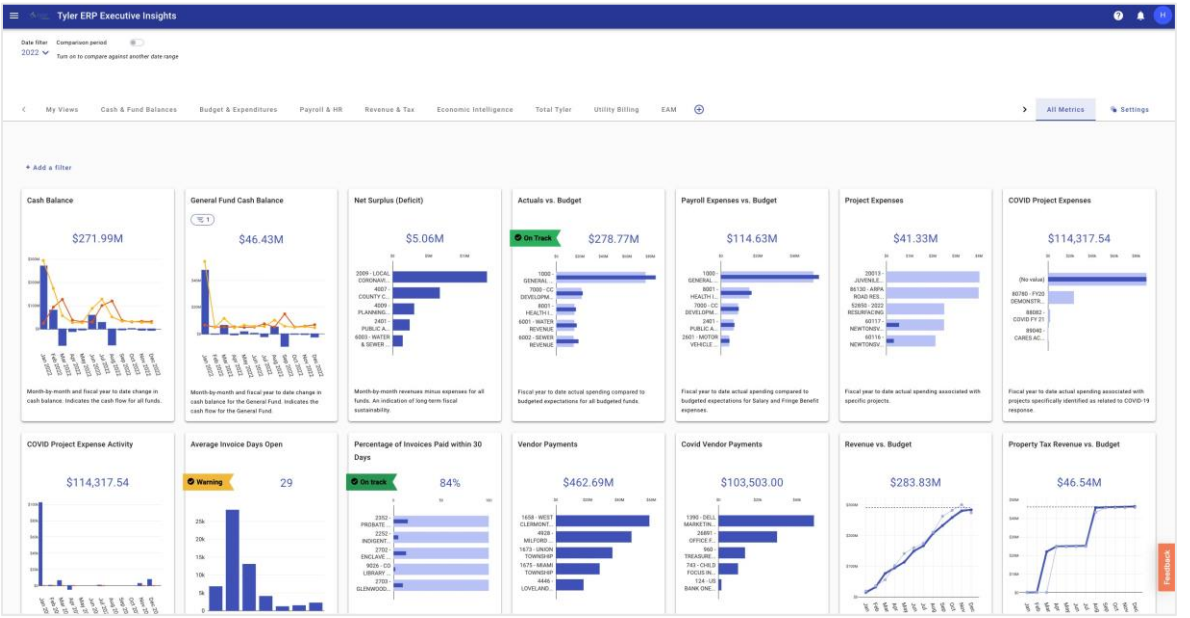


Figure 1. Tyler's Executive Insights Dashboard (Confidential and Proprietary).

Productivity Tools that Drive Efficiency

Tyler's fully integrated ERP solution provides specialized tools built to help the public sector streamline processes, automate workflows, eliminate repetitive data re-entry, and improve cross-department communication.

Easily Configure your Solution to Meet your Unique Needs

Designed to work with the nuanced budgeting, spending, and resource-planning processes of local governments, Enterprise ERP can easily be configured to meet your organization's unique processes. Regardless of technical background, your administrators can effortlessly arrange data fields, modify workflows, and design layouts with user-friendly and intuitive command centers.

Enhance Productivity with Automated Workflows

Enterprise ERP's automated workflows streamline hundreds of complex approval processes across your organization. Flexible rule creation allows you to establish unique approval flows dependent on tasks and departments. Easily configure custom hierarchies and contingencies to ensure approvals are managed in order and once specified data conditions have been met. Users can establish their own workflow rules to receive alerts about pending approvals and automate the submission of common batch approvals. Users can also establish thresholds and receive automated notices when a threshold is about to be met. From automating the approval of new hires to alerting you to low

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inventory, billing errors, and budget overages, Tyler's automated workflows ensure that regardless of department and responsibilities, staff can optimize resources, minimize waste, and stay on top of deadlines.

Streamline the Management of Digital Information with Content Manager



With a library of over 250 of the most-used public sector forms and the ability to easily create and store City specific documents, Content Manager simplifies your organization's document handling. All documents stored in Content Manager can be mapped to appropriate departments and grouped with related documents, ensuring comprehensive audits and simplified searches. With Content Manager, human resource managers can easily view all employee-related documents, including payroll checks, Form W-2s, and Form I-9s, while procurement staff can quickly access related purchase orders, receipts, and invoices. Users can configure and customize their most used searches, streamlining everyday document retrieval. Batch document uploads, automated indexing, and comprehensive archiving ensure accurate document organization with minimal staff intervention. Role-based permissions restrict access to documents and automatically redact confidential information when shared with specific users, enhancing City security. Integration with your City website empowers residents to locate the public records they need without the intervention of your already busy staff.

Increase Accessibility with Secure Mobile Applications



The public sector is not immune to the modern need for mobile flexibility, and your community wants to know that your organization can keep data safe no matter where work happens. All Enterprise ERP modules and applications are HTML5 web-based, which means users can access Enterprise ERP from any modern mobile device. Tyler has also created a series of applications specifically designed for your more mobile staff. Staff can complete workflow tasks, and review, approve, reject, or forward work to other employees—all from their phone or tablet. With Tyler's mobile-friendly Employee Access application, your staff can clock in and out, check their benefits, and view organizational announcements from any IOS or Android mobile web browser. Regardless of the application used, secure, single sign-on authentication is required, ensuring that your organization always protects important and confidential information.

Enable Dynamic Connections with Third-Party Applications



Should the City need to utilize software outside of your Tyler solution, comprehensive and seamless integration with third-party systems can be easily achieved. Tyler provides highly adaptable APIs to empower dynamic connections between Enterprise ERP and a diverse range of third-party systems.

Empowering Community Engagement

Tyler's ecosystem of public-facing engagement tools allows your City to create a more responsive, connected, and thriving community, helping you to foster trust and collaboration between your residents and your organization.

Drive Self-Service with Community-Facing Portals and Applications

Enhancing operational efficiency benefits not only your staff but your entire community. Enterprise ERP breaks down divisional silos, improving communication and transparency, so that your staff can offer residents more timely and comprehensive responses. With multiple community-facing portals and applications, your organization opens pathways for enhanced collaboration and visibility, helping you to create a more connected community.

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Resident Access	Resident Access empowers residents to manage accounts, pay bills, access vital information, and submit service requests with ease.
My Civic	Tyler's comprehensive mobile app, My Civic, connects residents with your organization and encourages community engagement by facilitating the sharing of surveys, polls, and event listings.
Open Finance	Tyler's Open Finance provides fiscal transparency, and fosters trust in your organization by offering constituent-friendly visualizations of your City's budget and spending.
Vendor Access	Our Vendor Access portal enables transparent interactions between vendors and your organization.

5.10 Enterprise Financial Management

Tyler's Enterprise Financial Management solution streamlines complex accounting and budgeting tasks across your organization. Advanced reporting and analytics offer real-time, actionable insights into your organization's financial performance, allowing you to make data-informed decisions and drive the City to its peak financial potential. Robust built-in compliance tools ensure adherence to industry standards and government regulations, while state-of-the-art security measures, including data encryption and access controls, safeguard your most sensitive financial information.

Accounting	**Budgeting**	**Project and Grant Accounting**	**Capital Assets**	**Cash Management**	**ACFR Statement Builder**

Key Benefits



Increase financial visibility organization-wide



Optimize cash flow through performance measurements and analysis



Enhance organization flexibility to adapt to your evolving needs



Promote accountability and transparency



Maintain consistent data and processes



Provide real-time insights into business processes to enhance strategic decision-making



Minimize risk with improved financial controls



Ensure compliance with state, & federal requirements

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Comprehensive Integration for Optimized Financial Management

Tyler's suite of Financial Management solutions seamlessly integrates with many of our other Enterprise solutions, creating a robust ecosystem that streamlines operations, enhances organizational efficiency, and facilitates the flow of financial data throughout your organization. Real-time data exchange and synchronization across departments ensures accurate financial reporting and informed decision-making. Additionally, the interconnected nature of Tyler's solutions enhances scalability, allowing you to adapt and grow without disruptions to your financial management processes.

Simplify Financial Management

Enterprise Financial Management optimizes your financial management and accounting processes with intelligent performance measurements, spending analyses, and operational streamlining. Flexible budget structures enable budgeting and forecasting at any level of the City's Chart of Accounts. Tyler's adaptable account system handles all transactions and can provide comprehensive details to users throughout your organization.

Provide Actionable Insights into City Finances

Customizable dashboards and simplified reporting not only improve visibility and decision-making capabilities; they also enhance financial transparency for residents, businesses, developers, and community organizations. With Tyler's Open Data Platform, community members can access the most up-to-date financial data in easy-to-understand charts, graphs, and visual narratives—helping you to foster stronger partnerships for a thriving and more interconnected community.

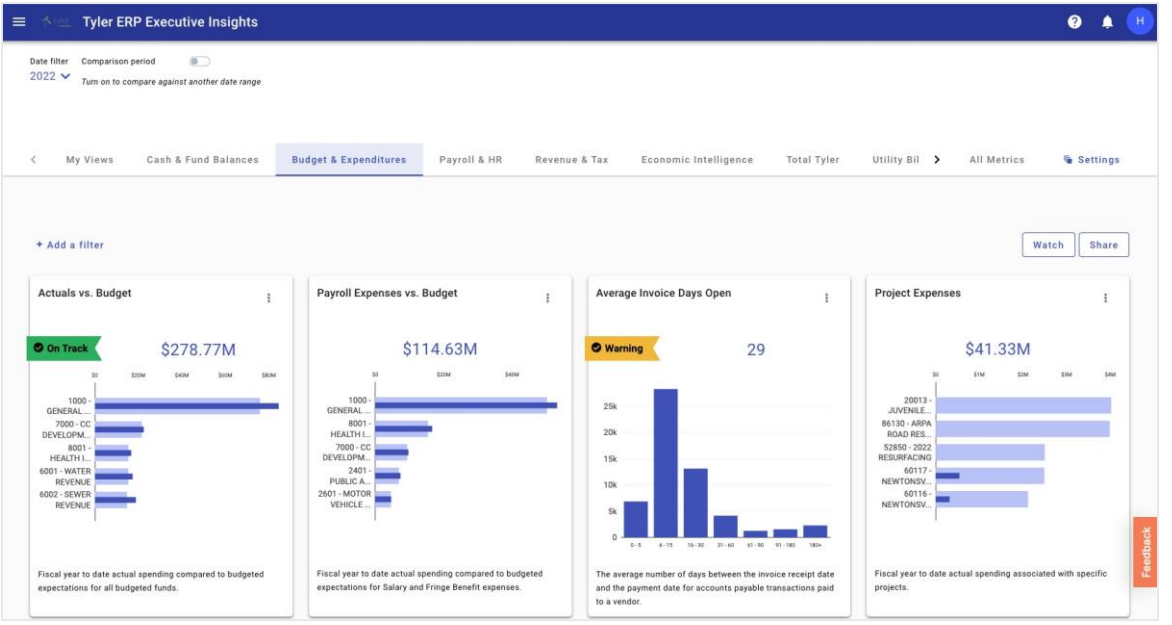


Figure 2. Access Key Budget and Planning Data From a Centralized Dashboard (Confidential and Proprietary).

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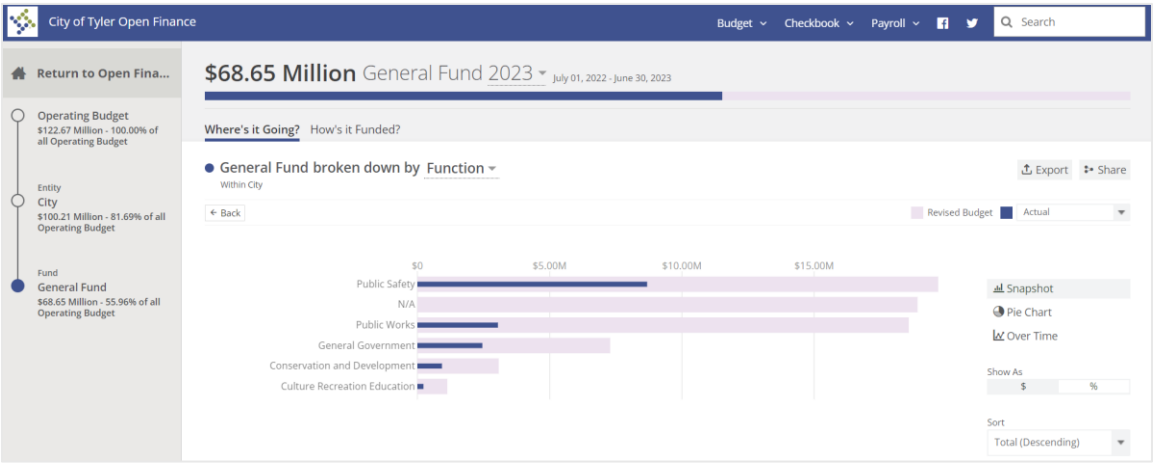


Figure 3. Residents can easily monitor City budgets and spending with Tyler's Open Finance Platform (Confidential and Proprietary).

Key Modules and Applications

Based on the scope of functionality requested in your RFP, Tyler recommends the following Financial solutions to meet the needs of the City.

Enterprise Accounting

Enterprise Accounting's highly flexible control settings make it easy for your organization to input, store, manage, and report on your financials in a way that works for you. Centralized reports empower informed budget and spending decisions, and comprehensive audit trails provide complete insight into City spending, enhancing transparency and ensuring accountability.

Enterprise Accounting is a true multi-fund budgeting and accounting system. Designed to meet all GAAFR and GAAP standards, Tyler's solution defines journal entries by transaction type and supports modified accrual, full accrual, and cash-based accounting. Unlimited account segments and derived segments provide a flexible chart of account structure. Enterprise Accounting supports inter-fund balancing and maintains account balances for both balance sheets and subsidiary ledgers.

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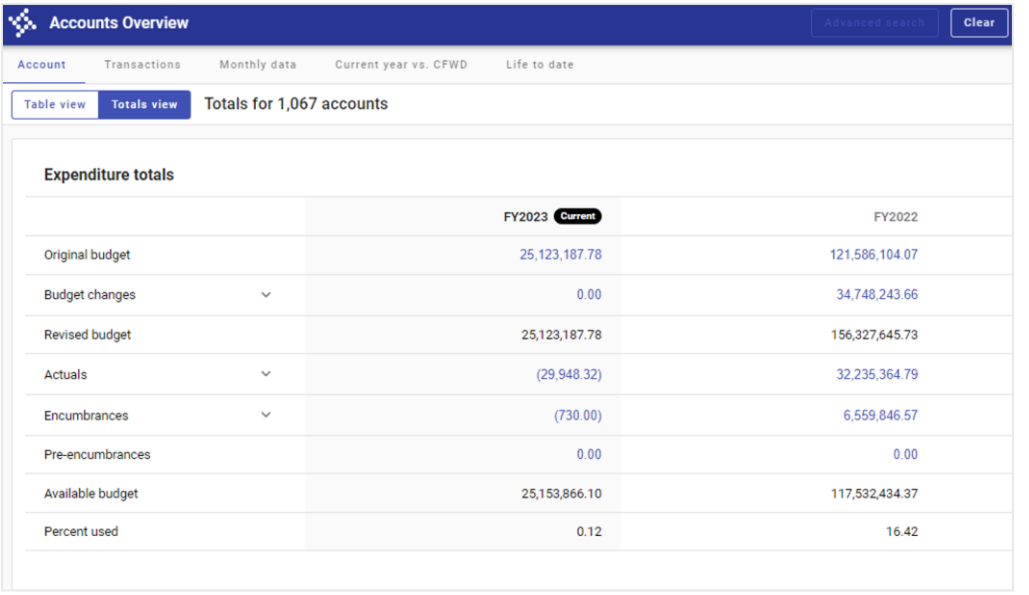


Figure 4. Easily access comprehensive views of accounts and budgets (Confidential and Proprietary).

Enterprise Accounting also provides:

- Comprehensive audit trails, real-time data updates, centralized dashboards, and advanced search tools that streamline reconciliation processes and drive data sharing.
- Unlimited, flexible Chart of Account segments that make it easy for you to manage your accounts.
- Easy-to-use calendars that allow you to utilize different budget cycles for your various accounts.
- Enterprise Accounting supports yearly, fiscal, biennial, and user-specific calendars.
- Flexible budget checks for multiple levels of an account to avoid over-budget scenarios.
- Configurable Personalized Budget Profiles make it easy to define budget-checking calculations.

Enterprise Budgeting

Enterprise Budgeting provides you with the tools you need to simplify budget management and plan for your future. Enterprise Budgeting makes it easy for budget directors to generate, compare, and analyze multiple projections. Departments can budget annually, monthly, or for multiple years with the option to use account dimensions for grouping accounts. Integration with Enterprise Human Resources Management enables seamless salary and benefit planning, reducing reliance on external spreadsheets. Additionally, integration with Enterprise Capital Assets automates record creation for asset replacements, ensuring accurate forecasting.

With Enterprise Budgeting, the City can expect to:

- Efficiently manage budgets with granular controls that allow you to enter budget amounts at the account or detail level and easily carry budgets forward from year to year.
- Save time and ensure accuracy by easily importing desired budget amounts into projections using Tyler's budget import feature, enabling informed long-term decisions that accommodate inflation rates and project budgets for up to 10 years into the future.
- Foster collaboration, alignment, and cohesive budgets by sharing departmental projections.
- Enhance transparency with detailed reporting that supports unlimited text per line.
- Ensure accountability and alignment by comparing original department requests to final approved budgets through a structured process that incorporates up to twenty levels.
- Ensure accurate planning with the flexibility to implement annual and biannual budgets.

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- Streamline over-budget requests, budget transfers, and amendment processes with automated workflows.

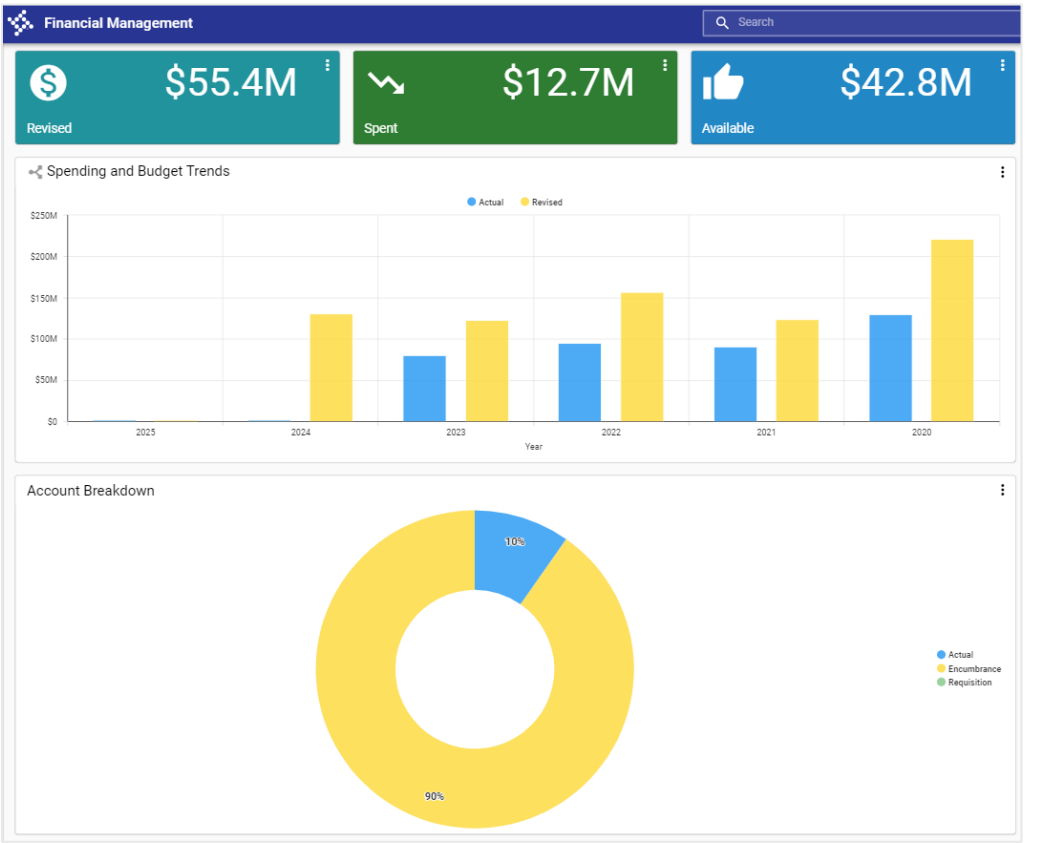


Figure 5. Centralized reports help you ensure accurate and on-track budgets (Confidential and Proprietary).

Enterprise Project and Grant Accounting

Project and Grant Accounting makes it easy to track and manage multi-year budgets, expenditures, and revenues for user-defined projects, such as capital improvements and special programs. Grants can be tracked from application through conversion to a project. Full integration with Enterprise solutions allows you to post purchasing, payable, and payroll details to your general ledger accounts. Additional segments allow you to track project phases, tasks, and subtasks directly from your general ledger, or from a separate project ledger.

Project and Grant Accounting also provides:

- Control of revenue allocation by allowing you to define the rules and priorities for project funds.
- Real-time tracking of grant funding.
- Milestone tracking with familiar Gantt charts.
- Automatic creation of projects from grants.
- Automated Workflow that streamlines approvals and notifications, monitors efficiency, and provides audit histories.
- A Grant Manager tool that shows budget, funding, expenditure, and transaction details.

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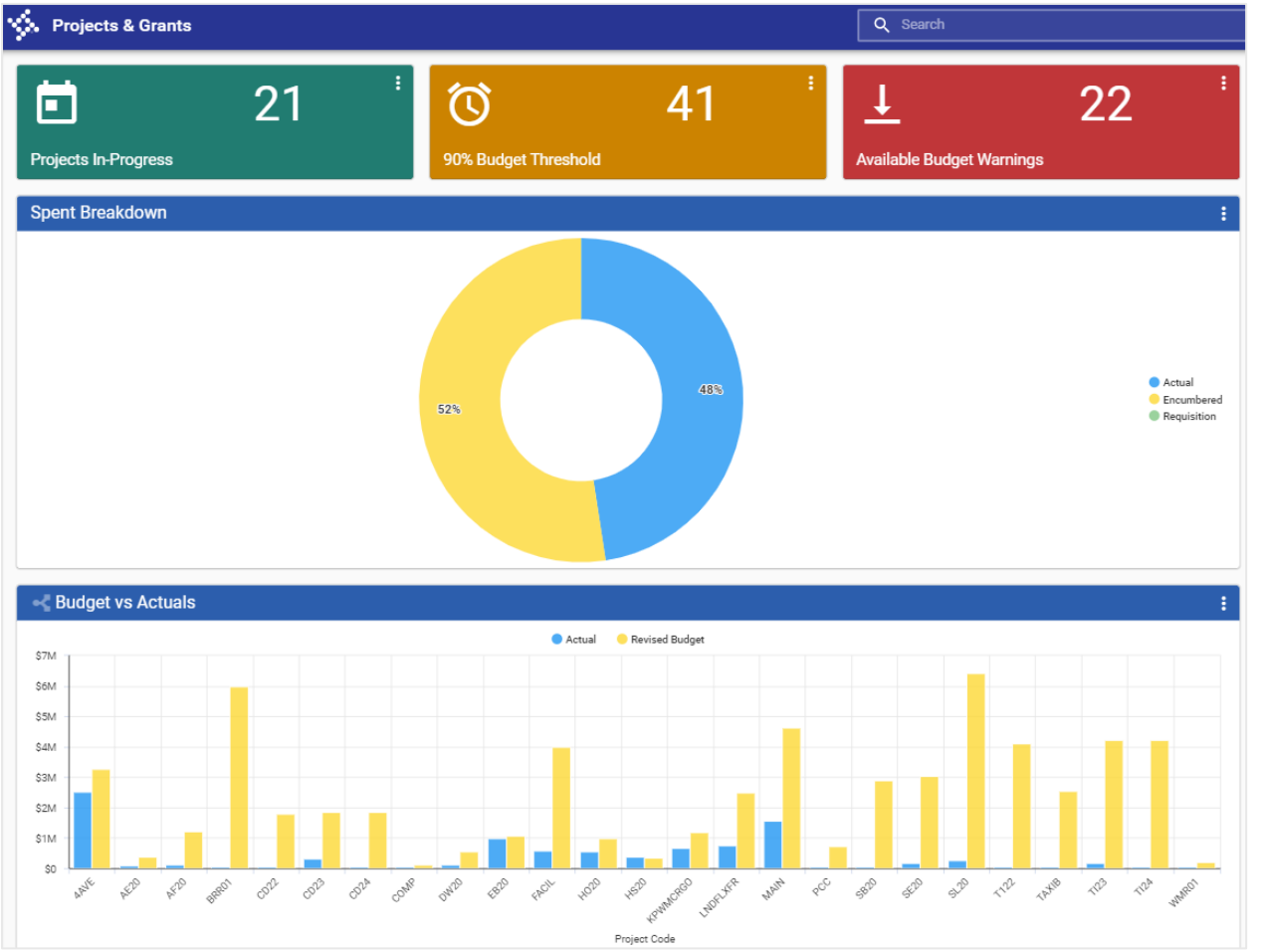


Figure 6. Easily manage projects, grants, and budgets from a centralized dashboard (Confidential and Proprietary).

Enterprise Capital Assets

Enterprise Capital Assets manages record-keeping for all your assets, including City land, buildings, equipment, ongoing construction projects, and infrastructure. Comprehensive integration with Enterprise Purchasing ensures that all capital asset-related spending is automatically and accurately stored. Enterprise Capital Assets provides comprehensive insight into both project and large-scale asset maintenance, by allowing you to tie an unlimited number of individual assets to master assets. Easily manage individual items by tracking locations and whether an item is missing, not in use, or due for maintenance or replacement.

Capital Assets also calculates depreciation using selective methods such as straight line, composite rate, 6-month convention, and reports on the depreciation schedule. Enterprise Capital Assets provides a complete set of financial statements that fully reflect your organization's investments.

Integration with other Enterprise ERP programs offers additional benefits including:

- Direct posting of capital assets to the general ledger, which facilitates data export to Tyler's ACFR Statement Builder, automating the creation GASB reports.
- Complete recording of true capitalized assets as well as property signed out to individual employees with Payroll integration.
- Seamless flow of data from Purchase Orders into Capital Assets
- Complete views of maintenance histories on fixed assets.

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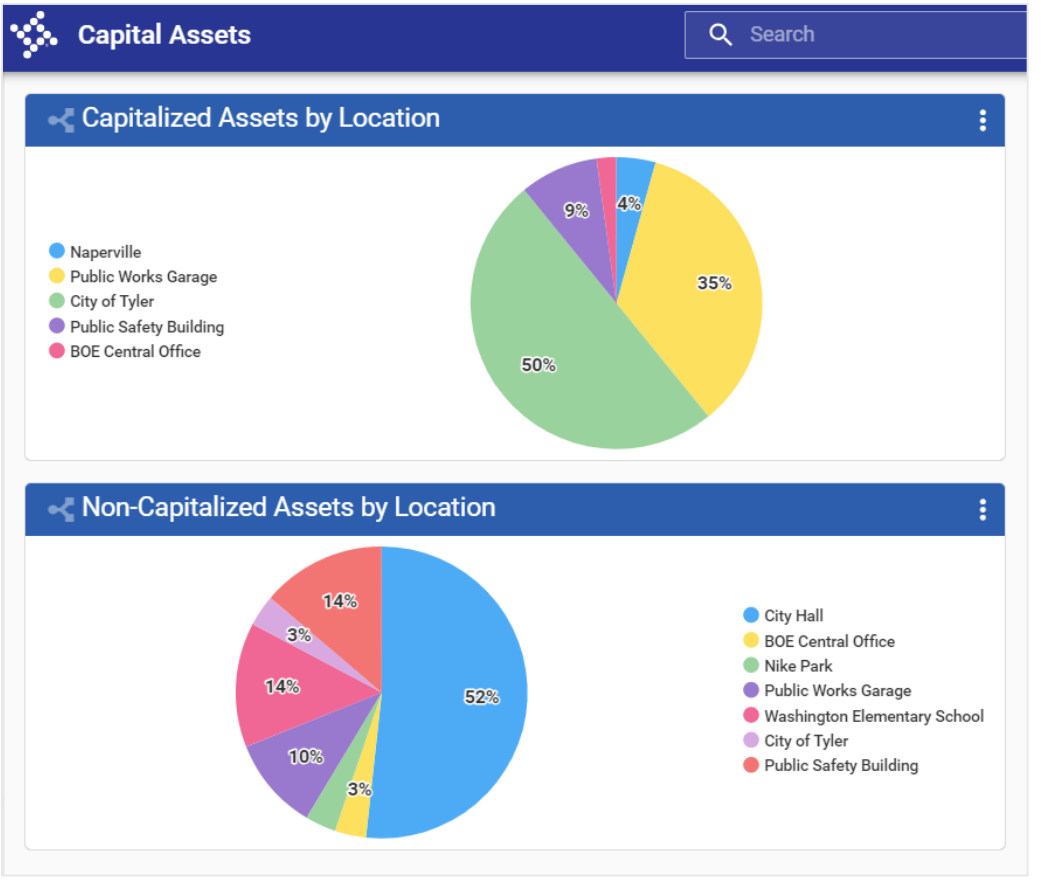


Figure 7. Simplified visualizations and drill-down capabilities make it easy to manage both your capitalized and non-capitalized assets (Confidential and Proprietary).

Enterprise Cash Management

Cash Management automates all treasurer office functions from bank reconciliation to interest allocation and cash flow utilization. Leveraging advanced automation tools, Cash Management ensures that every financial transaction is accurately recorded and processed in real-time, eliminating the risk of errors and delays.

Enterprise Cash Management will allow the City to:

- Automate bank reconciliation for accounts payable, accounts receivable deposits, and payroll checks as they clear.
- Easily search bank items by bank code, account, date range, item type, and status. Drill-down features allow you to view transaction details for cleared and outstanding totals.
- Allocate interest to cash accounts based on average daily balance by month or quarter.
- Provide easy access to cash flow and project cash flow fluctuations.
- Analyze actuals vs. budgets with projected cash flow records.

ACFR Statement Builder

Confidently streamline the development of your Annual Comprehensive Financial Reports (ACFR) with Tyler's ACFR Statement Builder. This easy-to-use tool is embedded with Government Accounting Standards Board (GASB) rules and assists you with every step in the reporting process. ACFR Statement Builder features a menu of configurable statement and schedule templates that will guide you through the creation of your ACFR, and that can be re-used to streamline processes from year to year. All GASB updates are automatically

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embedded into Tyler's ACFR templates, allowing your staff to efficiently create accurate and compliant reports, without having to keep up with changing GASB regulations.

5.11 Enterprise Procurement

Designed to streamline the entire purchasing lifecycle and promote data-driven spending, Tyler's Enterprise Procurement solutions will optimize the City's procurement processes, saving your organization both time and money. Decentralized procurement and simplified requisition forms take pressure off procurement staff by making it easy for individuals to submit purchase requests. User-specific controls and advanced workflows automate the creation and storage of purchase orders and ensure that purchases are made with the proper approval. With increased visibility and powerful analytics, Enterprise Procurement will allow the City to drive transparent, cost-effective spending.



Key Benefits



Save Money with Advanced Insights into Budgets and Spending

Enhance strategic planning and mitigate budget-related risks when you increase visibility into your organization's spending, expenditures, and inventory. Centralized dashboards, drill-down functionality, interactive reporting features, and real-time updates promote intuitive data sharing and allow you to easily analyze spending trends, improve competitive sourcing, and engage in competitive contract negotiations.

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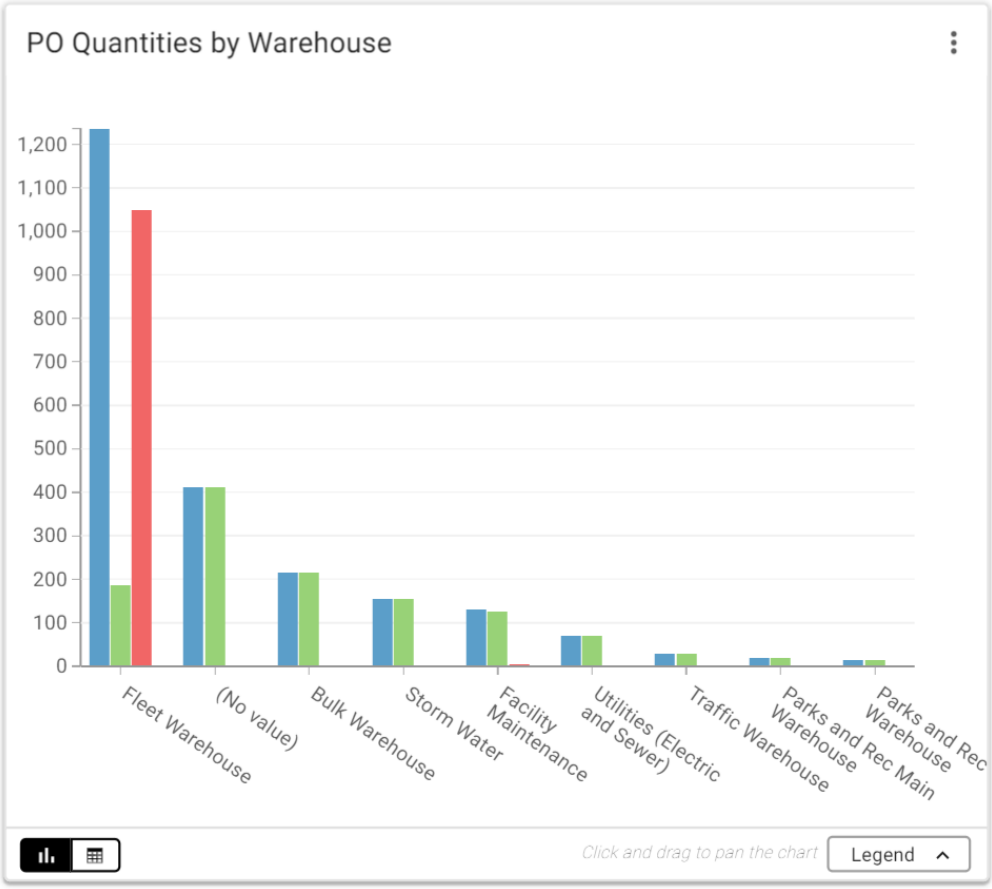


Figure 8. Compare spending across departments (Confidential and Proprietary).

Maximize Efficiency with Automated Workflow & **Comprehensive Integration**

With advanced, automated workflows, your organization will reduce requisition, purchase order, and invoice processing times, allowing you to quickly provide payments and reimbursements to your vendors and employees. Whether replenishing inventory, investing in capital assets, or making P-card purchases, transactions are automatically shared with all relevant Enterprise ERP solutions. By automating the sharing of requisitions and purchase orders across your organization, you eliminate repetitive data entry, decrease the likelihood of clerical errors, and ensure up-to-the-moment accuracy of your accounts, budgets, and inventory reports.

Key Modules and Applications

Based on the scope of functionality requested in your RFP, Tyler recommends the following solutions to meet the needs of the City.

Enterprise Purchasing

Automate and decentralize your procurement processes with Enterprise Purchasing. Departments can enter requests, and City-specific business rules route the request for approval. Real-time general ledger budget checks ensure the availability of funds before purchases are made. Enterprise Procurement automatically converts approved requisitions to purchase orders, which can then be automatically imaged and archived with Tyler's Content Manager.

Enterprise Purchasing makes it easy to:

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- Establish workflow rules based on dollar amounts, commodity code and/or chart of account segments to ensure that all requisitions, purchase orders, and change orders are correctly routed for approvals.
- Convert approved requisitions into purchase orders or contracts.
- Ensure the availability of funds before purchase orders can be approved with real-time integration with your general ledger.
- Simplify the requisition process for your entire staff with customizable requisition screens.
- Create requisitions directly from a vendor's online shopping cart with Vendor Access.
- Utilize blanket purchase orders.
- Automatically print and distribute purchase orders with Enterprise Forms.
- Archive purchases with related documents, including all receipts, with optional integration to Content Manager.
- Easily gain insight into spending trends with Expenditure Central. Search tools simplify the process of filtering expenditure details, allowing staff to quickly determine where improvements can be made.

Enterprise Accounts Payable

Enterprise Accounts Payable manages and maintains vendor invoices and vouchers, tracks open payables, prepares pre-check registers, automatically generates checks, and maintains vendor and expenditure histories. Enterprise Accounts Payable can split individual transactions among multiple accounting codes and create accounts payable invoices. Decentralized workflow saves Accounts Payable employees time by allowing individual departments to enter invoices.

Additional benefits include:

- The flexibility to liquidate purchase orders in whole or in part.
- An automated 3-way purchase order matching function that ensures proper receiving has been completed before releasing invoices for payment.
- Customizable invoice screens, invoice imports, and flexible invoice scheduling that help to save time and maximize cash flow.
- The ability for administrators to route p-card transactions for approval, default purchases to specific accounts, and access full purchase histories for individual cards, as well as departmental and organizational spending.
- Configurable check printing.
- Vendor Central, a centralized dashboard that simplifies vendor interactions for City staff by allowing them to effortlessly email vendors, navigate to a vendor's website, or access specific supplier information,
- The ability for staff to easily punch out to pre-defined purchasing categories for simplified purchasing from your top vendors.

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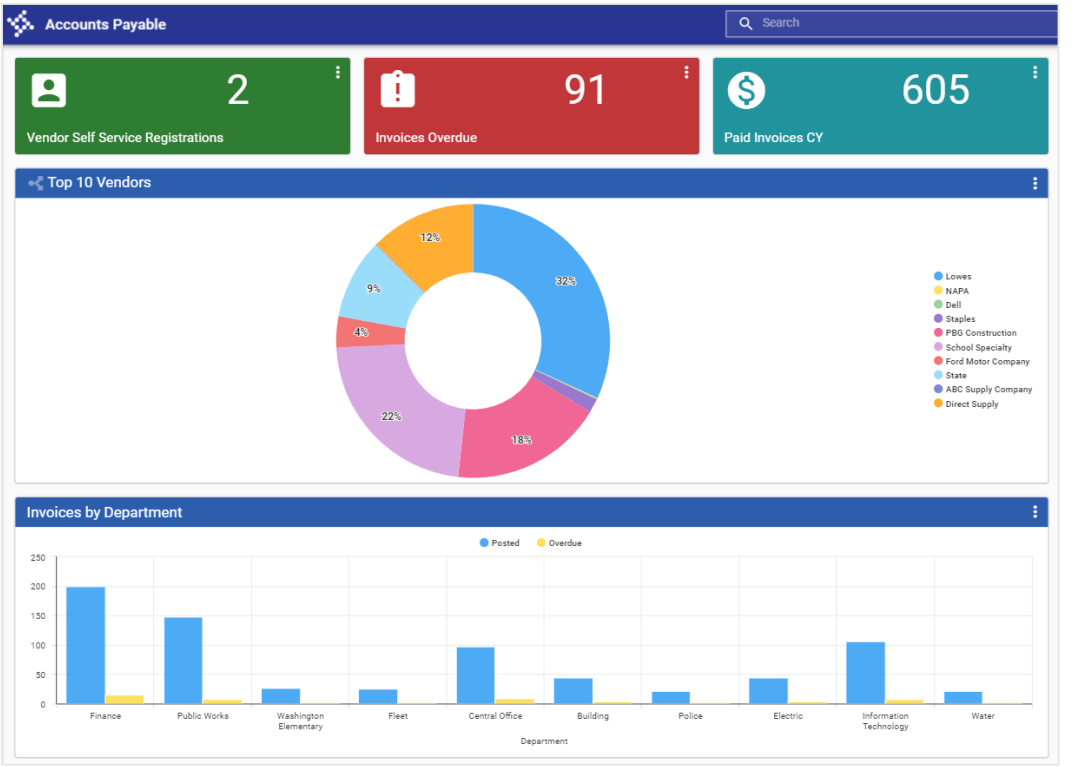


Figure 9. Hub's Accounts Payable dashboard provides high-level overviews of invoices and vendor activity (Confidential and Proprietary).

Enterprise Contract Management

Fully integrated with Accounting, Purchasing, Accounts Payable, and Content Manager, Tyler's Contract Management simplifies the entire life cycle of contracts, from creation and approvals to changes and storage. This comprehensive solution ensures seamless coordination across departments, enhancing efficiency and compliance. Contract Management provides advanced features for tracking contract milestones, managing vendor relationships, and generating comprehensive reports.

Enterprise Contract Management makes it easy to:

- Track pending payments, contract change orders, and open requisitions or purchase orders.
- Automate sliding scale retainage.
- Manage multiple subcontractors and track subcontractor payments.
- Ensure timely and accurate approvals for initial contracts and change orders with automated workflow.
- Keep comprehensive documentation of vendor performances, policies, and insurance.
- Define contracts by size, performance, minority or women ownership, and other criteria.
- Encumber funds in advance for multi-year contracts.
- Allocate contracts by account or account segment.

Enterprise Vendor Access

Tyler's Vendor Access application offers suppliers convenient, 24/7 access to bids, payment histories, and account information. User-friendly interfaces, real-time updates, and efficient document exchange facilitate streamlined collaboration and open the door to improved negotiations.

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With Vendor Access, users can punch out to vendor-hosted websites and shop pre-approved catalogs directly from Enterprise ERP. By approving where and what goods can be purchased before requests are submitted, you can ensure optimal pricing. Upon checkout, requisitions are automatically created and submitted for approval, condensing requisition to PO cycles.

Enterprise Inventory

Enterprise Inventory automates inventory accounting, makes it easy to track and transfer items across locations, and helps to prevent low inventory levels. Enterprise Procurement links all inventory directly to individual requisitions, allowing your organization to easily manage inventory levels, replenish orders, and track usage.

Enterprise Inventory makes it easy to:

- Calculate costs using Average Prices or on a First-In in First-Out-Basis (FIFO).
- Automate accounting for on-hand balances, month-to-month values, and year-to-date values.
- Automatically create purchase orders when on-hand quantities are low.
- Establish minimum and maximum purchase quantities for specific items.
- Receive notifications when invoice amounts differ from purchase order amounts.
- Integrate with hand-held devices via Inventory Mobile (purchased as an add-on).
- Utilize ABC Inventory analyses to manage physical counts for high-value, high-volume items.
- Track overall inventory levels and gather information about individual items with Inventory Central. Inventory Central makes it easy to see whether an item is in stock, back ordered, or shipped.

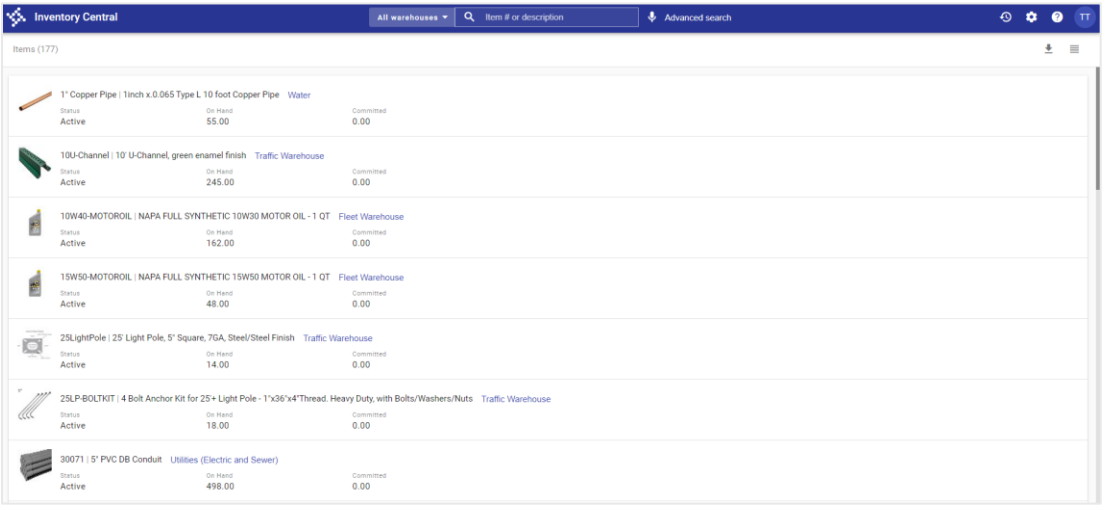


Figure 10. Easily view inventory levels and item statuses with Inventory Central (Confidential and Proprietary).

5.12 Enterprise Human Resources Management

With Enterprise Human Resources Management, your recruitment, compensation, retention, training, and development plans work together to drive organizational excellence. Tyler's Human Resource Management solution simplifies the management of benefits, accruals, deductions, and career planning, while also providing budget projections to help you effectively forecast employee-related costs.

HR Management	Payroll	Recruiting	Risk Management	Talent Management	Employee Self Service

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Key Benefits

Automate payroll processing, benefits administration, and employee record management.

Empower employee self-service with easy-to-use tools for managing records and requests.

Provide a unified platform for managing benefits, career tracks, and trainings.

Minimize errors and data loss when you digitize paperwork and centralize your data.

Find and retain the right talent for your organization.

Drive informed decision-making with advanced insights into key HR metrics.

Ensure compliance with state & federal requirements.

Drive Efficiency and Accuracy with Comprehensive Integration

Personal information captured during recruitment is automatically shared with HR and payroll, helping the City eliminate duplicate data entry and decrease the likelihood of errors.

Streamline Hiring and Optimize Candidate Selection

Simplify candidate selection and automate the hiring processes with Tyler's Recruiting solution. Job-specific questions and candidate analysis tools help to refine your applicant pool and ensure that only top candidates are pushed through. Easily view important candidate information like certifications, references, education, and availability in one place. Applicant scoring allows you to weigh specific application details so that HR and Hiring Managers can find the ideal candidate for open positions. Hiring managers can then use these reports to conduct skill and qualification comparisons. Once a candidate is selected, established workflows ensure proper approval and automatically share important applicant information to your new employee's record.

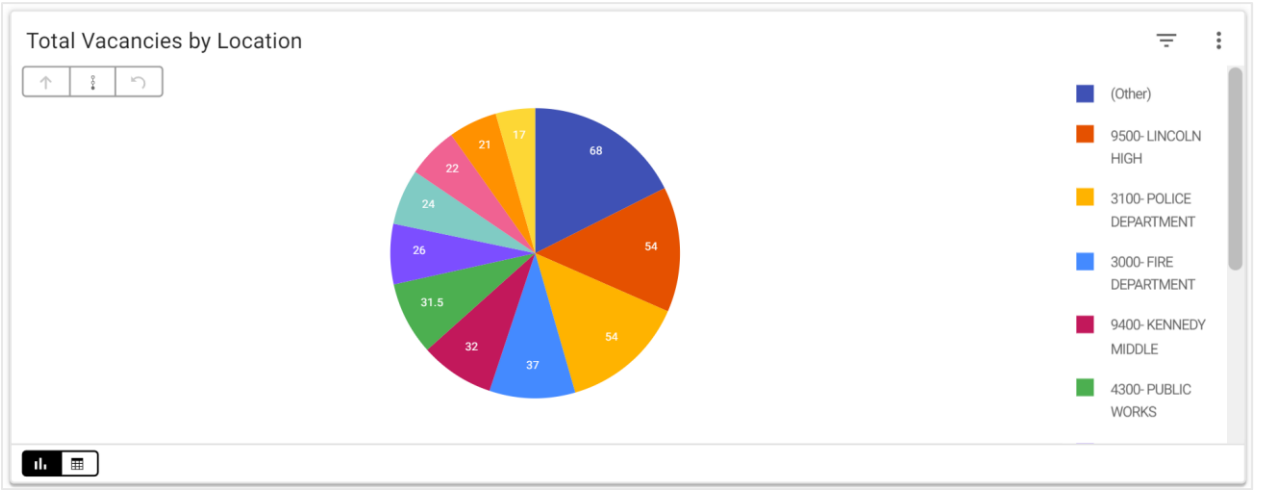


Figure 11. Tyler's configurable reports provide simplified insights into key metrics, including vacancies (Confidential and Proprietary).

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Ensure Compliance and Improve Planning with Advanced Reporting Tools

Reporting requirements are unique to each state and are often changing. Tyler is positioned to help the City manage your specific reporting needs and challenges head-on. Our State Development team is devoted to ensuring that your state and federally mandated reports remain accurate and compliant. With numerous User Groups and an online user-support system (Tyler Community), Tyler also makes it easy for users to discuss State Reporting tips, updates, and best practices with neighboring municipalities.

With Tyler's Enterprise Human Resource Management, the City can feel confident that all EEO-4 and EEO-5 Equal Employment Opportunity reports, IRS quarterly 941 reports, W2s, 1099s, and 1095Cs meet federal and state requirements.

Tyler's Executive Insights helps to deliver essential metrics and analytics to your key leaders and executives. Executive Insights provides high-level summaries and overviews of various HR-related data points, including budgets, total payroll expenditures, overtime costs, and headcount trends.

Minimize Costs, Retain Talent, and Align Employees with City Goals

Make informed decisions about your workforce with high-level overviews of your employees. Tyler's Hub dashboard simplifies access to important analytics like headcount, current and projected job openings, and overtime usage. Easy-to-use drill-down capabilities and configurable reports allow you to focus on specific metrics and ensure that you always have a clear understanding of your staffing needs.

Improve staff satisfaction and support employee growth when you open the door to transparent conversations about employee performances and career trajectories. By providing designated managers and Human Resource representatives direct access to information about individual employees, including wages, promotions, performance reviews, and disciplinary histories, Enterprise Human Resource Management makes it easy to facilitate conversations about your employees' futures.

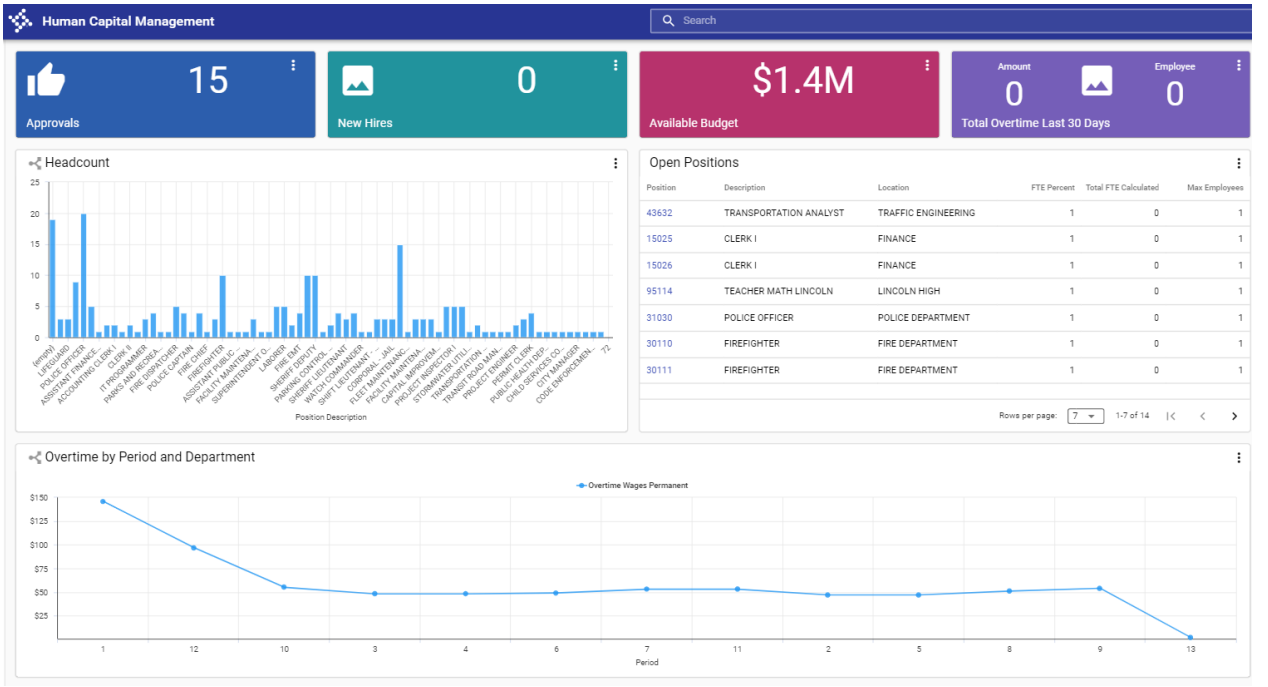


Figure 12. Access key metrics from Tyler's Hub, including current headcount, vacancies, and overtime. (Confidential and Proprietary).

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Key Solutions

Based on the scope of functionality requested in your RFP, Tyler recommends the following Human Resource Management solutions to meet the needs of the City.

Enterprise Recruiting

Enterprise Recruiting streamlines the entire application review and hiring process. Hiring managers can easily create and post customized job applications online. Candidates can set up online profiles that automatically share linked attachments—like resumes, references, and writing samples—with your HR department. Reports can be generated for the top-scoring candidates making it easy to compare skills and qualifications. Hiring Central and Applicant Central programs simplify applicant management and analysis.

With Enterprise Recruiting, you can:

- Streamline applicant scheduling, pre-employment tests, orientation, and training with Employee Access.
- Assess and score applicants.
- Ensure accurate approvals for job postings with automated workflows.
- Easily customize and manage employee onboarding tasks.

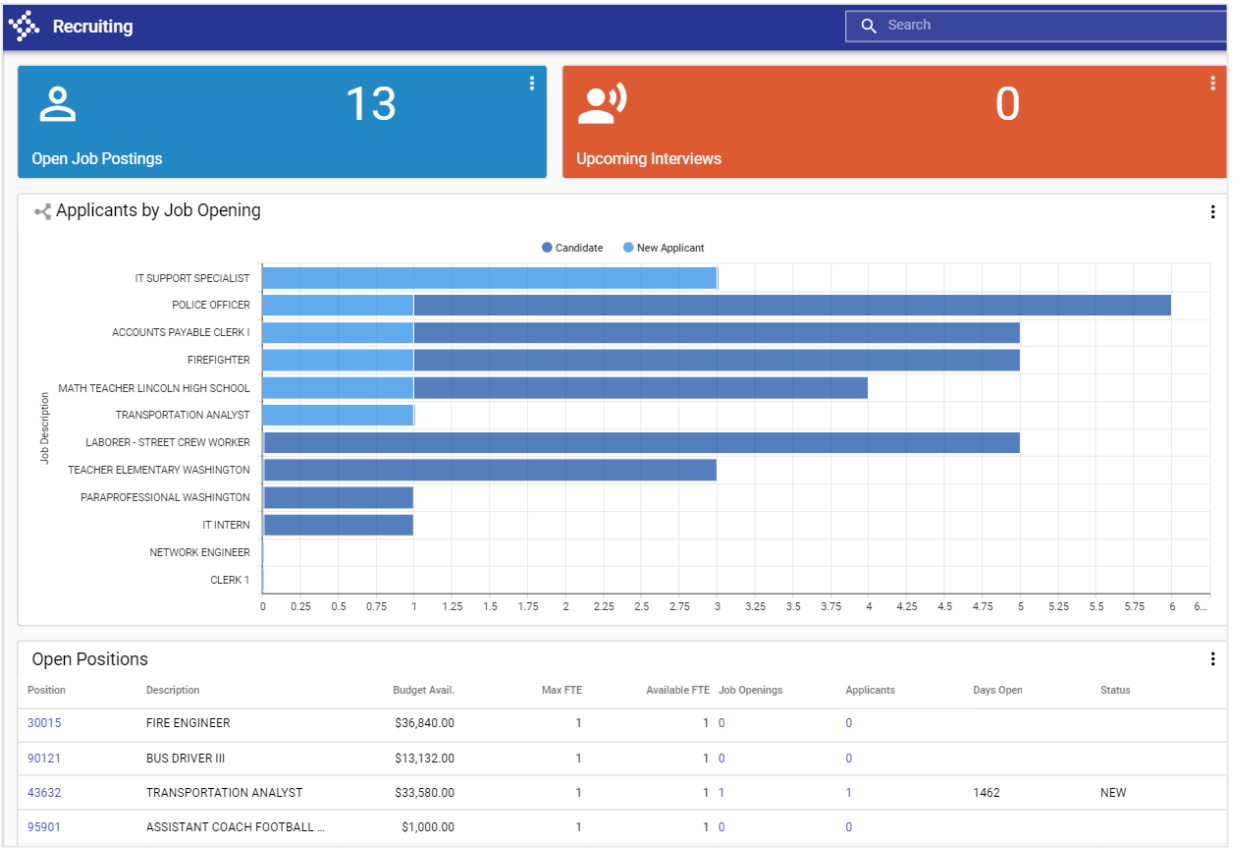


Figure 13. Easily track and manage vacancies and applicants from your recruiting dashboard (Confidential and Proprietary).

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Enterprise Human Resources & Talent Management

Maximize the value of your organization's workforce investment with a centralized interface that provides complete visibility into your employees, applicants, benefits, and positions. Tyler's Enterprise Human Resources and Talent Management solution seamlessly integrates employee data from hire to retire. This comprehensive integration ensures that your compensation, retention, training, and development plans work together to promote your goals.

Easily Access Employee Records, Benefits, and Career Plans

Tyler's Employee Central application provides managers and HR staff direct access to employee records, benefit information, and career plans. Verified staff can view accrual histories, paystubs, W4s, benefit elections, professional development plans, and training opportunities. User-specific access controls safeguard confidential information like social security numbers.

Simplify and Streamline Personnel Actions

Tyler's advanced workflows allow you to set up business rules for personnel actions, including inquiries, leave, termination, civil service, and reinstatement.

Optimize Personnel Planning

Enterprise Human Resources provides you with the tools needed to effectively manage your workforce. Position Control Central provides access to staff position information, including current position, salary information, budget information, education, certification, training skills, and other requirements associated with a position. Salary and benefit projections integrate step raises, vacancies, and benefits data. Enterprise Human Resource Management identifies valid positions and maintains a history of position holders for analysis. Enterprise Human Resources also facilitates updates to budget and FTE allocations and offers detailed current-year budget figures categorized by position.

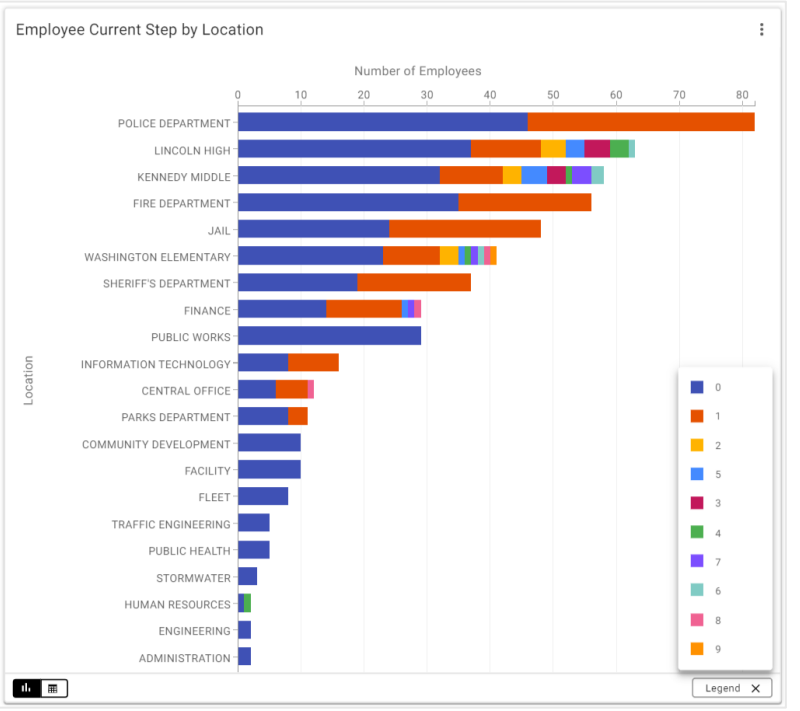


Figure 14. Easily view employee step positions across your organization (Confidential and Proprietary).

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Improve Talent Management

Talent Management helps align your employees' skills and knowledge with open positions in your organization. With Talent Management, HR representatives can define career paths, assign employees to specific tracks, and monitor their progress. Career planning tools aid employees in structuring their career trajectories, accessing external trainings, and providing feedback on attended classes. Supervisors can easily track certifications and skills, evaluate performances, and analyze talent to identify candidates for open positions. Talent Management allows you to proactively distribute necessary tasks to your employees, providing your staff with direct access to annual policy documents, new hire tasks, and personnel action processes.

Enterprise Payroll

With the option to either run payroll by exception and automate entries, or to utilize manual payroll entries, Tyler's flexible Payroll solution can meet the unique and evolving needs of the City. Enterprise Payroll can automatically generate recurring earnings and deductions. Tyler's Payroll solution can also send employee-initiated changes, like accrual requests and benefit selections, directly to Payroll for approval.

With Enterprise Payroll, the City can:

- Support up to 999 user-defined earnings types and over 7,000 user-defined deduction/benefit types.
- Establish multiple accrual types each with various earning methods.
- Process standard employee checks and direct deposit advices, as well as payroll vendor checks and electronic transfers.
- Provide employees with a net pay simulator and options for annualized tax tables.
- Decentralize timesheet entries and support multiple methods for tracking hourly time and attendance.
- Process and distribute year-end W-2s and 1099s.
- Support step increases, mass pay changes, updated "pay bands," and automated retro-pay calculations.

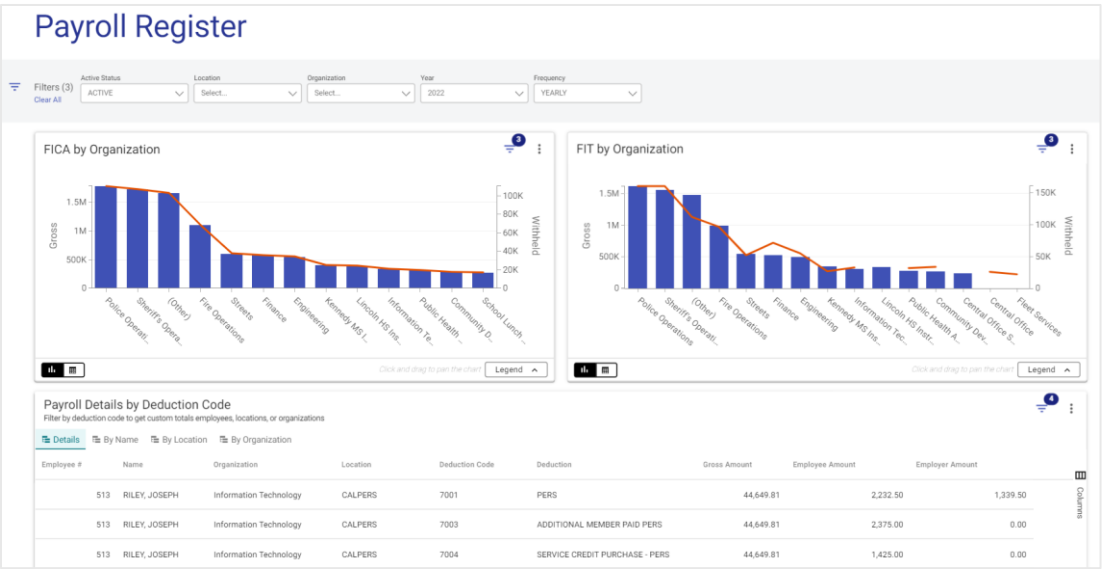


Figure 15. Easily monitor and manage payroll details across your organization (Confidential and Proprietary).

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Employee Access

Offer your staff a centralized location to access career, benefit, and compensation management tools. Multi-factor authentication allows staff to securely update personal information, request leave, manage benefits, and review compensation. Employee Access provides managers with a consolidated view of their employees' performance and qualifications—including employee certifications, training, evaluations, task lists, time off requests, emergency contacts, and timesheets. Centralized processes for sharing organizational updates, posting required trainings, and managing open enrollment eliminate the need for manual data entry and multiple communication channels.

With Employee Access, your staff can:

- Conveniently log work hours for projects and activities.
- Intuitively manage compensation with a Net Pay Simulator that shows how hypothetical deductions, withholdings, and pay rate changes could affect future paychecks.
- Manage and view all benefit, W-2, and W-4 changes.
- Review and engage with Performance Evaluations throughout the year.
- Access HR-assigned tasks including open enrollment registration, onboarding, and required trainings.

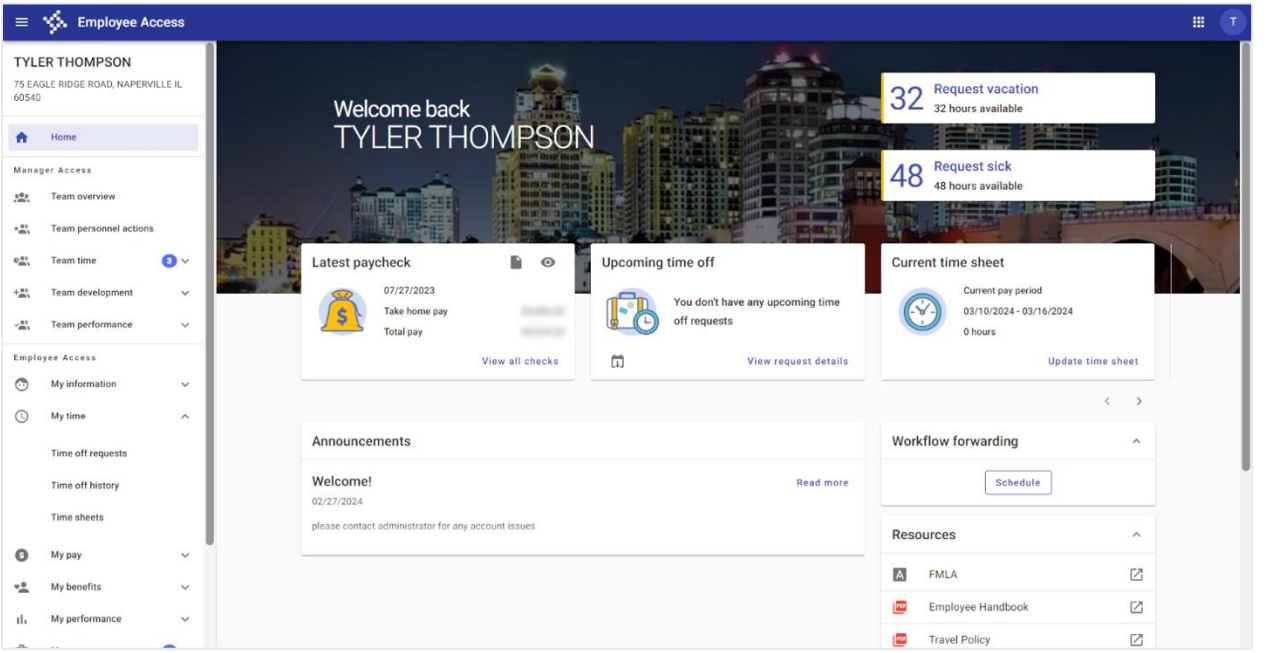


Figure 16. Employee Access welcome screen (Confidential and Proprietary).

Enterprise Employee Expense Reimbursement

Employee Expense Reimbursement is an easy-to-use module that fully integrates with Enterprise Accounting, Payroll, and Accounts Payable for complete electronic expense report filing. Employee Expense Reimbursement provides numerous time-saving system defaults such as quick expense report creation, system-generated travel requests, invoice reimbursement numbers, and general ledger account codes. For ease of use, your office can create unlimited expense claim form templates, determine whether employees submit reports before or after expenses are incurred, and decide whether to reimburse through payroll or by cutting an AP check. When submitting expense reports, employees can conveniently log in from any location. Expense Reimbursement automatically populates expense report fields with data from Enterprise Payroll, streamlining submissions. Once submitted, claims can be automatically directed for approval.

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With Enterprise Employee Expense Reimbursement, the City can expect to:

- Streamline time-consuming documentation processes.
- Eliminate the hassle associated with storing messy paper receipts.
- Empower employees to file and track expense reports from their Employee Access application.
- Improve expense approval times with automated workflows.
- Copy previous expense reports for recurring expenses.
- Associate purchase orders and invoices with expense claims.
- Ensure accuracy by automatically applying the most up-to-date GSA per diem rates to all expense reports.

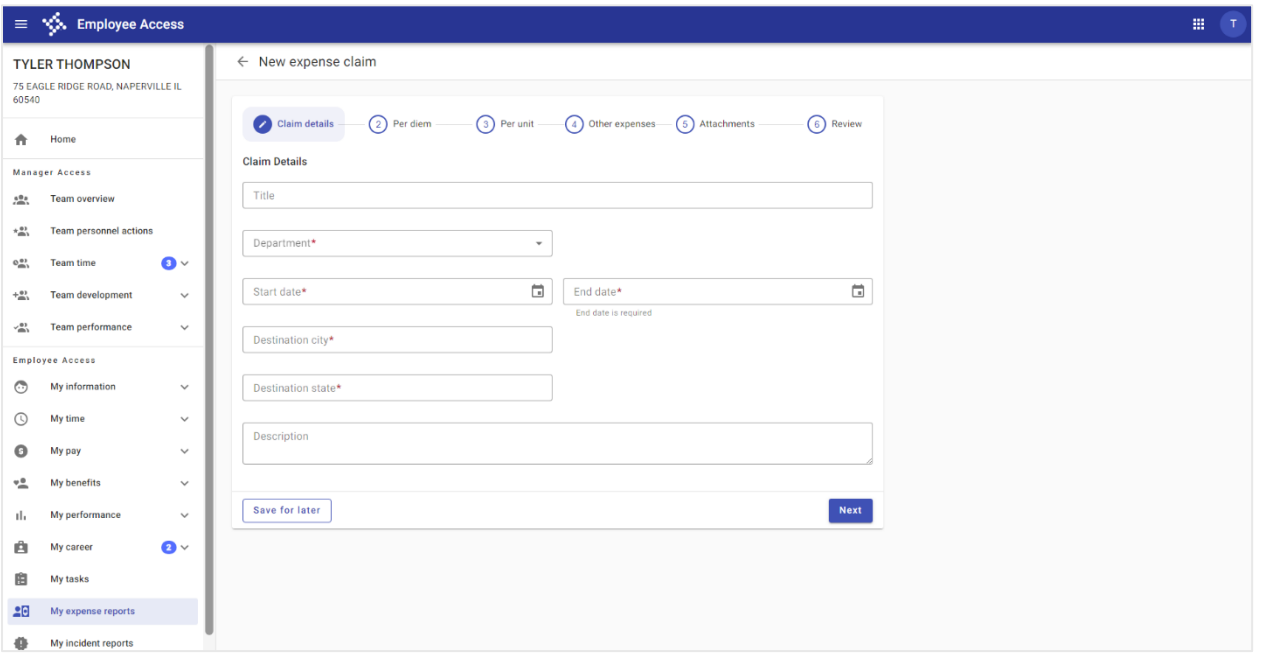


Figure 17. User-friendly screens make it easy to approve and submit Expense Reimbursements (Confidential and Proprietary).

5.13 Enterprise Revenue Management

Enhance the convenience of your billing and payment services, while optimizing the efficiency and effectiveness of your revenue management. Designed specifically for the public sector, Enterprise Revenue Management supports comprehensive revenue collection and management. Tyler's integrated ERP software works across your organization to streamline the collection, tracking, and processing of payments for utility bills, tax bills, permitting fees, and more. Whether transactions occur online, over the counter, or via a third-party payment solution, Enterprise Revenue Management streamlines and simplifies billing and payment processes for both your residents and your organization. Easily process third-party payments with Tyler's Enterprise Payment application and collect in-person payments with Tyler's robust point-of-sale Cashiering solution. Seamless integration and advanced workflows simplify approval processes, provide easy access to transaction details, and ensure that both your general ledger and your accounts receivable are updated in real time. A centralized customer file means that citizen accounts can be linked to a single customer record across departments and billing categories, ensuring accurate tracking and reporting of account balances and payments for citizens.

Accounts Receivable	General Billing	Resident Access	Payments

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Cashiering | Parking Tickets | Animal Licenses | Slip Reservations | Central Property

Key Benefits



Eliminate errors and ensure accuracy with automated account updates



Improve citizen response times with simplified access to resident account histories



Promote online payments with an easy-to-use payment dashboard



Accept multiple payment methods, both online and in-person



Collect bills without third-party support



Streamline and Simplify collection and reconciliation with automated workflows



Provide a consistent payment experience

Provide an Intuitive, Fast, and Accurate Payment Experience

Tyler's software allows residents to submit payments in a way that works for them. With Tyler's multi-channel offerings, community members can make payments over the counter, over the phone using Tyler's Interactive Voice Recording (IVR) system, via text message, or online through Tyler's community-facing Resident Access Portal.

Access Intuitive Insights into City Revenue

Tyler's configurable reporting tools allow you to gather simplified information about your City's billing trends and payment behaviors. Intuitive visualizations make it easy to track outstanding balances, see spending from major accounts, and better understand your community's payment trends.

Key Modules and Applications

Based on the scope of functionality requested in your RFP, Tyler recommends the following Enterprise Utilities solutions to meet the needs of the City.

Enterprise Accounts Receivable

Enterprise Accounts Receivable supports the efficient collection and management of billed receivables and miscellaneous cash. Easily process over-the-counter or mailed payments for non-billed items like licenses, permits, and registrations. Real-time reporting provides users with up-to-the-moment data on receivables, aging invoices, payment trends, and analyses by bill type. User-defined charge codes match to specified General Ledger accounts, automating data entry, and ensuring accurate, GAAP-compliant journal entries for all activity. A centralized customer file links customer records across departments and billing categories (Tax, Utility Billing, Business Licenses, etc.), enabling accurate tracking and reporting of account balances and payments.

With Enterprise Accounts Receivable, the City can expect to:

- Simplify collections processes with centralized customer records.
- Utilize workflow approval processes to improve payment, reversal, and refund processes.

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- Provide updated bill balances in real-time.
- Allow for back and future dating of payments collected.
- Easily export daily collection information and access detailed receipt information by category.
- Update bill balances in real-time.
- Processes multi-bill and multi-tender payment transactions.
- Improve data accuracy with real-time reporting on receivables, aging invoices, and payment trends.
- Streamline data entry and automatically record GAAP-compliant journal entries with tight integration to your General Ledger.
- Apply payments by charge, charge group, bill, account, multi-bill payment, installment, and more.

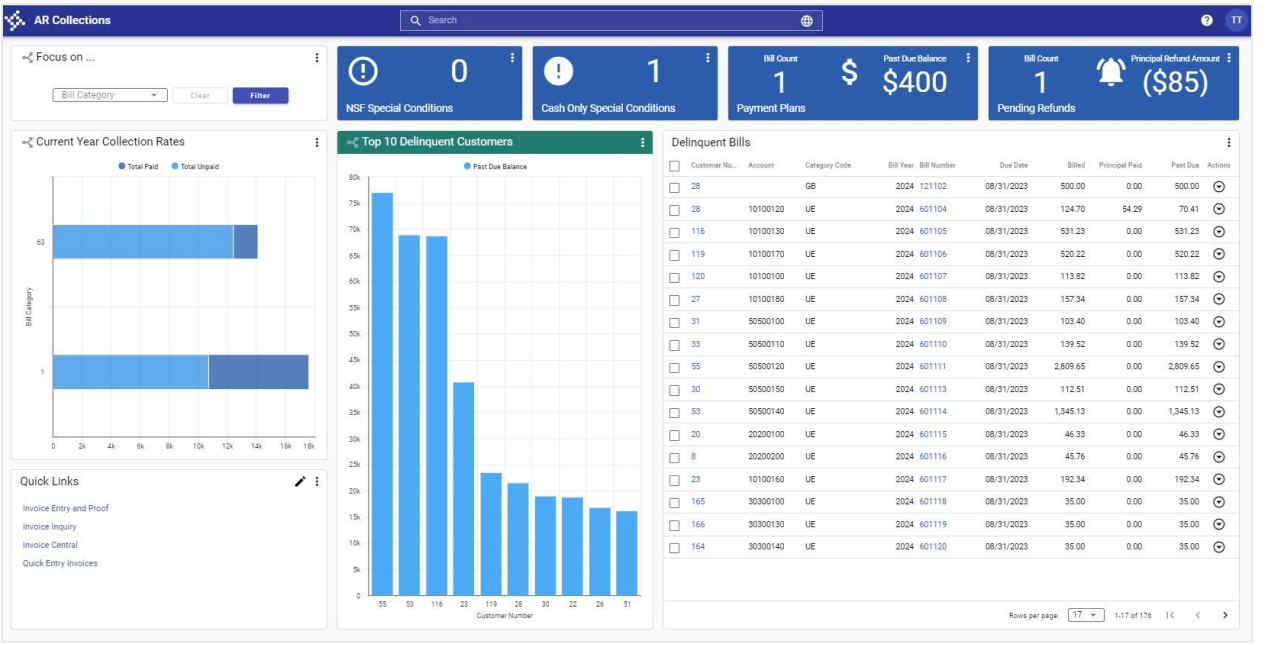


Figure 18. Easily track paid and delinquent accounts from a centralized dashboard (Confidential and Proprietary).

Enterprise General Billing

Easily invoice miscellaneous charges, such as facility rentals, hangar fees, tuition, vandalism, and false alarm billing. Customizable features support user-defined invoices that can contain itemized charges, calculated rates, accumulated totals, and payment histories. With General Billing, you can eliminate handwritten bills and manual calculations, ensuring that you always provide accurate payment information. General Billing works with Cashiering, Work Orders, General Ledger, Payroll, Grant Management, and Permit & Code Enforcement modules to provide accurate and up-to-the-minute accountability across your organization.

With Enterprise General Billing, the City can:

- Automate interdepartmental billing.
- Consolidate statements for customers with multiple accounts.
- Schedule invoicing of recurring charges or services.
- Track loans and amortizations for HUD housing.
- Manage escalating fees.
- Create customizable invoices and statements with optional Enterprise Forms integration.
- Simplify billing for repairs and other servicing with optional Work Order integration.
- Manage grant reimbursement requests with optional Grant Management integration.

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- Easily manage extra duty pay and COBRA billing with Payroll integration.

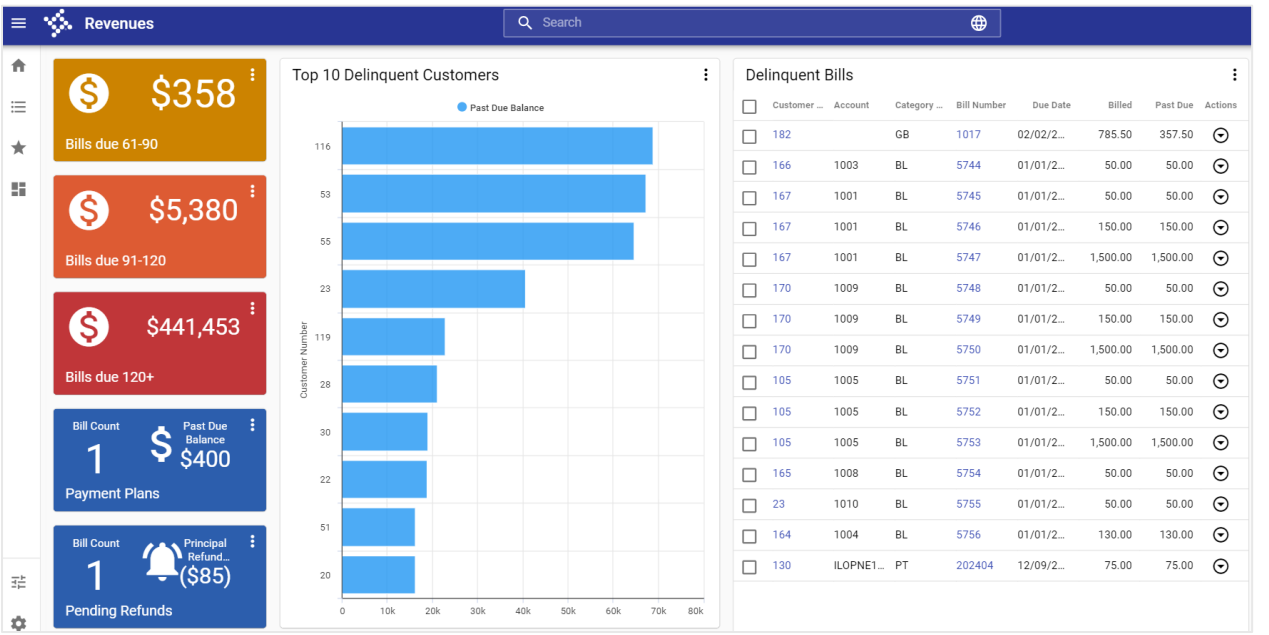


Figure 19. Configure reports and visualizations to easily monitor revenue trends (Confidential and Proprietary).

Resident Access

Improve resident self-service and reduce customer service workloads with Tyler's secure, cloud-native Resident Access portal. Resident Access gives businesses and community members simplified access to municipal services and information 24/7. Community members can access their Resident Access portal directly from your City website. Once logged in, residents can make payments, see upcoming charges, and view their entire payment history. With Resident Access, your residents can pay multiple bills in a single transaction, and you can feel confident that funds will be directed to the correct department in real time. User accounts allow Residents to set up automated billing, pay bills at later dates, and receive automated notifications for due dates, late notices, and accepted payments.

With Residents Access, your Residents can:

- Receive email and text notifications about bills.
- Pay invoices online as individual bills or pay all outstanding fees in a single transaction.
- Submit information, such as business license applications or renewals and requests for service.
- View official records online.

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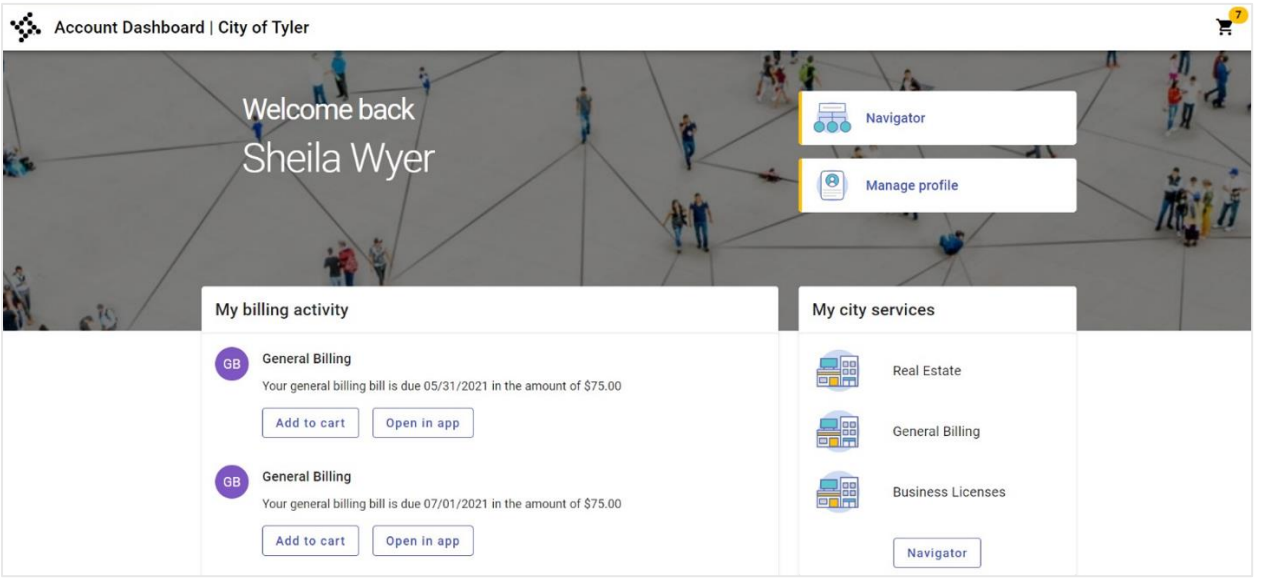


Figure 20. *Your residents can easily manage and pay City bills and fees from their Resident Access Portal (Confidential and Proprietary).*

5.14 Cashiering

Cashiering makes it easy for your organization to accept and manage over-the-counter payment collections. Security controls can limit cash drawer access, maximum check count, and the amount of cash you have on hand. Seamless integration with Enterprise ERP supports real-time reconciliations across applications and departments, providing your organization and your residents with instant access to accurate account information. Convenient end-of-day and management reporting options provide high-level overviews of collection and receipt trends for each payment type.

With Tyler's Cashiering solution, the City can:

- Accept cash, check, charge, and pre-payments/deposits.
- Support a common collection experience across departments.
- Allow residents to submit full payments, partial payments, over-payments, and deposits.
- Track both batch transactions and specific points of sale.
- Customize payment workflow processing.
- Access comprehensive audit logging
- Accept bills and support collections from third-party systems with APIs.
- Easily search transaction histories with bill, check, and barcode scanning.
- Configure alert notifications to warn cashiers and supervisors of exceptions needing their attention.

5.15 Time & Attendance

Seamless integration between Time & Attendance and Enterprise ERP ensures streamlined data entry, simplified payroll processing, and advanced report generation. Information flows effortlessly between Time & Attendance and Enterprise ERP, minimizing manual input and ensuring precise tracking of employee hours, overtime, and leave. This integration drives accurate payroll calculations and broader alignment with your financial management.

Streamline Payroll with Seamless Integration

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Automated data flow between Time & Attendance, Absence & Substitute, and Enterprise ERP provides precise, consistent, and compliant payroll calculations. This robust integration streamlines the collection and validation of attendance data, accelerating payroll processes. Time & Attendance simplifies payroll management by allowing payroll staff to lock pay periods after a set deadline. Time & Attendance also provides quick access to detailed reports, including timecards, weekly summaries, and violation tracking.

Provide Anytime, Anywhere Access to Time & Attendance

Employees can conveniently access Time & Attendance using the dedicated mobile application or through their mobile-friendly Employee Access application. This means that staff can clock in and out, request time off, track hours worked, review leave balances, and trade shifts—anywhere, anytime. All information saved in Employee Access automatically syncs with Time & Attendance, allowing users to view accurate time records, pay stubs, and schedules in real-time.

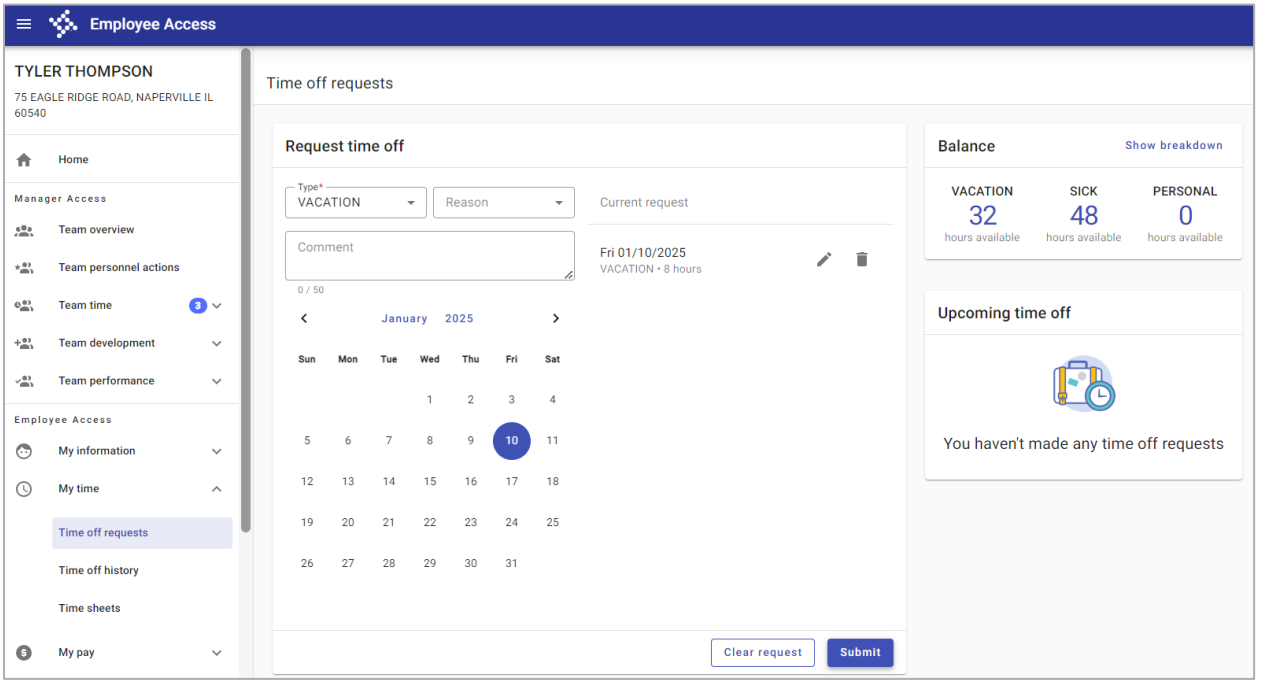


Figure 21. Staff can easily manage time of requests from their mobile-friendly Employee Access dashboard (Confidential and Proprietary).

Simplify Audits and Ensure Compliance

Time & Attendance data is automatically stored and synced within Enterprise ERP, ensuring complete audit trails, detailed time histories, and transparent reporting. This seamless integration simplifies audits by providing easily accessible, verifiable records while ensuring timekeeping data remains accurate and compliant with local, state, and federal labor regulations.

Improve Attendance Tracking with Real-Time Insights and Geolocation Tools

Supervisors can track employee attendance in real time, ensuring accurate and up-to-date records. Geolocation and geofencing tools work seamlessly with your staff's Workforce Mobile application to provide clear visibility into where employees are clocking in and out. Time & Attendance automatically generates detailed reports on attendance, overtime, and scheduling.

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Figure 22. Geofencing allows you to set boundaries around where your employees can clock in and out (Confidential & Proprietary).

Customize Reporting and Drive Informed Decision-Making

Managers gain enhanced insights into labor costs, productivity, and budget management with reports that seamlessly integrate Time & Attendance data with financial and human resource metrics. Real-time access to accurate labor data empowers managers to make informed decisions on staffing, overtime, and resource allocation. Customizable reports further improve visibility and oversight.

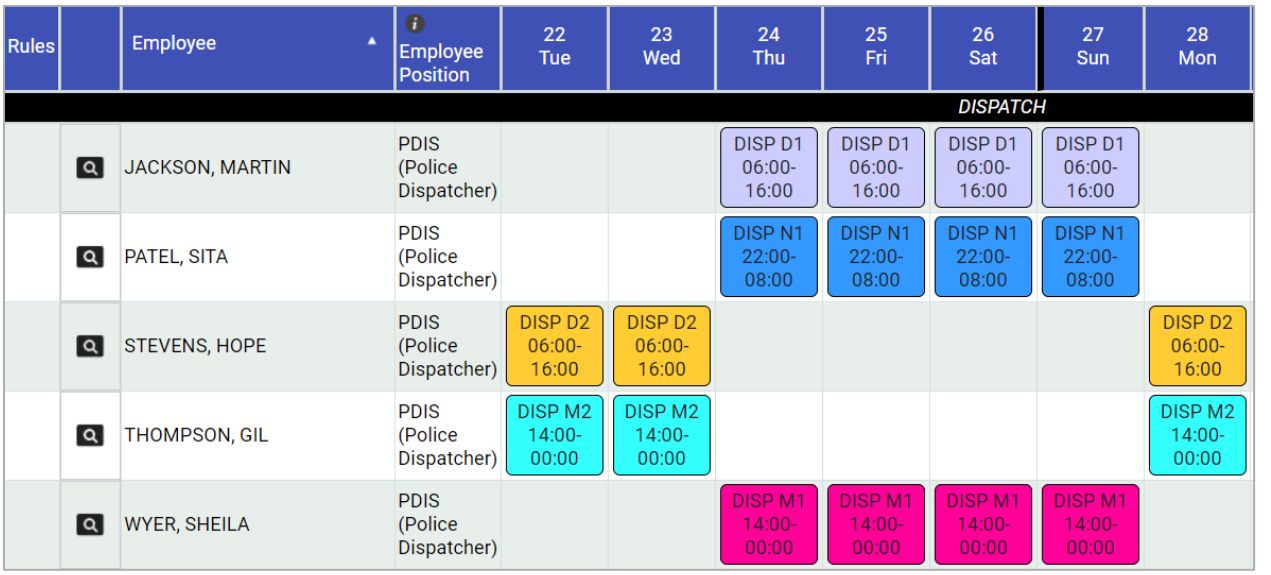
5.16 Advanced Scheduling

Time & Attendance Advanced Scheduling automates, simplifies, and streamlines your staff scheduling process while minimizing labor costs and overtime expenses. This powerful solution ensures you have the right people in the right roles at the right time.

Simplify Scheduling with an Intuitive Calendar View

Time & Attendance Advanced Scheduling provides supervisors with an intuitive calendar view for efficient scheduling. Supervisors can create reusable schedules that adapt to meet your changing needs. Open shifts can be filled by simply dragging and dropping unscheduled employees into open shifts. The customizable calendar can be set to display key employee information—such as certifications, start dates, and overtime history—helping to drive informed shift assignments. Time & Attendance Advanced Scheduling will automatically flag overlapping shifts or overtime violations.

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Rules		Employee	Employee Position	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat	27 Sun	28 Mon
DISPATCH										
		JACKSON, MARTIN	PDIS (Police Dispatcher)			DISP D1 06:00-16:00	DISP D1 06:00-16:00	DISP D1 06:00-16:00	DISP D1 06:00-16:00	
		PATEL, SITA	PDIS (Police Dispatcher)			DISP N1 22:00-08:00	DISP N1 22:00-08:00	DISP N1 22:00-08:00	DISP N1 22:00-08:00	
		STEVENS, HOPE	PDIS (Police Dispatcher)	DISP D2 06:00-16:00	DISP D2 06:00-16:00					DISP D2 06:00-16:00
		THOMPSON, GIL	PDIS (Police Dispatcher)	DISP M2 14:00-00:00	DISP M2 14:00-00:00					DISP M2 14:00-00:00
		WYER, SHEILA	PDIS (Police Dispatcher)			DISP M1 14:00-00:00	DISP M1 14:00-00:00	DISP M1 14:00-00:00	DISP M1 14:00-00:00	

Figure 23. Easily Manage Schedules and Shift Assignments with a Calendar View (Confidential and Proprietary).

Streamline Complex Scheduling with a Customizable Rules Engine

Easily manage complex scheduling with a customizable Rules Engine that lets you define City-specific rules to automatically handle shift differentials, overtime, and leave according to your organization's unique policies. Rules can be tailored to include project-based overtime, specific time ranges, holidays, and employee job types. Tyler's Rules Engine ensures employees receive proper compensation and helps you maintain compliance with labor laws, company policies, and union agreements.

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Section 6 Implementation Approach and Work Plan

Section 6 – Implementation Approach and Work Plan

Proposers must identify the proposed implementation approach to include the following:

6.1 Implementation Methodology

At Tyler, successful implementations are more than an objective—they're an expectation. To consistently carry out implementations that are on time, within budget, and capable of meeting the unique needs of the public sector, Tyler utilizes a proven implementation process built on three foundations:

- Decades of Experience
- In-House Expertise
- A Globally Recognized Project Management Approach

Industry Experience

Having completed over 45,000 installations for more than 13,000 local governments, Tyler continues to lead the industry in successful public sector implementations. By pairing a deep understanding of your specific needs and processes with our decades of industry expertise, Tyler will provide the City with the tools and resources you need for a successful go live. Tyler will work with the City to ensure that your organization is well-prepared for future technology developments and releases.

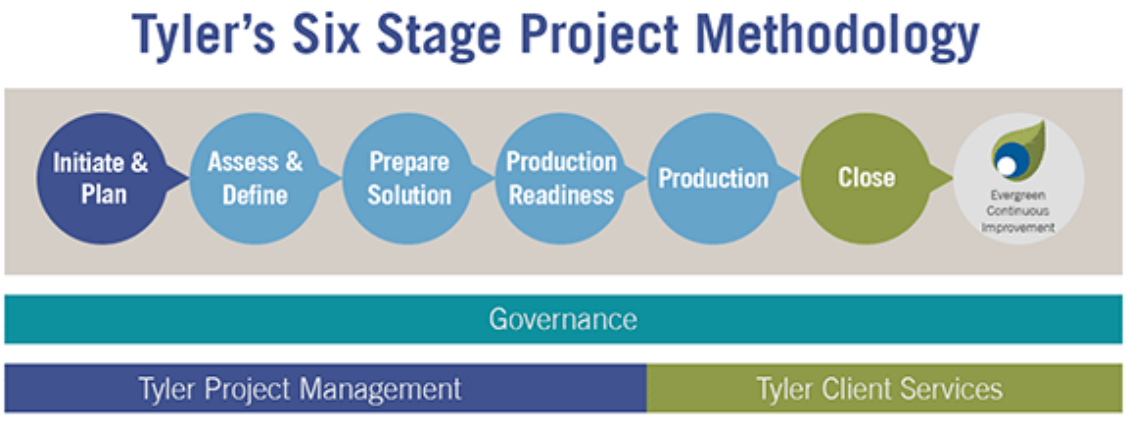
In House-Expertise

As a Tyler client, you will receive ongoing support from Tyler's in-house professionals. No one knows our software better than we do, which is exactly why we continue to perform our own implementations.

A Globally Recognized Project Management Approach

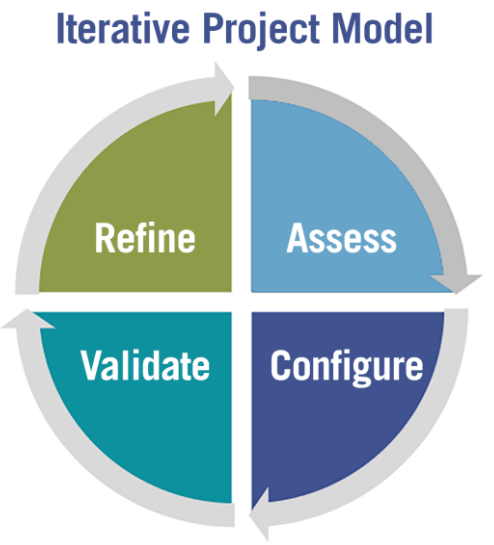
While each project is unique, all Tyler implementations follow the same six-stage methodology. All six stages are comprised of multiple work packages—groups of related tasks required to meet individual deliverables. To ensure seamless execution, every work package includes a narrative description, defined objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Stage Acceptance Control Points are applied at every phase to ensure alignment with scope, budget, timeline, and quality standards. This structured, systematic approach allows Tyler to reduce variability, mitigate risks, and tailor solutions to your organization's unique needs.



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The methodology adapts to both single-phase and multiple-phase projects. To achieve Project success, it is imperative that both clients and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that clients and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where client business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

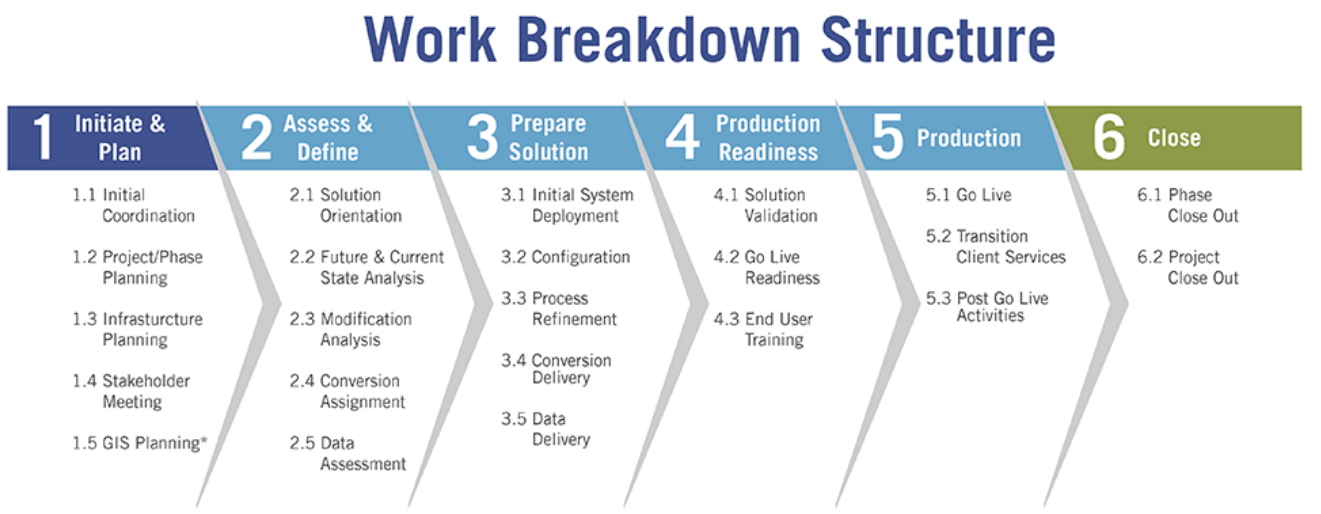


The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called "Stages" and the second level components are called "Work Packages". The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a "Control Point", confirming the work performed during that stage of the Project has been accepted by the city.

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Fit Gap Analysis

Tyler's implementation methodology places a strong emphasis on analysis of current processes, the adoption of best business practices, and tailoring processes to meet the unique needs of our clients. Tyler's implementation approach includes detailed process analysis and solution orientation prior to preparing and configuring the system.

During the Assess & Define stage, a thorough current/future state analysis is conducted to gather business process information. The objective of the analysis sessions and solution orientation is to translate the current practices into an improved future business process using Tyler products that match your desired processes and goals. The resulting configuration is vetted through solution validation prior to go-live readiness.

6.2 Implementation Plan Stages

Stage 1: Initiate & Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify client project team.

Stage 2: Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software. City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

Objectives:

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- Provide a basic understanding of system functionality.
- Prepare City for current and future state analysis.

Stage 3: Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

Objectives:

- All licensed software is installed and operational.
- City is able to access the software.

Stage 4: Production Readiness

Activities in the Production Readiness stage will prepare the client team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure City organization is ready to move forward with go-live and training (if applicable).

Stage 5: Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

Objectives:

- Execute day to day processing in Tyler software.
- Client data available in Production environment.

Stage 6: Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

Objectives:

- Agreement from Tyler and City teams that activities within this phase are complete.

6.3 Knowledge Transfer Approach

During implementation of our products, Tyler's goal is to educate your resources so that they are self-sufficient users of the solution. Tyler uses a train-the-trainer model to transfer knowledge. Tyler's project team will provide comprehensive training to your team, which includes the project manager, functional leads, and power users. Tyler provides one occurrence, or more, of each scheduled training or implementation topic. The first time focuses on the process steps, while the second time, the training is more advanced.

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Sessions for each topic will also cover configuration for functional leads and power users, so that future changes can be easily made.

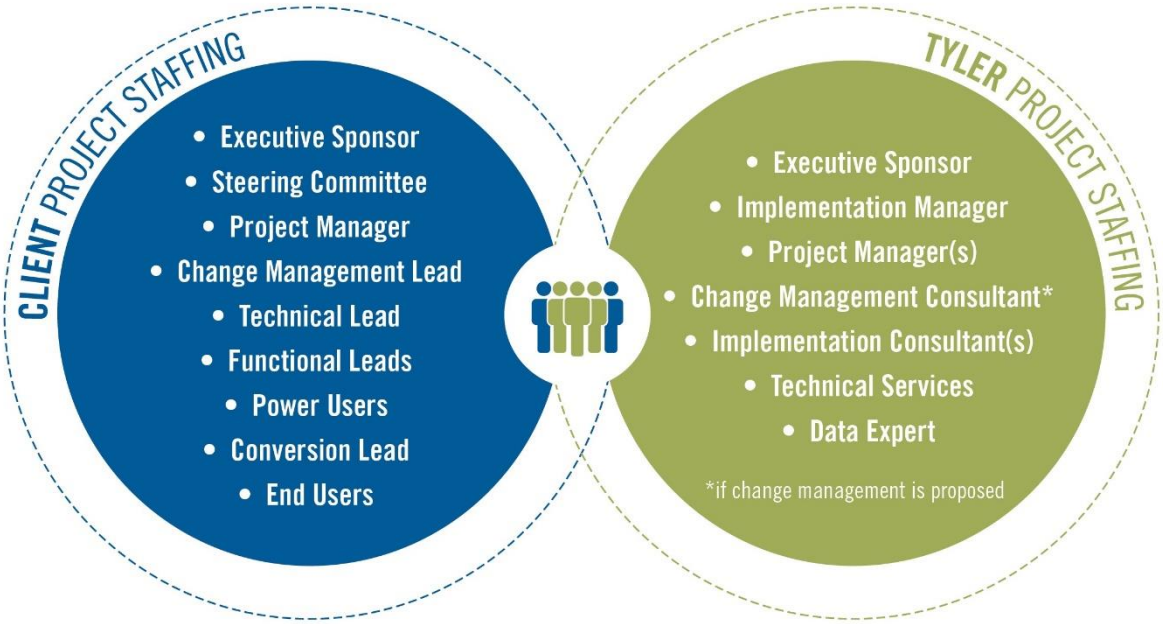
Ensuring comprehension of daily job functions is essential to a successful go-live and product adoption. The goal of our train-the-trainer approach is to expose the most sophisticated users to the system first, so system configuration, converted data, and new procedures are thoroughly vetted by your team before being introduced to end users. During training, Tyler implementation consultants measure knowledge transfers through assessments and lead mini parallel processes and validations.

6.4 Project Organization Chart

a) Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide resumes for the project manager and other key assigned resources, including the number of similar engagements and details about their work with government agencies specifically related to similar projects, the number of years of their experience in the field, and the number of years with your firm

Project Organizational Chart

Every implementation project is comprised of both client resources and Tyler resources working together at varying levels of involvement to ensure a successful implementation. The chart below outlines each of those resource groups. Please keep in mind that some resources in your organizations may fall into multiple groups.



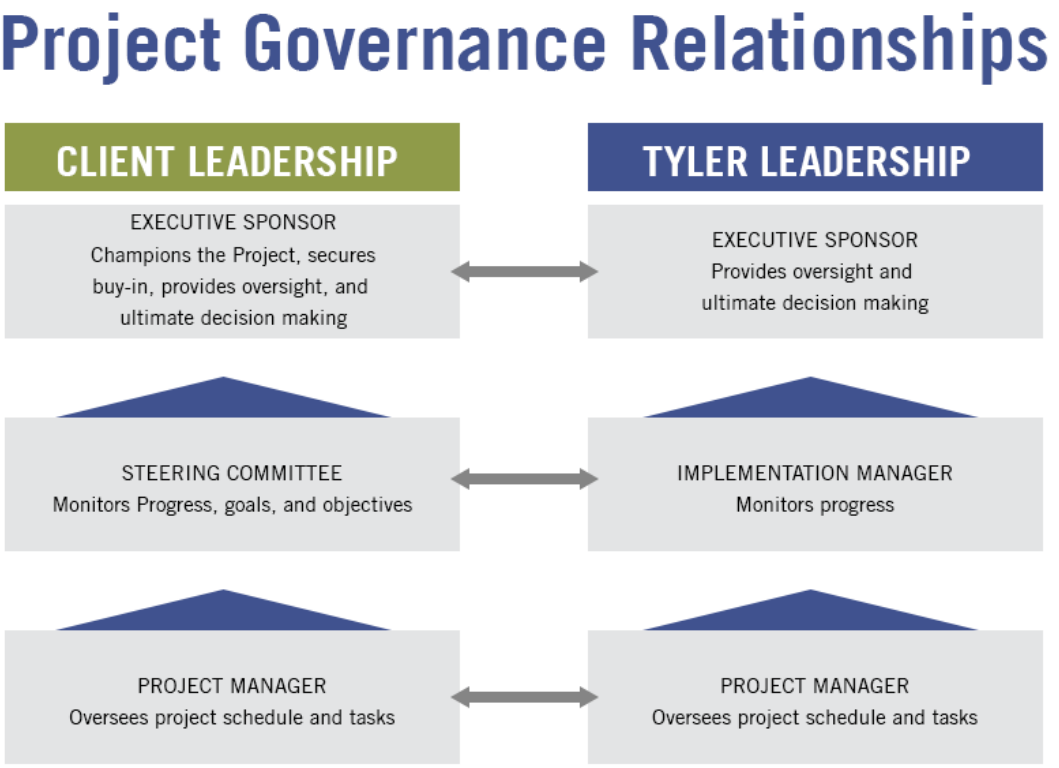
Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

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The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.



Tyler Resources

Tyler actively seeks the best talent to help us implement our solutions for our clients. Our staff consists of seasoned professionals with unique and proprietary skills, and years of industry experience, who are focused on specific products and in dedicated regions

Assembling a quality project team that suits project needs is important. We appreciate your patience as we plan to allocate resources for your project phases. Upon award of contract, Tyler assigns a project manager and quality project team to ensure your implementation success. Tyler staff perform services in a professional, workman-like manner, consistent with industry standards.

The resumes presented in this proposal reflect the caliber and experience that Tyler will assign to this project. Due to the variable duration of selection and contract processes, it is difficult for us to predict resources that would be available at project commencement.

Sample Resumes

Name	Carole A.
Title	Project Manager

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Education	City University Bachelor's in Science - Accounting
Office Location	Phoenix AZ
Tenure	8 years
Previous Experience	Tyler Technologies - Implementation Consultant / SME Tyler Technologies - Dedicated Project Manager
Reference Projects	Pierce County Library, WA Pitkin County, CO Issaquah, WA Forest Grove, OR Moffat County, CO Wasco County, OR Downers Grove, IL Bristol Virginia Public Schools, VA Reno-Tahoe Airport Authority, NV Cheyenne Board of Public Utilities, WY

Name	Janelle G.
Title	Project Manager
Education	Everett Community College Associates Degree in Medical Assisting & Business Management
Office Location	El Mirage AZ
Tenure	2 years
Previous Experience	American Financial Network - Mortgage Loan Officer Providence Medical Group - Lead Medical Assistant
Reference Projects	La Habra, CA Tolleson, AZ Casa Grande, AZ Stockton Port District, CA Milpitas, CA Desert Water Agency, CA Placer County Water Agency, CA

Name	Michelle C.
Title	Implementation Consultant
Education	International Fine Arts College Fashion Merchandising
Office Location	Denver CO
Tenure	8 years
Previous Experience	All Mountain Technologies - Customer Service/HR Manager

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	Sonnenalp Resort of Vail - HR Generalist
Reference Projects	Rancho Palos Verdes, CA Fontana, CA Helix Water District, CA Rancho Mirage, CA Lassen County, CA Cucamonga Valley Water District, CA

Name	Mindy C.
Title	Implementation Consultant
Education	Colorado Northwestern Community College AS Accounting
Office Location	Craig CO
Tenure	2 years
Previous Experience	Moffat County - Finance Director Moffat County Social Services - Accounting Specialist
Reference Projects	Apple Valley, CA Arroyo Grande, CA Charlotte County, FL Leawood, KS Park City, UT Pensacola, FL Sacramento Public Library Authority, CA Spokane Valley, WA Temecula, CA West Covina, CA

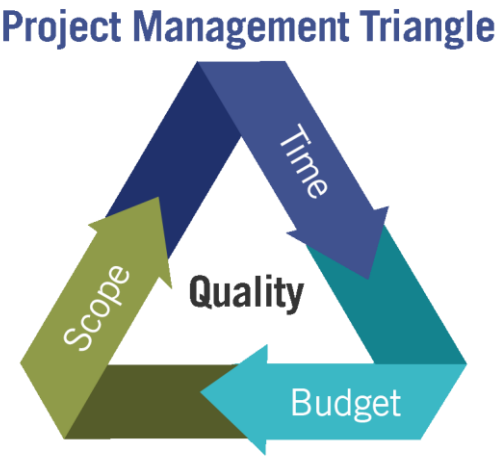
Name	Esther W.
Title	Implementation Consultant
Education	University of North Florida Accounting
Office Location	Marysville MI
Tenure	11 years
Previous Experience	New World Systems - Senior Implementation Consultant Whitman County - Finance Director
Reference Projects	Athens-Clarke County Unified Government, GA Woodland, CA Cambria County, PA Midpeninsula Regional Open Space District, CA Soos Creek Water and Sewer District, WA Loma Linda, CA Menifee, CA Hawthorne, CA Charlotte County, FL Oakley, CA

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6.5 Project Management Methodology / Approach

b) Describe your project management methodology/approach, including your approach to Change Management, Risk Management, Issues Management and Communication Management

At Tyler, we have been perfecting our project governance approach for over 35 years. Our seasoned implementation staff each possess their own unique qualifications and knowledge base. Throughout the project, the City will be supported by Project Managers (PMs) assigned to each phase.



Project Communication

During implementation, each Tyler client is provided with a project portal. This site will allow you to plan, store, and access pertinent documentation and information related to your implementation project—all from a central location. The site will be jointly maintained by both the City and Tyler for up to a year after go-live.

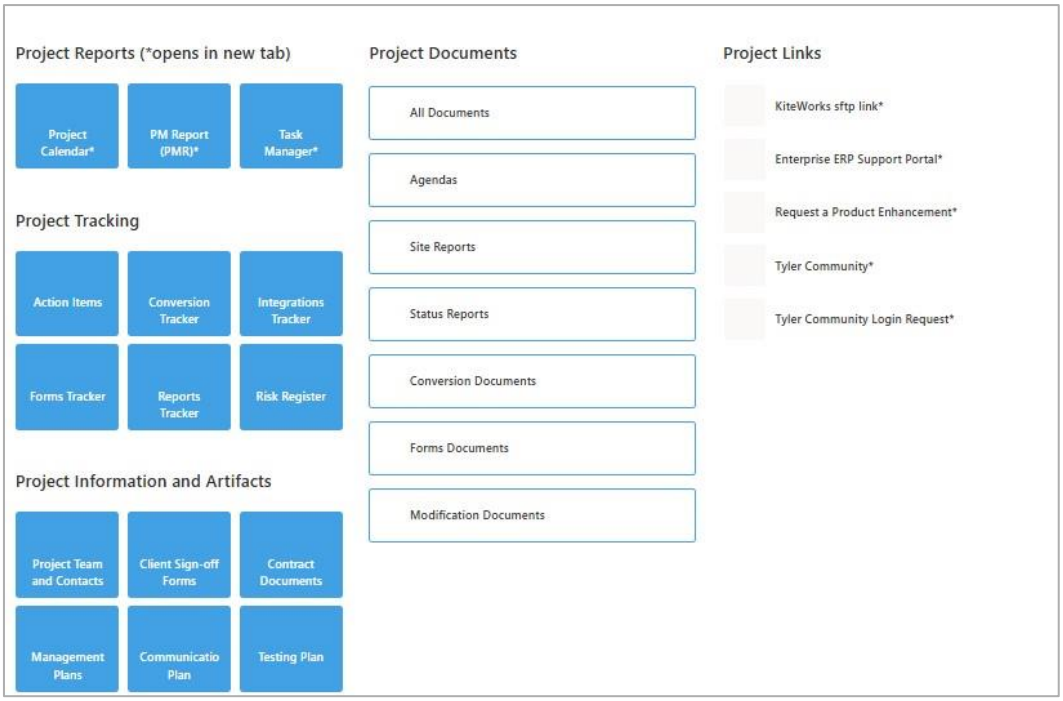


Figure 24. Easily access important information project information and documents from your centralized Project Portal (Confidential and Proprietary).

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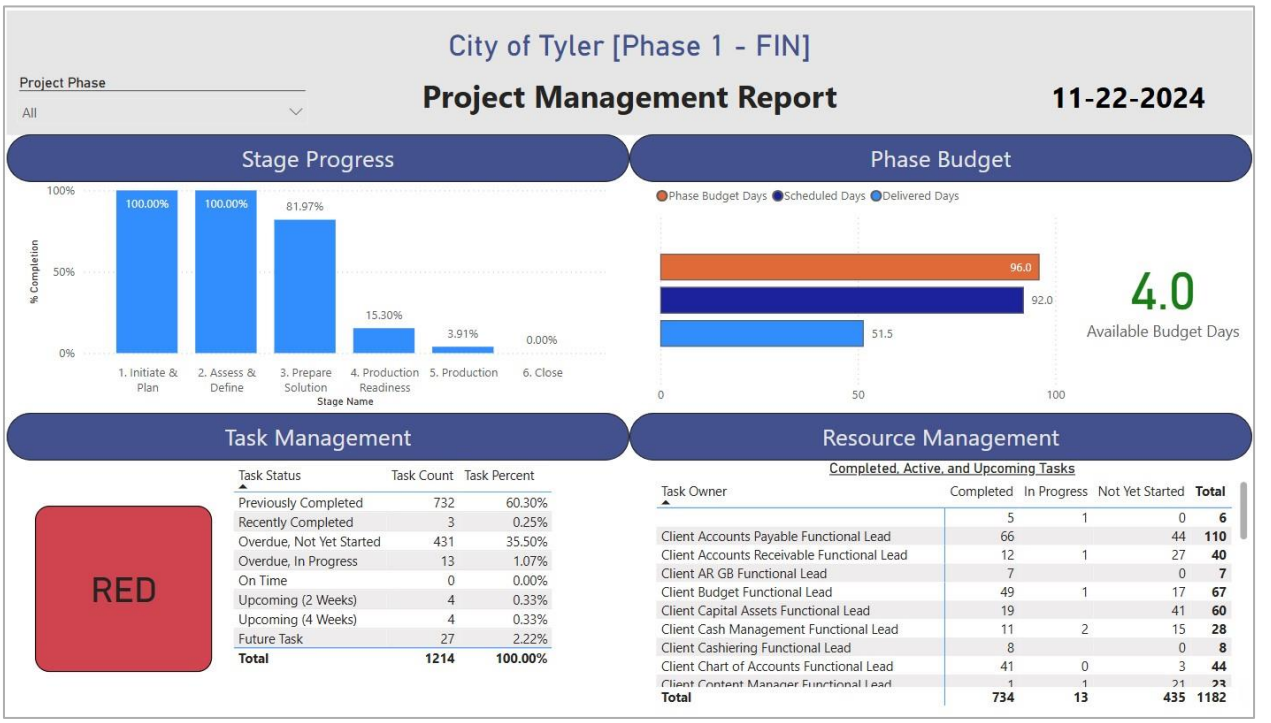


Figure 25. Drilldown into your Project Portal to gather information about your project's progress (Confidential and Proprietary).

Management and Scope

As individual project deliverables are met, your implementation team will generate detailed reports. These reports will contain analyses of staff participation, information about material absorption, and an assessment of completed tasks. Tyler Project Managers will evaluate and measure these report results and communicate all gaps and adjustments. Should issues arise during the project, several escalation paths can be laid out according to the communication plan.

Project Planning

Project Planning is an important piece of any implementation. Tyler takes a custom approach to every project we lead. The project schedule is developed collaboratively with both project teams to meet your needs, while keeping in mind Tyler's guidelines for implementation. Periodic project meetings will be scheduled where changes in scope, project length, or cost will be reviewed.

Tyler is open to discussing the project schedule in more detail and working out a mutually agreed upon plan that considers all project risks, requests, and resource constraints.

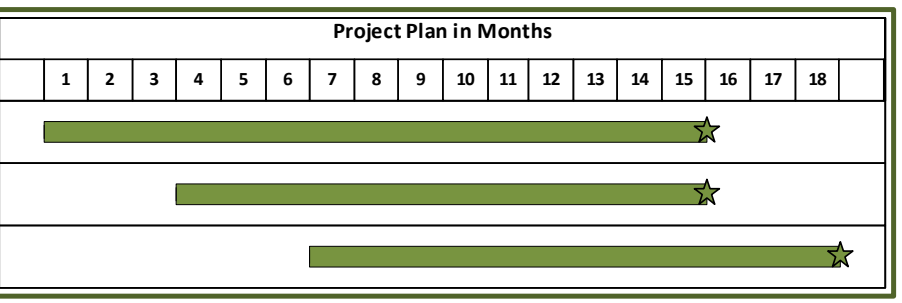
Tyler recommends a phased implementation approach, staggering start, and live dates for each phase of the project. Live dates will be targets but should not place unnecessary constraints on the project. The following schedule takes into consideration the City goals and Tyler's recommended approach, and assumes the product will be used as is, without additional go-live customizations.

Proposed Project Phases

Proprietary and Confidential – Subject to Restrictions on Disclosure

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Phase	Module	Duration in Months	Project Plan in Months
1	Financials	15	
2	Utility Billing	12	
3	Human Resource Management	12	



6.6 Sample Project Plan

c) Based on Proposer's experience with similar-size agencies, provide a sample Project Plan, including recommended project phasing and an implementation schedule with key / major milestones

Please reference the Sample Project Plan excerpt provided on the following pages.

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1		**100%**	**0**	**1 Initiate& Plan**	**62 days**	**9/1/23 8:00 A**	**11/30/23 5:0**	**N/A**
2		**100%**	**0**	**1.1 Initial Coordination**	**21 days**	**9/1/23 8:00 A**	**10/2/23 5:00**	**N/A**
3		**100%**	**0**	**Initial Coordination: Project Initiation**	**21 days**	**9/1/23 8:00 A**	**10/2/23 5:00**	**N/A**
4		100%	200	Tyler Coach Admin verifies that all users have proper settings in RBAC to allow neec	21 days	9/1/23 8:00 A	10/2/23 5:00	Tyler Coach
5		100%	210	SharePoint Admin sets up project in the client's Project Portal site	21 days	9/1/23 8:00 A	10/2/23 5:00	N/A
6		100%	220	Assign Tyler Project Manager	21 days	9/1/23 8:00 A	10/2/23 5:00	N/A
7		100%	230	Provide initial project documents to Client	21 days	9/1/23 8:00 A	10/2/23 5:00	N/A
8		100%	240	Sales to Implementation knowledge transfer	21 days	9/1/23 8:00 A	10/2/23 5:00	N/A
9		100%	250	Internal planning and phase coordination (resources, timelines and project details)	21 days	9/1/23 8:00 A	10/2/23 5:00	N/A
10		100%	290	Contact Data& Insights for initial Client Introduction and Coordination	21 days	9/1/23 8:00 A	10/2/23 5:00	Data & Insights
11		100%	300	TCM: Contact TCM EE for initial Client Introduction and Coordination	21 days	9/1/23 8:00 A	10/2/23 5:00	Content Manager
12		100%	310	Payments Boarding form Received and Submitted to Chase	20 days	9/1/23 8:00 A	10/2/23 8:00	Payments - All
13		100%	320	Implementation Handoff sheet received from Payments	20 days	9/1/23 8:00 A	10/2/23 8:00	Payments - All
14		**100%**	**0**	**1.2 Project/Phase Planning**	**42 days**	**10/2/23 8:00**	**11/30/23 5:0**	**N/A**
15		**100%**	**0**	**Project/Phase Planning: Project Planning**	**37 days**	**10/2/23 8:00**	**11/21/23 5:0**	**N/A**
16		100%	330	In Caspio, add Client and complete phase listings in the"Phase Listing by Client" Rep	0 days	10/2/23 8:00	10/2/23 8:00	N/A
17		100%	340	Perform project/phase planning session #1	0.5 days	10/2/23 8:00	10/2/23 12:0	N/A
18		100%	350	Perform project/phase planning session #2	0.5 days	10/3/23 1:00	10/3/23 5:00	N/A
19		100%	360	Performproject/phase planning Session #3	0.5 days	10/5/23 8:00	10/5/23 12:0	N/A
20		100%	370	System Admin: Tyler PM to request Client Project Team to register on www.tylerte	0.5 days	10/2/23 8:00	10/2/23 12:0	System Administration
21		100%	380	Client Project Manager to submit www.tylertech.com Logins for COA team to Tyler	0.5 days	10/9/23 1:00	10/9/23 5:00	Chart of Accounts
22		100%	390	Tyler PM to acquire IC Resources and add to PSA	0 days	10/2/23 12:0	10/2/23 12:0	N/A
23		100%	410	Forward all outstanding project planning decisions/data to Tyler PM	5 days	10/2/23 1:00	10/9/23 12:0	N/A
24		100%	420	Deliver Project Management Plan	1 day	10/16/23 1:0	10/17/23 12:	N/A
25		100%	420	Deliver Project Operational Plan	1 day	10/16/23 1:0	10/17/23 12:	N/A
26		100%	430	Review and Acknowledge Receipt of the Project Management Plan	5 days	10/17/23 1:0	10/24/23 12:	N/A
27		100%	440	Client provides Project Portal login requests for project team members	5 days	10/2/23 1:00	10/9/23 12:0	N/A
28		100%	450	Tyler grants users access to the Project Portal site	5 days	10/9/23 1:00	10/16/23 12:	N/A
29		100%	460	Project Portal site training via Remote Session	1 day	11/21/23 8:0	11/21/23 5:0	N/A
30		100%	470	Tyler PM Works with Client Technical Lead to Ensure User Accounts are Established	5 days	10/31/23 4:0	11/7/23 4:02	Tyler Coach
31		100%	470	Client Tyler Coach Manager Completes assigned education regarding Tyler Coach m	5 days	10/31/23 4:0	11/7/23 4:02	Tyler Coach
32		**100%**	**0**	**Project/Phase Planning: Build Project Schedule**	**41 days**	**10/3/23 8:00**	**11/30/23 5:0**	**N/A**
33		100%	490	Provide blackout dates to Tyler PM	10 days	10/3/23 8:00	10/16/23 5:0	N/A
34		100%	500	Deliver initial FIN phase schedule to Client for review	1 day	10/31/23 8:0	10/31/23 5:0	N/A
35		100%	510	Client approves initial FIN phase schedule; authorizes project plan development	3 days	11/1/23 8:00	11/3/23 5:00	N/A

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
36		100%	520	Tyler Disaster Recovery Services: Notify Tyler Systems Management or SaaS team c	1 day	11/6/23 8:00	11/6/23 5:00	N/A
37		100%	530	Deliver project plan and schedule for FIN phase; post to the Project Portal site	1 day	11/20/23 8:0	11/20/23 5:0	N/A
38		100%	540	Client reviews and approves project plan for FIN phase (sign-off required)	5 days	11/22/23 8:0	11/30/23 5:0	N/A
39		**100%**	**0**	**1.3 Infrastructure Planning**	**5 days**	**10/2/23 8:00**	**10/6/23 5:00**	**N/A**
40		**100%**	**0**	**Infrastructure Planning: SaaS System Deployment**	**5 days**	**10/2/23 8:00**	**10/6/23 5:00**	**N/A**
41		100%	1340	System Admin: Tyler PM to fill out Client Install Page - Implementation Information	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
42		100%	1350	System Admin: If Implementing in parallel with HCM or other Products, request an	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
43		100%	1360	System Admin: Tyler PM forward Sales/Implementation Turnover sheet to the Dep	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
44		100%	1370	System Admin: Deployment Engineer provisions Databases	5 days	10/2/23 8:00	10/6/23 5:00	System Administration
45		100%	1380	System Admin: Tyler PM schedules Post Deployment Review	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
46		100%	1400	System Admin: Deployment Engineer condcuts Post Deployment Review	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
47		**100%**	**0**	**1.4 Stakeholder Meeting**	**1.5 days**	**10/2/23 8:00**	**10/3/23 12:0**	**N/A**
48		100%	1450	PM000 Stakeholder Presentation: Present overview of Project deliverables, project sch	0.5 days	10/2/23 1:00	10/2/23 5:00	N/A
49		100%	1460	Communicate successful project criteria and goals (executive mandate)	1 day	10/2/23 1:00	10/3/23 12:0	N/A
50		100%	1470	Download& Setup Project/Phase Reconciliation Spreadsheet	1 day	10/2/23 8:00	10/2/23 5:00	N/A
51		**100%**	**0**	**1.6 Control Point: Stage Acceptance**	**0 days**	**11/30/23 8:0**	**11/30/23 8:0**	**N/A**
52		100%	80010	Sign Control Point 1 Acceptance Form - Initiate& Plan	0 days	11/30/23 8:0	11/30/23 8:0	N/A
53		**100%**	**0**	**2 Assess & Define**	**111 days?**	**9/1/23 8:00**	**2/12/24 5:00**	**N/A**
54		**100%**	**0**	**2.1 Solution Orientation**	**2 days**	**10/2/23 8:00**	**10/3/23 5:00**	**N/A**
55		100%	1840	RBAC: In PROD, adjust EERP Role to include all Purchased Products and Menu items. R	0.5 days	10/2/23 8:00	10/2/23 12:0	RBAC
56		100%	1850	RBAC: In PROD, copy the EERP Role to a new role called"Project Team Role" and apply	0.5 days	10/2/23 8:00	10/2/23 12:0	RBAC
57		100%	1860	RBAC: Provide role security matrix template to client	1 day	10/2/23 8:00	10/2/23 5:00	RBAC
58		100%	1870	Workflow: Provide workflow matrix template to client	1 day	10/2/23 8:00	10/2/23 5:00	Workflow
59		100%	1875	Review and Update Project Operational Plan	1 day	10/3/23 8:00	10/3/23 5:00	
60		**100%**	**0**	**2.2 Current & Future State Analysis**	**72.5 days**	**9/1/23 8:00**	**12/15/23 12:**	**N/A**
61		**100%**	**0**	**Current& Future State Analysis: Chart of Accounts v2023**	**4 days**	**10/2/23 8:00**	**10/5/23 5:00**	**Chart of Accounts v2023**
62		100%	0	COA 200: Current State / Future State Analysis	1 day	10/2/23 8:00	10/2/23 5:00	Chart of Accounts v2023
63		100%	0	COA Analysis: Complete Current State Tabs	1 day	10/3/23 8:00	10/3/23 5:00	Chart of Accounts v2023
64		100%	0	COA Analysis: Complete Future State Tabs	1 day	10/3/23 8:00	10/3/23 5:00	Chart of Accounts v2023
65		100%	0	Complete General COA Settings	1 day	10/4/23 8:00	10/4/23 5:00	Chart of Accounts v2023
66		100%	0	Create Fiscal Calendars	1 day	10/5/23 8:00	10/5/23 5:00	Chart of Accounts v2023
67		100%	0	Complete Budgetary Enforcement Profiles	1 day	10/5/23 8:00	10/5/23 5:00	Chart of Accounts v2023
68		100%	0	Configure Account Structures	1 day	10/5/23 8:00	10/5/23 5:00	Chart of Accounts v2023
69		100%	0	Configure Journal Setup: Numbering	1 day	10/5/23 8:00	10/5/23 5:00	Chart of Accounts v2023
70		**100%**	**0**	**Current& Future State Analysis: Chart of Accounts**	**7 days?**	**10/2/23 8:00**	**10/10/23 5:0**	**Chart of Accounts**

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
71		100%	2060	Accounting Std COA: Setup Client Site in Tyler Passport for access to COA Builder	0.5 days	10/10/23 8:0	10/10/23 12:	Chart of Accounts
72		100%	2070	Accounting Std COA: Create User Logins in Tyler Passport for access to COA Builder	0.5 days	10/10/23 8:0	10/10/23 12:	Chart of Accounts
73		100%	2080	Accounting Std COA: Apply Permissions to Users in Tyler Passport for access to COA	0.5 days	10/10/23 8:0	10/10/23 12:	Chart of Accounts
74		100%	2090	Accounting Std COA: Client& IC to login into COA Builder to ensure access prior to t	0.5 days	10/10/23 1:0	10/10/23 5:0	Chart of Accounts
75		100%	2100	Accounting Std COA: Provide COA Analysis workbook to Client - CS Tabs Only!	0.5 days	10/10/23 8:0	10/10/23 12:	Chart of Accounts
76		100%	2110	Accounting Std COA: Client to Complete COA CS Analysis workbook prior to COA Ar	0.5 days	10/10/23 1:0	10/10/23 5:0	Chart of Accounts
77		100%	2120	Accounting Std COA: Client to run and provide Prior Year Trial Balance report from	0.5 days	10/2/23 8:00	10/2/23 12:0	Chart of Accounts
78		100%	0	Travel	1 day?	10/2/23 1:00	10/3/23 12:0	
79		100%	2130	COA200 CSFS Analysis: via Remote Session - Introduction to COA Design	0.5 days	10/2/23 8:00	10/2/23 12:0	Chart of Accounts
80		100%	2140	Accounting Std COA: Begin Building COA in COA Builder	0.5 days	10/2/23 1:00	10/2/23 5:00	Chart of Accounts
81		**100%**	**0**	**Current& Future State Analysis: General Ledger**	**35 days**	**9/1/23 8:00 /**	**10/20/23 5:0**	**General Ledger**
82		100%	2160	General Ledger: Provide System Analysis Design Doc to Client - Current State tab or	1 day	10/2/23 8:00	10/2/23 5:00	General Ledger
83		100%	2170	General Ledger: Complete Current State System Analysis Design Doc and upload to	1 day	10/3/23 8:00	10/3/23 5:00	General Ledger
84		100%	2180	General Ledger: Complete prerequisites for analysis session (see agenda)	1 day	10/2/23 8:00	10/2/23 5:00	General Ledger
85		100%	2210	GL300 CS Review / FS Analysis: General Ledger/Budget	0.5 days	9/1/23 8:00 /	9/1/23 12:00	General Ledger
86		100%	2230	General Ledger: Compile list of users for Journal Entry	1 day	10/4/23 8:00	10/4/23 5:00	General Ledger
87		100%	2240	General Ledger: Compile list of users for Journal Approval	1 day	10/4/23 8:00	10/4/23 5:00	General Ledger
88		100%	2250	General Ledger: Document current approval processes for Journal Entry	1 day	10/4/23 8:00	10/4/23 5:00	General Ledger
89		100%	2270	General Ledger: Document and deliver System Analysis Design Doc Completed with	1 day	10/11/23 8:0	10/11/23 5:0	General Ledger
90		100%	2290	General Ledger: Review the System Analysis Design Doc and make decisions on out	1 day	10/12/23 8:0	10/12/23 5:0	General Ledger
91		100%	2300	General Ledger: Update the System Analysis Design Doc with final decisions	1 day	10/20/23 8:0	10/20/23 5:0	General Ledger
92		100%	2340	General Ledger: Download the System Analysis Design Doc, Review and begin com	1 day	10/4/23 8:00	10/4/23 5:00	General Ledger
93		**100%**	**0**	**Current& Future State Analysis: Budget**	**36.5 days**	**9/1/23 1:00 I**	**10/24/23 5:0**	**Budget**
94		100%	2410	Budget: Provide System Analysis Design Doc to Client - Current State tab only!	1 day	10/2/23 8:00	10/2/23 5:00	Budget
95		100%	2420	Budget: Complete Current State System Analysis Design Doc and upload to the Proj	1 day	10/3/23 8:00	10/3/23 5:00	Budget
96		100%	2430	Budget: Complete prerequisites for analysis session (see agenda)	1 day	10/2/23 8:00	10/2/23 5:00	Budget
97		100%	2460	BG300 CS Review / FS Analysis: Budget	0.5 days	9/1/23 1:00 F	9/1/23 5:00 F	Budget
98		100%	2480	Budget: Compile list of users for Next Year Budget Entry	1 day	10/3/23 5:00	10/4/23 5:00	Budget
99		100%	2490	Budget: Compile list of users for Next Year Budget Approvals	1 day	10/6/23 8:00	10/6/23 5:00	Budget
100		100%	2500	Budget: Compile list of users for Budget Transfer and Amendment Entry	1 day	10/6/23 8:00	10/6/23 5:00	Budget
101		100%	2510	Budget: Compile list of users for Budget Transfer and Amendment Approvals	1 day	10/6/23 8:00	10/6/23 5:00	Budget
102		100%	2530	Budget: Document and deliver Budget System Analysis Design Doc Completed with	1 day	10/13/23 8:0	10/13/23 5:0	Budget
103		100%	2550	Budget: Review the System Analysis Design Doc and make decisions on outstanding	1 day	10/16/23 8:0	10/16/23 5:0	Budget
104		100%	2560	Budget: Update the System Analysis Design Doc with final decisions	1 day	10/24/23 8:0	10/24/23 5:0	Budget
105		100%	2600	Budget: Download the System Analysis Design Doc, Review and begin completing tl	1 day	10/6/23 8:00	10/6/23 5:00	Budget

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
106		**100%**	**0**	**Current& Future State Analysis: Contract Management**	**15 days**	**10/2/23 8:00**	**10/20/23 5:0**	**Contract Management**
107		100%	3140	Contract Management: Provide System Analysis Design Doc to Client - Current Stat	1 day	10/2/23 8:00	10/2/23 5:00	Contract Management
108		100%	3150	Contract Management: Complete Current State System Analysis Design Doc and up	1 day	10/3/23 8:00	10/3/23 5:00	Contract Management
109		100%	3160	Contract Management: Complete prerequisites for analysis session (see agenda)	1 day	10/2/23 8:00	10/2/23 5:00	Contract Management
110		100%	3190	CM300 CS Review / FS Analysis: Contract Management	1 day	10/4/23 8:00	10/4/23 5:00	Contract Management
111		100%	3210	Contract Management: Compile list of users for Contract Entry	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
112		100%	3220	Contract Management: Compile list of users for Contract Approvals	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
113		100%	3230	Contract Management: Compile list of users for Change Orders	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
114		100%	3240	Contract Management: Compile list of users for Change Order Approvals	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
115		100%	3250	Contract Management: Document current approval processes for Contract Entry ar	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
116		100%	3270	Contract Management: Deliver System Analysis Design Doc Completed with initial t	1 day	10/11/23 8:0	10/11/23 5:0	Contract Management
117		100%	3290	Contract Management: Review the System Analysis Design Doc and make decisions	1 day	10/12/23 8:0	10/12/23 5:0	Contract Management
118		100%	3300	Contract Management: Update System Analysis Design Doc with final decisions	1 day	10/20/23 8:0	10/20/23 5:0	Contract Management
119		100%	3340	Contract Management: Download the System Analysis Design Doc, Review and beg	1 day	10/10/23 8:0	10/10/23 5:0	Contract Management
120		**100%**	**0**	**Current& Future State Analysis: Purchasing**	**21 days**	**10/2/23 8:00**	**10/30/23 5:0**	**Purchasing**
121		100%	3650	Purchasing: Provide System Analysis Design Doc to Client - Current State tab only!	1 day	10/2/23 8:00	10/2/23 5:00	Purchasing
122		100%	3660	Purchasing: Provide Vendors System Analysis Design Doc to Client - Current State t	1 day	10/2/23 8:00	10/2/23 5:00	Purchasing
123		100%	3670	Purchasing: Complete Current State System Analysis Design Doc and upload to the	1 day	10/3/23 8:00	10/3/23 5:00	Purchasing
124		100%	3680	Purchasing: Complete Vendors Current State System Analysis Design Doc and uploa	1 day	10/3/23 8:00	10/3/23 5:00	Purchasing
125		100%	3690	Purchasing: Complete prerequisites Purchasing& Vendors analysis session (see age	1 day	10/2/23 8:00	10/2/23 5:00	Purchasing
126		100%	3720	PU300 CS Review / FS Analysis: Purchasing& Vendors	1 day	10/5/23 8:00	10/5/23 5:00	Purchasing
127		100%	3740	Purchasing: Compile list of Billing and Shipping addresses	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
128		100%	3750	Purchasing: Compile list of possible Department codes	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
129		100%	3760	Purchasing: Compile list of required fields for Requisition Quick Entry	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
130		100%	3770	Purchasing: Compile list of any desired Standard Notes	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
131		100%	3780	Purchasing: Compile list of users for Requisition Entry	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
132		100%	3790	Purchasing: Compile list of users for Requisition Approvals	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
133		100%	3800	Purchasing: Compile list of users for Purchase Order Entry	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
134		100%	3810	Purchasing: Compile list of users for Purchase Order Approvals	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
135		100%	3820	Purchasing: Compile list of users for Change Orders	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
136		100%	3830	Purchasing: Compile list of users for Purchase Order Receiving	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
137		100%	3840	Purchasing: Compile list of users for Vendor Creation (Entry)	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
138		100%	3850	Purchasing: Compile list of users for Vendor Updating	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
139		100%	3860	Purchasing: Document current approval processes for Requisition Entry	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
140		100%	3870	Purchasing: Document current approval processes for Change Orders	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
141		100%	3880	Purchasing: Document current approval processes for New Vendors added to the s	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
142		100%	3890	Purchasing: Document current approval processes for Vendor changes	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
143		100%	3910	Purchasing: Deliver Purchasing& Vendors System Analysis Design Doc Completed w	1 day	10/19/23 8:0	10/19/23 5:0	Purchasing
144		100%	3930	Purchasing: Review the Purchasing& Vendors System Analysis Design Doc and mak	1 day	10/20/23 8:0	10/20/23 5:0	Purchasing
145		100%	3940	Purchasing: Update Purchasing& Vendors System Analysis Design Doc with final de	1 day	10/30/23 8:0	10/30/23 5:0	Purchasing
146		100%	3980	Purchasing& Vendors: Download the System Analysis Design Doc, Review and begi	1 day	10/12/23 8:0	10/12/23 5:0	Purchasing
147		**100%**	**0**	**Current& Future State Analysis: Accounts Payable**	**18 days**	**10/2/23 8:00**	**10/25/23 5:0**	**Accounts Payable**
148		100%	4550	Accounts Payable: Provide System Analysis Design Doc to Client - Current State tab	1 day	10/2/23 8:00	10/2/23 5:00	Accounts Payable
149		100%	4560	Accounts Payable: Provide P-Card System Analysis Design Doc to Client - Current St	1 day	10/2/23 8:00	10/2/23 5:00	Accounts Payable
150		100%	4570	Accounts Payable: Complete Current State System Analysis Design Doc and upload	1 day	10/3/23 8:00	10/3/23 5:00	Accounts Payable
151		100%	4580	Accounts Payable: Complete P-Card Current State System Analysis Design Doc and	1 day	10/3/23 8:00	10/3/23 5:00	Accounts Payable
152		100%	4590	Accounts Payable: Complete prerequisites for Accounts Payable& P-Card/Cal-Card	1 day	10/2/23 8:00	10/2/23 5:00	Accounts Payable
153		100%	4620	AP300 CS Review / FS Analysis: Accounts Payable& P-Card/Cal-Card	1 day	10/6/23 8:00	10/6/23 5:00	Accounts Payable
154		100%	4640	Accounts Payable: Compile list of required fields for Invoice Quick Entry	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
155		100%	4650	Accounts Payable: Compile list of users for Invoice entry	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
156		100%	4660	Accounts Payable: Compile list of users for Invoice Approvals	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
157		100%	4670	Accounts Payable: Compile list of P-Card users& card numbers	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
158		100%	4680	Accounts Payable: Compile list of users for P-Card Approvals	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
159		100%	4690	Accounts Payable: Client Project Manager to determine whom does Bank Reconcili	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
160		100%	4700	Accounts Payable: Document current approval processes for Invoice Entry& P-Card	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
161		100%	4720	Accounts Payable: Deliver Accounts Payable& P-Card/Cal-Card System Analysis Des	1 day	10/16/23 8:0	10/16/23 5:0	Accounts Payable
162		100%	4740	Accounts Payable: Review the Accounts Payable& P-Card/Cal-Card System Analysis	1 day	10/17/23 8:0	10/17/23 5:0	Accounts Payable
163		100%	4750	Accounts Payable: Update Accounts Payable& P-Card/Cal-Card System Analysis Des	1 day	10/25/23 8:0	10/25/23 5:0	Accounts Payable
164		100%	4790	Accounts Payable& P-Card/Cal-Card: Download the System Analysis Design Docs, R	1 day	10/9/23 8:00	10/9/23 5:00	Accounts Payable
165		**100%**	**0**	**Current& Future State Analysis: Capital Assets**	**23 days**	**10/2/23 8:00**	**11/1/23 5:00**	**Capital Assets**
166		100%	4860	Capital Assets: Provide System Analysis Design Doc to Client - Current State tab onl	1 day	10/2/23 8:00	10/2/23 5:00	Capital Assets
167		100%	4870	Capital Assets: Complete Current State System Analysis Design Doc and upload to t	1 day	10/3/23 8:00	10/3/23 5:00	Capital Assets
168		100%	4880	Capital Assets: Complete prerequisites for Analysis session (see agenda)	1 day	10/2/23 8:00	10/2/23 5:00	Capital Assets
169		100%	4910	CA300 CS Review / FS Analysis: Capital Assets	1 day	10/9/23 8:00	10/9/23 5:00	Capital Assets
170		100%	4940	Capital Assets: Compile list of Custodian Codes	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
171		100%	4950	Capital Assets: Compile list of Department Codes (&Compare to Purchasing)	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
172		100%	4960	Capital Assets: Compile list of Capital Assets users	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
173		100%	4970	Capital Assets: Compile list of Misc. Codes: Acquisition	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
174		100%	4980	Capital Assets: Compile list of Misc. Codes: Adjustment	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
175		100%	4990	Capital Assets: Compile list of Misc. Codes: Disposal Reasons	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
176		100%	5000	Capital Assets: Compile list of Misc. Codes: Class	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
177		100%	5010	Capital Assets: Compile list of Misc. Codes: Condition	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
178		100%	5020	Capital Assets: Compile list of Misc. Codes: Finance Source	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
179		100%	5030	Capital Assets: Compile list of Misc. Codes: Physical Location Codes	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
180		100%	5040	Capital Assets: Compile list of SubClass Codes	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
181		100%	5060	Capital Assets: Deliver System Analysis Design Doc Completed with initial to-be dec	1 day	10/23/23 8:0	10/23/23 5:0	Capital Assets
182		100%	5080	Capital Assets: Review the System Analysis Design Doc and make decisions on outst	1 day	10/24/23 8:0	10/24/23 5:0	Capital Assets
183		100%	5090	Capital Assets: Update the System Analysis Design Doc with final decisions	1 day	11/1/23 8:00	11/1/23 5:00	Capital Assets
184		100%	5130	Capital Assets: Download the System Analysis Design Doc, Review and begin compl	1 day	10/16/23 8:0	10/16/23 5:0	Capital Assets
185		**100%**	**0**	**Current& Future State Analysis: General Billing**	**25 days**	**10/2/23 8:00**	**11/3/23 5:00**	**General Billing**
186		100%	5200	General Billing: Provide System Analysis Design Doc to Client - Current State tab on	1 day	10/2/23 8:00	10/2/23 5:00	General Billing
187		100%	5210	General Billing: Complete Current State System Analysis Design Doc and upload to	1 day	10/3/23 8:00	10/3/23 5:00	General Billing
188		100%	5220	General Billing: Complete prerequisites for analysis session (see agenda)	1 day	10/2/23 8:00	10/2/23 5:00	General Billing
189		100%	5250	GB300 CS Review / FS Analysis: General Billing	0.5 days	10/10/23 8:0	10/10/23 12:	General Billing
190		100%	5270	General Billing: Compile list of all billable charges	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
191		100%	5280	General Billing: Compile list of users for Invoice Entry	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
192		100%	5290	General Billing: Compile list of users for Payment Entry	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
193		100%	5300	General Billing: Compile list of users for Invoice Entry, Payment Entry, Payment Apr	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
194		100%	5310	General Billing: Document current approval processes for Bills and Payments	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
195		100%	5320	General Billing: Document current approval processes for Bills and Payments	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
196		100%	5340	General Billing: Deliver System Analysis Design Doc Completed with initial to-be de	1 day	10/25/23 8:0	10/25/23 5:0	General Billing
197		100%	5360	General Billing: Review the System Analysis Design Doc and make decisions on outs	1 day	10/26/23 8:0	10/26/23 5:0	General Billing
198		100%	5370	General Billing: Update the System Analysis Design Doc with final decisions	1 day	11/3/23 8:00	11/3/23 5:00	General Billing
199		100%	5410	General Billing: Download the System Analysis Design Doc, Review and begin comp	1 day	10/18/23 8:0	10/18/23 5:0	General Billing
200		**100%**	**0**	**Current& Future State Analysis: Cashiering**	**27 days**	**10/2/23 8:00**	**11/7/23 5:00**	**Cashiering**
201		100%	5480	Cashiering: Provide System Analysis Design Doc to Client - Current State tab only!	1 day	10/2/23 8:00	10/2/23 5:00	Cashiering
202		100%	5490	Cashiering: Complete Current State System Analysis Design Doc and upload to the	1 day	10/3/23 8:00	10/3/23 5:00	Cashiering
203		100%	5500	Cashiering: Complete prerequisites for Analysis Session (see agenda)	1 day	10/4/23 8:00	10/4/23 5:00	Cashiering
204		100%	5530	TC300 CS Review / FS Analysis: Cashiering	1 day	10/11/23 8:0	10/11/23 5:0	Cashiering
205		100%	5560	Cashiering: Deliver the System Analysis Design Doc Completed with initial to-be de	1 day	10/27/23 8:0	10/27/23 5:0	Cashiering
206		100%	5580	Cashiering: Review the System Analysis Design Doc and make decisions on outstan	1 day	10/30/23 8:0	10/30/23 5:0	Cashiering
207		100%	5590	Cashiering: Update the System Analysis Design Doc with final decisions	1 day	11/7/23 8:00	11/7/23 5:00	Cashiering
208		100%	5630	Cashiering: Download the System Analysis Design Doc, Review and begin completir	1 day	10/20/23 8:0	10/20/23 5:0	Cashiering
209		100%	5640	Cashiering: Select the credit card vendor	1 day	10/20/23 8:0	10/20/23 5:0	Cashiering
210		100%	5650	Cashiering: Select the hardware if purchasing	1 day	10/20/23 8:0	10/20/23 5:0	Cashiering

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
211		**100%**	**0**	**Current& Future State Analysis: Accounts Receivable**	**29 days**	**10/2/23 8:00**	**11/9/23 5:00**	**Accounts Receivable**
212		100%	5720	Accounts Receivable: Provide System Analysis Design Doc to Client - Current State t	1 day	10/2/23 8:00	10/2/23 5:00	Accounts Receivable
213		100%	5730	Accounts Receivable: Complete Current State System Analysis Design Doc and uplo	1 day	10/3/23 8:00	10/3/23 5:00	Accounts Receivable
214		100%	5740	Accounts Receivable: Complete prerequisites for Analysis Session (see agenda)	1 day	10/6/23 8:00	10/6/23 5:00	Accounts Receivable
215		100%	5770	AR300 CS Review / FS Analysis: Accounts Receivable	0.5 days	10/12/23 8:0	10/12/23 12:	Accounts Receivable
216		100%	5790	Accounts Receivable: Compile list of all charges	1 day	10/24/23 8:0	10/24/23 5:0	Accounts Receivable
217		100%	5800	Accounts Receivable: Compile list of users for Payment Entry	1 day	10/24/23 8:0	10/24/23 5:0	Accounts Receivable
218		100%	5810	Accounts Receivable: Compile list of users for Payment Approvals	1 day	10/24/23 8:0	10/24/23 5:0	Accounts Receivable
219		100%	5820	Accounts Receivable: Document current approval processes for Payments	1 day	10/24/23 8:0	10/24/23 5:0	Accounts Receivable
220		100%	5840	Accounts Receivable: Deliver System Analysis Design Doc Completed with initial to-	1 day	10/31/23 8:0	10/31/23 5:0	Accounts Receivable
221		100%	5860	Accounts Receivable: Review the System Analysis Design Doc and make decisions o	1 day	11/1/23 8:00	11/1/23 5:00	Accounts Receivable
222		100%	5870	Accounts Receivable: Update the System Analysis Design Doc with final decisions	1 day	11/9/23 8:00	11/9/23 5:00	Accounts Receivable
223		100%	5910	Accounts Receivable: Download the System Analysis Design Doc, Review and begin	1 day	10/24/23 8:0	10/24/23 5:0	Accounts Receivable
224		**100%**	**0**	**Current& Future State Analysis: Cash Management**	**52.5 days**	**10/2/23 8:00**	**12/15/23 12:**	**Cash Management**
225		100%	5980	Cash Management: Provide System Analysis Design Doc to Client - Current State tal	1 day	10/2/23 8:00	10/2/23 5:00	Cash Management
226		100%	5990	Cash Management: Complete Current State System Analysis Design Doc and upload	8 days	10/3/23 8:00	10/12/23 5:0	Cash Management
227		100%	6000	Cash Management: Complete prerequisites for Analysis session (see agenda)	1 day	10/10/23 8:0	10/10/23 5:0	Cash Management
228		100%	6030	TM300 CS Review / FS Analysis: Cash Management	1 day	10/13/23 8:0	10/13/23 5:0	Cash Management
229		100%	6050	Cash Management: Compile list of Bank Codes	1 day	11/15/23 8:0	11/15/23 5:0	Cash Management
230		100%	6070	Cash Management: Deliver System Analysis Design Doc Completed with initial to-b	0.5 days	11/22/23 8:0	11/22/23 12:	Cash Management
231		100%	6090	Cash Management: Review the System Analysis Design Doc and make decisions on	5 days	11/22/23 1:0	12/1/23 12:0	Cash Management
232		100%	6100	Cash Management: Update System Analysis Design Doc with final decisions	5 days	12/8/23 1:00	12/15/23 12:	Cash Management
233		100%	6140	Cash Management: Download the System Analysis Design Doc, Review and begin c	5 days	11/15/23 8:0	11/21/23 5:0	Cash Management
234		**100%**	**0**	**Current& Future State Analysis: 3rd Party Data Exchange**	**16 days**	**10/3/23 8:00**	**10/24/23 5:0**	**N/A**
235		100%	6430	General Ledger: Upload to the Clients Project Portal Tyler's list of prebuilt file impor	5 days	10/3/23 8:00	10/9/23 5:00	General Ledger
236		100%	6440	Accounts Payable: Document list of required imports and exports and provide to Ty	5 days	10/3/23 8:00	10/9/23 5:00	Accounts Payable
237		100%	6450	3RD300 CS Review / FS Analysis: 3rd Party Data Exchange	1 day	10/9/23 8:00	10/9/23 5:00	N/A
238		100%	6460	Using Provided File Layouts documentation, determine file layout template(s) to be	5 days	10/10/23 8:0	10/16/23 5:0	N/A
239		100%	6470	General Ledger: Provide example file for any GL imports from any third party syster	5 days	10/17/23 8:0	10/23/23 5:0	General Ledger
240		100%	6480	General Ledger: Provide file layout requirements for any GL Export from EERP to an	5 days	10/17/23 8:0	10/23/23 5:0	General Ledger
241		100%	6490	Cash Management: Provide a BAI example file for Import into EERP to Tyler Project	5 days	10/17/23 8:0	10/23/23 5:0	Cash Management
242		100%	6500	Accounts Payable: Provide a Check Reconciliation example file, if not using the BAI	5 days	10/17/23 8:0	10/23/23 5:0	Accounts Payable
243		100%	6510	Accounts Payable: Determine the Positive Pay layout from provided schemas and c	5 days	10/17/23 8:0	10/23/23 5:0	Accounts Payable
244		100%	6520	Accounts Payable: Provide a P-Card / Cal-Card example file for Import into EERP to	5 days	10/17/23 8:0	10/23/23 5:0	Accounts Payable
245		100%	6530	Provide file layouts and sample files for any other required imports or exports	1 day	10/17/23 8:0	10/17/23 5:0	N/A

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
246		100%	6540	Update Client Project Plan with tasks for each required import and export	1 day	10/24/23 8:0	10/24/23 5:0	N/A
247		**100%**	**0**	**Current& Future State Analysis: Reporting Analysis**	**27.5 days**	**11/1/23 8:00**	**12/12/23 12:**	**N/A**
248		100%	6570	Reporting: Produce and bring sample Financial reports from the legacy software an	8 days	11/1/23 8:00	11/10/23 5:0	Reporting Services
249		100%	6580	Reporting: Complete prerequisites for Analysis Session (see agenda)	8 days	11/1/23 8:00	11/10/23 5:0	Reporting Services
250		100%	6590	RPT300 CS Review / FS Analysis: Reporting	0.5 days	11/15/23 8:0	11/15/23 12:	Reporting Services
251		100%	6610	Reporting: Deliver the System Analysis Design Doc Completed with initial to-be dec	1 day	11/22/23 1:0	11/27/23 12:	Reporting Services
252		100%	6620	Reporting: Review the Reporting System Analysis Design Doc and make decisions o	5 days	11/27/23 1:0	12/4/23 12:0	Reporting Services
253		100%	6630	Reporting: Update System Analysis Design Doc with final decisions	1 day	12/11/23 1:0	12/12/23 12:	Reporting Services
254		**100%**	**0**	**Current& Future State Analysis: Forms Analysis**	**0.5 days**	**11/15/23 1:0**	**11/15/23 5:0**	**N/A**
255		100%	6650	TF300 CS Review / FS Analysis: Forms or Custom Forms	0.5 days	11/15/23 1:0	11/15/23 5:0	Forms
256		100%	6660	Forms: Determine which option (Forms or Custom Forms) client is going to use for	0.5 days	11/15/23 1:0	11/15/23 5:0	Forms
257		**100%**	**0**	**2.3 Conversion Assessment**	**90.5 days**	**10/2/23 1:00**	**2/12/24 5:00**	**N/A**
258		100%	6830	CON300 Conversion Analysis All Modules	1 day	11/16/23 8:0	11/16/23 5:0	N/A
259		100%	6840	Review and Update Project Operational Plan	1 day	11/17/23 8:0	11/17/23 5:0	
260		**100%**	**0**	**Conversion Assessment: Accounting Std COA (Chart of Accounts)**	**90.5 days**	**10/2/23 1:00**	**2/12/24 5:00**	**Chart of Accounts**
261		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 1**	**10 days**	**10/2/23 1:00**	**10/16/23 12:**	**Chart of Accounts**
262		100%	6860	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/2/23 1:00	10/16/23 12:	Chart of Accounts
263		100%	6870	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/2/23 1:00	10/16/23 12:	Chart of Accounts
264		100%	6880	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/2/23 1:00	10/16/23 12:	Chart of Accounts
265		100%	6890	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/2/23 1:00	10/16/23 12:	Chart of Accounts
266		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 2**	**10.5 days**	**10/30/23 1:0**	**11/13/23 5:0**	**Chart of Accounts**
267		100%	6910	COA200 Accounting Std COA: COA Design Session 2 via Remote Session	0.5 days	10/30/23 1:0	10/30/23 5:0	Chart of Accounts
268		100%	6920	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/31/23 8:0	11/13/23 5:0	Chart of Accounts
269		100%	6930	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/31/23 8:0	11/13/23 5:0	Chart of Accounts
270		100%	6940	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/31/23 8:0	11/13/23 5:0	Chart of Accounts
271		100%	6950	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	10/31/23 8:0	11/13/23 5:0	Chart of Accounts
272		100%	6960	Accounting Std COA: Continue Building COA segments in COA Builder	10 days	10/31/23 8:0	11/13/23 5:0	Chart of Accounts
273		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 3**	**10.5 days**	**11/14/23 8:0**	**11/30/23 12:**	**Chart of Accounts**
274		100%	6980	COA200 Accounting Std COA: COA Design Session 3 via Remote Session	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
275		100%	6990	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	11/14/23 1:0	11/30/23 12:	Chart of Accounts
276		100%	7000	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	11/14/23 1:0	11/30/23 12:	Chart of Accounts
277		100%	7010	Accounting Std COA: COA Builder - Complete Excel Import Spreadsheet labeled'	10 days	11/14/23 1:0	11/30/23 12:	Chart of Accounts
278		100%	7020	Accounting Std COA: Continue Building COA segments in COA Builder	10 days	11/14/23 1:0	11/30/23 12:	Chart of Accounts
279		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA v2023**	**90 days**	**10/3/23 8:00**	**2/12/24 5:00**	**Chart of Accounts v2023**
280		100%	0	CON200: Actuals/Budget/Project History	1 day	10/3/23 8:00	10/3/23 5:00	Chart of Accounts v2023

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
281		100%	0	COA 300: Chart of Accounts Design Session #1	1 day	10/4/23 8:00	10/4/23 5:00	Chart of Accounts v2023
282		100%	0	COA 300: Chart of Accounts Design Session #2	1 day	10/5/23 8:00	10/5/23 5:00	Chart of Accounts v2023
283		100%	0	COA 300: Chart of Accounts Design Session #3	1 day	10/6/23 8:00	10/6/23 5:00	Chart of Accounts v2023
284		100%	0	Client to Run Prior Year(s) Trial Balance report from Legacy System	1 day	10/3/23 8:00	10/3/23 5:00	Chart of Accounts v2023
285		100%	0	Complete Excel Import Spreadsheet: Funds	10 days	10/3/23 8:00	10/16/23 5:0	Chart of Accounts v2023
286		100%	0	Complete Excel Import Spreadsheet: Segments (replicate task as needed)	15 days	10/3/23 8:00	10/23/23 5:0	Chart of Accounts v2023
287		100%	0	Complete Excel Import Spreadsheet: Objects	30 days	10/3/23 8:00	11/13/23 5:0	Chart of Accounts v2023
288		100%	0	Complete Excel Import Spreadsheet: Projects	30 days	10/3/23 8:00	11/13/23 5:0	Chart of Accounts v2023
289		100%	0	Complete Excel Import Spreadsheet: Project Ledger Segments	30 days	10/3/23 8:00	11/13/23 5:0	Chart of Accounts v2023
290		100%	0	Complete Excel Import Spreadsheet: Accounts	30 days	11/14/23 8:0	12/28/23 5:0	Chart of Accounts v2023
291		100%	0	Complete Excel Import Spreadsheet: Segment Dimensions (replicate task as nee	15 days	12/29/23 8:0	1/22/24 5:00	Chart of Accounts v2023
292		100%	0	Complete Excel Import Spreadsheet: Aliases	30 days	12/29/23 8:0	2/12/24 5:00	Chart of Accounts v2023
293		100%	0	Complete Excel Import Spreadsheet: Account Groups	30 days	12/29/23 8:0	2/12/24 5:00	Chart of Accounts v2023
294		100%	0	Complete Excel Import Spreadsheet: External Systems	30 days	11/14/23 8:0	12/28/23 5:0	Chart of Accounts v2023
295		**100%**	**0**	**Conversion Assessment: Accounts Payable Standard Master (Vendor Master) and 10**	**11 days**	**11/17/23 4:0**	**12/6/23 4:02**	**Accounts Payable**
296		100%	7040	Accounts Payable Standard Master (Vendor Master/1099) Conversion: First pass cr	0.88 days	12/5/23 8:00	12/5/23 4:02	Accounts Payable
297		100%	7050	Accounts Payable Standard Master (Vendor Master/1099) Conversion: Run and sav	10 days	11/17/23 4:0	12/5/23 4:02	Accounts Payable
298		100%	7060	Accounts Payable Standard Master (Vendor Master/1099) Conversion: Submit Conv	1 day	12/5/23 4:02	12/6/23 4:02	Accounts Payable
299		**100%**	**0**	**Conversion Assessment: General Billing Std CID (Customers)**	**11 days**	**12/6/23 8:00**	**12/20/23 5:0**	**General Billing**
300		100%	7080	General Billing Std CID (Customers): First pass crosswalks, file maps and legacy data	1 day	12/19/23 8:0	12/19/23 5:0	General Billing
301		100%	7090	General Billing Std CID (Customers): Run and save proofing reports for first pass dat	10 days	12/6/23 8:00	12/19/23 5:0	General Billing
302		100%	7100	General Billing Std CID (Customers): Submit Conversion Request forms to Tyler Con	1 day	12/20/23 8:0	12/20/23 5:0	General Billing
303		**100%**	**0**	**Conversion Assessment: GB Conversion Opt 1 - Recurring Invoices**	**11 days**	**12/6/23 8:00**	**12/20/23 5:0**	**General Billing**
304		100%	7120	GB Conversion Opt 1 - Recurring Invoices: First Pass crosswalks, file maps and legac	1 day	12/19/23 8:0	12/19/23 5:0	General Billing
305		100%	7130	GB Conversion Opt 1 - Recurring Invoices: Run and save proofing reports for first pa	10 days	12/6/23 8:00	12/19/23 5:0	General Billing
306		100%	7140	GB Conversion Opt 1 - Recurring Invoices: Submit Conversion Request forms to Tyle	1 day	12/20/23 8:0	12/20/23 5:0	General Billing
307		**100%**	**0**	**Conversion Assessment: GB Conversion Opt 2 - Bills (Invoices)**	**11 days**	**12/6/23 8:00**	**12/20/23 5:0**	**General Billing**
308		100%	7160	GB Conversion Opt 2 - Bills (Invoices): First pass crosswalks, file maps and legacy da	1 day	12/19/23 8:0	12/19/23 5:0	General Billing
309		100%	7170	GB Conversion Opt 2 - Bills (Invoices): Run and save proofing reports for first pass d	10 days	12/6/23 8:00	12/19/23 5:0	General Billing
310		100%	7180	GB Conversion Opt 2 - Bills (Invoices): Submit Conversion Request forms to Tyler Co	1 day	12/20/23 8:0	12/20/23 5:0	General Billing
311		**100%**	**0**	**Conversion Assessment: Accounting Opt 1 - Actuals (up to 5 years)**	**11 days**	**10/25/23 8:0**	**11/8/23 5:00**	**General Ledger**
312		100%	7200	Accounting Conversion Opt 1 - Actuals (up to 5 years): First Year Due for COA Sessio	1 day	11/7/23 8:00	11/7/23 5:00	General Ledger
313		100%	7210	Accounting Conversion Opt 1 - Actuals (up to 5 years): Run and save proofing repor	10 days	10/25/23 8:0	11/7/23 5:00	General Ledger
314		100%	7220	Accounting Conversion Opt 1 - Actuals (up to 5 years): Submit Conversion Request	1 day	11/8/23 8:00	11/8/23 5:00	General Ledger
315		**100%**	**0**	**Conversion Assessment: Accounting Opt 2 - Budget (up to 3 years)**	**11 days**	**10/25/23 8:0**	**11/8/23 5:00**	**Budget**

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
316		100%	7240	Accounting Conversion Opt 2 - Budget (up to 3 years): First Year Due for COA Sessic	1 day	11/7/23 8:00	11/7/23 5:00	Budget
317		100%	7250	Accounting Conversion Opt 2 - Budget (up to 3 years): Run and save proofing repor	10 days	10/25/23 8:0	11/7/23 5:00	Budget
318		100%	7260	Accounting Conversion Opt 2 - Budget (up to 3 years): Submit Conversion Request	1 day	11/8/23 8:00	11/8/23 5:00	Budget
319		**100%**	**0**	**Conversion Assessment: Purchasing - Purchase Orders - Standard (Open PO's)**	**11 days**	**12/29/23 4:0**	**1/17/24 4:02**	**Purchasing**
320		100%	7280	Purchasing Standard - Open PO Conversion: First pass crosswalks, file maps and leg	1 day	1/12/24 4:02	1/16/24 4:02	Purchasing
321		100%	7290	Purchasing Standard - Open PO Conversion: Run and save proofing reports for first	10 days	12/29/23 4:0	1/16/24 4:02	Purchasing
322		100%	7300	Purchasing Standard - Open PO Conversion: Submit Conversion Request form to Ty	1 day	1/16/24 4:02	1/17/24 4:02	Purchasing
323		**100%**	**0**	**Conversion Assessment: Contracts**	**11 days**	**12/29/23 4:0**	**1/17/24 4:02**	**Contract Management**
324		100%	7320	Contracts Conversion: First pass crosswalks, file maps and legacy data due to Tyler	1 day	1/12/24 4:02	1/16/24 4:02	Contract Management
325		100%	7330	Contracts Conversion: Run and save proofing reports for first pass data	10 days	12/29/23 4:0	1/16/24 4:02	Contract Management
326		100%	7340	Contracts Conversion: Submit Conversion Request form to Tyler Conversion Manag	1 day	1/16/24 4:02	1/17/24 4:02	Contract Management
327		**100%**	**0**	**Conversion Assessment: Accounts Payable Opt 1 - Checks**	**11 days**	**11/20/23 8:0**	**12/6/23 5:00**	**Accounts Payable**
328		100%	7560	AP Vendors Conversion Opt 1 - Checks: First pass crosswalks, file maps and legacy c	1 day	12/5/23 8:00	12/5/23 5:00	Accounts Payable
329		100%	7570	AP Vendors Conversion Opt 1 - Checks: Run and save proofing reports for first pass	10 days	11/20/23 8:0	12/5/23 5:00	Accounts Payable
330		100%	7580	AP Vendors Conversion Opt 1 - Checks: Submit Conversion Request form to Tyler C	1 day	12/6/23 8:00	12/6/23 5:00	Accounts Payable
331		**100%**	**0**	**Conversion Assessment: Accounts Payable Opt 2 - Invoices**	**11 days**	**11/20/23 8:0**	**12/6/23 5:00**	**Accounts Payable**
332		100%	7600	AP Vendors Conversion Opt 2 - Invoices: First Pass crosswalks, file maps and legacy	1 day	12/5/23 8:00	12/5/23 5:00	Accounts Payable
333		100%	7610	AP Vendors Conversion Opt 2 - Invoices: Run and save proofing reports for first pas	10 days	11/20/23 8:0	12/5/23 5:00	Accounts Payable
334		100%	7620	AP Vendors Conversion Opt 2 - Invoices: Submit Conversion Request form to Tyler (	1 day	12/6/23 8:00	12/6/23 5:00	Accounts Payable
335		**100%**	**0**	**Conversion Assessment: Capital Asset Standard Master**	**11 days**	**11/6/23 8:00**	**11/20/23 5:0**	**Capital Assets**
336		100%	7640	Capital Asset Std Conversion: First pass crosswalks, file maps and legacy data due t	1 day	11/17/23 8:0	11/17/23 5:0	Capital Assets
337		100%	7650	Capital Asset Std Conversion: Run and save proofing reports for first pass data	10 days	11/6/23 8:00	11/17/23 5:0	Capital Assets
338		100%	7660	Capital Asset Std Conversion: Submit Conversion Request form to Tyler Conversion	1 day	11/20/23 8:0	11/20/23 5:0	Capital Assets
339		**100%**	**0**	**2.6 Control Point: Stage Acceptance**	**57 days**	**11/17/23 8:0**	**2/12/24 5:00**	**N/A**
340		100%	8002(	Sign Control Point 2 Acceptance Form - Assess& Define	0 days	2/12/24 5:00	2/12/24 5:00	N/A
341		**100%**	**0**	**Change Order - #1 to Remove Unused Conversions& Services**	**21 days**	**11/17/23 8:0**	**12/19/23 5:0**	**N/A**
342		100%	7930	Tyler Project Manager to Complete Change Order Request to Remove Modules or S	3 days	11/17/23 8:0	11/21/23 5:0	N/A
343		100%	7940	Submit Change Order Request form to Client Project Manager	1 day	11/22/23 8:0	11/22/23 5:0	N/A
344		100%	7950	Client review of Change Order Request	5 days	11/27/23 8:0	12/1/23 5:00	N/A
345		100%	7960	Client Project Manager to submit signed Change Order Request to Tyler Project Ma	0 days	12/1/23 5:00	12/1/23 5:00	N/A
346		100%	7970	Tyler Project Manager to submit Change Order Request form to Tyler Legal for Proc	1 day	12/4/23 8:00	12/4/23 5:00	N/A
347		100%	7980	Complete formal Change Order Contract and Post to the Project Portal	10 days	12/5/23 8:00	12/18/23 5:0	N/A
348		100%	7990	Update Project Connect Master Change Order Section if additional days are added	1 day	12/19/23 8:0	12/19/23 5:0	N/A
349		**77%**	**0**	**3 Prepare Solution**	**301 days**	**9/1/23 8:00**	**11/7/24 5:00**	**N/A**
350		**100%**	**0**	**3.1 Initial System Deployment**	**203 days**	**10/2/23 8:00**	**7/19/24 5:00**	**N/A**

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
351		**100%**	**0**	**Payments**	**0 days**	**10/2/23 8:00**	**10/2/23 8:00**	
352		100%	8280	Payments Deployment of Tyler Portico	0 days	10/2/23 8:00	10/2/23 8:00	Payments - Citizen Self Se
353		100%	8290	Cashiering Credit Card Hardware ordered& received	0 days	10/2/23 8:00	10/2/23 8:00	Payments - Cashiering
354		**100%**	**0**	**SaaS System Deployment**	**21.88 day**	**10/2/23 8:00**	**10/31/23 4:0**	**N/A**
355		100%	8360	System Admin: SaaS Client Environment Configured	4.38 days	10/2/23 8:00	10/6/23 11:0	System Administration
356		100%	8370	System Admin: SaaS Client Environment installation Completed, readiness and con	1 day	10/6/23 11:0	10/9/23 11:0	System Administration
357		100%	8380	System Admin: Tyler Completes System Infrastructure Audit of all purchased produ	1 day	10/16/23 11:	10/17/23 11:	System Administration
358		100%	8390	System Admin: Validate all SaaS Environments, Products and Modules	1 day	10/17/23 11:	10/18/23 11:	System Administration
359		100%	8400	System Admin: SaaS Environment Turnover Meeting	0.25 days	10/31/23 11:	10/31/23 2:0	System Administration
360		100%	8410	System Admin: Deployment Team Conducts Admin Center Training with Client IT St	0.25 days	10/31/23 2:0	10/31/23 4:0	System Administration
361		100%	8420	Support Ticket to update CSS Hosting	0.25 days	10/2/23 8:00	10/2/23 10:0	System Administration
362		100%	8425	Payments SaaS Hosting Configuration	0.25 days	10/2/23 8:00	10/2/23 10:0	System Administration
363		**100%**	**0**	**Configure Client with Tyler Resources**	**2 days**	**10/2/23 8:00**	**10/3/23 5:00**	**System Administration**
364		100%	8430	System Admin: Client determines whom will be the Tyler Coach Manager(s) of reco	1 day	10/2/23 8:00	10/2/23 5:00	System Administration
365		100%	8440	System Admin: Tyler Project Manager submits request to Tyler Coach Admin to add	1 day	10/3/23 8:00	10/3/23 5:00	System Administration
366		**100%**	**0**	**Mid-Implementation Upgrade**	**28 days**	**10/2/23 8:00**	**11/8/23 5:00**	**N/A**
367		**100%**	**0**	**Mid-Implementation Upgrade - SaaS**	**28 days**	**10/2/23 8:00**	**11/8/23 5:00**	**N/A**
368		100%	8470	Schedule upgrade with Tyler Systems Management (TSM)	1 day	6/11/24 8:00	6/11/24 5:00	N/A
369		100%	8480	Provide release notes to Client	1 day	6/12/24 8:00	6/12/24 5:00	N/A
370		100%	8490	Review release notes, communicate changes affecting current or desired proces	10 days	6/13/24 8:00	6/26/24 5:00	N/A
371		100%	8500	Software upgrade - load into TEST environment	1 day	6/12/24 8:00	6/12/24 5:00	Cashiering
372		100%	8510	Test processes and data in upgraded programs in TEST environment	15 days	6/27/24 8:00	7/18/24 5:00	N/A
373		100%	8520	Follow up on outstanding items from upgrade testing	15 days	6/27/24 8:00	7/18/24 5:00	N/A
374		100%	8530	Software Upgrade - load into in PROD Environment	1 day	7/19/24 8:00	7/19/24 5:00	N/A
375		**63%**	**0**	**3.2 Configuration**	**281 days**	**10/2/23 8:00**	**11/7/24 5:00**	**N/A**
376		**100%**	**8599**	**Review EERP versions to ensure all environments (Prod, Test, Train, etc) are up to da**	**22.63 day**	**11/15/23 4:0**	**12/20/23 1:0**	**N/A**
377		100%	8630	System Admin: Code Building - Client to complete all Codes on ALL System Analysis	13.13 day	11/15/23 4:0	12/7/23 8:05	System Administration
378		100%	8640	System Admin: Optional - Review Code Workbooks and address Client questions	0.5 days	11/22/23 4:0	11/27/23 11:	System Administration
379		100%	8650	System Admin: ALL Codes on ALL System Analysis and Design Docs Due to Tyler!	0.88 days	12/8/23 8:00	12/8/23 4:02	System Administration
380		100%	8660	System Admin: Client Project Manager to upload the Completed Code Workbooks t	1 day	12/7/23 4:02	12/8/23 4:02	System Administration
381		100%	8670	FIN400 - Financial Remote System Setup and Code Configuration	2.63 days	12/15/23 4:0	12/20/23 1:0	System Administration
382		**18%**	**0**	**Configuration: HUB and System Administration**	**215.49 da**	**1/5/24 1:05 I**	**11/7/24 5:00**	**System Administration**
383		0%	8690	SA400 Configuration& Power User Training: System Administration	0.38 days	1/5/24 1:05 P	1/5/24 4:05 P	System Administration
384		100%	8700	HUB400: Intro to Hub	0.5 days	1/5/24 3:05 P	1/8/24 10:05	HUB
385		0%	8710	TCM: Order TCM Document Scanners if needed	1 day	1/5/24 3:05 P	1/8/24 3:05 P	Content Manager

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
386			0%	8720	TCM: Install Scanner(s) on PC's as needed (TCM) if using	15 days	1/8/24 3:05 P	1/30/24 3:05	Content Manager
387	✓		100%	8730	HUB: Set up templates	5 days	7/24/24 8:00	7/30/24 5:00	HUB
388			0%	8740	HUB: Assign templates to all core users	10 days	10/18/24 8:0	10/31/24 5:0	HUB
389	✓		100%	8750	TCM400 Configuration& Power User Training: Content Manager	0.25 days	1/5/24 1:05 P	1/5/24 3:05 P	Content Manager
390	✓		100%	8760	TCM: Configure TCM Enabler mappings in PROD Environment	1 day	1/5/24 3:05 P	1/8/24 3:05 P	Content Manager
391			0%	8770	TCM: Install TCM Client on PC's and/or Laptops if using Batch Scanning	15 days	1/8/24 3:05 P	1/30/24 3:05	Content Manager
392			50%	8780	TCM: Synchronize Users in TRAIN and Prod	15 days	1/8/24 3:05 P	1/30/24 3:05	Content Manager
393	✓		100%	8790	RBAC400 Configuration& Power User Training: Role-Based Security Configuratic	0.5 days	1/8/24 10:05	1/8/24 3:05 P	RBAC
394			50%	8800	RBAC: Download, Review& begin Completing the Role Security Matrix	5 days	1/8/24 3:05 P	1/16/24 3:05	RBAC
395			0%	8810	RBAC: Set up Functional Roles for All Power Users	10 days	10/18/24 8:0	10/31/24 5:0	RBAC
396			0%	8820	RBAC: Set up Data Access Roles for All Power Users	10 days	10/18/24 8:0	10/31/24 5:0	RBAC
397			0%	8830	RBAC: Set up TCM Roles for All Power Users	10 days	10/18/24 8:0	10/31/24 5:0	RBAC
398			0%	8840	RBAC: Link roles to all power users	10 days	10/18/24 8:0	10/31/24 5:0	RBAC
399	✓		100%	8850	WF400 Configuration& Power User Training: Workflow	0.5 days	1/8/24 10:05	1/8/24 3:05 P	Workflow
400			50%	8860	Workflow: Complete workflow matrix	15 days	1/8/24 3:05 P	1/30/24 3:05	Workflow
401			0%	8870	Workflow: Identify and set up users in Workflow User Attributes in PROD Environm	5 days	10/18/24 8:0	10/24/24 5:0	Workflow
402			0%	8880	Workflow: Enter Workflow in PROD Environment	10 days	10/25/24 8:0	11/7/24 5:00	Workflow
403	✓		**100%**	**0**	**Accounting Std COA (Chart of Accounts)**	**7 days**	**11/14/23 8:0**	**11/22/23 5:0**	**Chart of Accounts**
404	✓		100%	2489(	Accounting Std COA: Tyler PM to send to Client Project Manager Required Signoff t	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
405	✓		100%	2490(	Accounting Std COA: Client Project Manager to sign Required Signoff to load final c	0.5 days	11/14/23 1:0	11/14/23 5:0	Chart of Accounts
406	✓		100%	2491(	Accounting Std COA: COA design acceptance (sign-off required)	0 days	11/14/23 5:0	11/14/23 5:0	Chart of Accounts
407	✓		100%	2492(	Accounting Std COA: IC Imports the downloaded file from the COA Builder into EER	0.5 days	11/14/23 1:0	11/14/23 5:0	Chart of Accounts
408	✓		100%	2493(	Accounting Std COA: Tyler COA Implementation Consultant Validates the COA upor	0.5 days	11/14/23 1:0	11/14/23 5:0	Chart of Accounts
409	✓		100%	2494(	Accounting Std COA: Proof COA final pass in PROD	0.5 days	11/14/23 1:0	11/14/23 5:0	Chart of Accounts
410	✓		100%	8920	COA400 Configuration& Power User Training: General Ledger	1 day	11/15/23 8:0	11/15/23 5:0	Chart of Accounts
411	✓		100%	2495(	Accounting Std COA: Determine how COA will be maintained - updates via Manual	5 days	11/16/23 8:0	11/22/23 5:0	Chart of Accounts
412	✓		100%	2496(	Accounting Std COA: Tyler Project Manager to provide Account Import Template to	1 day	11/16/23 8:0	11/16/23 5:0	Chart of Accounts
413	✓		100%	2497(	Accounting Std COA: Client to make manual updates to COA in PROD Environment	1 day	11/16/23 8:0	11/16/23 5:0	Chart of Accounts
414	✓		**100%**	**0**	**Configuration: General Ledger**	**18.5 days**	**12/26/23 10:**	**1/23/24 3:05**	**General Ledger**
415	✓		100%	8900	General Ledger: Complete training prerequisites (see agenda)	8 days	12/26/23 10:	1/8/24 10:05	General Ledger
416	✓		100%	8920	GL400 Configuration& Power User Training: General Ledger	0.5 days	1/8/24 10:05	1/8/24 3:05 P	General Ledger
417	✓		100%	8930	General Ledger: Complete the Allocation Code Table in PROD Environment	10 days	1/8/24 3:05 P	1/23/24 3:05	General Ledger
418	✓		100%	8940	General Ledger: Complete the Budget Rollup Table in PROD Environment(if not con	10 days	1/8/24 3:05 P	1/23/24 3:05	General Ledger
419	✓		100%	8950	General Ledger: Complete the Due To/Due From Table in PROD Environment (if not	10 days	1/8/24 3:05 P	1/23/24 3:05	General Ledger
420	✓		100%	8960	General Ledger: Complete the Journal Number Control Table in PROD Environment	10 days	1/8/24 3:05 P	1/23/24 3:05	General Ledger

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
421	✓	100%	8970	General Ledger: Finalize any outstanding set-up decisions	10 days	1/8/24 3:05 P	1/23/24 3:05	General Ledger
422		**74%**	**0**	**Configuration: Budget**	**18.5 days**	**12/26/23 3:0**	**1/24/24 10:0**	**Budget**
423	✓	100%	8990	Budget: Complete set-up training prerequisites (see agenda)	8 days	12/26/23 3:0	1/8/24 3:05 P	Budget
424	✓	100%	9010	BG400 Configuration& Power User Training: Budget	0.5 days	1/8/24 3:05 P	1/9/24 10:05	Budget
425	✓	100%	9020	Budget: Complete Budget Levels in General Ledger Settings in PROD Environment	0.5 days	1/9/24 10:05	1/9/24 3:05 P	Budget
426	✓	100%	9030	Budget: Finalize any outstanding Budget set-up decisions	0.5 days	1/9/24 10:05	1/9/24 3:05 P	Budget
427		50%	9040	Budget: Review General Ledger Accounts for Budgetary Flag and Require Budget De	10 days	1/9/24 10:05	1/24/24 10:0	Budget
428		**98%**	**0**	**Configuration: Contract Management**	**9 days**	**12/27/23 10:**	**1/10/24 10:0**	**Contract Management**
429	✓	100%	9250	Contract Management: Complete set-up training prerequisites (see agenda)	8 days	12/27/23 10:	1/9/24 10:05	Contract Management
430	✓	100%	9270	CM400 Configuration& Power User Training: Contract Management	0.5 days	1/9/24 10:05	1/9/24 3:05 P	Contract Management
431	✓	100%	9280	Contract Management: Complete Contract Miscellaneous Codes in PROD Environm	0.5 days	1/9/24 3:05 P	1/10/24 10:0	Contract Management
432	✓	100%	9290	Contract Management: Complete Contract Settings in PROD Environment	0.5 days	1/9/24 3:05 P	1/10/24 10:0	Contract Management
433		50%	9300	Contract Management: Finalize any outstanding set-up decisions	0.5 days	1/9/24 3:05 P	1/10/24 10:0	Contract Management
434		**94%**	**0**	**Configuration: Purchasing**	**22 days**	**12/27/23 3:0**	**1/30/24 3:05**	**Purchasing**
435	✓	100%	9420	Purchasing: Complete training prerequisites (see agenda)	8 days	12/27/23 3:0	1/9/24 3:05 P	Purchasing
436	✓	100%	9440	PU400 Configuration& Power User Training: Purchasing	1 day	1/9/24 3:05 P	1/10/24 3:05	Purchasing
437	✓	100%	9450	Purchasing: Complete Bill to/Ship to Table in PROD Environment	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
438	✓	100%	9460	Purchasing: Complete Departments Table in PROD Environment	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
439	✓	100%	9470	Purchasing: Complete PO Settings in PROD Environment	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
440	✓	100%	9480	Purchasing: Complete Standard Notes Table in PROD Environment	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
441	✓	100%	9490	Purchasing: Finalize any outstanding set-up decisions	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
442	✓	100%	9500	PU400 Configuration& Power User Training: VSS	0.5 days	1/26/24 3:05	1/29/24 10:0	Purchasing
443	✓	100%	9510	PU400 Configuration& Power User Training: Vendor Access	0.5 days	1/29/24 10:0	1/29/24 3:05	Purchasing
444		0%	9520	Purchasing: Notify Vendors of Vendor Access Use if using	1 day	1/29/24 3:05	1/30/24 3:05	Purchasing
445	✓	**100%**	**0**	**Configuration: Accounts Payable**	**40.5 days**	**12/28/23 3:0**	**2/27/24 10:0**	**Accounts Payable**
446	✓	100%	9750	Accounts Payable: Complete set-up training prerequisites (see agenda)	8 days	12/28/23 3:0	1/10/24 3:05	Accounts Payable
447	✓	100%	9770	AP400 Configuration& Power User Training: Accounts Payable	1 day	1/10/24 3:05	1/11/24 3:05	Accounts Payable
448	✓	100%	9780	Accounts Payable: Complete Miscellaneous Codes in PROD Environment	10 days	1/11/24 3:05	1/26/24 3:05	Accounts Payable
449	✓	100%	9790	Accounts Payable: Complete Settings in PROD Environment	10 days	1/11/24 3:05	1/26/24 3:05	Accounts Payable
450	✓	100%	9800	Accounts Payable: Complete Bank Codes in PROD Environment (if using EFT)	10 days	1/11/24 3:05	1/26/24 3:05	Accounts Payable
451	✓	100%	9810	Accounts Payable: Set up all GL accounts for P-Card / Cal-Card processing	10 days	1/11/24 3:05	1/26/24 3:05	Accounts Payable
452	✓	100%	9820	Accounts Payable: Finalize any outstanding decisions	10 days	1/11/24 3:05	1/26/24 3:05	Accounts Payable
453	✓	100%	9830	AP400 Configuration& Power User Training: P-Card / Cal-Card	0.5 days	2/12/24 3:05	2/13/24 10:0	Accounts Payable
454	✓	100%	9840	Accounts Payable: Practice P-Card / Cal-Card topics in TRAIN	10 days	2/13/24 10:0	2/27/24 10:0	Accounts Payable
455		**56%**	**0**	**Configuration: Capital Assets**	**10 days**	**12/29/23 3:0**	**1/16/24 3:05**	**Capital Assets**

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
456	✓		100%	9860	Capital Assets: Complete set-up training prerequisites (see agenda)	8 days	12/29/23 3:0	1/11/24 3:05	Capital Assets
457	✓		100%	9880	CA400 Configuration& Power User Training: Capital Assets	1 day	1/11/24 3:05	1/12/24 3:05	Capital Assets
458			0%	9920	Capital Assets: Complete Custodian Codes in PROD Environment	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
459			0%	9930	Capital Assets: Complete Capital Asset Department Codes in PROD Environment (re	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
460			0%	9940	Capital Assets: Complete Capital Asset Miscellaneous Codes in PROD Environment	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
461			0%	9950	Capital Assets: Complete Capital Asset Settings in PROD Environment	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
462			0%	9960	Capital Assets: Complete Insurance/Manufacturer Codes in PROD Environment	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
463			0%	9970	Capital Assets: Complete Sub Class Codes in PROD Environment	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
464			0%	9980	Capital Assets: Finalize any outstanding set-up decisions	1 day	1/12/24 3:05	1/16/24 3:05	Capital Assets
465	✓		**100%**	**0**	**Configuration: General Billing**	**12 days**	**1/2/24 3:05 I**	**1/19/24 3:05**	**General Billing**
466	✓		100%	10000	General Billing: Complete set-up training prerequisites (see agenda)	8 days	1/2/24 3:05 F	1/12/24 3:05	General Billing
467	✓		100%	10020	GB400 Configuration& Power User Training: General Billing	0.5 days	1/12/24 3:05	1/16/24 10:0	General Billing
468	✓		100%	10030	General Billing: Complete Account Numbers in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
469	✓		100%	10040	General Billing: Complete Accounts Receivable Miscellaneous Codes in PROD Enviro	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
470	✓		100%	10050	General Billing: Complete AR Settings including Category Specific in PROD Environ	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
471	✓		100%	10060	General Billing: Complete Customers Table in PROD Environment (if not converting	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
472	✓		100%	10070	General Billing: Complete General Billing Settings in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
473	✓		100%	10080	General Billing: Complete Invoice Messages Table in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
474	✓		100%	10090	General Billing: Complete Recipients Table in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
475	✓		100%	10100	General Billing: Complete Reference Codes Table in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
476	✓		100%	10110	General Billing: Create Accounts Receivable Codes in PROD Environment	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
477	✓		100%	10120	General Billing: Create Accounts Receivable Charge Codes in PROD Environment	0.5 days	1/19/24 10:0	1/19/24 3:05	General Billing
478	✓		100%	10130	General Billing: Finalize any outstanding set-up decisions	0.5 days	1/16/24 10:0	1/16/24 3:05	General Billing
479			**41%**	**0**	**Configuration: Cashiering**	**84 days**	**10/2/23 8:00**	**2/1/24 5:00 I**	**Cashiering**
480	✓		100%	10150	Cashiering: Order hardware (4 weeks prior to training)	1 day	12/15/23 3:0	12/18/23 3:0	Cashiering
481	✓		100%	10160	Cashiering: Schedule hardware installation	1 day	12/18/23 3:0	12/19/23 3:0	Cashiering
482			50%	10170	Cashiering: hardware installation	5 days	12/27/23 3:0	1/4/24 3:05 F	Cashiering
483	✓		100%	10180	Cashiering: Tyler PM to supply Gateway Vendor Documentation	1 day	12/19/23 3:0	12/20/23 3:0	Cashiering
484			0%	10190	Cashiering: Client to select Gateway Vendor	5 days	12/20/23 3:0	12/28/23 3:0	Cashiering
485			0%	10195	Cashiering Payment Gateway Configuration	0.25 days	12/20/23 3:0	12/21/23 8:0	Cashiering
486			0%	10200	Cashiering Fee Schedule Configuration	0.25 days	12/20/23 3:0	12/21/23 8:0	Cashiering
487			0%	10205	Cashiering EMV Device Configuration	0.5 days	12/20/23 3:0	12/21/23 10:	Payments - Cashiering
488	✓		100%	10210	Cashiering: Tyler PM/IC to ensure that testing credentials/setup are in place for Prc	1 day	1/8/24 3:05 F	1/9/24 3:05 F	Payments - Cashiering
489			0%	10220	TC400 Configuration& Power User Training: Cashiering	1 day	1/16/24 3:05	1/17/24 3:05	Cashiering
490			**58%**	**0**	**Configuration: Accounts Receivable**	**21.5 days**	**1/3/24 10:05**	**2/2/24 3:05 I**	**Accounts Receivable**

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
491	✓		100%	1024(	Accounts Receivable: Complete Accounts Receivable set-up training prerequisites (s	8 days	1/3/24 10:05	1/16/24 10:0	Accounts Receivable
492	✓		100%	1026(	AR400 Configuration& Power User Training: Accounts Receivable	0.5 days	1/16/24 10:0	1/16/24 3:05	Accounts Receivable
493	✓		100%	1027(	Accounts Receivable: Complete Miscellaneous Codes in PROD Environment (Adjust	10 days	1/16/24 3:05	1/30/24 3:05	Accounts Receivable
494	✓		100%	1028(	Accounts Receivable: Complete AR Settings including Cat Specific in PROD Environn	10 days	1/16/24 3:05	1/30/24 3:05	Accounts Receivable
495			50%	1029(	Accounts Receivable: Create Accounts Receivable Codes in PROD Environment	5 days	1/16/24 3:05	1/23/24 3:05	Accounts Receivable
496			0%	1030(	Accounts Receivable: Create Accounts Receivable Charge Codes in PROD Environm	10 days	1/19/24 3:05	2/2/24 3:05 P	Accounts Receivable
497			0%	1031(	Accounts Receivable: Finalize any outstanding set-up decisions	10 days	1/16/24 3:05	1/30/24 3:05	Accounts Receivable
498			**48%**	**0**	**Configuration: Cash Management**	**18.5 days**	**1/4/24 3:05 I**	**2/1/24 10:05**	**Cash Management**
499	✓		100%	1033(	Cash Management: Complete set-up training prerequisites (see agenda)	8 days	1/4/24 3:05 P	1/17/24 3:05	Cash Management
500	✓		100%	1035(	TM400 Configuration& Power User Training: Cash Management	0.5 days	1/17/24 3:05	1/18/24 10:0	Cash Management
501	✓		100%	1036(	Cash Management: Complete Bank Codes in PROD Environment	10 days	1/18/24 10:0	2/1/24 10:05	Cash Management
502			~~0%~~	~~1037(~~	~~Cash Management: Complete Cash Flow Settings in PROD Environment~~	~~10 days~~	~~1/18/24 10:0~~	~~2/1/24 10:05~~	~~Cash Management~~
503			~~0%~~	~~1038(~~	~~Cash Management: Complete Recurring Cash Flow Setup in PROD Environment~~	~~10 days~~	~~1/18/24 10:0~~	~~2/1/24 10:05~~	~~Cash Management~~
504			~~0%~~	~~1039(~~	~~Cash Management: Complete Transaction Type Codes in PROD Environment~~	~~10 days~~	~~1/18/24 10:0~~	~~2/1/24 10:05~~	~~Cash Management~~
505			0%	1040(	Cash Management: Define Cash Pools in the Interest Allocation Report in PROD Env	10 days	1/18/24 10:0	2/1/24 10:05	Cash Management
506			0%	1041(	Cash Management: Finalize any outstanding set-up decisions	10 days	1/18/24 10:0	2/1/24 10:05	Cash Management
507	✓		**100%**	**0**	**Configuration: Forms**	**1 day**	**1/23/24 3:05**	**1/24/24 3:05**	**N/A**
508	✓		100%	1054(	Forms: Configuration& Power User Training: Forms Building	1 day	1/23/24 3:05	1/24/24 3:05	Forms
509			**66%**	**0**	**Configuration: Reporting**	**15.5 days**	**2/5/24 10:05**	**2/26/24 3:05**	**N/A**
510	✓		100%	1056(	Cubes Access: Tyler PM or Tyler IC to create Cubes Server User Access Login and Ro	1 day	2/5/24 10:05	2/6/24 10:05	Reporting Services
511	✓		100%	1057(	Reporting: Complete Cubes Reporting training prerequisites (see agenda)	8 days	2/7/24 10:05	2/19/24 10:0	Reporting Services
512	✓		100%	1058(	RPT400 Configuration& Power User Training: Cubes	0.5 days	2/19/24 10:0	2/19/24 3:05	Reporting Services
513			0%	1059(	Reporting: Practice building Cubes in TRAIN	5 days	2/19/24 3:05	2/26/24 3:05	Reporting Services
514			**82%**	**0**	**3.3 Process Refinement**	**281 days**	**9/1/23 8:00 A**	**10/10/24 5:0**	**N/A**
515			**4%**	**0**	**Process Refinement: System Administration**	**63.5 days**	**1/8/24 3:05 I**	**4/8/24 10:05**	**System Administration**
516	✓		100%	1062(	HUB500: Hub Expanded	0.5 days	3/1/24 10:05	3/1/24 3:05 P	HUB
517	✓		100%	1064(	TCM700 Process Refinement: Content Manager	0.5 days	1/30/24 3:05	1/31/24 10:0	Content Manager
518			0%	1065(	TCM: Test TCM for all users at their workstations if using Batch Scanning	15 days	1/8/24 3:05 P	1/30/24 3:05	Content Manager
519	✓		100%	1066(	RBAC500 Process Refinement: Role-Based Security	0.5 days	2/6/24 3:05 P	2/7/24 10:05	RBAC
520			0%	1067(	RBAC600 Process Refinement Review: Role-Based Security	0.5 days	3/15/24 3:05	3/18/24 10:0	RBAC
521			0%	1068(	RBAC: Complete permissions set up for P-Card / Cal-Card processing	15 days	3/18/24 10:0	4/8/24 10:05	RBAC
522	✓		100%	1069(	WF500 Process Refinement: Workflow	0.5 days	2/6/24 3:05 P	2/7/24 10:05	Workflow
523			0%	1070(	WF600 Process Refinement Review: Workflow	0.5 days	3/6/24 10:05	3/6/24 3:05 P	Workflow
524			0%	1071(	Workflow: Finish Entering Workflow for all business rules in PROD Environment	15 days	3/6/24 3:05 P	3/27/24 3:05	Workflow
525			**99%**	**0**	**Process Refinement: General Ledger**	**23.5 days**	**1/10/24 3:05**	**2/14/24 10:0**	**General Ledger**

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
526		100%	1073(	General Ledger: Complete processing training prerequisites (see agenda)	8 days	1/10/24 3:05	1/23/24 3:05	General Ledger
527		100%	1074(	GL500 Process Refinement: General Ledger	0.5 days	1/23/24 3:05	1/24/24 10:0	General Ledger
528		100%	1076(	General Ledger: Create Recurring Journal templates in PROD Environment	10 days	1/24/24 10:0	2/7/24 10:05	General Ledger
529		100%	1077(	General Ledger: Practice Journal Entry and Reversal in TRAIN	10 days	1/24/24 10:0	2/7/24 10:05	General Ledger
530		0%	1078(	GL600 Process Refinement Review: General Ledger	0.5 days	2/7/24 10:05	2/7/24 3:05 F	General Ledger
531		100%	1079(	General Ledger: Finalize any outstanding processing decisions	5 days	2/7/24 10:05	2/14/24 10:0	General Ledger
532		100%	1081(	General Ledger: Practice tasks in TRAIN	5 days	2/7/24 10:05	2/14/24 10:0	General Ledger
533		**99%**	**0**	**Process Refinement: Budget**	**23.5 days**	**1/11/24 10:0**	**2/14/24 3:05**	**Budget**
534		100%	1089(	Budget: Complete processing training prerequisites (see agenda)	8 days	1/11/24 10:0	1/24/24 10:0	Budget
535		100%	1090(	BG500 Process Refinement: Budget	0.5 days	1/24/24 10:0	1/24/24 3:05	Budget
536		100%	1092(	Budget: Finalize any outstanding Budget processing decisions	10 days	1/24/24 3:05	2/7/24 3:05 F	Budget
537		100%	1093(	Budget: Practice topics in TRAIN	10 days	1/24/24 3:05	2/7/24 3:05 F	Budget
538		0%	1094(	BG600 Process Refinement Review: Budget	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Budget
539		100%	1095(	Budget: Practice Budget review and processing tasks in TRAIN	5 days	2/7/24 3:05 F	2/14/24 3:05	Budget
540		**99%**	**0**	**Process Refinement: Contract Management**	**23.5 days**	**12/28/23 10:**	**2/1/24 3:05 I**	**Contract Management**
541		100%	1134(	Contract Management: Complete processing training prerequisites (see agenda)	8 days	12/28/23 10:	1/10/24 10:0	Contract Management
542		100%	1135(	CM500 Process Refinement: Contract Management	0.5 days	1/10/24 10:0	1/10/24 3:05	Contract Management
543		100%	1137(	Contract Management: Finalize any outstanding Contract processing decisions	10 days	1/10/24 3:05	1/25/24 3:05	Contract Management
544		100%	1138(	Contract Management: Practice topics in TRAIN	10 days	1/10/24 3:05	1/25/24 3:05	Contract Management
545		0%	1139(	CM600 Process Refinement Review: Contract Management	0.5 days	1/25/24 3:05	1/26/24 10:0	Contract Management
546		100%	1141(	Contract Management: Practice topics in TRAIN	5 days	1/25/24 3:05	2/1/24 3:05 F	Contract Management
547		**91%**	**0**	**Process Refinement: Purchasing**	**41.38 day**	**12/28/23 3:0**	**2/28/24 9:07**	**Purchasing**
548		100%	1169(	Purchasing: Complete processing training prerequisites (see agenda)	8 days	12/28/23 3:0	1/10/24 3:05	Purchasing
549		100%	1170(	PU500 Process Refinement: Purchasing	1 day	1/10/24 3:05	1/11/24 3:05	Purchasing
550		100%	1172(	Purchasing: Practice topics in TRAIN	10 days	1/11/24 3:05	1/26/24 3:05	Purchasing
551		0%	1173(	PU600 Process Refinement Review: Purchasing	0.88 days	2/12/24 10:0	2/13/24 9:07	Purchasing
552		~~0%~~	~~1174(~~	~~Purchasing: Practice topics in TRAIN~~	~~5 days~~	~~2/13/24 9:07~~	~~2/20/24 9:07~~	~~Purchasing~~
553		0%	1176(	PU600 Process Refinement Review: Purchasing	1 day	2/27/24 9:07	2/28/24 9:07	Purchasing
554		~~0%~~	~~1177(~~	~~Purchasing: Practice topics in TRAIN~~	~~5 days~~	~~2/28/24 9:07~~	~~3/6/24 9:07 /~~	~~Purchasing~~
555		**99%**	**0**	**Process Refinement: Accounts Payable**	**39.5 days**	**1/16/24 3:05**	**3/12/24 10:0**	**Accounts Payable**
556		100%	1213(	Accounts Payable: Complete processing training prerequisites (see agenda)	8 days	1/16/24 3:05	1/26/24 3:05	Accounts Payable
557		100%	1214(	AP500 Process Refinement: Accounts Payable	1 day	1/26/24 3:05	1/29/24 3:05	Accounts Payable
558		100%	1216(	Accounts Payable: Finalize outstanding processing decisions	10 days	1/29/24 3:05	2/12/24 3:05	Accounts Payable
559		100%	1217(	Accounts Payable: Complete Recurring Invoice Templates in PROD Environment	10 days	1/29/24 3:05	2/12/24 3:05	Accounts Payable
560		100%	1218(	Accounts Payable: Practice Accounts Payable topics in TRAIN	10 days	1/29/24 3:05	2/12/24 3:05	Accounts Payable

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
561			0%	1221(	AP600 Process Refinement Review: Accounts Payable	1 day	2/13/24 10:0	2/14/24 10:0	Accounts Payable
562	✓		100%	1223(	Accounts Payable: Obtain Bank Approval for Direct Deposit	10 days	2/13/24 10:0	2/27/24 10:0	Accounts Payable
563	✓		100%	1224(	Accounts Payable: Obtain Bank Approval for File Transmissions (Check Recon/Posit	10 days	2/13/24 10:0	2/27/24 10:0	Accounts Payable
564	✓		100%	1225(	Accounts Payable: Obtain bank approval for vendor checks design	10 days	2/13/24 10:0	2/27/24 10:0	Accounts Payable
565	✓		100%	1226(	Accounts Payable: Practice topics in TRAIN	20 days	2/13/24 10:0	3/12/24 10:0	Accounts Payable
566			**31%**	**0**	**Process Refinement: Capital Assets**	**112.5 day**	**10/2/23 8:00**	**3/13/24 12:0**	**Capital Assets**
567	✓		100%	1236(	Capital Assets: Complete processing training prerequisites (see agenda)	8 days	1/19/24 3:05	1/31/24 3:05	Capital Assets
568	✓		100%	1239(	CA500 Process Refinement: Capital Assets	1 day	1/16/24 3:05	1/17/24 3:05	Capital Assets
569			0%	1241(	Capital Assets: Finalize any outstanding processing decisions	10 days	1/17/24 3:05	1/31/24 3:05	Capital Assets
570			0%	1242(	Capital Assets: Practice topics in TRAIN	10 days	1/17/24 3:05	1/31/24 3:05	Capital Assets
571			0%	1243(	CA600 Process Refinement Review: Capital Assets	0.5 days	1/31/24 3:05	2/1/24 10:05	Capital Assets
572			~~0%~~	~~1245(~~	~~Capital Assets: Practice topics in TRAIN~~	~~5 days~~	~~2/1/24 10:05~~	~~2/8/24 10:05~~	~~Capital Assets~~
573			**97%**	**0**	**Process Refinement: General Billing**	**24 days**	**1/8/24 3:05 I**	**2/12/24 3:05**	**General Billing**
574	✓		100%	1255(	General Billing: Complete processing training prerequisites (see agenda)	8 days	1/8/24 3:05 F	1/19/24 3:05	General Billing
575	✓		100%	1256(	GB500 Process Refinement: General Billing	0.5 days	1/19/24 3:05	1/22/24 10:0	General Billing
576	✓		100%	1258(	General Billing: Finalize any outstanding decisions	0.5 days	1/22/24 10:0	1/22/24 3:05	General Billing
577	✓		100%	1259(	General Billing: Practice topics in TRAIN	0.5 days	1/22/24 10:0	1/22/24 3:05	General Billing
578			0%	1260(	GB600 Process Refinement Review: General Billing	0.5 days	2/5/24 3:05 F	2/6/24 10:05	General Billing
579	✓		100%	1262(	General Billing: Practice topics in TRAIN	5 days	2/5/24 3:05 F	2/12/24 3:05	General Billing
580			**15%**	**0**	**Process Refinement: Cashiering**	**141.75 da**	**10/2/23 8:00**	**4/23/24 3:00**	**Cashiering**
581	✓		100%	1270(	TC500 Process Refinement: Cashiering	1 day	1/31/24 3:05	2/1/24 3:05 F	Cashiering
582			0%	1271!	Send Chase Paymentech Training Videos to Client	0 days	10/2/23 8:00	10/2/23 8:00	Payments - Cashiering
583			0%	1272(	Test Credit Card Payments through Cashiering - TEST/TRAIN	0.25 days	10/2/23 8:00	10/2/23 10:0	Payments - Cashiering
584			~~0%~~	~~1272!~~	~~Cashiering: Practice topics in TRAIN~~	~~5 days~~	~~2/1/24 3:05 F~~	~~2/8/24 3:05 F~~	~~Cashiering~~
585			0%	1273(	TC600 Process Refinement Review: Cashiering	0.5 days	2/15/24 3:05	2/16/24 10:0	Cashiering
586			0%	1275(	Cashiering: Practice topics in TRAIN	5 days	2/16/24 10:0	2/23/24 10:0	Cashiering
587			**29%**	**0**	**Process Refinement: Accounts Receivable**	**19 days**	**1/23/24 3:05**	**2/19/24 3:05**	**Accounts Receivable**
588	✓		100%	1283(	Accounts Receivable: Complete processing training prerequisites (see agenda)	8 days	1/23/24 3:05	2/2/24 3:05 F	Accounts Receivable
589	✓		100%	1284(	AR500 Process Refinement: Accounts Receivable	0.5 days	2/2/24 3:05 F	2/5/24 10:05	Accounts Receivable
590			0%	1286(	Accounts Receivable: Finalize any outstanding processing decisions	10 days	2/5/24 10:05	2/19/24 10:0	Accounts Receivable
591			0%	1287(	Accounts Receivable: Practice topics in TRAIN	10 days	2/5/24 10:05	2/19/24 10:0	Accounts Receivable
592			0%	1288(	AR600 Process Refinement Review: Accounts Receivable	0.5 days	2/19/24 10:0	2/19/24 3:05	Accounts Receivable
593			~~0%~~	~~1290(~~	~~Accounts Receivable: Practice topics in TRAIN~~	~~20 days~~	~~2/19/24 3:05~~	~~3/18/24 3:05~~	~~Accounts Receivable~~
594			**64%**	**0**	**Process Refinement: Cash Management**	**21.5 days**	**2/1/24 10:05**	**3/1/24 3:05 I**	**Cash Management**
595	✓		100%	1298(	Cash Management: Complete processing training prerequisites (see agenda)	8 days	2/20/24 10:0	3/1/24 10:05	Cash Management

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
596		100%	1299(	TM500 Process Refinement: Cash Management	1 day	2/1/24 10:05	2/2/24 10:05	Cash Management
597		50%	1301(	Cash Management: Finalize any outstanding processing decisions	10 days	2/2/24 10:05	2/16/24 10:0	Cash Management
598		50%	1302(	Cash Management: Practice topics in TRAIN	10 days	2/2/24 10:05	2/16/24 10:0	Cash Management
599		0%	1303(	TM600 Process Refinement Review: Cash Management	0.5 days	3/1/24 10:05	3/1/24 3:05 F	Cash Management
600		0%	1305(	Cash Management: Practice topics in TRAIN	5 days	3/1/24 3:05 F	3/8/24 3:05 F	Cash Management
601		**100%**	**0**	**Process Refinement: Forms Building& Validation**	**114.26 da**	**9/1/23 8:00 /**	**2/16/24 10:0**	**N/A**
602		100%	1339(	Forms: Order form Stock (Tyler Business Forms recommended)	5 days	12/18/23 8:0	12/22/23 5:0	Forms
603		100%	1340(	Forms: Order Tyler Printers if needed. Verify printer requirements	10 days	12/4/23 8:00	12/15/23 5:0	Forms
604		100%	1341(	Forms: Forms Printers Installed	1 day	1/10/24 8:00	1/10/24 5:00	Forms
605		100%	1342(	Forms: Forms Stock Received	1 day	1/10/24 8:00	1/10/24 5:00	Forms
606		100%	1343(	Tyler Forms: Provide Forms Request for Hardware Shipping doc	1 day	9/1/23 8:00 /	9/1/23 5:00 F	Forms
607		**100%**	**0**	**Forms**	**74.26 day**	**10/30/23 8:0**	**2/16/24 10:0**	**N/A**
608		**100%**	**0**	**Forms: Configuration**	**11 days**	**10/30/23 8:0**	**11/13/23 5:0**	**N/A**
609		100%	1347(	Accounts Payable: Tyler Forms: Complete Forms Configuration in PROD (Acc	5 days	10/30/23 8:0	11/3/23 5:00	Accounts Payable
610		100%	1350(	Tyler Forms: Complete Forms Configuration in PROD (Purchasing Purchase (	5 days	10/30/23 8:0	11/3/23 5:00	Purchasing
611		100%	1351(	Tyler Forms: Complete Forms Configuration in PROD (Purchasing Purchase F	5 days	10/30/23 8:0	11/3/23 5:00	Purchasing
612		100%	1353(	Tyler Forms: Complete Forms Configuration in PROD (Contract)	5 days	11/6/23 8:00	11/10/23 5:0	Contract Management
613		100%	1354(	Tyler Forms: Complete Forms Configuration in PROD (AR General Billing Inv	5 days	11/6/23 8:00	11/10/23 5:0	Accounts Receivable
614		100%	1355(	Tyler Forms: Complete Forms Configuration in PROD (AR General Billing Sta	5 days	11/6/23 8:00	11/10/23 5:0	Accounts Receivable
615		100%	1356(	Tyler Forms: Complete Forms Configuration in PROD (AR Receipt)	5 days	11/6/23 8:00	11/10/23 5:0	Accounts Receivable
616		100%	1360(	Accounts Payable: Tyler Forms: Copy Forms PROD to TRAIN and TEST (Accou	1 day	11/6/23 8:00	11/6/23 5:00	Accounts Payable
617		100%	1361(	Tyler Forms: Copy Forms PROD to TRAIN and TEST (Purchasing)	1 day	11/6/23 8:00	11/6/23 5:00	Purchasing
618		100%	1362(	Tyler Forms: Copy Forms PROD to TRAIN and TEST (Contract)	1 day	11/13/23 8:0	11/13/23 5:0	Contract Management
619		100%	1363(	Tyler Forms: Copy Forms PROD to TRAIN and TEST (AR General Billing)	1 day	11/13/23 8:0	11/13/23 5:0	Accounts Receivable
620		**100%**	**0**	**Forms: Review**	**0.5 days**	**2/7/24 3:05 I**	**2/8/24 10:05**	**N/A**
621		100%	1367(	Tyler Forms: Process Refinement: Review and Proof all Forms	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Forms
622		100%	1368(	Tyler Forms: Review and Proof Forms in TEST (Accounts Payable)	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Accounts Payable
623		100%	1369(	Tyler Forms: Review and Proof Forms in TEST (Purchase Order)	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Purchasing
624		100%	1370(	Tyler Forms: Review and Proof Forms in TEST (Contract)	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Contract Management
625		100%	1371(	Tyler Forms: Review and Proof Forms in TEST (AR General Billing)	0.5 days	2/7/24 3:05 F	2/8/24 10:05	Accounts Receivable
626		**100%**	**0**	**Forms: Updates**	**5 days**	**2/8/24 10:05**	**2/15/24 10:0**	**N/A**
627		100%	1375(	Tyler Forms: Update Forms Configuration in PROD as needed and refresh lov	5 days	2/8/24 10:05	2/15/24 10:0	Accounts Payable
628		100%	1376(	Tyler Forms: Update Forms Configuration in PROD as needed and refresh lov	5 days	2/8/24 10:05	2/15/24 10:0	Purchasing
629		100%	1377(	Tyler Forms: Update Forms Configuration in PROD as needed and refresh lov	5 days	2/8/24 10:05	2/15/24 10:0	Contract Management
630		100%	1378(	Tyler Forms: Update Forms Configuration in PROD as needed and refresh lov	5 days	2/8/24 10:05	2/15/24 10:0	Accounts Receivable

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
631	✓		**100%**	**0**	**Forms: Approval**	**1 day**	**2/15/24 10:0**	**2/16/24 10:0**	**N/A**
632	✓		100%	1382(	Tyler Forms: Approve Forms (Accounts Payable)	1 day	2/15/24 10:0	2/16/24 10:0	Accounts Payable
633	✓		100%	1383(	Tyler Forms: Approve Forms (Purchase Order)	1 day	2/15/24 10:0	2/16/24 10:0	Purchasing
634	✓		100%	1384(	Tyler Forms: Approve Forms (Contracts)	1 day	2/15/24 10:0	2/16/24 10:0	Contract Management
635	✓		100%	1385(	Tyler Forms: Approve Forms (AR General Billing)	1 day	2/15/24 10:0	2/16/24 10:0	Accounts Receivable
636			**80%**	**0**	**Process Refinement: Solution Validation Prep**	**15 days**	**7/18/24 8:00**	**8/7/24 5:00 I**	**N/A**
637	✓		100%	1446(	Provide standard Solution Validation Test script to Client	1 day	7/18/24 8:00	7/18/24 5:00	N/A
638	✓		100%	1447(	General Ledger: Determine Desired Tasks or Processes for Testing in Solution Valid	10 days	7/19/24 8:00	8/1/24 5:00 F	General Ledger
639	✓		100%	1448(	General Ledger: Update Solution Validation Testing Script with desired Topics or Pr	4 days	8/2/24 8:00 A	8/7/24 5:00 F	General Ledger
640	✓		100%	1449(	Budget: Determine Desired Tasks or Processes for Budget Testing in Solution Valida	10 days	7/19/24 8:00	8/1/24 5:00 F	Budget
641	✓		100%	1450(	Budget: Update Solution Validation Script with desired Budget Topics or Processes	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Budget
642	✓		100%	1453(	Purchasing: Determine Desired Tasks or Processes for Testing in Solution Validation	10 days	7/19/24 8:00	8/1/24 5:00 F	Purchasing
643	✓		100%	1454(	Purchasing: Update Solution Validation Script with desired Topics or Processes	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Purchasing
644	✓		100%	1455(	Accounts Payable: Determine Desired Tasks or Processes for Testing in Solution Val	10 days	7/19/24 8:00	8/1/24 5:00 F	Accounts Payable
645	✓		100%	1456(	Accounts Payable: Update Solution Validation Script with desired Topics or Process	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Accounts Payable
646	✓		100%	1459(	Contract Management: Determine Desired Tasks or Processes for Testing in Solutio	10 days	7/19/24 8:00	8/1/24 5:00 F	Contract Management
647	✓		100%	1460(	Contract Management: Update Solution Validation Script with desired Topics or Pro	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Contract Management
648	✓		100%	1461(	Cash Management: Determine Desired Tasks or Processes for Testing in Solution Va	10 days	7/19/24 8:00	8/1/24 5:00 F	Cash Management
649	✓		100%	1462(	Cash Management: Update Solution Validation Script with desired Topics or Proces	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Cash Management
650			0%	1465(	Capital Assets: Determine Desired Tasks or Processes for Testing in Solution Validat	10 days	7/19/24 8:00	8/1/24 5:00 F	Capital Assets
651			0%	1466(	Capital Assets: Update Solution Validation Script with desired Topics or Processes	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Capital Assets
652			0%	1467(	Accounts Receivable: Determine Desired Tasks or Processes for Testing in Solution '	10 days	7/19/24 8:00	8/1/24 5:00 F	Accounts Receivable
653			0%	1468(	Accounts Receivable: Update Solution Validation Script with desired Topics or Proc	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Accounts Receivable
654	✓		100%	1469(	Cashiering: Determine Desired Tasks or Processes for Testing in Solution Validation	10 days	7/19/24 8:00	8/1/24 5:00 F	Cashiering
655	✓		100%	1470(	Cashiering: Update Solution Validation Script with desired Topics or Processes	4 days	8/2/24 8:00 A	8/7/24 5:00 F	Cashiering
656	✓		100%	1471(	General Billing: Determine Desired Tasks or Processes for Testing in Solution Valida	10 days	7/19/24 8:00	8/1/24 5:00 F	General Billing
657	✓		100%	1472(	General Billing: Update Solution Validation Script with desired Topics or Processes	4 days	8/2/24 8:00 A	8/7/24 5:00 F	General Billing
658			**88%**	**0**	**3.4 Conversion Delivery**	**281 days**	**9/1/23 8:00 A**	**10/10/24 5:0**	**N/A**
659	✓		**100%**	**0**	**Conversion Delivery: Accounting Std COA (Chart of Accounts) COA Builder**	**26 days**	**11/14/23 8:0**	**12/21/23 5:0**	**Chart of Accounts**
660	✓		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 4**	**10.5 days**	**11/14/23 8:0**	**11/30/23 12:**	**Chart of Accounts**
661	✓		100%	1560(	COA300 Accounting Std COA: COA Design Import Session 4 via Remote Sessi	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
662	✓		100%	1561(	Accounting Std COA: IC Imports the downloaded file from the COA Builder ir	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
663	✓		100%	1562(	Accounting Std COA: Tyler COA Implementation Consultant Validates the CC	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
664	✓		100%	1563(	Accounting Std COA: Tyler COA Implementation Consultant to assist Client ir	0.5 days	11/14/23 8:0	11/14/23 12:	Chart of Accounts
665	✓		100%	1564(	Accounting Std COA: Client to make corrections to Import Templates in the (	5 days	11/14/23 8:0	11/20/23 5:0	Chart of Accounts

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
666		100%	1565(	Accounting Std COA: Continue or Complete Building of all COA Accounts	10 days	11/14/23 1:0	11/30/23 12:	Chart of Accounts
667		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 5**	**10.5 days**	**11/30/23 1:0**	**12/14/23 5:0**	**Chart of Accounts**
668		100%	1567(	COA300 Accounting Std COA: COA Design Import Session 5 via Remot	0.5 days	11/30/23 1:0	11/30/23 5:0	Chart of Accounts
669		100%	1568(	Accounting Std COA: IC Imports the downloaded file from the COA Builder ir	0.5 days	11/30/23 1:0	11/30/23 5:0	Chart of Accounts
670		100%	1569(	Accounting Std COA: Tyler COA Implementation Consultant Validates the CC	0.5 days	11/30/23 1:0	11/30/23 5:0	Chart of Accounts
671		100%	1570(	Accounting Std COA: Tyler COA Implementation Consultant to assist Client ir	0.5 days	11/30/23 1:0	11/30/23 5:0	Chart of Accounts
672		100%	1571(	Accounting Std COA: Client to make corrections to Import Templates in the (	5 days	11/30/23 1:0	12/7/23 12:0	Chart of Accounts
673		100%	1572(	Accounting Std COA: Continue or Complete Building of all COA Accounts	10 days	12/1/23 8:00	12/14/23 5:0	Chart of Accounts
674		**100%**	**0**	**Accounting Std COA (Chart of Accounts) - COA Builder Session 6**	**5 days**	**12/15/23 8:0**	**12/21/23 5:0**	**Chart of Accounts**
675		100%	1574(	COA300 Accounting Std COA: COA Design Import Session 6 via Remot	0.5 days	12/15/23 8:0	12/15/23 12:	Chart of Accounts
676		100%	1575(	Accounting Std COA: IC Imports the downloaded file from the COA Builder ir	0.5 days	12/15/23 8:0	12/15/23 12:	Chart of Accounts
677		100%	1576(	Accounting Std COA: Tyler COA Implementation Consultant Validates the CC	0.5 days	12/15/23 8:0	12/15/23 12:	Chart of Accounts
678		100%	1577(	Accounting Std COA: Tyler COA Implementation Consultant to assist Client ir	0.5 days	12/15/23 8:0	12/15/23 12:	Chart of Accounts
679		100%	1578(	Accounting Std COA: Client to make corrections to Import Templates in the (	5 days	12/15/23 8:0	12/21/23 5:0	Chart of Accounts
680		**100%**	**0**	**Conversion Delivery: Accounts Payable Standard Master (Vendor Master) and 10**	**55 days**	**12/27/23 4:0**	**3/15/24 4:02**	**Accounts Payable**
681		**100%**	**0**	**Accounts Payable Standard Master (Vendor Master)**	**55 days**	**12/27/23 4:0**	**3/15/24 4:02**	**Accounts Payable**
682		100%	1581(	Accounts Payable Standard Master (Vendor Master) Conversion: First Pass D	1 day	12/27/23 4:0	12/28/23 4:0	Accounts Payable
683		100%	1582(	Accounts Payable Standard Master (Vendor Master) Conversion: Load first p	0.5 days	12/29/23 4:0	1/2/24 11:02	Accounts Payable
684		100%	1583(	Accounts Payable Standard Master (Vendor Master) Conversion: Ven	0.5 days	1/2/24 11:02	1/2/24 4:02 F	Accounts Payable
685		100%	1584(	Accounts Payable Standard Master (Vendor Master) Conversion: Proof first I	10 days	1/2/24 4:02 F	1/17/24 4:02	Accounts Payable
686		100%	1585(	Accounts Payable Standard Master (Vendor Master) Conversion: Second pas	10 days	1/17/24 4:02	1/31/24 4:02	Accounts Payable
687		100%	1586(	Accounts Payable Standard Master (Vendor Master) Conversion: Run and sa	1 day	1/30/24 4:02	1/31/24 4:02	Accounts Payable
688		100%	1587(	Accounts Payable Standard Master (Vendor Master) Conversion: Second Pas	1 day	2/14/24 4:02	2/15/24 4:02	Accounts Payable
689		100%	1588(	Accounts Payable Standard Master (Vendor Master) Conversion: Load secon	1 day	2/15/24 4:02	2/16/24 4:02	Accounts Payable
690		100%	1589(	Accounts Payable Standard Master (Vendor Master) Conversion: Proof seco	10 days	2/16/24 4:02	3/1/24 4:02 F	Accounts Payable
691		100%	1590(	Accounts Payable Standard Master (Vendor Master) Conversion: Updated cr	10 days	3/1/24 4:02 F	3/15/24 4:02	Accounts Payable
692		100%	1591(	Accounts Payable Standard Master (Vendor Master) Conversion: Conversion	0 days	3/15/24 4:02	3/15/24 4:02	Accounts Payable
693		**100%**	**0**	**Accounts Payable Standard Master (1099's) - Conversion**	**55 days**	**12/27/23 4:0**	**3/15/24 4:02**	**Accounts Payable**
694		100%	1593(	AP Vendors Conversion - 1099's: First Pass Due to Client	1 day	12/27/23 4:0	12/28/23 4:0	Accounts Payable
695		100%	1594(	AP Vendors Conversion - 1099's: Load first pass into TRAIN or TEST	0.5 days	12/29/23 4:0	1/2/24 11:02	Accounts Payable
696		100%	1595(	AP Vendors Conversion - 1099's: 1099's Import, Posting and Proofing	0.5 days	1/2/24 11:02	1/2/24 4:02 F	Accounts Payable
697		100%	1596(	AP Vendors Conversion - 1099's: Proof first Pass in TRAIN or TEST	10 days	1/2/24 4:02 F	1/17/24 4:02	Accounts Payable
698		100%	1597(	AP Vendors Conversion - 1099's: Second pass crosswalks, file maps and lega	10 days	1/17/24 4:02	1/31/24 4:02	Accounts Payable
699		100%	1598(	AP Vendors Conversion - 1099's: Run and save proofing reports for second p	1 day	1/30/24 4:02	1/31/24 4:02	Accounts Payable
700		100%	1599(	AP Vendors Conversion - 1099's: Second Pass Due to Client	1 day	2/14/24 4:02	2/15/24 4:02	Accounts Payable

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
701		100%	16000	AP Vendors Conversion - 1099's: Load second pass into TRAIN or TEST	1 day	2/15/24 4:02	2/16/24 4:02	Accounts Payable
702		100%	16010	AP Vendors Conversion - 1099's: Proof second Pass in TRAIN or TEST	10 days	2/16/24 4:02	3/1/24 4:02 F	Accounts Payable
703		100%	16020	AP Vendors Conversion - 1099's: Updated crosswalks, file maps, legacy data	10 days	3/1/24 4:02 F	3/15/24 4:02	Accounts Payable
704		100%	16030	AP Vendors Conversion - 1099's: Conversion proofing Complete and ready f	0 days	3/15/24 4:02	3/15/24 4:02	Accounts Payable
705		**100%**	**0**	**Accounts Payable Standard Master (1099's) - Import**	**55 days**	**12/27/23 4:0**	**3/15/24 4:02**	**Accounts Payable**
706		100%	16050	AP Vendors Import - Summary 1099's: Due for Import	1 day	12/27/23 4:0	12/28/23 4:0	Accounts Payable
707		100%	16060	AP Vendors Import - Summary 1099's: Load first pass into TRAIN or TEST	0.5 days	12/29/23 4:0	1/2/24 11:02	Accounts Payable
708		100%	16070	AP Vendors Import - Summary 1099's: 1099's Import, Posting and Prc	0.5 days	1/2/24 11:02	1/2/24 4:02 F	Accounts Payable
709		100%	16080	AP Vendors Import - Summary 1099's: Proof first Pass in TRAIN or TEST	10 days	1/2/24 4:02 F	1/17/24 4:02	Accounts Payable
710		100%	16090	AP Vendors Import - Summary 1099's: Second pass crosswalks, file maps an	10 days	1/17/24 4:02	1/31/24 4:02	Accounts Payable
711		100%	16100	AP Vendors Import - Summary 1099's: Run and save proofing reports for sec	1 day	1/30/24 4:02	1/31/24 4:02	Accounts Payable
712		100%	16110	AP Vendors Import - Summary 1099's: Second Pass Due for Import	1 day	2/14/24 4:02	2/15/24 4:02	Accounts Payable
713		100%	16120	AP Vendors Import - Summary 1099's: Load second pass into TRAIN or TEST	1 day	2/15/24 4:02	2/16/24 4:02	Accounts Payable
714		100%	16130	AP Vendors Import - Summary 1099's: Proof second Pass in TRAIN or TEST	10 days	2/16/24 4:02	3/1/24 4:02 F	Accounts Payable
715		100%	16140	AP Vendors Import - Summary 1099's: Updated crosswalks, file maps, legacy	10 days	3/1/24 4:02 F	3/15/24 4:02	Accounts Payable
716		100%	16150	AP Vendors Import - Summary 1099's: Conversion proofing Complete and re	0 days	3/15/24 4:02	3/15/24 4:02	Accounts Payable
717		**100%**	**0**	**Conversion Delivery: Accounting Opt 1 - Actuals (up to 5 years)**	**143.26 da**	**9/1/23 8:00 A**	**3/28/24 10:0**	**General Ledger**
718		**100%**	**0**	**Accounting Opt 1 - Actuals (up to 3 years) - Conversion**	**66.26 day**	**12/22/23 8:0**	**3/28/24 10:0**	**General Ledger**
719		100%	16540	Accounting Conversion Opt 1 - Actuals (up to 5 years): First Year Due to Clier	1 day	12/22/23 8:0	12/22/23 5:0	General Ledger
720		100%	16550	Accounting Conversion Opt 1 - Actuals (up to 5 years): Set GL Settings to firs	1 day	1/23/24 10:0	1/24/24 10:0	General Ledger
721		100%	16560	Accounting Conversion Opt 1 - Actuals up to 5 years): Import first year actua	1 day	1/23/24 10:0	1/24/24 10:0	General Ledger
722		100%	16570	Accounting Conversion Opt 1 - Actuals (up to 5 years): GL Actuals Imp	0.5 days	1/23/24 3:05	1/24/24 10:0	General Ledger
723		100%	16580	Accounting Conversion Opt 1 - Actuals (up to 5 years): Review first year data	1 day	1/24/24 10:0	1/25/24 10:0	General Ledger
724		100%	16590	Accounting Conversion Opt 1 - Actuals (up to 5 years): Make adjusting entrie	1 day	1/24/24 10:0	1/25/24 10:0	General Ledger
725		100%	16600	Accounting Conversion Opt 1 - Actuals (up to 5 years): Repeat imports, posti	1 day	1/24/24 10:0	1/25/24 10:0	General Ledger
726		100%	16610	Accounting Conversion Opt 1 - Actuals (up to 5 years): Proof first year	5 days	1/25/24 10:0	2/1/24 10:05	General Ledger
727		100%	16620	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load first year into PF	1 day	2/1/24 10:05	2/2/24 10:05	General Ledger
728		100%	16630	Accounting Conversion Opt 1 - Actuals (up to 5 years): Second Year crosswal	10 days	2/2/24 10:05	2/16/24 10:0	General Ledger
729		100%	16640	Accounting Conversion Opt 1 - Actuals (up to 5 years): Run and save proofin	1 day	2/15/24 10:0	2/16/24 10:0	General Ledger
730		100%	16650	Accounting Conversion Opt 1 - Actuals (up to 5 years): Second Year Due to C	1 day	3/1/24 10:05	3/4/24 10:05	General Ledger
731		100%	16660	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load second year into	1 day	3/4/24 10:05	3/5/24 10:05	General Ledger
732		100%	16670	Accounting Conversion Opt 1 - Actuals (up to 5 years): Perform posting tasks	1 day	3/5/24 10:05	3/6/24 10:05	General Ledger
733		100%	16680	Accounting Conversion Opt 1 - Actuals (up to 5 years): Proof second year	5 days	3/6/24 10:05	3/13/24 10:0	General Ledger
734		100%	16690	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load second year into	1 day	3/13/24 10:0	3/14/24 10:0	General Ledger
735		100%	16700	Accounting Conversion Opt 1 - Actuals (up to 5 years): Updated crosswalks,	10 days	3/14/24 10:0	3/28/24 10:0	General Ledger

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
736	✓		100%	1663(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Third Year crosswalks	10 days	2/2/24 10:05	2/16/24 10:0	General Ledger
737	✓		100%	1664(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Run and save proofin	1 day	2/15/24 10:0	2/16/24 10:0	General Ledger
738	✓		100%	1665(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Third Year Due to Clie	1 day	3/1/24 10:05	3/4/24 10:05	General Ledger
739	✓		100%	1666(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load third year into T	1 day	3/4/24 10:05	3/5/24 10:05	General Ledger
740	✓		100%	1667(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Perform posting tasks	1 day	3/5/24 10:05	3/6/24 10:05	General Ledger
741	✓		100%	1668(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Proof third year	5 days	3/6/24 10:05	3/13/24 10:0	General Ledger
742	✓		100%	1669(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load third year into P	1 day	3/13/24 10:0	3/14/24 10:0	General Ledger
743	✓		100%	1663(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Fourth Year crosswalk	10 days	2/2/24 10:05	2/16/24 10:0	General Ledger
744	✓		100%	1664(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Run and save proofin	1 day	2/15/24 10:0	2/16/24 10:0	General Ledger
745	✓		100%	1665(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Fourth Year Due to Cl	1 day	3/1/24 10:05	3/4/24 10:05	General Ledger
746	✓		100%	1666(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load fourth year into	1 day	3/4/24 10:05	3/5/24 10:05	General Ledger
747	✓		100%	1667(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Perform posting tasks	1 day	3/5/24 10:05	3/6/24 10:05	General Ledger
748	✓		100%	1668(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Proof fourth year	5 days	3/6/24 10:05	3/13/24 10:0	General Ledger
749	✓		100%	1669(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Load fourth year into	1 day	3/13/24 10:0	3/14/24 10:0	General Ledger
750	✓		100%	1671(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Conversion proofing (	0 days	3/28/24 10:0	3/28/24 10:0	General Ledger
751	✓		**100%**	**0**	**Accounting Opt 1 - Actuals (up to 5 years) - Import**	**61.5 days**	**9/1/23 8:00 ,**	**11/30/23 12:**	**General Ledger**
752	✓		100%	1673(	Accounting Import Opt 1 - Actuals (1st Year): First Year Due for Import	1 day	11/22/23 8:0	11/22/23 5:0	General Ledger
753	✓		100%	1675(	Accounting Import Opt 1 - Actuals (1st Year): Import first year actuals journa	0.5 days	11/27/23 8:0	11/27/23 12:	General Ledger
754	✓		100%	1676(	Accounting Import Opt 1 - Actuals (1st Year): Imports, posting and pr	0.5 days	11/28/23 8:0	11/28/23 12:	General Ledger
755	✓		100%	1678(	Accounting Import Opt 1 - Actuals (1st Year): Make adjusting entries to begi	1 day	11/28/23 1:0	11/29/23 12:	General Ledger
756	✓		100%	1681(	Accounting Import Opt 1 - Actuals (1st Year): Load first year into PROD wher	1 day	11/29/23 1:0	11/30/23 12:	General Ledger
757	✓		100%	1673(	Accounting Import Opt 1 - Actuals (2nd Year): Second Year Due for Import	1 day	11/22/23 8:0	11/22/23 5:0	General Ledger
758	✓		100%	1675(	Accounting Import Opt 1 - Actuals (2nd Year): Import second year actuals jou	0.5 days	11/27/23 8:0	11/27/23 12:	General Ledger
759	✓		100%	1676(	Accounting Import Opt 1 - Actuals (2nd Year): Imports, posting and pr	0.5 days	11/28/23 8:0	11/28/23 12:	General Ledger
760	✓		100%	1678(	Accounting Import Opt 1 - Actuals (2nd Year): Make adjusting entries to beg	1 day	11/28/23 1:0	11/29/23 12:	General Ledger
761	✓		100%	1681(	Accounting Import Opt 1 - Actuals (2nd Year): Load second year into PROD v	1 day	11/29/23 1:0	11/30/23 12:	General Ledger
762	✓		100%	1673(	Accounting Import Opt 1 - Actuals (3rd Year): Third Year Due for Import	1 day	11/22/23 8:0	11/22/23 5:0	General Ledger
763	✓		100%	1675(	Accounting Import Opt 1 - Actuals (3rd Year): Import third year actuals jourr	0.5 days	11/27/23 8:0	11/27/23 12:	General Ledger
764	✓		100%	1676(	Accounting Import Opt 1 - Actuals (3rd Year): Imports, posting and pr	0.5 days	11/28/23 8:0	11/28/23 12:	General Ledger
765	✓		100%	1678(	Accounting Import Opt 1 - Actuals (3rd Year): Make adjusting entries to begi	1 day	11/28/23 1:0	11/29/23 12:	General Ledger
766	✓		100%	1681(	Accounting Import Opt 1 - Actuals (3rd Year): Load Third year into PROD wh	1 day	11/29/23 1:0	11/30/23 12:	General Ledger
767	✓		100%	1673(	Accounting Import Opt 1 - Actuals (4th Year): Fourth Year Due for Import	1 day	11/22/23 8:0	11/22/23 5:0	General Ledger
768	✓		100%	1675(	Accounting Import Opt 1 - Actuals (4th Year): Import fourth year actuals jou	0.5 days	11/27/23 8:0	11/27/23 12:	General Ledger
769	✓		100%	1676(	Accounting Import Opt 1 - Actuals (4th Year): Imports, posting and pr	0.5 days	11/28/23 8:0	11/28/23 12:	General Ledger
770	✓		100%	1678(	Accounting Import Opt 1 - Actuals (4th Year): Make adjusting entries to begi	1 day	11/28/23 1:0	11/29/23 12:	General Ledger

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
771		100%	16810	Accounting Import Opt 1 - Actuals (4th Year): Load fourth year into PROD wh	1 day	11/29/23 1:0	11/30/23 12:	General Ledger
772		100%	16900	Accounting Import Opt 1 - Actuals (up to 3 years): Conversion proofing Com	0 days	9/1/23 8:00 A	9/1/23 8:00 A	General Ledger
773		**100%**	**0**	**Conversion Delivery: Accounting Opt 2 - Budget (up to 3 years)**	**71 days**	**11/22/23 8:0**	**3/6/24 5:00 I**	**Budget**
774		**100%**	**0**	**Accounting Opt 2 - Budget (up to 3 years) - Conversion**	**51 days**	**12/22/23 8:0**	**3/6/24 5:00 I**	**Budget**
775		100%	16930	Accounting Conversion Opt 2 - Budget (up to 3 years): First Year Due to Clier	1 day	12/22/23 8:0	12/22/23 5:0	Budget
776		100%	16940	Accounting Conversion Opt 2 - Budget (up to 3 years): Budget Import,	0.5 days	12/26/23 8:0	12/26/23 12:	Budget
777		100%	16950	Accounting Conversion Opt 2 - Budget (up to 3 years): Import first year budg	1 day	12/26/23 8:0	12/26/23 5:0	Budget
778		100%	16960	Accounting Conversion Opt 2 - Budget (up to 3 years): Close period 12 in TRA	1 day	12/27/23 8:0	12/27/23 5:0	Budget
779		100%	16970	Accounting Conversion Opt 2 - Budget (up to 3 years): Close year in TRAIN o	1 day	12/28/23 8:0	12/28/23 5:0	Budget
780		100%	16980	Accounting Conversion Opt 2 - Budget (up to 3 years): Review first year budg	1 day	12/29/23 8:0	12/29/23 5:0	Budget
781		100%	16990	Accounting Conversion Opt 2 - Budget (up to 3 years): Repeat imports, posti	1 day	1/2/24 8:00 A	1/2/24 5:00 P	Budget
782		100%	17000	Accounting Conversion Opt 2 - Budget (up to 3 years): Proof first year in TRA	5 days	1/3/24 8:00 A	1/9/24 5:00 P	Budget
783		100%	17010	Accounting Conversion Opt 2 - Budget (up to 3 years): Load first year into PR	1 day	1/10/24 8:00	1/10/24 5:00	Budget
784		100%	17020	Accounting Conversion Opt 2 - Budget (up to 3 years): Second Year crosswal	10 days	1/11/24 8:00	1/25/24 5:00	Budget
785		100%	17030	Accounting Conversion Opt 2 - Budget (up to 3 years): Run and save proofing	1 day	1/25/24 8:00	1/25/24 5:00	Budget
786		100%	17040	Accounting Conversion Opt 2 - Budget (up to 3 years): Second Year Due to C	1 day	2/9/24 8:00 A	2/9/24 5:00 P	Budget
787		100%	17050	Accounting Conversion Opt 2 - Budget (up to 3 years): Load second year into	1 day	2/12/24 8:00	2/12/24 5:00	Budget
788		100%	17060	Accounting Conversion Opt 2 - Budget (up to 3 years): Perform posting tasks	1 day	2/13/24 8:00	2/13/24 5:00	Budget
789		100%	17070	Accounting Conversion Opt 2 - Budget (up to 3 years): Proof second Year in	5 days	2/14/24 8:00	2/20/24 5:00	Budget
790		100%	17080	Accounting Conversion Opt 2 - Budget (up to 3 years): Load second year into	1 day	2/21/24 8:00	2/21/24 5:00	Budget
791		100%	17090	Accounting Conversion Opt 2 - Budget (up to 3 years): Updated crosswalks,	10 days	2/22/24 8:00	3/6/24 5:00 P	Budget
792		100%	17100	Accounting Conversion Opt 2 - Budget (up to 3 years): Conversion proofing C	0 days	3/6/24 5:00 P	3/6/24 5:00 P	Budget
793		**100%**	**0**	**Accounting Opt 2 - Budget (up to 3 years) - Import**	**66.76 day**	**11/22/23 8:0**	**2/29/24 3:05**	**Budget**
794		100%	17120	Accounting Import Opt 2 - Budget (up to 3 years): First Year Due for Import	1 day	11/22/23 8:0	11/22/23 5:0	Budget
795		100%	17130	Accounting Import Opt 2 - Budget (up to 3 years): Budget Import, Pos	0.5 days	1/23/24 3:05	1/24/24 10:0	Budget
796		100%	17140	Accounting Import Opt 2 - Budget (up to 3 years): Import first year budget a	0.5 days	1/23/24 3:05	1/24/24 10:0	Budget
797		100%	17150	Accounting Import Opt 2 - Budget (up to 3 years): Close period 12 in TRAIN	0.5 days	1/23/24 3:05	1/24/24 10:0	Budget
798		100%	17160	Accounting Import Opt 2 - Budget (up to 3 years): Close year in TRAIN or TES	0.5 days	1/23/24 3:05	1/24/24 10:0	Budget
799		100%	17170	Accounting Import Opt 2 - Budget (up to 3 years): Review first year budget p	1 day	1/23/24 3:05	1/24/24 3:05	Budget
800		100%	17180	Accounting Import Opt 2 - Budget (up to 3 years): Repeat imports, posting a	1 day	1/24/24 3:05	1/25/24 3:05	Budget
801		100%	17190	Accounting Import Opt 2 - Budget (up to 3 years): Proof first year in TRAIN o	5 days	1/25/24 3:05	2/1/24 3:05 P	Budget
802		100%	17200	Accounting Import Opt 2 - Budget (up to 3 years): Load first year into PROD	1 day	2/1/24 3:05 P	2/2/24 3:05 P	Budget
803		100%	17210	Accounting Import Opt 2 - Budget (up to 3 years): Second Year Due for Impo	1 day	2/16/24 3:05	2/19/24 3:05	Budget
804		100%	17220	Accounting Import Opt 2 - Budget (up to 3 years): Imports, posting an	0.5 days	2/19/24 3:05	2/20/24 10:0	Budget
805		100%	17230	Accounting Import Opt 2 - Budget (up to 3 years): Import first year budget a	0.5 days	2/19/24 3:05	2/20/24 10:0	Budget

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
806		100%	1724(	Accounting Import Opt 2 - Budget (up to 3 years): Close period 12 in TRAIN (	0.5 days	2/19/24 3:05	2/20/24 10:0	Budget
807		100%	1725(	Accounting Import Opt 2 - Budget (up to 3 years): Close year in TRAIN or TES	0.5 days	2/19/24 3:05	2/20/24 10:0	Budget
808		100%	1726(	Accounting Import Opt 2 - Budget (up to 3 years): Review second year budge	1 day	2/19/24 3:05	2/20/24 3:05	Budget
809		100%	1727(	Accounting Import Opt 2 - Budget (up to 3 years): Repeat imports, posting a	1 day	2/20/24 3:05	2/21/24 3:05	Budget
810		100%	1728(	Accounting Import Opt 2 - Budget (up to 3 years): Proof second year in TRAI	5 days	2/21/24 3:05	2/28/24 3:05	Budget
811		100%	1729(	Accounting Import Opt 2 - Budget (up to 3 years): Load second year into PR(	1 day	2/28/24 3:05	2/29/24 3:05	Budget
812		100%	1730(	Accounting Import Opt 2 - Budget (up to 3 years): Conversion Import proofir	0 days	2/29/24 3:05	2/29/24 3:05	Budget
813		**100%**	**0**	**Conversion Delivery: Purchasing - Purchase Orders - Standard (Open PO's)**	**55 days**	**2/27/24 4:02**	**5/14/24 4:02**	**Purchasing**
814		100%	1732(	Purchasing Standard - Open PO Conversion: First Pass Due to Client	1 day	2/27/24 4:02	2/28/24 4:02	Purchasing
815		100%	1733(	Purchasing Standard - Open PO Conversion: Load first pass into TRAIN or TEST	0.5 days	2/29/24 4:02	3/1/24 11:02	Purchasing
816		100%	1734(	Purchasing Standard - Open PO Conversion: PO Import, Posting and Proofi	0.5 days	3/1/24 11:02	3/1/24 4:02 F	Purchasing
817		100%	1735(	Purchasing Standard - Open PO Conversion: Proof first Pass in TRAIN or TEST	10 days	3/1/24 4:02 F	3/15/24 4:02	Purchasing
818		100%	1736(	Purchasing Standard - Open PO Conversion: Second pass crosswalks, file maps a	10 days	3/15/24 4:02	3/29/24 4:02	Purchasing
819		100%	1737(	Purchasing Standard - Open PO Conversion: Run and save proofing reports for s	1 day	3/28/24 4:02	3/29/24 4:02	Purchasing
820		100%	1738(	Purchasing Standard - Open PO Conversion: Second Pass Due to Client	1 day	4/12/24 4:02	4/15/24 4:02	Purchasing
821		100%	1739(	Purchasing Standard - Open PO Conversion: Load second pass into TRAIN or TES	1 day	4/15/24 4:02	4/16/24 4:02	Purchasing
822		100%	1740(	Purchasing Standard - Open PO Conversion: Proof second Pass in TRAIN or TEST	10 days	4/16/24 4:02	4/30/24 4:02	Purchasing
823		100%	1741(	Purchasing Standard - Open PO Conversion: Updated crosswalks, file maps, lega	10 days	4/30/24 4:02	5/14/24 4:02	Purchasing
824		100%	1742(	Purchasing Standard - Open PO Conversion: Conversion proofing Complete and	0 days	5/14/24 4:02	5/14/24 4:02	Purchasing
825		**100%**	**0**	**Conversion Delivery: Accounts Payable Opt 1 - Checks**	**55 days**	**1/22/24 8:00**	**4/5/24 5:00 I**	**Accounts Payable**
826		100%	1859(	AP Vendors Conversion Opt 1 - Checks: First Pass Due to Client	1 day	1/22/24 8:00	1/22/24 5:00	Accounts Payable
827		100%	1860(	AP Vendors Conversion Opt 1 - Checks: Load first pass into TRAIN or TEST	0.5 days	1/24/24 8:00	1/24/24 12:0	Accounts Payable
828		100%	1861(	AP Vendors Conversion Opt 1 - Checks: AP Checks Import, Posting and Pro(	0.5 days	1/24/24 1:00	1/24/24 5:00	Accounts Payable
829		100%	1862(	AP Vendors Conversion Opt 1 - Checks: Proof first Pass in TRAIN or TEST	10 days	1/25/24 8:00	2/7/24 5:00 F	Accounts Payable
830		100%	1863(	AP Vendors Conversion Opt 1 - Checks: Second pass crosswalks, file maps and le	10 days	2/8/24 8:00 A	2/21/24 5:00	Accounts Payable
831		100%	1864(	AP Vendors Conversion Opt 1 - Checks: Run and save proofing reports for secon	1 day	2/21/24 8:00	2/21/24 5:00	Accounts Payable
832		100%	1865(	AP Vendors Conversion Opt 1 - Checks: Second Pass Due to Client	1 day	3/7/24 8:00 A	3/7/24 5:00 F	Accounts Payable
833		100%	1866(	AP Vendors Conversion Opt 1 - Checks: Load second pass into TRAIN or TEST	1 day	3/8/24 8:00 A	3/8/24 5:00 F	Accounts Payable
834		100%	1867(	AP Vendors Conversion Opt 1 - Checks: Proof second Pass in TRAIN or TEST	10 days	3/11/24 8:00	3/22/24 5:00	Accounts Payable
835		100%	1868(	AP Vendors Conversion Opt 1 - Checks: Updated crosswalks, file maps, legacy d	10 days	3/25/24 8:00	4/5/24 5:00 F	Accounts Payable
836		100%	1869(	AP Vendors Conversion Opt 1 - Checks: Conversion proofing Complete and read	0 days	4/5/24 5:00 F	4/5/24 5:00 F	Accounts Payable
837		**100%**	**0**	**Conversion Delivery: Accounts Payable Opt 2 - Invoices**	**186 days**	**1/22/24 8:00**	**10/10/24 5:0**	**Accounts Payable**
838		100%	1871(	AP Vendors Conversion Opt 2 - Invoices: First Pass Due to Client	1 day	1/22/24 8:00	1/22/24 5:00	Accounts Payable
839		100%	1872(	AP Vendors Conversion Opt 2 - Invoices: Load first pass into TRAIN or TEST	0.5 days	1/24/24 8:00	1/24/24 12:0	Accounts Payable
840		100%	1873(	AP Vendors Conversion Opt 2 - Invoices: AP Invoices Import, Posting and P	0.5 days	1/24/24 1:00	1/24/24 5:00	Accounts Payable

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
841		100%	1874(	AP Vendors Conversion Opt 2 - Invoices: Proof first Pass in TRAIN or TEST	10 days	1/25/24 8:00	2/7/24 5:00 F	Accounts Payable
842		100%	1875(	AP Vendors Conversion Opt 2 - Invoices: Second Pass crosswalks, file maps and	10 days	2/8/24 8:00 A	2/21/24 5:00	Accounts Payable
843		100%	1876(	AP Vendors Conversion Opt 2 - Invoices: Run and save proofing reports for seco	1 day	2/21/24 8:00	2/21/24 5:00	Accounts Payable
844		100%	1877(	AP Vendors Conversion Opt 2 - Invoices: Second Pass Due to Client	1 day	3/7/24 8:00 A	3/7/24 5:00 F	Accounts Payable
845		100%	1878(	AP Vendors Conversion Opt 2 - Invoices: Load second pass into TRAIN or TEST	1 day	3/8/24 8:00 A	3/8/24 5:00 F	Accounts Payable
846		100%	1879(	AP Vendors Conversion Opt 2 - Invoices: Proof second Pass in TRAIN or TEST	10 days	3/11/24 8:00	3/22/24 5:00	Accounts Payable
847		100%	1880(	AP Vendors Conversion Opt 2 - Invoices: Updated crosswalks, file maps, legacy (	2 days	10/9/24 8:00	10/10/24 5:0	Accounts Payable
848		100%	1881(	AP Vendors Conversion Opt 2 - Invoices: Conversion proofing Complete and rea	0 days	10/10/24 5:0	10/10/24 5:0	Accounts Payable
849		**0%**	**0**	**Conversion Delivery: Capital Asset Std Master**	**75 days**	**12/6/23 8:00**	**3/22/24 5:00**	**Capital Assets**
850		**0%**	**0**	**Capital Asset Std Master - Conversion**	**55 days**	**1/5/24 8:00 A**	**3/22/24 5:00**	**Capital Assets**
851		0%	1884(	Capital Asset Std Conversion: First Pass Due to Client	1 day	1/5/24 8:00 A	1/5/24 5:00 F	Capital Assets
852		0%	1885(	Capital Asset Std Conversion: Load first pass into TRAIN or TEST	0.5 days	1/9/24 8:00 A	1/9/24 12:00	Capital Assets
853		0%	1886(	Capital Asset Std Conversion: Capital Assets Import, Posting and Proo	0.5 days	1/9/24 1:00 F	1/9/24 5:00 F	Capital Assets
854		0%	1887(	Capital Asset Std Conversion: Proof first Pass in TRAIN or TEST	10 days	1/10/24 8:00	1/24/24 5:00	Capital Assets
855		0%	1888(	Capital Asset Std Conversion: Second pass crosswalks, file maps and legacy (	10 days	1/25/24 8:00	2/7/24 5:00 F	Capital Assets
856		0%	1889(	Capital Asset Std Conversion: Run and save proofing reports for second pass	1 day	2/7/24 8:00 A	2/7/24 5:00 F	Capital Assets
857		0%	1890(	Capital Asset Std Conversion: Second Pass Due to Client	1 day	2/22/24 8:00	2/22/24 5:00	Capital Assets
858		0%	1891(	Capital Asset Std Conversion: Load second pass into TRAIN or TEST	1 day	2/23/24 8:00	2/23/24 5:00	Capital Assets
859		0%	1892(	Capital Asset Std Conversion: Proof second Pass in TRAIN or TEST	10 days	2/26/24 8:00	3/8/24 5:00 F	Capital Assets
860		0%	1893(	Capital Asset Std Conversion: Updated crosswalks, file maps, legacy data, pr	10 days	3/11/24 8:00	3/22/24 5:00	Capital Assets
861		0%	1894(	Capital Asset Std Conversion: Conversion proofing Complete and ready for fi	0 days	3/22/24 5:00	3/22/24 5:00	Capital Assets
862		**0%**	**0**	**Capital Asset Std Master - Import**	**30 days**	**12/6/23 8:00**	**1/19/24 5:00**	**Capital Assets**
863		0%	1896(	Capital Asset Std Import: First Pass Due for Import	1 day	12/6/23 8:00	12/6/23 5:00	Capital Assets
864		0%	1897(	Capital Asset Std Import: Load first Pass in TRAIN or TEST	0.5 days	12/8/23 8:00	12/8/23 12:0	Capital Assets
865		0%	1898(	Capital Asset Std Import: Capital Assets Import, Posting and Proofing	0.5 days	12/8/23 1:00	12/8/23 5:00	Capital Assets
866		0%	1899(	Capital Asset Std Import: Proof first Pass in TRAIN or TEST	5 days	12/11/23 8:0	12/15/23 5:0	Capital Assets
867		0%	1900(	Capital Asset Std Import: Run and save proofing reports for second pass dat	1 day	12/15/23 8:0	12/15/23 5:0	Capital Assets
868		0%	1901(	Capital Asset Std Import: Second Pass Due for Import	1 day	1/3/24 8:00 A	1/3/24 5:00 F	Capital Assets
869		0%	1902(	Capital Asset Std Import: Load second pass into TRAIN or TEST	1 day	1/4/24 8:00 A	1/4/24 5:00 F	Capital Assets
870		0%	1903(	Capital Asset Std Import: Proof second Pass in TRAIN or TEST	10 days	1/5/24 8:00 A	1/19/24 5:00	Capital Assets
871		0%	1904(	Capital Asset Std Import: Conversion proofing Complete and ready for final	0 days	1/19/24 5:00	1/19/24 5:00	Capital Assets
872		**0%**	**0**	**3.7 Control Point: Stage Acceptance**	**0 days**	**10/10/24 5:0**	**10/10/24 5:0**	**N/A**
873		0%	80030	Sign Control Point 3 Acceptance Form - Build & Validate	0 days	10/10/24 5:0	10/10/24 5:0	N/A
874		**16%**	**0**	**4 Production Readiness**	**56 days**	**9/5/24 8:00 A**	**11/21/24 5:0**	**N/A**
875		**71%**	**0**	**4.1 Solution Validation**	**31 days**	**9/13/24 8:00**	**10/25/24 5:0**	**N/A**

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
876		10%	2023	Review EERP versions to ensure all environments (Prod, Test, Train, etc) are up to date	1 day	9/20/24 8:00	9/20/24 5:00	N/A
877		90%	2024	Finalize Solution Validation script(s)	20 days	9/13/24 8:00	10/11/24 8:0	N/A
878		90%	2025	UAT900 Conduct Solution Validation	5 days	10/11/24 8:0	10/17/24 5:0	N/A
879		0%	2026	UAT900 Conduct Solution Validation	5 days	10/18/24 8:0	10/24/24 5:0	N/A
880		0%	2027	Report issues from Solution Validation to Tyler PM	1 day	10/25/24 8:0	10/25/24 5:0	N/A
881		**17%**	**0**	**4.2 Go-Live Readiness**	**56 days**	**9/5/24 8:00 /**	**11/21/24 5:0**	**N/A**
882		**98%**	**0**	**Go-Live Readiness: Prep**	**52 days**	**9/5/24 8:00 /**	**11/15/24 5:0**	**N/A**
883	✓	100%	2029	Review and Update Project Operational Plan	1 day	10/3/24 1:00	10/4/24 12:0	
884	✓	100%	2031	Tyler PM to download and complete the Support Transition doc	1 day	9/27/24 8:00	9/27/24 5:00	N/A
885	✓	100%	2032	Tyler PM to coordinate with the Product Support Managers a date and time for the	1 day	10/3/24 8:00	10/3/24 5:00	N/A
886	✓	100%	2033	Go-Live Planning Session	0.5 days	10/3/24 8:00	10/3/24 12:0	N/A
887	✓	100%	2034	Tyler Disaster Recovery Services: Open case for installation via Hosting Services Cat	1 day	9/5/24 8:00 /	9/5/24 5:00 F	N/A
888	✓	100%	2035	Receive transfer confirmation and CRM number from Tyler Disaster Recovery Servi	1 day	9/13/24 8:00	9/13/24 5:00	N/A
889	✓	100%	2036	Tyler Disaster Recovery Services: Discuss key dates for annual testing	1 day	9/23/24 8:00	9/23/24 5:00	N/A
890	✓	100%	2037	Tyler Disaster Recovery Services: Upload or provide links to Disaster Recovery relat	1 day	9/24/24 8:00	9/24/24 5:00	N/A
891	✓	100%	2038	Review& Finalize Details for decentralized User Training	1 day	10/30/24 8:0	10/30/24 5:0	N/A
892	✓	100%	2039	Confirm the number of sessions/dates/times of end user training then create or ma	1 day	10/3/24 1:00	10/4/24 12:0	N/A
893	✓	100%	2040	Determine who will conduct each End User training session	1 day	10/3/24 1:00	10/4/24 12:0	N/A
894	✓	100%	2041	Identify and schedule the room(s) and equipment needed for training	1 day	10/3/24 1:00	10/4/24 12:0	N/A
895	✓	100%	2042	Identify who will be responsible for answering decentralized user questions (Help D	1 day	10/3/24 1:00	10/4/24 12:0	N/A
896	✓	100%	2043	Identify a member of management to be present at each training session	1 day	10/3/24 1:00	10/4/24 12:0	N/A
897	✓	100%	2044	Confirm invites have gone out to all attendees	1 day	10/3/24 1:00	10/4/24 12:0	N/A
898	✓	100%	2045	Identify any post live decentralized training sessions and/or labs and when they wil	1 day	10/3/24 1:00	10/4/24 12:0	N/A
899	✓	100%	2046	Identify if documentation will be provided and who will create it	1 day	10/3/24 1:00	10/4/24 12:0	N/A
900	✓	100%	2047	Identify a contingency plan for users who miss sessions	1 day	10/3/24 1:00	10/4/24 12:0	N/A
901	✓	100%	2048	Verify that all Conversions are Complete& Ready for Final Pass	1 day	11/15/24 8:0	11/15/24 5:0	N/A
902	✓	100%	2049	Accounts Payable: Confirm AP vendor conversion is approved/ loaded	1 day	10/3/24 1:00	10/4/24 12:0	Accounts Payable
903	✓	100%	2050	General Ledger: Confirm prior yr(s) and current yr Actuals and Budget conversions	1 day	10/3/24 1:00	10/4/24 12:0	General Ledger
904		0%	2051	Capital Assets: Confirm that final Capital Asset History conversion is approved/ loac	1 day	10/3/24 1:00	10/4/24 12:0	Capital Assets
905	✓	100%	2052	Confirm that all COA maintenance is complete	1 day	10/3/24 1:00	10/4/24 12:0	Chart of Accounts
906	✓	100%	2054	General Billing: Confirm General Billing customers are created	1 day	10/3/24 1:00	10/4/24 12:0	General Billing
907	✓	100%	2055	General Ledger: Will the year be closed in EERP prior to Go-Live (For CF PO's, GASB	1 day	10/3/24 1:00	10/4/24 12:0	General Ledger
908	✓	100%	2056	Budget: Will next year's budget be finalized by Go-Live (fiscal yr. Go-Lives)	1 day	10/3/24 1:00	10/4/24 12:0	Budget
909	✓	100%	2057	Tyler Reporting Services: Are there any custom reports required by Go-Live?	1 day	10/3/24 1:00	10/4/24 12:0	Reporting Services
910	✓	100%	2058	Forms: Verify that all Forms Templates are Loaded & Tested	1 day	11/15/24 8:0	11/15/24 5:0	Forms

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ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
911	✓		100%	2059(	Budget: Load client's Original Budget(fiscal yr. Go-Lives) and client's revised Budget	1 day	10/3/24 1:00	10/4/24 12:0	Budget
912	✓		100%	2060(	Purchasing: Load client open Purchase Orders (if applicable)	1 day	10/3/24 1:00	10/4/24 12:0	Purchasing
913	✓		100%	2061(	General Ledger: Confirm and load client starting balances prior to Go-Live	1 day	10/3/24 1:00	10/4/24 12:0	General Ledger
914	✓		100%	2063(	Is Final Go-Live Prep day(s) scheduled? (To review setup with client and sign off on	1 day	10/3/24 1:00	10/4/24 12:0	N/A
915	✓		100%	2064(	Is Review Training needed/scheduled? Topics, days, attendees, open sessions?	1 day	10/3/24 1:00	10/4/24 12:0	N/A
916	✓		100%	2065(	Are there any schedule issues/ conflicts through Go-Live?	1 day	10/3/24 1:00	10/4/24 12:0	N/A
917	✓		100%	2066(	Is there sufficient Go-Live Support scheduled	1 day	10/3/24 1:00	10/4/24 12:0	N/A
918	✓		100%	2067(	Verify the Final Go Live Dates from the Clients Legacy System to EERP	1 day	10/25/24 1:0	10/28/24 12:	N/A
919	✓		100%	2068(	Tyler Project Manager to Complete the Go-Live Planning document	0.5 days	10/3/24 1:00	10/3/24 5:00	N/A
920	✓		100%	2069(	Tyler Project Manager to customize Go-Live Checklist document	1 day	10/4/24 8:00	10/4/24 5:00	N/A
921	✓		100%	2070(	Tyler Project Manager to Deliver customized Go-Live Plan and Checklist to Client Pr	1 day	10/10/24 1:0	10/11/24 12:	N/A
922	✓		100%	2071(	Review and accept Go-Live Plan and Checklist; report changes to Tyler PM	5 days	10/11/24 1:0	10/18/24 12:	N/A
923			**0%**	**0**	**Go-Live Readiness: Checklist**	**56 days**	**9/5/24 8:00 /**	**11/21/24 5:0**	**N/A**
924			**2%**	**0**	**System Administration**	**56 days**	**9/5/24 8:00 /**	**11/21/24 5:0**	**System Administration**
925			0%	2074(	System Admin: System Department Codes have been Established and assigned	0.5 days	10/31/24 8:0	10/31/24 12:	System Administration
926			0%	2075(	RBAC: All Roles have been Established in Roles program in Sys Admin - in PROD	1 day	10/31/24 8:0	10/31/24 5:0	RBAC
927			0%	2076(	System Admin: All Users have been Added through User Attributes - in PROD Er	5 days	10/31/24 8:0	11/6/24 5:00	System Administration
928			0%	2077(	System Admin: All Users have been assigned the Proper Roles - in PROD Enviror	1 day	10/31/24 8:0	10/31/24 5:0	System Administration
929			0%	2078(	HUB: Cards are Created and assigned to All Users - in PROD Environment	0.25 days	9/5/24 8:00 /	9/5/24 10:00	HUB
930	✓		100%	2079(	HUB: Templates assigned to Users - in PROD Environment	0.25 days	10/10/24 8:0	10/10/24 10:	HUB
931			0%	2080(	RBAC: All Approvers have been Promoted In User Attributes - in PROD Environn	0.5 days	10/31/24 8:0	10/31/24 12:	RBAC
932			0%	2081(	Workflow: WF Business Rules have been Established and Tested for All Processe	1 day	10/31/24 8:0	10/31/24 5:0	Workflow
933			0%	2082(	System Admin: Centrals and .net Programs Tested and available to Appropriate	0.5 days	10/31/24 8:0	10/31/24 12:	System Administration
934			0%	2083(	System Admin: EERP Icons/Website for PROD and TRAIN added to Desktop for /	0.25 days	11/21/24 8:0	11/21/24 10:	System Administration
935			0%	2084(	System Admin: All Users will have Completed initial training	1 day	11/21/24 8:0	11/21/24 5:0	System Administration
936			0%	2085(	System Admin: Additional Task #1 (TBD as needed)	1 day	11/1/24 8:00	11/1/24 5:00	System Administration
937			0%	2086(	System Admin: Additional Task #2 (TBD as needed)	1 day	11/1/24 8:00	11/1/24 5:00	System Administration
938			0%	2087(	System Admin: Additional Task #3 (TBD as needed)	1 day	11/1/24 8:00	11/1/24 5:00	System Administration
939			0%	2088(	System Admin: Additional Task #4 (TBD as needed)	1 day	11/1/24 8:00	11/1/24 5:00	System Administration
940			**0%**	**0**	**Conversions**	**1.25 days**	**11/15/24 8:0**	**11/18/24 10:**	**N/A**
941			0%	2090(	Accounting Std COA: Final COA Pass Is Confirmed and Loaded - in PROD Environ	0.25 days	11/15/24 8:0	11/15/24 10:	Chart of Accounts
942			0%	2091(	Accounting Conversion Opt 1 - Actuals (up to 5 years): 1st Yr Beginning Balance	0.25 days	11/15/24 8:0	11/15/24 10:	General Ledger
943			0%	2092(	Accounting Conversion Opt 2 - Budget (up to 3 years): 1st Yr Budget Pass Confir	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
944			0%	2093(	Accounting Conversion Opt 2 - Budget (up to 3 years): 1st Yr Budget Amendmer	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
945			0%	2094(	Accounting Conversion Opt 1 - Actuals (up to 3 years): 1st Yr Actuals Pass Confir	0.25 days	11/15/24 8:0	11/15/24 10:	General Ledger

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
946		0%	20950	Accounting Conversion Opt 2 - Budget (up to 3 years): 2nd Yr Budget Pass Confi	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
947		0%	20960	Accounting Conversion Opt 2 - Budget (up to 3 years): 2nd Yr Budget Amendme	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
948		0%	20970	Accounting Conversion Opt 1 - Actuals (up to 3 years): 2nd Yr Actuals Pass Confi	0.25 days	11/15/24 8:0	11/15/24 10:	General Ledger
949		0%	20980	Accounting Conversion Opt 2 - Budget (up to 3 years): Current Year Budget Pass	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
950		0%	20990	Accounting Conversion Opt 2 - Budget (up to 3 years): Next Year Budget Pass Cc	0.25 days	11/15/24 8:0	11/15/24 10:	Budget
951		0%	21000	Accounting Conversion Opt 1 - Actuals (up to 3 years): Current Year Actuals Pas:	0.25 days	11/15/24 8:0	11/15/24 10:	General Ledger
952		0%	21010	Accounts Payable Standard Master (Vendor Master) Conversion: Final AP Vendc	0.25 days	11/15/24 8:0	11/15/24 10:	Accounts Payable
953		0%	21020	AP Vendors Conversion Opt 1 - Checks: Final AP Vendor Checks Pass Confirmed	0.25 days	11/15/24 8:0	11/15/24 10:	Accounts Payable
954		0%	21030	AP Vendors Conversion Opt 2 - Invoices: Final AP Vendor Invoices Pass Confirme	0.25 days	11/15/24 8:0	11/15/24 10:	Accounts Payable
955		0%	21040	Contracts Conversion - Final Contracts Pass Is Confirmed and Loaded - in PROD	0.25 days	11/15/24 8:0	11/15/24 10:	Contract Management
956		0%	21050	Capital Asset Std Conversion: Final CA Master Pass Is Confirmed and Loaded - in	0.25 days	11/15/24 8:0	11/15/24 10:	Capital Assets
957		0%	21060	Capital Asset Conversion Opt 1 - History: Final Capital Asset History Pass Is Confi	0.25 days	11/15/24 8:0	11/15/24 10:	Capital Assets
958		0%	21070	General Billing Std CID (Customers): Final GB Customer Conversion Pass Is Confi	0.25 days	11/15/24 8:0	11/15/24 10:	General Billing
959		0%	21080	Final GB Recurring Invoices Pass Is Confirmed and Loaded - in PROD Environmer	0.25 days	11/15/24 8:0	11/15/24 10:	General Billing
960		0%	21090	GB Conversion Opt 2 - Bills (Invoices): Final General Billing Invoice Pass Is Confir	0.25 days	11/15/24 8:0	11/15/24 10:	General Billing
961		0%	21140	Purchasing Standard - Open PO Conversion: Final Open PO Conversion Pass Is C	0.25 days	11/15/24 8:0	11/15/24 10:	Purchasing
962		0%	21150	AP Vendors Conversion: 1099 Summary Import - Plan Go-Live Dates for Post Pr	0.25 days	11/15/24 8:0	11/15/24 10:	Accounts Payable
963		0%	21160	AP Vendors Conversion: 1099 Summary Import - Plan Go-Live Dates for Post Pr	0.25 days	11/15/24 8:0	11/15/24 10:	Accounts Payable
964		0%	21170	Additional Task #1 (TBD as needed)	0.25 days	11/15/24 10:	11/15/24 12:	N/A
965		0%	21180	Additional Task #2 (TBD as needed)	0.25 days	11/15/24 1:0	11/15/24 3:0	N/A
966		0%	21190	Additional Task #3 (TBD as needed)	0.25 days	11/15/24 3:0	11/15/24 5:0	N/A
967		0%	21200	Additional Task #4 (TBD as needed)	0.25 days	11/18/24 8:0	11/18/24 10:	N/A
968		**0%**	**0**	**Forms / Custom Forms**	**1 day**	**10/31/24 8:0**	**10/31/24 5:0**	**N/A**
969		0%	21220	Check Stock and Micr Toner have been Ordered and Received	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
970		0%	21230	Printed AP Checks are Tested and Confirmed By The Bank	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
971		0%	21240	Printed AP EFT Advices are Tested and Confirmed	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
972		0%	21250	AP Positive Pay File Tested and Sent to The Bank for Approval If Using	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
973		0%	21260	Printed PO's are Tested and Confirmed	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
974		0%	21270	PO Distribution Confirmed Through Printing Process if using	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
975		0%	21280	PO Faxing and Emailing Tested	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
976		0%	21290	Printed GB Invoices are Tested and Confirmed	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
977		0%	21300	Printed GB Statements are Tested and Confirmed	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
978		0%	21310	GB and Misc. Cash Receipts are Tested and Confirmed	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
979		0%	21320	Contract Forms are Tested and Confirmed	0.25 days	10/31/24 8:0	10/31/24 10:	Contract Management
980		0%	21350	All Tyler Forms have been Approved and Loaded	0.25 days	10/31/24 8:0	10/31/24 10:	Project Accounting

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
981		0%	2136(	Forms: Additional Task #1 (TBD as needed)	0.25 days	10/31/24 8:0	10/31/24 10:	Forms
982		0%	2137(	Forms: Additional Task #2 (TBD as needed)	0.25 days	10/31/24 8:0	10/31/24 10:	Forms
983		0%	2138(	Forms: Additional Task #3 (TBD as needed)	0.25 days	10/31/24 8:0	10/31/24 10:	Forms
984		0%	2139(	Forms: Additional Task #4 (TBD as needed)	0.25 days	10/31/24 8:0	10/31/24 10:	Forms
985		**0%**	**0**	**General Ledger**	**1 day**	**10/31/24 8:0**	**10/31/24 5:0**	**General Ledger**
986		0%	2141(	General Ledger: Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Ledger
987		0%	2142(	General Ledger: Journal Number Control Set - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Ledger
988		0%	2143(	General Ledger: DTDF's Setup Complete and Tested if using - in TRAIN Environr	0.25 days	10/31/24 8:0	10/31/24 10:	General Ledger
989		0%	2144(	General Ledger: Journal Import Templates Built if using - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
990		0%	2145(	General Ledger: Validate all COA Accounts have been Built or Imported - in PRO	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
991		0%	2146(	General Ledger: Proper Year/Period set in GL Settings for Go-Live Cutover	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
992		0%	2147(	General Ledger: Allocation Codes setup Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
993		0%	2148(	General Ledger: User Defined Fields/Codes Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
994		0%	2149(	General Ledger: WF Established and Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
995		0%	2150(	General Ledger: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
996		0%	2151(	General Ledger: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
997		0%	2152(	General Ledger: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
998		0%	2153(	General Ledger: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Ledger
999		**0%**	**0**	**Budget**	**1.25 days**	**10/31/24 8:0**	**11/1/24 10:0**	**Budget**
1000		0%	2155(	Budget: Budget Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Budget
1001		0%	2156(	Budget: Budgetary Flag Confirmed on all Accounts - in PROD Environment	0.75 days	10/31/24 8:0	10/31/24 3:0	Budget
1002		0%	2162(	Budget: WF Established and Complete - in PROD Environment	1 day	10/31/24 10:	11/1/24 10:0	Budget
1003		0%	2164(	Budget: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Budget
1004		0%	2165(	Budget: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Budget
1005		0%	2166(	Budget: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Budget
1006		0%	2167(	Budget: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Budget
1007		**0%**	**0**	**Purchasing**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Purchasing**
1008		0%	2188(	Purchasing: Settings, all tabs, Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1009		0%	2189(	Purchasing: Department Codes Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1010		0%	2190(	Purchasing: Commodity Codes Complete if not Conv/Import if using - in PROD E	0.5 days	10/31/24 8:0	10/31/24 12:	Purchasing
1011		0%	2191(	Purchasing: Bill To/Ship to Codes Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1012		0%	2192(	Purchasing: Standard Notes Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1013		0%	2193(	Purchasing: Requisition Misc. Codes Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1014		0%	2194(	Purchasing: Requisition User Defined Fields and Codes Complete if using - in PR	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1015		0%	2195(	Purchasing: Purchase Order Misc. Codes Complete if using - in PROD Environme	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1016		0%	21960	Purchasing: Manufactures Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1017		0%	21970	Purchasing: Units of Measure Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1018		0%	21980	Purchasing: Items built and Complete if using - in PROD Environment	2 days	10/31/24 8:0	11/1/24 5:00	Purchasing
1019		0%	21990	Purchasing: Procurement Order form Classifications Complete if using - in PROD	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1020		0%	22000	Purchasing: Procurement Item Order forms built and Complete if using - in PRO	0.5 days	10/31/24 8:0	10/31/24 12:	Purchasing
1021		0%	22010	Purchasing: Custom Req forms Created if using - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Purchasing
1022		0%	22020	Purchasing: User Defined Fields Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1023		0%	22030	Purchasing: WF Established and Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1024		0%	22040	Contract Management: Contract Misc. Codes Complete (Contract Type/Insuran	0.5 days	10/31/24 8:0	10/31/24 12:	Contract Management
1025		0%	22050	Contract Management: Contract Type and Subtype Codes Complete - in PROD E	0.25 days	10/31/24 8:0	10/31/24 10:	Contract Management
1026		0%	22060	Contract Management: Contract Bond Type Codes Complete if using - in PROD I	0.5 days	10/31/24 8:0	10/31/24 12:	Contract Management
1027		0%	22070	Contract Management: Contract User Defined Fields and Codes Complete if usir	0.25 days	10/31/24 8:0	10/31/24 10:	Contract Management
1028		0%	22080	Contract Management: Milestone Codes for Contracts Complete if using -in PRO	0.5 days	10/31/24 8:0	10/31/24 12:	Contract Management
1029		0%	22090	Contract Management: All Open Contracts Entered - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Contract Management
1030		0%	22100	Contract Management: WF Established and Complete - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Contract Management
1031		0%	22110	Purchasing: All Open PO's Entered (If Not Converted) - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Purchasing
1032		0%	22120	Purchasing: Encumbrance Journal Posted for any Converted PO'S if doing - in PF	5 days	10/31/24 8:0	11/6/24 5:00	Purchasing
1033		0%	22150	Purchasing: VSS Configured and Tested if using	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1034		0%	22160	Purchasing: VSS Website Set up and Ready to Use if using	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1035		0%	22170	Purchasing: Requisition Punchout Set Up, Tested and Ready to Use	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1036		0%	22180	Purchasing: Notifications sent to Vendors to register in VSS	0.25 days	10/31/24 8:0	10/31/24 10:	Purchasing
1037		0%	22240	Purchasing: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1038		0%	22250	Purchasing: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1039		0%	22260	Purchasing: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1040		0%	22270	Purchasing: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1041		**0%**	**0**	**Accounts Payable**	**10 days**	**10/31/24 8:0**	**11/13/24 5:0**	**Accounts Payable**
1042		0%	22290	Accounts Payable: Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1043		0%	22300	Accounts Payable: Bank Codes Imported or Created - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1044		0%	22310	Accounts Payable: Misc. Codes Complete - in PROD Environment	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1045		0%	22320	Accounts Payable: User Defined Fields and Codes Complete if using - in PROD E	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1046		0%	22330	Accounts Payable: form Definitions Complete if using - in PROD Environment	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1047		0%	22340	Accounts Payable: Address Type Codes Complete if using - in PROD Environmen	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1048		0%	22350	Accounts Payable: Contact Type Codes Complete if using - in PROD Environmen	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1049		0%	22360	Accounts Payable: Tax and Group Codes Complete if using - in PROD Environme	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1050		0%	22370	Accounts Payable: Withholding Type Codes Complete if using - in PROD Environ	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1051		0%	2238(	Accounts Payable: Vendor Registration Attachment Type Codes Complete if usir	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1052		0%	2239(	Accounts Payable: Positive Pay File Tested and Confirmed - in PROD Environmer	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1053		0%	2240(	Accounts Payable: Check Reconciliation File Tested and Confirmed - in PROD En	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1054		0%	2241(	Accounts Payable: P-Card / Cal-Card Statement Import Tested - in TRAIN Enviro	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1055		0%	2242(	Accounts Payable: All Vendors Entered (If Not Converted) - in PROD Environmer	10 days	10/31/24 8:0	11/13/24 5:0	Accounts Payable
1056		0%	2243(	Accounts Payable: One Time Pay Vendor for Refund Imports Setup if using - in P	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1057		0%	2244(	Accounts Payable: One Time Pay Refund Imports Template Configured if using -	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1058		0%	2245(	Accounts Payable: Sales Tax Tested if using	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1059		0%	2246(	Accounts Payable: Use Tax Tested if using	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Payable
1060		0%	2247(	Accounts Payable: Retainage& Retainage Release Tested if using	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1061		0%	2248(	Accounts Payable: WF Established and Complete - in PROD Environment	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1062		0%	2249(	Accounts Payable: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1063		0%	2250(	Accounts Payable: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1064		0%	2251(	Accounts Payable: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1065		0%	2252(	Accounts Payable: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1066		**0%**	**0**	**Cash/Treasury Management**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Cash Management**
1067		0%	2254(	Accounts Payable: Bank Codes Imported or Created - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1068		0%	2255(	Accounts Payable: Client Bank Accounts Associated with Bank Codes - in PROD E	0.5 days	10/31/24 8:0	10/31/24 12:	Accounts Payable
1069		0%	2256(	Cash Management: BAI Testing Complete - TRAIN Environment	5 days	10/31/24 8:0	11/6/24 5:00	Cash Management
1070		0%	2257(	Cash Management: Cash Pools Completed - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1071		0%	2258(	Cash Management: Interest Allocation Tested - in TRAIN Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1072		0%	2259(	Cash Management: Cash Flow Settings Completed - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1073		0%	2260(	Cash Management: Cash Flow Transaction Type Codes Completed - in PROD En	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1074		0%	2261(	Cash Management: Recurring Cash Flow Setup Completed - in PROD Environme	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1075		0%	2262(	Cash Management: WF Established and Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Cash Management
1076		0%	2263(	Cash Management: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cash Management
1077		0%	2264(	Cash Management: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cash Management
1078		0%	2265(	Cash Management: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cash Management
1079		0%	2266(	Cash Management: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cash Management
1080		**0%**	**0**	**Capital Assets**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Capital Assets**
1081		0%	2281(	Capital Assets: Capital Asset Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Capital Assets
1082		0%	2282(	Capital Assets: Capital Asset Flag and Thresholds Set On Object Codes - in PROD	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1083		0%	2283(	Capital Assets: Account Maintenance Complete - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Capital Assets
1084		0%	2284(	Capital Assets: Department Codes Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Capital Assets
1085		0%	2285(	Capital Assets: Capital Asset Misc. Codes Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Capital Assets

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1086		0%	2286(	Capital Assets: Class Codes Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Capital Assets
1087		0%	2287(	Capital Assets: Sub-Class Codes Complete - in PROD Environment	0.5 days	10/31/24 8:0	10/31/24 12:	Capital Assets
1088		0%	2288(	Capital Assets: Conversion/Import - Plan Go-Live Dates Determined	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1089		0%	2289(	Capital Assets: User Defined Fields/Codes Complete if using - in PROD Environm	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1090		0%	2290(	Capital Assets: WF Established and Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1091		0%	2291(	Capital Assets: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1092		0%	2292(	Capital Assets: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1093		0%	2293(	Capital Assets: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1094		0%	2294(	Capital Assets: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Capital Assets
1095		**0%**	**0**	**Accounts Receivable**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Accounts Receivable**
1096		0%	2310(	Accounts Receivable: Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Receivable
1097		0%	2311(	Accounts Receivable: Accounts Receivable Codes Complete - in PROD Environm	0.25 days	10/31/24 8:0	10/31/24 10:	Accounts Receivable
1098		0%	2312(	Accounts Receivable: Accounts Receivable Charge Codes Complete - in PROD Er	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Receivable
1099		0%	2313(	Accounts Receivable: All Other Misc. Codes Complete - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Receivable
1100		0%	2314(	Accounts Receivable: Any and All Other Desired Codes Complete - in PROD Envi	2 days	10/31/24 8:0	11/1/24 5:00	Accounts Receivable
1101		0%	2315(	Accounts Receivable: Gateway Vendor Configuration Tested in TRAIN and Comp	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1102		0%	2316(	Accounts Receivable: Any Required Equipment Installed for the processing of Re	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1103		0%	2317(	Accounts Receivable: Any Required Receipt Imports Configured - in PROD Envirc	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1104		0%	2318(	Accounts Receivable: WF Established and Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1105		0%	2319(	Accounts Receivable: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1106		0%	2320(	Accounts Receivable: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1107		0%	2321(	Accounts Receivable: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1108		0%	2322(	Accounts Receivable: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1109		**0%**	**0**	**Cashiering**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Cashiering**
1110		0%	2324(	Cashiering: Equipment Installed at Designated Cash Stations	5 days	10/31/24 8:0	11/6/24 5:00	Cashiering
1111		0%	2325(	Cashiering: Setup Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	Cashiering
1112		0%	2326(	Cashiering: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cashiering
1113		0%	2327(	Cashiering: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cashiering
1114		0%	2328(	Cashiering: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cashiering
1115		0%	2329(	Cashiering: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Cashiering
1116		**0%**	**0**	**Payments**	**0.5 days**	**11/1/24 8:00**	**11/1/24 12:0**	**Payments - Citizen Self Se**
1117		0%	2329[illegible]	Turn on Maintenance Notification and take CSS Live offline for Prod testing	0.5 days	11/1/24 8:00	11/1/24 12:0	Payments - Citizen Self Se
1118		0%	2330(	Test Payments through CSS Prod	0.25 days	11/1/24 8:00	11/1/24 10:0	Payments - Citizen Self Se
1119		0%	2330[illegible]	Test Payment through Cashiering Prod	0.25 days	11/1/24 8:00	11/1/24 10:0	Payments - Citizen Self Se
1120		**0%**	**0**	**General Billing**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**General Billing**

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1121		0%	2331(	General Billing: General Billing Settings Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
1122		0%	2332(	General Billing: Customers Complete if not Converting - in PROD Environment	5 days	10/31/24 8:0	11/6/24 5:00	General Billing
1123		0%	2333(	General Billing: Insurance Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
1124		0%	2334(	General Billing: Invoice Messages Complete - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
1125		0%	2335(	General Billing: Recipients Complete if using - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1126		0%	2336(	General Billing: Reference Codes Complete if using - in PROD Environment	0.25 days	10/31/24 8:0	10/31/24 10:	General Billing
1127		0%	2337(	General Billing: Account Numbers Complete if using - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1128		0%	2338(	General Billing: WF Established and Complete - in PROD Environment	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1129		0%	2339(	General Billing: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1130		0%	2340(	General Billing: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1131		0%	2341(	General Billing: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1132		0%	2342(	General Billing: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1133		**0%**	**0**	**Content Manager**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Content Manager**
1134		0%	2357(	Purchase Order's Can Be Viewed Through Associated EERP Programs	1 day	10/31/24 8:0	10/31/24 5:0	Purchasing
1135		0%	2359(	Contract Management: Contracts Can Be Viewed Through Associated EERP Pro	1 day	10/31/24 8:0	10/31/24 5:0	Contract Management
1136		0%	2360(	Accounts Payable: AP Checks Can Be Viewed Through Associated EERP Program	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1137		0%	2362(	Accounts Payable: EFT Advices Can Be Viewed Through Associated EERP Progra	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Payable
1138		0%	2363(	General Billing: GB Invoices Can Be Viewed Through Associated EERP Programs	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1139		0%	2364(	General Billing: GB Statements Can Be Viewed Through Associated EERP Progra	1 day	10/31/24 8:0	10/31/24 5:0	General Billing
1140		0%	2365(	AR Receipts Can Be Viewed Through Associated EERP Programs	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1141		0%	2366(	AR Misc. Receipts Can Be Viewed Through Associated EERP Programs if using	1 day	10/31/24 8:0	10/31/24 5:0	Accounts Receivable
1142		0%	2367(	TCM: Java Installed on all Computers where Users will be logging into the TCM	5 days	10/31/24 8:0	11/6/24 5:00	Content Manager
1143		0%	2368(	Accounts Payable: If Using Batch Scanning, All affected AP Users have TCM Insta	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Payable
1144		0%	2369(	Accounts Payable: If using Batch Scanning, all affected AP Users have been assig	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Payable
1145		0%	2370(	TCM: Users are Able to Attach& View Documents to Records Using TCM	1 day	10/31/24 8:0	10/31/24 5:0	Content Manager
1146		0%	2371(	TCM: All Users Synced Through TCM Admin	0.25 days	10/31/24 8:0	10/31/24 10:	Content Manager
1147		0%	2372(	TCM: Additional Task #1 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Content Manager
1148		0%	2373(	TCM: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Content Manager
1149		0%	2374(	TCM: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Content Manager
1150		0%	2375(	TCM: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	Content Manager
1151		**0%**	**0**	**Misc. Topics**	**1 day**	**10/31/24 8:0**	**10/31/24 5:0**	**N/A**
1152		0%	2393(	Misc: End User Support Plan Determined and Communicated to Staff	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1153		0%	2394(	Misc: Additional Task #2 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1154		0%	2395(	Misc: Additional Task #3 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1155		0%	2396(	Misc: Additional Task #4 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1156		0%	2397(	Misc: Additional Task #5 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1157		0%	2398(	Misc: Additional Task #6 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1158		0%	2399(	Misc: Additional Task #7 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1159		0%	2400(	Misc: Additional Task #8 (TBD as needed)	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1160		**5%**	**0**	**4.3 End User Training**	**26 days**	**10/11/24 8:0**	**11/15/24 5:0**	**N/A**
1161		**5%**	**0**	**End User Training: Preparation**	**26 days**	**10/11/24 8:0**	**11/15/24 5:0**	**N/A**
1162	✓	100%	2412(	EUT Prep: Determine the additional or repetitve topics for End User Training and cc	5 days	10/11/24 8:0	10/17/24 5:0	N/A
1163	✓	100%	2413(	EUT Prep: Determine the specific topics that will be Decentralized vs Centralized an	1 day	10/17/24 8:0	10/17/24 5:0	N/A
1164	✓	100%	2414(	EUT Prep: Identify for End User Training whom will be training End Users and which	1 day	10/17/24 8:0	10/17/24 5:0	N/A
1165	✓	100%	2415(	EUT Prep: Determine what sections of the Desktop Procedures Manuals will be use	1 day	10/17/24 8:0	10/17/24 5:0	N/A
1166		0%	2416(	EUT Prep: General Ledger: Client Project Manager to Validate Desktop Procedures I	5 days	10/31/24 8:0	11/6/24 5:00	General Ledger
1167		0%	2417(	EUT Prep: Budget: Client Project Manager to Validate Budget Desktop Procedures M	5 days	10/31/24 8:0	11/6/24 5:00	Budget
1168		0%	2419(	EUT Prep: Purchasing: Client Project Manager to Validate Desktop Procedures Man	5 days	10/31/24 8:0	11/6/24 5:00	Purchasing
1169		0%	2420(	EUT Prep: Accounts Payable: Client Project Manager to Validate Desktop Procedure	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Payable
1170		0%	2422(	EUT Prep: Contract Management: Client Project Manager to Validate Desktop Proc	5 days	10/31/24 8:0	11/6/24 5:00	Contract Management
1171		0%	2423(	EUT Prep: Cash Management: Client Project Manager to Validate Desktop Procedu	5 days	10/31/24 8:0	11/6/24 5:00	Cash Management
1172		0%	2425(	EUT Prep: Capital Assets: Client Project Manager to Validate Capital Assets Desktop	5 days	10/31/24 8:0	11/6/24 5:00	Capital Assets
1173		0%	2426(	EUT Prep: Accounts Receivable: Client Project Manager to Validate Desktop Proced	5 days	10/31/24 8:0	11/6/24 5:00	Accounts Receivable
1174		0%	2427(	EUT Prep: Cashiering: Client Project Manager to Validate Desktop Procedures Manu	5 days	10/31/24 8:0	11/6/24 5:00	Cashiering
1175		0%	2428(	EUT Prep: General Billing: Client Project Manager to Validate Desktop Procedures M	5 days	10/31/24 8:0	11/6/24 5:00	General Billing
1176		0%	2432(	EUT Prep: Identify which sections of the Desktop Procedures Manuals will be printe	1 day	11/7/24 8:00	11/7/24 5:00	N/A
1177		0%	2433(	EUT Prep: Determine number of users for each end user training topic	5 days	10/18/24 8:0	10/24/24 5:0	N/A
1178		0%	2434(	EUT Prep: Determine number of sessions required for end user training	5 days	10/18/24 8:0	10/24/24 5:0	N/A
1179		0%	2435(	EUT Prep: Schedule end user training	5 days	10/25/24 8:0	10/31/24 5:0	N/A
1180		0%	2436(	EUT Prep: Send out Invites to all End Users	5 days	10/25/24 8:0	10/31/24 5:0	N/A
1181		0%	2437(	EUT Prep: Reserve Training Rooms/Labs for End User Training	5 days	10/25/24 8:0	10/31/24 5:0	N/A
1182		0%	2438(	EUT Prep: Secure PC's / Equipment for End User Training	5 days	10/25/24 8:0	10/31/24 5:0	N/A
1183		0%	2439(	EUT Prep: HUB: Assign Cards to all users	15 days	10/28/24 8:0	11/15/24 5:0	HUB
1184		0%	2440(	EUT Prep: Provide end users with training schedule; coordinate as needed	5 days	11/1/24 8:00	11/7/24 5:00	N/A
1185		0%	2441(	EUT Prep: Develop documentation for End Users, if using	10 days	10/25/24 8:0	11/8/24 8:00	N/A
1186		0%	2442(	EUT Prep: TT900 Train-the-Trainer Session	1 day	11/8/24 8:00	11/8/24 5:00	N/A
1187		0%	2443(	EUT Prep: Finalize documentation for End Users, if using	5 days	11/11/24 8:0	11/15/24 5:0	N/A
1188		0%	2444(	EUT Prep: Create End User Training Packets containing all pertinent material	15 days	10/28/24 8:0	11/15/24 5:0	N/A
1189		0%	2445(	EUT Prep: RBAC: Finish Entering Security for all users (incl end users, approvers, au	15 days	10/28/24 8:0	11/15/24 5:0	RBAC
1190		**0%**	**0**	**End User Training: Sessions**	**19 days**	**10/17/24 8:0**	**11/12/24 5:0**	**N/A**

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1191		0%	2447(	End User Training: Week #1	3 days	10/17/24 8:0	10/21/24 5:0	N/A
1192		0%	2448(	End User Training: Week #2	3 days	10/23/24 8:0	10/25/24 5:0	N/A
1193		0%	2449(	End User Training: Week #3	3 days	10/29/24 8:0	10/31/24 5:0	N/A
1194		0%	2450(	End User Training: Week #4	3 days	11/4/24 8:00	11/6/24 5:00	N/A
1195		0%	2451(	End User Training: Week #5	3 days	11/8/24 8:00	11/12/24 5:0	N/A
1196		0%	2452(	AR900 End User Training: Accounts Receivable Cash Receipting	1 day	11/13/24 8:0	11/13/24 5:0	Accounts Receivable
1197		0%	2453(	TC900 End User Training: Cashiering	1 day	11/13/24 8:0	11/13/24 5:0	Cashiering
1198		0%	2455(	BG900 End User Training: Budget	1 day	11/13/24 8:0	11/13/24 5:0	Budget
1199		0%	2456(	CM900 End User Training: Contract Management	1 day	11/13/24 8:0	11/13/24 5:0	Contract Management
1200		0%	2458(	CA900 End User Training: Capital Assets	1 day	11/13/24 8:0	11/13/24 5:0	Capital Assets
1201		0%	2461(	GB900 End User Training: General Billing	1 day	11/13/24 8:0	11/13/24 5:0	General Billing
1202		0%	2462(	GL900 End User Training: GL Journal Entry	1 day	11/13/24 8:0	11/13/24 5:0	General Ledger
1203		0%	2463(	SA900 End User Training: Navigation, GL Inquiry and Reports	1 day	11/13/24 8:0	11/13/24 5:0	General Ledger
1204		0%	2465(	PU900 End User Training: Purchasing	1 day	11/13/24 8:0	11/13/24 5:0	Purchasing
1205		0%	2466(	AP900 End User Training: Accounts Payable	1 day	11/13/24 8:0	11/13/24 5:0	Accounts Payable
1206		**0%**	**0**	**4.4 Control Point: Stage Acceptance**	**0 days**	**11/15/24 5:0**	**11/15/24 5:0**	**N/A**
1207		0%	80040	Sign Control Point 4 Acceptance Form - Final Testing& Training	0 days	11/15/24 5:0	11/15/24 5:0	N/A
1208		**4%**	**0**	**5 Production**	**113.25 da**	**10/2/24 10:0**	**3/17/25 12:0**	**N/A**
1209		**0%**	**0**	**5.1 Go-Live!**	**52 days**	**10/31/24 8:0**	**1/16/25 5:00**	**N/A**
1210		**0%**	**0**	**Go-Live: Final Conversions**	**7 days**	**10/31/24 8:0**	**11/8/24 5:00**	**N/A**
1211		**0%**	**0**	**Accounting Std COA (Chart of Accounts)**	**2 days**	**11/1/24 8:00**	**11/4/24 5:00**	**Chart of Accounts**
1212		0%	2495(	Accounting Std COA: Final pass load into PROD	1 day	11/1/24 8:00	11/1/24 5:00	Chart of Accounts
1213		0%	2495(	Accounting Std COA: Final pass load into PROD	1 day	11/1/24 8:00	11/1/24 5:00	Chart of Accounts v2023
1214		0%	2497(	Accounting Std COA: Client maintained updates to COA in PROD Environment	1 day	11/4/24 8:00	11/4/24 5:00	Chart of Accounts v2023
1215		0%	2497(	Accounting Std COA: Client maintained updates to COA in PROD Environment	1 day	11/4/24 8:00	11/4/24 5:00	Chart of Accounts
1216		**0%**	**0**	**Accounts Payable Standard Master (Vendor Master) and 1099 Amounts**	**5.5 days**	**11/1/24 8:00**	**11/8/24 12:0**	**Accounts Payable**
1217		**0%**	**0**	**Accounts Payable Standard Master (Vendor Master)**	**5.5 days**	**11/1/24 8:00**	**11/8/24 12:0**	**Accounts Payable**
1218		0%	2500(	AP Vendors Conversion: Run and save proofing reports for final pass data	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1219		0%	2501(	AP Vendors Conversion: Final pass due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1220		0%	2502(	AP Vendors Conversion: Final pass due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1221		0%	2503(	AP Vendors Conversion: Final pass load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1222		0%	2504(	AP Vendors Conversion: Final pass proof in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1223		0%	2505(	AP Vendors Conversion: Tyler PM to send to Client Project Manager Require	0.5 days	11/1/24 8:00	11/1/24 12:0	Accounts Payable
1224		0%	2506(	AP Vendors Conversion: Client Project Manager to sign Required Signoff to I	0.5 days	11/7/24 8:00	11/7/24 12:0	Accounts Payable
1225		0%	2507(	AP Vendors Conversion: Final pass load into PROD	1 day	11/7/24 1:00	11/8/24 12:0	Accounts Payable

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1226		**0%**	**0**	**Accounts Payable Standard Master (1099's) - Conversion**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Accounts Payable**
1227		0%	2509(	AP Vendors Conversion - 1099's: Run and save proofing reports for final pas:	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1228		0%	2510(	AP Vendors Conversion - 1099's: Final pass due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1229		0%	2511(	AP Vendors Conversion - 1099's: Final pass due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1230		0%	2512(	AP Vendors Conversion - 1099's: Final pass load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1231		0%	2513(	AP Vendors Conversion - 1099's: Final pass proof in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1232		0%	2514(	AP Vendors Conversion - 1099's: Tyler PM to send to Client Project Manager	0.5 days	11/1/24 8:00	11/1/24 12:0	Accounts Payable
1233		0%	2515(	AP Vendors Conversion - 1099's: Client Project Manager to sign Required Sig	0.5 days	11/6/24 1:00	11/6/24 5:00	Accounts Payable
1234		0%	2516(	AP Vendors Conversion - 1099's: Final pass load into PROD	1 day	11/7/24 8:00	11/7/24 5:00	Accounts Payable
1235		**0%**	**0**	**Accounts Payable Standard Master (1099's) - Import**	**4.5 days**	**11/1/24 8:00**	**11/7/24 12:0**	**Accounts Payable**
1236		0%	2518(	AP Vendors Import - Summary 1099's: Run and save proofing reports for fin	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1237		0%	2519(	AP Vendors Import - Summary 1099's: Final pass due for Import	1 day	11/5/24 8:00	11/5/24 5:00	Accounts Payable
1238		0%	2520(	AP Vendors Import - Summary 1099's: Final pass load into TRAIN or TEST	1 day	11/5/24 8:00	11/5/24 5:00	Accounts Payable
1239		0%	2521(	AP Vendors Import - Summary 1099's: Final pass proof in TRAIN or TEST	1 day	11/5/24 8:00	11/5/24 5:00	Accounts Payable
1240		0%	2522(	AP Vendors Import - Summary 1099's: Tyler PM to send to Client Project Ma	0.5 days	11/4/24 8:00	11/4/24 12:0	Accounts Payable
1241		0%	2523(	AP Vendors Import - Summary 1099's: Client Project Manager to sign Requir	0.5 days	11/6/24 8:00	11/6/24 12:0	Accounts Payable
1242		0%	2524(	AP Vendors Import - Summary 1099's: Final pass load into PROD	1 day	11/6/24 1:00	11/7/24 12:0	Accounts Payable
1243		**0%**	**0**	**Accounting Opt 1 - Actuals (up to 5 years)**	**7 days**	**10/31/24 8:0**	**11/8/24 5:00**	**General Ledger**
1244		**0%**	**0**	**Accounting Opt 1 - Actuals (up to 5 years) - Conversion**	**6 days**	**11/1/24 8:00**	**11/8/24 5:00**	**General Ledger**
1245		0%	2554(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Final Year Due to Tyle	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1246		0%	2555(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Run and save proofin	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1247		0%	2556(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Final Year Due to Clie	3 days	11/6/24 8:00	11/8/24 5:00	General Ledger
1248		0%	2557(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Final Year Load into T	1 day	11/6/24 8:00	11/6/24 5:00	General Ledger
1249		0%	2558(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Proof final Year in TR/	1 day	11/6/24 8:00	11/6/24 5:00	General Ledger
1250		0%	2560(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Client Project Manag	0.5 days	11/6/24 1:00	11/6/24 5:00	General Ledger
1251		0%	2561(	Accounting Conversion Opt 1 - Actuals (up to 5 years): Final Year Load into P	1 day	11/7/24 8:00	11/7/24 5:00	General Ledger
1252		**0%**	**0**	**Accounting Opt 1 - Actuals (up to 5 years) - Import**	**2 days**	**10/31/24 8:0**	**11/1/24 5:00**	**General Ledger**
1253		0%	2563(	Accounting Import Opt 1 - Actuals (up to 5 years): Final Year Due for Import	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1254		0%	2564(	Accounting Import Opt 1 - Actuals (up to 5 years): Run and save proofing rep	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1255		0%	2565(	Accounting Import Opt 1 - Actuals (up to 5 years): Final Year Load into TRAIN	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1256		0%	2566(	Accounting Import Opt 1 - Actuals (up to 5 years): Proof final Year in TRAIN (	1 day	11/1/24 8:00	11/1/24 5:00	General Ledger
1257		0%	2567(	Accounting Import Opt 1 - Actuals (up to 5 years): Tyler PM to send to Client	0.5 days	10/31/24 8:0	10/31/24 12:	General Ledger
1258		0%	2569(	Accounting Import Opt 1 - Actuals (up to 5 years): Final Year Load into PROD	1 day	10/31/24 1:0	11/1/24 12:0	General Ledger
1259		**0%**	**0**	**Accounting Opt 2 - Budget (up to 3 years)**	**5 days**	**10/31/24 8:0**	**11/6/24 5:00**	**Budget**
1260		**0%**	**0**	**Accounting Opt 2 - Budget (up to 3 years) - Conversion**	**4 days**	**11/1/24 8:00**	**11/6/24 5:00**	**Budget**

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1261		0%	2572(	Accounting Conversion Opt 2 - Budget: Final Year Due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1262		0%	2573(	Accounting Conversion Opt 2 - Budget: Run and save proofing reports for fin	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1263		0%	2574(	Accounting Conversion Opt 2 - Budget: Final Year Due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Budget
1264		0%	2575(	Accounting Conversion Opt 2 - Budget: Final Year Load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Budget
1265		0%	2576(	Accounting Conversion Opt 2 - Budget: Proof final Year in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Budget
1266		0%	2577(	Accounting Conversion Opt 2 - Budget: Tyler PM to send to Client Project M	0.5 days	11/1/24 8:00	11/1/24 12:0	Budget
1267		0%	2578(	Accounting Conversion Opt 2 - Budget: Client Project Manager to sign Requi	0.5 days	11/6/24 1:00	11/6/24 5:00	Budget
1268		0%	2579(	Accounting Conversion Opt 2 - Budget: Final Year Load into PROD	0 days	11/6/24 5:00	11/6/24 5:00	Budget
1269		**0%**	**0**	**Accounting Opt 2 - Budget (up to 3 years) - Import**	**2 days**	**10/31/24 8:0**	**11/1/24 5:00**	**Budget**
1270		0%	2581(	Accounting Import Opt 2 - Budget (up to 3 years): Final Year Due for Import	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1271		0%	2582(	Accounting Import Opt 2 - Budget (up to 3 years): Run and save proofing rep	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1272		0%	2583(	Accounting Import Opt 2 - Budget (up to 3 years): Final Year Load into TRAIN	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1273		0%	2584(	Accounting Import Opt 2 - Budget (up to 3 years): Proof final Year in TRAIN c	1 day	11/1/24 8:00	11/1/24 5:00	Budget
1274		0%	2585(	Accounting Import Opt 2 - Budget: Tyler PM to send to Client Project Manag	0.5 days	10/31/24 8:0	10/31/24 12:	Budget
1275		0%	2586(	Accounting Import Opt 2 - Budget (up to 3 years): Client Project Manager to	0.5 days	11/1/24 1:00	11/1/24 5:00	Budget
1276		0%	2587(	Accounting Import Opt 2 - Budget (up to 3 years): Final Year Load into PROD	0 days	11/1/24 5:00	11/1/24 5:00	Budget
1277		**0%**	**0**	**Purchasing - Purchase Orders - Standard (Open PO's)**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Purchasing**
1278		0%	2589(	Purchasing Standard - Open PO Conversion: Run and save proofing reports for f	1 day	11/1/24 8:00	11/1/24 5:00	Purchasing
1279		0%	2590(	Purchasing Standard - Open PO Conversion: Final Pass Due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Purchasing
1280		0%	2591(	Purchasing Standard - Open PO Conversion: Final Pass Due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Purchasing
1281		0%	2592(	Purchasing Standard - Open PO Conversion: Final Pass Load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Purchasing
1282		0%	2593(	Purchasing Standard - Open PO Conversion: Proof final Pass in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Purchasing
1283		0%	2594(	Purchasing Standard - Open PO Conversion: Tyler PM to send to Client Project M	0.5 days	11/1/24 8:00	11/1/24 12:0	Purchasing
1284		0%	2595(	Purchasing Standard - Open PO Conversion: Client Project Manager to sign Requ	0.5 days	11/6/24 1:00	11/6/24 5:00	Purchasing
1285		0%	2596(	Purchasing Standard - Open PO Conversion: Final Pass Load into PROD	1 day	11/7/24 8:00	11/7/24 5:00	Purchasing
1286		**0%**	**0**	**Accounts Payable Opt 1 - Checks**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Accounts Payable**
1287		0%	2661(	AP Vendors Conversion Opt 1 - Checks: Run and save proofing reports for final p	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1288		0%	2662(	AP Vendors Conversion Opt 1 - Checks: Final pass due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1289		0%	2663(	AP Vendors Conversion Opt 1 - Checks: Final pass due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1290		0%	2664(	AP Vendors Conversion Opt 1 - Checks: Final pass load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1291		0%	2665(	AP Vendors Conversion Opt 1 - Checks: Final pass proof in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1292		0%	2666(	AP Vendors Conversion Opt 1 - Checks: Tyler PM to send to Client Project Mana	0.5 days	11/1/24 8:00	11/1/24 12:0	Accounts Payable
1293		0%	2667(	AP Vendors Conversion Opt 1 - Checks: Client Project Manager to sign Required	0.5 days	11/6/24 1:00	11/6/24 5:00	Accounts Payable
1294		0%	2668(	AP Vendors Conversion Opt 1 - Checks: Final pass load into PROD	1 day	11/7/24 8:00	11/7/24 5:00	Accounts Payable
1295		**0%**	**0**	**Accounts Payable Opt 2 - Invoices**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Accounts Payable**

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1296		0%	2670(	AP Vendors Conversion Opt 2 - Invoices: Run and save proofing reports for final	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1297		0%	2671(	AP Vendors Conversion Opt 2 - Invoices: Final pass due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Accounts Payable
1298		0%	2672(	AP Vendors Conversion Opt 2 - Invoices: Final pass due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1299		0%	2673(	AP Vendors Conversion Opt 2 - Invoices: Final pass load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1300		0%	2674(	AP Vendors Conversion Opt 2 - Invoices: Final pass proof in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Accounts Payable
1301		0%	2675(	AP Vendors Conversion Opt 2 - Invoices: Tyler PM to send to Client Project Man	0.5 days	11/1/24 8:00	11/1/24 12:0	Accounts Payable
1302		0%	2676(	AP Vendors Conversion Opt 2 - Invoices: Client Project Manager to sign Require	0.5 days	11/6/24 1:00	11/6/24 5:00	Accounts Payable
1303		0%	2677(	AP Vendors Conversion Opt 2 - Invoices: Final pass load into PROD	1 day	11/7/24 8:00	11/7/24 5:00	Accounts Payable
1304		**0%**	**0**	**Capital Asset Std Master**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Capital Assets**
1305		**0%**	**0**	**Capital Asset Std Master - Conversion**	**5 days**	**11/1/24 8:00**	**11/7/24 5:00**	**Capital Assets**
1306		0%	2680(	Capital Asset Std Conversion: Run and save proofing reports for final pass da	1 day	11/1/24 8:00	11/1/24 5:00	Capital Assets
1307		0%	2681(	Capital Asset Std Conversion: Final Pass Due to Tyler	1 day	11/1/24 8:00	11/1/24 5:00	Capital Assets
1308		0%	2682(	Capital Asset Std Conversion: Final Pass Due to Client	1 day	11/6/24 8:00	11/6/24 5:00	Capital Assets
1309		0%	2683(	Capital Asset Std Conversion: Final Pass Load into TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Capital Assets
1310		0%	2684(	Capital Asset Std Conversion: Proof final Pass in TRAIN or TEST	1 day	11/6/24 8:00	11/6/24 5:00	Capital Assets
1311		0%	2685(	Capital Asset Std Conversion: Tyler PM to send to Client Project Manager Re	0.5 days	11/1/24 8:00	11/1/24 12:0	Capital Assets
1312		0%	2686(	Capital Asset Std Conversion: Client Project Manager to sign Required Signot	0.5 days	11/6/24 1:00	11/6/24 5:00	Capital Assets
1313		0%	2687(	Capital Asset Std Conversion: Final Pass Load into PROD	1 day	11/7/24 8:00	11/7/24 5:00	Capital Assets
1314		**0%**	**0**	**Capital Asset Std Master - Import**	**4 days**	**11/1/24 8:00**	**11/6/24 5:00**	**Capital Assets**
1315		0%	2689(	Capital Asset Std Import: Run and save proofing reports for final pass data	1 day	11/1/24 8:00	11/1/24 5:00	Capital Assets
1316		0%	2690(	Capital Asset Std Import: Final Pass Due for Import	1 day	11/5/24 8:00	11/5/24 5:00	Capital Assets
1317		0%	2691(	Capital Asset Std Import: Final Pass Load into TRAIN or TEST	1 day	11/5/24 8:00	11/5/24 5:00	Capital Assets
1318		0%	2692(	Capital Asset Std Import: Proof final Pass in TRAIN or TEST	1 day	11/5/24 8:00	11/5/24 5:00	Capital Assets
1319		0%	2693(	Capital Asset Std Import: Tyler PM to send to Client Project Manager Requir	0.5 days	11/4/24 8:00	11/4/24 12:0	Capital Assets
1320		0%	2694(	Capital Asset Std Import: Client Project Manager to sign Required Signoff to	0.5 days	11/5/24 1:00	11/5/24 5:00	Capital Assets
1321		0%	2695(	Capital Asset Std Import: Final Pass Load into PROD	1 day	11/6/24 8:00	11/6/24 5:00	Capital Assets
1322		**0%**	**0**	**Go-Live: Processing& Assistance**	**52 days**	**10/31/24 8:0**	**1/16/25 5:00**	**N/A**
1323		0%	2705(	Review EERP versions to ensure all environments (Prod, Test, Train, etc) are up to d	1 day	10/31/24 8:0	10/31/24 5:0	N/A
1324		0%	2706(	Go-Live: Final Go-Live Preparation Session	0.5 days	11/21/24 8:0	11/21/24 12:	N/A
1325		0%	2707(	GO900 Pre-Go-Live Assistance	3 days	11/21/24 8:0	11/25/24 5:0	N/A
1326		0%	2708(	Go-Live: General Ledger: Close year in PROD Environment	1 day	11/21/24 8:0	11/21/24 5:0	General Ledger
1327		0%	2709(	Go-Live: Budget: Run budget completion journal in PROD Environment	1 day	11/21/24 8:0	11/21/24 5:0	Budget
1328		0%	2710(	Go-Live: Go-Live checklist Completed	5 days	11/21/24 1:0	12/2/24 12:0	N/A
1329		0%	2711(	Go-Live: Perform processes in EERP production	5 days	12/2/24 8:00	12/6/24 5:00	N/A
1330		0%	2712(	Planned/Actual Go-Live Date!	1 day	12/2/24 8:00	12/2/24 5:00	N/A

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1331		0%	2713(	GO900 Go-Live Assistance	4 days	12/2/24 8:00	12/5/24 5:00	N/A
1332		0%	2714(	GO900 Post Go-Live Assistance	3 days	12/13/24 8:0	12/17/24 5:0	N/A
1333		0%	2714(	GO900 Post Go-Live Assistance	2 days	12/20/24 8:0	12/23/24 5:0	N/A
1334		0%	2714(	GO900 Post Go-Live Assistance	2 days	12/30/24 8:0	12/31/24 5:0	N/A
1335		0%	2714(	GO900 Post Go-Live Assistance	2 days	1/2/25 8:00 A	1/3/25 5:00 P	N/A
1336		0%	2714!	Contact Socrata for initial Client Introduction and Coordination	1 day	12/9/24 8:00	12/9/24 5:00	Data & Insights
1337		0%	2715(	GL900 Power User Process Training: Bank Reconciliation	1 day	1/2/25 8:00 A	1/2/25 5:00 P	General Ledger
1338		0%	2716(	GL900 Power User Process Training: Month End	2 days	1/3/25 8:00 A	1/6/25 5:00 P	General Ledger
1339		0%	2717(	Go-Live: General Ledger: Complete Reconciliation and Month End Close for all Oper	10 days	1/3/25 8:00 A	1/16/25 5:00	General Ledger
1340		0%	2718(	Go-Live: General Ledger: Complete Reconciliation and Month End Close for all Oper	0.5 days	1/16/25 8:00	1/16/25 12:0	General Ledger
1341		**57%**	**0**	**5.2 Transition to Client Services**	**75 days**	**10/2/24 10:0**	**1/22/25 10:0**	**N/A**
1342	✓	100%	2721(	Determine internal support process	1 day	10/3/24 1:00	10/4/24 12:0	N/A
1343	✓	100%	2722(	Tyler PM to download and complete the EERP Transition Call Questionnaire	0.5 days	10/2/24 10:0	10/2/24 3:00	N/A
1344	✓	100%	2723(	Tyler PM to contact Product Support Managers to coordinate Introduction to Support (	0.5 days	10/2/24 3:00	10/3/24 10:0	N/A
1345		0%	2724(	Provide 'Tyler Technical Support Department for ERP' document	1 day	10/23/24 10:	10/24/24 10:	N/A
1346		0%	2725(	Introduction Call to Client Services	0.25 days	10/30/24 8:0	10/30/24 10:	N/A
1347		0%	2726(	Phase Closure Status Call and transition to Client Services	0.25 days	1/22/25 8:00	1/22/25 10:0	N/A
1348		**11%**	**0**	**5.3 Schedule Post Go-Live Activities**	**112.5 day**	**10/3/24 8:00**	**3/17/25 12:0**	**N/A**
1349	✓	100%	2728(	Post Go-Live: Review key dates for post-production training needs	0.5 days	10/3/24 8:00	10/3/24 12:0	N/A
1350	✓	100%	2729(	Post Go-Live: Schedule post-production training, as needed and budget allows	5 days	10/3/24 1:00	10/10/24 12:	N/A
1351		~~0%~~	~~2730(~~	~~GL900 Power User Process Training: Fiscal Year End (Optional IC Assistance Available)~~	~~3 days~~	~~4/11/25 8:00~~	~~4/15/25 5:00~~	~~General Ledger~~
1352		~~0%~~	~~2731(~~	~~Post Go-Live: General Ledger: Fiscal Year End Training: Complete Close in Train then in~~	~~1 day~~	~~4/15/25 8:00~~	~~4/15/25 5:00~~	~~General Ledger~~
1353		0%	2732(	BG900 Power User Process Training: Next Year Budget Entry (Optional IC Assistance Av	3 days	1/14/25 8:00	1/16/25 5:00	Budget
1354		~~0%~~	~~2733(~~	~~Post Go-Live: Tyler PM to submit Support Ticket to upgrade ACFR version 60 days prior~~	~~10 days~~	~~1/2/25 8:00 A~~	~~1/15/25 5:00~~	
1355		0%	1328(	RPT600 Process Refinement: Cubes& SSRS Report Determination	3 days	1/29/25 8:00	1/31/25 5:00	Reporting Services
1356		0%	1329(	Reporting: Practice building Cubes in TRAIN	5 days	2/3/25 8:00 A	2/7/25 5:00 P	Reporting Services
1357		0%	1330(	TRS800 SSRS Set Up Training: Overview and Administration	0.5 days	2/3/25 8:00 A	2/3/25 12:00	Reporting Services
1358		0%	1331(	Tyler Reporting Services: Complete SSRS/TRS system set up	1 day	2/3/25 1:00 P	2/4/25 12:00	Reporting Services
1359		~~0%~~	~~1332(~~	~~TRS800 SSRS Report Writing Training Session~~	~~2 days~~	~~2/17/25 1:00~~	~~2/19/25 12:0~~	~~Reporting Services~~
1360		0%	1333(	Tyler Reporting Services: Practice report building	20 days	2/17/25 1:00	3/17/25 12:0	Reporting Services
1361		0%	1334(	Tyler Reporting Services: Identify, assign responsibility for, and schedule the developm	10 days	2/17/25 1:00	3/3/25 12:00	Reporting Services
1362		~~0%~~	~~1335(~~	~~TRS800 Focused SSRS Report Writing Assistance Session~~	~~3 days~~	~~4/16/25 1:00~~	~~4/21/25 12:0~~	~~Reporting Services~~
1363		~~0%~~	~~1336(~~	~~TRS800 Focused SSRS Report Writing Assistance Session~~	~~3 days~~	~~5/19/25 1:00~~	~~5/22/25 12:0~~	~~Reporting Services~~
1364		~~0%~~	~~1337(~~	~~TRS800 Focused SSRS Report Writing Assistance Session~~	~~3 days~~	~~6/20/25 1:00~~	~~6/25/25 12:0~~	~~Reporting Services~~
1365		~~0%~~	~~2734(~~	~~ACFR900 Configuration Training ACFR (Optional IC Assistance Available)~~	~~1 day~~	~~3/28/25 8:00~~	~~3/28/25 5:00~~	

ID		Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1366			0%	27350	ACFR: Complete code building for ACFR module	10 days	3/31/25 8:00	4/11/25 5:00	
1367			0%	27360	ACFR900 Power User Process Training: ACFR (Optional IC Assistance Available)	2 days	3/31/25 8:00	4/1/25 5:00 F	
1368			0%	27370	AP900 Power User Process Training: 1099's TRAIN/TEST	1.5 days	4/11/25 8:00	4/14/25 12:0	Accounts Payable
1369			0%	27371	AP900 Power User Process Training: 1099's PROD	2 days	4/11/25 8:00	4/14/25 5:00	Accounts Payable
1370			0%	27380	Post Live Day #1	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1371			0%	27390	Post Live Day #2	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1372			0%	27400	Post Live Day #3	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1373			0%	27410	Post Live Day #4	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1374			0%	27420	Post Live Day #5	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1375			0%	27430	Contingency Day #1	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1376			0%	27440	Contingency Day #2	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1377			0%	27450	Contingency Day #3	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1378			0%	27460	Contingency Day #4	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1379			0%	27470	Contingency Day #5	1 day	4/11/25 8:00	4/11/25 5:00	N/A
1380			**0%**	**0**	**5.4 Control Point: Stage Acceptance**	**0 days**	**12/6/24 5:00**	**12/6/24 5:00**	**N/A**
1381			0%	80050	Sign Control Point 5 Acceptance Form - Go-Live Cutover	0 days	12/6/24 5:00	12/6/24 5:00	N/A
1382			**0%**	**0**	**6 Close**	**22.5 days**	**1/16/25 8:00**	**2/18/25 12:0**	**N/A**
1383			**0%**	**0**	**6.1 Phase Close Out**	**2.5 days**	**1/16/25 8:00**	**1/21/25 12:0**	**N/A**
1384			0%	27690	Post Go-Live: Conduct Lessons Learned Session	0.5 days	1/16/25 8:00	1/16/25 12:0	N/A
1385			0%	27700	Post Go-Live: Finalize Lessons Learned document	1 day	1/17/25 1:00	1/21/25 12:0	N/A
1386			**0%**	**0**	**6.2 Project Close Out**	**22 days**	**1/16/25 12:0**	**2/18/25 12:0**	**N/A**
1387			0%	27730	Post Go-Live: Tyler Project Manager to Complete Final Phase/Project Change Order Re	0 days	1/16/25 12:0	1/16/25 12:0	N/A
1388			0%	27740	Post Go-Live: If applicable, submit Change Request to Sales for price quote	1 day	1/16/25 1:00	1/17/25 12:0	N/A
1389			0%	27750	Post Go-Live: Submit Change Order Request form to Client Project Manager	1 day	1/16/25 1:00	1/17/25 12:0	N/A
1390			0%	27760	Post Go-Live: Client review of Change Order Request	5 days	1/17/25 1:00	1/27/25 12:0	N/A
1391			0%	27770	Post Go-Live: Client Project Manager to submit signed Change Order Request to Tyler F	0 days	1/27/25 12:0	1/27/25 12:0	N/A
1392			0%	27780	Post Go-Live: Tyler Project Manager to submit Change Order Request form to Tyler Sal	1 day	1/27/25 1:00	1/28/25 12:0	N/A
1393			0%	27790	Post Go-Live: Complete formal Change Order Contract and Post to the Project Portal	10 days	1/28/25 1:00	2/11/25 12:0	N/A
1394			0%	27800	Post Go-Live: Update Project Connect Master Change Order Section if additional days a	1 day	2/11/25 1:00	2/12/25 12:0	N/A
1395			0%	27810	Post Go-Live: Tyler PM and Client System Administrator ensures that the IMPL environ	5 days	2/11/25 1:00	2/18/25 12:0	N/A
1396			**0%**	**0**	**6.3 Control Point: Stage Acceptance**	**0 days**	**2/18/25 12:0**	**2/18/25 12:0**	**N/A**
1397			0%	80060	Sign Control Point 6 Acceptance Form - Project Close Out	0 days	2/18/25 12:0	2/18/25 12:0	N/A
1398			**97%**	**0**	**0 Project Wide Maintenance**	**315 days**	**9/1/23 8:00 /**	**12/1/24 8:00**	**N/A**
1399	✓		**100%**	**0**	**Contract Details**	**315 days**	**9/1/23 8:00 /**	**12/1/24 8:00**	**N/A**
1400	✓		100%	180	Contract Signed / Phase Start	20 days	9/1/23 8:00 /	10/2/23 8:00	N/A

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ID	Task Mode	% Complete	Task ID	Task Name	Duration	Start	Finish	Module
1401		100%	190	Planned Go-Live Date!	0 days	12/1/24 8:00	12/1/24 8:00	N/A
1402		**100%**	**0**	**Status Call Setup**	**195 days**	**10/2/23 8:00**	**7/9/24 5:00 I**	**N/A**
1403		100%	810	Setup Bi-Weekly Project Status Call through 90 days before Go Live	1 day	10/2/23 8:00	10/2/23 5:00	N/A
1404		100%	820	Setup Weekly Project Status Call for the duration of the FIN Phase (90 Days before Go I	1 day	7/9/24 8:00 A	7/9/24 5:00 P	N/A
1405		**100%**	**0**	**Initial Coordination: Budget Allocation Days**	**0 days**	**10/2/23 8:00**	**10/2/23 8:00**	**N/A**
1406		100%	90	PSA SETUP: IMP ONSITE - FIN	0 days	10/2/23 8:00	10/2/23 8:00	N/A
1407		100%	90	PSA SETUP: IMP REMOTE - FIN	0 days	10/2/23 8:00	10/2/23 8:00	N/A
1408		100%	130	PSA SETUP: PROJECT MANAGER - FIN	0 days	10/2/23 8:00	10/2/23 8:00	N/A
1409		**93%**	**0**	**Project/Phase Planning: Project Reconciliation**	**277 days**	**10/2/23 8:00**	**11/1/24 5:00**	**N/A**
1410		100%	1090	Project Reconciliation Month 1	1 day	10/2/23 8:00	10/2/23 5:00	N/A
1411		100%	1100	Project Reconciliation Month 2	1 day	11/1/23 8:00	11/1/23 5:00	N/A
1412		100%	1110	Project Reconciliation Month 3	1 day	12/1/23 8:00	12/1/23 5:00	N/A
1413		100%	1120	Project Reconciliation Month 4	1 day	1/2/24 8:00 A	1/2/24 5:00 P	N/A
1414		100%	1130	Project Reconciliation Month 5	1 day	2/1/24 8:00 A	2/1/24 5:00 P	N/A
1415		100%	1140	Project Reconciliation Month 6	1 day	3/1/24 8:00 A	3/1/24 5:00 P	N/A
1416		100%	1150	Project Reconciliation Month 7	1 day	4/1/24 8:00 A	4/1/24 5:00 P	N/A
1417		100%	1160	Project Reconciliation Month 8	1 day	5/1/24 8:00 A	5/1/24 5:00 P	N/A
1418		100%	1170	Project Reconciliation Month 9	1 day	6/3/24 8:00 A	6/3/24 5:00 P	N/A
1419		100%	1180	Project Reconciliation Month 10	1 day	7/1/24 8:00 A	7/1/24 5:00 P	N/A
1420		100%	1190	Project Reconciliation Month 11	1 day	8/1/24 8:00 A	8/1/24 5:00 P	N/A
1421		100%	1200	Project Reconciliation Month 12	1 day	9/3/24 8:00 A	9/3/24 5:00 P	N/A
1422		100%	1210	Project Reconciliation Month 13	1 day	10/1/24 8:00	10/1/24 5:00	N/A
1423		0%	1210	Project Reconciliation Month 14	1 day	11/1/24 8:00	11/1/24 5:00	N/A
~~1424~~		~~0%~~	~~1220~~	~~Project Reconciliation Month 14~~	~~1 day~~	~~12/4/24 8:00~~	~~12/4/24 5:00~~	~~N/A~~
~~1425~~		~~0%~~	~~1230~~	~~Project Reconciliation Month 15~~	~~1 day~~	~~1/6/25 8:00 A~~	~~1/6/25 5:00 P~~	~~N/A~~
~~1426~~		~~0%~~	~~1240~~	~~Project Reconciliation Month 16~~	~~1 day~~	~~2/5/25 8:00 A~~	~~2/5/25 5:00 P~~	~~N/A~~
~~1427~~		~~0%~~	~~1250~~	~~Project Reconciliation Month 17~~	~~1 day~~	~~3/6/25 8:00 A~~	~~3/6/25 5:00 P~~	~~N/A~~
~~1428~~		~~0%~~	~~1260~~	~~Project Reconciliation Month 18~~	~~1 day~~	~~4/4/25 8:00 A~~	~~4/4/25 5:00 P~~	~~N/A~~

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6.7 Implementation Deliverables

d) List and describe all implementation deliverables and documentation that will be provided

Please reference the sample Project Deliverables provided on the following pages.

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Stage	Input	Deliverable
Initiate & Plan	• Contract Documents • Statement of Work • Guide to Starting Your Project	• Project Management Plan • Project Operational Plan • Initial Project Schedule • Stakeholder Meeting Presentation
Assess & Define	• Training Plan • Current State Documentation • Solution Orientation Completion • Current & Future State Analysis • Modification Requirements • Project Budget/Financial documents • Project Schedule	• Document with Future State Decisions and Configuration • Modification Specifications • Change Requests for out of scope modifications • Revised Project Schedule
Prepare Solution	• Hardware made available • Documentation describing future state decisions • Initial Configuration • Solution Validation Test Plan • Data Conversion Plan • Configuration •	• Licensed Software Installed • Installation Checklist Document • Configured System • Updated Solution Validation Test Plan • Completed Client-Specific process documentation (if applicable) • Updated Solution Design Document • Prioritized Data Sets for Review • Data Conversion Outputs • Code Mapping Completed • Conversion Iterations •
Production Readiness	• Solution Validation Plan • Go-Live Checklist • Training Plan • List of End Users and Roles/Job Duties • Configured Tyler System •	• Solution Validation Report • Updated Go-Live Checklist • End User Training (if applicable)
Production (Go-Live)	• Comprehensive Action Plan • Final Source Data • Open item/issues list • List of post Go-Live activities	• Data available in production environment • Client Services Support Document • Updated issues log
Close	• Contract • Statement of Work • Project Artifacts	• Final Action Plan • Reconciliation report • Post Phase Review • Post Project Review

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1.1 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan stage deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to Sample
- Stakeholder meeting complete

1.2 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

1.3 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package. Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Updated solution design document (Socrata only).
- Prioritized data sets for review in Tyler system (Socrata only).
- Conversion iterations and reviews complete.
- Completed modifications.
- Revised configuration for modification (if applicable).

Prepare Solution Stage Acceptance Criteria:

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- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

1.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

1.5 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

1.6 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close Stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Post Project Report.

Initiate & Plan Stage Acceptance Criteria:

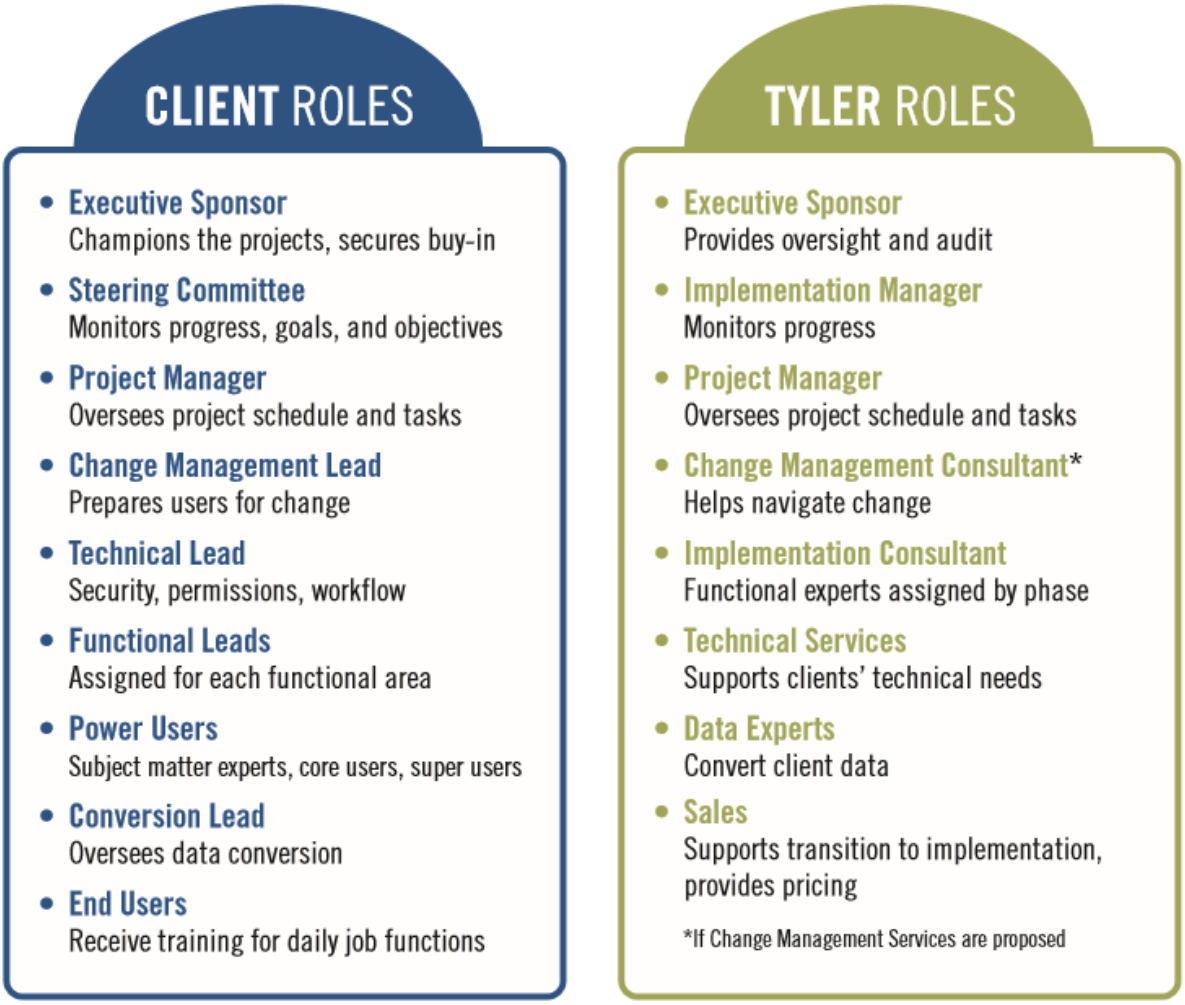
- Completed report indicating all Project deliverables and milestones have been completed.

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6.8 Roles and Responsibilities

e) Describe the roles and responsibilities of City staff during implementation and provide an estimated level of effort

Tyler groups your team and Tyler resources based on their functional role within the project. This allows for easier staffing and communication between project teams. Please refer to the project resource roles graphic below for a summary of responsibilities for each role. We have also included a RACI matrix to outline each stage and corresponding tasks. Our project approach is based on our experience and knowledge from working exclusively with public sector clients.



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STAGE 1	Initial Coordination																	
	Tyler								Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
Client project team is assigned									A	I	R	I	I	I			
Provide initial project documents to City		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						

STAGE 1	Project/Phase Planning																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				
Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

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STAGE 1	Infrastructure Planning																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Provide Infrastructure Requirements and Design Document		A	R		C		C				I						I
Initial Infrastructure Meeting		A	R		C		C				C						C
Schedule Installation of All Licensed Software		A	R				C				I						I
Infrastructure Audit		A	R				C				I						C

STAGE 1	Stakeholder Meeting																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

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STAGE 2	Solution Orientation																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

STAGE 2	Current & Future State Analysis																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

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STAGE 2	Data Conversion Assessment																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		C						A						R
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	I						A	R		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

STAGE 3	Initial System Deployment (On-Premise)																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Review Purchased Hardware			A				R				I						C
Setup/Prepare Hardware for Deployment for Included Environments			I				C				A						R
Install Licensed Software with Initial Database on Server(s) for Included Environments			A				R				I						C
Load Client Provided GIS Data into System (if applicable)			A				R				I						C

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Install Licensed Software on Client Devices (if applicable)			I				C				A						R
Tyler System Administration Training (if applicable)			A				R				I						C

STAGE 3	Configuration																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (if applicable)			A	R							I	I		I			
Complete Client configuration tasks			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

STAGE 3	Process Refinement																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			

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Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
*Refine configuration (COTS)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update client-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

STAGE 3	Data Delivery & Conversion																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

STAGE 3	Modifications Delivery	
	Tyler	Client

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Validate scheduled development for completion			A			R					I						
Conduct periodic scope review sessions (as applicable)			A	C		R					I	C		C			
Modify Solution Validation Plan (if applicable)			C	C							A	R		C			
Deliver (pre-production) modifications for testing			A	I	I	R	C				I	I		I			I
Test delivered modifications			I	C		C					A	R		C			I
Update configuration (if applicable) COTS											A	R					
Update process documentation as needed			I	I							A	R		C			
Approve modifications for Production delivery			I	I							A	R		C			
Deliver modifications to Production			A	I	I	R	C				I	I		I			I

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STAGE 3	Solution Validation																	
	Tyler								Client									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

STAGE 4	Go-Live Readiness																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct go live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for go live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review			A				R				C						C

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STAGE 4	End User Training																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (Client-led)			C	C							A	R	I	C	C	C	

STAGE 5	Go-Live																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			

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Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

STAGE 5	Transition to Client Services																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Transfer client to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

STAGE 5	Post Go-Live Activities																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

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STAGE 6	Phase Close Out																
	Tyler								Client								
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Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

STAGE 6	Project Close Out																
	Tyler								Client								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

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Project Staffing Levels

The chart below shows the estimated full-time employees (FTEs) associated with each role. Within each phase time will vary from one stage of the project to another (e.g. functional leads are more involved in the early analysis and planning, whereas power users are more involved later in the project).

Your Project Team Hours

	% Full Time Employment		
	Phase 1	Phase 2	Phase 3
Project Manager	0.50	0.50	0.50
Technical Lead*	0.11	0.11	0.11
Functional Leads	0.66	0.27	0.41
Power Users	0.76	0.31	0.47
Conversion Lead**	0.37	0.30	0.30

*Assumes SaaS/TSM
** Will vary site by site due to conversion volume

Tyler Hours

Tyler Project Team	% Full Time Employment		
	Phase 1	Phase 2	Phase 3
Project Manager	0.50	0.50	0.50
Technical Services*	0.11	0.11	0.11
Implementation Consultant	0.87	0.36	0.54
Data Expert	0.19	0.15	0.15

6.9 Redesign of Client's Chart of Accounts

f) Describe your firm's approach to facilitating / supporting the review and redesign of a client's chart of accounts structure; provide an example from a prior, similar public sector client's completion of this effort

Chart of Accounts Design

No other aspect of an ERP system is as important to the success of the entire project as the financial Chart of Accounts (CoA). Tyler conducts between 90 and 100 implementations a year, and in more than 95% of these projects the CoA needs to be reworked to better meet the needs of the client. Tyler's project team resources will guide your team through all aspects of the CoA design, mapping, and conversion. Our experience working exclusively with public sector clients results in resources who are experts in Enterprise ERP as well as the industry.

As the central point of all department functions, the general ledger is the most integral aspect of Enterprise ERP. Because the CoA is paramount to good financial management, it can be imported directly with the robust CoA Builder Import during implementation.

To make accessing and understanding all current and historical data easy, account inquiry graphing is available, allowing a better understanding of current and historical accounts with colorized, stacking graphs.

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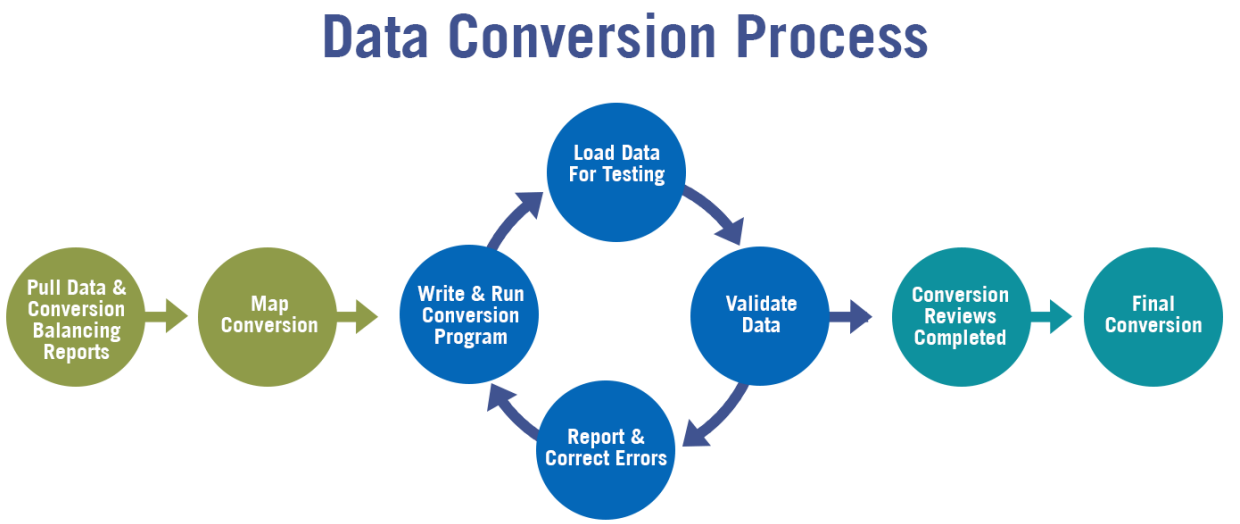
During the assess & define stage of the project, Tyler will lead your users through our CoA Builder tool to configure and validate the Chart of Accounts prior to converting the data into Enterprise ERP. The Tyler project manager will review the current setup in the legacy system, learn your expectations of the Chart of Accounts, and walk through setup within Enterprise ERP.

6.10 Data Conversion

g) Describe your data conversion and migration approach including roles and responsibilities of the vendor and City staff for key activities. Note that the City's expected data conversion scope has been highlighted in Table 6 of this document.

At Tyler, our implementation is designed to ensure successful data conversion. Our data experts conduct hundreds of data conversions each year.

Transferring your data from your current (legacy) system(s) to Tyler's system(s) can be the most time-consuming implementation process. Your legacy data will need to be provided in a useable format which our conversion programmers will use to translate to the appropriate fields in the system.



After Tyler's data experts have completed your conversion, Tyler will guide the City through a review of specific data elements, helping you to identify and report any discrepancies. Tyler will collaborate with the City to resolve any conversion discrepancies. This process ensures that only clean, reconciled data transfers from your source system(s) to the Tyler system(s).

Data Conversion Standards & Responsibilities

Achieving a seamless, high-quality migration requires collaboration between Tyler and the City. While Tyler's data experts have extensive experience with data mining, conversion, and migration, it is your responsibility to provide Tyler with readable conversion data and review the converted data for accuracy and completeness.

- The client is responsible for providing data from the legacy system in one of the following formats:
  - MSSQL Database Backup (.bak).
    - When providing a MSSQL backup, copy only the tables needed for conversion into a new SQL database and please send the news database backup, not the original source database backup.

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        - Sending entire, large databases potentially slows down the transfer, conversion process and turnaround time.
    - Files (ASCII)
    - MS Access DB
    - MS Excel
        - If the data is not native to Excel, please review data thoroughly as Excel will make assumptions on formatting and possibly change the source data causing problems. If data is not native to Excel, text files are a better option.

Data Conversion Assessment Responsibilities- City versus Tyler

The City technical lead(s) are responsible for extracting data from the City's source systems (i.e. legacy system). Functional leads are responsible for reviewing and scrubbing the source data. The City project manager (PM) is accountable for ensuring all City tasks are completed. Other City team members are consulted or informed as appropriate.

Tyler's PM is responsible for completing data analysis and mapping and building and/or updating a data conversion plan. Tyler implementation consultants (ICs) are consulted during completion of data analysis and/or mapping and building and/or updating the data conversion plan. Tyler's data experts are consulted by the City technical leads as needed when data is extracted from the source system (i.e. legacy system) and during completion of data mapping/analysis and building/updating the conversion plan. Tyler's implementation manager(s) are ultimately accountable for ensuring all Tyler staff involved in the data conversion assessment process have completed the tasks assigned.

Data Conversions & Delivery Responsibilities- City versus Tyler

Tyler data expert(s) are responsible for providing data crosswalks and code mapping tools to the City. They are also responsible for different iterations of conversion development and delivery of converted data. The Tyler project manager (PMs) are accountable for ensuring that the data experts deliver all items for which they are responsible. Tyler implementation consultants (ICs) are consulted when needed and Tyler technical services is kept informed of delivery of converted data where appropriate. Tyler's PM(s), IC(s), and data experts are consulted, after conversion data delivery, while the City works to proof and review data and reconcile it to the source (i.e. legacy) system.

The City functional leads are responsible for populating data crosswalks and code mapping tools and proofing and reviewing data and reconciling it to the source (i.e. legacy) system. The City PM is accountable for ensuring that these tasks are completed. The rest of the City project team is consulted or kept informed as needed.

h) Describe Proposer's services and support to perform the data extraction from the existing system, data cleansing, and mapping. If the Proposer does not offer these services, please identify alternative companies that can support this activity

Tyler does not provide services for data extraction from your legacy system. Your project team resources are responsible for extracting and providing the data from the legacy system in the required format. These extracted files will be provided to our in-house conversion team, made up of our data experts. We do not partner with third-party providers to offer this service and thus, cannot identify the resources. We can recommend current clients who have utilized third party services for more research on the client side.

6.11 Tyler Training Plan

i) Describe your training plan to ensure the City is prepared to operate the system prior to go live

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Everyone's learning style is different. That's why Tyler offers several training formats to accommodate our diverse clients' needs. Training by Tyler staff provides hands-on learning in your own labs. Your resources receive consultative knowledge transfer sessions that are a combination of lectures and hands-on education, using your organization's own data.

A mutually developed education plan lays out the process of transferring knowledge between you and Tyler. The purpose of the education plan is to:

- Communicate the process to stakeholders and functional leaders
- Answer specific questions (where classrooms will be established, what database environment will be utilized, etc.)
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the plan has been successfully followed

Your organization is set up for success with Tyler's train the trainer approach to training and the education plan developed over years of industry experience.

Scheduling and Attendance

Tyler prefers a classroom and curriculum approach for training to ensure knowledge transfer, comprehension, and retention. A successful user training session is in a classroom environment with a computer for each user, whiteboard, printer in the room or nearby, and one computer connected to a projector.

Class size should be limited to twelve (12) users in attendance at the training, which is critical to gain hands-on experience with the system.

Responsibilities

Tyler knows the value of being prepared for the use of our software in production. Our goal is to partner with you and lend our expertise based on experience, to allow your resources to be successful at go-live.



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Both teams collaborate on all aspects of training, discussed, and documented during the planning stage of the project. The expectation is for Tyler to provide one or more occurrence of each scheduled training. You will be responsible for the logistics of the training by completing such tasks as scheduling resources and ensuring facilities are available. These sessions are to be attended by your key staff members (i.e. functional leads and power users) so that they can then disseminate the information they learn to others in your organization if or when necessary.

6.12 Testing Approach

j) Describe your testing approach to include the criteria and methods to ensure successful completion of user acceptance testing prior to go live

Solution Validation

Making sure your new system works the way you need it to be is paramount to the success of the implementation. Tyler's quality management and validation plan addresses both the project and the product, while ensuring project objectives are met. The project teams validate the solution throughout the life of the project to expose issues that would normally only be revealed in a production environment. A comprehensive validation plan is set in place and may include system infrastructure audits, conversions, and modification delivery.

A controlled environment is created for high-level product modification validation, import and export interface, functional flow, and reliability.

The goal of validation is for end users to gain extensive product experience, develop a high level of confidence in Tyler's products, and understand their specific functions within the solution.

Expected benefits from the completion of validation also include:

- The infrastructure of hardware and network design is thoroughly vetted
- Modifications are delivered and fully integrated into the solution
- A managed issues list is fully quantified

Issue tracking, resolution accountability, and completed issue resolution are necessary in a successfully completed project. The validation phase is a shared responsibility and must be recognized as such.

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Section 7 Ongoing Maintenance and Support

Section 7 – Ongoing Maintenance and Support

In this section of the proposal, the Proposer should address the following:

7.1 Ongoing Support Services

a) Describe ongoing support services including help desk processes and procedures, support hours (in Pacific Time), escalation procedures, and response time commitments for various priority items

Tyler's in-house support team is dedicated to delivering superior service in a timely manner. We strive to help our clients resolve issues and improve operations quickly. No one knows Tyler software better than us, which is why we provide all customer support services in-house—unlike other companies who outsource their application support to a third party.

Educational Resources



Tyler provides online and continuing education resources for our clients, including but not limited to the following:

- ***Tyler Search***—An online query tool that provides answers to your questions by culling through all of Tyler's online resources.
- ***Tyler Knowledgebase*** – Tyler's centralized documentation library.
- ***Tyler Community*** – An online forum where Tyler clients can ask questions and share tips and tricks.
- ***Tyler Coach*** – Tyler's e-learning platform that leverages your data to optimize staff training.
- ***Tyler Release Management Console*** –Provides comprehensive release details, including summaries of each release, associated enhancements, and the status of all open, closed, and non-critical issues.
- ***Online Help*** – Offers context-sensitive field assistance and step-by-step guidance to assist your team in completing program tasks.
- ***Answer Panel*** – Enter a case, and Tyler's search will deliver results that best match your query.
- ***Online Support Portal*** – Tyler's Online Support portal allows you to log or manage incidents and attach documentation and screenshots.
- ***GoToAssist & Bomgar-*** GoToAssist and Bomgar are assistance software used by support to remotely connect to your desktop.
- ***Phone—***Tyler provides a dedicated number your staff can use to make unlimited calls.

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- ***State User Groups*** – State User Groups are forums organized by Tyler to bring together existing clients and share the latest information on Tyler products.
- ***Tyler Connect***—Tyler Connect is our annual user conference, where subject matter experts teach various courses designed to provide insights and strategies for effectively utilizing Tyler products.

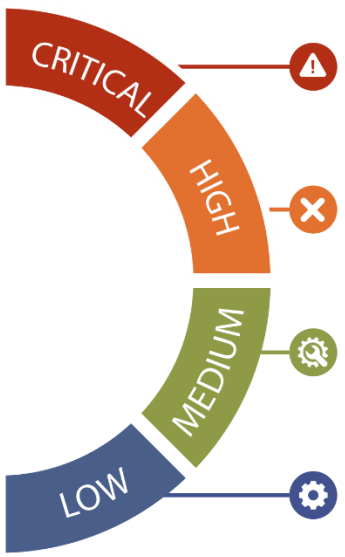
Focused by Application

Tyler Technical Support is divided into application-specific teams. By facilitating product specialization, we ensure that our staff can develop the product expertise they need to address your issues quickly and fully. Our customer support staff aims to return all requests for Support within one business hour.

Transparency

Tyler is committed to transparent issue resolution. All support incidents are logged into Tyler's Customer Relationship Management System (CRM) with a unique incident number. Our CRM maintains a comprehensive record of every incident, including contact information, timestamps, priority levels, case descriptions, correspondence, attached files, support recommendations, and final resolutions.

Tyler provides online and continuing education resources for our clients, including but not limited to the following resources.



RESPONSE ~ 1 Business Hour • Resolution within 1 Business Day
Issue is sever and requires immediate resolution. A critical issue is one where there is a complete work stoppage, or the loss of multiple essential system functions for all users.

RESPONSE ~ 4 Business Hours • Resolution within 10 Business Days
A high priority issue is one where there is a repeated, consistent failure of essential functionality affecting more than one user, or the loss or corruption of data. Your system is operational, but an essential piece of functionality is not working.

RESPONSE ~ 1 Business Day • Resolution in Next Release
Issue is non-severe, occasional, or only affects one user, and there is an existing circumvention procedure.

RESPONSE ~ 2 Business Days • Resolution in Future Release
Incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.

Please see Tyler's Terms & Conditions for additional details.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler's holiday schedule is outlined below. There will be no support coverage on these days.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Software Updates & Maintenance

Tyler's Evergreen Philosophy guarantees ongoing upgrades at no extra cost. We offer a consistent stream of enhancements designed to bring substantial improvements while minimizing disruptions.

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Tyler application upgrades are released quarterly. Software corrections, known as cumulative updates, are made available for download between quarterly releases. All releases are cumulative, meaning that clients are always upgraded to the latest application version.

7.2 Upgrades, Patches and Other Maintenance

b) Describe how upgrades, patches, and other maintenance is performed including:

ii. The City's expected role in this process

iii. The frequency that application releases and patches have been made available within the past two (2) years

Tyler's industry leading technologies and features are continually enhanced through perpetual updates as part of our Evergreen Philosophy.

Tyler core application Feature Releases, delivered quarterly, include new features, functionality, and software corrections. Core applications also receive Service Updates in between Feature Releases to address critical application, security, or compliance issues.

Core application releases are automatically deployed to a non-production application environment for validation prior to production. This provides clients with time to validate and familiarize themselves with new features and updates.

Ancillary applications follow a continuous update cycle, receiving timely fixes and enhancements every two weeks.

Tyler requests clients upgrade at least once a year to stay on a supported version.

7.3 Change Management Process

c) Describe change management process (post implementation)

Effective change management is the cornerstone of a successful ERP implementation. With Tyler's change management program, you can ensure your people transition along with your re-engineered business processes. Tyler's change management experts are Prosci® certified and use industry leading skills and tools to assess your organization's capacity for change and then help you prepare, manage, and reinforce the transition. Prosci research shows that implementing effective change management strategies will Increase the probability of a project's success. Additionally, change management services assist handling employees' resistance to change, while building change competencies into the organization for future projects.

What Is Change Management?

It is a structured process and set of tools for managing the people side of change. In fact, employee acceptance and understanding of change is as important to a project's success as having the right software, project manager, resources, and experts. Resistance to change can derail an organization's plan to move forward. Efficient and effective change management considers how each employee adopts and utilizes the change, how it will affect organizational objectives, and how expectations can be met or exceeded. Well managed change results in a higher ROI allowing projects to stay on time and budget. Change Management programs also help organizations to successfully achieve goals, while more efficiently utilizing employees' valuable time.

Building Success

There are three elements necessary to build a strong change management strategy:

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- Executive Leadership (sponsorship) — the required leadership to set the necessary changes into motion. Active and visible leadership is the number one indicator of project success.
- Project Management — the fundamentals of managing a project, including the design of work tasks and the management of resources to implement changes on time and on budget.
- Change Management — the people side of change. This represents the actions taken by the organization to help employees' transition from the current state to the desired future state.

Choosing Change Management

Each client requires a different amount of support from Tyler when it comes to their change management needs. Some organizations only need minimal guidance and a robust toolset to facilitate their program, while others want Tyler to take the lead in developing and executing their program. Whichever model fits your organization's needs, Tyler has designed two options to ensure your organization doesn't leave change management out of its plan for project success.

Option 1: Foundation Change Management *(Included in Tyler's Proposal)*

Foundation Change Management provides a plan, training, and toolset that can be used by the client to execute change management activities. Clients can easily order a three-day block of change management expertise for a Tyler Prosci® certified resource to come onsite and help execute the plan or solve challenging issues. The goal of this service is to provide a low-cost change management plan.

Option 2: Enterprise Change Management

Tyler's Enterprise Change Management offering is designed for organizations that want a robust and complete solution to address their change management needs for large-scale projects. A Prosci certified Tyler change management expert will lead each change management step, which includes assessing the organization's capacity for change and then helping them prepare, execute, and reinforce the transition.

Tyler will develop a detailed change management plan and conduct a thorough organizational change assessment. These pivotal deliverables establish a path for further change management activities, including:

- Training of the organization's Change Management lead and coaches
- Developing a sponsor activity model
- Tracking and communicating procedural changes to impacted employees
- Guiding recognition, feedback, and lessons learned events
- Completing a resistance management plan

Enterprise Change Management includes a collaborative review of the tools for tracking these activities and offers regular onsite visits to provide support and corrective action opportunities throughout the project phase.

Once a go-live date is in place, Tyler's expert will work with the organization to ensure communications are clear to all impacted employees and that strategies are in place for supporting them throughout the process. After go-live, monitoring of compliance and resistance continues until a formal transition of all change management tools, guides, and presentations are completed at close. This ensures that the organization has the skills and tools to continue monitoring the adoption of the new system and, at a later date, can create a change management program for use in future projects or change initiatives.

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7.4 User Groups/ User Conferences

d) Identify if there are any solution user groups and/or user conferences

Local User Groups

Tyler clients benefit from networking and peer-to-peer collaboration through local user groups. Most user groups are run by clients, who set the meeting agenda, location and frequency, assign topics, and involve the Tyler resources they need. In large states, there may be several user groups or different sessions planned.

Tyler provides staff to demonstrate new functionality and assist with materials and collateral. During the sessions, Tyler representatives collect important feedback and report back to product managers. Many clients form lasting connections with other Tyler users within these groups and help to make each other better users of the software.

Annual User Conference

Each year Tyler hosts an annual user conference, which brings together staff and clients from across all Tyler products. Tyler has appropriately named our conference Connect, and each year thousands of clients come to learn about Tyler, our products, and to connect with peers and staff. This premier event helps clients get the maximum use of their Tyler software. Clients can learn more about existing or proposed functionality through dozens of classes over several days. Development product managers attend the event to share their plans for the next upgrade and to solicit feedback from clients.

Our clients' input from past conferences continues to impact significantly the direction of software enhancements and changes. Client attendance each year ensures that appropriate needs are reflected in product development strategies. Connect is held in different locations every year to accommodate our geographically diverse client base and to provide fresh and exciting activities for our clients outside of the classes and labs.

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Section 8 Pricing

Section 8 – Cost Proposal (Price Sheet made available as a separate document)

Proposers must prepare a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed system. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)." TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus ten (10) years of annual maintenance fees or SaaS service fees.

Although the City prefers a cloud-based ERP system, it is open to consideration of an on-premises solution platform. If a Proposer wishes to propose both cloud-based and on-premises platform solutions, they must not combine pricing on one copy of Appendix B (doing so will skew the Cost Proposal); Proposer should only complete pricing in tabs that apply to their proposed solution platform. If a Proposer is proposing a cloud-based software, they should also include a completed Appendix D – Cloud Services Security Questionnaire.

The Proposer's implementation pricing must identify all costs required including:

a) Software Licensing Costs during implementation period (must be minimal if any)

b) Implementation Services – Provide lump sums for each of the below:

(1) Project management

(2) Implementation, installation, and configuration, including related travel costs

• Note: No "mark-up" will be allowed for direct costs. If applicable, per diem shall be billed at a maximum of the GSA rate and mileage shall be billed at the IRS mileage rate in place at the time of billing.

• Sub-consultant services, if any, are to be billed at cost plus ten percent (10%) maximum. No "mark-up" will be allowed for per diem or mileage.

(3) Data conversion and migration

(4) Interface development

(5) Integrated testing and user acceptance testing support

(6) Training and documentation

(7) Go-Live support

c) Software Licensing Costs after "Go-Live" date and / or Ongoing Maintenance and Support – Proposer's ongoing maintenance and support pricing should clearly identify the annual costs for 5 years including:

(1) Software License / Maintenance

(2) Post-Implementation Support

(3) Additional Training

As discussed in Appendix B – Vendor Cost Proposal, the City has provided Proposers an electronic (Microsoft Excel) spreadsheet with a pricing template that must be completely filled out and included in Proposer's response. The City will evaluate Proposer pricing information based solely on the information provided in the Pricing Templates. The template provides space for Proposers to identify any assumptions or comments that will ensure the City understands what is being proposed.

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If providing hourly rate sheets, Proposer shall not include rate ranges or averages.

8.1 Notes

The following Pricing is based on the stated requirements provided by the City of Downey in this RFP. It includes annual reoccurring fees, one-time fees, estimated services, project management, conversion, and estimated travel and expense costs.

Travel expenses are estimated; however, actual expenses will be billable.

The fees in this Cost Summary do not include any tax or other governmental impositions including, without limitation, sales, use, or excise tax. All applicable sales tax, use tax, or excise tax shall be paid by client and shall be paid over to the proper authorities by client or reimbursed by client to Tyler on demand in the event that Tyler is responsible or demand is made on Tyler for the payment thereof. If tax-exempt, client must provide Tyler with client's tax-exempt number or form.

8.2 Appendix B Vendor Cost Proposal

Please refer to the following pages.

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

RFP Mandatory Price Sheet

ERP + UB Systems, Implementation, and Ongoing Maintenance and Support Services

Instructions:

- Click on the tab of the worksheet you want to update.
- Fill out information in highlighted (white) cells.
- **Insert or delete rows as needed - make sure to copy and paste formulas (in gray shaded cells) if you insert rows.**
- When you have completed a worksheet, click on the Main Index Tab to return to this Index or select another worksheet by Tab.

NOTE: This workbook is setup with formulas to autocalulate costs, subtotal and total within individual tabs with references to individual tab subtotals in the Summary Tab. It is also formatted for user friendly printing. Worksheets are protected without a password to prevent inadvertent modification or overwriting of the formulas and references. To modify an individual worksheet, unprotect the worksheet and make your modifications. ***If Proposer modifies a worksheet, Proposer is responsible for ensuring the integrity of the calculations, references and formatting.***

Please review the 'Examples' Tab for expectations of the price sheets.

Make sure to complete ALL APPLICABLE WORKSHEETS for your proposal

Summary	Enter the following in the white highlighted areas. All other data is automatically updated from the other worksheets. - Proposer Name - Enter the name of your company - Solution Name - Enter a descriptive name of the solution you are proposing - SaaS - Enter 'Yes' if this is a Software as a Solution (Cloud based) proposal. Enter 'No' if you are proposing a locally hosted solution. - Software Proposed - Define the software being proposed. *NOTE: This list is used in the 'Licenses', 'SaaS-Hosting', 'Services', and 'Conversion' tab to summarize by Licenses in the 'Summary' tab.* - Modules Proposed - Define the Modules being proposed. This list is for vendors to identify more specific information regarding the Software Proposed. *NOTE: This list is reference in the 'Licenses', 'SaaS-Hosting', 'Services' and 'Conversion' tab* *- Services Proposed - Define the Services being proposed.* *NOTE: This list is referenced in the 'Services' tab to summarize by Services in the 'Summary' tab to summarize by Services in the 'Summary' tab.*
Licenses	Provide a detailed breakout of software pricing or other licensed products needed to meet the RFP requirements. Identify the number of user licenses being proposed and clearly describe the basis for licensing and method to justify number of licenses being proposed. *NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Module' column in this tab references the 'Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry so that the 'Licenses and Ongoing Maintenance Costs' section in the 'Summary' tab will summarize correctly.*
SaaS-Hosting	Provide a detailed breakout of software hosted pricing needed to meet the RFP requirements.*NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Module' column in this tab references the 'Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry so that the 'Hosting Costs' section in the 'Summary' tab will summarize correctly.*
Services	Identify the quantity, hourly rate, and total cost for all professional services needed to ensure a successful implementation. Proposers are encouraged to provide a breakdown of the service categories that will be provided to support the implementation to allow evaluators to understand the level of effort, resources, and cost of services. **The amount for "Conversion" on the "Services" tab should match the total amount on the "Conversion" tab.** *NOTE: The 'Software' column in this tab references the 'Software Proposed' list in the 'Summary' tab. The 'Services' column in this tab references the 'Services Proposed' list in the Summary tab. The 'Module' column in this tab references the "Modules Proposed' list in the 'Summary' tab. Make sure to select a valid entry for these columns so that the 'Services Cost by Service' and 'Services cost by Software' sections in the 'Summary' tab will summarize correctly.*

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Conversion	**The Conversion tab is required to be filled out** . Provide a detail breakout of the conversion by Software and Module. The total amount on the 'Conversion' tab should match the 'Conversion' item on the 'Services' tab. NOTE: The 'Software' and 'Module' column in this tab references the 'Software Proposed' list in the Summary tab.
Travel	Identify the projected travel costs associated with Proposer's implementation services including the anticipated number of trips, days of service per trip, and estimated per trip cost. The selected Proposer will be reimbursed based on actual trip expenses supported by receipts and documentation.***NOTE: Projected 'Travel' costs must be listed on the 'Travel' tab and not combined with any other cost in another tab.***
Optional Products	Identify any optional product offerings that may be of interest that the Proposer would like to recommend.
Optional Services	Identify any optional service offerings that may be of interest that the Proposer would like to recommend.
Professional Services	Provide hourly pricing for additional services that may be required during the implementation. If necessary, these rates will be used to purchase additional services.

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There are multiple examples on this tab. Please scroll across to view the examples.

	Services Costs by Service	One Time
	Project Management	$ -
	Configuration	$ -
	Conversion	$ -
	Interface Development	$ -
	Post - Implementation Support	$ -
	Report Development	$ -
	Testing	$ -
	Training and Documentation	$ -
	Other 1	$ -
	Services Costs	$ -

OK

Software Proposed:
Budget
Time Entry
Other 1
Other 2
Other 3
Other 4
Other 5
Other 6
Other 7

Modules Proposed:
Other 1
Other 2
Other 3
Other 4
Other 5
Other 6
Other 7
Other 8
Other 9
Other 10
Other 11
Other 12
Other 13
Other 14
Other 15

This list can be modified to be specific to the

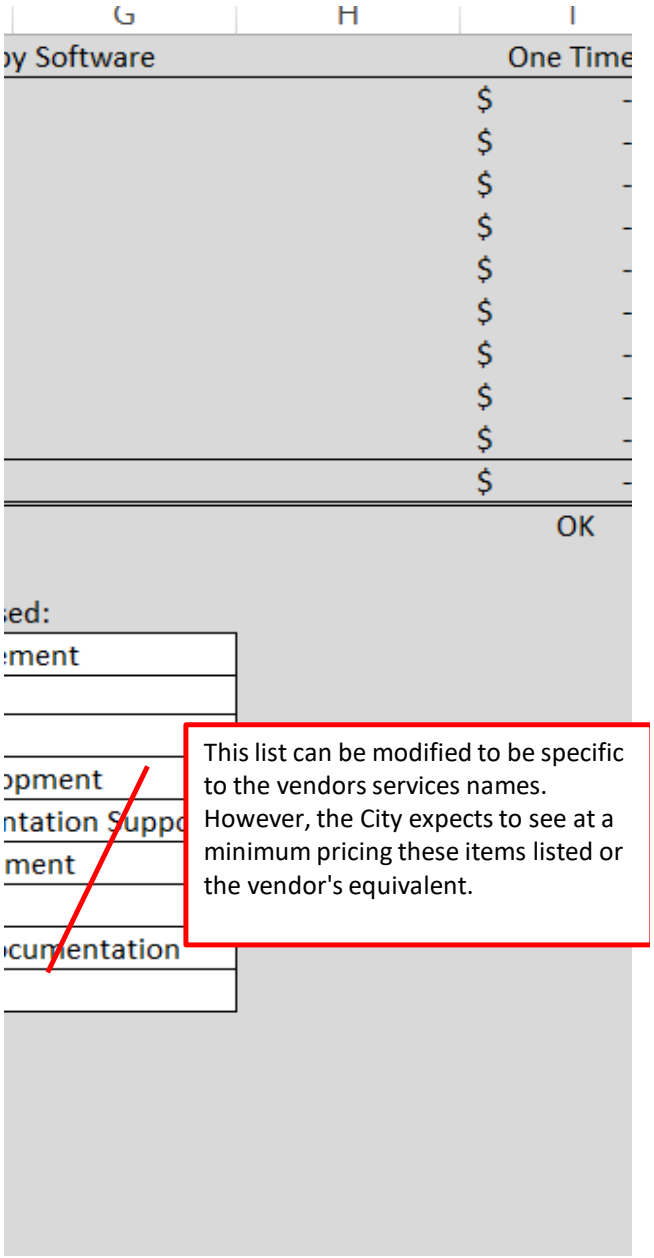
Services Costs b
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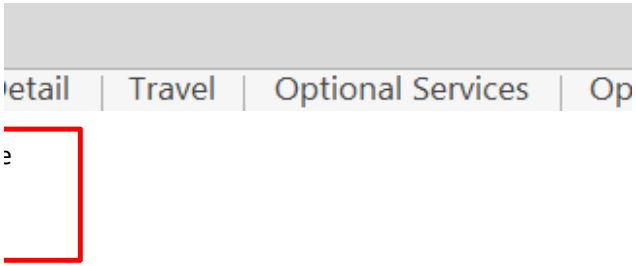
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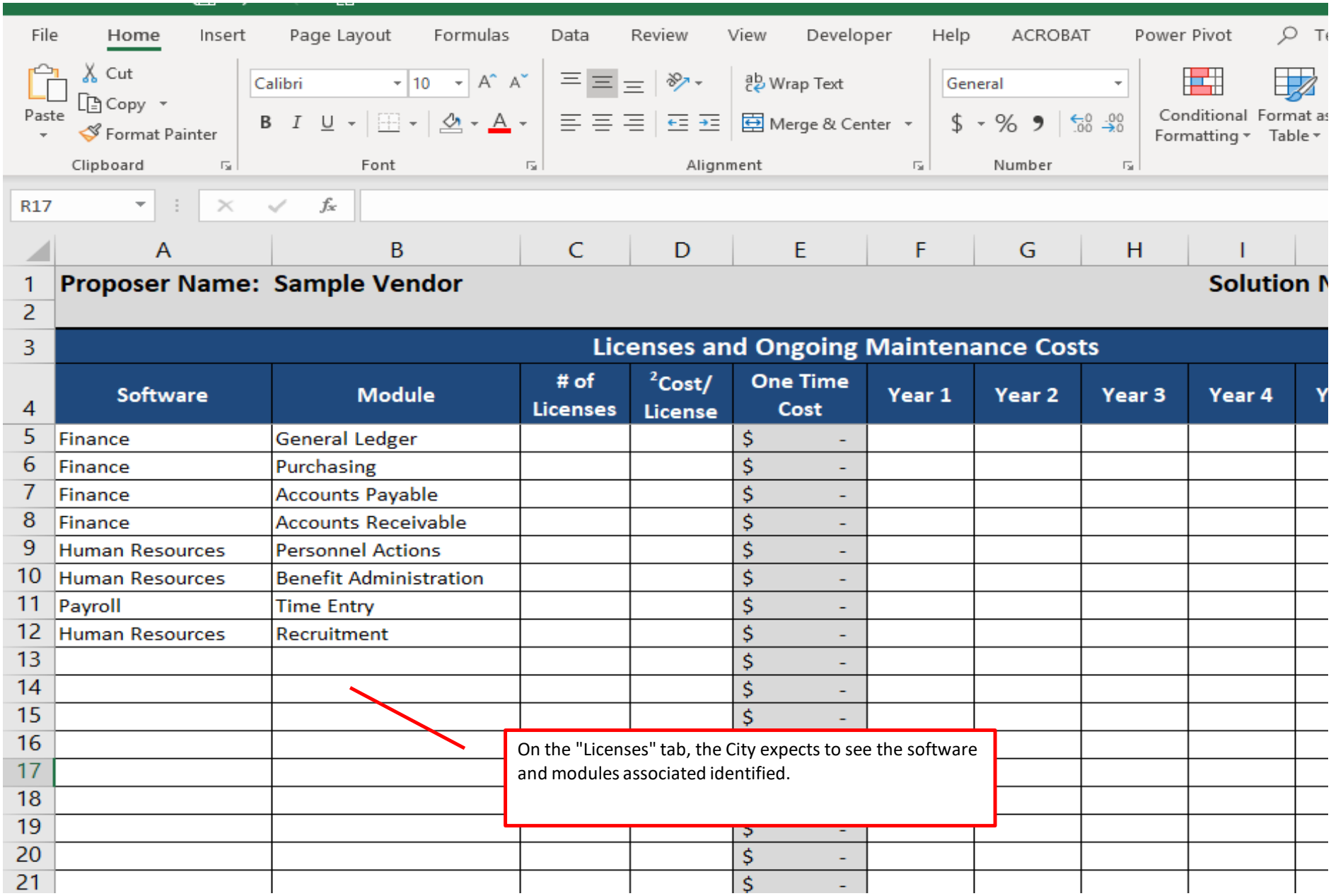
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Conditional Formatting Format as Table

R17

Proposer Name: Sample Vendor **Solution N**

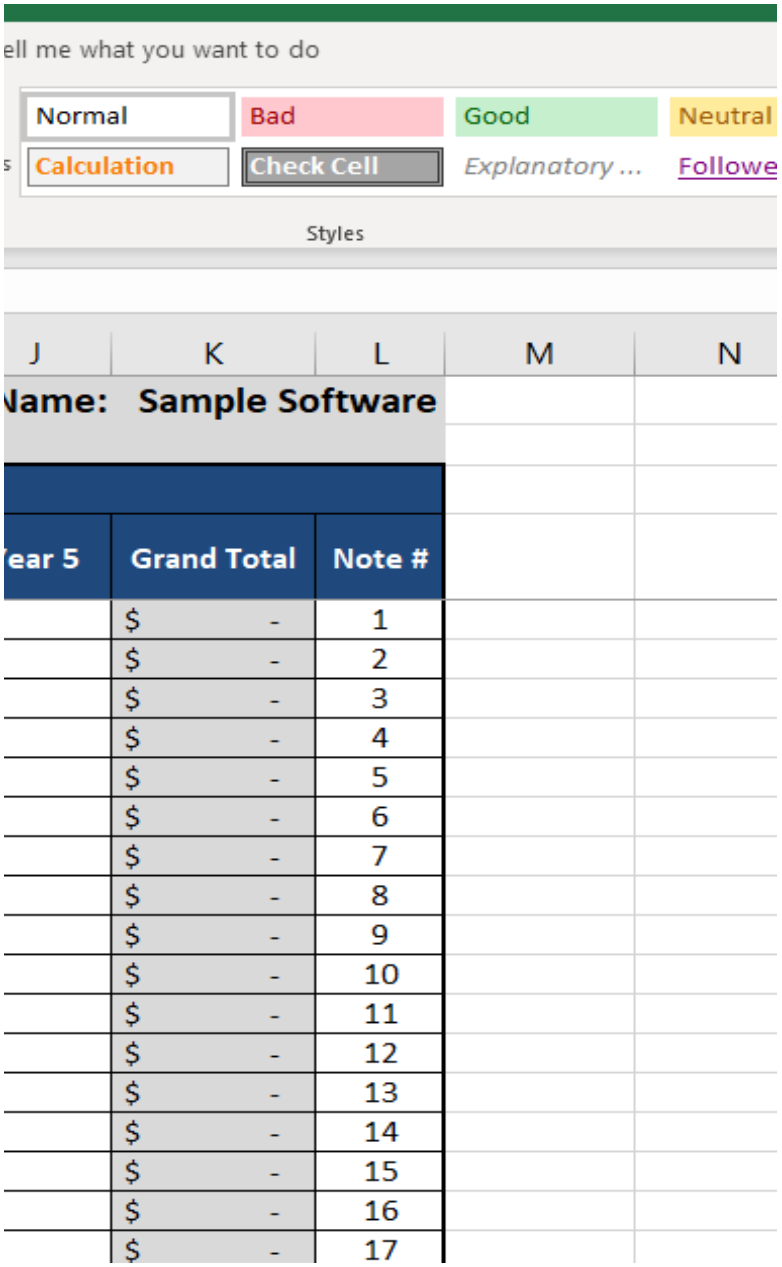
Licenses and Ongoing Maintenance Costs

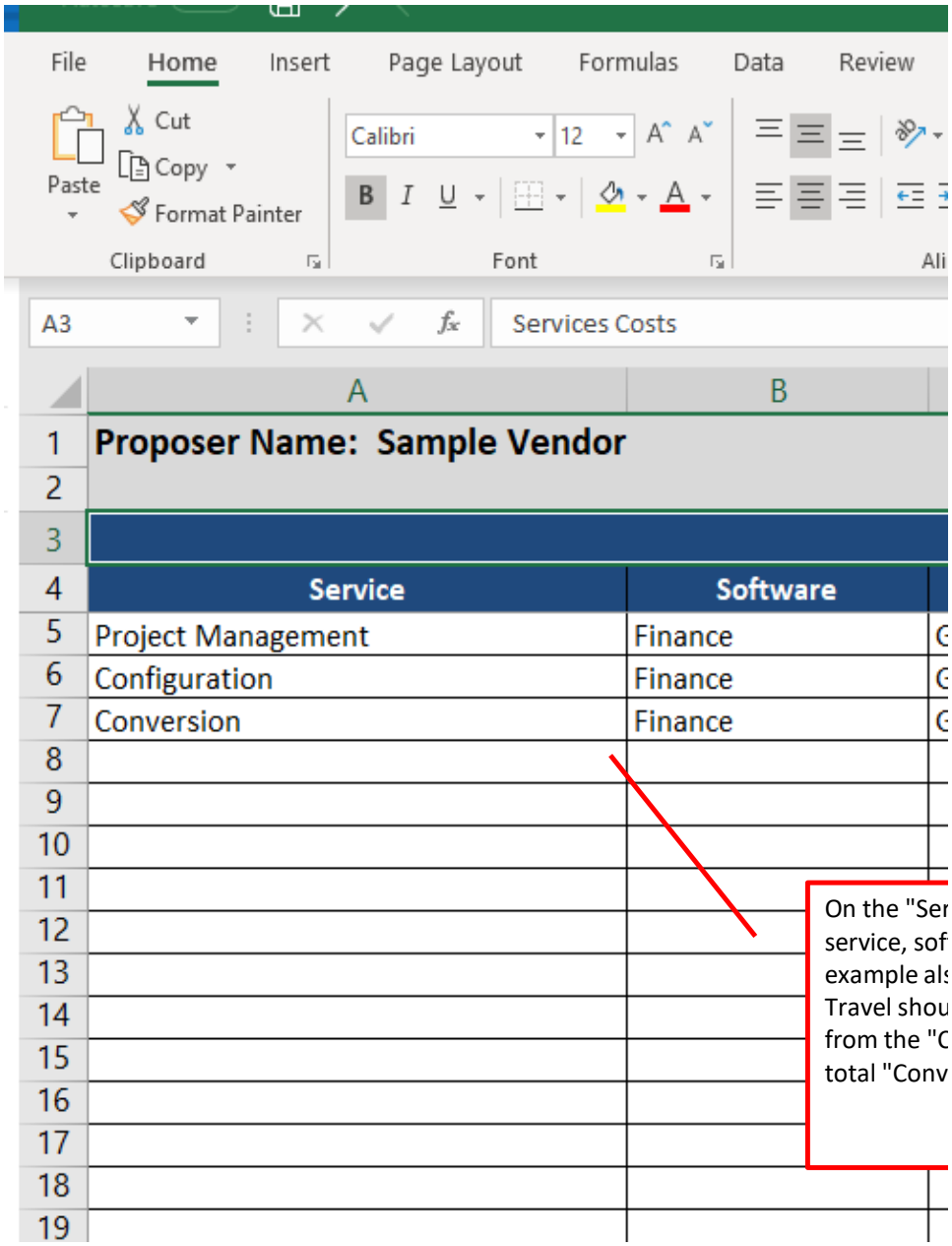
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Y
Finance	General Ledger			$ -					
Finance	Purchasing			$ -					
Finance	Accounts Payable			$ -					
Finance	Accounts Receivable			$ -					
Human Resources	Personnel Actions			$ -					
Human Resources	Benefit Administration			$ -					
Payroll	Time Entry			$ -					
Human Resources	Recruitment			$ -					
				$ -					
				$ -					
				$ -					
				$ -					
				$ -					
				$ -					

On the "Licenses" tab, the City expects to see the software and modules associated identified.

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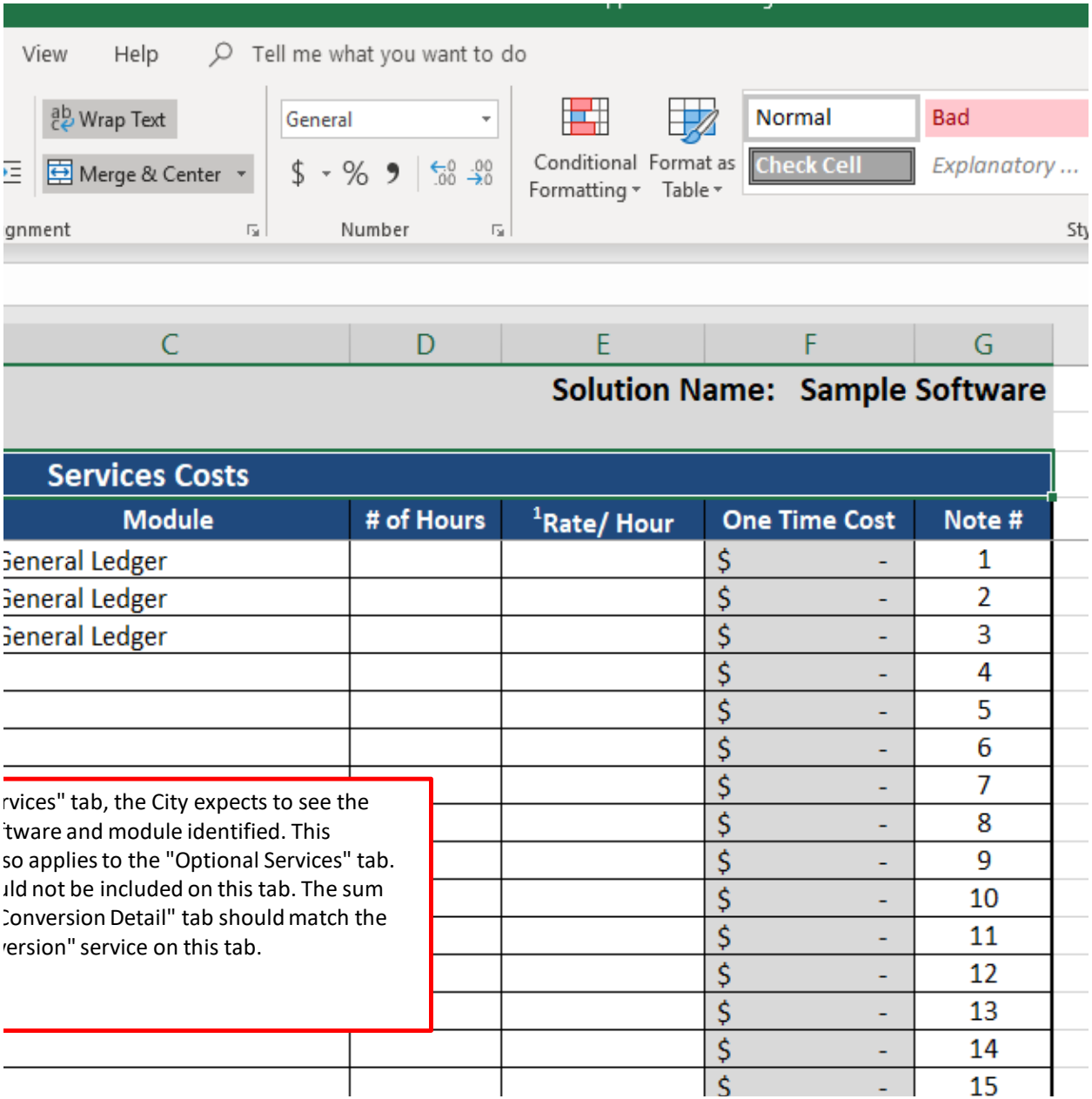

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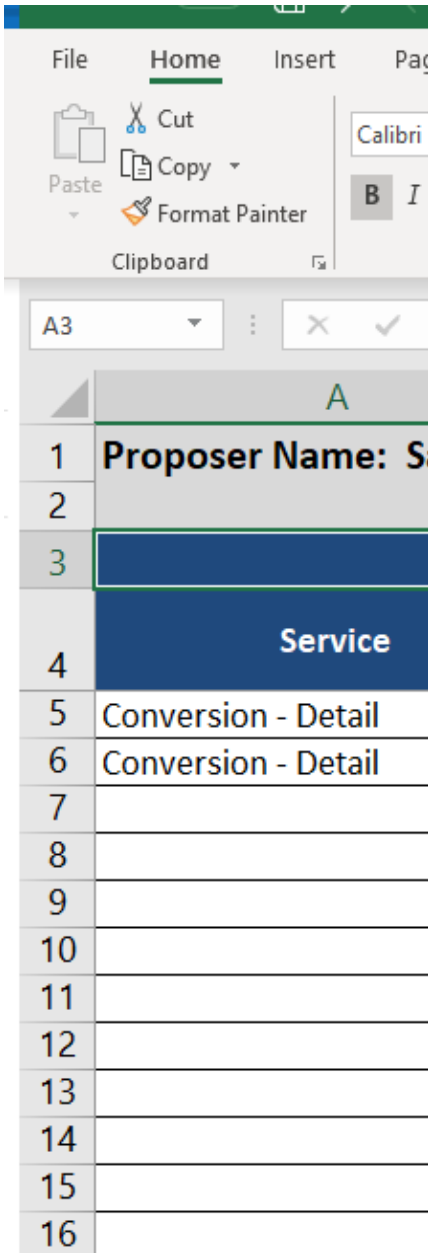

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Solution Name: Sample Software
Services Costs
Module
# of Hours
[1]Rate/ Hour
One Time Cost
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General Ledger
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rvices" tab, the City expects to see the
tware and module identified. This
so applies to the "Optional Services" tab.
uld not be included on this tab. The sum
Conversion Detail" tab should match the
ersion" service on this tab.

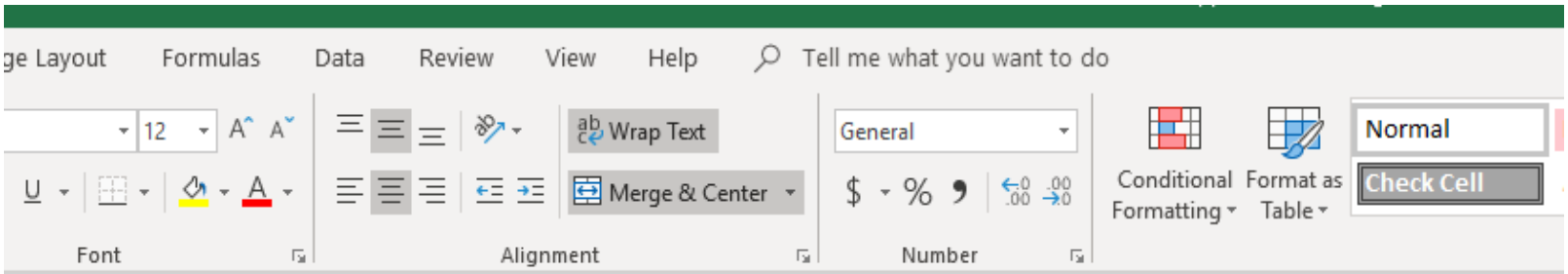

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Proposer Name: S
Service
Conversion - Detail
Conversion - Detail

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	B	C	D	E	F	G
	ample Vendor				Solution Name:	Sample Software

Conversion Costs						
	Software	Module	# of Hours	[1]Rate/ Hour	Cost	Note #
	Finance	Purchasing			$ -	1
	Human Resources	Personnel Actions			$ -	2
					$ -	3
					$ -	4
					$ -	5
					$ -	6
					-	7
					-	8
					-	9
					-	10
					-	11
					-	12

On the "Conversion" tab, the City expects to see the software and module associated with Conversion services stated on the Services Tabs. The city expects to see the hours and rate for each conversion item . The sum of this table should match the Conversion cost on the Services tab.

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					$ -	13
					$ -	14
					$ -	15
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					$ -	17
					$ -	18
					$ -	19
					$ -	20
					$ -	21

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Solution Pricing Summary

Proposer Name: **Tyler Technologies**
Solution Name: **Tyler Enterprise ERP**
SaaS (Yes/No): Yes

Solution Pricing Summary	One Time	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Licenses and Ongoing Maintenance Costs Subtotal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hosting Costs Subtotal	$ -	$ 328,497	$ 328,497	$ 328,497	$ 328,497	$ 328,497	$ 338,352	$ 348,502	$ 358,958	$ 376,905	$ 395,751	$ 3,460,953
Services Costs Subtotal	$ 1,165,580											$ 1,165,580
Travel Costs Subtotal	$ 51,580											$ 51,580
Total Solution Cost	**$ 1,217,160**	**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 338,352**	**$ 348,502**	**$ 358,958**	**$ 376,905**	**$ 395,751**	**$ 4,678,113**
Optional Products Subtotal	$ 5,000	$ 195,908	$ 192,645	$ 193,984	$ 195,389	$ 196,865	$ 203,391	$ 210,143	$ 217,132	$ 227,988	$ 239,388	$ 2,077,833
Optional Services Costs Subtotal	$ 184,300											$ 184,300
Total Solution Cost with Options	**$ 1,406,460**	**$ 524,405**	**$ 521,142**	**$ 522,481**	**$ 523,886**	**$ 525,362**	**$ 541,743**	**$ 558,646**	**$ 576,089**	**$ 604,894**	**$ 635,138**	$ 6,940,246

Licenses and Ongoing Maintenance Costs by Software	One Time	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Finance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Human Resources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Revenue Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Content Management	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Data & Insights	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
System Forms	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Integrations	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Annual Services	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
ERP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and Ongoing Maintenance Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Hosting Costs by Software	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total
Finance	$ 137,139	$ 137,139	$ 137,139	$ 137,139	$ 137,139	$ 141,253	$ 145,491	$ 149,855	$ 157,348	$ 165,216	$ 1,444,858
Human Resources	$ 33,109	$ 33,109	$ 33,109	$ 33,109	$ 33,109	$ 34,102	$ 35,125	$ 36,179	$ 37,988	$ 39,887	$ 348,827
Revenue Management	$ 61,699	$ 61,699	$ 61,699	$ 61,699	$ 61,699	$ 63,550	$ 65,456	$ 67,420	$ 70,791	$ 74,331	$ 650,044
Content Management	$ 25,709	$ 25,709	$ 25,709	$ 25,709	$ 25,709	$ 26,480	$ 27,275	$ 28,093	$ 29,498	$ 30,972	$ 270,863
Data & Insights	$ 25,956	$ 25,956	$ 25,956	$ 25,956	$ 25,956	$ 26,735	$ 27,537	$ 28,363	$ 29,781	$ 31,270	$ 273,465
System Forms	$ 8,851	$ 8,851	$ 8,851	$ 8,851	$ 8,851	$ 9,117	$ 9,390	$ 9,672	$ 10,155	$ 10,663	$ 93,252
Integrations	$ 33,482	$ 33,482	$ 33,482	$ 33,482	$ 33,482	$ 34,486	$ 35,521	$ 36,587	$ 38,416	$ 40,337	$ 352,757
Annual Services	$ 2,552	$ 2,552	$ 2,552	$ 2,552	$ 2,552	$ 2,629	$ 2,707	$ 2,789	$ 2,928	$ 3,074	$ 26,887
ERP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Hosting Costs	$ 328,497	$ 328,497	$ 328,497	$ 328,497	$ 328,497	$ 338,352	$ 348,502	$ 358,958	$ 376,905	$ 395,751	$ 3,460,953
	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

Services Costs by Service		One Time
Project Management	$	369,600
Configuration	$	10,500
Conversion	$	52,600
Interface Development	$	38,860
Post - Implementation Support	$	-
Report Development	$	-
Change Management	$	16,320
Implementation and Training	$	677,700
Installation	$	-
Services Costs	$	1,165,580
		OK

Services Costs by Software		One Time
Finance	$	409,300
Human Resources	$	277,250
Revenue Management	$	356,650
Content Management	$	18,900
Data & Insights	$	37,800
System Forms	$	-
Integrations	$	38,860
Annual Services	$	-
ERP	$	26,820
Services Costs	$	1,165,580
		OK

Software Proposed:
Finance
Human Resources
Revenue Management
Content Management
Data & Insights
System Forms
Integrations
Annual Services
ERP

Modules Proposed:
Accounting
Accounts Payable
Assets Mobile
Budgeting
Capital Assets
Cash Management
Contract Management
eProcurement
Inventory
Inventory Mobile
Project and Grant Acct
Purchasing
HR and Talent Management
Payroll w/Employee Access
Recruiting
Time & Attendance
Accounts Receivable
Cashiering
General Billing
Resident Access
Utility Billing CIS
UB Meter Interface
Content Manager
Enterprise Analytics
Enterprise Forms
Tyler Notify
Applicant Tracking API
Cashiering API
Snaplogic
ERP Platform
Pace 6
Cashiering Interface HDL
User Monitor & Response
Priority Based Budgeting
Adv Scheduling
Employee Expense
My Civic
Open Finance
ACFR
DocuSign Integration
PatternStream(budget Book)
DebtBook
API Bundle
Cashiering Interface Accela

Services Proposed:
Project Management
Configuration
Conversion
Interface Development
Post - Implementation Support
Report Development
Change Management
Implementation and Training
Installation

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Licenses and Ongoing Maintenance Costs																
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
				$ -											$ -	1
				$ -											$ -	2
				$ -											$ -	3
				$ -											$ -	4
				$ -											$ -	5
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				$ -											$ -	37
				$ -											$ -	38
				$ -											$ -	39
				$ -											$ -	40
Total Licenses and Ongoing Maintenance Costs				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
			Check to Summary Tab ->	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	

Group by Software

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Licenses and Ongoing Maintenance Costs																
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #

1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes
2 - If Unlimited Licenses, enter "Unlim" in "# of Licenses" and enter total cost in "Cost/License"
3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Hosting Costs

Software	Module	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
Finance	Accounting	$ 36,811	$ 36,811	$ 36,811	$ 36,811	$ 36,811	$ 37,915	$ 39,053	$ 40,224	$ 42,236	$ 44,347	$ 387,830	1
Finance	Accounts Payable	$ 10,942	$ 10,942	$ 10,942	$ 10,942	$ 10,942	$ 11,270	$ 11,608	$ 11,957	$ 12,554	$ 13,182	$ 115,282	2
Finance	Assets Mobile	$ 3,261	$ 3,261	$ 3,261	$ 3,261	$ 3,261	$ 3,359	$ 3,460	$ 3,563	$ 3,742	$ 3,929	$ 34,357	3
Finance	Budgeting	$ 10,942	$ 10,942	$ 10,942	$ 10,942	$ 10,942	$ 11,270	$ 11,608	$ 11,957	$ 12,554	$ 13,182	$ 115,282	4
Finance	Capital Assets	$ 10,560	$ 10,560	$ 10,560	$ 10,560	$ 10,560	$ 10,877	$ 11,203	$ 11,539	$ 12,116	$ 12,722	$ 111,257	5
Finance	Cash Management	$ 13,446	$ 13,446	$ 13,446	$ 13,446	$ 13,446	$ 13,849	$ 14,265	$ 14,693	$ 15,427	$ 16,199	$ 141,663	6
Finance	Contract Management	$ 5,683	$ 5,683	$ 5,683	$ 5,683	$ 5,683	$ 5,853	$ 6,029	$ 6,210	$ 6,520	$ 6,846	$ 59,875	7
Finance	eProcurement	$ 7,312	$ 7,312	$ 7,312	$ 7,312	$ 7,312	$ 7,531	$ 7,757	$ 7,990	$ 8,390	$ 8,809	$ 77,037	8
Finance	Inventory	$ 8,922	$ 8,922	$ 8,922	$ 8,922	$ 8,922	$ 9,190	$ 9,465	$ 9,749	$ 10,237	$ 10,749	$ 94,000	9
Finance	Inventory Mobile	$ 3,261	$ 3,261	$ 3,261	$ 3,261	$ 3,261	$ 3,359	$ 3,460	$ 3,563	$ 3,742	$ 3,929	$ 34,357	10
Finance	Project and Grant Acct	$ 7,673	$ 7,673	$ 7,673	$ 7,673	$ 7,673	$ 7,903	$ 8,140	$ 8,384	$ 8,804	$ 9,244	$ 80,841	11
Finance	Purchasing	$ 18,326	$ 18,326	$ 18,326	$ 18,326	$ 18,326	$ 18,876	$ 19,442	$ 20,025	$ 21,027	$ 22,078	$ 193,078	12
Human Resources	HR and Talent Management	$ 5,704	$ 5,704	$ 5,704	$ 5,704	$ 5,704	$ 5,875	$ 6,051	$ 6,233	$ 6,545	$ 6,872	$ 60,096	13
Human Resources	Payroll w/Employee Access	$ 8,335	$ 8,335	$ 8,335	$ 8,335	$ 8,335	$ 8,585	$ 8,843	$ 9,108	$ 9,563	$ 10,041	$ 87,815	14
Human Resources	Recruiting	$ 1,369	$ 1,369	$ 1,369	$ 1,369	$ 1,369	$ 1,410	$ 1,452	$ 1,496	$ 1,571	$ 1,649	$ 14,423	15
Human Resources	Time & Attendance	$ 17,701	$ 17,701	$ 17,701	$ 17,701	$ 17,701	$ 18,232	$ 18,779	$ 19,342	$ 20,309	$ 21,325	$ 186,493	16
Revenue Management	Accounts Receivable	$ 9,169	$ 9,169	$ 9,169	$ 9,169	$ 9,169	$ 9,444	$ 9,727	$ 10,019	$ 10,520	$ 11,046	$ 96,602	17
Revenue Management	Cashiering	$ 16,507	$ 16,507	$ 16,507	$ 16,507	$ 16,507	$ 17,002	$ 17,512	$ 18,038	$ 18,940	$ 19,887	$ 173,913	18
Revenue Management	General Billing	$ 5,061	$ 5,061	$ 5,061	$ 5,061	$ 5,061	$ 5,213	$ 5,369	$ 5,530	$ 5,807	$ 6,097	$ 53,321	19
Revenue Management	Resident Access	$ 11,475	$ 11,475	$ 11,475	$ 11,475	$ 11,475	$ 11,819	$ 12,174	$ 12,539	$ 13,166	$ 13,824	$ 120,897	20
Revenue Management	Utility Billing CIS	$ 14,581	$ 14,581	$ 14,581	$ 14,581	$ 14,581	$ 15,018	$ 15,469	$ 15,933	$ 16,730	$ 17,566	$ 153,621	21
Revenue Management	UB Meter Interface	$ 4,906	$ 4,906	$ 4,906	$ 4,906	$ 4,906	$ 5,053	$ 5,205	$ 5,361	$ 5,629	$ 5,910	$ 51,688	22
Content Management	Content Manager	$ 25,709	$ 25,709	$ 25,709	$ 25,709	$ 25,709	$ 26,480	$ 27,275	$ 28,093	$ 29,498	$ 30,972	$ 270,863	24
Data & Insights	Enterprise Analytics	$ 25,956	$ 25,956	$ 25,956	$ 25,956	$ 25,956	$ 26,735	$ 27,537	$ 28,363	$ 29,781	$ 31,270	$ 273,465	25
System Forms	Enterprise Forms	$ 8,851	$ 8,851	$ 8,851	$ 8,851	$ 8,851	$ 9,117	$ 9,390	$ 9,672	$ 10,155	$ 10,663	$ 93,252	26
Integrations	Applicant Tracking API	$ 2,497	$ 2,497	$ 2,497	$ 2,497	$ 2,497	$ 2,572	$ 2,649	$ 2,729	$ 2,865	$ 3,008	$ 26,308	27
Integrations	Cashiering API	$ 4,435	$ 4,435	$ 4,435	$ 4,435	$ 4,435	$ 4,568	$ 4,705	$ 4,846	$ 5,089	$ 5,343	$ 46,726	28
Integrations	Snaplogic	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,318	$ 2,387	$ 2,459	$ 2,582	$ 2,711	$ 23,705	29
Integrations	Pace 6	$ 9,300	$ 9,300	$ 9,300	$ 9,300	$ 9,300	$ 9,579	$ 9,866	$ 10,162	$ 10,670	$ 11,204	$ 97,982	30
Integrations	User Monitor & Response	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,450	$ 15,914	$ 16,391	$ 17,210	$ 18,071	$ 158,036	31
Annual Services	Cashiering Interface HDL	$ 872	$ 872	$ 872	$ 872	$ 872	$ 898	$ 925	$ 953	$ 1,001	$ 1,051	$ 9,187	32
Annual Services	Cashiering Interface Accela	$ 1,680	$ 1,680	$ 1,680	$ 1,680	$ 1,680	$ 1,730	$ 1,782	$ 1,836	$ 1,928	$ 2,024	$ 17,700	33
												$ -	34
												$ -	35
												$ -	36
												$ -	37
												$ -	38
												$ -	39
												$ -	40
Total Hosting Costs		**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 328,497**	**$ 338,352**	**$ 348,502**	**$ 358,958**	**$ 376,905**	**$ 395,751**	**$ 3,460,953**	
		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Hosting Costs

Software	Module	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #

Group by Vendor and Software
1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes
2 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

- No incrreases years 1-5, 3% annually for years 6,7,8, and 5% years 9 and 10.
- Year 1 annual fee fully replaces Eden annual maintenance fee. We wont charge fro two systems at the same time.

Note 27 - Applicant Tracking API - When imports aren't sufficient, the API can be used to connects NeoGov to our HR platform to facilitate onboarding.
note 28 - Cashiering API - The API that is needed to accomplish the work described in Note 32 and notes 33.
Note 29 - Snaplogic - The code platform used to create the integration with the cashiering API.
Note 30 - PACE - Planned annual continued education after go live - https://www.tylertech.com/resources/videos-and-webinars/how-a-city-maximizes-use-of-tyler-solutions-with-pace
Note 31 - User Monitoring and Response - Advanced awareness of suspicious erp activity - https://www.tylertech.com/resources/resource-downloads/user-monitoring-and-response-for-enterprise-erp
Note 32 - Coded integration between Tyler Cashiering and 3rd party Business License software to allow for bill lookup and payment collection in Tyler Cashiering.
Note 33 - Coded integration between Tyler Cashiering and 3rd party Permitting software to allow for bill lookup and payment collection in Tyler Cashiering.

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #
Implementation and Training	Finance	Accounting	260	$ 225	$ 58,500	1
Implementation and Training	Finance	Accounts Payable	72	$ 225	$ 16,200	2
Implementation and Training	Finance	Assets Mobile	20	$ 225	$ 4,500	3
Implementation and Training	Finance	Budgeting	96	$ 225	$ 21,600	4
Implementation and Training	Finance	Capital Assets	96	$ 225	$ 21,600	5
Implementation and Training	Finance	Cash Management	56	$ 225	$ 12,600	6
Implementation and Training	Finance	Contract Management	40	$ 225	$ 9,000	7
Implementation and Training	Finance	eProcurement	52	$ 225	$ 11,700	8
Implementation and Training	Finance	Inventory	96	$ 225	$ 21,600	9
Implementation and Training	Finance	Inventory Mobile	20	$ 225	$ 4,500	10
Implementation and Training	Finance	Project and Grant Acct	72	$ 225	$ 16,200	11
Implementation and Training	Finance	Purchasing	224	$ 225	$ 50,400	12
Implementation and Training	Human Resources	HR and Talent Management	160	$ 225	$ 36,000	13
Implementation and Training	Human Resources	Payroll w/Employee Access	320	$ 225	$ 72,000	14
Implementation and Training	Human Resources	Recruiting	20	$ 225	$ 4,500	15
Implementation and Training	Human Resources	Time & Attendance	192	$ 225	$ 43,200	16
Implementation and Training	Revenue Management	Accounts Receivable	168	$ 225	$ 37,800	17
Implementation and Training	Revenue Management	Cashiering	96	$ 225	$ 21,600	18
Implementation and Training	Revenue Management	General Billing	96	$ 225	$ 21,600	19
Implementation and Training	Revenue Management	Resident Access	128	$ 225	$ 28,800	20
Implementation and Training	Revenue Management	Utility Billing CIS	424	$ 225	$ 95,400	21
Implementation and Training	Revenue Management	UB Meter Interface	52	$ 225	$ 11,700	22
					$ -	23
Implementation and Training	Content Management	Content Manager	84	$ 225	$ 18,900	24
Implementation and Training	Data & Insights	Enterprise Analytics	168	$ 225	$ 37,800	25
Implementation and Training	System Forms	Enterprise Forms	0	$ 225	$ -	26
Interface Development	Integrations	Applicant Tracking API	64	$ 225	$ 14,400	27
Interface Development	Integrations	Cashiering API	52	$ 225	$ 11,700	28
Interface Development	Integrations	Cashiering Interface Accela	Flat	$ 8,400	$ 8,400	29

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #
Interface Development	Integrations	Cashiering Interface HDL	Flat	$ 4,360	$ 4,360	30
Configuration	ERP	Enterprise Analytics	Flat	$ 10,500	$ 10,500	31
Change Management	ERP	ERP Platform	64	$ 255	$ 16,320	32
Project Management	Finance		16	$ 8,800	$ 140,800	33
Project Management	Human Resources		13	$ 8,800	$ 114,400	34
Project Management	Revenue Management		13	$ 8,800	$ 114,400	35
Conversion	Finance		Flat	$ 20,100	$ 20,100	36
Conversion	Human Resources		Flat	$ 7,150	$ 7,150	37
Conversion	Revenue Management		Flat	$ 25,350	$ 25,350	38
					$ -	39
					$ -	40
Total Services Costs			**3,234**		**$ 1,165,580**	

Check to Summary Tab -> OK

Group by Service

1 - Enter name of Software and Module for services listed. If 'Other' entered for service, enter name of product or describe product in the notes

2 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"

3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Note 33 - Project management Fee billed monthly for Financials phase of project (16 months through go live)

Note 34 - Project management Fee billed monthly for HR Payroll phase of project (13 months through go live)

Note 35 - Project management Fee billed monthly for Utility Billing phase of project (13 months through go live)

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Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Services Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	One Time Cost	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Conversion Costs						
Service	Software	Module	# of Hours	[1]Rate/ Hour	Cost	Note #
Conversion - Detail	Finance	Accounting	Flat		$ 3,500	1
Conversion - Detail	Finance	Accounts Payable	Flat		$ 6,500	2
Conversion - Detail	Finance	Contract Management	Flat		$ 3,000	3
Conversion - Detail	Finance	Inventory	Flat		$ 3,100	4
Conversion - Detail	Finance	Purchasing	Flat		$ 4,000	5
Conversion - Detail	Human Resources	HR and Talent Management	Flat		$ 7,150	6
Conversion - Detail	Revenue	General Billing	Flat		$ 5,600	7
Conversion - Detail	Revenue	Utility Billing CIS	Flat		$ 19,750	8
					$ -	9
					$ -	10
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					$ -	34
					$ -	35

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Conversion Costs						
					$ -	36
					$ -	37
					$ -	38
					$ -	39
					$ -	40
Subtotal Conversion - Detail					**$ 52,600**	

Group by Service and Software
1 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"
2 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or
3 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Conversion Costs

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Travel Costs				
Trip Description	**# of Trips**	**Cost Per Trip**	**Total**	**Note #**
Estimating 35 trips for the purpose of this activity.	35	$ 1,474.00	$ 51,580	1
Its very likely that 35 trips will not be required.			$ -	2
			$ -	3
			$ -	4
			$ -	5
			$ -	6
			$ -	7
			$ -	8
			$ -	9
			$ -	10
			$ -	11
			$ -	12
			$ -	13
			$ -	14
			$ -	15
			$ -	16
			$ -	17
			$ -	18
			$ -	19
			$ -	20
Total Travel Costs	**35**	**$ 1,474.00**	**$ 51,580**	

Check to Summary Tab -> OK

1- Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Travel Costs				
Trip Description	# of Trips	Cost Per Trip	Total	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Optional Services Costs						
Service	Software	Module	# of Hours	[1]Rate/Hour	One Time Cost	Note #
Implementation and Training	Finance	Priority Based Budgeting	136	$ 225	$ 30,600	1
Implementation and Training	Human Resources	Adv Scheduling	160	$ 225	$ 36,000	2
Implementation and Training	Finance	Employee Expense	96	$ 225	$ 21,600	3
Implementation and Training	Annual Services	My Civic	116	$ 225	$ 26,100	4
Configuration	Data & Insights	Open Finance	flat	$ 7,500	$ 7,500	5
Implementation and Training	Finance	ACFR	96	$ 225	$ 21,600	6
Implementation and Training	Finance	DocuSign Integration	20	$ 225	$ 4,500	7
Implementation and Training	Integrations	API Bundle	64	$ 225	$ 14,400	8
Project Management	Finance	Priority Based Budgeting	12	$ 225	$ 2,700	9
Implementation and Training	Finance	PatternStream(Budget Book Publishing	80	$ 185	$ 14,800	10
Implementation and Training	Revenue Management	Tyler Notify	20	$ 225	$ 4,500	11
					$ -	12
					$ -	13
					$ -	14
					$ -	15
					$ -	16
					$ -	17
					$ -	18
					$ -	19
					$ -	20
Total Optional Services Costs			**800**		**$ 184,300**	

Check to Summary Tab -> OK

Group by Service
1 - If Flat Rate for service, enter "Flat" in "# of Hours" and enter total cost in "Rate/Hour"
2 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Optional Services Costs						
Service	Software	Module	# of Hours	[1]Rate/Hour	One Time Cost	Note #

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Optional Products

Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #
Finance	Priority Based Budgeting	unlim		$ -	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,900	$ 31,827	$ 32,782	$ 34,421	$ 36,142	$ 316,072	1
Human Resources	Adv Scheduling	unlim		$ -	$ 19,017	$ 19,017	$ 19,017	$ 19,017	$ 19,017	$ 19,588	$ 20,175	$ 20,780	$ 21,819	$ 22,910	$ 200,358	2
Finance	Employee Expense	unlim		$ -	$ 5,572	$ 5,572	$ 5,572	$ 5,572	$ 5,572	$ 5,739	$ 5,911	$ 6,089	$ 6,393	$ 6,713	$ 58,705	3
Annual Services	My Civic	unlim		$ -	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,360	$ 12,731	$ 13,113	$ 13,768	$ 14,457	$ 126,429	4
Data & Insights	Open Finance	unlim		$ -	$ 21,000	$ 21,000	$ 21,000	$ 21,000	$ 21,000	$ 21,630	$ 22,279	$ 22,947	$ 24,095	$ 25,299	$ 221,250	5
Finance	ACFR	unlim		$ -	$ 10,500	$ 10,500	$ 10,500	$ 10,500	$ 10,500	$ 10,815	$ 11,139	$ 11,474	$ 12,047	$ 12,650	$ 110,625	6
Finance	DocuSign Integration	unlim		$ -	$ 7,875	$ 7,875	$ 7,875	$ 7,875	$ 7,875	$ 8,111	$ 8,355	$ 8,605	$ 9,035	$ 9,487	$ 82,969	7
Integrations	API Bundle	unlim		$ -	$ 23,974	$ 23,974	$ 23,974	$ 23,974	$ 23,974	$ 24,693	$ 25,434	$ 26,197	$ 27,507	$ 28,882	$ 252,583	8
Finance	PatternStream(budget Book)	unlim		$ -	$ 22,320	$ 22,320	$ 22,320	$ 22,320	$ 22,320	$ 22,990	$ 23,679	$ 24,390	$ 25,609	$ 26,890	$ 235,157	9
Revenue Management	Tyler Notify	unlim		$ -	$ 18,150	$ 13,612	$ 13,612	$ 13,612	$ 13,612	$ 14,020	$ 14,441	$ 14,874	$ 15,618	$ 16,399	$ 147,950	10
Finance	DebtBook	unlim		$ 5,000	$25,500	$ 26,775	$ 28,114	$ 29,519	$ 30,995	$ 32,545	$ 34,172	$ 35,881	$ 37,675	$ 39,559	$ 325,735	11
				$ -											$ -	12
				$ -											$ -	13
				$ -											$ -	14
				$ -											$ -	15
				$ -											$ -	16
				$ -											$ -	17
				$ -											$ -	18
				$ -											$ -	19
				$ -											$ -	20
Total Optional Products				**$ 5,000**	**$ 195,908**	**$ 192,645**	**$ 193,984**	**$ 195,389**	**$ 196,865**	**$ 203,391**	**$ 210,143**	**$ 217,132**	**$ 227,988**	**$ 239,388**	**$ 2,077,833**	

Check to Summary Tab -> OK

Group by Software

1 - Enter name of Module for software listed or description. If 'Other' entered for software, enter name of product or describe product in the notes

2 - If Unlimited Licenses, enter "Unlim" in "# of Licenses" and enter total cost in "Cost/License"

3 - Notes and Assumptions (use Note # to correspond to table above)

Note 1 - Priority Based Budgeting - https://www.tylertech.com/products/priority-based-budgeting
Note 2 - Advanced Scheduling - Schedule management for police and fire
Note 5 - Open Finance - Citizen Facing Financial Transparency Portal - https://tylertech.data.socrata.com/stories/s/Tyler-Open-Finance-Showcase/4dza-id9a/
Note 8 - API Bundle - Tyler EERP full collection of APIs, which can be broken out and sold individually.
Note 9 - Pattern Stream - Budget Publishing Software interated with Tyler - http://www.patternstream.com/
Note 10 - Tyler Notify - Outbound messaging for the Utility Billing collection process. - https://www.tylertech.com/products/notify
Note 11 - Debtbook - Tyler partners with Debtbook for debt managment solutions - https://www.debtbook.com/

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Proposer Name: Tyler Technologies **Solution Name: Tyler Enterprise ERP**

Optional Products																
Software	Module	# of Licenses	[2]Cost/ License	One Time Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Grand Total	Note #

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Professional Services Rates		
Resource Category	**Hourly Rate**	**Note #**
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14
		15
		16
		17
		18
		19
		20

1 - Notes and Assumptions (use Note # to correspond to table above)

<Enter notes and assumptions>

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Professional Services Rates		
Resource Category	**Hourly Rate**	**Note #**

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

8.3 Tyler Investment Summary

Please refer to the following pages.

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

Quoted By:	Jason Cloutier
Quote Expiration:	01/01/26
Quote Name:	City of Downey-ERP-EERP
Quote Description:	ERP Updated 5.7.25
Saas Term	1.00

Sales Quotation For:

City of Downey
PO Box 7016
Downey CA 90241-7016

Shipping Address:

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	260	$ 49,081.00
Accounts Payable	1	72	$ 14,590.00
Assets Mobile	1	20	$ 4,348.00
Budgeting	1	96	$ 14,590.00
Capital Assets	1	96	$ 14,080.00
Cash Management	1	56	$ 13,446.00
Contract Management	1	40	$ 6,315.00
eProcurement (Vendor Access and Punch-Out)	1	52	$ 9,750.00
Inventory	1	96	$ 11,896.00
Inventory Mobile	1	20	$ 4,348.00
Project & Grant Accounting	1	72	$ 10,231.00
Purchasing	1	224	$ 24,435.00
Human Resources Management			
Human Resources & Talent Management	1	160	$ 7,605.00
Payroll with Employee Access	1	320	$ 11,114.00

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Recruiting	1	20	$ 1,826.00
Time & Attendance w Mobile Access - Up to 500 Employees	1	192	$ 19,668.00
Revenue Management			
Accounts Receivable	1	168	$ 12,226.00
Cashiering	1	96	$ 18,341.00
General Billing	1	96	$ 6,748.00
Resident Access	1	128	$ 12,750.00
Utility Billing CIS	1	424	$ 19,441.00
Utility Billing Meter Interface	1	52	$ 6,542.00
Content Management			
Content Manager Core includes Onboarding	1	84	$ 25,709.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	168	$ 28,841.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	$ 11,801.00
Integrations			
3rd Party Applicant Tracking API Connector	1	64	$ 3,329.00
Cashiering API	1	52	$ 5,913.00
SnapLogic - Up to 5 Integrations	1	0	$ 3,000.00

	Sub-Total:		$ 371,964.00
	Less Discount:		$ 70,319.00
	TOTAL	**3128**	**$ 301,645.00**

Tyler Annual Services

Description	QTY	Imp. Hours	Annual Fee
Recurring Services			
PACE 6	1	0	$ 9,300.00
User Monitoring and Response	1	0	$ 15,000.00
TOTAL:		**0**	**$ 24,300.00**

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Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Amazon Web Services Configuration Fee	1	$ 29,811.00	$ 29,811.00	$ 0.00	$ 0.00
Cashiering Interface: Business Licenses	1	$ 4,360.00	$ 0.00	$ 4,360.00	$ 872.00
Cashiering Interface: Permits & Code Enforcement	1	$ 8,400.00	$ 0.00	$ 8,400.00	$ 1,680.00
Executive Insights Implementation	1	$ 10,500.00	$ 0.00	$ 10,500.00	$ 0.00
Foundation Change Management	64	$ 255.00	$ 0.00	$ 16,320.00	$ 0.00
Investment Assessment - PACE	24	$ 200.00	$ 4,800.00	$ 0.00	$ 0.00
Phase 1: Financials 25% Dedicated Project Manager	16	$ 8,800.00	$ 0.00	$ 140,800.00	$ 0.00
Phase 2: Utility Billing 25% Dedicated Project Manager	13	$ 8,800.00	$ 0.00	$ 114,400.00	$ 0.00
Phase 3: HCM & Payroll 25% Dedicated Project Manager	13	$ 8,800.00	$ 0.00	$ 114,400.00	$ 0.00
Conversions – See Detailed Breakdown Below				$ 52,600.00	$ 0.00
Onsite Implementation	820	$ 225.00	$ 0.00	$ 184,500.00	$ 0.00
Remote Implementation	2308	$ 225.00	$ 0.00	$ 519,300.00	$ 0.00
TOTAL				**$ 1,165,580.00**	**$ 2,552.00**

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Barcode Printer Kit	1	$ 1,445.00	$ 0.00	$ 1,445.00	$ 0.00	$ 0.00	$ 0.00
Cash Drawer	1	$ 275.00	$ 0.00	$ 275.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner - Model 1960GSR	1	$ 475.00	$ 0.00	$ 475.00	$ 0.00	$ 0.00	$ 0.00
Hand Held Scanner Stand	1	$ 65.00	$ 0.00	$ 65.00	$ 0.00	$ 0.00	$ 0.00
Printer (TM-S9000II)	1	$ 1,660.00	$ 0.00	$ 1,660.00	$ 0.00	$ 0.00	$ 0.00
TOTAL				**$ 3,920.00**			**$ 0.00**

Summary **One Time Fees** **Recurring Fees**

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Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 301,645.00
Total Tyler Services	$ 1,165,580.00	$ 26,852.00
Total Third-Party Hardware, Software, Services	$ 3,920.00	$ 0.00
Summary Total	**$ 1,169,500.00**	**$ 328,497.00**
Contract Total	**$ 1,497,997.00**	
Estimated Travel Expenses excl in Contract Total	**$ 51,580.00**	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				
Accounting	1	$ 7,000.00	$ 3,500.00	$ 3,500.00
Accounts Payable	1	$ 13,000.00	$ 6,500.00	$ 6,500.00
Contracts	1	$ 6,000.00	$ 3,000.00	$ 3,000.00
Inventory	1	$ 6,200.00	$ 3,100.00	$ 3,100.00
Purchase Orders	1	$ 8,000.00	$ 4,000.00	$ 4,000.00
Human Resources Management				
Human Resources Management	1	$ 14,300.00	$ 7,150.00	$ 7,150.00
Revenue Management				
General Billing	1	$ 11,200.00	$ 5,600.00	$ 5,600.00
Utility Billing	1	$ 39,500.00	$ 19,750.00	$ 19,750.00

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TOTAL	**$ 52,600.00**

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Priority Based Budgeting			
Priority Based Budgeting - Base (3 Departments)	1	136	$ 30,000.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 500 Employees	1	104	$ 19,017.00
Employee Expense Reimbursement	1	96	$ 5,572.00
Civic Services			
My Civic	1	116	$ 12,000.00
Data Insights			
Open Finance	1	0	$ 21,000.00
Additional			
ACFR Statement Builder	1	96	$ 10,500.00
DocuSign Signature Service - Annual Fee	1	20	$ 7,875.00
Notify includes 121,000 Msgs and 4,000 Mins per year	1	20	$ 18,150.00
Integrations			
API Toolkit Bundle	1	64	$ 23,974.00
TOTAL:		**652**	**$ 148,088.00**

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Install Fee - Open Finance	1	$ 7,000.00	$ 0.00	$ 7,000.00	$ 0.00
Priority Based Budgeting - Project Management Base	12	$ 255.00	$ 0.00	$ 3,060.00	$ 0.00
Onsite Implementation	176	$ 225.00	$ 0.00	$ 39,600.00	$ 0.00
Remote Implementation	476	$ 225.00	$ 0.00	$ 107,100.00	$ 0.00

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TOTAL	**$ 156,760.00**	**$ 0.00**

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Pattern Stream Automated Document System - Implementation	80	$ 185.00	$ 0.00	$ 14,800.00	$ 0.00	$ 0.00	$ 0.00
Pattern Stream Automated Document System - SaaS	1	$ 0.00	$ 0.00	$ 0.00	$ 22,320.00	$ 0.00	-$ 22,320.00
TOTAL				**$ 14,800.00**			**$ 22,320.00**

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	$ 49,081.00	$ 12,270.00	$ 36,811.00
Accounts Payable	$ 14,590.00	$ 3,648.00	$ 10,942.00
Assets Mobile	$ 4,348.00	$ 1,087.00	$ 3,261.00
Budgeting	$ 14,590.00	$ 3,648.00	$ 10,942.00
Capital Assets	$ 14,080.00	$ 3,520.00	$ 10,560.00
Cash Management	$ 13,446.00	$ 0.00	$ 13,446.00
Contract Management	$ 6,315.00	$ 632.00	$ 5,683.00
eProcurement (Vendor Access and Punch-Out)	$ 9,750.00	$ 2,438.00	$ 7,312.00
Inventory	$ 11,896.00	$ 2,974.00	$ 8,922.00
Inventory Mobile	$ 4,348.00	$ 1,087.00	$ 3,261.00
Project & Grant Accounting	$ 10,231.00	$ 2,558.00	$ 7,673.00
Purchasing	$ 24,435.00	$ 6,109.00	$ 18,326.00
Human Resources Management			
Human Resources & Talent Management	$ 7,605.00	$ 1,901.00	$ 5,704.00
Payroll with Employee Access	$ 11,114.00	$ 2,779.00	$ 8,335.00

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Recruiting	$ 1,826.00	$ 457.00	$ 1,369.00
Time & Attendance w Mobile Access - Up to 500 Employees	$ 19,668.00	$ 1,967.00	$ 17,701.00
Revenue Management			
Accounts Receivable	$ 12,226.00	$ 3,057.00	$ 9,169.00
Cashiering	$ 18,341.00	$ 1,834.00	$ 16,507.00
General Billing	$ 6,748.00	$ 1,687.00	$ 5,061.00
Resident Access	$ 12,750.00	$ 1,275.00	$ 11,475.00
Utility Billing CIS	$ 19,441.00	$ 4,860.00	$ 14,581.00
Utility Billing Meter Interface	$ 6,542.00	$ 1,636.00	$ 4,906.00
Content Management			
Content Manager Core includes Onboarding	$ 25,709.00	$ 0.00	$ 25,709.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	$ 28,841.00	$ 2,885.00	$ 25,956.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	$ 11,801.00	$ 2,950.00	$ 8,851.00
Integrations			
3rd Party Applicant Tracking API Connector	$ 3,329.00	$ 832.00	$ 2,497.00
Cashiering API	$ 5,913.00	$ 1,478.00	$ 4,435.00
SnapLogic - Up to 5 Integrations	$ 3,000.00	$ 750.00	$ 2,250.00
Recurring Services			
PACE 6	$ 9,300.00	$ 0.00	$ 9,300.00
User Monitoring and Response	$ 15,000.00	$ 0.00	$ 15,000.00
TOTAL	**$ 396,264.00**	**$ 70,319.00**	**$ 325,945.00**

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

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Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 60% Client and 40% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference https://www.tylertech.com/services/tyler-detect for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Tyler Cybersecurity services are governed by the terms found here: Cybersecurity Services Terms of Service (tylertech.com). Your signature on this order or your receipt or use of Tyler Cybersecurity services indicates that you have read, understand, and agree to be bound by such terms. Additionally, your signature on this order indicates that you are authorized to bind the entity listed on this order to such terms.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of $5,000 per TB.

Amazon Web Services (AWS) has provided a credit in the amount of $29,811 in sponsorship of your project.

For the avoidance of doubt, User Monitoring & Response is a subscription service, not SaaS. Notwithstanding the foregoing language, payment of annual subscription fees for User Monitoring & Response commence on the availability of the service. User Monitoring & Response services will renew automatically for additional one (1) year terms, and subsequent subscription fees are due annually in advance on the anniversary of the availability date at our then-current rates. Pricing is based on client's current network size as defined by their entity size. Any material increases of network size may result in additional fees being assessed for the User Monitoring & Response service upon renewal.

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Each API Toolkit or Connector comes with 8 free hours of API Development Consulting hours. Each API Bundle comes with 16 free API Development Consulting hours. Additional hours can be purchased beyond this standard offering.

DocuSign Signature Service refers to the interface between Tyler software and DocuSigns services. It does not include or take the place of DocuSigns proprietary products. Clients are required to provide certain DocuSign account information for implementation and to maintain its DocuSign account in order to use the interface. Clients who do not have a current DocuSign account can email dsreferral@docusign.com for more information or to begin the process of obtaining an account.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Contracts conversion includes: Standard

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years, Certifications, Education

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Inventory conversion includes: Standard - Master

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Utility Billing conversion includes: Standard - UB Account, CID's, Services/Meter Inventory, Assessments, Consumption History - up to 5 years, Balance Forward AR, Service Orders, Backflow, Budget Billing, Flat Inventory/Containers

PACE Services: Includes the listed number of PACE days and 3 passes to Tyler Connect annually, along with one Investment assessment for every three years of PACE services purchased. PACE Flex provides the client with an option to consume PACE days either remotely or in-person at no additional cost. On-site PACE sessions must be scheduled in 3-day increments, and the client will be responsible for all travel costs incurred. For clients not yet live on Enterprise ERP, the first annual term for PACE commences on the 1st day of the month in which Phase 1 project activities are scheduled to be completed. All project-based post-live work will be provided by the Phase 1 project teams, as stated in the project plan. The PACE Project Manager will engage with the client toward the end of Phase 1 to establish continuity. For clients live on Enterprise ERP, the first annual term for PACE commences on the 1st day of the month following the date of the client's signature on the applicable sales quotation, amendment, or purchase order. The PACE annual term runs for 12 full calendar months. Upon expiration of the first annual term, the term will renew automatically for an additional one (1) year term at the current rate plus the client's contracted annual maintenance increase percentage unless terminated in writing by either party at least thirty (30) days prior to the end of the term. PACE days may only be utilized on live modules. Tyler Connect passes for the current year are available to clients with a cycle start date on or before March 1. Clients with a cycle start date of April 1 or later will be eligible for Tyler Connect passes the following year. PACE Days, Investment Assessments, and Tyler Connect passes expire at the conclusion of the term. No credit will be granted for unused days, assessments, or passes.

Your payment of the annual subscription or SaaS fee for Tyler Notify will include an identified amount of messages and/or minutes annually. Additional messages and/or minutes may be purchased from Tyler in defined packages at our then-current rates. Tyler Notify will not restrict use of messages and/or minutes that exceed the allotted messages but reserves the right to invoice you for documented overages occurring during the annual term. Any unused messages or minutes remaining at the end of your annual subscription term expire.

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

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Section 9 Non-Collusion Affidavit

Section 9 – Non-Collusion Affidavit Form

The Proposer must provide an executed copy of the City's Non-Collusion Affidavit; failure to do so may result in the vendor's proposal being deemed to be non-responsive.

Please reference the following pages.

Docusign Envelope ID: 349ADB5F-BF1C-4FD8-A27A-0F4E1DE1BB2A

APPENDIX C – NON-COLLUSION AFFIDAVIT

I, Chris Webster hereby declare as follows:

I am President, ERP and Civic Division of Tyler Technologies, Inc. the party making the foregoing proposal that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Proposer Signature _____

By Name Chris Webster

Title President, ERP and Civic Division

Organization Tyler Technologies, Inc.

Address One Tyler Drive Yarmouth, Maine 04096

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Section 10 Terms & Conditions

10.1 Sample Contract

https://www.tylertech.com/portals/0/terms/public-administration/New-Public-Administration-Group-Clients-SaaS-Agreement.pdf

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10.2 Certificate of Liability Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, LLC. 99 HIGH STREET BOSTON, MA 02110 CN102891976-TTI-GAWX+-24-25	**CONTACT NAME:** Finn Davis **PHONE (A/C, No, Ext):** (617) 999-7893 **FAX (A/C, No):** **E-MAIL ADDRESS:** Finn.Davis@marsh.com
INSURED Tyler Technologies, Inc. NIC Inc. & its subsidiaries 5101 Tennyson Parkway Plano, TX 75024	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Hartford Fire Insurance Co — 19682 **INSURER B :** Trumbull Insurance Company — 27120 **INSURER C :** Hartford Casualty Insurance Company — 29424 **INSURER D :** The Hartford — 19682 **INSURER E :** QBE Specialty Insurance Company — 11515 **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** NYC-011379641-12 **REVISION NUMBER:** 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			10UENBA4DHY	04/01/2024	04/01/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			10 UEN DI9897	04/01/2024	04/01/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000			10XHUBC1DGX	04/01/2024	04/01/2025	EACH OCCURRENCE AGGREGATE	$ 25,000,000 $ 25,000,000
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		10WNS88300	04/01/2024	04/01/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
E	Professional Liability/Cyber			130001996	06/17/2024	06/17/2025	Limit	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence Only

CERTIFICATE HOLDER	**CANCELLATION**
Tyler Technologies, Inc. 5101 Tennyson Parkway Plano, TX 75024	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** **AUTHORIZED REPRESENTATIVE** Marsh USA LLC

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AGENCY CUSTOMER ID: CN102891976
LOC #: Boston

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ADDITIONAL REMARKS SCHEDULE

AGENCY MARSH USA, LLC.	NAMED INSURED Tyler Technologies, Inc. and its subsidiaries, Including US eDirect, LLC 5101 Tennyson Parkway Plano, TX 75024
POLICY NUMBER	
CARRIER / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

The Professional Liability / Cyber policies evidenced contain Self Insured Retentions to various perils covered. If you would like additional information regarding these sub limits or deductibles, please contact the insured.

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City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13F.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: Public Hearing: Annual Recruitment and Vacancy Report per Assembly Bill (AB) 2561, Government Code section 3502.3

COUNCIL ACTION REQUIRED:

Staff Recommends that City Council:

- Open the public hearing;
- Receive testimony from the public, allow three (3) minutes for each speaker;
- Close the public hearing

Staff Recommendation:

- Receive and file

RECOMMENDATION AND STAFF SUMMARY:

California State Assembly Bill (AB) 2561 was approved on September 22, 2024, and added Section §3502.3 to the Government Code, becoming effective January 1, 2025. AB 2561 requires public agencies to hold a public hearing before the governing body at least once per fiscal year, to present the following:

- Status of vacancies, recruitment and retention efforts;
- Discuss hiring challenges and potential hiring obstacles;
- Allow employee organizations the opportunity to make a presentation at the hearing.

This report provides an overview of vacancy rates and hiring efforts. The data presented in this report reflects the workforce status as of December 31, 2025.

Vacancy Analysis and Recruitment Activities: The data summarizes the City's vacancy rates, recruitment activities, and retention efforts:

1. Total Full Time and Part Time Represented Positions: 432.96 Full Time Equivalent (FTE) Budgeted Positions
2. Overall Vacancy Rate: 11.74% (50.81 Vacant FTE)
3. No bargaining unit exceeds a 20% vacancy rate
4. Bargaining Unit Vacancy Rates

Bargaining Unit Group	Vacant FTE	Total FTE	Vacancy %
GMEA	45.91	240.06	19.12%
GMEO	3.40	25.40	13.39%
GPOA	2.00	82.00	2.44%
SMART	(0.50)*	85.50	0.00%
Grand Total	50.81	432.96	11.74%

*Overfilled budgeted position

Recruitment Efforts:

As an ongoing effort and commitment to workforce planning and operational efficiency, the Human Resources Office continued recruitment activities across all City departments. The HR Office administered a total of 55 recruitment's in 2025; this effort allowed the City to pull from a broad diverse pool of applicants. The City continues to utilize the web-based recruitment platform NeoGov, which provides access to applicants on a national level. In 2025, the City received 7,551 applications, resulting in 110 new hires and 41 internal promotions.

The City's recruitment efforts resulted in a 41.35% increase in applications received compared to 2024, demonstrating the impact of the City's recruitment efforts. The significant increase in applications required additional resources to screen applicants and determine qualifications. The large net provides the City with a more diverse applicant pool and strengthened ongoing efforts to attract highly qualified candidates to fill employment opportunities.

Departments throughout the City have worked together in their recruitment efforts in 2025, participating in numerous Job Fairs throughout the South Bay. The City capitalized on advertisement, with the utilization of social medial marketing, such as Facebook, Instagram and Twitter. Employment opportunities were posted on various web-based recruitment platforms including, GovernmentJobs, Monster, Glass Door, iHire, Transit Talent, Indeed, Zip Recruiter, LinkedIn, Hand Shake, Electrician Jobs, and Public CEO.

Further efforts were made through a Referral Bonus Program, as well as a Hiring Bonus Program for some tough-to-fill positions:

Full Time Bus Operator Referral Bonus - $500
Police Officer Trainee Referral Bonus - $3,000
Lateral Police Officer Referral Bonus - $2,000
Lateral Police Officer Incentive Bonus - $5,000

Retention Efforts:

Overall City retention for 2025 was 89%, with the average years of service being 11 years. The City is invested in nurturing employee development and growth by providing a great number of benefits, including: training's and conferences, a leadership academy, tuition reimbursement, professional development reimbursement, employee recognition programs, employee events, wellness stipend, incentive pay, and an employee assistance program.

Staff recommendation is to receive and file.

FISCAL IMPACT/COST:

No financial impact.

APPROVED:



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Clint Osorio, City Manager

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13G.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: RESOLUTION NO. 6735, Establishing Benefits for All Unrepresented Positions

COUNCIL ACTION REQUIRED:

Staff respectfully recommends City Council Approve and Adopt Resolution No. 6735, Establishing Benefits for All Unrepresented Positions

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council adopt Resolution No. 6735, updating the list of positions considered Unrepresented and/or Confidential, as well as the benefits entitled to members of this group. Resolution No. 6735 repeals Resolution No. 6550. A current total of 41 Budgeted Unrepresented employees are covered by this Resolution and include Elected Positions, Appointed Positions, Executive Management Positions, Confidential Positions, and Transitional Positions.

Key highlights of the resolution include increases to the Wellness Stipend, Longevity Bonus, Auto Allowance as well as new compensation related to a contribution match to Deferred Compensation and establishing an Educational Incentive Pay.

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

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

The overall compensation package reflects industry standards, and is meant to maintain parity. These efforts help with recruiting and retaining the best talent.

FISCAL IMPACT/COST:

The estimated financial impact has been included in the Proposed Biennial Budget for Fiscal Years 2026-2027 and 2027-2028 and will be accounted for in future budgets.

Funding Source	Executive	Non-Executive

General Fund	$133,375	$86,422
GTrans	$36,381	$82,561
Sewer	$14,689	$33,050
Total	**$184,445**	**$202,033**

APPROVED:



_____

Clint Osorio, City Manager

Attachments

Unrepresented_Resolution_No_6735.pdf

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RESOLUTION NO. 6735

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

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

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

WHEREAS, this Management Resolution repeals Resolution No. 6550.

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

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

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

1. CONFIDENTIAL NON-MANAGEMENT GROUP:

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

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

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

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

2. CONFIDENTIAL MANAGEMENT GROUP:

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

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

3. EXECUTIVE MANAGEMENT GROUP:

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

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

4. ELECTED OFFICIALS:

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

- Mayor/Councilmember
- City Clerk
- City Treasurer

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SECTION 3. CONFIDENTIAL NON-MANAGEMENT GROUP:

1. Compensation

a. Base Salary

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

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

2. Work Schedule and Leaves

a. Work Schedule

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

b. Overtime

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

c. General Leave

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

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

d. Acting Time Compensation

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

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

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e. Special Holiday Provisions

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

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

Use of HLE time is subject to the following requirements:

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

3. <u>Benefits</u>

a. Life Insurance. Employees shall be provided Term Life Insurance in an amount equal to one and one-half ($1^1/_2$) times the employee's annual base salary.

b. Wellness Stipend

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

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

c. Continuous Service Bonus and Longevity Bonus:

i. Continuous Service Bonus:

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

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

ii. Longevity Pay:

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

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

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

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

d. Other Benefits

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

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

SECTION 4. CONFIDENTIAL MANAGEMENT GROUP:

1. **Compensation**

a. Base Salary

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

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

b. Monthly Car Allowance

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

c. Educational Incentive Pay

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

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

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

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

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

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

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

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

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d. Longevity Pay

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

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

Longevity Pay is reportable to the extent permitted by CalPERS.

e. Deferred Compensation

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

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

2 Work Schedule and Leaves

a. Work Schedule

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

b. Overtime

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

c. Management Leave

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

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

d. Acting Time Compensation

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

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

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

e. Special Holiday Provisions

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

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

Use of HLE time is subject to the following requirements:

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

3. <u>Benefits</u>

a. Life Insurance

Employees shall be provided Term Life Insurance in an amount equal to one and one-half ($1^1/_2$) times the employee's annual base salary.

b. Wellness Stipend

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

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

c. Other Benefits

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

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

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SECTION 5. EXECUTIVE MANAGEMENT GROUP:

1. Compensation

a. Base Salary

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

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

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

b. Monthly Car Allowance

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

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

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

c. Educational Incentive Pay

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

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

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

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

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

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

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

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

d. Longevity Pay

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

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

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

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e. Deferred Compensation

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

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

2. Work Schedule and Leaves

a. Work Schedule

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

b. Overtime

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

c. Management Leave

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

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

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

d. Acting Time Compensation

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

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

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

e. Special Holiday Provisions

i. The Chief of Police is covered herein shall be compensated for holidays in accordance with the most current Unrepresented Police Managers Resolution/MOU between the City of Gardena and the Police Manager Group.

ii. All other employees covered herein shall receive the same special holiday provisions provided to employees in the most current MOU between the City of Gardena and the Gardena Management Employees Organization.

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

Use of HLE time is subject to the following requirements:

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

3. <u>Benefits</u>

a. Life Insurance. Employees shall be provided Term Life Insurance in an amount equal to one and one-half ($1^1/_2$) times the employee's annual base salary.

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

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

c. Other Benefits

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

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

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

SECTION 6. ELECTED OFFICIALS:

1. **Compensation**

a. Salary

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

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

b. Monthly Car Allowance

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

i	Mayor; City Council	$ 750.00
ii	City Clerk; City Treasurer	$ 520.00

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

2. **Benefits.**

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

b. Wellness Stipend

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

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

c. Post-Retirement Health Insurance for Elected Officials

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

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

i. Classic CalPERS Members

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

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

ii. PEPRA CALPERS Members

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

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

SECTION 7 EFFECT:

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

SECTION 8 REPEALS:

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

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Passed, approved and adopted on this 23rd day of June, 2026.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VAZQUEZ, City Attorney

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13H.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: Authorize the City Manager to Purchase and Bind Insurance Coverage in the Amount of $147,896 for Fiscal Year 2025-2026 and $3,370,784 for Fiscal Year 2026-2027, for a Total of $3,518,680, and Authorize the City Manager to Execute Any Additional Necessary Documents

COUNCIL ACTION REQUIRED:

Staff Recommendation: Authorize the City Manager to Purchase and Bind Insurance Coverage in the amount of $147,896 for Fiscal Year 2025-2026 and $3,370,784 for Fiscal Year 2026-2027 for a total of $3,518,680, and Authorize the City Manager to Execute any additional necessary documents

RECOMMENDATION AND STAFF SUMMARY:

The City of Gardena is self-insured for General Liability and Workers' Compensation Insurance. Through the Alliant Property Insurance Program (APIP), the City purchases Commercial Property Insurance, Cyber, Boiler and Machinery, and Pollution coverage. Additionally, the City is covered for Commercial Crime Insurance, Deadly Weapons Response Program Insurance, Excess Cyber Insurance coverage, and the required Public Official Bonds.

The City works with Alliant Insurance Services, Inc., who provides broker services, to recommend and procure insurance coverages that balance the City's risk exposure while maintaining reasonable annual insurance premiums. The Liability Insurance, Optional Excess Liability coverage and Workers' Compensation Insurance were obtained through the City's Joint Power's Authority Public Risk Innovation, Solutions, and Management (PRISM). PRISM is recognized as a leader and pioneer in the risk management industry with over 40 years of experience in the industry.

The general liability insurance premium for the City increased to $1,534,000, an increase of $485,898 or 46%. In addition to the required general liability insurance, we are continuing to add optional Excess Liability coverage in the amount of $15 million, for a cost of $120,000, this will make the total general liability coverage $40 million. The Workers' Compensation Insurance premium is increasing to $482,003, which is an increase of 43% from the prior year. These increases are primarily due to an increase in payroll and a general increase in the costs of the workforce year over year.

The APIP Insurance, which covers Property, Cyber, Boiler and Machinery, and Pollution, increased to $327,786, an increase of 3%. The City is maintaining Cyber coverage at a total of $4 million, with a reduced cost of $44,100; which reflects a decrease of 3%. The Deadly Weapons Response Program coverage will see an increase of 8%, for a premium of $12,808. The City is securing Commercial Crime coverage of $5 million, at a cost of $7,906, an increase of 5% from last year. The City's annual broker fee increased to $101,077 a 3% increase per the approved contract agreement with Alliant Insurance Services, Inc.

GTrans obtains its Excess Liability and Vehicle Physical Damage Insurance separately through the California Transit Systems Joint Powers Authority, also known as the California Transit Indemnity Pool (CalTip). This pool is the result of the cooperative efforts of public transit agencies acting collectively to meet their insurance needs. CalTip was created in 1987 and began providing liability coverage and has since added Vehicle Physical Damage Program to meet the needs of its members. GTrans Excess Liability Coverage through CalTip is increasing from $630,058 to $794,759, an increase of about 26%. The GTrans Vehicle Physical Damage Coverage through CalTip increased from $87,359 to $92,616, roughly 6%.

Staff recommends that the City Council authorize the City Manager to purchase and bind insurance coverages in the amount of $147,896 for Fiscal Year 2025-2026 and $3,370,784 for Fiscal Year 2026-2027 at a total cost of $3,518,680, and Authorize the City Manager to Execute any additional necessary documents (See attached Exhibit A for Insurance Coverage details).

FISCAL IMPACT/COST:

FUND TYPE	Fiscal Year 2025-2026	Fiscal Year 2026-2027	Total
Liability Fund		$1,834,198	$1,834,198
Workers' Compensation Fund		$340,090	$340,090
Sewer Fund		$178,754	$178,754
GTrans Fund	$147,896	$1,017,742	$1,165,638
Total	**$147,896**	**$3,370,784**	**$3,518,680**

APPROVED:



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Clint Osorio, City Manager

Attachments

Exhibit A - 26-27 Insurance Coverages.pdf

City of Gardena - Insurance Coverages 2026 - 2027							
	Effective Date	Expiration Date	Coverage	Insurance Company	Coverage	Deductible/SIR	26/27 Renewal
1	7/1/2026	6/30/2027	Alliant Property Insurance Program (Property,Cyber, B&M, Pollution)	Various Carriers	$100,000,000	$25,000 (All Risk)	$ 327,785.71
2	7/1/2026	6/30/2027	Alliant Crime Insurance Program	AIG	$5,000,000	$25,000	$ 7,905.60
3	7/1/2026	6/30/2027	Alliant Deadly Weapon Response Program	Beazley	$500,000	$10,000	$ 12,807.73
4	7/1/2026	6/30/2027	Optional Excess Cyber Coverage	Lloyd's Syndicate 2623	$2M Excess Limit	N/A	$ 44,099.98
5	7/1/2026	6/30/2027	PRISM General Liability	PRISM	$25,000,000 xs SIR	$750,000	$ 1,534,000.00
6	7/1/2026	6/30/2027	Optional Excess Liability	PRISM	$15M xs $25M	N/A	$ 120,000.00
7	7/1/2026	6/30/2027	PRISM Workers' Compensation	PRISM	Statutory Limit	$750,000	$ 482,003.00
8	7/1/2026	6/30/2027	Public Official Bond - Raymond Beeman	Western Surety Company	$50,000	N/A	$ 175.00
9	7/1/2026	6/30/2027	Public Official Bond - City Clerk Pending	Western Surety Company	$10,000	N/A	$ 100.00
10	7/1/2026	6/30/2027	Public Official Bond - Clint D. Osorio	Western Surety Company	$100,000	N/A	$ 350.00
11	7/1/2026	6/30/2027	Public Official Bond - City Treasurer Pending	Western Surety Company	$200,000	N/A	$ 1,000.00
12	7/1/2026	6/30/2027	Annual Broker Fee	N/A	N/A	N/A	$ 101,077.00
13	5/1/2026	4/30/2027	Gtrans Liability Insurance	CalTip	$25,000,000	$250,000	$ 794,759.00
14	5/1/2026	4/30/2027	Gtrans Vehicle Physical Damage	CalTip	$20,000,000	$10,000	$ 92,616.00
	TOTAL						**$ 3,518,679.02**

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13I.
Section: DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approval of the Classification and Compensation Plan to Reflect a 4% Cost-of-Living Adjustment Increase to the Chief of Police base salary effective May 24, 2026, Per the Chief of Police Employment Contract Agreement

COUNCIL ACTION REQUIRED:

Staff respectfully recommends City Council approve the Classification and Compensation Plan to reflect a 4% Cost-of-Living Adjustment increase to the Chief of Police base salary, effective May 24, 2026.

RECOMMENDATION AND STAFF SUMMARY:

Chief Fox entered into an employment agreement with the City of Gardena commencing June 6, 2025. Per the employment contract, Chief Fox will receive a cost-of-living adjustment increase equal to 4% of his base salary effective the first pay distribution of June 2026. Subject to SB 707, which took effect January 1, 2026, the compensation plan is brought before the City Council for approval. The Chief's employment contract has an expiration date of June 1, 2027.

The recommendation is to approve the Classification and Compensation Plan effective May 24, 2026, to comply with the Chief's contract.

FISCAL IMPACT/COST:

The Estimated financial impact is $22,412 to the General Fund, which is included in the Adopted Budget for Fiscal Year 2025-2026 and the Proposed Budget for Fiscal Year 2026-2027

APPROVED:



_____
Clint Osorio, City Manager

Attachments

EMPLOYMENT AGREEMENT - Fox 6-6-2025.pdf

Chief - 4% Increase - Classification and Compensation Schedule - Adopted June 23 2026, Eff May 24, 2026.pdf

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EMPLOYMENT AGREEMENT BETWEEN THE CITY OF GARDENA AND TODD M. FOX

This Employment Agreement (Agreement) is made and entered into, by and between the City of Gardena (City), a municipal corporation, and Todd Fox (Fox), in order to secure the services of Fox as the City's Chief of Police. The City and Fox are collectively referred to herein as the "Parties."

RECITALS

WHEREAS, City desires the appointment of Fox, who is currently employed as the Deputy Chief of Police, to the position of Chief of Police for the City based upon the terms and conditions of this Agreement; and

WHEREAS, Fox desires to continue his appointment as Chief of Police and to comply with the terms and conditions as set forth in this Agreement,

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties agree as follows:

1. EMPLOYMENT

The City hereby employs Fox as the Chief of Police of the City, and Fox accepts that employment.

2. DUTIES

Fox shall perform those duties and have those responsibilities that are commonly assigned to a police chief of a general law city in the State of California, including but not limited to those duties and responsibilities specified by state statutes and the City's Municipal Code. Fox agrees to perform such other legally permissible duties and functions consistent with the office of the Chief of Police as the City Manager and/or City Council shall from time-to-time assign. Because of the nature of the police department and its functions, Fox will report and answer directly to the City Manager. Fox's position as Chief is considered a full-time position. Fox shall not engage in any other business, educational, professional, or charitable activities that would conflict or materially interfere with Fox's performance of his Chief duties.

3. TERM

A. The term of this Agreement commences on June 6, 2025, and expires on June 1, 2027, unless otherwise terminated sooner. This Agreement shall automatically expire by operation of time on June 1, 2027, and Fox's employment with the City as Police Chief shall cease as of that date unless the parties agree in writing to extend his employment as Police Chief past that date.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of Fox as Police Chief at any time, subject only to the provisions set forth in Section 5 of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right

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of Fox to retire or resign at any time from his position as Chief with the City, subject only to the provisions set forth in Section 5 of this Agreement.

D. Nothing in this Agreement shall preclude the termination of this Agreement by mutual consent of both the Parties.

E. Nothing in this Agreement shall preclude the City and Fox from extending the term of this Agreement beyond its termination date under mutually agreed upon terms and conditions which must be reduced to writing and signed by the Parties. Failure of the parties to mutually agree in writing to extend Fox's employment as Chief of Police with the City past June 1, 2027 shall not be considered a removal of Fox as Chief and shall not otherwise be considered a punitive action that entitles Fox to an administrative appeal under the Public Safety Officers Procedural Bill of Rights Act.

4. AT-WILL EMPLOYMENT STATUS

Fox agrees that his employment as police chief is at-will and may be terminated without cause and that he shall have no rights or expectations of continued employment with City, except as provided in Section 5 below.

5. TERMINATION

A. This Agreement may be terminated by the City Council for cause or misconduct by Fox. After giving notice to Fox that this Agreement is terminated for cause or misconduct, the City shall have no obligation to continue the employment of Fox or to provide compensation or benefits, including severance pay. For purposes of termination, "cause" is defined as willful breach of duty by Fox in the course of employment or habitual neglect of duty by Fox in the course of employment or continued incapacity of Fox to perform the duties of employment as Chief of Police. Cause may also include Fox being charged with, or entering a guilty plea or plea of nolo contendere to, or being convicted of, an offence which is a felony or crime of moral turpitude in the State of California; Fox's willful misconduct or gross negligence; or Fox's act of material dishonesty with or theft from the City.

B. In the event of the City's termination of this Agreement without cause or misconduct as defined in subsection 5.A., above, Fox is entitled to a payment of severance pay equal to his monthly salary multiplied by the number of months left on the unexpired term of the contract. However, if the unexpired term of the contract is greater than 6 months, the maximum cash settlement shall be an amount equal to the monthly salary of Fox multiplied by six (6). All severance payments shall be made to Fox within thirty (30) days of the effective date of his involuntary separation. Additionally, Fox will be entitled to any cash out of accrued and unused vacation, compensatory time, sick time, management leave, floating holiday, and holiday time due to him as provided by City Council Resolution No. 6699, as set forth in Section 6 below. Regardless of the nature of his separation, Fox is entitled to benefits previously earned by his tenure working for the City of Gardena. Fox will have no caps to his vacation, holiday, or unused sick time accruals nor will be compelled to sell back said accruals prior to his termination. Fox will have his unused accruals paid at his fully burdened rate. In addition, Fox shall have no caps applied to his unused sick time, vacation, or holiday leave bank cash-out upon retirement or separation. Regardless of the nature of separation, Fox will retain all of his accrued sick time.

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C. Fox may, at any time during the term of the Agreement, resign from his position of Chief with the City upon 30 days written notice to the City Manager. If Fox resigns, the City will not be under any obligation to pay him any severance benefits. However, Fox will be entitled to any cash out of accrued and unused vacation, sick time and compensatory leave due to him as provided by City Council Resolution No. 6699, as set forth in Section 6 below. His unused accruals will be paid at the fully burdened rate. Fox will have no caps to his vacation, holiday, or sick time accruals nor will be compelled to sell back said accruals prior to his retirement or separation. Regardless of the nature of separation, Fox will retain all of his accrued sick time.

D. Fox shall also have no right to appeal his removal as police chief, including termination for cause or misconduct as set forth in subsection 5.D., except as may be required by California Government Code section 3304, subsection (c) of the Public Safety Officer's Procedural Bill of Rights Act. Fox agrees that if he is entitled to an administrative appeal under section 3304(c), the City shall establish the rules for the appeal hearing, which shall provide Fox with a limited opportunity to establish a formal record of the circumstances surrounding his removal and to convince the City to reverse its decision, either by demonstrating the falsity of any charges that led to the removal of through proof of mitigating circumstances.

6. RESOLUTION NO. 6699

Except as otherwise provided in this Agreement, Fox shall receive the benefits set forth in City Council Resolution No. 6699 or any other later resolution that replaces No. 6699, which exclusively sets forth the wages, hours and terms and conditions of employment for all Unrepresented Police Managers. Resolution No. 6699 is incorporated here by this reference, and it is also Attachment "A" to this Agreement. Fox will have no caps to his vacation, holiday, or sick time accruals nor will be compelled to sell back said accruals prior to his retirement or separation. In addition, Fox shall have no caps applied to his unused sick time accruals, vacation, or holiday leave bank cash-out upon retirement or separation. Unused accrual time will be paid at the fully burdened rate. Regardless of the nature of separation, Fox will retain all of his accrued sick time.

7. SALARY AND PERFORMANCE REVIEW

A. Fox's initial base annual salary is $272,235. Thereafter, Fox will receive a cost-of-living adjustment increase equal to 4% of his base salary effective in the first pay distribution of June in the year 2026. Said amount shall be payable in monthly or bi-weekly installments at the same time and in the same manner as other employees of the City are paid.

B. In addition to his base salary and pursuant to Resolution No. 6699, Fox shall receive the following pay in the same monthly or bi-weekly installments:

1. California POST Supervisory/Advanced Certificate Incentive pay at 12.0% of the July 12, 2020 monthly step rate, plus $339.04.

2. California POST Management Certificate pay at 5.0% of annual base salary.

3. Longevity Pay at 5.0% of annual base salary.

4. Management Incentive Pay at 9.5% of annual base salary.

Docusign Envelope ID: 4561C7B2-0C89-46AD-AD2E-04AB7379AFDB

C. The City reserves the right to evaluate Fox's performance at any time.

8. GENERAL PROVISIONS

A. This Agreement shall constitute the entire agreement between the parties as to the subject matter herein and all other prior agreements, arrangements or understandings, oral or written, are merged into and superseded by the terms of this Agreement. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced to writing and signed by the Parties.

B. If any provision or other portion of this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.

C. The Agreement may be signed in counterparts.

D. The Agreement will become effective as soon as signed executed by the City Manager and Fox, adopted by the City Council and signed and executed by the Mayor of the City.

E. Each of the parties acknowledges that it has been represented by independent legal counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent legal counsel and has freely and voluntarily waived and relinquished the right to legal counsel. Further, each party who has not obtained independent legal counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

9. REPRESENTATIONS AND WARRANTIES

Each of the parties represents and warrants to the other party as follows:

It is agreed that each party has the right and authority to enter into this Agreement and that the person executing this Agreement on behalf of either party has the right and authority to fully commit and bind such party to the provisions of this Agreement.

10. WAIVER

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

11. ASSIGNMENT

This Agreement is personal to Fox and shall not be assigned by Fox. Any such assignment shall be null and void.

12. GOVERNING LAW

This Agreement shall be interpreted and construed according to the laws of the State of California and venue shall be in the County of Los Angeles.

Docusign Envelope ID: 4561C7B2-0C89-46AD-AD2E-04AB7379AFDB

13. REIMBURSEMENT TO THE CITY

Notwithstanding anything to the contrary in this Agreement, if Fox is convicted, pleads guilty or pleads nolo contendere to a crime involving an abuse of his office or position, Fox shall fully reimburse the City as follows:

A. For any paid leave salary provided by the City pending an investigation as required by Government Code section 53243.

B. For any funds provided by the City for the legal criminal defense of Fox as required by Government Code section 53243.1.

C. For any cash settlement provided by the City related to the termination of Fox's employment as required by Government Code section 53243.2.

D. For purposes of this Agreement, "abuse of office or position" means either of the following:

1. An abuse of public authority, including, but not limited to, waste, fraud, and violation of the law under color of authority. See Government Code section 53243.4(a).

2. A crime against public justice, including, but not limited to, a crime Described in Title 5 (commencing with Section 67), Title 6 (commencing with Section 85), or Title 7 (commencing with Section 92) of Part 1 of the Penal Code. See Government Code section 53243.4(b).

14. NOTICE

All notices relating to this Agreement shall be personally delivered or mailed to the addresses listed below:

Todd Fox
[redacted]

City Manager
City of Gardena
Gardena, CA 90247

Docusign Envelope ID: 4561C7B2-0C89-46AD-AD2E-04AB7379AFDB

IT IS SO AGREED:

Todd Fox

Todd Fox

Todd Fox

CITY OF GARDENA

Tasha Cerda, Mayor

Tasha Cerda, Mayor

ATTEST:

Mina Semenza

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney

CITY OF GARDENA
CLASSIFICATION AND COMPENSATION PLAN
Adopted June 23, 2026. Effective May 24, 2026

Update Compensation: Schedule 340, Per Contract

4 Lifeguard Trainee

	1
HOURLY	[redacted]

5 Recreation Instructor

HOURLY RANGE	20.00 - 35.00

6 Clerical Aide I
6 Police Aide

STEP	[redacted]	*6*
ANNUAL		36,780.00
MONTHLY		3,065.00
BI-WEEKLY		1,414.62
HOURLY		17.6827

7 Peer Advocate Counselor II
7 Storeroom Aide

STEP	[redacted]	*6*
ANNUAL		35,928.00
MONTHLY		2,994.00
BI-WEEKLY		1,381.85
HOURLY		17.2731

8 Community Aide I

STEP	[redacted]	*5*	*6*
ANNUAL		35,076.00	36,828.00
MONTHLY		2,923.00	3,069.00
BI-WEEKLY		1,349.08	1,416.46
HOURLY		16.8635	17.7058

13

STEP	[redacted]	*5*	*6*
ANNUAL		36,000.00	37,800.00
MONTHLY		3,000.00	3,150.00
BI-WEEKLY		1,384.62	1,453.85
HOURLY		17.3077	18.1731

14 Pool Cashier

STEP	[redacted]	*5*	*6*
ANNUAL		36,924.00	38,772.00
MONTHLY		3,077.00	3,231.00
BI-WEEKLY		1,420.15	1,491.23
HOURLY		17.7519	18.6404

15

STEP	[redacted]	*4*	*5*	*6*
ANNUAL		36,036.00	37,836.00	39,732.00
MONTHLY		3,003.00	3,153.00	3,311.00
BI-WEEKLY		1,386.00	1,455.23	1,528.15
HOURLY		17.3250	18.1904	19.1019

16

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		35,172.00	36,936.00	38,784.00	40,728.00
MONTHLY		2,931.00	3,078.00	3,232.00	3,394.00
BI-WEEKLY		1,352.77	1,420.62	1,491.69	1,566.46
HOURLY		16.9096	17.7577	18.6462	19.5808

17 Clerk Typist

STEP	[redacted]	*3*	*4*	*5*	*6*
ANNUAL		36,048.00	37,848.00	39,744.00	41,736.00
MONTHLY		3,004.00	3,154.00	3,312.00	3,478.00
BI-WEEKLY		1,386.46	1,455.69	1,528.62	1,605.23
HOURLY		17.3308	18.1962	19.1077	20.0654

18

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		35,196.00	36,960.00	38,808.00	40,752.00	42,792.00
MONTHLY		2,933.00	3,080.00	3,234.00	3,396.00	3,566.00
BI-WEEKLY		1,353.69	1,421.54	1,492.62	1,567.38	1,645.85
HOURLY		16.9212	17.7692	18.6577	19.5923	20.5731

19

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,060.00	37,860.00	39,756.00	41,748.00	43,836.00
MONTHLY		3,005.00	3,155.00	3,313.00	3,479.00	3,653.00
BI-WEEKLY		1,386.92	1,456.15	1,529.08	1,605.69	1,686.00
HOURLY		17.3365	18.2019	19.1135	20.0712	21.0750

20

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		36,972.00	38,820.00	40,764.00	42,804.00	44,940.00
MONTHLY		3,081.00	3,235.00	3,397.00	3,567.00	3,745.00
BI-WEEKLY		1,422.00	1,493.08	1,567.85	1,646.31	1,728.46
HOURLY		17.7750	18.6635	19.5981	20.5788	21.6058

21 Police Cadet

STEP	[redacted]	*2*	*3*	*4*	*5*	*6*
ANNUAL		37,884.00	39,780.00	41,772.00	43,860.00	46,056.00
MONTHLY		3,157.00	3,315.00	3,481.00	3,655.00	3,838.00
BI-WEEKLY		1,457.08	1,530.00	1,606.62	1,686.92	1,771.38
HOURLY		18.2135	19.1250	20.0827	21.0865	22.1423

22 FCC Program Assistant I
22 Geriatric Aide
22 Human Services Aide
22 Recreation Leader I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	36,984.00	38,832.00	40,776.00	42,816.00	44,952.00	47,196.00
MONTHLY	3,082.00	3,236.00	3,398.00	3,568.00	3,746.00	3,933.00
BI-WEEKLY	1,422.46	1,493.54	1,568.31	1,646.77	1,728.92	1,815.23
HOURLY	17.7808	18.6692	19.6038	20.5846	21.6115	22.6904

23 Community Aide II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	37,908.00	39,804.00	41,796.00	43,884.00	46,080.00	48,384.00
MONTHLY	3,159.00	3,317.00	3,483.00	3,657.00	3,840.00	4,032.00
BI-WEEKLY	1,458.00	1,530.92	1,607.54	1,687.85	1,772.31	1,860.92
HOURLY	18.2250	19.1365	20.0942	21.0981	22.1538	23.2615

24

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	38,856.00	40,800.00	42,840.00	44,988.00	47,232.00	49,596.00
MONTHLY	3,238.00	3,400.00	3,570.00	3,749.00	3,936.00	4,133.00
BI-WEEKLY	1,494.46	1,569.23	1,647.69	1,730.31	1,816.62	1,907.54
HOURLY	18.6808	19.6154	20.5962	21.6288	22.7077	23.8442

25

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	39,840.00	41,832.00	43,920.00	46,116.00	48,420.00	50,844.00
MONTHLY	3,320.00	3,486.00	3,660.00	3,843.00	4,035.00	4,237.00
BI-WEEKLY	1,532.31	1,608.92	1,689.23	1,773.69	1,862.31	1,955.54
HOURLY	19.1538	20.1115	21.1154	22.1712	23.2788	24.4442

26 Pool Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	40,824.00	42,864.00	45,012.00	47,268.00	49,632.00	52,116.00
MONTHLY	3,402.00	3,572.00	3,751.00	3,939.00	4,136.00	4,343.00
BI-WEEKLY	1,570.15	1,648.62	1,731.23	1,818.00	1,908.92	2,004.46
HOURLY	19.6269	20.6077	21.6404	22.7250	23.8615	25.0558

27 Lifeguard

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	41,844.00	43,932.00	46,128.00	48,432.00	50,856.00	53,400.00
MONTHLY	3,487.00	3,661.00	3,844.00	4,036.00	4,238.00	4,450.00
BI-WEEKLY	1,609.38	1,689.69	1,774.15	1,862.77	1,956.00	2,053.85
HOURLY	20.1173	21.1212	22.1769	23.2846	24.4500	25.6731

28 Meal Services Coordinator
28 Police Assistant
28 Recreation Leader II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	42,876.00	45,024.00	47,280.00	49,644.00	52,128.00	54,732.00
MONTHLY	3,573.00	3,752.00	3,940.00	4,137.00	4,344.00	4,561.00
BI-WEEKLY	1,649.08	1,731.69	1,818.46	1,909.38	2,004.92	2,105.08
HOURLY	20.6135	21.6462	22.7308	23.8673	25.0615	26.3135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	43,956.00	46,152.00	48,456.00	50,880.00	53,424.00	56,100.00
MONTHLY	3,663.00	3,846.00	4,038.00	4,240.00	4,452.00	4,675.00
BI-WEEKLY	1,690.62	1,775.08	1,863.69	1,956.92	2,054.77	2,157.69
HOURLY	21.1327	22.1885	23.2962	24.4615	25.6846	26.9712

30 Certified Nursing Assistant
30 Custodian I
30 FCC Education Assistant II
30 FCC Program Assistant II
30 Lifeguard/Swim Instuctor
30 Office Specialist

	1	*2*	*3*	*4*	*5*	*6*
ANNUAL	45,036.00	47,292.00	49,656.00	52,140.00	54,744.00	57,480.00
MONTHLY	3,753.00	3,941.00	4,138.00	4,345.00	4,562.00	4,790.00
BI-WEEKLY	1,732.15	1,818.92	1,909.85	2,005.38	2,105.54	2,210.77
HOURLY	21.6519	22.7365	23.8731	25.0673	26.3192	27.6346

31 On-Demand (Micro/Paratransit) Operator
31 Paratransit Driver

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	46,176.00	48,480.00	50,904.00	53,448.00	56,124.00	58,932.00
MONTHLY	3,848.00	4,040.00	4,242.00	4,454.00	4,677.00	4,911.00
BI-WEEKLY	1,776.00	1,864.62	1,957.85	2,055.69	2,158.62	2,266.62
HOURLY	22.2000	23.3077	24.4731	25.6962	26.9827	28.3327

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,328.00	49,692.00	52,176.00	54,780.00	57,516.00	60,396.00
MONTHLY	3,944.00	4,141.00	4,348.00	4,565.00	4,793.00	5,033.00
BI-WEEKLY	1,820.31	1,911.23	2,006.77	2,106.92	2,212.15	2,322.92
HOURLY	22.7538	23.8904	25.0846	26.3365	27.6519	29.0365

33 Customer Service Clerk II
33 Equipment Utility Worker I
33 Public Safety Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	48,516.00	50,940.00	53,484.00	56,160.00	58,968.00	61,920.00
MONTHLY	4,043.00	4,245.00	4,457.00	4,680.00	4,914.00	5,160.00
BI-WEEKLY	1,866.00	1,959.23	2,057.08	2,160.00	2,268.00	2,381.54
HOURLY	23.3250	24.4904	25.7135	27.0000	28.3500	29.7692

33 Relief Bus Operator Trainee (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	47,100.00	49,452.00	51,924.00	54,516.00	57,240.00	60,108.00
MONTHLY	3,925.00	4,121.00	4,327.00	4,543.00	4,770.00	5,009.00
BI-WEEKLY	1,811.54	1,902.00	1,997.08	2,096.77	2,201.54	2,311.85
HOURLY	22.6442	23.7750	24.9635	26.2096	27.5192	28.8981

34 Custodian II
34 Graffiti Technician
34 On-Demand Transit Dispatcher
34 Paratransit Dispatcher
34 Park Maintenance Worker I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	49,728.00	52,212.00	54,828.00	57,564.00	60,444.00	63,468.00
MONTHLY	4,144.00	4,351.00	4,569.00	4,797.00	5,037.00	5,289.00
BI-WEEKLY	1,912.62	2,008.15	2,108.77	2,214.00	2,324.77	2,441.08
HOURLY	23.9077	25.1019	26.3596	27.6750	29.0596	30.5135

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	50,976.00	53,520.00	56,196.00	59,004.00	61,956.00	65,052.00
MONTHLY	4,248.00	4,460.00	4,683.00	4,917.00	5,163.00	5,421.00
BI-WEEKLY	1,960.62	2,058.46	2,161.38	2,269.38	2,382.92	2,502.00
HOURLY	24.5077	25.7308	27.0173	28.3673	29.7865	31.2750

36 Court Liaison
36 Intermediate Clerk Typist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	52,248.00	54,864.00	57,612.00	60,492.00	63,516.00	66,696.00
MONTHLY	4,354.00	4,572.00	4,801.00	5,041.00	5,293.00	5,558.00
BI-WEEKLY	2,009.54	2,110.15	2,215.85	2,326.62	2,442.92	2,565.23
HOURLY	25.1192	26.3769	27.6981	29.0827	30.5365	32.0654

37 Nutrition Services Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	53,556.00	56,232.00	59,040.00	61,992.00	65,088.00	68,340.00
MONTHLY	4,463.00	4,686.00	4,920.00	5,166.00	5,424.00	5,695.00
BI-WEEKLY	2,059.85	2,162.77	2,270.77	2,384.31	2,503.38	2,628.46
HOURLY	25.7481	27.0346	28.3846	29.8038	31.2923	32.8558

37 Relief Bus Operator (SMART)

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	51,996.00	54,600.00	57,336.00	60,204.00	63,216.00	66,372.00
MONTHLY	4,333.00	4,550.00	4,778.00	5,017.00	5,268.00	5,531.00
BI-WEEKLY	1,999.85	2,100.00	2,205.23	2,315.54	2,431.38	2,552.77
HOURLY	24.9981	26.2500	27.5654	28.9442	30.3923	31.9096

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	54,888.00	57,636.00	60,516.00	63,540.00	66,720.00	70,056.00
MONTHLY	4,574.00	4,803.00	5,043.00	5,295.00	5,560.00	5,838.00
BI-WEEKLY	2,111.08	2,216.77	2,327.54	2,443.85	2,566.15	2,694.46
HOURLY	26.3885	27.7096	29.0942	30.5481	32.0769	33.6808

39 Apprentice Mechanic
39 Home Improvement Lead Person
39 Park Maintenance Worker II
39 Records Management Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	56,268.00	59,076.00	62,028.00	65,124.00	68,376.00	71,796.00
MONTHLY	4,689.00	4,923.00	5,169.00	5,427.00	5,698.00	5,983.00
BI-WEEKLY	2,164.15	2,272.15	2,385.69	2,504.77	2,629.85	2,761.38
HOURLY	27.0519	28.4019	29.8212	31.3096	32.8731	34.5173

40 Engineering Aide
40 FCC Education Assistant III
40 FCC Program Assistant III
40 Public Works Coordinator
40 Sr. Transit Utility Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	57,660.00	60,540.00	63,564.00	66,744.00	70,080.00	73,584.00
MONTHLY	4,805.00	5,045.00	5,297.00	5,562.00	5,840.00	6,132.00
BI-WEEKLY	2,217.69	2,328.46	2,444.77	2,567.08	2,695.38	2,830.15
HOURLY	27.7212	29.1058	30.5596	32.0885	33.6923	35.3769

41 Deputy City Clerk I
41 Permit/Licensing Technician I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,100.00	62,052.00	65,160.00	68,424.00	71,844.00	75,432.00
MONTHLY	4,925.00	5,171.00	5,430.00	5,702.00	5,987.00	6,286.00
BI-WEEKLY	2,273.08	2,386.62	2,506.15	2,631.69	2,763.23	2,901.23
HOURLY	28.4135	29.8327	31.3269	32.8962	34.5404	36.2654

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	60,588.00	63,612.00	66,792.00	70,128.00	73,632.00	77,316.00
MONTHLY	5,049.00	5,301.00	5,566.00	5,844.00	6,136.00	6,443.00
BI-WEEKLY	2,330.31	2,446.62	2,568.92	2,697.23	2,832.00	2,973.69
HOURLY	29.1288	30.5827	32.1115	33.7154	35.4000	37.1712

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	62,100.00	65,208.00	68,472.00	71,892.00	75,492.00	79,272.00
MONTHLY	5,175.00	5,434.00	5,706.00	5,991.00	6,291.00	6,606.00
BI-WEEKLY	2,388.46	2,508.00	2,633.54	2,765.08	2,903.54	3,048.92
HOURLY	29.8558	31.3500	32.9192	34.5635	36.2942	38.1115

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	63,660.00	66,840.00	70,188.00	73,692.00	77,376.00	81,240.00
MONTHLY	5,305.00	5,570.00	5,849.00	6,141.00	6,448.00	6,770.00
BI-WEEKLY	2,448.46	2,570.77	2,699.54	2,834.31	2,976.00	3,124.62
HOURLY	30.6058	32.1346	33.7442	35.4288	37.2000	39.0577

45 Street Sweeper Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,244.00	68,508.00	71,928.00	75,528.00	79,308.00	83,268.00
MONTHLY	5,437.00	5,709.00	5,994.00	6,294.00	6,609.00	6,939.00
BI-WEEKLY	2,509.38	2,634.92	2,766.46	2,904.92	3,050.31	3,202.62
HOURLY	31.3673	32.9365	34.5808	36.3115	38.1288	40.0327

46 Heavy Equipment Operator
46 Street Traffic Painter

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	66,876.00	70,224.00	73,740.00	77,424.00	81,300.00	85,368.00
MONTHLY	5,573.00	5,852.00	6,145.00	6,452.00	6,775.00	7,114.00
BI-WEEKLY	2,572.15	2,700.92	2,836.15	2,977.85	3,126.92	3,283.38
HOURLY	32.1519	33.7615	35.4519	37.2231	39.0865	41.0423

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,544.00	71,976.00	75,576.00	79,356.00	83,328.00	87,492.00
MONTHLY	5,712.00	5,998.00	6,298.00	6,613.00	6,944.00	7,291.00
BI-WEEKLY	2,636.31	2,768.31	2,906.77	3,052.15	3,204.92	3,365.08
HOURLY	32.9538	34.6038	36.3346	38.1519	40.0615	42.0635

48 Custodian-Lead
48 Financial Services Technician
48 Human Resources Technician
48 Junior Accountant
48 Property and Evidence Technician

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,272.00	73,788.00	77,472.00	81,348.00	85,416.00	89,688.00
MONTHLY	5,856.00	6,149.00	6,456.00	6,779.00	7,118.00	7,474.00
BI-WEEKLY	2,702.77	2,838.00	2,979.69	3,128.77	3,285.23	3,449.54
HOURLY	33.7846	35.4750	37.2462	39.1096	41.0654	43.1192

49 Administrative Analyst I
49 Community Services Counselor
49 Program Coordinator
49 Recreation Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,024.00	75,624.00	79,404.00	83,376.00	87,540.00	91,920.00
MONTHLY	6,002.00	6,302.00	6,617.00	6,948.00	7,295.00	7,660.00
BI-WEEKLY	2,770.15	2,908.62	3,054.00	3,206.77	3,366.92	3,535.38
HOURLY	34.6269	36.3577	38.1750	40.0846	42.0865	44.1923

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	73,824.00	77,520.00	81,396.00	85,464.00	89,736.00	94,224.00
MONTHLY	6,152.00	6,460.00	6,783.00	7,122.00	7,478.00	7,852.00
BI-WEEKLY	2,839.38	2,981.54	3,130.62	3,287.08	3,451.38	3,624.00
HOURLY	35.4923	37.2692	39.1327	41.0885	43.1423	45.3000

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,672.00	79,452.00	83,424.00	87,600.00	91,980.00	96,576.00
MONTHLY	6,306.00	6,621.00	6,952.00	7,300.00	7,665.00	8,048.00
BI-WEEKLY	2,910.46	3,055.85	3,208.62	3,369.23	3,537.69	3,714.46
HOURLY	36.3808	38.1981	40.1077	42.1154	44.2212	46.4308

52 Payroll Specialist
52 Purchasing Specialist

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,556.00	81,432.00	85,500.00	89,772.00	94,260.00	98,976.00
MONTHLY	6,463.00	6,786.00	7,125.00	7,481.00	7,855.00	8,248.00
BI-WEEKLY	2,982.92	3,132.00	3,288.46	3,452.77	3,625.38	3,806.77
HOURLY	37.2865	39.1500	41.1058	43.1596	45.3173	47.5846

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,500.00	83,472.00	87,648.00	92,028.00	96,624.00	101,460.00
MONTHLY	6,625.00	6,956.00	7,304.00	7,669.00	8,052.00	8,455.00
BI-WEEKLY	3,057.69	3,210.46	3,371.08	3,539.54	3,716.31	3,902.31
HOURLY	38.2212	40.1308	42.1385	44.2442	46.4538	48.7788

54 Administrative Analyst II
54 Building Maintenance Lead
54 Forensic Technician
54 Transit Marketing Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,504.00	85,584.00	89,868.00	94,356.00	99,072.00	104,028.00
MONTHLY	6,792.00	7,132.00	7,489.00	7,863.00	8,256.00	8,669.00
BI-WEEKLY	3,134.77	3,291.69	3,456.46	3,629.08	3,810.46	4,001.08
HOURLY	39.1846	41.1462	43.2058	45.3635	47.6308	50.0135

55 Crime Analyst
55 Electrical/Signal Technician II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,544.00	87,720.00	92,112.00	96,720.00	101,556.00	106,632.00
MONTHLY	6,962.00	7,310.00	7,676.00	8,060.00	8,463.00	8,886.00
BI-WEEKLY	3,213.23	3,373.85	3,542.77	3,720.00	3,906.00	4,101.23
HOURLY	40.1654	42.1731	44.2846	46.5000	48.8250	51.2654

56 Administrative Coordinator
56 Assistant Engineer
56 FCC Program Coordinator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,620.00	89,904.00	94,404.00	99,120.00	104,076.00	109,284.00
MONTHLY	7,135.00	7,492.00	7,867.00	8,260.00	8,673.00	9,107.00
BI-WEEKLY	3,293.08	3,457.85	3,630.92	3,812.31	4,002.92	4,203.23
HOURLY	41.1635	43.2231	45.3865	47.6538	50.0365	52.5404

57 Communications Liaison Officer
57 Senior Accountant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,768.00	92,160.00	96,768.00	101,604.00	106,680.00	112,020.00
MONTHLY	7,314.00	7,680.00	8,064.00	8,467.00	8,890.00	9,335.00
BI-WEEKLY	3,375.69	3,544.62	3,721.85	3,907.85	4,103.08	4,308.46
HOURLY	42.1962	44.3077	46.5231	48.8481	51.2885	53.8558

58 Associate Planner
58 Code Enforcement Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	89,964.00	94,464.00	99,192.00	104,148.00	109,356.00	114,828.00
MONTHLY	7,497.00	7,872.00	8,266.00	8,679.00	9,113.00	9,569.00
BI-WEEKLY	3,460.15	3,633.23	3,815.08	4,005.69	4,206.00	4,416.46
HOURLY	43.2519	45.4154	47.6885	50.0712	52.5750	55.2058

59 Administrative Support Services Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,220.00	96,828.00	101,664.00	106,752.00	112,092.00	117,696.00
MONTHLY	7,685.00	8,069.00	8,472.00	8,896.00	9,341.00	9,808.00
BI-WEEKLY	3,546.92	3,724.15	3,910.15	4,105.85	4,311.23	4,526.77
HOURLY	44.3365	46.5519	48.8769	51.3231	53.8904	56.5846

60

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,512.00	99,240.00	104,208.00	109,416.00	114,888.00	120,636.00
MONTHLY	7,876.00	8,270.00	8,684.00	9,118.00	9,574.00	10,053.00
BI-WEEKLY	3,635.08	3,816.92	4,008.00	4,208.31	4,418.77	4,639.85
HOURLY	45.4385	47.7115	50.1000	52.6038	55.2346	57.9981

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	96,876.00	101,724.00	106,812.00	112,152.00	117,756.00	123,648.00
MONTHLY	8,073.00	8,477.00	8,901.00	9,346.00	9,813.00	10,304.00
BI-WEEKLY	3,726.00	3,912.46	4,108.15	4,313.54	4,529.08	4,755.69
HOURLY	46.5750	48.9058	51.3519	53.9192	56.6135	59.4462

62 Information Technology Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,300.00	104,268.00	109,476.00	114,948.00	120,696.00	126,732.00
MONTHLY	8,275.00	8,689.00	9,123.00	9,579.00	10,058.00	10,561.00
BI-WEEKLY	3,819.23	4,010.31	4,210.62	4,421.08	4,642.15	4,874.31
HOURLY	47.7404	50.1288	52.6327	55.2635	58.0269	60.9288

63

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	101,784.00	106,872.00	112,212.00	117,828.00	123,720.00	129,912.00
MONTHLY	8,482.00	8,906.00	9,351.00	9,819.00	10,310.00	10,826.00
BI-WEEKLY	3,914.77	4,110.46	4,315.85	4,531.85	4,758.46	4,996.62
HOURLY	48.9346	51.3808	53.9481	56.6481	59.4808	62.4577

64

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,328.00	109,548.00	115,020.00	120,768.00	126,804.00	133,140.00
MONTHLY	8,694.00	9,129.00	9,585.00	10,064.00	10,567.00	11,095.00
BI-WEEKLY	4,012.62	4,213.38	4,423.85	4,644.92	4,877.08	5,120.77
HOURLY	50.1577	52.6673	55.2981	58.0615	60.9635	64.0096

65

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	106,944.00	112,296.00	117,912.00	123,804.00	129,996.00	136,500.00
MONTHLY	8,912.00	9,358.00	9,826.00	10,317.00	10,833.00	11,375.00
BI-WEEKLY	4,113.23	4,319.08	4,535.08	4,761.69	4,999.85	5,250.00
HOURLY	51.4154	53.9885	56.6885	59.5212	62.4981	65.6250

66 Civil Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	109,608.00	115,092.00	120,852.00	126,900.00	133,248.00	139,908.00
MONTHLY	9,134.00	9,591.00	10,071.00	10,575.00	11,104.00	11,659.00
BI-WEEKLY	4,215.69	4,426.62	4,648.15	4,880.77	5,124.92	5,381.08
HOURLY	52.6962	55.3327	58.1019	61.0096	64.0615	67.2635

67

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,356.00	117,972.00	123,876.00	130,068.00	136,572.00	143,400.00
MONTHLY	9,363.00	9,831.00	10,323.00	10,839.00	11,381.00	11,950.00
BI-WEEKLY	4,321.38	4,537.38	4,764.46	5,002.62	5,252.77	5,515.38
HOURLY	54.0173	56.7173	59.5558	62.5327	65.6596	68.9423

90 Bus Operator

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	59,424.00	62,400.00	65,520.00	68,796.00	72,240.00	75,852.00
MONTHLY	4,952.00	5,200.00	5,460.00	5,733.00	6,020.00	6,321.00
BI-WEEKLY	2,285.54	2400.00	2520.00	2,646.00	2,778.46	2,917.38
HOURLY	28.5692	30.0000	31.5000	33.0750	34.7308	36.4673
Specialty - 5% Monthly	247.60	260.00	273.00	286.65	301.00	316.05

104

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	65,508.00	68,784.00	72,228.00	75,840.00	79,632.00	83,616.00
MONTHLY	5,459.00	5,732.00	6,019.00	6,320.00	6,636.00	6,968.00
BI-WEEKLY	2,519.54	2,645.54	2,778.00	2,916.92	3,062.77	3,216.00
HOURLY	31.4942	33.0692	34.7250	36.4615	38.2846	40.2000
Monthly						
Lgy Bonus 10	136.48	143.30	150.48	158.00	165.90	174.20
Lgy Bonus 20	272.95	286.60	300.95	316.00	331.80	348.40
Lgy Bonus 25	409.43	429.90	451.43	474.00	497.70	522.60

105

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	67,140.00	70,500.00	74,028.00	77,724.00	81,612.00	85,692.00
MONTHLY	5,595.00	5,875.00	6,169.00	6,477.00	6,801.00	7,141.00
BI-WEEKLY	2,582.31	2711.54	2847.23	2989.38	3138.92	3295.85
HOURLY	32.2788	33.8942	35.5904	37.3673	39.2365	41.1981
Monthly						
Lgy Bonus 10	139.88	146.88	154.23	161.93	170.03	178.53
Lgy Bonus 20	279.75	293.75	308.45	323.85	340.05	357.05
Lgy Bonus 25	419.63	440.63	462.68	485.78	510.08	535.58

106

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	68,820.00	72,264.00	75,876.00	79,668.00	83,652.00	87,840.00
MONTHLY	5,735.00	6,022.00	6,323.00	6,639.00	6,971.00	7,320.00
BI-WEEKLY	2,646.92	2,779.38	2,918.31	3,064.15	3,217.38	3,378.46
HOURLY	33.0865	34.7423	36.4788	38.3019	40.2173	42.2308
Monthly						
Lgy Bonus 10	143.38	150.55	158.08	165.98	174.28	183.00
Lgy Bonus 20	286.75	301.10	316.15	331.95	348.55	366.00
Lgy Bonus 25	430.13	451.65	474.23	497.93	522.83	549.00

107

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	70,548.00	74,076.00	77,784.00	81,672.00	85,752.00	90,036.00
MONTHLY	5,879.00	6,173.00	6,482.00	6,806.00	7,146.00	7,503.00
BI-WEEKLY	2,713.38	2,849.08	2,991.69	3,141.23	3,298.15	3,462.92
HOURLY	33.9173	35.6135	37.3962	39.2654	41.2269	43.2865
Monthly						
Lgy Bonus 10	146.98	154.33	162.05	170.15	178.65	187.58
Lgy Bonus 20	293.95	308.65	324.10	340.30	357.30	375.15
Lgy Bonus 25	440.93	462.98	486.15	510.45	535.95	562.73

108 Economic Development Analyst

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	72,312.00	75,924.00	79,716.00	83,700.00	87,888.00	92,280.00
MONTHLY	6,026.00	6,327.00	6,643.00	6,975.00	7,324.00	7,690.00
BI-WEEKLY	2,781.23	2,920.15	3,066.00	3,219.23	3,380.31	3,549.23
HOURLY	34.7654	36.5019	38.3250	40.2404	42.2538	44.3654
Monthly						
Lgy Bonus 10	150.65	158.18	166.08	174.38	183.10	192.25
Lgy Bonus 20	301.30	316.35	332.15	348.75	366.20	384.50
Lgy Bonus 25	451.95	474.53	498.23	523.13	549.30	576.75

109

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	74,124.00	77,832.00	81,720.00	85,812.00	90,108.00	94,608.00
MONTHLY	6,177.00	6,486.00	6,810.00	7,151.00	7,509.00	7,884.00
BI-WEEKLY	2,850.92	2,993.54	3,143.08	3,300.46	3,465.69	3,638.77
HOURLY	35.6365	37.4192	39.2885	41.2558	43.3212	45.4846
Monthly						
Lgy Bonus 10	154.43	162.15	170.25	178.78	187.73	197.10
Lgy Bonus 20	308.85	324.30	340.50	357.55	375.45	394.20
Lgy Bonus 25	463.28	486.45	510.75	536.33	563.18	591.30

110

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	75,960.00	79,764.00	83,748.00	87,936.00	92,328.00	96,948.00
MONTHLY	6,330.00	6,647.00	6,979.00	7,328.00	7,694.00	8,079.00
BI-WEEKLY	2,921.54	3,067.85	3,221.08	3,382.15	3,551.08	3,728.77
HOURLY	36.5192	38.3481	40.2635	42.2769	44.3885	46.6096
Monthly						
Lgy Bonus 10	158.25	166.18	174.48	183.20	192.35	201.98
Lgy Bonus 20	316.50	332.35	348.95	366.40	384.70	403.95
Lgy Bonus 25	474.75	498.53	523.43	549.60	577.05	605.93

111

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	77,868.00	81,756.00	85,848.00	90,144.00	94,656.00	99,384.00
MONTHLY	6,489.00	6,813.00	7,154.00	7,512.00	7,888.00	8,282.00
BI-WEEKLY	2,994.92	3,144.46	3,301.85	3,467.08	3,640.62	3,822.46
HOURLY	37.4365	39.3058	41.2731	43.3385	45.5077	47.7808
Monthly						
Lgy Bonus 10	162.23	170.33	178.85	187.80	197.20	207.05
Lgy Bonus 20	324.45	340.65	357.70	375.60	394.40	414.10
Lgy Bonus 25	486.68	510.98	536.55	563.40	591.60	621.15

112

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	79,836.00	83,832.00	88,020.00	92,424.00	97,044.00	101,892.00
MONTHLY	6,653.00	6,986.00	7,335.00	7,702.00	8,087.00	8,491.00
BI-WEEKLY	3,070.62	3,224.31	3,385.38	3,554.77	3,732.46	3,918.92
HOURLY	38.3827	40.3038	42.3173	44.4346	46.6558	48.9865
Monthly						
Lgy Bonus 10	166.33	174.65	183.38	192.55	202.18	212.28
Lgy Bonus 20	332.65	349.30	366.75	385.10	404.35	424.55
Lgy Bonus 25	498.98	523.95	550.13	577.65	606.53	636.83

113

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	81,840.00	85,932.00	90,228.00	94,740.00	99,480.00	104,460.00
MONTHLY	6,820.00	7,161.00	7,519.00	7,895.00	8,290.00	8,705.00
BI-WEEKLY	3,147.69	3,305.08	3,470.31	3,643.85	3,826.15	4,017.69
HOURLY	39.3462	41.3135	43.3788	45.5481	47.8269	50.2212
Monthly						
Lgy Bonus 10	170.50	179.03	187.98	197.38	207.25	217.63
Lgy Bonus 20	341.00	358.05	375.95	394.75	414.50	435.25
Lgy Bonus 25	511.50	537.08	563.93	592.13	621.75	652.88

114

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	83,880.00	88,080.00	92,484.00	97,104.00	101,964.00	107,064.00
MONTHLY	6,990.00	7,340.00	7,707.00	8,092.00	8,497.00	8,922.00
BI-WEEKLY	3,226.15	3,387.69	3,557.08	3,734.77	3,921.69	4,117.85
HOURLY	40.3269	42.3462	44.4635	46.6846	49.0212	51.4731
Monthly						
Lgy Bonus 10	174.75	183.50	192.68	202.30	212.43	223.05
Lgy Bonus 20	349.50	367.00	385.35	404.60	424.85	446.10
Lgy Bonus 25	524.25	550.50	578.03	606.90	637.28	669.15

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	85,980.00	90,276.00	94,788.00	99,528.00	104,508.00	109,728.00
MONTHLY	7,165.00	7,523.00	7,899.00	8,294.00	8,709.00	9,144.00
BI-WEEKLY	3,306.92	3,472.15	3,645.69	3,828.00	4,019.54	4,220.31
HOURLY	41.3365	43.4019	45.5712	47.8500	50.2442	52.7538
Monthly						
Lgy Bonus 10	179.13	188.08	197.48	207.35	217.73	228.60
Lgy Bonus 20	358.25	376.15	394.95	414.70	435.45	457.20
Lgy Bonus 25	537.38	564.23	592.43	622.05	653.18	685.80

116

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	88,116.00	92,520.00	97,152.00	102,012.00	107,112.00	112,464.00
MONTHLY	7,343.00	7,710.00	8,096.00	8,501.00	8,926.00	9,372.00
BI-WEEKLY	3,389.08	3,558.46	3,736.62	3,923.54	4,119.69	4,325.54
HOURLY	42.3635	44.4808	46.7077	49.0442	51.4962	54.0692
Monthly						
Lgy Bonus 10	183.58	192.75	202.40	212.53	223.15	234.30
Lgy Bonus 20	367.15	385.50	404.80	425.05	446.30	468.60
Lgy Bonus 25	550.73	578.25	607.20	637.58	669.45	702.90

117 Transportation Operations Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	90,312.00	94,824.00	99,564.00	104,544.00	109,776.00	115,260.00
MONTHLY	7,526.00	7,902.00	8,297.00	8,712.00	9,148.00	9,605.00
BI-WEEKLY	3,473.54	3,647.08	3,829.38	4,020.92	4,222.15	4,433.08
HOURLY	43.4192	45.5885	47.8673	50.2615	52.7769	55.4135
Monthly						
Lgy Bonus 10	188.15	197.55	207.43	217.80	228.70	240.13
Lgy Bonus 20	376.30	395.10	414.85	435.60	457.40	480.25
Lgy Bonus 25	564.45	592.65	622.28	653.40	686.10	720.38

118 Administrative Management Analyst I

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	92,580.00	97,212.00	102,072.00	107,172.00	112,536.00	118,164.00
MONTHLY	7,715.00	8,101.00	8,506.00	8,931.00	9,378.00	9,847.00
BI-WEEKLY	3,560.77	3,738.92	3,925.85	4,122.00	4,328.31	4,544.77
HOURLY	44.5096	46.7365	49.0731	51.5250	54.1038	56.8096
Monthly						
Lgy Bonus 10	192.88	202.53	212.65	223.28	234.45	246.18
Lgy Bonus 20	385.75	405.05	425.30	446.55	468.90	492.35
Lgy Bonus 25	578.63	607.58	637.95	669.83	703.35	738.53

119 Accountant/Cost Accountant
119 Fleet Maintenance Supervisor
119 Transit Administrative Supervisor
119 Transit Training and Safety Supervisor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	94,884.00	99,624.00	104,604.00	109,836.00	115,332.00	121,104.00
MONTHLY	7,907.00	8,302.00	8,717.00	9,153.00	9,611.00	10,092.00
BI-WEEKLY	3,649.38	3,831.69	4,023.23	4,224.46	4,435.85	4,657.85
HOURLY	45.6173	47.8962	50.2904	52.8058	55.4481	58.2231
Monthly						
Lgy Bonus 10	197.68	207.55	217.93	228.83	240.28	252.30
Lgy Bonus 20	395.35	415.10	435.85	457.65	480.55	504.60
Lgy Bonus 25	593.03	622.65	653.78	686.48	720.83	756.90

120 Administrative Management Analyst II
120 Executive Office Assistant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	97,272.00	102,132.00	107,244.00	112,608.00	118,236.00	124,152.00
MONTHLY	8,106.00	8,511.00	8,937.00	9,384.00	9,853.00	10,346.00
BI-WEEKLY	3,741.23	3,928.15	4,124.77	4,331.08	4,547.54	4,775.08
HOURLY	46.7654	49.1019	51.5596	54.1385	56.8442	59.6885
Monthly						
Lgy Bonus 10	202.65	212.78	223.43	234.60	246.33	258.65
Lgy Bonus 20	405.30	425.55	446.85	469.20	492.65	517.30
Lgy Bonus 25	607.95	638.33	670.28	703.80	738.98	775.95

121

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	99,696.00	104,676.00	109,908.00	115,404.00	121,176.00	127,236.00
MONTHLY	8,308.00	8,723.00	9,159.00	9,617.00	10,098.00	10,603.00
BI-WEEKLY	3,834.46	4,026.00	4,227.23	4,438.62	4,660.62	4,893.69
HOURLY	47.9308	50.3250	52.8404	55.4827	58.2577	61.1712
Monthly						
Lgy Bonus 10	207.70	218.08	228.98	240.43	252.45	265.08
Lgy Bonus 20	415.40	436.15	457.95	480.85	504.90	530.15
Lgy Bonus 25	623.10	654.23	686.93	721.28	757.35	795.23

122 Assistant City Clerk
122 Facilities Maintenance Supervisor
122 Senior Human Resources Analyst
122 Senior Planner

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,192.00	107,304.00	112,668.00	118,296.00	124,212.00	130,428.00
MONTHLY	8,516.00	8,942.00	9,389.00	9,858.00	10,351.00	10,869.00
BI-WEEKLY	3,930.46	4,127.08	4,333.38	4,549.85	4,777.38	5,016.46
HOURLY	49.1308	51.5885	54.1673	56.8731	59.7173	62.7058
Monthly						
Lgy Bonus 10	212.90	223.55	234.73	246.45	258.78	271.73
Lgy Bonus 20	425.80	447.10	469.45	492.90	517.55	543.45
Lgy Bonus 25	638.70	670.65	704.18	739.35	776.33	815.18

123

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	104,748.00	109,980.00	115,476.00	121,248.00	127,308.00	133,668.00
MONTHLY	8,729.00	9,165.00	9,623.00	10,104.00	10,609.00	11,139.00
BI-WEEKLY	4,028.77	4,230.00	4,441.38	4,663.38	4,896.46	5,141.08
HOURLY	50.3596	52.8750	55.5173	58.2923	61.2058	64.2635
Monthly						
Lgy Bonus 10	218.23	229.13	240.58	252.60	265.23	278.48
Lgy Bonus 20	436.45	458.25	481.15	505.20	530.45	556.95
Lgy Bonus 25	654.68	687.38	721.73	757.80	795.68	835.43

124 Assistant Transit Operations Manager
124 Senior Administrative Analyst
124 Transit Training and Safety Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	107,376.00	112,740.00	118,380.00	124,296.00	130,512.00	137,040.00
MONTHLY	8,948.00	9,395.00	9,865.00	10,358.00	10,876.00	11,420.00
BI-WEEKLY	4,129.85	4,336.15	4,553.08	4,780.62	5,019.69	5,270.77
HOURLY	51.6231	54.2019	56.9135	59.7577	62.7462	65.8846
Monthly						
Lgy Bonus 10	223.70	234.88	246.63	258.95	271.90	285.50
Lgy Bonus 20	447.40	469.75	493.25	517.90	543.80	571.00
Lgy Bonus 25	671.10	704.63	739.88	776.85	815.70	856.50

125 Public Information Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	110,052.00	115,560.00	121,344.00	127,416.00	133,788.00	140,472.00
MONTHLY	9,171.00	9,630.00	10,112.00	10,618.00	11,149.00	11,706.00
BI-WEEKLY	4,232.77	4,444.62	4,667.08	4,900.62	5,145.69	5,402.77
HOURLY	52.9096	55.5577	58.3385	61.2577	64.3212	67.5346
Monthly						
Lgy Bonus 10	229.28	240.75	252.80	265.45	278.73	292.65
Lgy Bonus 20	458.55	481.50	505.60	530.90	557.45	585.30
Lgy Bonus 25	687.83	722.25	758.40	796.35	836.18	877.95

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	112,812.00	118,452.00	124,380.00	130,596.00	137,124.00	143,976.00
MONTHLY	9,401.00	9,871.00	10,365.00	10,883.00	11,427.00	11,998.00
BI-WEEKLY	4,338.92	4,555.85	4,783.85	5,022.92	5,274.00	5,537.54
HOURLY	54.2365	56.9481	59.7981	62.7865	65.9250	69.2192
Monthly						
Lgy Bonus 10	235.03	246.78	259.13	272.08	285.68	299.95
Lgy Bonus 20	470.05	493.55	518.25	544.15	571.35	599.90
Lgy Bonus 25	705.08	740.33	777.38	816.23	857.03	899.85

127

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	115,632.00	121,416.00	127,488.00	133,860.00	140,556.00	147,588.00
MONTHLY	9,636.00	10,118.00	10,624.00	11,155.00	11,713.00	12,299.00
BI-WEEKLY	4,447.38	4,669.85	4,903.38	5,148.46	5,406.00	5,676.46
HOURLY	55.5923	58.3731	61.2923	64.3558	67.5750	70.9558
Monthly						
Lgy Bonus 10	240.90	252.95	265.60	278.88	292.83	307.48
Lgy Bonus 20	481.80	505.90	531.20	557.75	585.65	614.95
Lgy Bonus 25	722.70	758.85	796.80	836.63	878.48	922.43

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	118,524.00	124,452.00	130,680.00	137,220.00	144,084.00	151,284.00
MONTHLY	9,877.00	10,371.00	10,890.00	11,435.00	12,007.00	12,607.00
BI-WEEKLY	4,558.62	4,786.62	5,026.15	5,277.69	5,541.69	5,818.62
HOURLY	56.9827	59.8327	62.8269	65.9712	69.2712	72.7327
Monthly						
Lgy Bonus 10	246.93	259.28	272.25	285.88	300.18	315.18
Lgy Bonus 20	493.85	518.55	544.50	571.75	600.35	630.35
Lgy Bonus 25	740.78	777.83	816.75	857.63	900.53	945.53

129

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	121,488.00	127,560.00	133,944.00	140,640.00	147,672.00	155,052.00
MONTHLY	10,124.00	10,630.00	11,162.00	11,720.00	12,306.00	12,921.00
BI-WEEKLY	4,672.62	4,906.15	5,151.69	5,409.23	5,679.69	5,963.54
HOURLY	58.4077	61.3269	64.3962	67.6154	70.9962	74.5442
Monthly						
Lgy Bonus 10	253.10	265.75	279.05	293.00	307.65	323.03
Lgy Bonus 20	506.20	531.50	558.10	586.00	615.30	646.05
Lgy Bonus 25	759.30	797.25	837.15	879.00	922.95	969.08

130 Accounting/Finance Manager
130 Information Technology Manager
130 Park Maintenance Superintendent
130 Recreation Program Administrator
130 Revenue and Purchasing Manager
130 Street Maintenance Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	124,512.00	130,740.00	137,280.00	144,144.00	151,356.00	158,928.00
MONTHLY	10,376.00	10,895.00	11,440.00	12,012.00	12,613.00	13,244.00
BI-WEEKLY	4,788.92	5,028.46	5,280.00	5,544.00	5,821.38	6,112.62
HOURLY	59.8615	62.8558	66.0000	69.3000	72.7673	76.4077
Monthly						
Lgy Bonus 10	259.40	272.38	286.00	300.30	315.33	331.10
Lgy Bonus 20	518.80	544.75	572.00	600.60	630.65	662.20
Lgy Bonus 25	778.20	817.13	858.00	900.90	945.98	993.30

131 Plan Check Engineer
131 Transit Operations Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	127,632.00	134,016.00	140,712.00	147,744.00	155,136.00	162,888.00
MONTHLY	10,636.00	11,168.00	11,726.00	12,312.00	12,928.00	13,574.00
BI-WEEKLY	4,908.92	5,154.46	5,412.00	5,682.46	5,966.77	6,264.92
HOURLY	61.3615	64.4308	67.6500	71.0308	74.5846	78.3115
Monthly						
Lgy Bonus 10	265.90	279.20	293.15	307.80	323.20	339.35
Lgy Bonus 20	531.80	558.40	586.30	615.60	646.40	678.70
Lgy Bonus 25	797.70	837.60	879.45	923.40	969.60	1018.05

132 FCC Therapist/Trainer II

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	130,824.00	137,364.00	144,228.00	151,440.00	159,012.00	166,968.00
MONTHLY	10,902.00	11,447.00	12,019.00	12,620.00	13,251.00	13,914.00
BI-WEEKLY	5,031.69	5,283.23	5,547.23	5,824.62	6,115.85	6,421.85
HOURLY	62.8962	66.0404	69.3404	72.8077	76.4481	80.2731
Monthly						
Lgy Bonus 10	272.55	286.18	300.48	315.50	331.28	347.85
Lgy Bonus 20	545.10	572.35	600.95	631.00	662.55	695.70
Lgy Bonus 25	817.65	858.53	901.43	946.50	993.83	1043.55

133 Human Resources Manager
133 Public Works Superintendent

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	134,076.00	140,784.00	147,828.00	155,220.00	162,984.00	171,132.00
MONTHLY	11,173.00	11,732.00	12,319.00	12,935.00	13,582.00	14,261.00
BI-WEEKLY	5,156.77	5,414.77	5,685.69	5,970.00	6,268.62	6,582.00
HOURLY	64.4596	67.6846	71.0712	74.6250	78.3577	82.2750
Monthly						
Lgy Bonus 10	279.33	293.30	307.98	323.38	339.55	356.53
Lgy Bonus 20	558.65	586.60	615.95	646.75	679.10	713.05
Lgy Bonus 25	837.98	879.90	923.93	970.13	1018.65	1069.58

134 Assistant to the City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	137,448.00	144,324.00	151,536.00	159,108.00	167,064.00	175,416.00
MONTHLY	11,454.00	12,027.00	12,628.00	13,259.00	13,922.00	14,618.00
BI-WEEKLY	5,286.46	5,550.92	5,828.31	6,119.54	6,425.54	6,746.77
HOURLY	66.0808	69.3865	72.8538	76.4942	80.3192	84.3346
Monthly						
Lgy Bonus 10	286.35	300.68	315.70	331.48	348.05	365.45
Lgy Bonus 20	572.70	601.35	631.40	662.95	696.10	730.90
Lgy Bonus 25	859.05	902.03	947.10	994.43	1044.15	1096.35

135

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	140,868.00	147,912.00	155,304.00	163,068.00	171,216.00	179,772.00
MONTHLY	11,739.00	12,326.00	12,942.00	13,589.00	14,268.00	14,981.00
BI-WEEKLY	5,418.00	5,688.92	5,973.23	6,271.85	6,585.23	6,914.31
HOURLY	67.7250	71.1115	74.6654	78.3981	82.3154	86.4288
Monthly						
Lgy Bonus 10	293.48	308.15	323.55	339.73	356.70	374.53
Lgy Bonus 20	586.95	616.30	647.10	679.45	713.40	749.05
Lgy Bonus 25	880.43	924.45	970.65	1019.18	1070.10	1123.58

136

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	144,384.00	151,608.00	159,192.00	167,148.00	175,500.00	184,272.00
MONTHLY	12,032.00	12,634.00	13,266.00	13,929.00	14,625.00	15,356.00
BI-WEEKLY	5,553.23	5,831.08	6,122.77	6,428.77	6,750.00	7,087.38
HOURLY	69.4154	72.8885	76.5346	80.3596	84.3750	88.5923
Monthly						
Lgy Bonus 10	300.80	315.85	331.65	348.23	365.63	383.90
Lgy Bonus 20	601.60	631.70	663.30	696.45	731.25	767.80
Lgy Bonus 25	902.40	947.55	994.95	1044.68	1096.88	1151.70

137

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	148,008.00	155,412.00	163,188.00	171,348.00	179,916.00	188,916.00
MONTHLY	12,334.00	12,951.00	13,599.00	14,279.00	14,993.00	15,743.00
BI-WEEKLY	5,692.62	5,977.38	6,276.46	6,590.31	6,919.85	7,266.00
HOURLY	71.1577	74.7173	78.4558	82.3788	86.4981	90.8250
Monthly						
Lgy Bonus 10	308.35	323.78	339.98	356.98	374.83	393.58
Lgy Bonus 20	616.70	647.55	679.95	713.95	749.65	787.15
Lgy Bonus 25	925.05	971.33	1019.93	1070.93	1124.48	1180.73

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

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	151,704.00	159,288.00	167,256.00	175,620.00	184,404.00	193,620.00
MONTHLY	12,642.00	13,274.00	13,938.00	14,635.00	15,367.00	16,135.00
BI-WEEKLY	5,834.77	6,126.46	6,432.92	6,754.62	7,092.46	7,446.92
HOURLY	72.9346	76.5808	80.4115	84.4327	88.6558	93.0865
Monthly						
Lgy Bonus 10	316.05	331.85	348.45	365.88	384.18	403.38
Lgy Bonus 20	632.10	663.70	696.90	731.75	768.35	806.75
Lgy Bonus 25	948.15	995.55	1045.35	1097.63	1152.53	1210.13

139

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	155,496.00	163,272.00	171,432.00	180,000.00	189,000.00	198,456.00
MONTHLY	12,958.00	13,606.00	14,286.00	15,000.00	15,750.00	16,538.00
BI-WEEKLY	5,980.62	6,279.69	6,593.54	6,923.08	7,269.23	7,632.92
HOURLY	74.7577	78.4962	82.4192	86.5385	90.8654	95.4115
Monthly						
Lgy Bonus 10	323.95	340.15	357.15	375.00	393.75	413.45
Lgy Bonus 20	647.90	680.30	714.30	750.00	787.50	826.90
Lgy Bonus 25	971.85	1020.45	1071.45	1125.00	1181.25	1240.35

140

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	159,384.00	167,352.00	175,716.00	184,500.00	193,728.00	203,412.00
MONTHLY	13,282.00	13,946.00	14,643.00	15,375.00	16,144.00	16,951.00
BI-WEEKLY	6,130.15	6,436.62	6,758.31	7,096.15	7,451.08	7,823.54
HOURLY	76.6269	80.4577	84.4788	88.7019	93.1385	97.7942
Monthly						
Lgy Bonus 10	332.05	348.65	366.08	384.38	403.60	423.78
Lgy Bonus 20	664.10	697.30	732.15	768.75	807.20	847.55
Lgy Bonus 25	996.15	1045.95	1098.23	1153.13	1210.80	1271.33

141 Assistant Director of Community Development
141 Assistant Director of Transportation
141 Assistant Public Works Director/City Engineer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	163,368.00	171,540.00	180,120.00	189,132.00	198,588.00	208,512.00
MONTHLY	13,614.00	14,295.00	15,010.00	15,761.00	16,549.00	17,376.00
BI-WEEKLY	6,283.38	6,597.69	6,927.69	7,274.31	7,638.00	8,019.69
HOURLY	78.5423	82.4712	86.5962	90.9288	95.4750	100.2462
Monthly						
Lgy Bonus 10	340.35	357.38	375.25	394.03	413.73	434.40
Lgy Bonus 20	680.70	714.75	750.50	788.05	827.45	868.80
Lgy Bonus 25	1021.05	1072.13	1125.75	1182.08	1241.18	1303.20

142

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	167,448.00	175,824.00	184,620.00	193,848.00	203,544.00	213,720.00
MONTHLY	13,954.00	14,652.00	15,385.00	16,154.00	16,962.00	17,810.00
BI-WEEKLY	6,440.31	6,762.46	7,100.77	7,455.69	7,828.62	8,220.00
HOURLY	80.5038	84.5308	88.7596	93.1962	97.8577	102.7500
Monthly						
Lgy Bonus 10	348.85	366.30	384.63	403.85	424.05	445.25
Lgy Bonus 20	697.70	732.60	769.25	807.70	848.10	890.50
Lgy Bonus 25	1046.55	1098.90	1153.88	1211.55	1272.15	1335.75

143

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	171,648.00	180,228.00	189,240.00	198,708.00	208,644.00	219,072.00
MONTHLY	14,304.00	15,019.00	15,770.00	16,559.00	17,387.00	18,256.00
BI-WEEKLY	6,601.85	6,931.85	7,278.46	7,642.62	8,024.77	8,425.85
HOURLY	82.5231	86.6481	90.9808	95.5327	100.3096	105.3231
Monthly						
Lgy Bonus 10	357.60	375.48	394.25	413.98	434.68	456.40
Lgy Bonus 20	715.20	750.95	788.50	827.95	869.35	912.80
Lgy Bonus 25	1072.80	1126.43	1182.75	1241.93	1304.03	1369.20

144

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	175,932.00	184,728.00	193,968.00	203,664.00	213,852.00	224,544.00
MONTHLY	14,661.00	15,394.00	16,164.00	16,972.00	17,821.00	18,712.00
BI-WEEKLY	6,766.62	7,104.92	7,460.31	7,833.23	8,225.08	8,636.31
HOURLY	84.5827	88.8115	93.2538	97.9154	102.8135	107.9538
Monthly						
Lgy Bonus 10	366.53	384.85	404.10	424.30	445.53	467.80
Lgy Bonus 20	733.05	769.70	808.20	848.60	891.05	935.60
Lgy Bonus 25	1099.58	1154.55	1212.30	1272.90	1336.58	1403.40

145

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	180,336.00	189,348.00	198,816.00	208,752.00	219,192.00	230,148.00
MONTHLY	15,028.00	15,779.00	16,568.00	17,396.00	18,266.00	19,179.00
BI-WEEKLY	6,936.00	7,282.62	7,646.77	8,028.92	8,430.46	8,851.85
HOURLY	86.7000	91.0327	95.5846	100.3615	105.3808	110.6481
Monthly						
Lgy Bonus 10	375.70	394.48	414.20	434.90	456.65	479.48
Lgy Bonus 20	751.40	788.95	828.40	869.80	913.30	958.95
Lgy Bonus 25	1127.10	1183.43	1242.60	1304.70	1369.95	1438.43

146

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	184,848.00	194,088.00	203,796.00	213,984.00	224,688.00	235,920.00
MONTHLY	15,404.00	16,174.00	16,983.00	17,832.00	18,724.00	19,660.00
BI-WEEKLY	7,109.54	7,464.92	7,838.31	8,230.15	8,641.85	9,073.85
HOURLY	88.8692	93.3115	97.9788	102.8769	108.0231	113.4231
Monthly						
Lgy Bonus 10	385.10	404.35	424.58	445.80	468.10	491.50
Lgy Bonus 20	770.20	808.70	849.15	891.60	936.20	983.00
Lgy Bonus 25	1155.30	1213.05	1273.73	1337.40	1404.30	1474.50

147

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	189,480.00	198,960.00	208,908.00	219,348.00	230,316.00	241,836.00
MONTHLY	15,790.00	16,580.00	17,409.00	18,279.00	19,193.00	20,153.00
BI-WEEKLY	7,287.69	7,652.31	8,034.92	8,436.46	8,858.31	9,301.38
HOURLY	91.0962	95.6538	100.4365	105.4558	110.7288	116.2673
Monthly						
Lgy Bonus 10	394.75	414.50	435.23	456.98	479.83	503.83
Lgy Bonus 20	789.50	829.00	870.45	913.95	959.65	1007.65
Lgy Bonus 25	1184.25	1243.50	1305.68	1370.93	1439.48	1511.48

148

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	194,208.00	203,916.00	214,116.00	224,820.00	236,064.00	247,872.00
MONTHLY	16,184.00	16,993.00	17,843.00	18,735.00	19,672.00	20,656.00
BI-WEEKLY	7,469.54	7,842.92	8,235.23	8,646.92	9,079.38	9,533.54
HOURLY	93.3692	98.0365	102.9404	108.0865	113.4923	119.1692
Monthly						
Lgy Bonus 10	404.60	424.83	446.08	468.38	491.80	516.40
Lgy Bonus 20	809.20	849.65	892.15	936.75	983.60	1032.80
Lgy Bonus 25	1213.80	1274.48	1338.23	1405.13	1475.40	1549.20

149

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	199,068.00	209,016.00	219,468.00	230,436.00	241,956.00	254,052.00
MONTHLY	16,589.00	17,418.00	18,289.00	19,203.00	20,163.00	21,171.00
BI-WEEKLY	7,656.46	8,039.08	8,441.08	8,862.92	9,306.00	9,771.23
HOURLY	95.7058	100.4885	105.5135	110.7865	116.3250	122.1404
Monthly						
Lgy Bonus 10	414.73	435.45	457.23	480.08	504.08	529.28
Lgy Bonus 20	829.45	870.90	914.45	960.15	1008.15	1058.55
Lgy Bonus 25	1244.18	1306.35	1371.68	1440.23	1512.23	1587.83

150 Joint Powers Authority Accountant

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

200 Police Trainee

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	87,336.00	-	-	-	-	-
MONTHLY	7,278.00	-	-	-	-	-
BI-WEEKLY	3,359.08	-	-	-	-	-
HOURLY	41.9885	-	-	-	-	-

201 Police Officer

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	102,744.00	107,868.00	113,268.00	118,920.00	124,884.00	131,124.00
MONTHLY	8,562.00	8,989.00	9,439.00	9,910.00	10,407.00	10,927.00
BI-WEEKLY	3,951.69	4,148.77	4,356.46	4,573.85	4,803.23	5,043.23
HOURLY	49.3962	51.8596	54.4558	57.1731	60.0404	63.0404

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41	1,310.41
BA	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41	1,826.41
SPECIALIST	694.67	694.67	694.67	694.67	694.67	694.67
Lgy Bonus 7	365.00	365.00	365.00	365.00	365.00	365.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	948.10	969.45	991.95	1,015.50	1,040.35	1,066.35
Lgy Bonus 26	1,376.20	1,418.90	1,463.90	1,511.00	1,560.70	1,612.70

203 Police Sergeant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	133,212.00	139,884.00	146,856.00	154,200.00	161,928.00	170,028.00
MONTHLY	11,101.00	11,657.00	12,238.00	12,850.00	13,494.00	14,169.00
BI-WEEKLY	5,123.54	5,380.15	5,648.31	5,930.77	6,228.00	6,539.54
HOURLY	64.0442	67.2519	70.6038	74.1346	77.8500	81.7442

Monthly Rates

EDUCATIONAL INCENTIVE BONUS						
AA	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48	1,783.48
BA	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48	2,401.48
SPECIAL DUTY PAY	420.00	420.00	420.00	420.00	420.00	420.00
Lgy Bonus 7	326.00	326.00	326.00	326.00	326.00	326.00
Lgy Bonus 12	520.00	520.00	520.00	520.00	520.00	520.00
Lgy Bonus 20	1,075.05	1,102.85	1,131.90	1,162.50	1,194.70	1,228.45
Lgy Bonus 26	1,630.10	1,685.70	1,743.80	1,805.00	1,869.40	1,936.90

227 Police Lieutenant

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	162,720.00	170,856.00	179,400.00	188,376.00	197,796.00	207,684.00
MONTHLY	13,560.00	14,238.00	14,950.00	15,698.00	16,483.00	17,307.00
BI-WEEKLY	6,258.46	6,571.38	6,900.00	7,245.23	7,607.54	7,987.85
HOURLY	78.2308	82.1423	86.2500	90.5654	95.0942	99.8481
			Monthly Rates			
CA POST Supervisory/Adv.	1,766.44	1,837.84	1,912.84	1,991.56	2,074.24	2,161.00
CA POST Mgmt. Cert.	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 20	678.00	711.90	747.50	784.90	824.15	865.35
Lgy Bonus 26	1,356.00	1,423.80	1,495.00	1,569.80	1,648.30	1,730.70
Mgmt Incentive Pay	1,288.20	1,352.61	1,420.25	1,491.31	1,565.89	1,644.17

231 Police Captain

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	193,476.00	203,148.00	213,300.00	223,968.00	235,164.00	246,924.00
MONTHLY	16,123.00	16,929.00	17,775.00	18,664.00	19,597.00	20,577.00
BI-WEEKLY	7,441.38	7,813.38	8,203.85	8,614.15	9,044.77	9,497.08
HOURLY	93.0173	97.6673	102.5481	107.6769	113.0596	118.7135
			Monthly Rates			
CA POST Supervisory/Adv.	2,036.08	2,120.92	2,209.96	2,303.56	2,401.84	2,505.04
CA POST Mgmt. Cert.	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 20	806.15	846.45	888.75	933.20	979.85	1,028.85
Lgy Bonus 26	1,612.30	1,692.90	1,777.50	1,866.40	1,959.70	2,057.70
Mgmt Incentive Pay	1,531.69	1,608.26	1,688.63	1,773.08	1,861.72	1,954.82

232 Deputy Police Chief

STEP	*1*
ANNUAL	259,272.00
MONTHLY	21,606.00
BI-WEEKLY	9,972.00
HOURLY	124.6500
Monthly Rates	
CA POST Supervisory/Adv.	2,613.40
CA POST Mgmt. Cert.	1,080.30
Lgy Bonus 20	1,080.30
Lgy Bonus 26	2,160.60
Mgmt Incentive Pay	2,052.57

301 Mayor

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	31,200.00					
MONTHLY	2,600.00					
BI-WEEKLY	1,200.00					
HOURLY	15.0000					

302 Councilmember

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	19,200.00					
MONTHLY	1,600.00					
BI-WEEKLY	738.46					
HOURLY	9.2308					

303 City Clerk

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

304 City Treasurer

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

305 Youth Commissioner

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

306 Gardena Beautification Commissioner
306 Gardena Economic Business Advisory Commissioner
306 Human Services Commissioner
306 Recreation Commissioner
306 Rent Mediation Board Member
306 Senior Citizens Commissioner

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

308 Planning Commissioner

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

330 Director of Administrative Services
330 Director of Community Development
330 Director of Public Works/City Engineer
330 Director of Recreation and Human Services
330 Director of Transportation

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	188,580.00	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00
MONTHLY	15,715.00	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00
BI-WEEKLY	7,253.08	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08
HOURLY	90.6635	95.1981	99.9577	104.9538	110.2038	115.7135
Monthly						
Lgy Bonus 10	392.88	412.53	433.15	454.80	477.55	501.43
Lgy Bonus 20	785.75	825.05	866.30	909.60	955.10	1002.85
Lgy Bonus 25	1178.63	1237.58	1299.45	1364.40	1432.65	1504.28

335 Deputy City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	198,012.00	207,912.00	218,304.00	229,224.00	240,684.00	252,720.00
MONTHLY	16,501.00	17,326.00	18,192.00	19,102.00	20,057.00	21,060.00
BI-WEEKLY	7,615.85	7,996.62	8,396.31	8,816.31	9,257.08	9,720.00
HOURLY	95.1981	99.9577	104.9538	110.2038	115.7135	121.5000
Monthly						
Lgy Bonus 10	412.53	433.15	454.80	477.55	501.43	526.50
Lgy Bonus 20	825.05	866.30	909.60	955.10	1002.85	1053.00
Lgy Bonus 25	1237.58	1299.45	1364.40	1432.65	1504.28	1579.50

339 Assistant City Manager

STEP	*1*	*2*	*3*	*4*	*5*	*6*
ANNUAL	206,988.00	217,332.00	228,204.00	239,616.00	251,592.00	264,168.00
MONTHLY	17,249.00	18,111.00	19,017.00	19,968.00	20,966.00	22,014.00
BI-WEEKLY	7,961.08	8,358.92	8,777.08	9,216.00	9,676.62	10,160.31
HOURLY	99.5135	104.4865	109.7135	115.2000	120.9577	127.0038
Monthly						
Lgy Bonus 10	431.23	452.78	475.43	499.20	524.15	550.35
Lgy Bonus 20	862.45	905.55	950.85	998.40	1048.30	1100.70
Lgy Bonus 25	1293.68	1358.33	1426.28	1497.60	1572.45	1651.05

340 Police Chief

STEP	*1*
ANNUAL	283,128.00
MONTHLY	23,594.00
BI-WEEKLY	10,889.54
HOURLY	136.1192

	Monthly
CA POST Supervisory/Adv.	2,727.12
CA POST Mgmt. Cert.	1,179.70
Lgy Bonus 20	1,179.70
Mgmt Incentive Pay	2,241.43

350 City Manager

STEP	*1*
ANNUAL	333,732.00
MONTHLY	27,811.00
BI-WEEKLY	12,835.85
HOURLY	160.4481

	Monthly
Educational Incentive Pay	3,337.32

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 14A.
Section: DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT
Meeting Date: June 23, 2026

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

AGENDA TITLE: PUBLIC HEARING: RESOLUTION NO. 6741- Approving Conditional Use Permit (CUP) #1-26 to allow the operations of a private vehicle storage facility within an existing industrial building totaling 11,970 square feet, located at 13625-13629 Alma Avenue (6102-015-027), in the General Industrial (M-2) zone per Section 18.46.030.C.9 of the Gardena Municipal Code.

COUNCIL ACTION REQUIRED:

Staff respectfully recommends that the City Council open the public hearing, receive public testimony from the applicant and the public, with each public speaker allowed three (3) minutes, allow the Applicant time to respond, and then close the public hearing.

RECOMMENDATION AND STAFF SUMMARY:

On May 19, 2026, the Planning Commission held a public hearing to review a request to approve Conditional Use Permit (CUP) #1-26. At the conclusion of the hearing, after considering all materials and evidence presented by staff, the applicant, and the public, the Commission adopted Resolution No. PC 7-26 to approve the project with a vote of 4-0-0, with one (1) commissioner absent.

On May 26, 2026, Mayor Cerda called the decision of the Planning Commission for review, which was seconded by Council member Francis. Resolution No. 6741 has been prepared for consideration by the City Council for the adoption and approval of the Applicant's request.

FISCAL IMPACT/COST:

None

APPROVED:



_____

Clint Osorio, City Manager

Attachments

City Council Staff Report

Attachment A - Planning Commission Resolution No. PC 7-26

Attachment B - City Council Resolution No. 6741

Exhibit 1 - Conditions of Approval

Exhibit 2 - Project Plans

City of Gardena
City Council Meeting

Agenda Item No.: 13 A.
Department: Community Development
Meeting Date: June 23, 2026

AGENDA STAFF REPORT

AGENDA TITLE:

PUBLIC HEARING: RESOLUTION NO. 6741, Approving Conditional Use Permit #1-26 to allow the operations of a private vehicle storage facility within an existing industrial building totaling 11,970 square feet, located at 13625-13629 Alma Avenue (6102-015-027), in the General Industrial (M-2) zone Section 18.46.030.C.9 of the Gardena Municipal Code.

Environmental Consideration: The proposed project is being considered for a categorical exemption from the provisions of the California Environmental Quality Act (CEQA) pursuant to Guidelines Sections 15301 as an Existing Facility.

RECOMMENDATION:

Staff respectfully recommends that the City Council:

1) Open the public hearing;
2) Receive testimony from the Applicant and the public, allowing three (3) minutes for each public speaker;
3) Allow the Applicant time to respond; and
4) Close the public hearing.

Staff Recommendation for Motion:

1) Adopt Resolution No. 6741, approving an amendment to modify Conditional Use Permit #1-26 and direct staff to file a Notice of Exemption.

BACKGROUND:

Setting

The lot is approximately 0.57 acres in area. The site was originally developed in 1969. The project site is in an industrial area and zoned M-2. The adjacent properties in all cardinal directions have the same zoning designation. This is illustrated on the following zoning map labeled as Figure 1 and corresponding table labeled as Table 1.

Figure 1: Zoning Map

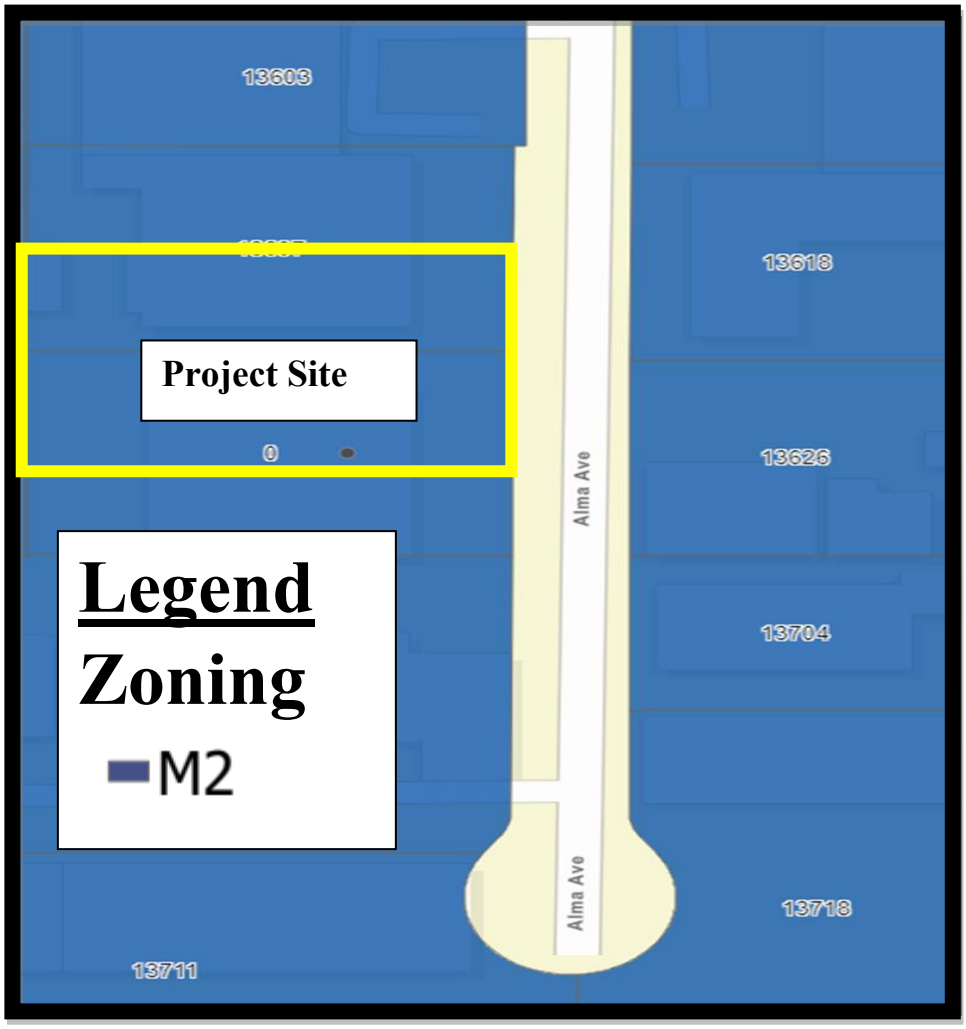
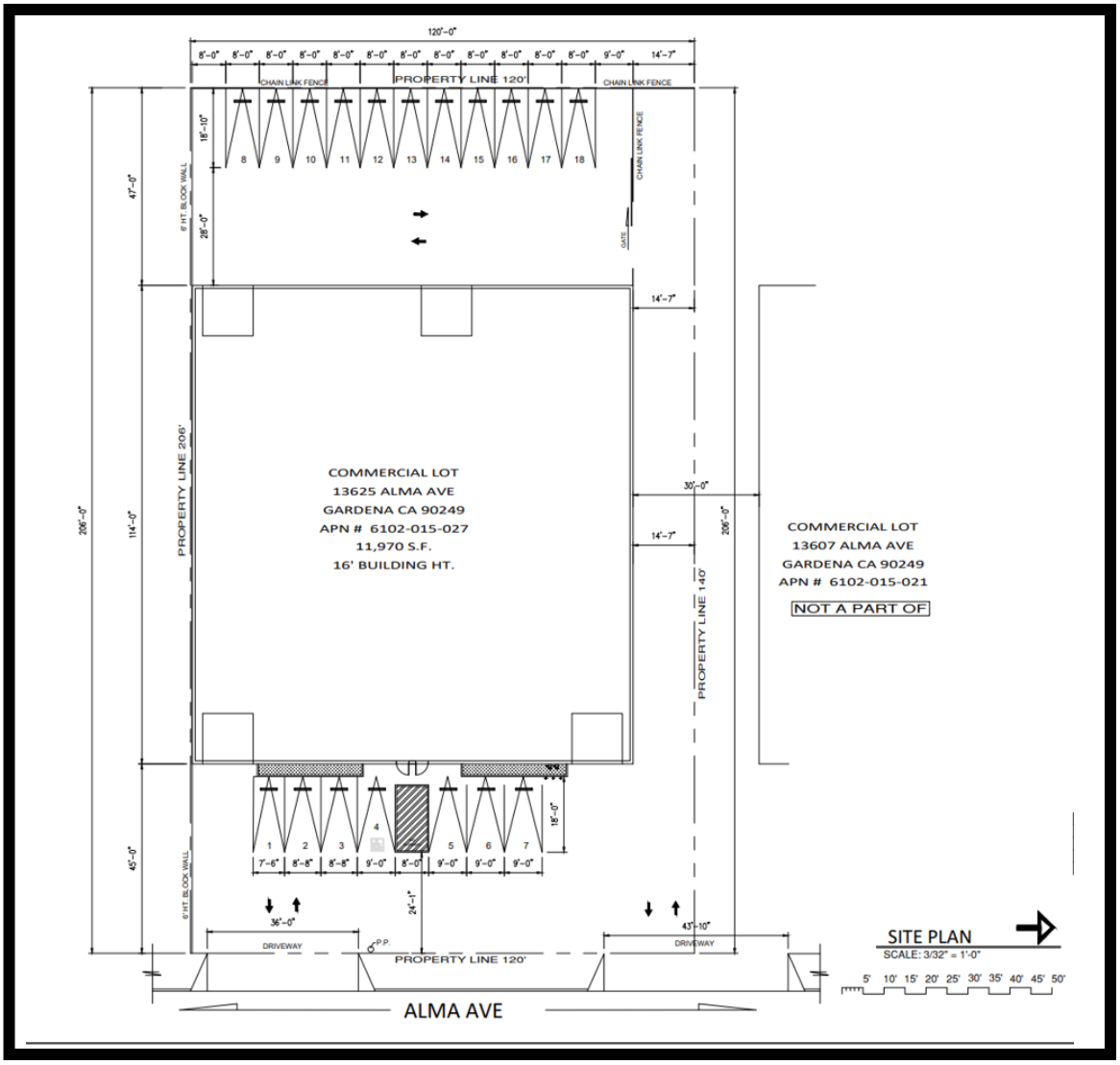


Table 1: Surrounding Uses

	Zoning Designation	General Plan Land Use Designation	Existing Land Use
Project Site	M-2	Industrial	Manufacturing/Wholesale
North	M-2	Industrial	Manufacturing
South	M-2	Industrial	Wholesale
East	M-2	Industrial	Wholesale
West	M-2	Industrial	Wholesale

The subject property is an existing industrial building. The site is accessible via two (2) common driveways along Alma Avenue, on the easterly side of the building. The parcel is developed with an independent industrial warehouse building that has its respective parking spaces. (Figure 2: Site Plan).

Figure 2: Site Plan



Planning and Environmental Quality Commission (PEQC)

On May 19, 2026, the PEQC held a public hearing to review a request for Conditional Use Permit (CUP) #1-26. Wanderwell Society South Bay, represented by Liliger Damaso & Rob De La Torre, submitted a conditional use permit (CUP) application in accordance with the provisions of GMC Section 18.46.030.C.9 to operate a private vehicle storage facility within an existing enclosed industrial building totaling 11,970 square feet ("sf"). The Applicant's proposal includes two (2) dedicated areas for vehicle storage, a member lounge of approximately 2,500 square feet, and a workshop space equipped to facilitate hands-on activities. Storage area #1 will have one (1) BendPak lift and the total storage capacity will be 15 vehicles. Storage area #2

will have one (1) BendPak lift with a total capacity of 15 vehicles and a lobby, and member's lounge area.

The business will function strictly on a membership basis, and the site will not be open to the general public, nor will it engage in vehicle sales, rentals, public exhibitions, or test driving. The proposed hours of operation are from 9 AM to 10 PM, seven (7) days a week. Patrons and clients are prohibited from parking their own vehicles; the applicant or employee will operate all car movement and lift operations within the building.

The project aligns with the City's General Plan Land Use and Zoning Designation of General Commercial.

The Planning Commission also considered the project's qualification for an exemption from the provisions of California Environmental Quality Act (CEQA).

During the public hearing, six members of the public spoke in support of the CUP. At the conclusion of the hearing, after considering all materials and evidence presented by staff, the Applicant, and the public, the Commission approved Resolution No. PC 7-26 to approve the project with a vote of 4-0-0, with one (1) commissioner absent.

City Council Call-Up

On May 26, 2026, Mayor Cerda called the decision of the Planning Commission for review, which was seconded by Councilmember Francis.

In Attachment A, Resolution No. 6741 has been prepared for consideration by the City Council for the adoption and approval of the Applicant's request.

The PEQC's resolution and the findings for project approval provided in Attachment B.

PROJECT DESCRIPTION AND ANALYSIS:

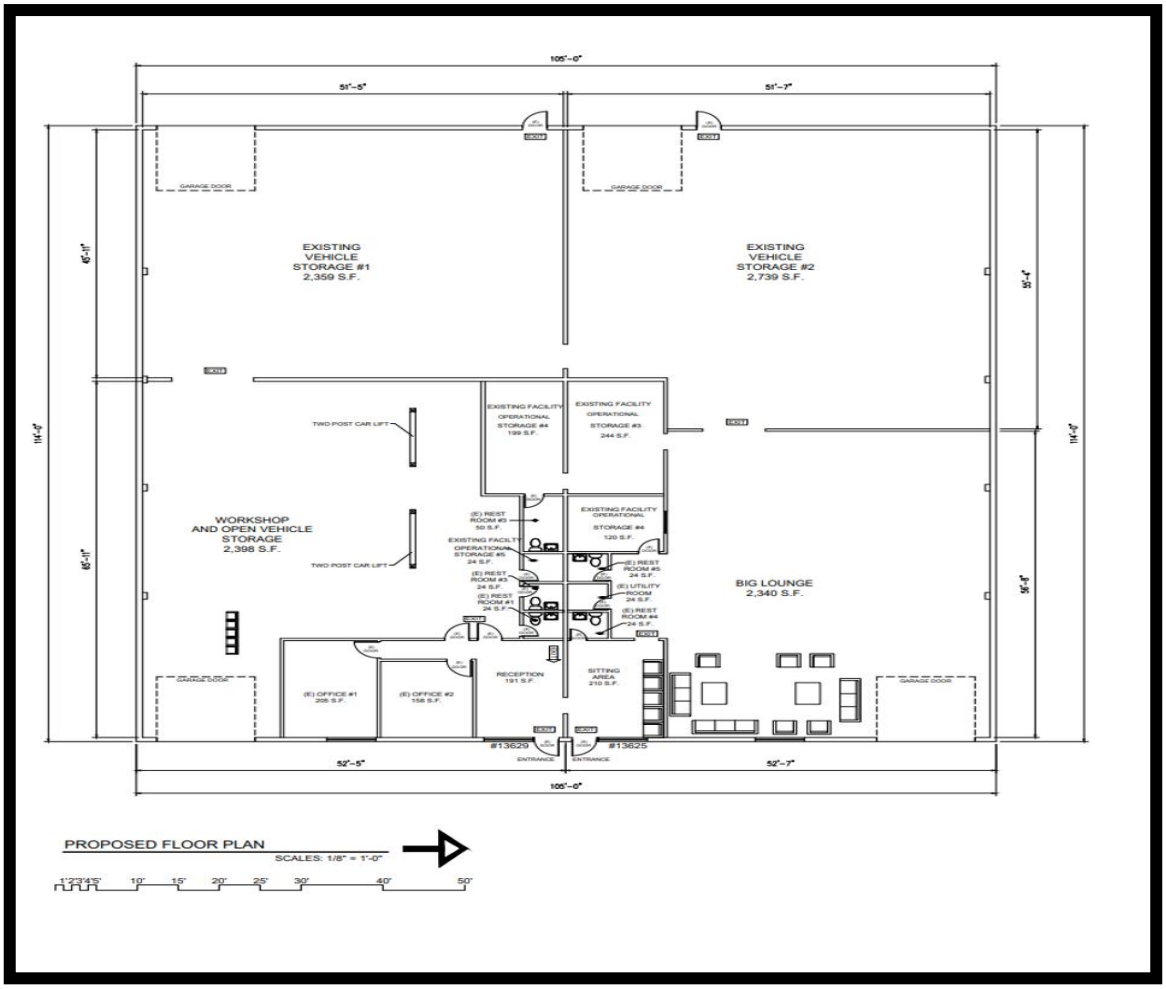
Wanderwell submitted a CUP application for private vehicle storage facility with an existing enclosed industrial building totaling 11,970 square feet ("sf"). Wanderwell Society South Bay is a luxury valet parking lot and a social club business that offers members the ability to store their vehicles on a daily, weekly, monthly, or yearly basis. The business provides valet services and an automotive workshop that educates members on basic automotive maintenance, including how to change a battery and tires. The types of vehicles that will be parked in the building are primarily sports, luxury, and collector automobiles. Parking of oversized trucks, recreational vehicles, or equipment will be prohibited, and the CUP will be conditioned as such. The building will be able to park a total capacity of 35 vehicles.

Pursuant to Section 18.46.030.C.9 of the GMC, a conditional use permit is required for "uses which are not specifically listed which in no way are detrimental to surrounding properties or uses permitted in the zone and which are not permitted as a similar use." The proposed private vehicle storage is not a use which is specifically listed nor is it similar to any other use in the M-2

zone and the use will not be detrimental to surrounding to the properties or uses than those permitted in the M-2 zone.

The project also utilizes the existing floor plan to accommodate the private vehicle storage that will include two (2) dedicated areas for vehicle storage, a member lounge of approximately 2,500 square feet, and a workshop space equipped to facilitate hands-on activities. Storage area #1 will have one (1) BendPak lift and the total storage capacity will be 15 vehicles. Storage area #2 will have one (1) BendPak lift with a total capacity of 15 vehicles and a lobby, and member's lounge area (see Figure 3: Floor Plan).

Figure 3: 13625- Alma Ave. Floor Plan



General Plan and Zoning Consistency

The proposed use is consistent with the City's General Plan. The project is consistent with the following General Plan Goals and Policies:

- Economic Development Plan Goal 1: Promote a growing and diverse business community that provides jobs, goods, and services for the local and regional market, and maintains a sound tax base for the City.

- Economic Development Plan Goal 2: Expand, retain and revitalize quality businesses.
- Economic Development Plan Goal 3: Attract desirable businesses to locate in the City.
- Land Use Goal 2: Develop and preserve high quality commercial centers and clean industrial uses that benefit the City's tax base, create jobs and provide a full range of services to the residents and businesses.
- Land Use Goal 3: Provide high quality, attractive and well-maintained commercial, industrial, and public environments that enhance the image and vitality of the City.
    - Land Use Policy 3.2: Encourage the upgrade and re-habilitation of existing commercial and industrial building facades and sites.
    - Land Use Policy 3.3: Attract commercial and industrial uses that minimize adverse impacts on surrounding land uses and are economically beneficial to the City in terms of revenue generation and employment opportunities

REQUIRED FINDINGS:

In accordance with GMC Section 18.46.040.F, the City Council must make the following findings to grant a conditional use permit:

1. That the use applied for at the location set forth in the application is properly one for which a conditional use permit is authorized by this chapter;

Pursuant to Section 18.46.030.C.9 of the GMC, a conditional use permit is required for "uses which are not specifically listed which in no way are detrimental to surrounding properties or uses permitted in the zone and which are not permitted as a similar use." The subject property is zoned M-2; therefore, the application for a CUP is deemed proper will authorize the applicant to store luxury vehicles in an existing industrial building.

2. That such use is necessary or desirable for the development of the community and is compatible with the surrounding uses; is in harmony with the general plan; is not detrimental to the surrounding properties, existing uses or to uses specifically permitted in the zone in which the proposed use is to be located; and will not be detrimental to the public health, safety or welfare;

The proposed use is consistent with the Industrial Zone (M-2). Private vehicle storage is a use is compatible with the surrounding uses in the area, as it is located within one (1) existing industrial building of adequate size to allow for the use. The use would be operated entirely within the existing building with employees parking the vehicles to ensure limited disruption to surrounding areas.

3. That the site for the intended use is adequate in size and shape to accommodate such use and all of the yards, setbacks, walls, fences, landscaping and other features required in order to adjust such use to those existing or permitted future uses on land in the neighborhood;

The subject property, located within the M-2 zone, is adequate in size, shape, and configuration to support the proposed private vehicle storage facility. The 11,036-sf industrial building offers

sufficient interior area to accommodate the tenant improvements. The project is designed to meet all applicable Gardena Municipal Code standards. Therefore, the site is adequate in size and shape to accommodate such use.

4. That the site for the proposed use relates to streets and highways properly designed and improved so as to carry the type and quantity of traffic generated or to be generated by the proposed use; and

The Circulation Plan, which is part of the Community Development Element of the Gardena General Plan, designates Alma avenue as a local street. Local streets are designed to provide vehicular, pedestrian and bicycle access to individual parcels throughout the City. They are intended to carry low volumes of traffic and allow unrestricted parking. Local streets typically have two travel lanes, and in most cities are 50 feet in width The applicant's request to operate private vehicle storage facilities are not anticipated to generate traffic beyond the current levels, and it is unlikely to impact the area's circulation. Based on the storage of vehicles, off-street parking ratios for warehousing may determine the required amount of parking for the facility. Under warehousing uses, one parking space is required for every 1,000-sf for warehousing areas and one parking space is required for every 300-sf of office area. With approximately 11,036 sf used for warehousing space and approximately 934 sf used for office space, in total the minimum number of parking spaces required is 16 parking spaces, but the site offers 18 parking spaces for its employees and patrons, resulting in a surplus of two (2) parking spaces. Staff do not foresee any adverse traffic impacts related to the subject property's proposed use.

Therefore, surrounding streets are properly designed to carry the quantity of traffic generated by the proposed use.

5. The conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare.

The following conditions of approval have been added for Conditional Use Permit #1-26 (Exhibit 1) to ensure that the private vehicle storage facility use will be compatible with, and not be detrimental to the surrounding uses in the vicinity:

- Vehicles shall be stored as depicted in the floor plans approved by the Planning and Environmental Quality Commission. Vehicles shall not be stored in any drive aisle. Deviations from the approved plans will require modification to the approved Conditional Use Permit #1-26.
- Parking or storage of oversized trucks, recreational vehicles, or equipment shall be prohibited.
- All activities must take place within the enclosed building. Loitering outside the tenant suite is prohibited.
- The business owner shall provide the Police Department with access to the CCTV system footage and information as deemed necessary for any investigation(s).
- No special events shall be held at the project site without the applicant obtaining a temporary event permit from the City and paying all appropriate fees. Temporary events are those that meet the intent and purpose of GMC Section 18.60.010.

ENVIRONMENTAL ASSESSMENT:

The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15301 Class 1, Existing Facilities which exempts negligible or no expansions of use in existing facility from the provisions of CEQA. The building in which the project is proposed is existing. The project will not include any alterations to the existing building footprint but makes minor modifications to the exterior façade. The private vehicle storage facility would be in an existing industrial building, originally constructed in 1969 for manufacturing and warehousing purposes. The applicant's request to operate a private vehicle storage facility within the existing industrial space is not an expansion of use.

The project is not subject to any of the exceptions to the exemptions under Section 15300.2 of the California Environmental Quality Act. The cumulative impact of establishing private vehicle storage facility is not considered significant. The project is not located along any state-designated scenic highway nor within any designated hazardous waste site. The building where the private vehicle storage facility will be located is not considered a significant historical structures by any governmental body. Staff do not expect any significant impacts or unusual circumstances related to the approval of this project.

Therefore, the proposed project is eligible for categorical exemption from CEQA.

NOTICING

The public hearing notice for Environmental Assessment #1-26 and Conditional Use Permit #1-26 was published in the Gardena Valley News and mailed via first-class USPS mail to owners and occupants with a 300-foot radius of the site on June 11, 2026. Notice was also provided to those persons or entities that have requested notification of CEQA projects. 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 administrative record.

CONCLUSION:

Staff respectfully recommends that the City Council open the public hearing, receive testimony from the Applicant and the public, with each public speaker allowed three (3) minutes, allow the Applicant time to respond, and then close the public hearing.

Following this, the City Council should consider the adoption of Resolution No. 6741 to approve the project.

FISCAL IMPACT:

None.

Submitted by: Dayana Nava **Date 06-02-2026**

ATTACHMENTS TO STAFF REPORT

A – Planning Commission Resolution No. PC 7-26, approving the Project
B – City Council Resolution No. 6741

- **Exhibit 1 – Conditions of Approval**
- **Exhibit 2 – Project Plans**

RESOLUTION NO. PC 7-26

A RESOLUTION OF THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA, CALIFORNIA, APPROVING CONDITIONAL USE PERMIT #1-26 AND ENVIRONMENTAL ASSESSMENT #1-26 FOR THE USE OF A PRIVATE VEHICLE STORAGE FACILITY WITHIN AN EXISTING INDUSTRIAL BUILDINGS TOTALING 11,970 SQUARE FEET LOCATED IN THE GENERAL INDUSTRIAL (M-2) ZONE AT 13625-13629 ALMA AVENUE STREET AND FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15301 (CLASS 1 – EXISTING FACILITY)

13625-13629 Alma Avenue
(APN: 6102-015-027)

THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA, CALIFORNIA, DOES HEREBY FIND AND RESOLVE AS FOLLOWS:

SECTION 1. RECITALS

A. On January 12, 2026, Applicant Wanderwell Society South Bay, represented by Liliger & Rob De La Torre, submitted an application for a conditional use permit (CUP) to permit the operations of a private vehicle storage facility within an existing industrial buildings totaling 11,970 square feet (the "Project") at 13625-13629 Alma Avenue (the "Subject Property"); and

B. The General Plan Land Use designation of the Subject Property is Industrial, and the zoning is General Industrial (M-2); and

C. The Subject Property is bounded by Alma Avenue to the west.

D. On May 19, 2026, the Planning and Environmental Quality Commission held a duly noticed public hearing at which time it considered all the material and evidence presented by staff, the applicant, and the public, whether written or oral, and has considered the procedures and the standards required by the Gardena Municipal Code (GMC).

SECTION 2. CONDITIONAL USE PERMIT #1-26 FINDINGS

Conditional Use Permit #1-26 to allow the operation of a private vehicle storage facility per Gardena Municipal Code Section 18.46.030.C.9, within an existing industrial buildings totaling 11,970 square feet in the M-2 zone, is hereby approved based on the following findings and is subject to the conditions attached hereto as Exhibit 1 and as shown on the plans presented to the Planning and Environmental Quality Commission on May 19, 2026, attached hereto as Exhibit 2.

1. **The use applied for at the location set forth in the application is properly one for which a conditional use permit is authorized by this chapter.**

   Although the proposed use of a private vehicle storage facility is not specifically listed under a defined use category within the M-2 zone, which include automobile service stations, parking lots, and RV storage, the City's Zoning Code allows for uses not specifically listed that are not detrimental in any way to surrounding properties or uses permitted in the zone, and which are not permitted as a similar use, through an approved conditional use permit, as referenced in the Gardena Municipal Code section 18.46.030.C.9.

   Since the project site and surrounding properties are zoned as M-2, is situated between different industrial, manufacturing, and automotive related uses, and the proposed use would be operated entirely within the existing building, the project will not be detrimental to the surrounding properties or land uses as conditioned. Therefore, the application for a conditional use permit is proper.

2. **Such use is necessary or desirable for the development of the community and is compatible with the surrounding uses, is in harmony with the general plan, is not detrimental to the surrounding properties, existing uses, or to uses specifically permitted in the zone in which the proposed use is to be located, and will not be detrimental to the public health, safety, or welfare.**

   The proposal for private vehicle storage facilities is compatible with the surrounding uses in the area, as it is located within one (1) existing industrial building of adequate size to allow for the use. The use would be operated entirely within the existing building with employees parking the vehicles to ensure limited disruption to surrounding areas.

   The project is consistent with the following General Plan Goals and Policies:
   - Economic Development Plan Goal 1: Promote a growing and diverse business community that provides jobs, goods, and services for the local and regional market, and maintains a sound tax base for the City.
   - Economic Development Plan Goal 2: Expand, retain and revitalize quality businesses.
   - Economic Development Plan Goal 3: Attract desirable businesses to locate in the City.
   - Land Use Goal 2: Develop and preserve high quality commercial centers and clean industrial uses that benefit the City's tax base, create jobs and provide a full range of services to the residents and businesses.

- Land Use Goal 3: Provide high quality, attractive and well-maintained commercial, industrial, and public environments that enhance the image and vitality of the City.
    - Land Use Policy 3.2: Encourage the upgrade and re-habilitation of existing commercial and industrial building facades and sites.
    - Land Use Policy 3.3: Attract commercial and industrial uses that minimize adverse impacts on surrounding land uses and are economically beneficial to the City in terms of revenue generation and employment opportunities.

The facility contributes to a diversified business landscape by introducing a unique service-based vehicle parking use that is not currently well-represented in the area. It caters to both the local and regional clientele, generating economic activity while providing a valuable service to car collectors. By occupying and enhancing an underutilized warehouse space, the project supports the City's efforts to maintain a sound tax base and encourages economic growth through business diversification in an industrial property.

3. **The site for the intended use is adequate in size and shape to accommodate such use and all of the yards, setbacks, walls, fences, landscaping, and other features required in order to adjust such use to those existing or permitted future uses on land in the neighborhood.**

   The subject property, located within the M-2 zone, is adequate in size, shape, and configuration to support the proposed private vehicle storage facility. The 11,036-sf industrial building offers sufficient interior area to accommodate the tenant improvements. The project is designed to meet all applicable Gardena Municipal Code standards. Therefore, the site is adequate in size and shape to accommodate such use.

4. **The site for the proposed use relates to streets and highways properly designed and improved so as to carry the type of quantity of traffic generated or to be generated by the proposed use;**

   The Circulation Plan, which is part of the Community Development Element of the Gardena General Plan, designates Alma avenue as a local street. Local streets are designed to provide vehicular, pedestrian and bicycle access to individual parcels throughout the City. They are intended to carry low volumes of traffic and allow unrestricted parking. Local streets typically have two travel lanes, and in most cities are 50 feet in width The applicant's request to operate private vehicle storage facilities are not anticipated to generate traffic beyond the current levels, and it is unlikely to impact the area's circulation. Based on the storage of vehicles, off-street parking ratios for warehousing may determine the required amount of parking for the facility. Under warehousing uses, one parking space is required for

every 1,000-sf for warehousing areas and one parking space is required for every 300-sf of office area. With approximately 11,036 sf used for warehousing space and approximately 934 sf used for office space, in total the minimum number of parking spaces required is 16 parking spaces, but the site offers 18 parking spaces for its employees and patrons, resulting in a surplus of two (2) parking spaces. Staff do not foresee any adverse traffic impacts related to the subject property's proposed use.

Therefore, surrounding streets are properly designed to carry the quantity of traffic generated by the proposed uses.

5. **The conditions stated in the decision are deemed necessary to protect the public health, safety, and general welfare.**

The following conditions of approval have been added for Conditional Use Permit #1-26 (Exhibit 1) to ensure that the private vehicle storage facility use will be compatible with, and not be detrimental to the surrounding uses in the vicinity:

- Vehicles shall be stored as depicted in the approved floor plans shown to the Planning and Environmental Quality Commission on May 19, 2026. Vehicles shall not be stored in any drive aisle. Deviations from the approved plans will require modification to the approved Conditional Use Permit #1-26.
- Parking of oversized trucks, recreational vehicles, or equipment shall be prohibited.
- All activities must take place within the enclosed building. Loitering outside the tenant suite is prohibited.
- The business owner shall provide the Police Department with access to the CCTV system footage and information as deemed necessary for any investigation(s).
- No special events shall be held at the project site without the applicant obtaining a temporary event permit from the City, and paying all appropriate fees. Temporary events are those that meet the intent and purpose of GMC Section 18.60.010.

SECTION 3. CALIFORNIA ENVIRONMENTAL QUALITY ACT (EA #1-26)

The Project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to the following exemption:

A. Section 15301 Class 1, Existing Facility which exempts negligible or no expansions of use in existing facility from the provisions of CEQA. The building in which the project is proposed already exists. The project will not include any alterations to the existing building footprint but makes minor modifications to the exterior façade. The private vehicle storage facility would be in an existing industrial building, originally constructed in 1969 for manufacturing and warehousing purposes. The

applicant's request to operate private vehicle storage facility within the existing industrial spaces are not an expansion of use.

B. The project is not subject to any of the exceptions to the exemptions under Section 15300.2 of the California Environmental Quality Act. The cumulative impact of establishing a private vehicle storage facility is not considered significant. The project is not located along any state-designated scenic highway nor within any designated hazardous waste site. The buildings where the private vehicle storage facility will be located are not considered significant historical structures by any governmental body. Staff do not expect any significant impacts or unusual circumstances related to the approval of this project.

C. Staff are hereby directed to file a Notice of Exemption.

SECTION 4. APPEAL.
The approvals granted in this Resolution by the Commission may be appealed to the City Council within 10 calendar days from the date of adoption. All appeals must be in writing and filed with the City Clerk within this time period with the appropriate fee. Failure to file a timely written appeal will constitute a waiver of any right of appeal. The City Council may also call this matter for review within the same 10-day period.

SECTION 5. RECORD.
Each and every one of the findings and determinations in this Resolution is based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the Project. All summaries of information in the findings which precede this section are based on the entire record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 6. CUSTODIAN OF RECORD.
The Custodian of Record for the proceedings relating to the Project is Greg Tsujiuchi, Community Development Director, City of Gardena, 1700 West 162nd Street, Gardena, California 90247. Mr. Tsujiuchi's email is gtsujiuchi@cityofgardena.org and his phone number is (310) 217-9530.

SECTION 7. EFFECTIVE DATE.
This Resolution shall take effect immediately.

SECTION 8. CERTIFICATION.
The Secretary shall certify the passage of this resolution.

PASSED, APPROVED, AND ADOPTED this 19th day of May 2026.

RONALD WRIGHT-SCHERR, 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

Exhibits:

- Exhibit 1 – Conditions of Approval
- Exhibit 2 – Project Plans

CERTIFICATION

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 the 19th day of May 2026, by the following vote of the Planning and Environmental Quality Commission.

AYES: Wright-Scherr, Kanhan, Sherman and Henderson
NOES: None
ABSENT: Langley

Certification by: _____

GREG TSUJIUCHI, SECRETARY
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF GARDENA

EXHIBIT A
CITY OF GARDENA

CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #1-26

GENERAL CONDITIONS

GC 1. The Applicant accepts all conditions of approval set forth in this document and shall sign the acknowledgment, prior to building permit and business license issuance.

GC 2. The Applicant shall comply with all written policies, resolutions, ordinances, and all applicable laws in effect at the time of approval. The conditions of approval shall supersede all conflicting notations, specifications, and dimensions which may be shown on the project development plans.

GC 3. The architectural plans shall be in accordance with the plans approved by the Planning and Environmental Quality Commission and modified by these conditions of approval. The final completed project shall be in substantial compliance with the plans upon which the Commission based its decision on May 19, 2026, as modified by such decision. Deviations from the approved plans will require modification to the approved Conditional Use Permit #1-26.

GC 4. The Applicant shall reimburse the City for all attorneys' and consultants' fees spent in processing the project application, including a review of all documents required by these conditions of approval prior to the issuance of a final building permit.

GC 5. The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claims, actions or proceedings, damages, costs (including without limitation attorneys' fees), injuries, or liabilities against the City or its agents, officers, or employees arising out of the City's approval of the Notice of Exemption and Conditional Use Permit. The City shall promptly notify the Applicant of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any claim, action, or proceeding, or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Although the Applicant is the real party in interest in the action, the City may, at its sole discretion, participate in the defense of any action with the attorneys of its own choosing, but such participation shall not relieve the Applicant of any obligation under this condition, including the payment of attorneys' fees.

GC 6. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the Gardena Municipal Code shall be paid by the applicant.

CONDITIONAL USE PERMIT (CUP #1-26)

CUP1. Conditional Use Permit #1-26 shall be utilized within a period not to exceed twelve (12) months from the date of approval unless an extension is granted in accordance with Section 18.46.040 of the Gardena Municipal Code (GMC). Utilization shall involve the issuance of a business license.

CUP2. Parking of oversized trucks, recreational vehicles, or equipment shall be prohibited on-site.

CUP3. Carwash services shall be prohibited on-site.

CUP4. The hours of operation for the private vehicle storage facilities shall be limited to 9 AM to 10 PM seven days a week.

CUP5. Workshop classes shall be limited to no more than 10 members/attendees participating onsite at any given time. All workshops/classes shall be conducted indoors. Workshops/classes with 11 or more members/attendees shall be prohibited unless approval of a temporary events permit is granted.

CUP6. No special events shall be held at the project site without the Applicant obtaining a temporary event permit from the City with all appropriate fees paid. Temporary events are those that meet the intent and purpose of GMC Section 18.60.010.

CUP7. The Applicant shall ensure that any proposed signage shall meet the necessary requirements put forth by GMC Chapter 18.58.

CUP8. Barbed wire fencing shall be prohibited in locations visible to the public right-of-way in accordance with Section 18.42.070.E.2 of the GMC.

CUP9. A CCTV surveillance system shall be installed prior to the issuance of a business license and building permit final approval. The CCTV surveillance system shall view and record all areas within the interior and exterior areas of the warehouse. The CCTV surveillance system shall meet the following minimum requirements:

a. 720p (1280x720) minimum recording resolution is required. An increase in resolution of 1080p (1920x1080) or better is encouraged.

b. Minimum H.264 video compression. H.265 is also acceptable.

c. Real-time recording at 30 fps per camera at 720p resolution.

d. Use caution when purchasing systems and ensure that each camera will be recording at full resolution and frame rate at the minimum spec, whether it is

720p, 1080p, or better. Recording devices often have limitations and will sometimes be advertised as supporting 720p or 1080p; however, the advertising does not explain that the higher resolution is only for limited channels and when maxed out will provide reduced resolution.

e. Minimum 30-day storage retention and archival for each camera (all video) at 720p resolution, 30fps (full frame rate and resolution).

f. Design your camera system to ensure that the privacy of your patrons and/or employees is not infringed, and do not view or record areas where your patron(s) and/or employees would have an expectation of privacy. Typically, this is easily resolved by the placement of the camera and is not an issue. However, where this could present a problem as the need for both coverage and privacy exists in the same area, camera technology exists that allows for the best of both worlds. Called “video masking,” “window blanking,” and by other names, it allows the area within a larger view to be masked so that private areas cannot be seen, however surrounding areas are still viewable.

g. The recording device must contain a USB port for Police Department personnel to easily access the system and download video.

h. Video shall be exportable in an open file format.

CUP10. The business owner shall provide the Police Department with access to the CCTV system footage and information as deemed necessary for any investigation(s).

CUP11. The business owner shall ensure that industrial building is equipped with an alarm system that is properly maintained and registered with the Police Department.

CUP12. All activities must take place within the enclosed building. Loitering outside the tenant suite is prohibited.

CUP13. The Applicant shall comply with all provisions outlined in the City’s Noise Ordinance as specified in GMC Chapter 8.36.

CUP14. In the event noise, lighting, parking, or traffic nuisances or other public safety issues are brought to the attention of the City, the Community Development Director may impose further conditions or restrictions or the site operations to ensure land use compatibility.

CUP15. The Applicant shall be required to notify the City of any changes to the use of the facility.

CUP16. If the business operation results in excessive issues or complaints at any time, the Director of Community Development shall initiate a review of the CUP by the Planning and Environmental Quality Commission. The Commission shall determine if additional restrictions, conditions, or physical changes are needed in order to address the issues or concerns.

CUP17. Per Gardena Municipal Code Section 18.46.080, if the use discontinued for a period of one hundred eighty (180) days, the permit shall be deemed to have lapsed and shall be null and void.

CUP18. The Conditional Use Permit may be revoked, amended and suspended by the Planning and Environmental Quality Commission under the provisions of Section 18.46.050 of the Gardena Municipal Code.

BUILDING AND SAFETY DIVISION

BS1. The Applicant shall comply with all applicable portions of the most current California Building Standards Code (Title 25, California Code of Regulations) in effect at the time of permit application.

BS2. The Applicant shall obtain separate Building Division permits for Demolition, Grading, Building, Landscaping, Site Lighting, Trash Enclosure and Fences and Walls if required.

BS3. The Applicant shall comply with all conditions set forth by other departments and agencies, including but not limited to: Gardena Planning, Gardena Public Works, and Los Angeles County Fire Department.

BS4. The Applicant shall comply with all applicable State and Federal Accessibility codes.

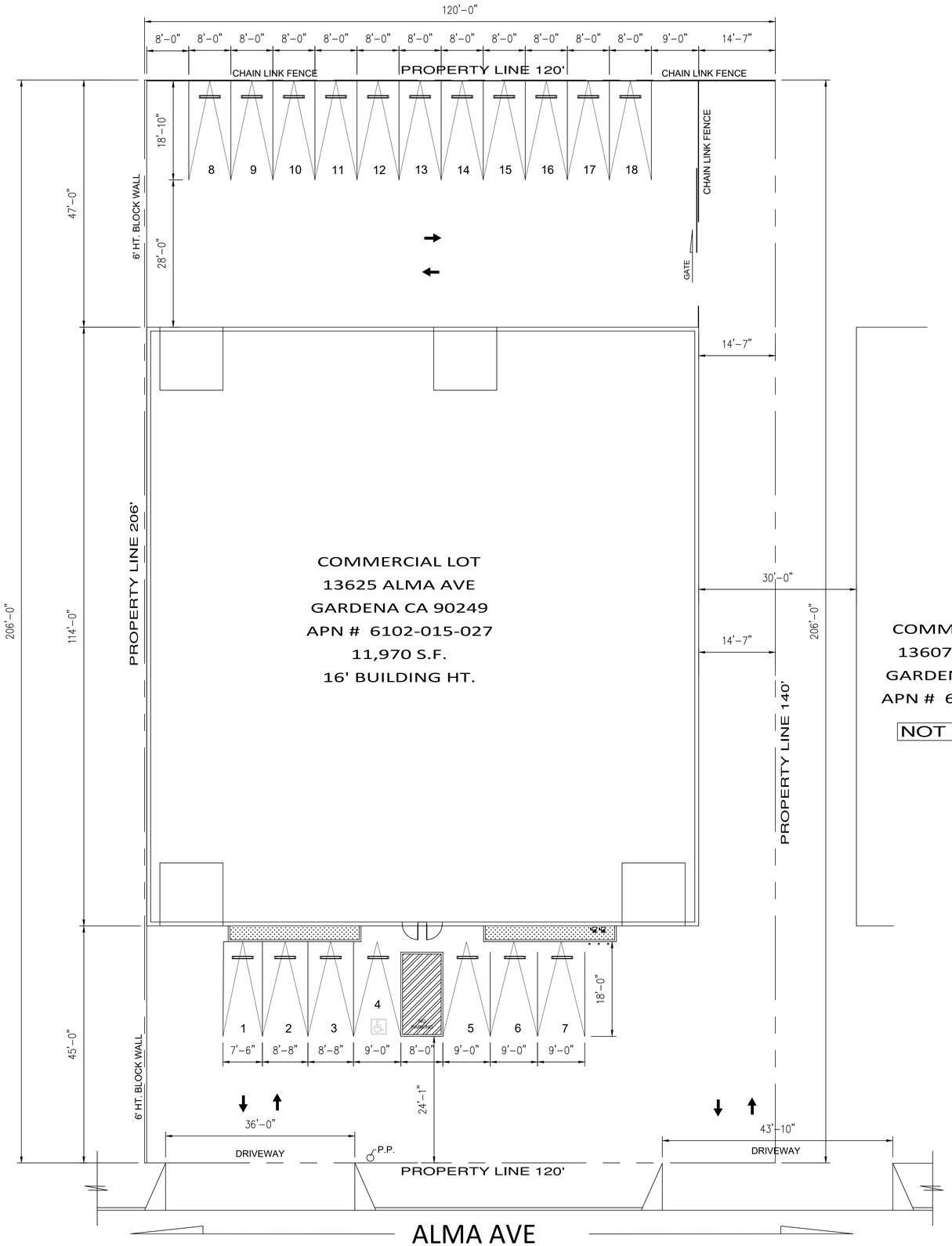
BS5. All indoor parking areas are to be ventilated in accordance to the California Energy Code.

BS6. The approval of plans and specifications does not permit the violation of any section of the Building Code, City Ordinances, or State law.

BS7. The Applicant shall submit plans and specifications to the Building Division for review.

Wanderwell Society South Bay, Representative

By _____ Date 5/19/26



SITE PLAN

SCALE: 3/32" = 1'-0"

5' 10' 15' 20' 25' 30' 35' 40' 45' 50'

SHEET INFO.

A-1	EXISTING SITE PLAN
A-2	EXISTING FLOOR PLAN
A-3	EXISTING ELEVATION
A-4	PROPOSED FLOOR PLAN

BUILDING DATA:

SITE ADDRESS	13625 - 13629 ALMA AVE GARDENA CA 90249
APN#	6102-015-027
LOT SIZE:	24,720 (SQ FT)
PROPERTY TYPE:	COMMERCIAL / INDUSTRIAL

PROPERTY BOUNDARY DESCRIPTION:
EX ST LOTS 13, 14 AND 15 DORR TRACT AND E 66 FT OF S 120 FT OF LOT 13 MB 8-138

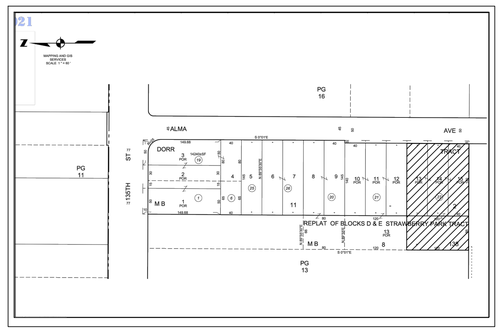
EXISTING BUILDING:	
SQUARE FOOTAGE:	11,970 (SQ FT)
YEAR BUILD / EFFECTIVE YEAR BUILT:	1969 / 1969
BEDROOM / BATHROOM	0/0
UNITS	0
BUILDING HT:	16' HT.

PARKING LOT DATA:

TOTAL PARKING PROVIDED:

EXISTING PARKING:	17 PARKING
HANDICAP PARKING:	1 PARKING
	TOTAL OF 18 PARKING

VICINITY MAP



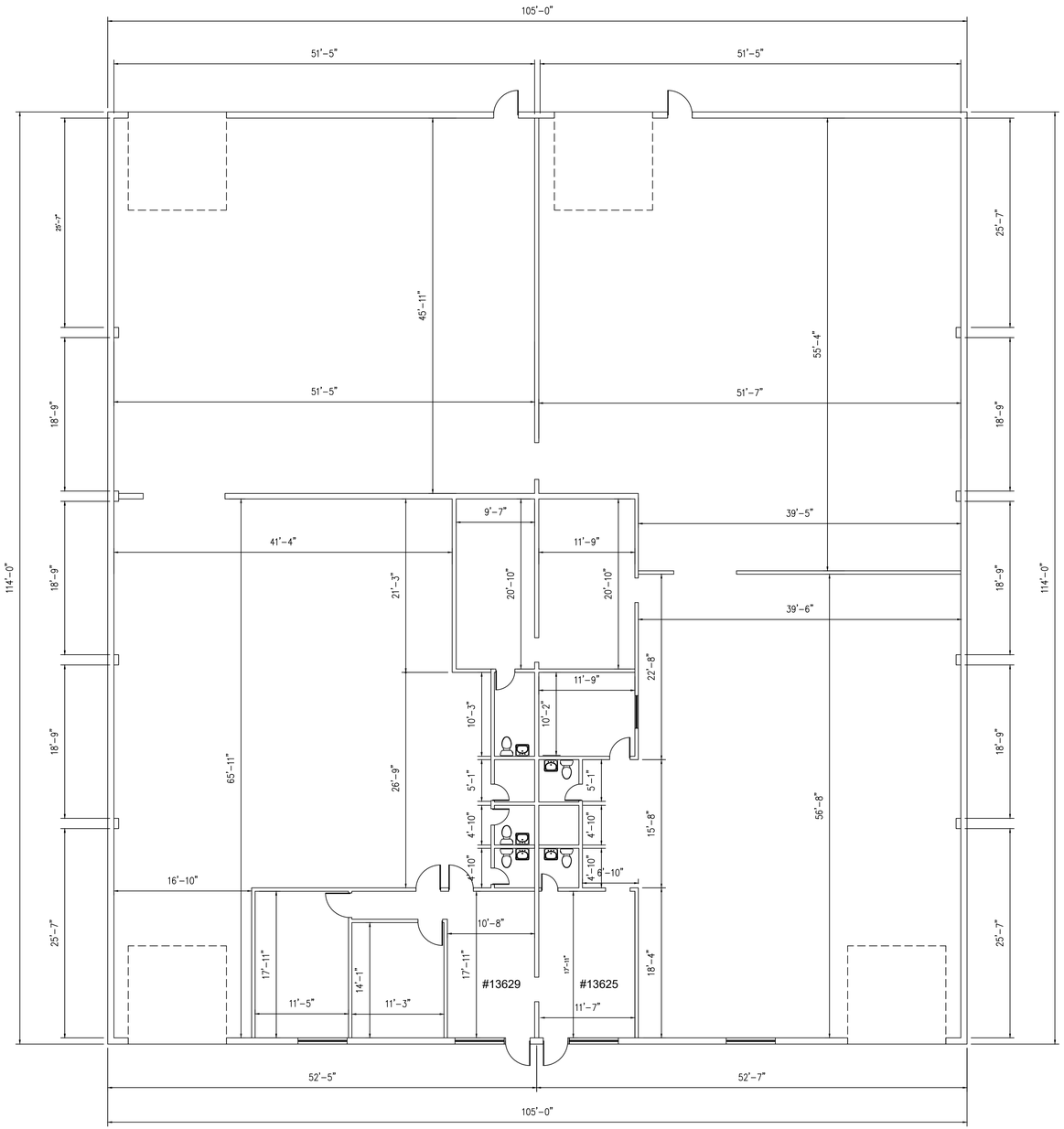
REVISIONS	BY

LIQUORLICENSEBROKERS.COM
730 WASHINGTON BLVD.
MARINA DEL REY, CA 90292.
OFFICE 310-614-8492
CONDITIONAL USE PERMITS.COM

BUSINESS INFORMATION:
13625 - 13629 ALMA AVE
GARDENA CA 90249

PROJECT INFORMATION:
13625 - 13629 ALMA AVE
GARDENA CA 90249
APN# 6102-015-023

DATE	2-03-2026
SCALE	3/32" = 1'-0"
DRAWN	L.L.
JOB	
SHEET	A-1



EXISTING FLOOR PLAN

SCALES: 1/8" = 1'-0"

1'2'3'4'5' 10' 15' 20' 25' 30' 40' 50'

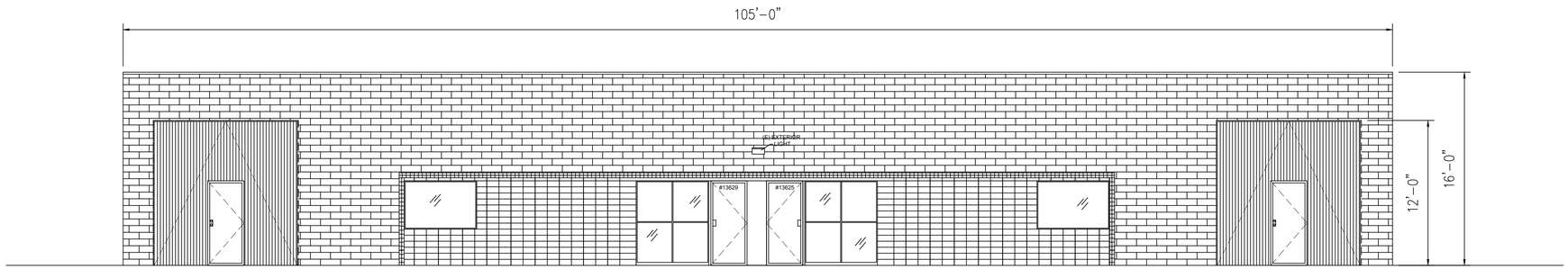
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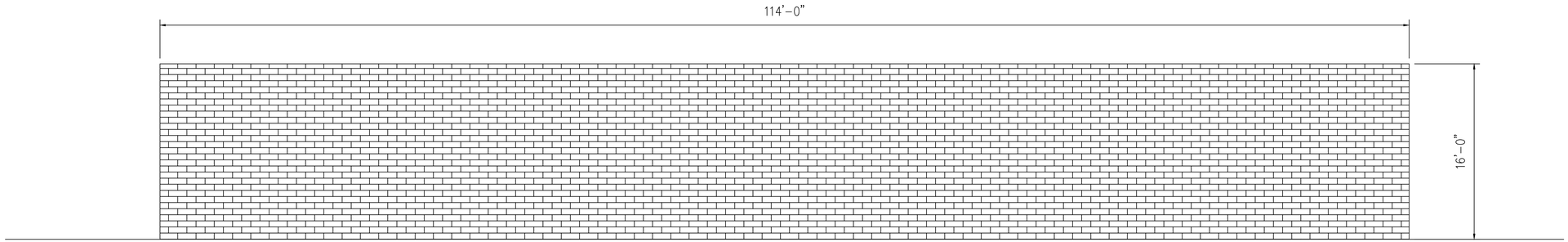
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JOB	
SHEET	A-2



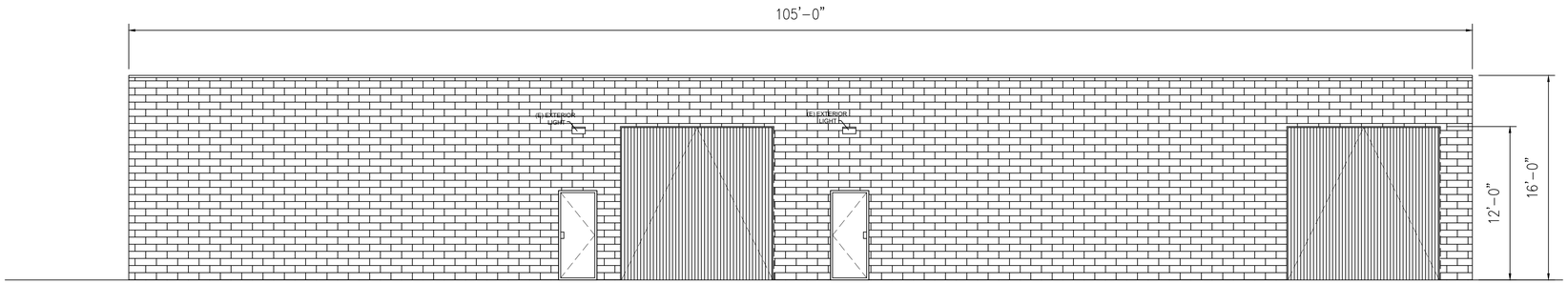
EXISTING EAST ELEVATION (FRONT)

SCALES: 3/16" = 1'-0"



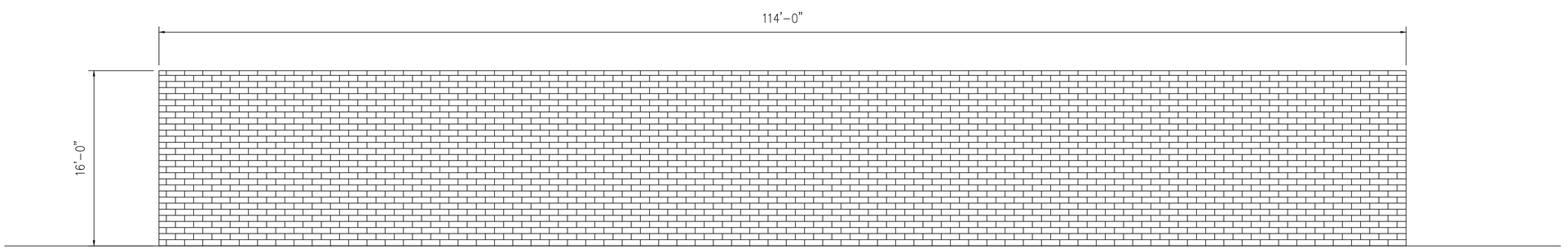
EXISTING NORTH ELEVATION

SCALES: 3/16" = 1'-0"



EXISTING WEST ELEVATION (REAR)

SCALES: 3/16" = 1'-0"



EXISTING SOUTH ELEVATION

SCALES: 3/16" = 1'-0"

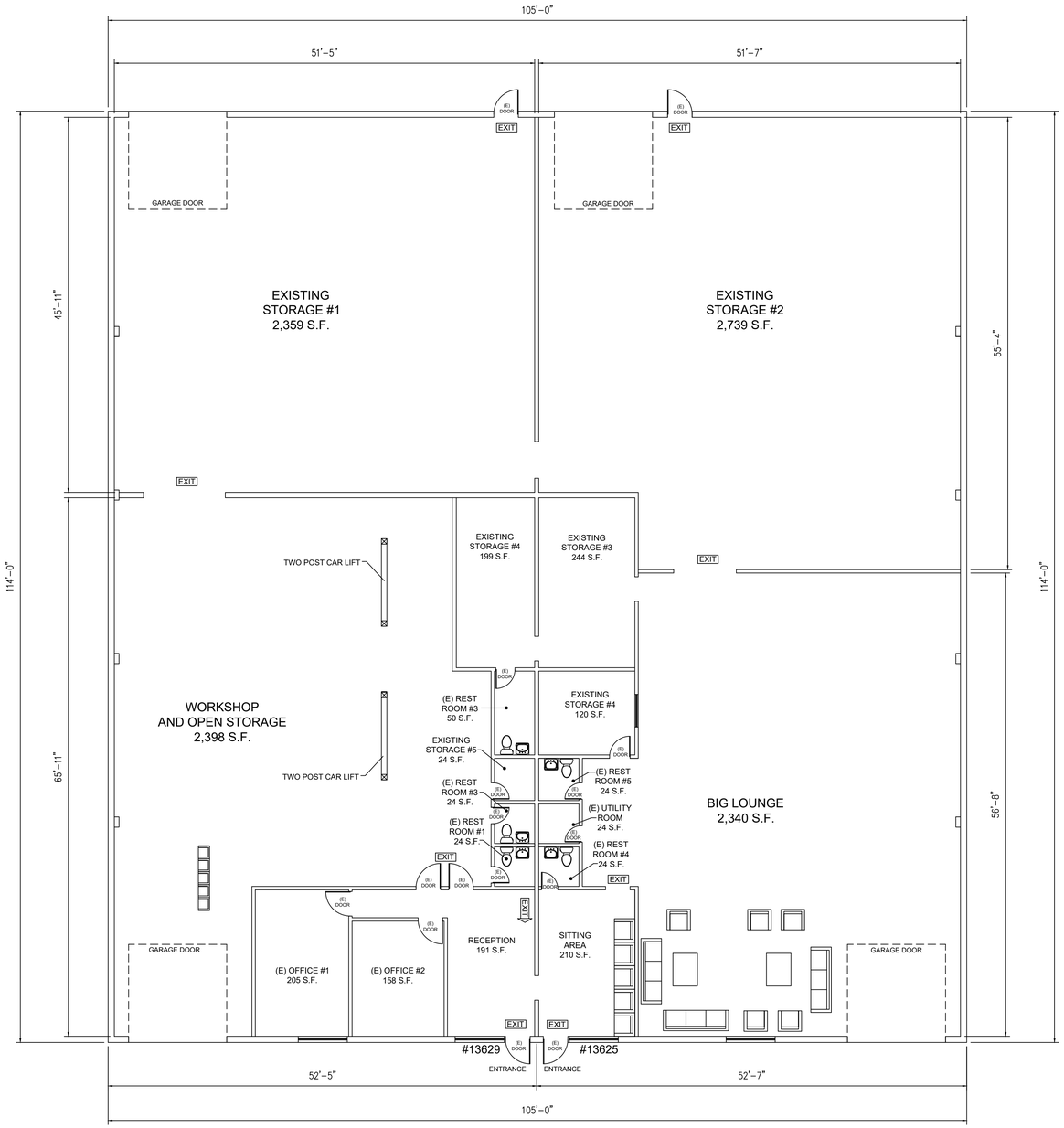
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DATE	02-03-26
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DRAWN	L.L.
JOB	
SHEET	A-3



PROPOSED FLOOR PLAN

SCALES: 1/8" = 1'-0"

1' 2' 3' 4' 5' 10' 15' 20' 25' 30' 40' 50'

REVISIONS	BY

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DATE	02-03-26
SCALE	1/8" = 1'-0"
DRAWN	L.L.
JOB	
SHEET	A-4

RESOLUTION NO. 6741

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, APPROVING CONDITIONAL USE PERMIT #1-26 TO ALLOW THE OPERATIONS OF PRIVATE VEHICLE STORAGE FACILITY WITHIN AN EXISTING INDUSTRIAL BUILDING TOTALING 11,970 SQUARE FEET LOCATED AT 13625-13629 ALMA AVENUE IN THE INDUSTRIAL (M-2) ZONE

RECITALS

WHEREAS, on January 12 2026, the Applicant, Wanderwell Society South Bay, represented by Liliger & Rob De La Torre, submitted an application for a new conditional use permit for the operation of a private vehicle storage facility within an existing industrial building totaling 11,970 square feet (the "Project") within the existing industrial building addressed at 13625-13629 Alma Avenue, (the "Subject Property");

WHEREAS, the General Plan Land Use Plan and Zoning designation of the Property is Industrial Zone (M-2) as are the properties to the north, east and south and west;

WHEREAS, on May 19, 2026, the Planning and Environmental Quality Commission held a duly noticed public hearing at which time it considered all the material and evidence presented by staff, the applicant, and the public, whether written or oral and adopted Resolution No. PC 7-26, approving the Project;

WHEREAS, on May 26, 2026, Mayor Cerda called the decision of the Planning Commission for review, which was seconded by Council Member Paulette Francis; and

WHEREAS, on June 23, 2026, the City Council held a duly noticed public hearing on the Project, at which time it considered all evidence presented, both oral and written.

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

SECTION 1. Conditional Use Permit #1-26 Findings. Conditional Use Permit #1-26 to allow the operation of private vehicle storage within an industrial building in the M-2 zone as shown on Exhibit 1, is hereby approved based on the following findings and subject to the conditions attached hereto as Exhibit 2:

A. Resolution No. 6730 The use applied for at the location set forth in the application is properly one for which a conditional use permit is authorized by this chapter.

Pursuant to Section 18.46.030.C.9 of the GMC, a conditional use permit is required for "uses which are not specifically listed which in no way are detrimental to surrounding properties or uses permitted in the zone and which are not permitted as a similar use." The subject property is zoned M-2; therefore, the application for a CUP is deemed proper will authorize the applicant to store luxury vehicles in an existing industrial building.

B. Such use is necessary or desirable for the development of the community and is compatible with the surrounding uses, is in harmony with the general plan, is not detrimental to the surrounding properties, existing uses, or to uses specifically permitted in the zone in which the proposed use is to be located, and will not be detrimental to the public health, safety, or welfare.

The proposed use is consistent with the Industrial Zone (M-2). Private vehicle storage is a use is compatible with the surrounding uses in the area, as it is located within one (1) existing industrial building of adequate size to allow for the use. The use would be operated entirely within the existing building with employees parking the vehicles to ensure limited disruption to surrounding areas.

C. The site for the intended use is adequate in size and shape to accommodate such use and all of the yards, setbacks, walls, fences, landscaping, and other features required in order to adjust such use to those existing or permitted future uses on land in the neighborhood.

The subject property, located within the M-2 zone, is adequate in size, shape, and configuration to support the proposed private vehicle storage facility. The 11,036-sf industrial building offers sufficient interior area to accommodate the tenant improvements. The project is designed to meet all applicable Gardena Municipal Code standards. Therefore, the site is adequate in size and shape to accommodate such use.

D. The site for the proposed use relates to streets and highways properly designed and improved so as to carry the type of quantity of traffic generated or to be generated by the proposed use.

The Circulation Plan, which is part of the Community Development Element of the Gardena General Plan, designates Alma Avenue as a local street. Local streets are designed to provide vehicular, pedestrian and bicycle access to individual parcels throughout the City. They are intended to carry low volumes of traffic and allow unrestricted parking. Local streets typically have two travel lanes, and in most cities are 50 feet in width. The applicant's request to operate private vehicle storage facilities are not anticipated to generate traffic beyond the current levels, and it is unlikely to impact the area's circulation. Based on the storage of vehicles, off-street parking ratios for warehousing may determine the required amount of parking for the facility. Under warehousing uses, one parking space is required for every 1,000-sf for warehousing areas and one parking space is required for every 300-sf of office area. With approximately 11,036 sf used for warehousing space and approximately 934 sf used for office space, in total the minimum number of parking spaces required is 16 parking spaces, but the site offers 18 parking spaces for its employees and patrons, resulting in a surplus of two (2) parking spaces. Staff do not foresee any adverse traffic impacts related to the subject property's proposed use.

Therefore, surrounding streets are properly designed to carry the quantity of traffic generated by the proposed use.

E. The conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare.

The following conditions of approval have been added for Conditional Use Permit #1-26 (Exhibit 1) to ensure that the private vehicle storage facility use will be compatible with, and not be detrimental to the surrounding uses in the vicinity:

- Vehicles shall be stored as depicted in the floor plans approved by the Planning and Environmental Quality Commission. Vehicles shall not be stored in any drive aisle. Deviations from the approved plans will require modification to the approved Conditional Use Permit #1-26.
- Parking or storage of oversized trucks, recreational vehicles, or equipment shall be prohibited.
- All activities must take place within the enclosed building. Loitering outside the tenant suite is prohibited.
- The business owner shall provide the Police Department with access to the CCTV system footage and information as deemed necessary for any investigation(s).
- No special events shall be held at the project site without the applicant obtaining a temporary event permit from the City and paying all appropriate fees. Temporary events are those that meet the intent and purpose of GMC Section 18.60.010.

SECTION 2. CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS

The Project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to the following exemption:

A. Class 1—Section 15301 - Existing Facilities - the building in which the Project is proposed already exists. The Project will not include any alterations to the existing building footprint nor the exterior façade as previously approved. The building in which private vehicle storage would be located is an existing industrial building originally constructed in 1969 for manufacturing use. As a result, the Project is not considered an expansion of use.

B. The Project is not subject to any of the exceptions to the exemptions under Section 15300.2 of the California Environmental Quality Act. The cumulative impact of establishing private vehicle storage is not considered significant. The project is not located along any state-designated scenic highway nor within any designated hazardous waste site. The building where the vehicle storage will be located is not considered a significant historical structure by any governmental body. Staff does not expect any significant impacts or unusual circumstances related to the approval of this Project.

C. Staff is hereby directed to file a Notice of Exemption.

SECTION 3. Custodian of Record. Each and every one of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the Project. All summaries of information in the findings which precede this section are based on the entire record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact. The documents and materials that constitute the record of proceedings on which these findings and approval are based are located in the Community Development Department at City Hall, 1700 W. 162nd Street, Gardena, California 90247. The Custodian of Records is Greg Tsujiuchi, Community Development Director who can be reached at 310/217-9546 or gtsujiuchi@cityofgardena.org.

SECTION 4. Effective Date. 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 23RD day of June, 2026.

_____
TASHA CERDA, Mayor

ATTEST:

_____
MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

_____
CARMEN VASQUEZ, City Attorney

Exhibit 1 – Project Plans
Exhibit 2 – Conditions of Approval

EXHIBIT A
CITY OF GARDENA

CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT #1-26

GENERAL CONDITIONS

GC 1. The Applicant accepts all conditions of approval set forth in this document and shall sign the acknowledgment, prior to building permit and business license issuance.

GC 2. The Applicant shall comply with all written policies, resolutions, ordinances, and all applicable laws in effect at the time of approval. The conditions of approval shall supersede all conflicting notations, specifications, and dimensions which may be shown on the project development plans.

GC 3. The architectural plans shall be in accordance with the plans approved by the Planning and Environmental Quality Commission and modified by these conditions of approval. The final completed project shall be in substantial compliance with the plans upon which the Commission based its decision on May 19, 2026, as modified by such decision. Deviations from the approved plans will require modification to the approved Conditional Use Permit #1-26.

GC 4. The Applicant shall reimburse the City for all attorneys' and consultants' fees spent in processing the project application, including a review of all documents required by these conditions of approval prior to the issuance of a final building permit.

GC 5. The Applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claims, actions or proceedings, damages, costs (including without limitation attorneys' fees), injuries, or liabilities against the City or its agents, officers, or employees arising out of the City's approval of the Notice of Exemption and Conditional Use Permit. The City shall promptly notify the Applicant of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any claim, action, or proceeding, or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Although the Applicant is the real party in interest in the action, the City may, at its sole discretion, participate in the defense of any action with the attorneys of its own choosing, but such participation shall not relieve the Applicant of any obligation under this condition, including the payment of attorneys' fees.

GC 6. The costs and expenses of any enforcement activities, including, but not limited to attorney's fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the Gardena Municipal Code shall be paid by the applicant.

CONDITIONAL USE PERMIT (CUP #1-26)

CUP1. Conditional Use Permit #1-26 shall be utilized within a period not to exceed twelve (12) months from the date of approval unless an extension is granted in accordance with Section 18.46.040 of the Gardena Municipal Code (GMC). Utilization shall involve the issuance of a business license.

CUP2. Parking of oversized trucks, recreational vehicles, or equipment shall be prohibited on-site.

CUP3. Carwash services shall be prohibited on-site.

CUP4. The hours of operation for the private vehicle storage facilities shall be limited to 9 AM to 10 PM seven days a week.

CUP5. Workshop classes shall be limited to no more than 10 members/attendees participating onsite at any given time. All workshops/classes shall be conducted indoors. Workshops/classes with 11 or more members/attendees shall be prohibited unless approval of a temporary events permit is granted.

CUP6. No special events shall be held at the project site without the Applicant obtaining a temporary event permit from the City with all appropriate fees paid. Temporary events are those that meet the intent and purpose of GMC Section 18.60.010.

CUP7. The Applicant shall ensure that any proposed signage shall meet the necessary requirements put forth by GMC Chapter 18.58.

CUP8. Barbed wire fencing shall be prohibited in locations visible to the public right-of-way in accordance with Section 18.42.070.E.2 of the GMC.

CUP9. A CCTV surveillance system shall be installed prior to the issuance of a business license and building permit final approval. The CCTV surveillance system shall view and record all areas within the interior and exterior areas of the warehouse. The CCTV surveillance system shall meet the following minimum requirements:

a. 720p (1280x720) minimum recording resolution is required. An increase in resolution of 1080p (1920x1080) or better is encouraged.

b. Minimum H.264 video compression. H.265 is also acceptable.

c. Real-time recording at 30 fps per camera at 720p resolution.

d. Use caution when purchasing systems and ensure that each camera will be recording at full resolution and frame rate at the minimum spec, whether it is

720p, 1080p, or better. Recording devices often have limitations and will sometimes be advertised as supporting 720p or 1080p; however, the advertising does not explain that the higher resolution is only for limited channels and when maxed out will provide reduced resolution.

e. Minimum 30-day storage retention and archival for each camera (all video) at 720p resolution, 30fps (full frame rate and resolution).

f. Design your camera system to ensure that the privacy of your patrons and/or employees is not infringed, and do not view or record areas where your patron(s) and/or employees would have an expectation of privacy. Typically, this is easily resolved by the placement of the camera and is not an issue. However, where this could present a problem as the need for both coverage and privacy exists in the same area, camera technology exists that allows for the best of both worlds. Called “video masking,” “window blanking,” and by other names, it allows the area within a larger view to be masked so that private areas cannot be seen, however surrounding areas are still viewable.

g. The recording device must contain a USB port for Police Department personnel to easily access the system and download video.

h. Video shall be exportable in an open file format.

CUP10. The business owner shall provide the Police Department with access to the CCTV system footage and information as deemed necessary for any investigation(s).

CUP11. The business owner shall ensure that industrial building is equipped with an alarm system that is properly maintained and registered with the Police Department.

CUP12. All activities must take place within the enclosed building. Loitering outside the tenant suite is prohibited.

CUP13. The Applicant shall comply with all provisions outlined in the City’s Noise Ordinance as specified in GMC Chapter 8.36.

CUP14. In the event noise, lighting, parking, or traffic nuisances or other public safety issues are brought to the attention of the City, the Community Development Director may impose further conditions or restrictions or the site operations to ensure land use compatibility.

CUP15. The Applicant shall be required to notify the City of any changes to the use of the facility.

CUP16. If the business operation results in excessive issues or complaints at any time, the Director of Community Development shall initiate a review of the CUP by the Planning and Environmental Quality Commission. The Commission shall determine if additional restrictions, conditions, or physical changes are needed in order to address the issues or concerns.

CUP17. Per Gardena Municipal Code Section 18.46.080, if the use discontinued for a period of one hundred eighty (180) days, the permit shall be deemed to have lapsed and shall be null and void.

CUP18. The Conditional Use Permit may be revoked, amended and suspended by the Planning and Environmental Quality Commission under the provisions of Section 18.46.050 of the Gardena Municipal Code.

BUILDING AND SAFETY DIVISION

BS1. The Applicant shall comply with all applicable portions of the most current California Building Standards Code (Title 25, California Code of Regulations) in effect at the time of permit application.

BS2. The Applicant shall obtain separate Building Division permits for Demolition, Grading, Building, Landscaping, Site Lighting, Trash Enclosure and Fences and Walls if required.

BS3. The Applicant shall comply with all conditions set forth by other departments and agencies, including but not limited to: Gardena Planning, Gardena Public Works, and Los Angeles County Fire Department.

BS4. The Applicant shall comply with all applicable State and Federal Accessibility codes.

BS5. All indoor parking areas are to be ventilated in accordance to the California Energy Code.

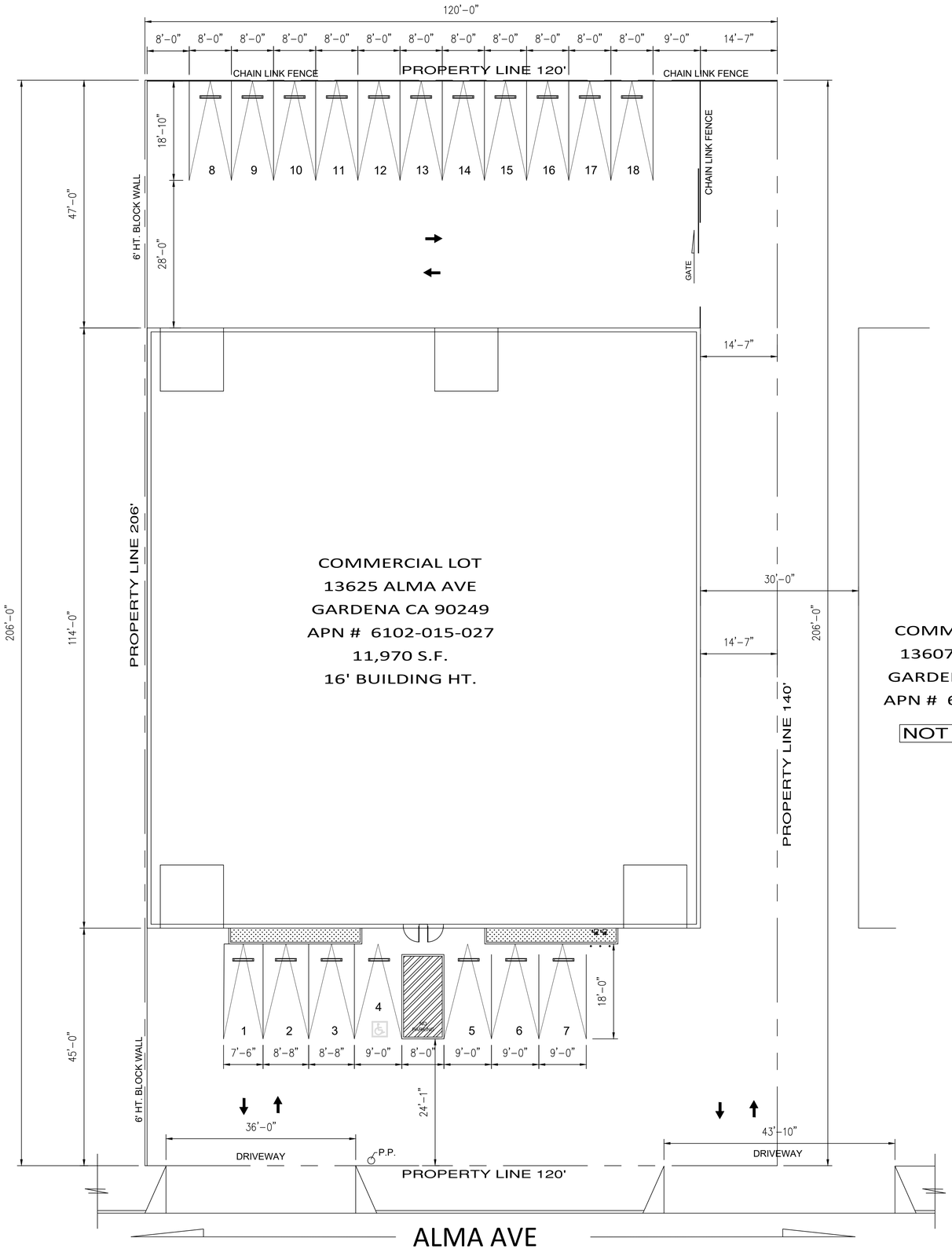
BS6. The approval of plans and specifications does not permit the violation of any section of the Building Code, City Ordinances, or State law.

BS7. The Applicant shall submit plans and specifications to the Building Division for review.

Wanderwell Society South Bay, Representative

_____ _____

By Date



SITE PLAN

SCALE: 3/32" = 1'-0"

5' 10' 15' 20' 25' 30' 35' 40' 45' 50'

SHEET INFO.

A-1	EXISTING SITE PLAN
A-2	EXISTING FLOOR PLAN
A-3	EXISTING ELEVATION
A-4	PROPOSED FLOOR PLAN

BUILDING DATA:

SITE ADDRESS	13625 - 13629 ALMA AVE GARDENA CA 90249
APN#	6102-015-027
LOT SIZE:	24,720 (SQ FT)
PROPERTY TYPE:	COMMERCIAL / INDUSTRIAL

PROPERTY BOUNDARY DESCRIPTION:
EX ST LOTS 13, 14 AND 15 DORR TRACT AND E 66 FT OF S 120 FT OF LOT 13 MB 8-138

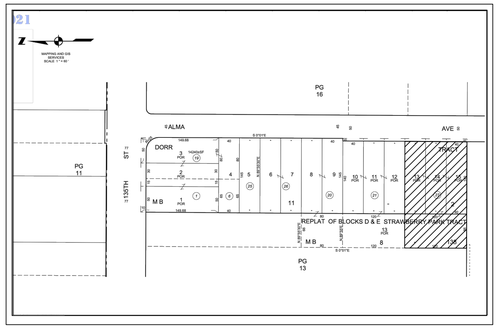
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BEDROOM / BATHROOM	0/0
UNITS	0
BUILDING HT:	16' HT.

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	TOTAL OF 18 PARKING

VICINITY MAP



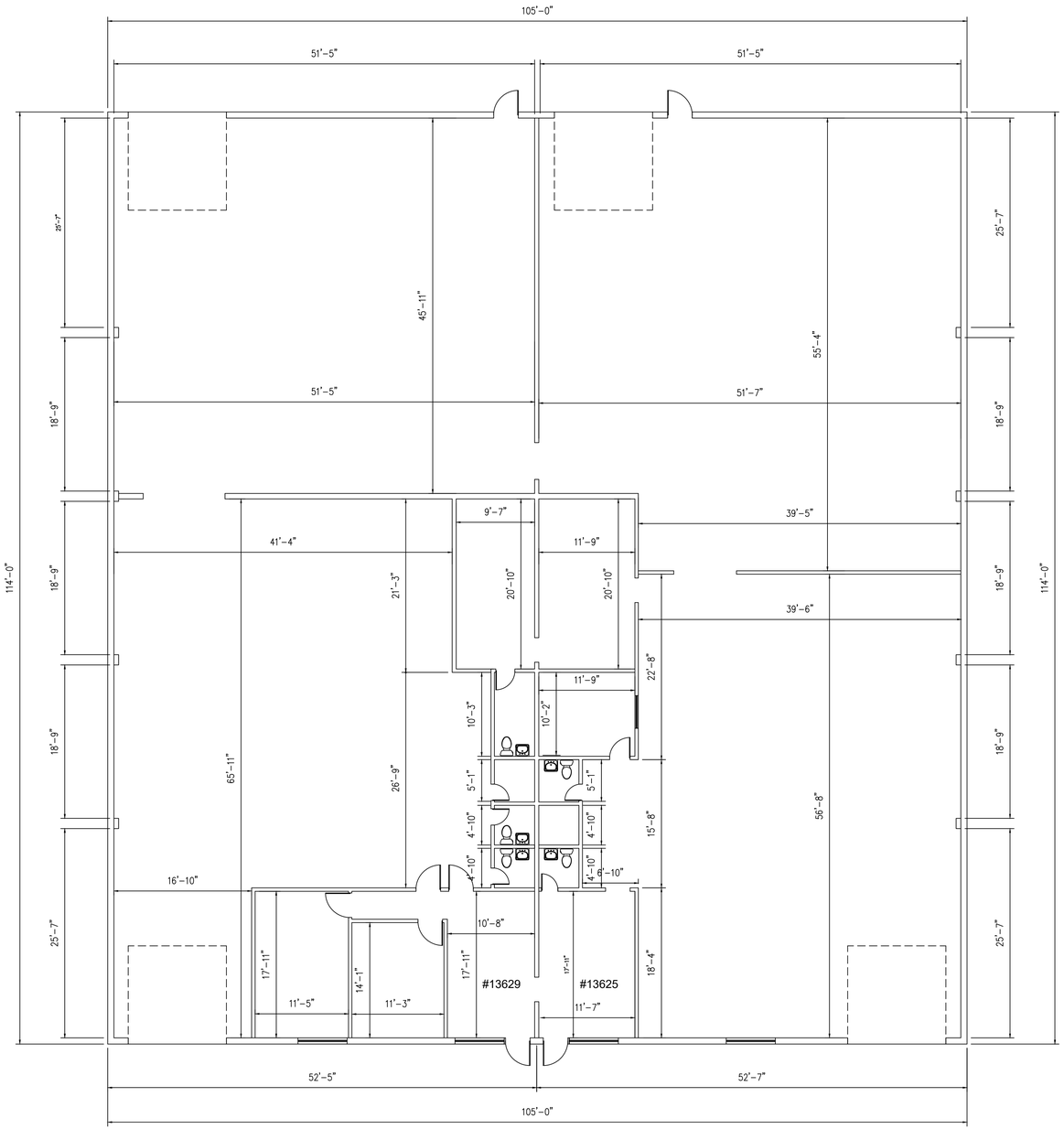
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1'2'3'4'5' 10' 15' 20' 25' 30' 40' 50'

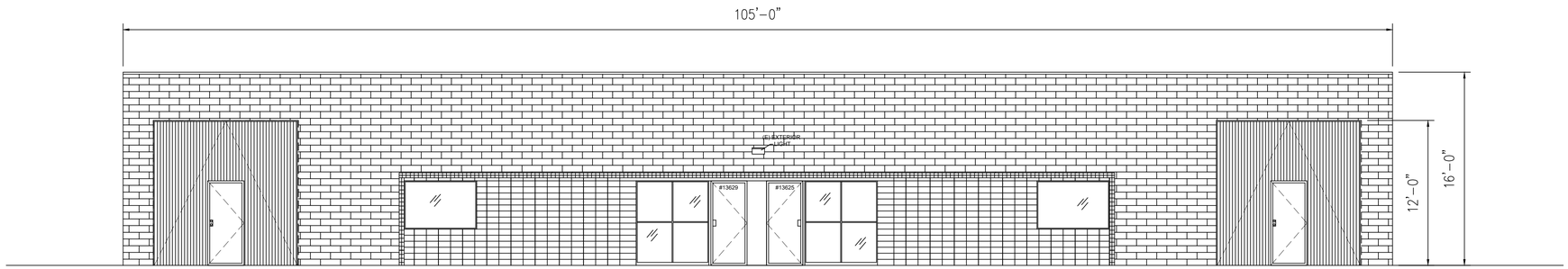
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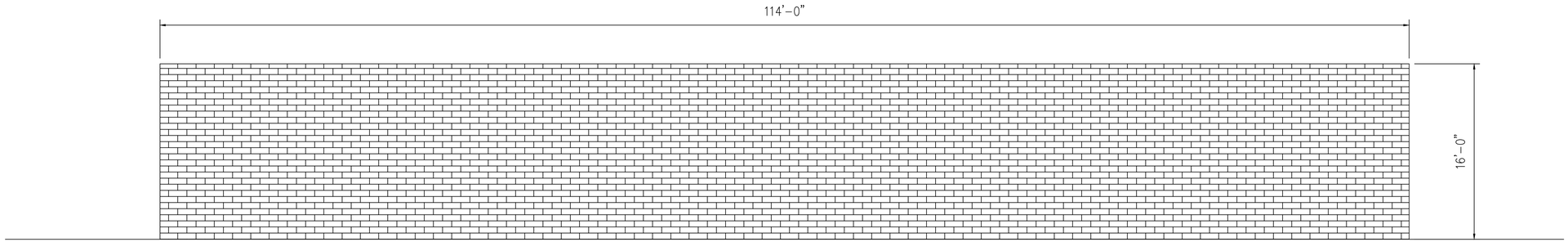
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SHEET	A-2



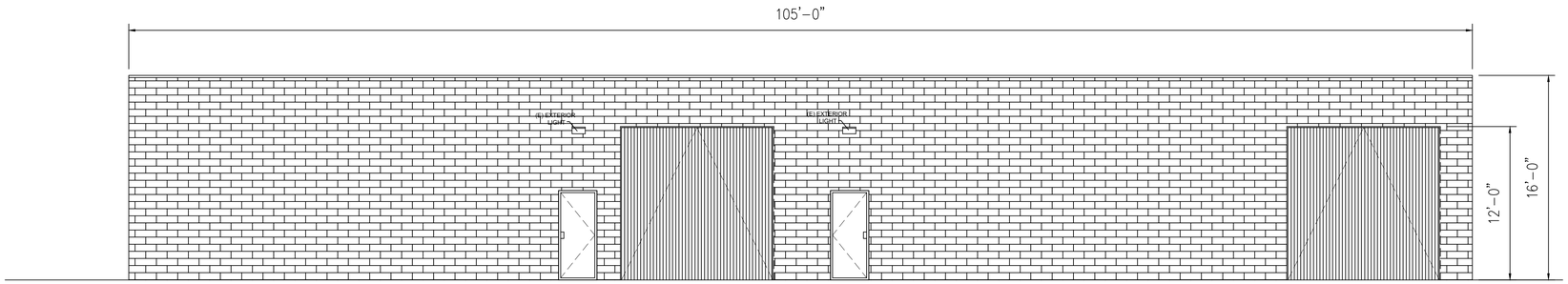
EXISTING EAST ELEVATION (FRONT)

SCALES: 3/16" = 1'-0"



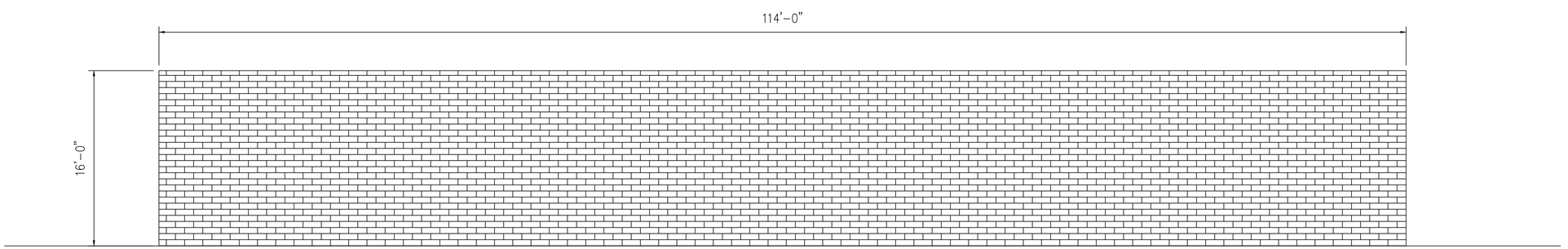
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EXISTING WEST ELEVATION (REAR)

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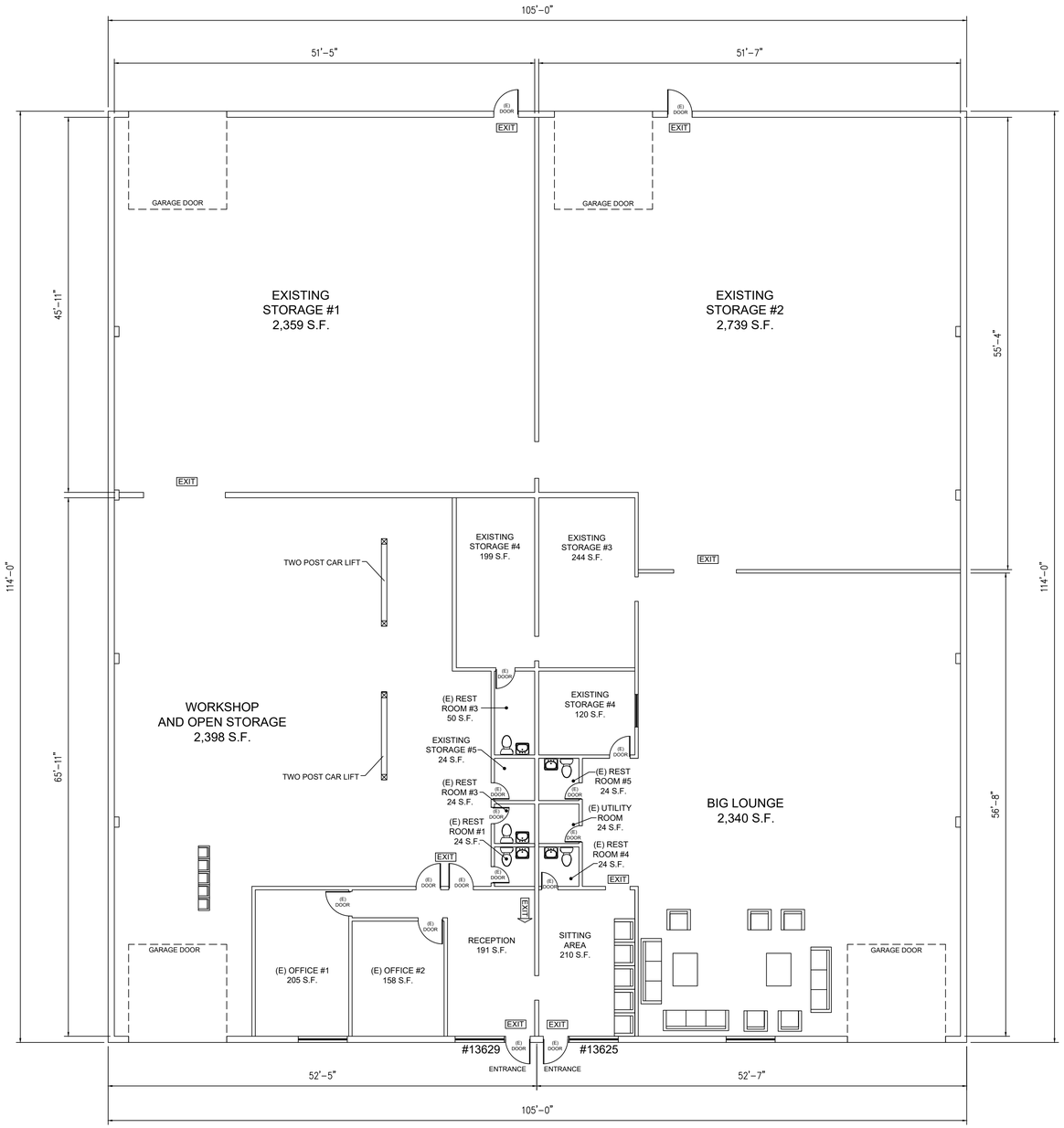
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PROJECT INFORMATION:
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GARDENA CA 90249
APN# 6102-015-023

DATE	02-03-26
SCALE	3/16" = 1'-0"
DRAWN	L.L.
JOB	
SHEET	A-3



PROPOSED FLOOR PLAN

SCALES: 1/8" = 1'-0"

1' 2' 3' 4' 5' 10' 15' 20' 25' 30' 40' 50'

REVISIONS	BY

LIQUORLICENSEBROKERS.COM
730 WASHINGTON BLVD.
MARINA DEL REY, CA 90292.
OFFICE 310-614-8492
CONDITIONAL USE PERMITS.COM

OWNER INFORMATION:
13625 - 13629 ALMA AVE
GARDENA CA 90249

PROJECT INFORMATION:
13625 - 13629 ALMA AVE
GARDENA CA 90249
APN# 6102-015-023

DATE	02-03-26
SCALE	1/8" = 1'-0"
DRAWN	L.L.
JOB	
SHEET	A-4

City of Gardena

Gardena City Council Meeting AGENDA REPORT SUMMARY

Agenda Item No. 15A.
Section: DEPARTMENTAL ITEMS - ELECTED & CITY MANAGER'S OFFICES
Meeting Date: June 23, 2026

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

AGENDA TITLE: RESOLUTION NO. 6742, Adopting a New City Council Policy Addressing a Disruption of Telephonic or Internet Service During City Council Meetings (SB 707)

COUNCIL ACTION REQUIRED:

Adopt Resolution No. 6742

RECOMMENDATION AND STAFF SUMMARY:

The Brown Act requires that, with limited exceptions, all meetings of a legislative body of a local agency be open and public and that all persons be permitted to attend and participate.

In 2025, the Legislature adopted Senate Bill 707 (Durazo), which amends the Brown Act and establishes new public access requirements for city council meetings. This bill becomes operative on July 1, 2026, and remains in effect until January 1, 2030. Among other provisions, the legislation requires the City to provide two-way remote participation options and to adopt a formal policy addressing disruptions to telephonic or internet service during public meetings.

The proposed policy establishes clear procedures for recessing, restoring service, and reconvening meetings in the event of a disruption. Adoption of the policy ensures the City of Gardena remains compliant with state law and continues to support transparent and accessible public meetings.

Beginning July 1, 2026, the Gardena City Council will be required to:

- Provide members of the public with the option to attend meetings through a two-way telephonic service;
- Continue to provide live webcasting of meetings; and
- Translate meeting agendas into any language spoken by at least 20 percent of the City's population. The City of Gardena has met the requirement to translate their agendas in Spanish.

SB 707 also requires that, on or before July 1, 2026, the City Council adopt a policy addressing disruptions to telephonic or internet service occurring during meetings. The policy must establish procedures for recessing and reconvening a meeting in the event of a service disruption and outline the good-faith efforts the city will make to restore service.

If telephonic or internet services fails and the public is unable to participate as a result, the meeting must be recessed while the City makes a good-faith effort to restore service. The City Council may not reconvene the open session of the meeting until at least one hour after the disruption or until service is restored, whichever occurs first. The City Council may meet in closed session during this period. If service has not been restored after one hour, the meeting may resume if the Council adopts a finding by roll-call vote that good-faith efforts to restore telephonic or internet service have been made.

Adoption of a new City Council Policy Addressing a Disruption of Telephonic or Internet Service During City Council Meetings ensures compliance with Senate Bill 707 and supports the City's commitment to transparency and public access. The policy establishes clear procedures for handling unexpected telephonic or internet service disruptions, minimizing confusion during meetings and helping to preserve the public's right to participate.

FISCAL IMPACT/COST:

None.

APPROVED:



_____

Clint Osorio, City Manager

Attachments

RESO NO. 6742

EXHIBIT A - 2026-2 Council Policy - SB 707.pdf

Docusign Envelope ID: E4DCE995-0DD3-82F5-8195-B5620101E3E0

RESOLUTION NO. 6742

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, ADOPTING A NEW CITY COUNCIL POLICY ADDRESSING A DISTRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING CITY COUNCIL MEETINGS (SB 707)

WHEREAS, On October 3, 2025, Governor Newsom signed into law Senate Bill 707 (SB 707), which amended the Ralph M. Brown Act (Government Code § 54950 et seq.) ("Brown Act") to expand public access and participation in local government meetings; and

WHEREAS, SB 707 amended the Brown Act to update teleconferencing and accessibility requirements, including provisions related to remote participation in public meetings; and

WHEREAS, Government Code § 54953.4(b)(1)(A) requires eligible legislative bodies, on or before July 1, 2026, to adopt at a noticed public meeting in open session, and not on the consent calendar, a policy addressing disruption of telephonic or internet service during meetings conducted with remote participation; and

WHEREAS, the required policy must address procedures for recessing and reconvening a meeting in the event of a disruption and the efforts the legislative body will make to attempt to restore service; and

WHEREAS, Government Code § 54953.4 further requires that, in the event of a disruption preventing members of the public from observing or participating in the meeting through a two-way telephonic or audiovisual platform, the legislative body shall recess the open session for at least one hour and make a good faith effort to restore service, and may not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first; and

WHEREAS, if telephonic or internet service has not been restored upon reconvening, the legislative body must make findings by roll call vote that good faith efforts to restore service have been made and that the public interest in continuing the meeting outweighs the public interest in remote public access; and

WHEREAS, adoption of a technology disruption policy is required to ensure compliance with state law and to promote transparency and continuity of public meetings; and

WHEREAS, the proposed policy addressing disruption of telephonic or internet service during meetings of the City Council meeting has been prepared in accordance with Government Code § 54953.4 and is attached hereto as Exhibit A.

Docusign Envelope ID: E4DCE995-0DD3-82F5-8195-B5620101E3E0

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

SECTION 1**. Adoption of Policy.** The City Council hereby adopts the policy entitled "Disruption of Telephonic or Internet Service During Public Meetings," substantially in the form attached hereto as Exhibit A.

SECTION 2**. Implementation.** The Assistant City Clerk is authorized and directed to implement the policy in coordination with agency staff, legal counsel, and technology support staff, as appropriate.

SECTION 3**. Minor Modifications.** The City Attorney may approve minor, non-substantive modifications to the policy as necessary to conform to applicable law, agency practices, or formatting requirements, provided such modifications do not materially alter the intent of the policy.

SECTION 4. That this Resolution shall be effective immediately upon adoption, and the Policy shall become operative on July 1, 2026.

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 23rd day of June, 2026.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

COUNCIL POLICY

SUBJECT: DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING CITY COUNCIL MEETINGS

Document: Resolution No. 6742	**Revision:**
Subject: Disruption of Telephonic or Internet Service During City Council Meetings	**Effective Date**: **July 1, 2026**
Author: Clint D. Osorio, City Manager	**Reference No. 2026-02**
Authorized by: Tasha Cerda, Mayor _____	

1.0 BACKGROUND

Senate Bill 707 (2025) amended the Brown Act to require eligible legislative bodies to adopt, on or before July 1, 2026, a policy addressing how the agency will respond to disruptions in telephonic or internet service that prevent members of the public from attending or observing a meeting remotely. This policy is adopted to comply with that requirement and to ensure continuity of public participation during technical disruptions.

2.0 PURPOSE

This policy establishes procedures for responding to a disruption in the telephonic or internet services that provide two-way remote public access to meetings of the Gardena City Council as required by the Brown Act (Gov. Code § 54953.4). The policy ensures transparency, public participation, and continuity of government during technology disruptions.

3.0 DEFINITIONS

For purposes of this policy:

- "Meeting" a meeting held by the City Council pursuant to the Brown Act.
- "Disruption" means any failure, outage, or other interruption that prevents members of the public from attending or observing the meeting via these remote access services.

- "Remote access services" means the two-way telephonic service and/or two-way audiovisual platform used to provide real-time remote public attendance and observation of meetings.
- "Two-way Telephonic Service" a telephone-based service that allows members of the public to dial a telephone number to listen and verbally participate in a Meeting of the City Council without requiring internet access.

4.0 APPLICABILITY

This policy applies to all open and public meetings of the City Council at which remote public participation is offered or required under the Brown Act. It does not apply to City Council-appointed boards and commissions.

5.0 PROCEDURE IN THE EVENT OF A SERVICE DISRUPTION

5.1 Response to Service Disruption

If the Presiding Officer or Clerk becomes aware of a disruption to the agency's remote access services that prevents members of the public from attending or observing the meeting remotely:

1. The Presiding Officer or Clerk shall immediately announce the disruption to the public.
2. The Presiding Officer may then call for a recess of the open session or convene the legislative body in closed session, consistent with the Brown Act.
3. Staff shall begin efforts to diagnose and restore the disrupted service.
4. The meeting shall remain in recess for at least one hour or until service is restored, whichever is sooner. The recess period may be extended if restoration efforts are ongoing.

5.2 Efforts to Restore Service

The agency shall make good faith efforts to restore remote access services, which may include:

- Troubleshooting platform or teleconferencing software
- Resetting or replacing audiovisual equipment
- Attempting alternative connection methods

- Contacting necessary support staff or service providers
- Switching to back-up equipment or platforms, if available

The Assistant City Clerk, in consultation with staff or designated contractors from Technology Resources, shall document the restoration efforts undertaken.

6.0 RECONVENING THE OPEN SESSION

6.1 Timing

The open session may be reconvened after at least one hour has elapsed from the time of disruption or as soon as service is restored, whichever occurs earlier.

6.2 If Service is Restored

If the remote access service is restored before or at the time the meeting reconvenes, the meeting shall continue as normal.

6.3 If Service is *NOT Restored*

If service has not been restored after one hour, the City Council may reconvene and:

1. Adjourn the meeting; or
2. Continue the meeting in open session by adopting, by roll call vote, the following, or a substantially similar, finding:

   "The City Staff has made good faith efforts to restore telephonic or internet service in accordance with its adopted policy, and the public interest in continuing the meeting outweighs the public interest in remote public access."

Upon adoption of the finding, the City Council may continue the open session despite the fact that remote access services have not been restored.

7.0 RECORDKEEPING

The Assistant City Clerk shall enter a brief statement into the meeting minutes, including the following:

- The nature and time of the disruption
- The restoration efforts undertaken
- The time the meeting was reconvened (if applicable)
- Any finding adopted pursuant to Section 6.3

COUNCIL POLICY

SUBJECT: DISRUPTION OF TELEPHONIC OR INTERNET SERVICE DURING CITY COUNCIL MEETINGS

8.0 NOTICE OF REMOTE ACCESS

For each Meeting subject to this Policy, the Assistant City Clerk shall ensure that the Meeting agenda clearly identifies:

- The available remote access options;
- Instructions for accessing the Meeting and providing public comment; and
- Contact information for reporting technical difficulties during the meeting

9.0 PUBLIC AVAILABILITY

This Policy shall be posted on the City of Gardena's meeting webpage. In addition, the Policy is available from the City Clerk's Office by emailing cityclerk.web@cityofgardena.org

10.0 REVIEW AND UPDATES

This Policy shall be reviewed periodically and updated as necessary to reflect changes in law, technology, or City procedures. It may be amended by the City Council at a noticed public meeting in open session, not on the consent calendar.

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17A.
Section: DEPARTMENTAL ITEMS - PUBLIC WORKS
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approve Three-Year Contract for HF&H Consultants, LLC to Monitor and Manage the Solid Waste Agreement and Manage Senate Bill 1383 Requirements for the City of Gardena, in the Amount of $474,575.00 and 10% Contingency of $47,475.50.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Approve Contract

RECOMMENDATION AND STAFF SUMMARY:

Since 2020, HF&H Consultants, LLC (HF&H) has supported the City by updating the 10-year Solid Waste Franchise Agreement and related ordinances to incorporate SB 1383 requirements, monitoring compliance with the Franchise Agreement, and assisting with implementation of SB 1383 programs. HF&H will continue to provide services including contract monitoring and franchise management, SB 1383 compliance assistance, annual rate adjustment review, and CalRecycle reporting and support.

The Franchise Agreement and its amendment incorporate diversion goals established by the California Integrated Waste Management Act of 1989, as well as more recent regulatory requirements. With the State's increasing emphasis on waste diversion and recycling, Senate Bill 1383 (SB 1383) mandates a reduction in methane emissions generated from the decomposition of organic waste in landfills. Responsibility for compliance has been assigned to local jurisdictions, which are required to adopt and enforce ordinances consistent with SB 1383 regulations.

In March 2022, the City Council approved a Solid Waste Management Franchise Agreement with Waste Resources Technologies. In January 2026, the City Council subsequently approved the reassignment to USA Waste of California, ("Waste Management"), along with an amendment to the existing Franchise Agreement. Waste Management commenced service to the City effective May 1, 2026.

In addition to drafting the Franchise Agreement, during the recent reassignment, HF&H played a critical role in reviewing and negotiating the agreement. HF&H also helped enforce the Franchise Agreement. As a result, they secured the City an assignment fee of $1.26 million.

During the first year of the proposed agreement, HF&H will provide supplemental services such as assistance with Proposition 218 notices, support for the transition to the new hauler, and the CalRecycle Jurisdiction and Agency Compliance and Enforcement (JACE) Compliance Evaluation Audit. In the third year, HF&H will also assist the City in preparing the SB 1383 capacity planning report which requires identifying existing and planned infrastructure for organic waste recycling and edible food recovery to ensure adequate capacity for maximum recovery. These efforts will be coordinated regionally with Los Angeles County, with reporting due to CalRecycle by August 1, 2029.

With more than 30 years of experience, HF&H is a recognized subject matter expert in solid waste management, recycling compliance, and environmental regulatory requirements, and has served over 300 municipalities. Staff respectfully recommends that the City Council approve a three-year agreement with HF&H in the amount of $474,575.00 and 10% Contingency of $47,474.50 for unforeseen circumstances as needed to continue providing these essential services.

FISCAL IMPACT/COST:

Financial Impact: $474,575.00

(3-yr contract, July 1, 2026, to June 30, 2029) and 10% Contingency of $47,457.50

Funding Source: $522,032.50 General Funds

(The City receives franchise administrative fee revenue from the Waste Hauler Franchise Agreement for Regulatory Compliance with AB 939 and SB 1383 to offset these costs.)

Contract Year	Annual Service	One-Time Tasks	Amount
Year One (1) – July 1, 2026 to June 30, 2027	$135,000.00	$46,575.00	$181,575.00
Year Two (2) – July 1, 2027 to June 30, 2028	$139,725.00		$139,725.00
Year Three (3) – July 1, 2028 to June 30, 2029	$144,615.00	$8,660.00	$153,275.00
Total Amount	**$419,340.00**	**$55,235.00**	**$474,575.00**
		10% Contingency	**$47,457.50**
		GRAND TOTAL	**$522,032.50**

APPROVED:



_____

Clint Osorio, City Manager

Attachments

HF&H Proposal

HF&H Professional Services Agreement.pdf

HF&H Consultants
1201 Dove Street, Suite 585
Newport Beach, CA 92660
Phone: (925) 977-6950
Web: hfh-consultants.com

February 26, 2026

Allan Rigg
Public Works Director
City of Gardena

Sent via email: ARigg@cityofgardena.org

Subject: Scope of Work and Fee Estimate for SB 1383 Solid Waste Consulting Services FY 2026-27 through FY 2028-29

Dear Allan Rigg,

HF&H Consultants (HF&H) is pleased to submit this proposal to the City of Gardena (City) to provide solid waste consulting services. Since 1989, we have supported communities across California with strategic planning, policy development, program implementation, and compliance assistance.

We are particularly proud of the partnership we have built with the City since 2020 in our role as the City's solid waste consultant. During this time, our work has included contract negotiation support—most notably the amended and restated agreement incorporating SB 1383 requirements—along with SB 1383 implementation, compliance monitoring, and ongoing solid waste and recycling contract management.

More recently, we assisted the City in reviewing the assignment of its franchise agreement from WRG to WM, anticipated for completion in early spring. The City can continue to rely on our historical knowledge and familiarity with its programs, which will be especially valuable in preparation for the upcoming JACE Compliance Evaluation. This foundation enables the City to proactively plan for future needs (such as Proposition 218 processes and SB 1383 capacity planning and enforcement support), ensuring readiness and alignment with regulatory and service requirements.

Thank you for the opportunity to provide you with this information. We look forward to continuing our partnership with the City. If you have any questions, please contact Laith Ezzet at (949) 251-8902, lezzet@hfh-consultants.com; or Karla Del Rosario at (949) 409-6430, kdelrosario@hfh-consultants.com.

Sincerely,

Laith B. Ezzet, CMC
Senior Vice President

Karla Del Rosario
Senior Associate

SCOPE OF WORK

Task 1 Contract Monitoring & Franchise Management

HF&H will support the City with comprehensive contract management and franchise monitoring services to help ensure the City's solid waste franchise agreement is effectively administered, compliant with regulatory requirements, and aligned with service and performance expectations. Our assistance includes ongoing review, evaluation, and coordination with the City's franchise hauler, as well as structured monitoring activities that promote transparency, responsive service delivery, and clear communication. HF&H recognizes unanticipated needs may emerge throughout the project and will assist the City with waste management-related inquiries and miscellaneous tasks within the project's budgetary limitations. The tasks below outline the support HF&H will provide to strengthen the City's oversight and maximize the value of its franchise agreement.

- Schedule and attend monthly meetings
- Review of franchise hauler's monthly, quarterly, and annual reports (including diversion, tonnage, and franchise fees)
- Monitor diversion programs, contamination, trends, participation levels
- Review and track public education developed by franchise hauler
- Track and discuss relevant solid waste legislation and policy decisions
- Guidance on the enhancement of current or development of new programs to meet state requirements based on new legislation
- Other tasks as requested by City Staff

One-Time Tasks for Task 1

Proposition 218 Assistance (Year 1, FY 2026-27)

In 2022, the City amended and restated their solid waste and recycling franchise agreement to include SB 1383 services which resulted in a cost increase and triggered Proposition 218 process for the proposed rate adjustment. Following the five-year cycle, HF&H has allocated time and budget to support the City in Year 1 (FY 2026-27) to ensure the rates and methodology are effective July 1, 2027.

New Hauler Transition Support (Year 1, FY 2026-27)

As the City completes its transition from WRG to WM (anticipated in May 2026), HF&H will provide targeted transition support to maintain continuity in reporting, communication, and compliance activities. The City will experience an efficient transition as we clarify expectations, streamline data and reporting responsibilities, minimize disruptions, and ensure continued alignment with all contractual and regulatory requirements.

Task 2: SB 1383 Assistance

HF&H will provide the City with ongoing support to maintain and strengthen compliance with SB 1383's organics waste reduction, edible food recovery, procurement, and recordkeeping requirements. This framework is designed to ensure the City remains prepared for regulatory reviews, maintains quality documentation, and efficiently manages coordination with the franchise hauler, internal departments, and CalRecycle. The tasks below outline the specific activities HF&H will perform to support the City's ongoing SB 1383 program and compliance needs.

- Implementation Record maintenance on a quarterly basis
- ROWP procurement review and analysis
- Annual review of SB 1383 route reviews (including methodology)
- Annual review and noticing of Tier 1/2 EFG and FRO/FRS lists
- Enforcement support (including waiver verification)
- Other SB 1383 support as requested by City Staff

One-Time Tasks for Task 2

JACE Compliance Evaluation Support (Year 1, FY 2026-27)*

To guide the City through CalRecycle's Jurisdiction and Agency Compliance and Enforcement (JACE) Branch Compliance Evaluation, we have prepared the following task outline covering initiation and preparation through IR review or updates, site visit participation, and follow-up meetings. JACE compliance evaluations may take up to two years to complete and may require additional budget beyond what is described below. Our approach below is primarily designed to guide the City through the first six to twelve months of the JACE process, ensuring strong preparation at each stage, maintaining clear communication with JACE staff, and proactively addressing any issues that may arise during the evaluation.

- **Project Initiation / JACE Meeting with**: After CalRecycle issues its notice of intent to conduct a JACE Compliance Evaluation, HF&H will coordinate a meeting with City staff and JACE to review the evaluation process, expectations, timeline, and deliverables.

- **IR Review Meeting with JACE and the City**: HF&H will facilitate or participate in a virtual meeting with JACE and the City to review draft IR responses and clarify any questions related to documents submitted.

- **Attend JACE Site Visit**: HF&H will support a CalRecycle-led site visit covering a representative area of the city, including collection routes, city facilities, C&D operations, edible food recovery partners, and container checks ("lid flips"), with potential tracing of material streams to destination facilities.

  HF&H includes up to three days of site-visit participation and will provide additional coordination support with JACE, the franchise hauler, and City staff prior to the visit.

*Depending on when the City receives its JACE Notice, support may extend into Year 2 (FY 2027-28).

JACE Compliance Evaluation Support continued (Year 1, FY 2026-27)*

- **Post-Site Visit Meetings**: HF&H will attend or facilitate up to three follow-up meetings with JACE and the City to resolve identified issues, address immediate inquiries, and reduce the risk of misunderstandings, additional information requests, or potential Notices of Violation (NOV).

- **Final CalRecycle Meeting**: If needed, HF&H will support one final meeting with JACE and the City to review responses to the Draft Findings Report and prioritize resolving compliance concerns. Corrective actions may be addressed under a combination of Tasks 1 or 2, pending budget availability.

Limitations: After the CalRecycle JACE Branch finalizes their findings in the compliance review, CalRecycle may place the City on a Compliance Action Plan (CAP) if any open gaps are identified during the Compliance Evaluation. This proposal does not include tasks for assisting the City with full CAP support and remaining budget may be applied to further support the City. If additional support is needed, HF&H can provide a separate proposal for further CalRecycle CAP support.

Capacity Planning Reporting due August 1, 2029 (Year 3, FY 2028-29)

Article 11 of SB 1383 outlines organic waste recycling capacity planning requirements which consists of identifying existing or planned infrastructure for organic waste recycling and edible food recovery for maximum recovery. This data is reported to CalRecycle by counties, in coordination with local agencies, on a five-year cycle with the current capacity planning report due on August 1, 2029.

Task 3: Annual Rate Adjustment Review CalRecycle Assistance & Reporting

HF&H will review the franchise hauler's annual rate adjustment request and assist the City with preparing a timeline and coordinating applicable tasks with the parties involved. We will review the accuracy of the franchise hauler's calculations, in accordance with the allowable annual increase in the franchise agreement, document recommended adjustments to the submittal (if applicable), and review customer notices.

Task 4: CalRecycle Assistance & Reporting

The City will stay on track with annual reporting requirements as HF&H provides ongoing support to help maintain open, consistent communication with CalRecycle's Local Assistance and Market Development (LAMD) Branch. Our assistance ensures accurate EAR and Form 303 submittals, coordinated data collection, and effective engagement with LAMD staff throughout the year. To ensure the City meets annual CalRecycle reporting requirements, HF&H will:

- Review the City's EAR prepared by the franchise hauler due annually by August 1 (note: historically, a majority of the City's EAR is completed by the hauler)
- Assist the City with identifying SB 1383-related data needed from other City Departments for inclusion in the EAR.
- Assist the City by responding to questions from CalRecycle and preparing for and participating in the annual conference calls, meetings and annual site visit.
- Support City staff in completing Form 303 documents due annually on October 1

*Depending on when the City receives its JACE Notice, support may extend into Year 2 (FY 2027-28).

PROJECT COST

We will perform the scope of work based on time and materials, not to exceed $474,575 for the three year period without written City authorization. Estimated costs for the engagement period are as follows:

Summary Fee Estimate for Fiscal Years 2027-29				
Contract Year		*Annual Service Cost*	*One-Time Tasks*	*Total Cost*
Year 1 (July 1, 2026 to June 30, 2027)	FY 2026-27	$ 135,000	$ 46,575	$ 181,575
Year 2 (July 1, 2027 to June 30, 2028)	FY 2027-28	$ 139,725	$ -	$ 139,725
Year 3 (July 1, 2028 to June 30, 2029)	FY 2028-29	$ 144,615	$ 8,660	$ 153,275
Total Estimate for Years 1-3		**$ 419,340**	**$ 55,235**	**$ 474,575**

The workplans on the following pages itemize hours by task and staff classification. Hours may be shifted among tasks and between years to achieve the City's goals for the requested services.

Billing will occur once per month based on the number of hours worked and expenses incurred. Payment is due within thirty (30) days of invoicing. Hourly rates for professional and administrative personnel through June 30, 2027, are as follows and will be adjusted by 3.5% each July:

Schedule of Hourly Rates (July 1, 2026 – June 30, 2027)

Position	Rate
Executive	$340 - $380
Senior Project Manager	$315 - $340
Project Manager	$280 - $315
Senior Associate	$235 - $280
Associate Analyst	$205 - $230
Assistant Analyst	$190 - $200
Administrative Staff	$145 - $175

Out-of-pocket expenses will be billed as follows:

Automobile Travel	Prevailing IRS mileage rate
Other Travel	Actual
Postage, Overnight Mail, and Couriers	Actual

Table 1: Annual Base Service Fee Estimate (July 1, 2026 - June 30, 2027)

	Task Description	Executive $379	Sr. Project Manager $322	Senior Associate $265	Total Hours	Proposed Cost
Task 1	**Contract Monitoring & Franchise Management**					
1.1	Monitor contract compliance	2	2	20	24	$6,702
1.2	Schedule and attend monthly meetings	21	8	60	89	$26,435
1.3	Review of Hauler's monthly, quarterly, and annual reports	10	12	64	86	$24,614
1.4	Review and track public education developed by contractor	2	4	30	36	$9,996
1.5	Track solid waste legislation and policy decisions	3	3	12	18	$5,283
1.6	Other Tasks as requested by City Staff	3	3	5	11	$3,428
	Task 1	**41**	**32**	**191**	**264**	**$76,458**
Task 2	**SB 1383 Assistance**					
2.1	Implementation Record maintenance	2	4	20	26	$7,346
2.2	ROWP annual target review/analysis	0	2	16	18	$4,884
2.3	Review and analyze annual SB 1383 Route Review data	1	2	22	25	$6,853
2.4	Annual review and noticing of Tier 1/2 EFG and FRO/FRS lists	0	1	21	22	$5,887
2.5	Enforcement support	4	6	30	40	$11,398
2.6	Other SB 1383 support as requested by City Staff	2	2	7	11	$3,257
	Task 2	**9**	**17**	**116**	**142**	**$39,625**
Task 3	**Annual Rate Adjustment Review**					
3.1	Review and verify contractor's annual rate adjustment	2	3	11	16	$4,639
3.2	Prepare timeline and coordinate with involved parties	0	0	3	3	$795
3.3	Assist with reviewing notices sent to customers	0	0	3	3	$795
	Task 3	**2**	**3**	**17**	**22**	**$6,229**
Task 4	**CalRecycle Assistance & Reporting**					
4.1	Assist with CalRecycle LAMD correspondence and annual site visit	1	2	16	19	$5,263
4.2	Review City's electronic annual report (EAR) drafted by hauler	0	2	16	18	$4,884
4.3	Communicate with CalRecycle representatives regarding reports and programs including attending virtual meetings	2	2	3	7	$2,197
	Task 4	**3**	**6**	**35**	**44**	**$12,344**
Total Costs						
	Total Hours	**55**	**58**	**359**	**472**	
	Total Fees	**$ 20,845**	**$ 18,676**	**$ 95,135**		**$ 134,656**
	Expenses					**$ 344**
	Total Fees & Expenses					**$135,000**

*Hours may be shifted among tasks and staff members.

Table 2: Detailed Fee Estimate for Fiscal Years 2027-29

	Task Description	Year 1 FY 2026-27	Year 2 FY 2027-28	Year 3 FY 2028-29
	Solid Waste & Recycling Consulting Services			
	Annual Base Service (from Table 1)	$ 135,000	$ 139,725	$ 144,615
	One-Time Tasks			
Task 1	*Contract Monitoring & Franchise Management*			
1.7	Proposition 218 Assistance	$ 7,668	$ -	$ -
1.8	New Hauler Transition Support	$ 8,842	$ -	$ -
Task 2	*SB 1383 Assistance*			
2.7	JACE Compliance Evaluation Support	$ 30,065	$ -	$ -
2.8	Capacity Planning Reporting (due Aug. 1, 2029)	$ -	$ -	$ 8,660
Subtotal: Base Service & One-Time Task		**$ 181,575**	**$ 139,725**	**$ 153,275**

*Hours may be shifted among tasks and staff members.

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CITY OF GARDENA
CONSULTANT AGREEMENT WITH HF&H Consultants, LLC

This Agreement is entered into this 1 day of July, 2026, by and between the **City of Gardena**, a municipal corporation ("City") and **HF&H Consultants, LLC,** a California LLC ("Consultant"). Based on the mutual promises and covenants contained herein, the Parties hereto agree, as follows.

1. **RECITALS.** This Agreement is made and entered into with respect to the following facts:

   A. Whereas, City is desirous of obtaining professional consultant services to monitor and manage the solid waste agreement and manage Senate Bill 1383 requirements for the City

   B. Whereas, Consultant has represented that it is qualified by virtue of experience, training, education and expertise to accomplish these services; and

   C. Whereas, City has determined that the public interest, convenience and necessity require the execution of this Agreement; and

   D. Whereas, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

2. **TERM OF AGREEMENT.** This Agreement shall commence upon execution and shall continue until completion, unless earlier terminated as provided below.

   A. Either party may terminate this Agreement, without cause, by giving thirty (30) days written notice to the other party.

   B. City may terminate this Agreement for cause by giving thirty (30) days written notice to Consultant. Lack of funding shall be considered cause for terminating this Agreement.

   C. Upon termination, Consultant shall: (1) promptly discontinue all services affected, unless the notice directs otherwise; and (2) promptly deliver to City all 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 be entitled to reasonable compensation for the services it performs up to the date of termination; however, if the Agreement

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is terminated by City for cause, other than lack of funding, or by Consultant without cause, City shall be entitled to deduct any costs it incurs payment to another consultant for Services, which duplicate Consultant's Services to date. In the event of termination for other than cause attributable to Consultant, Consultant shall be deemed released for liability for any work assigned but not completed as of the effective date of termination.

3. **SERVICES.** Consultant agrees to provide the services as specified in the HF&H Consultants, LLC Proposal, Exhibit A, attached hereto and incorporated herein by this reference ("services"). Unless otherwise specified herein, Consultant shall, at its sole cost and expense, furnish all facilities, equipment and personnel which may be required for providing the Services pursuant to this Agreement.

4. **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 agreed upon charges therefore as set forth in the written authorization. No compensation shall be paid to Consultant for Additional Services which are not specifically approved by City in writing.

5. **CONSULTANT'S PROPOSAL.** This Agreement shall include Consultant's proposal, which is incorporated herein as Exhibit A. In the event of any inconsistency between the terms of the proposal and this Agreement, it shall be resolved by giving precedence in the following order: (a) The Agreement (b) The Consultant Proposal (Exhibit B).

6. **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 term of this 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. During the term of this Agreement, Consultant shall provide the services specified in the proposal. Such individual(s) shall not be replaced without the prior written consent of City.

7. **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.

8. **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

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this Agreement. City, in its sole discretion, may extend the time for performance of any Service.

9. **MONITORING OF CONSULTANT.** Consultant's performance of this Agreement shall be continuously monitored by the Public Works Director/City Engineer. Consultant shall be notified in writing of any deficiency in the performance of this Agreement in a timely manner by the Public Works Director/City Engineer. Consultant shall have five (5) business days from receipt of the notification to cure any deficiency to the reasonable satisfaction of the Public Works Director/City Engineer. All costs for such corrections shall be borne by Consultant and shall not increase Consultant's fees due hereunder. Should the Public Works Director/City Engineer 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 2 above.

10. **COMPENSATION.** Consultant shall be compensated as follows:

A. Amount. City shall compensate Consultant for services rendered pursuant to this Agreement at the rate specified in the attached fee proposal hereto and incorporated herein by reference**.** In no event shall compensation under this Agreement exceed **Five hundred thousand twenty two thousand fifty and 50/100 ($522,050.50)** without the prior written authorization of the City Council.

B. Invoices and Payment. Payment by City to Consultant shall be made upon receipt and approval of invoices for Services rendered. For payment to be made, Consultant's invoice must include an itemization as to the services rendered, date(s) of service, direct and/or subcontract costs and be submitted on an official letterhead or invoice with Consultant's name, address, and telephone number referenced. City shall review the invoices to determine whether services performed, and documents submitted are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice or City shall provide Consultant with a written statement objecting to the charges and stating the reasons therefor. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to City at the time of payment.

C. Expenses. Consultant shall not be entitled to any additional compensation for expenses.

11. **INSURANCE REQUIREMENTS.**

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 coverages required in this Section. Consultant's insurance shall

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comply with all items specified by this Agreement. Any subcontractors shall be subject to all 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. Coverages, Limits and Policy Requirements. Consultant shall maintain the types of coverages 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 including all coverages provided by and to the extent afforded by 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. Worker's Compensation and Employers Liability Insurance – a policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars per claim. The policy shall be issued by an insurance company which is admitted to do business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

4. Professional Errors & Omissions ("E&O") – a policy with minimum limits of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder. This policy shall be issued by an insurance company which is admitted to do business in the State of California.

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

   a. Additional insureds: "The City Gardena and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."

   b. Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City."

   c. Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Gardena, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Gardena shall be excess and not contributing with the insurance provided by this policy."

   d. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Gardena, its officers, officials, agents, employees, and volunteers.

   e. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

D. Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit Consultant's liability hereunder nor 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 retentions 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

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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 therefor, 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.

H. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

12. **INDEMNIFICATION.** 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 negligent 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 subconsultants, 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 subconsultants, 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 subconsultants under this Agreement, whether or not the Consultant, its employees, and/or authorized subconsultants 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.

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13. **COOPERATION**. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

14. **INDEPENDENT CONTRACTOR**. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

15. **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.

16. **NON-LIABILITY OF CITY.** No official, employee, agent or volunteer of City shall be personally liable for any default or liability under this Agreement.

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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 as City employee(s) for hire 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 or expiration 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 ("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.

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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. **NONUSE OF INTELLECTUAL PROPERTY OF THIRD PARTIES**. Contractor 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 Contractor has a license. Contractor shall indemnify and hold City harmless against all claims raised against City based upon allegations that Contractor has wrongfully used intellectual property of others in performing work for City, or that City has wrongfully used intellectual property developed by Contractor pursuant to this Agreement.

20. **WAIVER OR BREACH.** No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.

21. **COMPLIANCE WITH LAWS.** 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.

22. **CONFLICT OF INTEREST AND REPORTING.** 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.

23. **NON-DISCRIMINATION.** Consultant covenants there shall be no discrimination based upon race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in activity pursuant to this Agreement.

24. **FORCE MAJEURE.** Consultant shall not be in default for failing to perform in

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accordance with the terms of this Agreement if such failure arises out of causes beyond the control and without the fault or negligence of Consultant.

25. **ASSIGNMENT.** Consultant shall not assign or subcontract any of its obligations pursuant to this Agreement, nor any part thereof, except for any monies due the Consultant, without the prior written consent of City. Such consent by City shall not be unreasonably withheld. Consultant shall be fully responsible to City for all work performed by assignees or subcontractors.

26. **NOTICES.** Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be in writing and shall be given by personal service upon the party to be notified, or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed to the party to be notified as follows:

To City:	City of Gardena 1700 West 162nd Street Gardena, California 90247 Attn: Kevin Kwak Acting Director of Public Works
To Consultant:	HF&H Consultants, LLC 1201 Dove Street, Suite 585 Newport Beach, CA 92660 Attn: Laith B. Ezzet Senior Vice President

Notices shall be deemed to have been served upon the date of personal service or three (3) working days after the same has been deposited in the United States Postal Service.

27. **LICENSED STATUS.** Consultant shall, at all times during the term of this Agreement, have in full force and effect, all licenses required of it by law, including, but not limited to, a City Business License.

28. **FAMILIARITY WITH WORK.** By executing this Agreement, Consultant warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the difficulties and restrictions of the work under this Agreement. Should Consultant discover any conditions materially differing from those inherent in the work or as represented by City, it shall immediately inform City and shall not proceed, except at Consultant's own risk, until written instructions are received from City.

29. **PUBLIC RECORD 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

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(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.

30. **MAINTENANCE OF RECORDS.** Consultant shall maintain for a minimum of three (3) years from the completion date of the Services under this Agreement, the following records:

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

    B. Records which establish that Consultant and all subcontractors who render Services under this Agreement are in full compliance with the requirements of this Agreement and all federal, state and local laws and regulations;

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

    D. The aforementioned records shall be made available to City or any authorized representative thereof upon request for audit.

31. **BINDING EFFECT.** This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

32. **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.

33. **SECTION HEADINGS.** The Section headings used in this Agreement are for reference purposes only and shall have no binding effect.

34. **AUTHORITY TO EXECUTE.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

35. **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.

36. **PREPARATION OF AGREEMENT.** Each party acknowledges that it has had an adequate opportunity to review each and every provision in this Agreement and to

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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.

37. **SEVERABILITY.** If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

38. **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.

39. **ELECTRONIC SIGNATURE**. 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.

IN WITNESS WHEREOF, City and Consultant have executed this Agreement as of the date first hereinabove set forth.

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CITY OF GARDENA

Tasha Cerda, Mayor

ATTEST:

Mina Semenza, City Clerk

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney

CONSULTANT – HF&H Consultants, LLC

Rob Hilton
Name

Sign:
Title: President

Laith Ezzet
Name

Sign:
Title: Sr.Vice President

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HF&H Consultants
1201 Dove Street, Suite 585
Newport Beach, CA 92660
Phone: (925) 977-6950
Web: hfh-consultants.com

February 26, 2026

Allan Rigg
Public Works Director
City of Gardena

Sent via email: ARigg@cityofgardena.org

Subject: Scope of Work and Fee Estimate for SB 1383 Solid Waste Consulting Services FY 2026-27 through FY 2028-29

Dear Allan Rigg,

HF&H Consultants (HF&H) is pleased to submit this proposal to the City of Gardena (City) to provide solid waste consulting services. Since 1989, we have supported communities across California with strategic planning, policy development, program implementation, and compliance assistance.

We are particularly proud of the partnership we have built with the City since 2020 in our role as the City's solid waste consultant. During this time, our work has included contract negotiation support—most notably the amended and restated agreement incorporating SB 1383 requirements—along with SB 1383 implementation, compliance monitoring, and ongoing solid waste and recycling contract management.

More recently, we assisted the City in reviewing the assignment of its franchise agreement from WRG to WM, anticipated for completion in early spring. The City can continue to rely on our historical knowledge and familiarity with its programs, which will be especially valuable in preparation for the upcoming JACE Compliance Evaluation. This foundation enables the City to proactively plan for future needs (such as Proposition 218 processes and SB 1383 capacity planning and enforcement support), ensuring readiness and alignment with regulatory and service requirements.

Thank you for the opportunity to provide you with this information. We look forward to continuing our partnership with the City. If you have any questions, please contact Laith Ezzet at (949) 251-8902, lezzet@hfh-consultants.com; or Karla Del Rosario at (949) 409-6430, kdelrosario@hfh-consultants.com.

Sincerely,

Laith B. Ezzet, CMC
Senior Vice President

Karla Del Rosario
Senior Associate

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SCOPE OF WORK

Task 1 Contract Monitoring & Franchise Management

HF&H will support the City with comprehensive contract management and franchise monitoring services to help ensure the City's solid waste franchise agreement is effectively administered, compliant with regulatory requirements, and aligned with service and performance expectations. Our assistance includes ongoing review, evaluation, and coordination with the City's franchise hauler, as well as structured monitoring activities that promote transparency, responsive service delivery, and clear communication. HF&H recognizes unanticipated needs may emerge throughout the project and will assist the City with waste management-related inquiries and miscellaneous tasks within the project's budgetary limitations. The tasks below outline the support HF&H will provide to strengthen the City's oversight and maximize the value of its franchise agreement.

- Schedule and attend monthly meetings
- Review of franchise hauler's monthly, quarterly, and annual reports (including diversion, tonnage, and franchise fees)
- Monitor diversion programs, contamination, trends, participation levels
- Review and track public education developed by franchise hauler
- Track and discuss relevant solid waste legislation and policy decisions
- Guidance on the enhancement of current or development of new programs to meet state requirements based on new legislation
- Other tasks as requested by City Staff

One-Time Tasks for Task 1

Proposition 218 Assistance (Year 1, FY 2026-27)

In 2022, the City amended and restated their solid waste and recycling franchise agreement to include SB 1383 services which resulted in a cost increase and triggered Proposition 218 process for the proposed rate adjustment. Following the five-year cycle, HF&H has allocated time and budget to support the City in Year 1 (FY 2026-27) to ensure the rates and methodology are effective July 1, 2027.

New Hauler Transition Support (Year 1, FY 2026-27)

As the City completes its transition from WRG to WM (anticipated in May 2026), HF&H will provide targeted transition support to maintain continuity in reporting, communication, and compliance activities. The City will experience an efficient transition as we clarify expectations, streamline data and reporting responsibilities, minimize disruptions, and ensure continued alignment with all contractual and regulatory requirements.

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Task 2: SB 1383 Assistance

HF&H will provide the City with ongoing support to maintain and strengthen compliance with SB 1383's organics waste reduction, edible food recovery, procurement, and recordkeeping requirements. This framework is designed to ensure the City remains prepared for regulatory reviews, maintains quality documentation, and efficiently manages coordination with the franchise hauler, internal departments, and CalRecycle. The tasks below outline the specific activities HF&H will perform to support the City's ongoing SB 1383 program and compliance needs.

- Implementation Record maintenance on a quarterly basis
- ROWP procurement review and analysis
- Annual review of SB 1383 route reviews (including methodology)
- Annual review and noticing of Tier 1/2 EFG and FRO/FRS lists
- Enforcement support (including waiver verification)
- Other SB 1383 support as requested by City Staff

One-Time Tasks for Task 2

JACE Compliance Evaluation Support (Year 1, FY 2026-27)*

To guide the City through CalRecycle's Jurisdiction and Agency Compliance and Enforcement (JACE) Branch Compliance Evaluation, we have prepared the following task outline covering initiation and preparation through IR review or updates, site visit participation, and follow-up meetings. JACE compliance evaluations may take up to two years to complete and may require additional budget beyond what is described below. Our approach below is primarily designed to guide the City through the first six to twelve months of the JACE process, ensuring strong preparation at each stage, maintaining clear communication with JACE staff, and proactively addressing any issues that may arise during the evaluation.

- **Project Initiation / JACE Meeting with**: After CalRecycle issues its notice of intent to conduct a JACE Compliance Evaluation, HF&H will coordinate a meeting with City staff and JACE to review the evaluation process, expectations, timeline, and deliverables.

- **IR Review Meeting with JACE and the City**: HF&H will facilitate or participate in a virtual meeting with JACE and the City to review draft IR responses and clarify any questions related to documents submitted.

- **Attend JACE Site Visit**: HF&H will support a CalRecycle-led site visit covering a representative area of the city, including collection routes, city facilities, C&D operations, edible food recovery partners, and container checks ("lid flips"), with potential tracing of material streams to destination facilities.

  HF&H includes up to three days of site-visit participation and will provide additional coordination support with JACE, the franchise hauler, and City staff prior to the visit.

*Depending on when the City receives its JACE Notice, support may extend into Year 2 (FY 2027-28).

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JACE Compliance Evaluation Support continued (Year 1, FY 2026-27)*

- **Post-Site Visit Meetings**: HF&H will attend or facilitate up to three follow-up meetings with JACE and the City to resolve identified issues, address immediate inquiries, and reduce the risk of misunderstandings, additional information requests, or potential Notices of Violation (NOV).

- **Final CalRecycle Meeting**: If needed, HF&H will support one final meeting with JACE and the City to review responses to the Draft Findings Report and prioritize resolving compliance concerns. Corrective actions may be addressed under a combination of Tasks 1 or 2, pending budget availability.

Limitations: After the CalRecycle JACE Branch finalizes their findings in the compliance review, CalRecycle may place the City on a Compliance Action Plan (CAP) if any open gaps are identified during the Compliance Evaluation. This proposal does not include tasks for assisting the City with full CAP support and remaining budget may be applied to further support the City. If additional support is needed, HF&H can provide a separate proposal for further CalRecycle CAP support.

Capacity Planning Reporting due August 1, 2029 (Year 3, FY 2028-29)

Article 11 of SB 1383 outlines organic waste recycling capacity planning requirements which consists of identifying existing or planned infrastructure for organic waste recycling and edible food recovery for maximum recovery. This data is reported to CalRecycle by counties, in coordination with local agencies, on a five-year cycle with the current capacity planning report due on August 1, 2029.

Task 3: Annual Rate Adjustment Review CalRecycle Assistance & Reporting

HF&H will review the franchise hauler's annual rate adjustment request and assist the City with preparing a timeline and coordinating applicable tasks with the parties involved. We will review the accuracy of the franchise hauler's calculations, in accordance with the allowable annual increase in the franchise agreement, document recommended adjustments to the submittal (if applicable), and review customer notices.

Task 4: CalRecycle Assistance & Reporting

The City will stay on track with annual reporting requirements as HF&H provides ongoing support to help maintain open, consistent communication with CalRecycle's Local Assistance and Market Development (LAMD) Branch. Our assistance ensures accurate EAR and Form 303 submittals, coordinated data collection, and effective engagement with LAMD staff throughout the year. To ensure the City meets annual CalRecycle reporting requirements, HF&H will:

- Review the City's EAR prepared by the franchise hauler due annually by August 1 (note: historically, a majority of the City's EAR is completed by the hauler)
- Assist the City with identifying SB 1383-related data needed from other City Departments for inclusion in the EAR.
- Assist the City by responding to questions from CalRecycle and preparing for and participating in the annual conference calls, meetings and annual site visit.
- Support City staff in completing Form 303 documents due annually on October 1

*Depending on when the City receives its JACE Notice, support may extend into Year 2 (FY 2027-28).

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PROJECT COST

We will perform the scope of work based on time and materials, not to exceed $474,575 for the three year period without written City authorization. Estimated costs for the engagement period are as follows:

Summary Fee Estimate for Fiscal Years 2027-29				
Contract Year		*Annual Service Cost*	*One-Time Tasks*	*Total Cost*
Year 1 (July 1, 2026 to June 30, 2027)	FY 2026-27	$ 135,000	$ 46,575	$ 181,575
Year 2 (July 1, 2027 to June 30, 2028)	FY 2027-28	$ 139,725	$ -	$ 139,725
Year 3 (July 1, 2028 to June 30, 2029)	FY 2028-29	$ 144,615	$ 8,660	$ 153,275
Total Estimate for Years 1-3		**$ 419,340**	**$ 55,235**	**$ 474,575**

The workplans on the following pages itemize hours by task and staff classification. Hours may be shifted among tasks and between years to achieve the City's goals for the requested services.

Billing will occur once per month based on the number of hours worked and expenses incurred. Payment is due within thirty (30) days of invoicing. Hourly rates for professional and administrative personnel through June 30, 2027, are as follows and will be adjusted by 3.5% each July:

Schedule of Hourly Rates (July 1, 2026 – June 30, 2027)

Position	Rate
Executive	$340 - $380
Senior Project Manager	$315 - $340
Project Manager	$280 - $315
Senior Associate	$235 - $280
Associate Analyst	$205 - $230
Assistant Analyst	$190 - $200
Administrative Staff	$145 - $175

Out-of-pocket expenses will be billed as follows:

Automobile Travel	Prevailing IRS mileage rate
Other Travel	Actual
Postage, Overnight Mail, and Couriers	Actual

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Table 1: Annual Base Service Fee Estimate (July 1, 2026 - June 30, 2027)

	Task Description	Executive $379	Sr. Project Manager $322	Senior Associate $265	Total Hours	Proposed Cost
Task 1	**Contract Monitoring & Franchise Management**					
1.1	Monitor contract compliance	2	2	20	24	$6,702
1.2	Schedule and attend monthly meetings	21	8	60	89	$26,435
1.3	Review of Hauler's monthly, quarterly, and annual reports	10	12	64	86	$24,614
1.4	Review and track public education developed by contractor	2	4	30	36	$9,996
1.5	Track solid waste legislation and policy decisions	3	3	12	18	$5,283
1.6	Other Tasks as requested by City Staff	3	3	5	11	$3,428
	Task 1	**41**	**32**	**191**	**264**	**$76,458**
Task 2	**SB 1383 Assistance**					
2.1	Implementation Record maintenance	2	4	20	26	$7,346
2.2	ROWP annual target review/analysis	0	2	16	18	$4,884
2.3	Review and analyze annual SB 1383 Route Review data	1	2	22	25	$6,853
2.4	Annual review and noticing of Tier 1/2 EFG and FRO/FRS lists	0	1	21	22	$5,887
2.5	Enforcement support	4	6	30	40	$11,398
2.6	Other SB 1383 support as requested by City Staff	2	2	7	11	$3,257
	Task 2	**9**	**17**	**116**	**142**	**$39,625**
Task 3	**Annual Rate Adjustment Review**					
3.1	Review and verify contractor's annual rate adjustment	2	3	11	16	$4,639
3.2	Prepare timeline and coordinate with involved parties	0	0	3	3	$795
3.3	Assist with reviewing notices sent to customers	0	0	3	3	$795
	Task 3	**2**	**3**	**17**	**22**	**$6,229**
Task 4	**CalRecycle Assistance & Reporting**					
4.1	Assist with CalRecycle LAMD correspondence and annual site visit	1	2	16	19	$5,263
4.2	Review City's electronic annual report (EAR) drafted by hauler	0	2	16	18	$4,884
4.3	Communicate with CalRecycle representatives regarding reports and programs including attending virtual meetings	2	2	3	7	$2,197
	Task 4	**3**	**6**	**35**	**44**	**$12,344**
Total Costs						
	Total Hours	**55**	**58**	**359**	**472**	
	Total Fees	**$ 20,845**	**$ 18,676**	**$ 95,135**		**$ 134,656**
	Expenses					**$ 344**
	Total Fees & Expenses					**$135,000**

*Hours may be shifted among tasks and staff members.

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Table 2: Detailed Fee Estimate for Fiscal Years 2027-29

	Task Description	Year 1 FY 2026-27	Year 2 FY 2027-28	Year 3 FY 2028-29
	Solid Waste & Recycling Consulting Services			
	Annual Base Service (from Table 1)	$ 135,000	$ 139,725	$ 144,615
	One-Time Tasks			
Task 1	*Contract Monitoring & Franchise Management*			
1.7	Proposition 218 Assistance	$ 7,668	$ -	$ -
1.8	New Hauler Transition Support	$ 8,842	$ -	$ -
Task 2	*SB 1383 Assistance*			
2.7	JACE Compliance Evaluation Support	$ 30,065	$ -	$ -
2.8	Capacity Planning Reporting (due Aug. 1, 2029)	$ -	$ -	$ 8,660
Subtotal: Base Service & One-Time Task		**$ 181,575**	**$ 139,725**	**$ 153,275**

*Hours may be shifted among tasks and staff members.

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17B.
Section: DEPARTMENTAL ITEMS - PUBLIC WORKS
Meeting Date: June 23, 2026

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

AGENDA TITLE: Approve Four-Year Contract for Citywide Tree Trimming Maintenance Services to Tiger Tree Trimming Services, Inc in the Amount of $629,327.00.

COUNCIL ACTION REQUIRED:

Staff Recommendation: Award Citywide Tree Trimming Maintenance Services

RECOMMENDATION AND STAFF SUMMARY:

The current four-year Citywide Tree Trimming Maintenance Services contract with Mariposa Tree Management, Inc. will expire on June 30, 2026. In preparation for the continuation of these services, the Public Works Department issued a Request for Proposal in May 2026 using a best-value procurement method for the maintenance of approximately 7,000 trees located within designated City districts, City-owned facilities, and arterial streets. In addition to trimming trees on a four-year rotation, the awarded Contractor may also provide services for diseased trees, remove of dead trees and plant new trees.

The request was published in CR Planwell and the City website. It was also sent directly to firms known to provide similar services in other local municipalities and to Contractors that previously submitted proposals. On May 14, 2026, the 11 proposals below were received for the four-year contract. Two (2) bids were deemed non-responsive. The bid for Nor Cal Tree was received after the deadline and the bid for North Star Landcare submitted the incorrect form for the bids.

	Contractor	Four-Year Contract Total
1.	Tiger Tree Services, Inc	$629,327.00
2.	Great Scott Tree Services, Inc	$711,403.60
3.	United Pacific Services, Inc	$721,382.00
4.	Mariposa Tree Management, Inc	$779,364.00

5.	West Coast Arborist, Inc	$779,345.00
6.	Rolling Green, Inc	$781,734.79
7.	T&S Services LLC	$838,880.00
8.	Four Seasons Landscaping, Inc	$948,440.00
9.	Julian Tree Care, Inc	$2,068,692.00
	Nor Cal Tree, Inc	Non-responsive
	North Star Landcare, Inc	Non-responsive

Based on the best-value evaluation process, Tiger Tree Trimming Services, Inc. received the highest overall rating, considering qualifications, references, experience, and cost. There was a calculation error in the bid table subumitted by Tiger Tree Trimming Services, Inc. Per the specifications, the unit price prevails. Therefore, the corrected total amount of the proposal is $629,327.00. This error did not affect the fee ranking.

Tiger Tree Trimming Services, Inc. has over 10 years of experience in the industry. The Contractor is a state-licensed firm with verified successful maintenance experience in the field and will be required to meet all bonding and labor compliance obligations. They have provided tree trimming services to other municipalities. Their municipality references ranked them as providing excellent tree trimming services. Tiger Tree Trimming Services, Inc has met the City's high expectations. In addition to the tree trimming in the public right-of-way, Tiger Tree Trimming Services, Inc will also provide tree trimming services for the trees around City Hall, Fire Department, Human Services/Rush Gym and the Gardena Community Aquatic and Senior Center.

Staff recommends that the City Council approve the four-year contract for Citywide Tree Trimming Maintenance Services to Tiger Tree Trimming Services, Inc in the amount of $629,327.00.

FISCAL IMPACT/COST:

Contract Term: Four-year contract for $629,327.00

Funding Source: Gas Tax (Appropriated in the FY 2026-2027 & FY 2027-2028 O&M budget) and General Funds (City Owned Trees)

Funding Sources	**FY 2026-2027**	**FY 2027-2028**	**FY 2028-2029**	**FY 2029-2030**	**Total**
Gas Tax	$142,076.00	$131,382.00	$133,579.00	$189,099.00	$596,136.00
General Funds	$12,340.00	$2,508.00	$3,267.00	$15,076.00	$33,191.00
Total	**$154,416.00**	**$133,890.00**	**$136,846.00**	**$204,175.00**	**$629,327.00**

APPROVED:



_____
Clint Osorio, City Manager

Attachments

May 2026 Citywide Tree Trimming Maintenance Bid RFP.pdf
Tiger Tree Services Inc Proposal.pdf
Tree Trimming District Map.pdf

CITY OF GARDENA

CONTRACT DOCUMENTS AND SPECIFICATIONS

FOR

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

MAY 2026

NOTICE INVITING BIDS/PROPOSAL

City of Gardena, California

Notice is hereby given that the City of Gardena is soliciting bids/proposal (Deliver, mail, or Email) at the office of the Public Works Department – Public Works Engineering, 1717 W. 162nd Street, Gardena, California, 90247 or hlee@cityofgardena.org (Attn: Hong Lee), until **2 PM on May 14, 2026**, for:

CONTRACT: **CITYWIDE TREE TRIMMING MAINTENANCE SERVICES**

You may access the specifications and invitation through the following platforms:

https://cityofgardena.org/rfps/ or https://www.e-arc.com/location/costa-mesa/

Any bid received after the hour stated above for any reason whatsoever, will be considered non-responsive and disqualified. The City reserves the right to withdraw or cancel this Notice Inviting Informal Bids/Quotes at any time without prior notification and the City makes no representation that any contract will be awarded to any contractor responding to the notice.

The City reserves the right to reject any and/or all bids, waive any information or irregularity in any bid received and to be the sole judge of the merits of the respective bids received. The award, if made, will be based on the Best Value (taking into consideration of qualifications, experience, and costs).

ABSTRACT: The City of Gardena is in the South Bay Area of Los Angeles County. It is a modestly sized city with an area of 6.2 square miles and has a population of 60,000 residents. The Public Works Department, Parks Division has a need to service city owned trees annually. The Parks Division is responsible for trimming and maintaining trees within six (6) designated city districts, city owned facilities and arterial streets throughout the city. Currently the work is performed by City staff and private contractor. **The City of Gardena is seeking assistance by augmenting its current work force with a four (4) year tree trimming services contract**.

SCOPE OF WORK: The Tree Trimming Maintenance Services Contract involves scheduling and trimming trees within the city right-of-way at city owned and maintained facilities within six (6) districts, and arterial streets throughout the city. The work may include additional services as requested by the city for servicing sick trees, removal of dead trees and planting of new trees.

The contractor shall at the time of award possess a valid State of California Contractors license, license **C-61/D-49 ("Tree Service")** classification and perform a minimum of 100% of the work.

Bidders are advised that this Project is a public work for purposes of the California Labor Code which requires payment of prevailing wages. Accordingly, the bidder awarded the Contract shall be required to pay no less than the prevailing rate of per diem wages, as determined by the Director of the California Department of Industrial Relations, and otherwise comply with the provisions of Section 1770 et seq. of the California Labor Code, California Code of Regulations, Title 8, Section 16000 et seq., and any other applicable laws, rules and regulations adopted with respect thereto ("California Prevailing Wage Laws"). Copies of such prevailing rates of per diem wages are on file at the Gardena City Clerk's office and the office of the City Engineer, and copies shall be made available to any interested party on request. The

prevailing rates of per diem wages referred to herein are hereby made a part of this Notice by reference.

Attention is directed to the provisions of Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by Contractor. Contractor and any Subcontractor under it shall comply with the requirements of said sections in the employment of apprentices.

The Contractor is **PROHIBITED** from performing work on this project with a subcontractor.

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (A.K.A. Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly.

As of **January 1, 2016**, the requirement to furnish electronic certified payroll records to the Labor Commissioner will apply to all public works projects, whether new or ongoing.

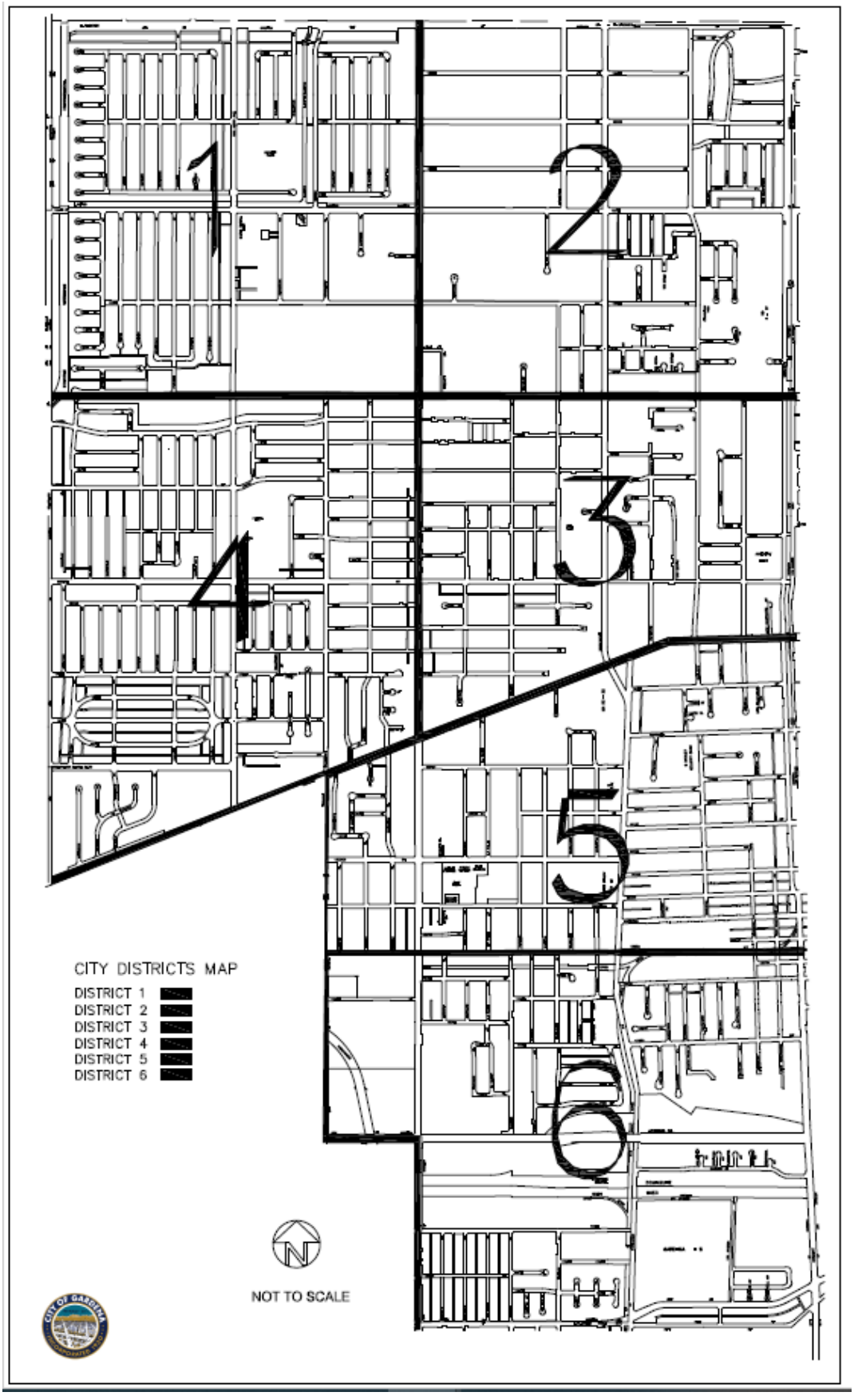
Exceptions: The Labor Commissioner may (but is not required to) excuse contractors and subcontractors from furnishing electronic certified payroll records to the Labor Commissioner on a project that is under the jurisdiction of one of the four legacy Department of Industrial Relations-approved labor compliance programs (Caltrans, City of Los Angeles, Los Angeles Unified School District, and County of Sacramento) or that is covered by a qualifying project labor agreement.

These requirements will apply to all public works projects that are subject to the prevailing wage requirements of the Labor Code without regard to funding source.

The State General Prevailing Wage Determination is established by the California Department of Industrial Relations (available at http://www.dir.ca.gov/DLSR/PWD/index.htm).

Skilled and Trained Workforce: This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

Any questions regarding this bid package may be referred to Hong Lee, Public Works Department at (310) 217-9564, hlee@cityofgardena.org. The deadline to submit Request for Information is on **Monday, May 11, 2026 at 2 PM.**


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CITY DISTRICTS MAP
DISTRICT 1
DISTRICT 2
DISTRICT 3
DISTRICT 4
DISTRICT 5
DISTRICT 6
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T A B L E O F C O N T E N T S

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

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INSTRUCTIONS TO BIDDERS

FORM OF PROPOSAL

The Proposal shall be fully executed and submitted on the forms in the project specifications and shall be enclosed in a sealed envelope marked and addressed or emailed as directed in the Notice Inviting Bids.

PROPOSAL/BID DOCUMENTS

All Proposals shall include the following executed documents to be submitted with each bid:

Bidding Schedule

Acknowledgement of Addenda Received

Bidder's Declaration

Non-Collusion Affidavit

Declaration of Eligibility of Contract

Construction Project Reference

Certificate of Non-Discrimination by Contractors

Certification of Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Primary Covered Transitions

***Fee Schedule for Optional Services**

*If the Fee Schedule for Optional Services is not submitted, points may be deducted from the evaluation score.

DELIVERY OF PROPOSAL

The Proposal shall be delivered by the time stipulated in the Notice Inviting Bids. It is the bidder's sole responsibility to see that its Proposal is received as stipulated. Any Proposal received after the scheduled closing time for receipt of proposals will be returned to the bidder.

WITHDRAWAL OF PROPOSAL

The Proposal may be withdrawn by the bidder by means of a written request, signed by the bidder or its properly authorized representative. Such written request must be notified via email or delivered to the place stipulated in the Notice Inviting Bids for receipt of proposals prior to the scheduled closing time for receipt of proposals. No Proposal may be withdrawn after the hour fixed for opening bids.

MODIFICATIONS AND ALTERNATIVE PROPOSALS

Unauthorized conditions, limitations, or provisions attached to the Proposal will render it informal and may be grounds for its rejection as non-responsive. The completed Proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. Oral, telegraphic, or telephonic proposals or modifications will not be considered.

DISCREPANCIES IN PROPOSALS

In the event there is more than one bid item in a Bidding Schedule, the bidder shall furnish a price for all bid items in the Schedule, and failure to do so will render the Proposal informal and may be grounds for its rejection as non-responsive. The bidder shall state in words and figures the unit prices or the specific sums as the case may be, for which it proposes to supply the labor, materials, supplies, or machinery, and completely perform the Contract. The total amount of each item bid and the total amount of the bid shall be stated in words and figures.

PROPOSAL GUARANTEE – BIDDER'S SECURITY (BIDDER'S BOND IS WAIVED)

Each bidder shall submit with his Proposal cash, an unconditional certified or cashier's check, or a bidder's bond, in the sum of the percentage of the bid stated in the Notice Inviting Bids, payable to the City as a guarantee that the bidder will, if its Proposal is accepted, execute the Contract and furnish a satisfactory Faithful Performance Bond, a satisfactory Payment Bond and insurance certificates as specified herein.

If a bidder to whom an award is made, fails or refuses to sign the Contract or furnish the required bonds and certificates, all within the time stated in Section 2-1.5 of the Special Provisions herein, the funds represented by said cash, check or bidder's bond shall be forfeited and become and remain the property of the City; the amount thereof being agreed to by the bidder and the surety as a bid bond forfeiture due to the City because of the delay in the execution of the Contract and in the performance of work thereunder, resulting from such failure or refusal, except that if the City awards the contract to the next lowest responsive responsible bidder, only that portion of the bidder's security equal to the difference between the two bids will be forfeited.

A Bid Bond must be obtained from a corporate surety authorized to do business as such in the State of California as an "admitted surety insurer" and shall be on the form furnished by the City or one substantially in conformance with it. Certified or cashier's checks must be drawn on a solvent state or nationally chartered bank or branch thereof in the State of California. The liability of the City in connection with the checks shall be limited to the return of the checks (without interest) as provided in Section 2-1.6 of the Special Provisions bound herein.

DISQUALIFICATION OF BIDDERS

A person, firm, or corporation shall NOT be allowed to make or file, or be interested in more than one bid, except an alternative bid when specifically requested; provided, however, a person, firm, or corporation who has submitted a sub-proposal to a bidder submitting a Proposal, or who has quoted prices on materials to such bidders, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other bidders submitting proposals, or from submitting a Proposal as a prime contractor. Similarly, failure to comply with the registration requirements of Labor Code Section 1725.5, as further described in the Notice Inviting Bids, will disqualify a bidder.

ADDITIONAL REQUIREMENTS

The bidder's attention is directed to the Special Provisions and Technical Provisions bound

herein for additional requirements of the Proposal and Contract Documents.

TERMINATION OF SERVICES

The City reserves the right to cancel the Agreement at any time due to nonperformance.

CONTRACT DOCUMENTS

Contract Documents are to be submitted within twenty-one (21) calendar days AFTER award of the contract unless extended by agreement of the City. Failure to timely submit executed Contract Documents may be grounds for rejecting the bid award and forfeiture of the bid security. See enclosed documents commencing on page CD-1.

BID PROPOSAL (BP)

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

Contractor: _____

Address: _____

Phone: _____

Fax: _____

License No.: _____

D.I.R. No. _____

Email: _____

To Be Submitted

WITH

Bid Package

BID PROPOSAL

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

and having visited the sites 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 performed on a 4-year rotation among the six districts in addition to optional services.** Refer to General Provisions, Section 6-3, for the additional details. City's fiscal year begins on July 1st and ends on June 30th.

Year One (1) – District 5 & 6 (1,895 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	84	15' to 30'	Once	Each	$	$
Date Palm	8	15' to 60'	Once	Each	$	$
Queen Palm	356	15' to 60'	Once	Each	$	$
Fan Palm	180	30' to 65'	Once	Each	$	$
Pine	44	60' to 90'	Once	Each	$	$
Medjool Palm	42	25' to 30'	Once	Each	$	$
Medjool Palm	15	10' to 15'	Once	Each	$	$
	YEAR ONE (1) PALM & PINE TREE TRIMMING SUBTOTAL					$

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	148	Once	Each	$	$
7-12	491	Once	Each	$	$
13-18	527	Once	Each	$	$
19-24	276	Once	Each	$	$
25-30	76	Once	Each	$	$
31+	0	Once	Each	$	$
YEAR ONE (1) OTHER TREE TRIMMING SUBTOTAL					$

YEAR ONE TREE TRIMMING TOTAL

YEAR ONE (1) PALM & PINE TREE TRIMMING SUBTOTAL + YEAR ONE (1) OTHER TREE TRIMMING SUBTOTAL	$

Year Two (2) – District 1 & 2 (1,946 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	24	15’ to 30’	Once	Each	$	$
Date Palm	2	15’ to 60’	Once	Each	$	$
Queen Palm	32	15’ to 60’	Once	Each	$	$
Fan Palm	70	30’ to 65’	Once	Each	$	$
Medjool Palm	42	25’ to 30’	Once	Each	$	$
Medjool Palm	15	10’ to 15’	Once	Each	$	$
	YEAR TWO (2) PALM TREE TRIMMING SUBTOTAL					$

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	404	Once	Each	$	$
7-12	533	Once	Each	$	$
13-18	546	Once	Each	$	$
19-24	341	Once	Each	$	$
25-30	39	Once	Each	$	$
31+	0	Once	Each	$	$
YEAR TWO (2) OTHER TREE TRIMMING TOTAL					$

YEAR TWO TREE TRIMMING TOTAL

YEAR TWO (2) PALM TREE TRIMMING SUBTOTAL + YEAR TWO (2) OTHER TREE TRIMMING SUBTOTAL	$

Year Three (3) – District 3 & Arterial (1,298 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	8	15’ to 30’	Once	Each	$	$
Date Palm	0	15’ to 60’	Twice	Each	$	$
Queen Palm	18	15’ to 60’	Once	Each	$	$
Fan Palm	34	30’ to 65’	Once	Each	$	$
Medjool Palm	42	25’ to 30’	Once	Each	$	$
Medjool Palm	15	10’ to 15’	Once	Each	$	$
	YEAR THREE (3) PALM TREE TRIMMING SUBTOTAL					$

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	21	Once	Each	$	$
7-12	271	Once	Each	$	$
13-18	130	Once	Each	$	$
19-24	791	Once	Each	$	$
25-30	36	Once	Each	$	$
31+	0	Once	Each	$	$
YEAR THREE (3) OTHER TREE TRIMMING TOTAL					$

YEAR THREE TREE TRIMMING TOTAL

YEAR THREE (3) PALM TREE TRIMMING SUBTOTAL + YEAR THREE (3) OTHER TREE TRIMMING SUBTOTAL	$

Year Four (4) – District 4 & Arterial (1,916 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	62	15' to 30'	Once	Each	$	$
Date Palm	4	15' to 60'	Once	Each	$	$
Queen Palm	86	15' to 60'	Once	Each	$	$
Fan Palm	88	30' to 65'	Once	Each	$	$
Pine	44	60' to 90'	Once	Each	$	$
Medjool Palm	42	25' to 30'	Once	Each	$	$
Medjool Palm	15	10' to 15'	Once	Each	$	$
	YEAR FOUR (4) PALM & PINE TREE TRIMMING SUBTOTAL					$

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	158	Once	Each	$	$
7-12	394	Once	Each	$	$
13-18	450	Once	Each	$	$
19-24	440	Once	Each	$	$
25-30	199	Once	Each	$	$
31+	92	Once	Each	$	$
YEAR FOUR (4) OTHER TREE TRIMMING TOTAL					$

YEAR FOUR (4) TREE TRIMMING TOTAL

YEAR FOUR (4) PALM & PINE TREE TRIMMING SUBTOTAL + YEAR FOUR (4) OTHER TREE TRIMMING SUBTOTAL	$

ADDITIONAL TREE REMOVAL & TREE PLANTING ALLOWANCE

TOTAL	**$40,000**

GRAND TOTAL TREE TRIMMING

GRAND TOTAL TREE TRIMMING (YEAR 1+ YEAR 2 + YEAR 3 + YEAR 4) + ADDITIONAL TREE REMOVAL ALLOWANCE ($40,000)	$

Contractor is to submit their Fee Schedule for Optional Services AND provide specifications with the proposal. If the Fee Schedule for Optional Services and job specifications are not submitted, this may result in a deduction during the evaluation and rating of the proposal.

The City reserves the right to use other contract services or in-house-forces in order to achieve the fastest response and best price for the City.

All work required and shown on 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.

The City will award the contract based on the Best Value (taking into consideration qualifications, experience, and costs).

The approximate number of trees provided for each year are estimated quantities. Contractor shall be paid the DBH that is currently listed on this RFP. There will be no additional fees for the DBH growth of the tree. Contractor must take that into consideration when submitting the Bid Table.

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.

_____ _____

Name of Bidder Signature of Bidder Date

BID PROPOSAL

ACKNOWLEDGEMENT OF ADDENDA RECEIVED

The Bidder shall acknowledge the receipt of addenda by number and date each addendum received.

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

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

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

Addenda will be issued through the Arc Solution California (https://www.e-arc.com/location/costa-mesa/) and City Website (https://cityofgardena.org/rfps/). It is the Bidder's sole responsibility to visit these planforms to obtain and administer any Addendum related to this bid. **An Addendum must be acknowledged above by a bidder in its submitted form of Proposal.**

If an addendum or addenda have been issued by the City and not noted above as being received by the Bidder, the Bid Proposal may be rejected.

_____ _____

Bidder's Signature Date

BIDDER'S DECLARATION

It is understood and agreed that:

1. The undersigned has carefully examined all documents which will form a part of the Contract; namely, the Notice Inviting Bids, the Instructions to Bidders, this Proposal, the Bid Bond, the Contract, the Faithful Performance Bond, the Payment Bond, the federal requirements, if any, the Plans and Specifications, the Special Provisions, and the Technical Provisions.

2. The undersigned has, by investigation at the site of the work and otherwise, satisfied himself as to the nature and location of the work and fully informed himself as to all conditions and matters, which can in any way affect the work or the cost thereof.

3. The undersigned fully understands the scope of work and has carefully checked all words and figures inserted in this Proposal and further understands that the City will not be responsible for any errors or omissions in the preparation of the Proposal.

4. The undersigned agrees and acknowledges that he is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the undersigned will comply with such provisions before commencing the performance of the Contract if it is awarded to the undersigned.

The undersigned will execute the Contract and furnish the required statutory bonds and certificates of insurance within the period of time specified in the Contract Documents.

The undersigned will begin work after award of Contract and a Notice to Proceed has been given as herein specified and will complete said work within the time specified in the Bidding Schedule.

5. The undersigned certifies that this Proposal is genuine and not sham or collusive, or made in the interest or on behalf of a person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid nor induced any other person, firm, or corporation to refrain from bidding. The undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.

6. The undersigned will accept an award and enter into a Contract for all work scheduled herein on which he puts in a bid. The awards for such work are to be entirely at the discretion of the City after evaluation of the bids are submitted. The undersigned agrees that the City shall recover or retain as a bid bond forfeiture an amount equal to the difference between the low bid and amount of the bid of the bidder with whom the City enters into a Contract, and the surplus, if any, shall be returned to the lowest bidder in accordance with the provisions of the Public Contract Code Sections 20172 and 20174 in the event of his failure to execute a Contract and furnish required bonds and insurance therefor within the time provided.

BIDDER'S DECLARATION (Continued)

7. The undersigned bidder stated under penalty of perjury that the representations made in submitting this bid are, to the best of his/her knowledge, true, accurate, and complete.

Respectfully submitted,

Contractor's Business Name	Contractor (Print) Title
Business Address: Street	Signature Title
City State Zip	Contractor's License No. and Classification
Business Phone Number	Business Fax Number
Date	
Name Title	Residence: Street
Residence Phone Number	City State Zip

Note: If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given: if it is made by a firm, it must be signed in the co- partnership's name by a general partner thereof, who shall also sign his or her own name, and the name and full address of each partner (general and/or limited) must be given; and if it is made by a corporation, it must be signed by a properly authorized officer, the corporate name shall be set forth, and the separate corporate officer's certification shall be provided.

BID PROPOSAL

NON-COLLUSION AFFIDAVIT

(To be executed by Bidder and submitted with Bid)

State of California

County of Los Angeles

_____ being first duly sworn, deposes and says that he or she is _____ of _____ _____ the party making the foregoing bid, that the bid is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any corporation, or agent thereof to effectuate a collusive or sham bid.

_____
NAME OF BIDDER

_____
SIGNATURE OF BIDDER

_____
ADDRESS OF BIDDER

_____
CITY STATE ZIP

ALL SIGNATURES MUST BE WITNESSED BY NOTARY
(attach appropriate jurats)

BID PROPOSAL

DECLARATION OF ELIGIBILITY TO CONTRACT

[Labor Code Section 1777.1; Public Contract Code Section 6109]

The undersigned, a duly authorized representative of the contractor, certifies and declares that:

1. The undersigned contractor is aware of Sections 1777.1 and 1777.7 of the California Labor Code, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code, from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.

2. The undersigned contractor is not ineligible to bid on, be awarded or perform work as a subcontractor on a public works project by virtue of Sections 1771.1 or 1777.7 of the California Labor Code or any other provision of law.

3. The undersigned contractor is aware of California Public Contract Code Section 6109, which states:

> "(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code."
>
> "(b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project."

4. The undersigned contractor has investigated the eligibility of each and every subcontractor the undersigned contractor intends to use on this public works project and has determined that none of them are ineligible to perform work as a subcontractor on a public works project by virtue of the foregoing provisions of the Public Contract Code, Sections 1771.1 or 1777.7 of the Labor Code, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this _____ day of _____, 20___, at _____ _____ *(place of execution)*, California_____.

Signature: _____ Name: _____

Title: _____ Company: _____

BID PROPOSAL

CONSTRUCTION PROJECT REFERENCE

In order to fully evaluate your background and experience for the project herein proposed, please submit a list of Public Works and/or similar construction projects completed or in progress within the last three (3) years. Failure to provide this information may constitute grounds for rejection of your bid as non-responsive.

Number of years as a contractor in construction work of this type: _____

Three projects of this type recently completed:

1. Name (Firm/Agency): _____
   Address: _____
   Contact Person: _____ Telephone No.: ___
   Title of Project: _____
   Project Location: _____
   Date of Completion: _____ Contract Amount: $

2. Name (Firm/Agency): _____
   Address: _____
   Contact Person: _____ Telephone No.: ___
   Title of Project: _____
   Project Location: _____
   Date of Completion: _____ Contract Amount: $

3. Name (Firm/Agency): _____
   Address: _____
   Contact Person: _____ Telephone No.: ___
   Title of Project: _____
   Project Location: _____
   Date of Completion: _____ Contract Amount: $

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

Bidder's Signature _____

BID PROPOSAL

CERTIFICATE OF NON-DISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City, the firm listed below certifies that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that it is in compliance with all applicable federal, state, and local directives, and executive orders regarding non-discrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.

2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.

3. To take affirmative steps to hire minority employees within the company.

FIRM_____

TITLE OF PERSON SIGNING_____

SIGNATURE_____

DATE_____

Please include any additional information available regarding equal opportunity employment programs now in effect within your company:

_____

_____

_____

_____

_____

_____

BID PROPOSAL

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of the Contract pursuant to Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. If the Contractor or any Subcontractor becomes debarred or suspended during the duration of the Project, the Contractor shall immediately notify the City.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

    a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

    b. Have not within a 5-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

    c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

    d. Have not within a 5-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____ Name: _____

Title: _____ Company: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS
(Continued)

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

2. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

3. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).

5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

CONTRACT DOCUMENTS (CD)

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

To be Submitted
within twenty-one (21) calendar days

AFTER
Award of Contract

CONTRACT DOCUMENT

AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20___, by and between CITY OF GARDENA in the State of California, hereinafter referred to as "CITY" and _____, hereinafter referred to as "CONTRACTOR."

The City and the Contractor mutually agree as follows:

ARTICLE I.

THE PROJECT

For and in consideration of the mutual promises set forth herein, Contractor agrees to perform and complete in a good and workmanlike manner all work required by the Contract Documents, which is described as follows:

PROJECT: **CITYWIDE TREE TRIMMING MAINTENANCE SERVICES**

Said work shall be performed in accordance with the Plans, Specifications and other Contract Documents, all of which are referenced in Article III hereof and incorporated herein as though fully set forth. Contractor shall furnish at its own expense all labor, materials, equipment and services necessary therefor, except such labor, materials, equipment and services as are provided in the Contract Documents to be furnished by City.

This project is subject to Skilled and Trained Workforce Requirements per Sections 2600 through 2603 of the Public Contract Code.

ARTICLE II.

CONTRACT SUM AND PAYMENT

For performing and completing the work in accordance with the Contract Documents, City shall pay Contractor, in full compensation therefor, the contract sum set forth in the Bidding Schedule. Said sum shall constitute payment in full for all work performed hereunder, including, without limitation, all labor, materials, equipment, tools and services used or incorporated in the work, supervision, administration, overhead, expenses and any and all other things required, furnished or incurred for completion of the work as specified in the Contract Documents. City shall make payments to Contractor on account of the contract sum at the time, in the manner, and upon the conditions specified in the Contract Documents.

ARTICLE III.

CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between the City and the Contractor, are enumerated as follows: Proposal Documents, including the Notice Inviting Bids, Instructions to Bidders, Bidding Schedule, Bidder's Declaration, Designation of Subcontractors, Bidder's Assurance, and Fair Employment Practices documents; this Agreement; Standard Specifications; Special Provisions; Technical Provisions; Drawings; Plans; and all addenda issued prior to and all modifications issued after the execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein.

ARTICLE IV.

EFFECTIVE DATE

This Agreement shall become effective and commence as of the date set forth below on which the last of the parties, whether City or Contractor, executes said Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by their proper officers thereunto duly authorized.

CITY	CONTRACTOR
Tasha Cerda, Mayor	Name & Title
Date:	Sign:
Seal:	Date:
	SECOND SIGNATURE: (Contractor)
	Name & Title
ATTEST:	Sign:
	Date:
Mina Semenza, City Clerk	
Date:	

APPROVED AS TO FORM:

Carmen Vasquez, City Attorney

Date:

CONTRACT DOCUMENT

FAITHFUL PERFORMANCE BOND

WHEREAS, the City of Gardena has awarded to _____, hereinafter designated as the "Principal", a Contract for:

PROJECT: **CITYWIDE TREE TRIMMING MAINTENANCE SERVICES**

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract;

NOW, THEREFORE, we, _____
as Principal, and _____
as Surety, are held and firmly bound unto the City in the sum of _____
_____
Dollars ($_____), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay all court costs and reasonable attorneys' fees to the City of Gardena in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his or its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, well and truly keep and perform all the undertakings, terms, covenants, conditions and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner therein designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

FURTHER, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849. The City is the principal beneficiary of this bond and has all rights of a party hereto.

This bond shall remain in full force and effect for a warranty period of one full year after acceptance of the job by the City.

IN WITNESS WHEREOF, three (3) identical counterparts of this instrument, each of which shall for all purposes be deemed an original thereof, have been duly executed by the Principal and

Surety named herein, on the_____ day of_____, 20__, the name and corporate seal of each corporate party being hereto affixed, and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

[PRINCIPAL]

By _____

Title _____

_____

Signature

[SURETY]

By _____

Title _____

Address _____

_____

Phone No. _____

_____

Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

CONTRACT DOCUMENT

PAYMENT BOND

WHEREAS, the City of Gardena has awarded to _____, as Contractor, a contract for the work described as follows:

PROJECT: **CITYWIDE TREE TRIMMING MAINTENANCE SERVICES**

AND WHEREAS, said Contractor is required to furnish a bond in connection with said contract, to secure the payment of claims of laborers, mechanics, materialmen and other persons, as provided by law;

NOW, THEREFORE, we, the undersigned Contractor and Surety, are held firmly bound unto the City in the sum of _____, Dollars ($_____) this amount being not less than one hundred percent (100%) of the total Contract price, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, or any other amounts due to persons under any applicable project contract or law, with respect to such work and labor, then the Surety or Sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay all court costs and reasonable attorneys' fees to the plaintiff(s) and City in an amount to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Further, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition, or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code §§ 2845 and 2849.

This bond shall remain in full force and effect for six full months after the period in which verified claims may be filed as provided for in Section 3184 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this_____day of _____20_____.

[PRINCIPAL]

By _____

Title _____

_____

Signature

[SURETY]

By _____

Title _____

Address _____

_____

Phone No. _____

_____

Signature

All signatures must be notarized.

Appropriate modifications shall be made to this form if the bond is being furnished for the performance of an act not provided for by agreement.

Corporations must affix corporate seal.

CONTRACT DOCUMENT

WORKER'S COMPENSATION INSURANCE CERTIFICATE

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

> I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of the Contract.

DATED:_____

_____
CONTRACTOR

By_____
Signature

_____
Title

ATTEST:

By_____
Signature

_____
Title

CONTRACT DOCUMENT

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND WAIVER OF SUBROGATION AND CONTRIBUTION

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the City of Gardena and its respective elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees. Accountants, attorneys, or other professionals employed by Indemnitor to defend Indemnitees shall be selected by Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Company/Contractor _____

Name & Title _____

Signature & Date _____

CONTRACT DOCUMENT

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

INSURANCE

CERTIFICATION OF INSURANCE (COI) SHALL BE SUBMITTED BY THE CONTRACTOR

1. **COMMENCEMENT OF WORK**. Contractor shall not be authorized to commence Work under this Contract until it has obtained approved insurance. Before beginning Work hereunder, during the entire period of this Contract, for any extensions hereto, and for periods after the end of this Contract as may be indicated below, Contractor must have and maintain in place not less than the insurance coverages required in this Section at his sole cost and expense. Contractor's insurance shall comply with all items specified by this Contract. Any subcontractors shall be subject to all of the requirements of this Section and Contractor shall be responsible to obtain evidence of insurance from each subcontractor and provide it to City before the subcontractor commences work. Alternatively, Contractor's insurance may cover all subcontractors. The insurance requirements are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor under this Contract.

2. **INSURANCE COMPANY REQUIREMENTS.** All insurance policies used to satisfy the requirements imposed hereunder shall be issued by insurers admitted doing business in the State of California. Insurers shall have a current Best's rating of not less than A-:VII, unless otherwise approved by City.

3. **COVERAGES, LIMITS AND POLICY REQUIREMENTS**. Contractor shall maintain the types of coverages indicated below:

4. **COMPREHENSIVE GENERAL LIABILITY INSURANCE.** A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than either one million dollars ($1,000,000) per occurrence or two million dollars ($2,000,000) aggregate.

5. **COMMERCIAL AUTO LIABILITY INSURANCE**. A policy including all coverages provided by and to the extent afforded by Insurance Services Office form CA 0001, ed. 12/93, including Symbol 1 (any auto) with no special limitations affecting City. The minimum auto insurance coverage shall be one million dollars ($1,000,000) combined single limit per accident.

6. **WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE**. A policy which meets all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be no less than one million dollars ($1,000,000) per claim. The policy shall be issued by an insurance company which is admitted doing business in the State of California and shall contain a clause that the policy may not be canceled without thirty (30) days prior written notice, return receipt requested, is mailed to City.

   In accordance with the provisions of section 1860 of the California Labor Code, Contractor's attention is directed to the requirement that in accordance with the provisions of section 3700 of the California Labor Code, Contractor and every subcontractor will be required to secure the payment of compensation of his or her employees, or obtain a certificate of consent to self-insurance by the Director of Industrial Relations in accordance with the requirements of Section 3700 of the California Labor Code.

In accordance with the provisions of section 1861 of the California Labor Code, Contractor shall sign and file with the awarding body the following certification prior to performing any work on the Project:

> "I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

7. **POLICY REQUIREMENTS.** The policies set forth above shall comply with the following, as evidenced by the policies or endorsements to the policies:

   (i) City and its appointed and elected officers, employees, agents and volunteers shall be added as additional insured to the policy as respects liabilities arising out of the performance of any work done under the Contract.

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

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

   (iv) The policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

8. **COURSE OF CONSTRUCTION INSURANCE.** Contractor shall provide course of construction insurance covering for "all risks" of loss in the amount of the completed value of the Work. The City shall be named as a loss payee and the insurer shall waive all rights of subrogation against the City. This policy shall be issued by an insurance company which is admitted doing business in the State of California and shall contain a clause that the policy may not be canceled until thirty (30) days written notice, return receipt requested, is mailed to the City. Course of Construction Insurance may be provided for each separate Phase.

9. **ADDITIONAL REQUIREMENTS.** The procuring of required insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract. City shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable insurance policies or endorsements with City incorporating such changes within sixty (60) days of receipt of such notice, Contractor shall be deemed in default hereunder.

10. **DEDUCTIBLES.** Any deductible or self-insured retentions must be declared to and approved by City. Contractor shall guarantee that, at the option of the City, either: the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to City, its officers, employees, agents and volunteers (with additional premium, if any, to be paid by Contractor); or Contractor shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses in the amount of any deductibles or self-insured retentions.

11. **VERIFICATION OF COMPLIANCE.** Contractor shall furnish City with the required endorsements attached hereto. All documents are to be received and approved by City before Work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Contract, Contractor shall deliver to City a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to City. Contractor shall provide full copies of any requested policies to City within three (3) days of any such request by City.

12. **TERMINATION FOR LACK OF REQUIRED COVERAGE.** If Contractor, for any reason, fails to have in place, at all times during the term of this Contract, including any extension hereto, all required insurance and coverage, City may immediately obtain such coverage at Contractor's expense and/or terminate this Contract. Contractor shall indemnify, defend and hold harmless City and its elected and appointed officers, employees, agents and volunteers from any claim resulting from failure of either Contractor or any subcontractor to take out or maintain any insurance required by this Contract.

13. **EQUIPMENT COVERAGE**. Any policy or policies of insurance Contractor or his subcontractors elect to carry as insurance against loss or damage to construction equipment and tools or other personal property shall include a provision waiving the insurer's right of subrogation against City.

GENERAL PROVISIONS

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

PART 1 – GENERAL PROVISIONS

SECTION 1 – GENERAL

1-1 GENERAL. The Standard Specifications for Public Works Construction ("Greenbook") written and promulgated by the Southern California Chapter of the American Public Works Association and the Southern California Districts of the Associated General Contractors of California shall be the Standard Specifications of the City. All work shall conform to the 2021 edition, including supplements of the Standard Specifications, the Special Provisions which supplement or modify the Standard Specifications, as issued by the City (defined herein as "Agency").

The above referenced Standard Specifications, Special Provisions and Standard Drawings are hereby made a part of the Contract Documents.

For the convenience of the Contractor, the section and subsection numbering system used in these Special Provisions corresponds to that used in the Standard Specifications.

1-2 TERMS AND DEFINITIONS. Whenever in the Standard Specification the following terms are used, they shall be understood to mean and refer to the following:

(a)	AGENCY	The City of Gardena, a California municipal corporation.
(b)	BOARD	The City Council of the City of Gardena.
(c)	CONTRACT DOCUMENTS	Documents including, but not limited to the proposal forms, Standard "Greenbook" Specifications, Special Provisions, Technical Provisions, Notice Inviting Bids, Instructions to Bidders, Bonds, Insurance, Contract and all Addenda setting forth any modifications of the documents.
(d)	CITY	The City of Gardena Director of Public Works or his authorized representative.
(e)	BIDDER	An individual, co-partnership, association or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.
(f)	LEGAL ADDRESS OF CONTRACTOR	The legal address of the Contractor to be the address given on the Contractor's bid and is hereby designated as the place to which all notices, letters or other communications to the Contractor shall be mailed or delivered.
(g)	LABORATORY	An established laboratory approved and authorized by the City for testing materials and work involved in the contract.

1-7 AWARD AND EXECUTION OF THE CONTRACT.

1-7.1 General. The proposal shall be fully executed and submitted on the forms provided by the Agency and shall be enclosed in a sealed envelope marked and addressed or submitted via email as directed in the "Notice Inviting Bids".

If the proposal is made by an individual, it shall be signed and his or her full name and address shall be given; if it is made by a firm, it shall be signed with co-partnership name by a general partner thereof, who shall also sign his or her known name, and the name and address of each member of such co-partnership shall be given; if made by a corporation, the name of the corporation shall be signed by its duly authorized officers and attested by the corporate seal.

Bidders are warned against making erasures or alterations of any kind on their Proposal. Proposals which contain omissions, erasures, alterations, conditions or additions not called for may be rejected.

At the time the Contract is awarded by the Agency, the Contractor shall be licensed under the provisions of Chapter 9, Division 3 of the Business and Professions Code of the State of California to do the type of work contemplated in the Contract and shall be skilled and regularly engaged in the general class or type of work required by this Contract.

1-7.2 Contract Bonds. The "Performance Bond" is equivalent to City's "Faithful Performance Bond."

1-7.3 Examination of Specifications and Project Site. Bidders shall read the specifications, review the drawings and examine the existing facilities to fully understand the project in order to plan for the improvements as shown in the contract, including local condition, uncertainty of weather and all other contingencies.

Bidders shall satisfy themselves by personal examination of the proposed work sites, and by such other means as they may choose as to actual conditions and requirements and as to the accuracy of the quantities stated in the Proposal forms. Information derived from the maps, plans, specifications, profiles, drawings, or from the City/Architect of the record, shall not relieve the bidder of this responsibility, and the interpretation of the data disclosed by borings or other preliminary investigations is not guaranteed nor is any liability assumed by the Agency.

1-7.4 Interpretation of Drawings and Documents. If a prospective bidder is in doubt as to the true meaning or intent of any part of the Contract Documents including the Specifications, or discovers discrepancies in, or omissions from, the Specifications or Drawings, he may submit to the City a written request for an interpretation or a correction thereof. Interpretations or corrections of the Contract Documents including the Specifications and Drawings, shall be made only by addendum duly issued by the City, and a copy of such addendum will be sent by certified mail, postage prepaid, or delivered to each person receiving a set of the Contract Documents whose address is known to the City and such addendum shall be considered a part of and incorporated in the Contract Documents.

1-7.5 Award of Contract. The Agency reserves the right to reject any or all bids and to waive any informality or irregularity in any bid received and to be the sole judge of the merits of the respective bids received.

Bids subsequently shown to be mathematically unbalanced would be rejected as nonresponsive.

A mathematically unbalanced bid is one containing lump sum or unit bid items which do not reflect reasonable actual costs plus a reasonable proportionate share of the bidder's anticipated profit, overhead costs, and other indirect costs, which he/she anticipates for the performance of the items in question.

"A bid is mathematically unbalanced if the bid is structured on the basis of nominal prices for some work and inflated prices for other work; that is, each element of the bid must carry its proportionate share of the total cost of the work plus profits."

"A bid is materially unbalanced if there is a reasonable doubt that award to the bidder submitting the mathematically unbalanced bid will result in the lowest ultimate cost to the Government. Consequently, a materially unbalanced bid may not be accepted."

Award of the Contract, if it is awarded, will ordinarily be made by the Agency within 30 days after opening of the bids. City will award the contract based on the Best Value (taking into consideration qualifications, experience, and costs).

In selecting the Best Value bidder, consideration will be given to the general competency of the bidder for the performance of the work covered by the proposal. To receive favorable consideration, a bidder may be required to present evidence that he has successfully performed similar work of comparable magnitude or submit other evidence satisfactory to the Agency that he or his associates are competent to manage the proposed undertaking and to carry it forward to a successful conclusion. Professional integrity and honesty of purpose shall be essential requirements. A showing of adequate financial resources may be required, but will not alone determine whether a bidder is competent to undertake the proposed work.

Only manufacturers or contractors of established reputation, or their duly authorized dealers or agency, having proper facilities for the manufacture of the materials or equipment and for servicing same, or for proper execution of the work called for in the contract, will be considered in making the award.

1-7.6 Execution of Contract. A bidder whose proposal is accepted shall properly sign a written contract with the Agency on the form attached hereto and return said contract together with good and approved bonds and insurance certificates as required by the Contract Documents **within twenty-one (21) calendar days** from the date of the mailing of a notice from the Agency to the bidder, according to the address given by him, of acceptance of his proposal.

Contract bonds and certificates of insurance, if required, shall be filed in all instances before delivering any equipment, materials, or performing any work under the contract; also before any purchase order shall be issued. An executed Power of Attorney form shall be submitted with all contract bonds herein specified.

If a bidder whose proposal is accepted fails or refuses to enter into a contract as herein provided, or to conform to any stipulated requirement in connection therewith, the money represented by his check or bidder's bond shall be refunded less the difference between the low bid and the bid of the bidder with whom the Agency enters into an agreement in accordance with the provisions of the Public Contracts Code Section 20174. At the discretion of the Agency, an award may be made to the bidder whose proposal is the next most acceptable to the Agency, and such bidder and his surety shall fulfill every stipulation embraced herein as if he were the party to whom the first award was made.

A corporation to which an award is made may be required before the contract is finally signed to furnish evidence of its corporate existence, of its right to do business in California and of the authority of the officer signing the contract and bonds for the corporation to so sign.

1-7.8 Precedence of Contract Documents. The order of precedence of contract document shall be:

FIRST Requirements of law, including the Code and Ordinances of the

City of Gardena.

SECOND	Permits from other agencies as may be required by law.
THIRD	Permits from City of Gardena Departments as may be required by law or ordinance.
FOURTH	The Contract.
FIFTH	The Bid Proposal.
SIXTH	Addenda.
SEVENTH	Notice Inviting Bids.
EIGHTH	Instructions to Bidders.
NINTH	Technical Provisions.
TENTH	Plans.
ELEVENTH	General Provisions of the Standard Specifications.
TWELFTH	Standard Plans.
THIRTEENTH	Standard Specifications for Public Works Construction (current edition).
FOURTEENTH	Caltrans Standard Plans and Specifications.
FIFTEENTH	Reference Specifications.

Change orders, supplemental agreements, and approved revisions to Plans and Specifications will take precedence over documents listed above, except those listed as FIRST, SECOND and THIRD. Detailed plans shall have precedence over general plans.

SECTION 2 – SCOPE OF THE WORK

2-2 PERMITS. The Contractor will obtain, at no cost to the Agency, all permits necessary to perform the work on streets, highways, railways or other rights-of-ways. The Contractor shall obtain and pay for all costs incurred for permits necessitated by its operations such as, but not limited to those permits required for night work, overload, blasting and demolition. For private contracts, the Contractor shall obtain all permits incidental to the work or made necessary by its operations, and pay all costs incurred by the permit requirements.

The Contractor and each subcontractor employed upon the work must have or obtain a valid City of Gardena Business License in accordance with the provisions of the Gardena Municipal Code.

2-7.1 GENERAL

In addition to specified Section 7-1.2 Method of Measure, the City reserves the right to increase or decrease the amount of any item or portion of work to be performed or materials furnished beyond 25 percent without limitation or to delete any items.

2.10 DISPUTED WORK.

Retention of Imperfect Work. If any portion of the work done or materials furnished under the contract proves defective or not in accordance with the specifications and contract drawings, and if the imperfection in the same is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if the removal of such work is impracticable or will create conditions which are dangerous or undesirable in the opinion of the City, the City shall have the right and authority to retain the work instead of requiring it to be removed and reconstructed, but he shall make deductions therefor in the payment of the contract item due Contractor as may be just and reasonable.

2-11. DISPUTE RESOLUTION.

2-11.1 Requests for Contract Adjustments and Relief. If either Contractor or the Agency believes that it is entitled to relief against the other for any event arising out of or related to the work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in the applicable sections of this Contract.

In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed fourteen (14) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such notice shall include sufficient information to advise the other party of the circumstances giving rise to the claim for relief, the specific contractual adjustment or relief requested and the basis of such request.

2-11.2 Dispute Avoidance and Resolution. The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Contractor and the Agency each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the work under the Contract.

Contractor and the Agency will first attempt to resolve disputes or disagreements at the field level through discussions between Contractor's Representative and the City.

If a dispute or disagreement cannot be resolved through the Contractor's Representative and the City, Contractor's Chief Executive Officer or similar senior representative and the Gardena City Manager, or designee, upon the request of the other party, shall meet as soon as conveniently possible, but in no case later than twenty (20) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meeting between the parties' senior representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

If, after meeting, the senior representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the parties may submit the dispute to binding or non-binding mediation. The mediation shall be conducted in any manner and by any person or mediation association mutually acceptable to the parties.

2-11.3 Arbitration. Any claims, disputes or controversies between the parties arising out of or relating to the Contract, or the breach thereof, which have not been resolved in accordance with the procedures set forth in Section 9-4.2 above may be decided by binding or non-binding arbitration. The arbitration shall be conducted in any manner and by any person or arbitration association mutually acceptable to the parties.

2-11.4 Claims Disputes. Any claims of Contractor, as "claims" are defined in California Public Contract Code Section 9204 shall be processed in accordance with that section. Section 9204 provides in relevant part that upon receiving a claim from a contractor, together with reasonable documentation to support the claim, a contracting public entity shall conduct a reasonable review of the claim and, within a period not to exceed 45 days [except as otherwise provided in Section 9204], shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, Section 9-4.3 shall apply. If the contractor disputes the public entity's written response, or if the public entity fails to respond to a claim within the time prescribed, the contractor may demand in writing an informal conference to meet and confer for settlement of the issues in dispute.

Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed.

Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the contractor sharing the associated costs equally. The public entity and contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to other applicable procedures.

2-13 DRAWINGS AND SPECIFICATIONS (SERVICES REPORT).

Prior to each progress payment, the Contractor shall use their GIS system to deliver a "Services Report" to the City with all services provided including location, district number and species type for the billing period being submitted. Failure to provide a "Services Report" will cause progress payment to be withheld until information is provided to the City.

After completion of the work and before final payment for each year, the Contractor shall deliver to the City a complete "Shapefile." The final form and detail of the "Service Reports and Shapefile" are subject to the acceptance of the City.

2-14 MARKING REMOVAL. All markings placed by the Contractor, City, and Underground Service Alert (USA) during construction shall be removed at the completion of the work. These markings shall include, but not limited to, paint, stakes, and metal tags.

All cost associated with removal of markings shall be included in the bid prices for the applicable bid items. Failure of the Contractor to remove these markings shall be cause for the City to do the work and withhold the costs from the Contractor's final payment.

SECTION 3 – CONTROL OF THE WORK

3-5 INSPECTION. Inspection shall be made on a daily basis for areas ready for inspection. Areas or items that fail inspection or that are not ready for inspection shall be rescheduled by the contractor.

Inspection of the work shall not relieve the contractor of the obligation or lack of to fulfill all conditions and requirements of the contract.

3-6 THE CONTRACTOR'S REPRESENTATIVE. The Contractor shall furnish the City with the name, address and cell/business/home telephone numbers of the person responsible for the maintenance of barricades, traffic control signs, lights and other safety devices.

3-12 WORK SITE MAINTENANCE.

3-12.1 General. The Contractor shall keep the work site clean and free from rubbish and debris. The Contractor shall abate dust nuisance by cleaning, sweeping and sprinkling with water in keeping with the AQMD and NPDES requirements. Debris, soil or other matter shall not be washed into storm drains, but shall be collected and disposed of in a legal, responsible manner. The construction area shall be cleaned with a power sweeper at the end of every workday and when deemed necessary by the City.

The Contractor shall maintain drainage within and through the work areas. Earth dams will not be permitted in paved areas. Use temporary sandbags to control the site perimeter. At the completion of the project, sandbags shall become the property of the City of Gardena and shall be remain in place.

The Contractor shall not spill on haul routes. Any such spillage shall be removed immediately, and the area cleaned.

Stockpiling of construction materials or debris on City right-of-way shall be in accordance with the NPDES permit and shall be approved by the inspector. At the completion of work, the Contractor shall thoroughly clean all work areas.

3-12.2 Air Pollution and Surface Maintenance Control. The Contractor shall obtain a construction water meter from Golden State Water including required deposit and fees. The Contractor shall pay for the water used, at the current water rates. All arrangements for construction water shall be made by contractor with Golden State Water at the Contractor's expense.

3-12.4. Storage of Equipment and Material.

3-12.4.1 General. All costs associated with the disposal of all excavated or demolition materials, including any gate fees, shall be paid by the Contractor. These costs shall be included in the bid price for the applicable bid items.

Prior to any excavated or demolition material being removed from the construction site, the Contractor shall notify the City as to the hauling route and destination for disposal. If the location for disposal is other than a county landfill then the Contractor shall provide the City with written permission and release of liability for the City from the owner of the property where the material will be deposited.

<u>The City has an exclusive agreement with Waste Resources, Inc. and no other firm may provide bulk trash bins in the event the work requires this service</u>.

3-12.4.2 Storage in Public Streets. Construction equipment shall not be stored at the

construction site, any public street or publicly owned facilities without approval of the City. Contractor shall store equipment at a contractor's rental yard.

All excavated material that is to be hauled to and disposed of at a County landfill site by the Contractor is subject to a County gate fee based on tonnage.

3-12.5.4 Protection and Restoration of Existing Improvements. Any facilities, structures, water lines, landscaping, surfaces, signs, pavement markings, painted curbs, house numbers, etc., which are damaged during construction shall be restored to the satisfaction of the City. Damaged water lines shall be repaired immediately at no additional cost to the city.

Protect and preserve all existing pavements and facilities, both within and outside the construction limits, that are not part of the proposed improvements. If the contractor is permitted by the City to use a construction staging area outside the project limits, the contractor shall be responsible for maintaining and restoring it to its original condition or better. The contractor shall repair or replace any damaged areas to the satisfaction of the City.

Any damage to existing concrete improvements shall be removed and replaced from joint to joint, or as directed by the City. Concrete patching will not be permitted.

3-12.5.5 Access to Private Property. The Contractor shall be aware that business and residential access must be maintained at all times. The Contractor shall schedule operations to minimize interference with access to private property.

The main access way to any business or home shall not be completely blocked for more than one four-hour period a day; blockage shall be limited to one twenty-four (24) hour period when concrete is poured.

Temporary access ways shall be provided from the street to the main access way of all businesses and homes by use of traffic rated steel plates or any other method approved by the city.

Payment for this item shall be included in the applicable contract work item.

3-13 COMPLETION, ACCEPTANCE, AND WARRANTY.

3-13.3 Warranty. In addition to the guarantees as required in Section 1-7.2 and 3-13.3 of the Standard Specifications, the Faithful Performance Bond shall remain in full force and effect for a period of one-year after acceptance of the work by the Agency to insure that defects which may appear within said period, will be repaired, replaced, or corrected by the Contractor, at his own cost and expense, to the satisfaction of the City within thirty (30) days after written notice thereof by the Agency.

SECTION 4 – CONTROL OF MATERIAL

4-1 GENERAL.

4-1.1 Warranty of Title. No materials, supplies or equipment for the work under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest therein or any part thereof is retained by the seller or supplier.

The Contractor warrants clear and good title to all materials, supplies and equipment installed and incorporated in the work, and agrees upon completion of all work to deliver the premises, together with all improvements and appurtenances constructed or placed thereon by him to the Agency

free from any claims, liens, encumbrances or charges, and further agrees that neither he nor any person, firm or corporation furnishing any material or labor for work covered by the Contract shall have any right to a lien upon the premises or any improvement or appurtenance thereon; provided, that this shall not preclude the Contractor from installing metering devices or other equipment of utility companies the title of which is commonly retained by the utility company. Nothing contained in this section shall defeat or impair the right of such persons furnishing materials or labor under any bond given by the Contractor for their protection, or any right under any law permitting such persons to look to funds due the Contractor, which are in the hands of the Agency.

The provisions of this section shall be inserted in all subcontractor's and material contracts, and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into regarding such materials.SECTION 5 – LEGAL RELATIONS AND RESPONSIBLITIES

5-3 LABOR.

5-3.3 Payroll Records. The Contractor will be required to submit weekly-certified payrolls for the project. The Contractor shall also submit payrolls for all subcontractors. These payrolls shall be submitted to the Engineer on a weekly basis. The Contractor shall also maintain separate records for three years after the project is completed. In the event a legal request is made for a redacted copy of these payroll records, the Contractor shall provide same within three working days of receipt of this demand.

Submitting certified payrolls to other agencies (Union, Prime Contractor, Labor Compliance Program, and Department of Industrial Relations) does not fulfill the requirement to submit certified payroll records to the City.

5-4 INSURANCE. In lieu of Section 5-4 of the Standard Specifications, refer to the City Contract Documents Section, CD-10, for detail requirements.

5-5 ANTITRUST CLAIMS. By entry into this Contract, Contractor hereby acknowledges the terms of Section 7103.5 of the Public Contract Code and hereby offers and agrees to assign to the Agency all rights, title and interest in all causes of action it may have outlined above.

5-7 SAFETY.

5-7.4 Hazardous Substances. As required by Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify the Agency of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site;
(2) subsurface or latent physical conditions at the site differing from those indicated by the Agency; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon notification, the Agency shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all work to be performed under the Contract, but shall retain all rights provided by the Contract and by law for making protests and resolving the dispute.

5-7.4.1 Edison Energized Conductors. Contractor hereby promises and agrees that in the performance of the work specified in this Contract, it will employ and utilize only qualified persons, as hereinafter defined, to work in proximity to Edison's secondary, primary and transmission facilities. The term "qualified person" is defined in Title 8, California Administrative Code, Section 2700, as follows:

"Qualified Person: A person who by reason of experience or instruction is familiar with the operation to be performed and the hazards involved."

Contractor further promises and agrees that the provisions of this section shall be and are binding upon any subcontractor or subcontractors that may be retained by it, and that Contractor shall take such steps as are necessary to assure compliance by said subcontractor or subcontractors with the requirements of this section.

5-7.4.2 Emergency Provisions. Unusual conditions may arise on the work which will require that immediate and unusual provision be made to protect the public from danger or loss or damage to life and property, due directly or indirectly to the prosecution of the work, and it is part of the service required of the Contractor to make such provisions and to furnish such protection.

Whenever, in the opinion of the Agency, an emergency exists of which the Agency is aware and against which the Contractor has not taken sufficient precaution for the safety of the public or the protection of utilities or of adjacent structures or property which may be injured by the progress of construction; and whenever, in the opinion of the Agency, immediate action shall be considered necessary in order to protect public or private personnel or property interests, or prevent likely loss of human life or damage on account of the operations under the Contract, then in that event, the Agency may provide suitable protection to said interests by causing such work to be done and material to be furnished, as in the opinion of the Agency may seem reasonable and necessary, all at the expense of the Contractor.

SECTION 6 – PROSECUTION AND PROGRESS OF THE WORK

6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF THE WORK

6-1.1 Maintenance Schedule. The Contractor's proposed construction schedule shall be submitted to the City within fourteen (14) calendar days after the date of the contract execution. The time of completion as specified in Section 6-3, shall commence on the date of the "Notice to Proceed."

The City will review the schedule and may require the Contractor to modify the schedule to conform to the requirements of the Contract Documents. If work falls behind the approved schedule, the Contractor shall be prohibited from starting additional work until the Contractor has exerted extra effort to meet the original schedule and has demonstrated that the ability to maintain the approved schedule in the future. Such stoppages of work shall in no way relieve the Contractor from the overall time of completion requirement, nor shall it be construed as the basis for payment of extra work because additional personnel and equipment were required on the job.

The Contractor shall include in his bid all costs to perform the work under this contract on a weekly basis. The Contractor shall begin and complete work each week prior to starting work in subsequent stages unless previous permission is obtained from the City. The contractor shall stage the work to allow parking on the next adjacent streets. Restricting parking on multiple adjoining streets shall require approval of the City.

6-1.2 Commencement of the Work. City may establish a Notice to Proceed (NTP) date no later than thirty (30) calendar days after the date of the contract execution. Prior to issuing the Notice to Proceed, the City will schedule a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods and clarify inspection procedures.

No work shall begin until a "Notice to Proceed" has been issued, a preconstruction meeting has been conducted, and a schedule of the work has been approved by the City. The Contractor shall

submit a construction schedule to the City for approval a minimum of five (5) working days prior to commencing any work. Schedule may be bar chart of Critical Path Method, CPM, style.

The names, addresses and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the Public Works Superintendent and the County Sheriff's Department or the City Police Department prior to beginning work.

The Contractor shall also notify the City of Gardena and the owners of all utilities and substructures within the Project area not less than 48 hours prior to starting construction. The following utility companies list of names and telephone numbers is intended for the convenience of the contractor and is not guaranteed to be complete or correct:

COMPANY	**CONTACT**	**TELEPHONE NO.**
Southern California Edison	Manuel Vargas, Jr.	310.783.9389
Southern California Gas	Melissa Fukunaga: Tech Services Planning: Attn - Lead Planner	213.231.7281
AT&T	Marco A. Perez	626.491.5503
	Raymond Dover	310.515.4257
Gardena Police	Dispatch	310.3237911
L.A. County Fire Dept.		310.323.7911
Time Warner Communications	Arturo Fernandez	310.750.9099
Crown Castle	Hector Aguilera	951.454.5111
Waste Resources of Gardena	Lorena Rodriguez	310.366.7600
Golden State Water Co.	Justin Doronio	310.436.6950 x111
	Joseph Salcido	310.660.0320 x101
L.A. County Flood Control	Daryll Chenoweth	626.458.3129
L.A. Sanitation District	Jon Ganz	562.908.4288
Metropolitan Water District	Civil Eng. Substructures Section	213.217.7059
Chevron Pipeline	Dave Zerler	310.669.4014
Underground Service Alert		800.422.4133

6-1.3 Working Day. The Contractor's working hours shall be limited to the hours between 8:00 A.M. and 4:00 P.M., Monday through Friday except holidays. Deviation from normal working hours will not be allowed unless written permission has been duly obtained beforehand from the office of the Public Works. The Contractor shall provide adequate light for proper prosecution of the work, for the safety of the workmen and the public, and for proper inspection.

If the Contractor works beyond the allowed working hours without prior written approval from the City, the Contractor may be charged Five Hundred ($500) for each occurrence as required by the City. The amount will be deducted from a progress payment or bond.

Contractor hereby acknowledges and shall be required to comply with the provisions of California Labor Code Section 1810 et seq. According to those sections, eight (8) hours of labor shall constitute a legal day's work. Contractor shall pay to the Agency a penalty of Twenty-Five Dollars ($25.00) for each worker employed in the execution of this Contract by Contractor, or by any Subcontractor, for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any calendar day or forty (40) hours in anyone (1) calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the

basic rate for that worker.

In the event of either a requested or emergency deviation, inspection service fees will be charged against the Contractor. The service fees will be calculated at overtime rates including benefits, overhead and travel time. The service fees will be deducted from any amounts due to the Contractor.

6-1.4 Notice and Service Thereof. Any notice required or given by one party to the other under the contract shall be in writing and shall be dated and signed by the party giving such notice or by a duly authorized representative of such party. Any such notice shall not be effective for any purpose whatever unless served in the following manner:

Notice shall be given to the Agency by personal delivery thereof to the City of Gardena or by depositing the same in the United States mail enclosed in a sealed envelope, registered and with postage prepaid, addressed to:

Public Works Department
City of Gardena
1717 W. 162nd Street
Gardena, CA 90247-3778

Notice shall be given to the Contractor by personal delivery thereof to said Contractor or to his authorized representative at the site of the project, or by depositing the same in the United States mail, enclosed in a sealed envelope addressed to said Contractor at the address established for the conduct of the work under this Contract, postage prepaid and registered.

Notice shall be given to the Surety, or any other person, by personal delivery to said Surety or other person, or by depositing the same in the United States Mail, enclosed in a sealed envelope addressed to such Surety or persons at the address of said Surety or persons last communicated to the party giving the notice, postage prepaid and registered.

Notification of Property Owners and Tenants - The Contractor shall notify each property owner and/or tenant in the project area in writing five (5) working days prior to the start of construction. If pedestrian or vehicular access to private property is to be blocked, the Contractor shall again notify each property owner and/or tenant in writing five (5) working days prior to construction activities. The Contractor shall provide additional notices when a lapse time occurs during each phase/segment work.

The written notice shall be submitted to the City for approval prior to being delivered.

6-2 PROSECUTION OF THE WORK.

6-2.1 Contractor's Responsibility for Work. Until the formal acceptance of the work by the Agency, the Contractor shall have the charge and care thereof and shall, subject to the insurance protection furnished in accordance with the Section 1-7.6 and 5-4 hereof, bear the risk of accident, loss or damage to any part thereof by action of the elements or from any other cause, whether arising from the execution or from the non-execution of the work. The Contractor shall rebuild, repair, restore and otherwise correct damages to any portion of the work occasioned by any of the above causes before its acceptance.

In case of suspension of work from any cause whatsoever, the Contractor shall be responsible for all materials and the proper temporary storage thereof.

6-3 TIME OF COMPLETION.

6-3.1 General. The contract time shall begin per the City's written notification. The Contract is for a period of four years (48 months) of tree trimming maintenance services to trim the trees in the designated areas. An annual inflation factor rate of up to 5% based upon the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) may be applied ONLY to the Optional Services if pre-approved by the Director or Public Works.

Work must be completed within the working days specified for the project. In addition, the Contractor shall notify the City 24 hours in advance of the actual commencement of work.

No work shall be undertaken during the City's holiday closures. It is the Contractor's responsibility to determine the City's closure dates.

6-9 LIQUIDATED DAMAGES. An invoice will be submitted at the end of each month for completed work in that month. Incomplete work, work not performed, areas not completed within the applicable time frame or areas not in compliance with the standards and requirements set forth in these Special provisions will be deducted from the monthly invoice and may be subject to liquidated damages. The City will inspect on an as needed basis. Items not completed will be documented on a Deficiency/Action document that is required to be corrected on or before the next scheduled service day. Items that appear repetitively on the Deficiency/Action form may be subject to liquidated damages. The Contractor will have ten (10) calendar days to complete all items on the Deficiency/Action form. All items not completed within ten (10) days will be subjected to liquidated damages in which the Contractor shall pay to the City or to be withheld from the Contractor's progress payments, the daily sum of one thousand dollars ($1000).

The intent of this section is to emphasize to the Contractor the importance of prosecuting the work in an orderly preplanned continuous sequence to minimize inconvenience to residents, businesses, vehicular and pedestrian traffic, and to the public as a result of construction operations.

SECTION 7 – MEASUREMENT AND PAYMENT

7-1 MEASUREMENT OF QUANTITIES FOR UNIT PRICE WORK.

7-1.2 Method of Measure. The quantities shown on the Bid Schedule are approximate only. The Contractor will be paid for the actual quantities of work based on approved field measurements as provided for in these Specifications. The City reserves the right to increase or decrease the amount of any item or portion of work to be performed or materials furnished, or to delete any item, in accordance with the Specifications. Additional bid item work shall be completed within the total working days in these specifications. Additional working days maybe allowed with the approval of the City.

7-3 PAYMENT.

7-3.2 Partial and Final Payment. The closure date for periodic progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the tenth day of the following month. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents.

In addition to the provisions outlined in Section 5-3.3 Payroll Records**, the City will withhold progress payments or final payment for failure to submit weekly-certified payrolls.**

7-3.3 Delivered Materials. The City will NOT honor or make any progress payments for materials ordered and delivered to the job site by the Contractor unless prior approval is obtained from the City.

7-4 PAYMENT FOR EXTRA WORK.

7-4.3 EXTRA WORK. Extra Work is defined as any additional services not identified in the bid schedule, optional services, or specifications. When work is performed on a "time and materials" basis, the following percentages shall be added to the Contractor's cost and shall constitute the markup for all overhead and profits:

1) Labor 20
2) Materials 15
3) Equipment Rental..... 15
4) Other Items and Expenditures..... 15

To the sum of the costs and markups provided for in this section, 1 percent shall be added as compensation for bonding.

When all or any part of the extra work is performed by a Subcontractor, the markup established above shall be applied to the Subcontractor's actual cost of such work. A markup of 10 percent on the first $5,000 of the subcontracted portion of the extra work and a markup of 5 percent on work added in excess of $5,000 of the subcontracted portion of the extra work may be added by the Contractor.

END OF GENERAL PROVISIONS

TECHNICAL PROVISIONS

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

PREFACE: All work and materials shall conform to the "Standard Specification for Public Works Construction", 2024 edition, except as modified by the contract and these Technical Provisions.

Incidental Work - All work and materials required by the plans and specifications, and not specifically listed in the bid schedule items of work, shall be considered incidental and no additional payment shall be made therefore. Incidental items shall include, but are not limited to, mobilization, implementation of the applicable SWPPP or Best Management Practices for the protection of storm drain structures, adjusting utility access covers to grade, saw cutting, excavation and disposal of materials, survey, traffic control and coordination of utilities.

PART 3 – CONSTRUCTION METHODS

SECTION 300 – EARTHWORK

300-1 CLEARING AND GRUBBING.

300-1.2 Root Pruning and Tree Trimming. Tree trimming and root pruning shall be performed as specified in the Special Provisions.

300-1.2.1 General. All trees in the City's right-of-ways, city facilities and public open space are included in this contract. Location of the trees may be curbside, within a public park, in public open space or a city facility. Some trees may have limited access for equipment and clean up. All trimming performed in right-of-ways, in City parks, or open space shall be invoiced at unit prices per the bid schedule. For non-exclusive or emergency/call out shall be invoiced at the unit prices per the Optional Services' bid schedule with prior written approval by the City. Optional Services are reserved for any additional work not covered in the base scope of work/bid schedule.

300-1.2.2 Protection of Work. The contractor shall continuously maintain adequate protection of all work from damage, and the City will not be held responsible for the care or protection of any material, equipment, or work, unless expressly provided for in the contract documents.

300-1.2.3 Safety Standards. Tree maintenance shall only be performed by qualified tree workers, who through related training, or on the job experience, or both, are familiar with the practices and hazards of arboriculture, and the equipment used in such operations. Safety standards will be followed according to guidelines listed in the American Standards Institute publication Z133.1 and as determined by the City. Operations shall comply with applicable Occupational Safety and Health Administration (OSHA) standards as well as state and local regulations. Prior to the beginning of contracted operations, the Contractor will furnish the City a current list indicating the equipment to be used for the project. All equipment shall be in a safe and working condition. Contractor shall have current OSHA Aerial Tower inspection certificates provided for all aerial equipment to be used on the job. All Certificates must be submitted with the bid. Current SB 198 Safety and Procedure manuals must be present at all times in contractor's vehicles during the course of the contract. Copies of manuals shall be presented to the City at the pre-job meeting.

300-1.2.4 Pruning Standards. Pruning standards will generally conform to the most recent editions of *Tree Pruning Guidelines* (International Society Of Arboriculture, 1995) and the guidelines listed in the American National Standard Institute publication ANSI-A300 (Part 1) 2008, the National Arborist Association. The purpose of the specifications is to preserve tree health and structure.

Pruning tools use in making pruning cuts shall be kept adequately sharpened to result in final cuts with a smooth surface and firmly attached remaining adjacent bark. A thinning cut should be the preferred type of cut to make. Heading cuts should rarely be used on mature trees. Tree branches should be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. When necessary, ropes or other equipment should be used to lower large branches or portions of branches to the ground. All pruning of trees shall include hazard reduction; maintenance pruning is required and is included in the 'Full Trim' unit price. 'Full Trims' shall include all crown cleaning, crown thinning, crown raising, crown reduction traffic/vista pruning, and crown restoration that may be necessary for the individual safety and health conditions of each tree

A mixed forest of old and young trees exists in the City of Gardena. Pruning standards must endeavor to balance health, function, preservation and beauty with the structural integrity necessary for safety. Trees not conforming to the guidelines due to unique characteristics, location, function, age, condition, and objective of the pruning must be considered prior to significant modifications. Modifications for street clearance, driveways and building shall be discussed and approved by the City.

300-1.2.5 Staging Area. It shall be the Contractor's responsibility to locate any storage sites for equipment needed and such sites either located on public or private property must be approved in advance by the City. When storage sites are to be located upon private property, the contractor shall be required to submit to the City, written approval from the record owner authorizing the use of the property by the contractor.

300-1.2.6 Work Schedule. A schedule will be implemented through monthly work orders from the Superintendent. Work orders shall consist of Unit price trimming and removals as determined by the City. This schedule will be modified, as necessary during the course of the contract, based on the City's trimming needs.

300-1.2.7 Site Cleanup. Cleanup of any debris resulting from any tree pruning or removal operations shall be promptly and properly accomplished. The work area shall be kept safe at all times until all operations are completed. Under no circumstances shall the accumulation of debris be allowed in such a manner as to result in a hazard to the public. All debris from tree operations shall be cleaned up each day before the work crew leaves the site unless permission is given by City Representative to do otherwise. All lawn areas, parkways, street and sidewalk shall be raked and/or blown clean, and all branches or other debris shall be removed from the site. All areas are to be left in a condition equal to or better than that which existed prior to the commencement of tree pruning or tree removal operations.

Debris, trimmings, branches and wood shall be removed from the worksite by the Contractor and disposed of and shall follow as closely as possible to the trimming or removal operation. At all times prior to vacating the work site, the contractor shall clean up and remove trimmings and debris. All areas shall be left clean and free of debris at the close of each day's operation. Work shall not start before 7 am or continue past 6 pm.

Under no circumstances will any debris be permitted to enter the storm drain system.

300-1.2.8 Disposal of Green Waste. The Contractor shall comply with Assembly Bill AB 939. The Contractor shall employ a chipper to grind as much of the tree trimming debris which has been generated from the tree trimming/removal operations as possible. Tree trimming debris shall not be disposed of as refuse. All tree trimming debris shall be recycled at a green waste facility or spread as mulch. A report that quantifies the amount of green waste diverted shall be submitted each month to the City. The monthly Green Waste Recycling report is included in the proposal amount. Wood chips can only be dumped and spread on public land within the city limits on request from the city. All chips requested to be recycled on public land are required to be spread the same day and cannot exceed 5-inches in depth. Form of reporting and/or reporting forms must be approved by the Public Works Director or his representative prior to commencement of the contract.

300-1.2.9 Climbing Techniques. Climbing and pruning practices should not result in injury to the trees. Injury from the pruning cut shall be minimized by use of the proper method, location and angle of the pruning cut.

Climbing spurs shall not be used for tree trimming, but may be used during aerial rescue or when removing the same tree. Rope burns to thin barked tree shall be avoided by use of a block or leather sleeve between the crotch.

300-1.2.10 Certified Arborist/Certified Tree Worker. The Contractor shall ensure that a certified arborist, as accredited by the International Society of Arboriculture oversees the tree work according to these specifications.

The Contractor shall ensure that any tree crew will have at least one certified tree worker, as accredited by the International Society of Arboriculture to perform the tree trimming work to the contract standards.

300-1.2.11 Competing Plant Material. Competing plant material or plant material clinging or attached to the tree trunk or branches in the canopy such as ivy, volunteer trees or woody shrubs shall be removed to provide an 18-inch clear area around the trunk and buttress. The Contractor is responsible for minimizing harm to the trunk and branches during this operation. All competing plant material shall be removed unless directed otherwise by the City representative.

300-1.2.12 Emergency Work. Emergency tree trimming or other optional service removal operations will be determined by the City as the hazardous conditions are identified. All emergency work will require initial response within one hour of notification. Notification to an emergency phone will be considered proper notification. The Contractor shall have the capability to receive and respond immediately to a call of an emergency nature during normal working hours and during hours outside of normal working hours. Calls of an emergency nature received by the City shall be referred to the Contractor for immediate disposition. The Contractor shall have the duty to respond to the emergency jobsite within two (2) hours from time of the initial response.

The Contractor is required to provide 24-hour emergency phone numbers and names of a minimum of two (2) contact individuals at the Pre-job meeting. Should the phone number or contact person change during the course of the contract, those updates must be provided to the City. The Contractor's name and telephone number will also be listed with the Police Department.

Upon arriving at any emergency situation, it shall be the responsibility of the Contractor to eliminate all unsafe conditions that would adversely affect the health, safety or welfare of the public. The Contractor shall be required to provide all traffic control required during the emergency operation.

Should the work involve any high voltage lines, the Contractor shall be required to notify the responsible utility company.

Emergency work shall be invoiced at the contract unit price as defined in the optional services and each unit prices shall include equipment, labor, tools and materials to complete the work and clear and/or secure the site from danger to the public. During rain events, on streets where high traffic is an issue, or during a time when further work will be disruptive to an event or the community, only that which is necessary to provide safety for the public and emergency workers is required and authorized. Work to complete an emergency tree issue after the first response will be billed at the established unit price for trimming or removals. All work that is necessary to complete for the tree trimming or removal following the initial emergency response is required to be completed within 5 working days of the emergency notification.

Failure to respond within two (2) hours of attempt to contact may result in a $500 penalty per incident and may be grounds for termination. Failure to respond to an emergency at any level will subject the Contractor to any primary or secondary costs arising from said emergencies.

300-1.2.13 Full Trim Specifications. Full trim includes all hazard reduction and maintenance pruning as is necessary to establish safety, improve health and structure of the tree as required by the contract pruning standards and as directed by the City Forester. All pruning types listed below are included in the bid price.

Crown Cleaning

- Removal of all diseased, broken, crowded, crossing, weakly attached, low vigor branches and water sprouts and dead wood to a minimum size of 1.5 inches in diameter throughout the tree's crown.
- Provide uniform distribution of branches and foliage throughout the crown. A general rule is to maintain 50 % of the foliage on branches arising from the lower two-thirds of the tree.
- Remove stubs, cutting outside the collar or wound wood tissue that has formed around the branch.
- Reduce end weight on heavy, horizontal branches by removing small diameter branches near the ends of the scaffolds or to an appropriate vertical branch (one-third the diameter of the branch being removed) to provide clearance over streets, roofs, sidewalks, parking lots, structures and pedestrian areas.
- Young trees are pruned to enhance the development of strong structure that is consistent with the normal character of the species.
- Excurrent trees are pruned to maintain a strong central leader with good spacing of radial scaffold branches.
- Decurrent trees are pruned to develop sturdy, tapered trunks with well-spaced lateral scaffold branches proportional in size.
- Competing leaders are reduced or removed.
- "Lion-tailing" or removing all interior lateral branches is not permitted.

Crown Thinning

- Selective removal of branches to reduce weight on heavy branches while retaining the tree's natural shape. Normal thinning should not exceed 25% of the density unless necessary for safety.

Crown Raising

- Removal of low branches to provide clearance for buildings, vehicles, pedestrians and signage, as necessary or as directed by the City. Raising canopies is intended to provide 14 feet clearance over the street, 8 feet over pedestrian areas and is intended to balance the tree's canopy uniformly. The purpose of these specifications are for safety, but are intended to preserve the beauty, structural integrity, and functional value of the trees recognizing that trees are individuals with different form and structure that may not always fit the guidelines.

Crown Reduction

- Thinning cuts to reduce the size of the crown when a tree is too large for the location and can include removal of large limbs or leaders to an appropriate lateral one-third the diameter of the branch being removed and is commonly referred to as drop- crotch pruning, as necessary or as directed by the City**.**

Crown Restoration

- Pruning of damaged or unbalanced trees to select and reduce the number of water sprouts for the purpose of improving the safety and appearance of the tree, as necessary or as directed by the City.

300-1.2.14 Canopy Raising Specifications. Canopy raising includes all safety trimming necessary on branches within 14 feet above grade. The purpose of these specifications is for safety, but are intended to preserve the beauty, structural integrity, and functional value of the trees recognizing that trees are individuals with different form and structure that may not always fit the guidelines.

300-1.2.15 Palm Trimming Specifications. Palm trimming includes all trimming necessary to provide pedestrian and vehicle safety. Palms will be trimmed in accordance with the general specifications, but must consider the type of palm to determine the number of fronds to remove beyond those that are dead or discolored. To keep palms healthy, only dead, or yellowing fronds are removed. Safety, appearance, and symmetry of the palm may require increased amounts of trimming as the City may direct. As with all trees that are not being removed, climbing gaffs or spurs are not allowed (Phoenix canariensis palm requires separate specifications with additional requirements).

- Remove all dead fronds, the entire length of the trunk including removal of the petiole and sheath. Trim as close to the trunk as possible without damage to the live trunk tissue.
- Remove all seed stalks and fruit as close to the base or point of origin as possible.
- Remove fronds that are deteriorating and yellow only within the established trimming zone.
- Yellow or deteriorating fronds within the remaining canopy are not to be removed unless directed to be remove by the City.
- Angle of the remaining fronds shall be no less than 45 degrees, preferably more, unless directed by the City.
- Palm peeling is included and shall be performed without damage to the living trunk tissue.
- Palm fronds that are not peeled or skinned normally shall be cut with a clean and blunt cut as close to the trunk as possible without cutting the attached circular fibers. The finished cut can be flat, or arrow shaped but not diagonal.
- Petioles/sheaths on palms that normally are retained and trimmed to shape are required to be retained and shaped in a consistent manner or as directed by the City.

- Palms, in some cases, will be trimmed to match an existing trimming style that retains a portion of the petiole and sheath.
- All weeds or unwanted plants growing on the trunk of a palm shall be removed.
- Palm seedlings within a 3-feet radius at the time of trimming shall be removed unless directed to protect
- Palms that have damage, spike marks, decay and/or deterioration shall be reported to the City immediately.

300-1.2.16 Tree Removals. All tree removals shall be performed in a manner that protects persons, property, utility wires and plant material in the landscapes below. Damage that is avoidable shall be the contractor's responsibility to repair to the satisfaction of the City.

- The tree removal shall not damage the surrounding area including other trees, landscapes, property, animals, pets, birds, persons, structures, irrigations systems, lighting or utility wires.
- All trees except those trees in parkland or an area where the tree can be felled without damage to surrounding area with approval from the city, shall be removed in pieces by lowering limbs and trunk sections with ropes
- Trees shall not be notch cut and felled. Any exception including those in Parklands shall be approved by the City.
- Extreme care must be taken to prevent unsafe working conditions and/or hazardous conditions.
- All required traffic control including flag men with proper signs and communication devices shall be employed and at no time shall a tree block the street.
- Stump removal is included in the unit price

300-1.2.17 Canary Island Palm Removals. All Canary Island palm tree removals shall be performed in a manner that protects persons, property, utility wires and plant material in the landscapes below. Damage that is avoidable shall be the contractor's responsibility to repair to the satisfaction of the City.

- The tree removal shall not damage the surrounding area including other trees, landscapes, property, animals, pets, birds, persons, structures, irrigations systems, lighting or utility wires.
- Removals shall not be performed on wet or excessively windy days.
- All trees except those trees in parkland or an area where the tree can be felled without damage to surrounding area with approval from the city, shall be removed in pieces by lowering limbs and trunk sections with ropes
- Trees shall not be notch cut and felled. Any exception including those in Parklands shall be approved by the City.
- Extreme care must be taken to prevent unsafe working conditions and/or hazardous conditions.
- All required traffic control including flag men with proper signs and communication devices shall be employed and at no time shall a tree block the street.
- Palms identified for removal due to disease shall protect the surrounding area from spread of saw dust with the use of plastic sheeting. All debris from the removal shall be removed from the site and delivered to a landfill. No grindings or mulch from the removal can be used in a re-cycle program or dumped for mulch within the City boundaries.
- Stump removal is included in the unit price.

300-1.2.18 Brush Removal and Chipping. All chipping and grinding shall be conducted in a safe manner to minimize debris flying out of the truck or disruption to the community. At no time shall the exhaust be directed at the plant material. Any damage from heated exhaust damaging plants is the contractor's responsibility to repair to the satisfaction of the City.

300-1.2.19 Stump Grinding. Stump removal when a tree is being removed is included. Stumps that exist and are not part of a present removal shall be invoiced per optional services' item.

- Tree stumps shall be ground completely to 18-inches below soil surface unless utilities or the site conditions prevent this depth.
- All surface roots within an 8 feet square circumference of the stump shall be removed by grinding unless the site conditions prevent this or excessive damage that is unacceptable will occur.
- All excavations as a result of this process shall be backfilled with native soil or its equivalent to establish a level grade with the surrounding soil, compacted and fine graded.
- Tree stumps in an open space area shall be filled native soil and the grindings spread on site unless a safety issue prohibits this.
- All grinding of stumps resulting from tree removals shall be completed within 48-hours. Unless stump grinding follows immediately, the stump will be left in a safe condition with appropriate cones, barricades and caution tape.
- It is the contractor's responsibility to contact Dig Alert to confirm the location of any utilities in the immediate area around the tree.
- The contractor is responsible to repair any damage resulting from the stump grinding unless prior written approval is received to damage the surrounding area due to the process of grinding.

300-1.2.20 Personnel. The City reserves the right to require a change in personnel if a conflict or inability to perform to the City's standards occurs. Additionally, no change in personnel assigned to the City is allowed without prior approval from the City.

SECTION 402 – UTILITIES

402-2 PROTECTION. The Contractor shall provide coordination with all utility companies involved and shall provide protection from damage to their facilities. The Contractor shall be responsible for repair or replacement to said facilities made necessary by its failure to provide required protection.

The Contractor shall be solely responsible to check all utility record maps, books, and/or other data in the possession of the CITY, other agencies, and/or all utility companies, and no allowance shall be made for any failure to have done so.

The Contractor shall utilize the services of "Underground Service Alert-Southern California" for utility locating in all public right-of-ways by calling 811 or 1-800-227-2600 at least 48 hours prior to any excavation.

Underground lines that are potentially hazardous such as oil company lines, natural gas mains, and electrical conduits will be carefully located by the owner as provided in the Standard Specifications. The Contractor shall take special precautions in determining the precise location and depth of these structures and coordinate work with the utility to ensure that they will not be

damaged by its operations.

PART 6 - TEMPORARY TRAFFIC CONTROL

SECTION 600 - ACCESS

600-1 GENERAL.

600-1.1 Public Convenience/Notification and Safety Access. It is the responsibility of the Contractor to confirm the need for notification including "temporary no-parking" before any work is performed with the City. When notification is required, the Contractor shall notify in writing residents of property adjoining the location of the work at least forty-eight hours before the start of work in that Parkland area or on the adjacent street. The Contractor is responsible for posting "temporary no- parking" signs at least forty-eight (48) hours before using the parking lane for tree trimming purposes. In the case of work requiring the removal of tree(s) which may interfere with the use by the residents or businesses of their driveways, suitable provisions shall be made by the Contractor at such time as the exigencies of work may demand a temporary blocking of said driveways. Efforts shall be made by the Contractor to minimize the duration of said blocking and to notify the residents of this need well in advance. Further, the Contractor shall provide access to each residential or commercial establishment each evening.

The contractor shall submit its work schedule and traffic control plans to the City for approval. No closure of any street shall be allowed unless prior permission is obtained from the City. **This schedule shall allow residents on the street where tree work is taking place, ample "on street" parking within an 800-foot distance from their homes.**

Traffic control shall conform in accordance to the latest editions of the Work Area Traffic Control Handbook, the Caltrans' Manual of Traffic Control in Construction and Maintenance Zones, and the standards contained in the "Manual of Uniform Traffic Control Devises (MUTCD)" and the stipulations set forth in this article.

Contractors shall maintain one lane of traffic in each direction at all times during construction, especially on heavily traveled arterials and collector streets, and even on cul-de-sac streets, unless otherwise approved by the City. If necessary, and with prior City approval, a combination of flagmen and traffic control devices should be used to allow two-way traffic with only one lane available. No streets or alleys shall be entirely closed without prior City approval.

Portions of this project may be on streets that are heavily used. Any work that affects the flow of traffic or is a distraction to the safe flow of traffic is required to have a Traffic Control Plan approved prior to performing this type of work. Full compensation for the development of a traffic control plan acceptable to the City and the installation of traffic control devices for the duration of the project shall be considered as included in the prices paid for the various contract items of work and no additional compensation will be allowed.

The contractor shall submit traffic control plans and project schedules to City staff. Any changes to the traffic control plans and schedules must be submitted to staff 72 hours prior to the scheduled day the activity is to occur. Traffic control shall adhere to W.A.T.C.H. manual guidelines. The contractor shall notify motorists of impending detours at least forty-eight hours prior to their occurrence, through the use of traffic control devices and postings.

Contractor shall provide and maintain all signs, barricades, flashers, delineators and other necessary facilities for the protection of the motoring public within the limits of the construction area.

The Contractor shall also post proper signs to notify the public regarding detours and conditions of the roadway, all in accordance with the provisions of the Vehicle Code and the current State of California Department of Transportation "Manual of Warning Signs, Lights, and Devices for Use in Performance of Work upon Highways."

Proper delineation of the travel way. If the traffic cones or portable delineators are damaged, or are not in an upright position, from any cause, said cones or portable delineators shall immediately be replaced or restored to their original location, in an upright position, by the Contractor.

Contractor shall furnish such flagmen as necessary to give adequate warning to traffic or to the public of any dangerous conditions to be encountered. Flagmen, while on duty, are assigned to give warning to the public that the highway is under construction and of any dangerous conditions to be encountered as a result thereof, shall perform their duties and shall be provided with the necessary equipment in accordance with the current "Instructions to Flagmen" of the Department of Transportation. The equipment shall be furnished and kept clean and in good repair by the Contractor, at his expense.

Should the Contractor appear to be neglectful or negligent in furnishing warning and protective measures as provided above, the City may direct attention to the existence of a hazard, and the necessary warning and protective measures shall be furnished and installed by the Contractor, at his expense. Should the City point out the inadequacy of warning and protective measures, such action on the part of the City shall not relieve the Contractor from responsibility for public safety or abrogate his obligation to furnish and pay for these devices.

The Contractor shall conduct his operations so as to provide reasonable access to the adjacent properties and have no greater length or quantity of work under construction than he can properly prosecute with a minimum of inconvenience to the public and other contractors engaged on adjacent or related work.

When entering or leaving roadways carrying public traffic, the Contractor's equipment, whether empty or loaded, shall in all cases yield to public traffic. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the Contractor at his expense.

600-1.2 Street Closures, Detours, and Barricades. The Contractor shall not close any street within the City of Gardena without first obtaining the approval of the City. Barricading, traffic control and detour diagrams in connection with street closures shall be submitted by the contractor as required by the City.

The Contractor shall provide temporary "No Parking" and all other signs which are necessary for the safe and orderly conduct of vehicular traffic as directed by the City and as specified herein. Contractor shall also provide an approval barricaded area in the parking lane for pedestrian traffic during such time as the parkway is unfit to be used for pedestrian traffic.

At such times as driveways are inaccessible due to the Contractor's work, they shall be blocked by two (2) Class II barricades or one (1) Class II barricade and two (2) delineators. Driveways that are ramped or planked for temporary access shall be provided with a barricade or delineator at each side. The Contractor shall give 24-hour notice, with City approval, to affected property owners prior to blocking any driveway.

The Contractor shall provide access for refuse collection on the regularly scheduled days. He shall also facilitate or assist in the collection where such work is hampered by his operations.

The Contractor shall provide and maintain Type II barricades along excavation edges parallel to the flow of traffic at a maximum spacing of twenty-five feet. Type II barricades mounted with flashers shall be installed around work areas in parkways. Type II barricades shall have alternating reflective orange and reflective white stripes at an angle of 45 degrees. The strip width shall be in accordance with Table 5-1 “Barricade Characteristics” “Manual of Traffic Controls for Construction and Maintenance Work Zones”.

When one-way access from a side street or alley is permitted, barricades and cones shall be provided at five-foot intervals for a distance of fifty feet on either side of the centerline of the intersecting street, or alley.

Should the Contractor fail to furnish a sufficient number of traffic and/or pedestrian safety devices, the Agency will place such necessary items and the Contractor shall be liable to the Agency for providing such devices in accordance with the following provisions:

1. For placing of barricades: $5.00 per barricade for the first day or any part thereof and $2.00 per barricade, per day, for each day thereafter or any part thereof. For flashers: $2.50 per flasher for the first day or any part thereof and $1.00 per flasher, per day, for each day thereafter or any part thereof. For traffic cones: $1.00 per cone for each day or any part thereof.

2. In the event that the services of the Agency are required between the hours of 5:00 P.M. and 8:00 A.M., during the normal week or at any time on Saturday, Sunday or an Agency holiday, there shall be an additional charge to the above set forth minimums of $188.00 for each service trip required.

Contractor shall relocate, preserve and maintain the visibility of all existing signs within the project limits which affect the flow of traffic, as directed by the City. Any signs which are damaged or found to be missing during the course of construction shall be replaced by the Contractor at his expense as directed by the City. All other signs that interfere with the course of work and are not necessary for the safe flow of traffic will be removed and replaced by the Agency. Traffic control signs include Stop Signs, Speed Limit, Parking Restrictions and other regulatory signs.

PART 8 – Landscape and Irrigation

SECTION 801 - Installation

801-6.1 Maintenance and Plant Establishment General. The entire project shall be satisfactorily maintained, commencing from the time that all items of work have been completed as specified in the foregoing articles of these Special Provisions and to the satisfaction of the Engineer, and continuing through the plant establishment period and the landscape maintenance period until final acceptance of the project. Project maintenance work shall consist of: Description of Work Items: Applying irrigation water Sweeping pavement Removing weeds Removing litter and debris Caring for plants Preventing and repairing damage Project maintenance work shall consist of applying water (except initial watering of plants), weeding, caring for plants, edging, sweeping walks, litter pickup, and performing all general project maintenance.

801-6.2 Plant Establishment Period. The plant establishment period shall be part of the maintenance period. Maintenance period shall be one year and shall commence after work has been completed. Contractor is required to provide one (1) year warranty for the newly planted tree. The date of warranty begins once the tree is planted.

Watering during and after the warranty period is up to the Contractor’s discretion.

BID PROPOSAL

BID SCHEDULE

The undersigned, having examined the proposed Contract Documents titled:

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

and having visited the sites 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 performed on a 4-year rotation among the six districts in addition to optional services.** Refer to General Provisions, Section 6-3, for the additional details. City's fiscal year begins on July 1st and ends on June 30th.

Year One (1) – District 5 & 6 (1,895 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	84	15' to 30'	Once	Each	$ 45	$ 3,780
Date Palm	8	15' to 60'	Once	Each	$ 130	$ 1,040
Queen Palm	356	15' to 60'	Once	Each	$ 55	$ 19,580
Fan Palm	180	30' to 65'	Once	Each	$ 85	$ 15,300
Pine	44	60' to 90'	Once	Each	$ 233	$ 10,252
Medjool Palm	42	25' to 30'	Once	Each	$ 39	$ 1,638
Medjool Palm	15	10' to 15'	Once	Each	$ 30	$ 450
	YEAR ONE (1) PALM & PINE TREE TRIMMING SUBTOTAL					$ 52,040

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	148	Once	Each	$ 27	$ 3,996
7-12	491	Once	Each	$ 37	$ 18,167
13-18	527	Once	Each	$ 67	$ 35,309
19-24	276	Once	Each	$ 97	$ 26,772
25-30	76	Once	Each	$ 107	$ 8,132
31+	0	Once	Each	$ 190	$ 190
YEAR ONE (1) OTHER TREE TRIMMING SUBTOTAL					$ 92,566

YEAR ONE TREE TRIMMING TOTAL

YEAR ONE (1) PALM & PINE TREE TRIMMING SUBTOTAL + YEAR ONE (1) OTHER TREE TRIMMING SUBTOTAL	$ 144,606

Year Two (2) – District 1 & 2 (1,946 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	24	15' to 30'	Once	Each	$ 49	$ 1,176
Date Palm	2	15' to 60'	Once	Each	$ 180	$ 360
Queen Palm	32	15' to 60'	Once	Each	$ 66	$ 2,112
Fan Palm	70	30' to 65'	Once	Each	$ 90	$ 6,300
Medjool Palm	42	25' to 30'	Once	Each	$ 49	$ 2,058
Medjool Palm	15	10' to 15'	Once	Each	$ 30	$ 450
	YEAR TWO (2) PALM TREE TRIMMING SUBTOTAL					$ 12,456

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	404	Once	Each	$ 30	$ 12,120
7-12	533	Once	Each	$ 50	$ 26,650
13-18	546	Once	Each	$ 69	$ 37,674
19-24	341	Once	Each	$ 89	$ 30,349
25-30	39	Once	Each	$ 119	$ 4,641
31+	0	Once	Each	$ 199	$ 199
YEAR TWO (2) OTHER TREE TRIMMING TOTAL					$ 111,633

YEAR TWO TREE TRIMMING TOTAL

YEAR TWO (2) PALM TREE TRIMMING SUBTOTAL + YEAR TWO (2) OTHER TREE TRIMMING SUBTOTAL	$ 124,089

Year Three (3) – District 3 & Arterial (1,298 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	8	15' to 30'	Once	Each	$ 50	$ 400
Date Palm	0	15' to 60'	Twice	Each	$ 189	$ 189
Queen Palm	18	15' to 60'	Once	Each	$ 69	$ 1,242
Fan Palm	34	30' to 65'	Once	Each	$ 110	$ 3740
Medjool Palm	42	25' to 30'	Once	Each	$ 66	$ 2,772
Medjool Palm	15	10' to 15'	Once	Each	$ 33	$ 495
	YEAR THREE (3) PALM TREE TRIMMING SUBTOTAL					$ 8,838

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	21	Once	Each	$ 33	$ 693
7-12	271	Once	Each	$ 55	$ 14,905
13-18	130	Once	Each	$ 77	$ 10,010
19-24	791	Once	Each	$ 111	$ 87,801
25-30	36	Once	Each	$ 133	$ 4,788
31+	0	Once	Each	$ 233	$ 233
YEAR THREE (3) OTHER TREE TRIMMING TOTAL					$ 118,430

YEAR THREE TREE TRIMMING TOTAL

YEAR THREE (3) PALM TREE TRIMMING SUBTOTAL + YEAR THREE (3) OTHER TREE TRIMMING SUBTOTAL	$ 127,268

TO BE SUBMITTED WITH PROPOSAL

Year Four (4) – District 4 & Arterial (1,916 Tree Trimming)

Species	Quantity	Height	Frequency	Unit	Unit Price	Total
King Palm	62	15' to 30'	Once	Each	$ 60	$ 3720
Date Palm	4	15' to 60'	Once	Each	$ 200	$ 800
Queen Palm	86	15' to 60'	Once	Each	$ 77	$ 6,622
Fan Palm	88	30' to 65'	Once	Each	$ 110	$ 9,680
Pine	44	60' to 90'	Once	Each	$ 266	$ 11,704
Medjool Palm	42	25' to 30'	Once	Each	$ 66	$ 2,772
Medjool Palm	15	10' to 15'	Once	Each	$ 40	$ 600
	YEAR FOUR (4) PALM & PINE TREE TRIMMING SUBTOTAL					$ 35,848

DBH	Quantity	Frequency	Unit	Unit Price	Total
0-6	158	Once	Each	$ 33	$ 5,214
7-12	394	Once	Each	$ 55	$ 21,670
13-18	450	Once	Each	$ 77	$ 34,650
19-24	440	Once	Each	$ 111	$ 48,840
25-30	199	Once	Each	$ 133	$ 26,467
31+	92	Once	Each	$ 233	$ 21,436
YEAR FOUR (4) OTHER TREE TRIMMING TOTAL					$ 158,277

YEAR FOUR (4) TREE TRIMMING TOTAL

YEAR FOUR (4) PALM & PINE TREE TRIMMING SUBTOTAL + YEAR FOUR (4) OTHER TREE TRIMMING SUBTOTAL	$ 194,175

ADDITIONAL TREE REMOVAL & TREE PLANTING ALLOWANCE

TOTAL	$40,000

GRAND TOTAL TREE TRIMMING

GRAND TOTAL TREE TRIMMING (YEAR 1+ YEAR 2 + YEAR 3 + YEAR 4) + ADDITIONAL TREE REMOVAL ALLOWANCE ($40,000)	$ 630,138

TO BE SUBMITTED WITH PROPOSAL

INSTRUCTIONS TO BIDDERS

FORM OF PROPOSAL

The Proposal shall be fully executed and submitted on the forms in the project specifications and shall be enclosed in a sealed envelope marked and addressed or emailed as directed in the Notice Inviting Bids.

PROPOSAL/BID DOCUMENTS

All Proposals shall include the following executed documents to be submitted with each bid:

Bidding Schedule

Acknowledgement of Addenda Received ✓

Bidder's Declaration ✓

Non-Collusion Affidavit ✓

Declaration of Eligibility of Contract ✓

Construction Project Reference ✓

Certificate of Non-Discrimination by Contractors ✓

Certification of Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Primary Covered Transitions ✓

***Fee Schedule for Optional Services**

*If the Fee Schedule for Optional Services is not submitted, points may be deducted from the evaluation score.

DELIVERY OF PROPOSAL

The Proposal shall be delivered by the time stipulated in the Notice Inviting Bids. It is the bidder's sole responsibility to see that its Proposal is received as stipulated. Any Proposal received after the scheduled closing time for receipt of proposals will be returned to the bidder.

WITHDRAWAL OF PROPOSAL

The Proposal may be withdrawn by the bidder by means of a written request, signed by the bidder or its properly authorized representative. Such written request must be notified via email or delivered to the place stipulated in the Notice Inviting Bids for receipt of proposals prior to the scheduled closing time for receipt of proposals. No Proposal may be withdrawn after the hour fixed for opening bids.

CITY OF GARDENA

CONTRACT DOCUMENTS AND SPECIFICATIONS

FOR

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

MAY 2026

BID PROPOSAL (BP)

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

Contractor: Tiger Tree Services INC

Address: 10815 Brockway St El Monte CA 91731

Phone: (626) 361-8691

Fax: N/A

License No.: 1056347

D.I.R. No. 1000513678

Email: tigertreeservicesinc@gmail.com

To Be Submitted

WITH

Bid Package

Contractor is to submit their Fee Schedule for Optional Services AND provide specifications with the proposal. If the Fee Schedule for Optional Services and job specifications are not submitted, this may result in a deduction during the evaluation and rating of the proposal.

The City reserves the right to use other contract services or in-house-forces in order to achieve the fastest response and best price for the City.

All work required and shown on 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.

The City will award the contract based on the Best Value (taking into consideration qualifications, experience, and costs).

The approximate number of trees provided for each year are estimated quantities. Contractor shall be paid the DBH that is currently listed on this RFP. There will be no additional fees for the DBH growth of the tree. Contractor must take that into consideration when submitting the Bid Table.

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.

Tiger Tree Services INC
Name of Bidder

Henry Sandoval 05/07/20
Signature of Bidder Date

TO BE SUBMITTED WITH PROPOSAL

BID PROPOSAL

ACKNOWLEDGEMENT OF ADDENDA RECEIVED

The Bidder shall acknowledge the receipt of addenda by number and date each addendum received.

Addendum No. 1 Date 05/12/26 Addendum No. ____ Date _____

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

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

Addenda will be issued through the Arc Solution California ( ) and City Website ( ). It is the Bidder's sole responsibility to visit these planforms to obtain and administer any Addendum related to this bid. **An Addendum must be acknowledged above by a bidder in its submitted form of Proposal.**

If an addendum or addenda have been issued by the City and not noted above as being received by the Bidder, the Bid Proposal may be rejected.

Henry Sandoval
Bidder's Signature

05/12/26
Date

DEPARTMENT of PUBLIC WORKS
1717 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3731 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9568

May 12, 2026

CITYWIDE TREE TRIMMING MAINTENANCE SERVICES

ADDENDUM NO. 1

TO: ALL SPECIFICATION HOLDERS

ADDENDUM NO. 1, AS DECRIBED BELOW, IS FOR USE OF CONTRACTORS AND SUBCONTRACTORS SUBMITTING BIDS ON THIS PROJECT. ALL BIDDERS SHALL INDICATE ON THE BID PROPOSAL FORM, "ACKNOWLEDGEMENT OF ADDENDA RECEIVED," THAT THEY HAVE RECEIVED THIS ADDENDUM NO. 1.

Revisions to Contract Documents and Specifications

1. Bid Bond is NOT required.
2. Pricing for **Tree Planting** to be included in the Optional Services Fee schedule.
3. Size of tree to be planted is equivalent to a 25-gallon bucket.
4. Ficus and Stone Pines along the center median on Vermont Ave are not part of the scope of this contract.
5. Estimated start for this contract is July 1, 2026.
6. Cost for GIS System/Software is to be included in the unit price for tree trimming service. City must have access to software/data and reserves the right to request inventory of trees throughout the duration of the Contract in the form of Shapefile, CSV and on a website or portal at all times.
7. Contractor is to maintain updated tree inventory which includes location of tree, species, DBH and history of tree trimming and include picture of tree.

END OF ADDENDUM NO. 1

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

BIDDER'S DECLARATION

It is understood and agreed that:

1. The undersigned has carefully examined all documents which will form a part of the Contract; namely, the Notice Inviting Bids, the Instructions to Bidders, this Proposal, the Bid Bond, the Contract, the Faithful Performance Bond, the Payment Bond, the federal requirements, if any, the Plans and Specifications, the Special Provisions, and the Technical Provisions.

2. The undersigned has, by investigation at the site of the work and otherwise, satisfied himself as to the nature and location of the work and fully informed himself as to all conditions and matters, which can in any way affect the work or the cost thereof.

3. The undersigned fully understands the scope of work and has carefully checked all words and figures inserted in this Proposal and further understands that the City will not be responsible for any errors or omissions in the preparation of the Proposal.

4. The undersigned agrees and acknowledges that he is aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the undersigned will comply with such provisions before commencing the performance of the Contract if it is awarded to the undersigned.

The undersigned will execute the Contract and furnish the required statutory bonds and certificates of insurance within the period of time specified in the Contract Documents.

The undersigned will begin work after award of Contract and a Notice to Proceed has been given as herein specified and will complete said work within the time specified in the Bidding Schedule.

5. The undersigned certifies that this Proposal is genuine and not sham or collusive, or made in the interest or on behalf of a person not herein named, and the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid nor induced any other person, firm, or corporation to refrain from bidding. The undersigned has not in any manner sought by collusion to secure for himself any advantage over any other bidder.

6. The undersigned will accept an award and enter into a Contract for all work scheduled herein on which he puts in a bid. The awards for such work are to be entirely at the discretion of the City after evaluation of the bids are submitted. The undersigned agrees that the City shall recover or retain as a bid bond forfeiture an amount equal to the difference between the low bid and amount of the bid of the bidder with whom the City enters into a Contract, and the surplus, if any, shall be returned to the lowest bidder in accordance with the provisions of the Public Contract Code Sections 20172 and 20174 in the event of his failure to execute a Contract and furnish required bonds and insurance therefor within the time provided.

BIDDER'S DECLARATION (Continued)

7. The undersigned bidder stated under penalty of perjury that the representations made in submitting this bid are, to the best of his/her knowledge, true, accurate, and complete.

Respectfully submitted,

Tiger Tree Services INC
Contractor's Business Name

Henry Sandoval CEO (TTS)
Contractor (Print) Title

10815 Brockway St
Business Address: Street

Henry Sandoval CEO
Signature Title

El Monte CA 91731
City State Zip

1056347 C61/D49
Contractor's License No. and Classification

(626)361-8691
Business Phone Number

N/A
Business Fax Number

05/07/26
Date

Henry Sandoval CEO
Name Title

10815 Brockway St
Residence: Street

626-361-8691
Residence Phone Number

El Monte CA 91731
City State Zip

Note: If the bid is made by an individual, it must be signed with the full name of the bidder, whose address must be given: if it is made by a firm, it must be signed in the co- partnership's name by a general partner thereof, who shall also sign his or her own name, and the name and full address of each partner (general and/or limited) must be given; and if it is made by a corporation, it must be signed by a properly authorized officer, the corporate name shall be set forth, and the separate corporate officer's certification shall be provided.

BID PROPOSAL

NON-COLLUSION AFFIDAVIT

(To be executed by Bidder and submitted with Bid)

State of California

County of Los Angeles

Henry Sandoval being first duly sworn, deposes and says that he or she is CEO of Tiger Tree Services INC the party making the foregoing bid, that the bid is not made in the interest of, or on the behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay fee to any corporation, or agent thereof to effectuate a collusive or sham bid.

Henry Sandoval TTS
NAME OF BIDDER

Henry Sandoval
SIGNATURE OF BIDDER

1085 Brockway St
ADDRESS OF BIDDER

El Monte CA 91731
CITY STATE ZIP

ALL SIGNATURES MUST BE WITNESSED BY NOTARY
(attach appropriate jurats)

TO BE SUBMITTED WITH PROPOSAL

CLEAR

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE §1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of Los Angeles)

On May 7, 2026 before me, Liliana Huayhua, Notary Public

Date *Here Insert Name and Title of the Officer*

Personally appeared Henry Sandoval

Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

~~Signature of Notary Public~~

LILIANA HUAYHUA
COMM. #2436592
Notary Public - California
Los Angeles County
My Comm. Expires Feb. 21, 2027

NRO1 NRO1

Place Notary Seal *Above*

---------- ***OPTIONAL*** ----------

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document _____ Document Date _____

Number of Pages _____ Signer(s) Other Than Named Above _____

Capacity(ies) Claimed by Signer(s)

Signer's Name _____	Signer's Name _____
Corporate Officer—Title(s) _____	Corporate Officer—Title(s) _____
Partner Limited General	Partner Limited General
Individual Attorney in Fact	Individual Attorney in Fact
Trustee Guardian or Conservator	Trustee Guardian or Conservator
Other _____	Other _____
Signer Is Representing _____	Signer Is Representing _____

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BID PROPOSAL

DECLARATION OF ELIGIBILITY TO CONTRACT

[Labor Code Section 1777.1; Public Contract Code Section 6109]

The undersigned, a duly authorized representative of the contractor, certifies and declares that:

1. The undersigned contractor is aware of Sections 1777.1 and 1777.7 of the California Labor Code, which prohibit a contractor or subcontractor who has been found by the Labor Commissioner or the Director of Industrial Relations to be in violation of certain provisions of the Labor Code, from bidding on, being awarded, or performing work as a subcontractor on a public works project for specified periods of time.

2. The undersigned contractor is not ineligible to bid on, be awarded or perform work as a subcontractor on a public works project by virtue of Sections 1771.1 or 1777.7 of the California Labor Code or any other provision of law.

3. The undersigned contractor is aware of California Public Contract Code Section 6109, which states:

> "(a) A public entity, as defined in Section 1100 [of the Public Contract Code], may not permit a contractor or subcontractor who is ineligible to bid or work on, or be awarded, a public works project pursuant to Section 1777.1 or 1777.7 of the Labor Code to bid on, be awarded, or perform work as a subcontractor on a public works project. Every public works project shall contain a provision prohibiting a contractor from performing work on a public works project with a subcontractor who is ineligible to perform work on the public works project pursuant to Section 1771.1 or 1777.7 of the Labor Code."
>
> "(b) Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract, and any public money that may have been paid to a debarred subcontractor by a contractor on the project shall be returned to the awarding body. The contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the project."

4. The undersigned contractor has investigated the eligibility of each and every subcontractor the undersigned contractor intends to use on this public works project and has determined that none of them are ineligible to perform work as a subcontractor on a public works project by virtue of the foregoing provisions of the Public Contract Code, Sections 1771.1 or 1777.7 of the Labor Code, or any other provision of law.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed this 05 day of May, 2026, at El Monte Los Angeles *(place of execution)*, California 91731.

Signature: Henry Sandoval Name: Henry Sandoval

Title: CEO Company: Tiger Tree Services INC

BID PROPOSAL

CONSTRUCTION PROJECT REFERENCE

In order to fully evaluate your background and experience for the project herein proposed, please submit a list of Public Works and/or similar construction projects completed or in progress within the last three (3) years. Failure to provide this information may constitute grounds for rejection of your bid as non-responsive.

Number of years as a contractor in construction work of this type: 10 years

Three projects of this type recently completed:

1. Name (Firm/Agency): CALTRANS
   Address: 1102 Montenegro Way, El Centro CA 92243
   Contact Person: Jessie Rubio Telephone No.: ___
   Title of Project: Tree pruning / Trimming / Removal
   Project Location: San diego
   Date of Completion: 12/20/25 Contract Amount: $ 2,009,320

2. Name (Firm/Agency): City of El Monte public works
   Address: 3990 Arden PR, El Monte CA 91731
   Contact Person: Jerry Moreno Telephone No.: (626) 434-6252
   Title of Project: High tree Trimming ficus Trees
   Project Location: El Monte
   Date of Completion: 9/18/25 Contract Amount: $ 150,000

3. Name (Firm/Agency): City of Riverside
   Address: 10540 Magnolia Ave, ste B Riverside CA 92505
   Contact Person: Suzanne Sahagun Telephone No.: (951)-836-5418
   Title of Project: Tree Trimming
   Project Location: City of Riverside
   Date of Completion: June, 2024 Contract Amount: $ $75,000

NOTE: If requested by the City, the bidder shall furnish a certified financial statement, references, and other information sufficiently comprehensive to permit an appraisal of his current financial condition.

Bidder's Signature Henry Sandoval

BID PROPOSAL

CERTIFICATE OF NON-DISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City, the firm listed below certifies that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that it is in compliance with all applicable federal, state, and local directives, and executive orders regarding non-discrimination in employment; and that it agrees to pursue positively and aggressively the principle of equal opportunity in employment.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.

2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.

3. To take affirmative steps to hire minority employees within the company.

FIRM Tiger Tree Services INC

TITLE OF PERSON SIGNING CEO

SIGNATURE Henry Sandoval

DATE 05/07/26

Please include any additional information available regarding equal opportunity employment programs now in effect within your company:

N/A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS
(Continued)

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

2. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

3. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).

5. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

6. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

BID PROPOSAL

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – PRIMARY COVERED TRANSACTIONS

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

The Contractor shall not perform Work with any Subcontractor that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. The Contractor and Subcontractors shall not be debarred or suspended throughout the duration of the Contract pursuant to Labor Code Section 1777.1 or any other federal or State law providing for the debarment of contractors from public works. If the Contractor or any Subcontractor becomes debarred or suspended during the duration of the Project, the Contractor shall immediately notify the City.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

   b. Have not within a 5-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

   c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

   d. Have not within a 5-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: Henry Sandoval Name: Henry Sandoval

Title: CEO Company: Tiger Tree Services INC

TIGER TREE SERVICES INC

In God we Trust

LICENSING

dca
DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE

License Number **1056347** Entity CORP

Business Name TIGER TREE SERVICES INC

Classification(s) C61/D49

CSLB

Expiration Date 07/31/2027 www.cslb.ca.gov

State of California Department of Industrial Relations

Public Works Support | eCPR Search | Contractor Registration Search | Project Registration Search | Services

Enrique Sandoval

Your information

Welcome, Enrique Sandoval

Tiger Tree Services INC 1000513678

DIR Approved

Manage Contractor Employees | Manage Contractor Users | Manage Contractor Information

Registration valid from
July 11, 2024 to June 30, 2027

Request Addition to a Project Team

My Projects

Search My Projects

All

Name	Project Number	State	Stage	Awarding Body	Submit new ECPR	View eCPRs
Tree Services	11A4021	Approved		California Department of Transportation	Submit	View eCPRs

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The American Society of Consulting Arborists

in recognition of fulfillment of the requirements for Registered

Consulting Arborist® status

confers upon

Ron Serven, RCA #709

Registered Membership

July 1, 2020

Richard Adkins, RCA #555
President

The International Society of Arboriculture

ISA Certified Arborist®

The International Society of Arboriculture

Hereby Announces That

Enrique Sandoval

Has Earned the Credential

ISA Certified Tree Worker Climber Specialist®

By successfully meeting ISA Certified Tree Worker Climber Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pelikan
ISA Executive Director

30 October 2001 | 31 December 2024 | WE-11027
Issue Date | Expiration Date | Certification Number

The International Society of Arboriculture

Hereby Announces That

Ron Serven

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

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The International Society of Arboriculture

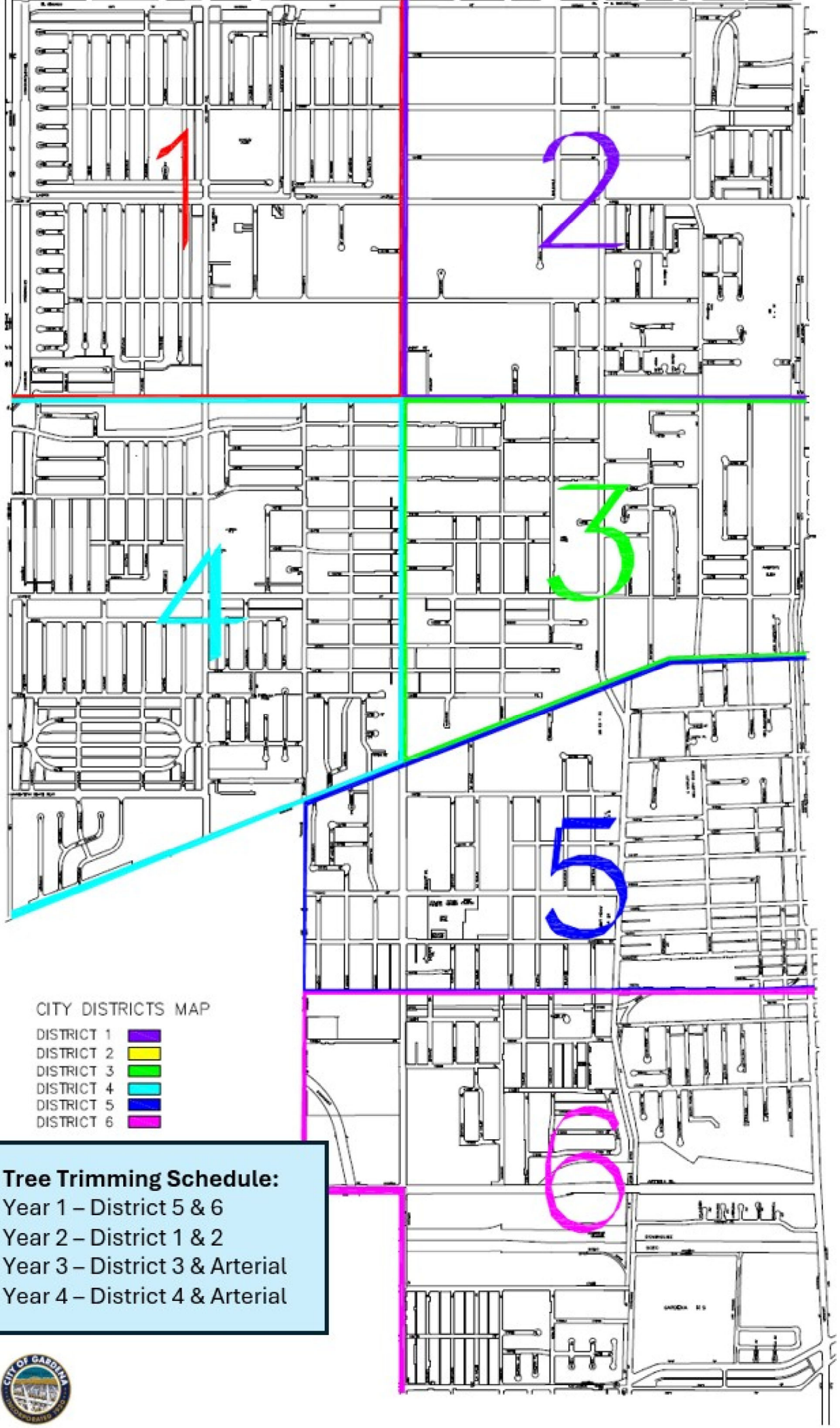
Hereby Announces That

Ron Serven

Has Earned the Credential

ISA Certified Arborist Municipal Specialist®

By successfully meeting ISA Certified Arborist Municipal Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council



Tree Trimming Schedule:

Year 1 – District 5 & 6

Year 2 – District 1 & 2

Year 3 – District 3 & Arterial

Year 4 – District 4 & Arterial

City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 17C.
Section: DEPARTMENTAL ITEMS - PUBLIC WORKS
Meeting Date: June 23, 2026

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

AGENDA TITLE: Authorize the City Manager to execute a Funding Agreement Amendment with the Los Angeles County Metropolitan Transit Authority (LACMTA) in the amount of $1,228,000 and approve a Contract Change Order to the Professional Services Agreement with Iteris, Inc, in the Amount of $28,480 for the Vermont Ave Traffic Signal Improvements, JN 930

COUNCIL ACTION REQUIRED:

Staff Recommendation:
-Authorize the City Manager to execute a Funding Agreement (FA) Amendment
-Approve a Contract Change Order (CCO) for Professional Services with Iteris

RECOMMENDATION AND STAFF SUMMARY:

In February 2018, LACMTA approved $1,500,000 for the City of Gardena's Vermont Avenue at Redondo Beach Boulevard and at Rosecrans Avenue Project, JN 930. In June 2023, Amendment #2 was approved by LACMTA which increased the project budget by $728,000 to address post pandemic price escalation. Subsequently, in January 2025, the City requested and was granted an additional $500,000 to ensure the successful completion of the project. Together, these actions provided an additional $1,228,000 in project funding. The attached Funding Agreement Amendment #3 approves the additional funding, resulting in a total approved project budget of $2,728,000.

On August 28, 2018 the City Council approved a Professional Services Agreement with Iteris, Inc. to prepare project plans, specifications and a cost estimate for the project. Iteris' original proposal did not include coordinating with and securing a City of Los Angeles B-permit from the Bureau of Engineering (BOE) for work within the City of Los Angeles jurisdiction. While the plans and permit application has been submitted and subsequent comments received from BOE, in order to comply with BOA requirements to secure a B-permit for the project, additional revisions to the project plans are required.

Staff has reviewed the B-permit requirements and requested Iteris to submit a contract change order proposal to address the City of Los Angeles' comments and to secure a permit with minimal additional delay to the project. Iteris has submitted a contract change order proposal in the amount of $28,480 to cover the costs associated with revising the plans and securing a B-permit. The attached contract change order to Iteris' original contract is appropriate and warranted.

Staff recommends that the City Council authorize the City Manager to execute a Funding Agreement Amendment with the LACMTA in the amount of $1,228,000 and approve a Contract Change Order to the Professional Services Agreement with Iteris in the amount of $28,480 for the Vermont Avenue at Redondo Beach and at Rosecrans Avenue Project JN 930.

FISCAL IMPACT/COST:

Project Budget Amount: $2,728,000 (Measure R Highways), of which $2,412,774 remains and is budgeted for Fiscal Year 2026-2027

Financial Impact: No impact to the General Fund

APPROVED:



_____
Clint Osorio, City Manager

Attachments

Amendment No. 3 to Measure R Funding Agreement
Iteris Proposal_Traffic Signal Upgrades for Vermont Ave Improvement Project
Project Location Map.pdf

AMENDMENT No.3 TO MEASURE R FUNDING AGREEMENT BETWEEN CITY OF GARDENA AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Amendment No. 3 to the Funding Agreement (this "Amendment"), is dated March 4, 2026, for reference purposes only, by and between the City of Gardena ("Grantee") and the Los Angeles County Metropolitan Transportation Authority ("LACMTA").

RECITALS:

A. Grantee and LACMTA entered into that certain Funding Agreement No. 920000000MR31202 dated February 20, 2018, which was amended on October 15, 2019 and July 15, 2022 (as amended, the "Existing FA"), which Existing FA provides for the Vermont Avenue at Redondo Beach Boulevard and at Rosecrans Avenue Project (the "Project"); and

B. WHEREAS, the Grantee desires to increase the Project's budget of Measure R by $728,000 from $1,500,000 to $2,228,000. This amount is within the Board authorized budget increase for the Project. The total new Project budget is $2,228,000 which was approved by the LACMTA Board on June 22, 2023; and

C. WHEREAS, the Grantee desires to increase the Project's budget of Measure R by $500,000 from $2,228,000 to $2,728,000. This amount is within the Board authorized budget increase for the Project. The total new Project budget is $2,728,000 which was approved by the LACMTA Board on January 23, 2025; and

D. WHEREAS, the LACMTA Board on January 26, 2023 delegated administrative authority to staff to extend funding lapse dates to meet PAED, PS&E, ROW and Construction time frames; and

E. WHEREAS, the Grantee and LACMTA desire to extend the lapsing date of FY 2017-18 funds and FY 2023-24 funds to June 30, 2027; and

F. WHEREAS, the Funds are currently programmed for the Project as follows: $40,000 in Measure R Funds in FY 2016-17, $1,460,000 in Measure R Funds in FY 2017-18, $728,000 in Measure R Funds in FY 2023-24 and $500,000 in Measure R Funds in FY 2025-26. The total designated amount for the Project is $2,728,000; and

G. Grantee and LACMTA desire to amend the Existing FA as provided herein.

AGREEMENT:

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. Part I, Paragraph 2.2 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "To the extent the Measure R funds are available,

LACMTA shall make to GRANTEE a grant of the Measure R funds in the amount of $2,728,000 (the "Funds") for the Project. LACMTA Board of Directors actions on June 23, 2016, June 22, 2023, and January 23, 2025 granted the Measure R Funds for the Project. The Funds are currently programmed in Fiscal Years: $40,000 in FY 2016-17; $1,460,000 in FY 2017-18; $728,000 in FY2023-24; and $500,000 in FY 2025-26."

2. Part I, Paragraph 11 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Metro HQ
Los Angeles, CA 90012
Attention: Minji Kwon, 99-18-2
(213) 922-4164
KwonM@metro.net"

3. Part II, Paragraph 6.1 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"6.1 GRANTEE shall submit the draft of Quarterly Progress/Expenditure Report (Attachment D-2) within sixty (60) days after the close of each quarter on the last day of the months November, February, May and August to the LACMTA Project Manager for review and pre-approval of the applicable report. LACMTA Project Manager shall review and respond in writing to the draft Quarterly Progress/Expenditure Reports within thirty (30) calendar days from receipt. Grantee shall submit the LACMTA pre-approved Quarterly Progress/Expenditure Report no later than five (5) days after receipt of LACMTA's written approval. Should GRANTEE fail to submit either the draft or pre-approved reports within five (5) days of the due date and/or submit incomplete reports, LACMTA will not reimburse GRANTEE until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Reports shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.), and any changes to interim milestone dates that do not impact the final milestone date. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, GRANTEE will still be required to submit the Quarterly Progress/Expenditure Reports indicating no dollars were expended that quarter. If a request for reimbursement exceeds $500,000 in a single month, then GRANTEE can submit such an invoice once per month with supporting documentation. Expenses that are not invoiced to LACMTA Accounts Payable within ninety (90) days after the lapsing date specified in Part II, Section 9.1 below are not eligible for reimbursement"

4. Part II, Section 9.1 (vii) of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following: "(vii) Expending the Funds granted under this FA for allowable costs by the lapsing date. All Funds programmed for FY2016-17 have been expended and are no longer available. All Funds programmed for FY2017-18 are subject to lapse by June 30, 2027. All Funds programmed for FY2023-24 are subject to lapse by June 30, 2027. All Funds programmed for FY2025-26 are subject to lapse by June 30, 2028."

5. Part II, Paragraph 12 of the Existing FA is hereby amended by deleting it in its entirety and replacing it with the following:

"12. COMMUNICATIONS:

12.1 GRANTEE shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Recipient Communications Guidelines" available online at http://metro.net/partners-civic. The Funding Recipient Communications Guidelines may be changed from time to time during the course of this Agreement. GRANTEE shall be responsible for complying with the latest Funding Recipient Communications Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

12.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Recipient Communications Guidelines.

12.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. The preferred logo lock-up for Funding Recipients to use is included in the Funding Recipient Communications Guidelines.

12.4 GRANTEE shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

12.5 The LACMTA Project Manager shall be responsible for monitoring GRANTEE's compliance with the terms and conditions of this Section. GRANTEE's failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein."

6. Attachment A-1 of the Existing FA is hereby replaced by Attachment A-2, attached.

7. Attachment B-1-2 of the Existing FA is hereby replaced by Attachment B-1-3, attached.

8. Attachment C-2 – Scope of Work of the Existing FA is hereby amended by deleting the Project Budget and replacing it with the following Revised Project Budget:

PROJECT BUDGET:

COMPONENT	AMOUNT
PA/ED	2,529
PS and E	201,471
R/W Support	000,000
R/W Capital	000,000
Construction Support	260,000
Construction Capital	2,264,000
Total Budget	$ 2,728,000

9. Attachment C-2 – Scope of Work of the Existing FA is hereby amended by deleting the Milestones Schedule and replacing it with the following Revised Milestones Schedule:

MILESTONES: The implementation schedule for this project will be as follows.

	START DATE	COMPLETION DATE
PS&E		
35% PS&E	2/2019	4/2019
Preliminary Investigations		
Geometric Drawings		
ADL Review		
Utilities		
Estimating		
Civil Design		
65% PS&E	5/2019	10/2024
Civil Design Plans		
Structural Design		
Prepare Project Cost Estimate		
95% PS&E	10/2025	2/2026
Civil Design Plans		
Structural Design		
Submit Final PS&E	3/2026	3/2026
Solicitation (Bid/Proposal)		
Develop Solicitation Package	8/2025	1/2026
Solicitation Response	2/2026	2/2026
Evaluations/Selections	2/2026	2/2026
Board Approval Process	2/2026	3/2026
Contract Award	4/2026	4/2026
Fully Executed Contract	5/2026	5/2026

CONSTRUCTION MILESTONES: The implementation schedule for this project will be as follows.

	START DATE	COMPLETION DATE
Solicitation (Bid/Proposal)		
Develop Solicitation Package	8/2025	1/2026
Solicitation Response	2/2026	2/2026
Evaluations/Selections	2/2026	2/2026
Board Approval Process	2/2026	3/2026
Contract Award	4/2026	4/2026
Fully Executed Contract	5/2026	5/2026

Excavation		
Potholing	6/2026	6/2026
Foundation work	7/2026	8/2026
Conduit work	7/2026	9/2026
Procurement of Long Lead Time Materials	6/2026	3/2027
Concrete		
Rebar placement	7/2026	8/2026
Concrete foundation pour	7/2026	8/2026
Pole and Equipment replacement	9/2026	2/2027
Removal of Old equipment	10/2026	2/2027
Traffic Control	6/2026	3/2027
Utilities Coordination / Permits	6/2026	9/2026
Signage and Striping	1/2027	1/2027
A/G Testing/Acceptance	1/2027	3/2027
General Construction/close out project	6/2026	3/2027

10. The parties have agreed that the Monthly Progress Report is no longer required and therefore, Attachment D-1 and all references thereto are hereby deleted.

11. Attachment E - TIP Sheet of the Existing FA is hereby replaced by Attachment E-1, attached.

12. Except as expressly amended hereby, the Existing FA remains in full force and effect as originally executed. All rights and obligations of the parties under the Existing FA that are not expressly amended by this Amendment shall remain unchanged.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 3 to the FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____ Date: _____

Stephanie Wiggins
Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____ Date: April 23, 2026

Deputy

GRANTEE:

CITY OF GARDENA

By: _____ Date: _____

Clint Osorio
City Manager

APPROVED AS TO FORM:

By: _____ Date: _____

Carmen Vasquez
City Attorney

FTIP #: LA0G1415

ATTACHMENT A-2 - PROJECT FUNDING

Measure R Program - Funding Agreement Projects - FA# 9200000000MR312.02

Project Title: Traffic Signal Improvements on Vermont Ave. at Redondo Beach Blvd. and at Rosecrans Ave. Project#: MR312.02

PROGRAMMED BUDGET - SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Years	FY2016-17	FY 2017-18	FY2023-24	FY2025-26	FY2026-27	Total Budget	% of Budget
LACMTA PROGRAMMED FUNDING								
MEASURE R FUNDS		$ 40,000	$ 1,460,000	$ 728,000	$ 500,000		$ 2,728,000	
LACMTA PROGRAMMED FUNDS BY YEAR SUBTOTAL		$ 40,000	$ 1,460,000	$ 728,000	$ 500,000	$ -	$ 2,728,000	100%
OTHER SOURCES OF FUNDING:								
LOCAL:							$ -	0%
STATE:							$ -	0%
FEDERAL:							$ -	0%
PRIVATE OR OTHER:							$ -	0%
OTHER FUNDING SUBTOTAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0%
TOTAL PROJECT FUNDS	$ -	$ 40,000	$ 1,460,000	$ 728,000	$ 500,000	$ -	$ 2,728,000	100%

ATTACHMENT B-1-3 - EXPENDITURE PLAN COST & CASH FLOW BUDGET

Measure R Program - Funding Agreement Projects - FA# 9200000000MR31202 A-3
Project Title: Traffic Signal Upgrade for Vermont Ave. Intersections with Rosecrans Ave. and Redondo Beach Blvd. Project#: MR312.02

PROGRAMMED SOURCES OF FUNDS

SOURCES OF FUNDS	Prior Expenditures	FY 2025-26 Qtr 2	FY 2025-26 Qtr 3	FY 2025-26 Qtr 4	FY 2026-27 Qtr 1	FY 2026-27 Qtr 2	FY 2026-27 Qtr 3	FY 2026-27 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED	$2,529								$2,529
PS&E	$174,649		$2,000	$7,822	$5,000	$6,000	$6,000		$201,471
RW Support									$0
Const. Support	$73,537		$41,463	$10,000	$40,000	$50,000	$45,000		$260,000
RW									$0
Construction				$200,000	$964,000	$900,000	$200,000		$2,264,000
Total MEASURE R	**$250,715**	**$0**	**$43,463**	**$217,822**	**$1,009,000**	**$956,000**	**$251,000**	**$0**	**$2,728,000**
PROP C 25%									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PROP C 25%	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM PROG LACMTA FUNDS:	**$250,715**	**$0**	**$43,463**	**$217,822**	**$1,009,000**	**$956,000**	**$251,000**	**$0**	**$2,728,000**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

SOURCES OF FUNDS	FY 2027-28 Qtr 1	FY 2027-28 Qtr 2	FY 2027-28 Qtr 3	FY 2027-28 Qtr 4	FY 2027-28 Qtr 1	FY 2027-28 Qtr 2	FY 2027-28 Qtr 3	FY 2027-28 Qtr 4	TOTAL BUDGET
LACMTA PROGRAMMED FUNDS:									
MEASURE R FUNDS:									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total MEASURE R	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROP C 25%									
PAED									$0
PS&E									$0
RW Support									$0
Const. Support									$0
RW									$0
Construction									$0
Total PROP C 25%	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM PROG LACMTA FUNDS:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUM NON-LACMTA FUNDS :	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
PROJECT FUNDING FY24-25 and FY25-26	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
SUMMARY OF ALL FUNDS									
PAED	**$2,529**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,529**
PS&E	**$174,649**	**$0**	**$2,000**	**$7,822**	**$5,000**	**$6,000**	**$6,000**	**$0**	**$201,471**
RW Support	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Const. Support	**$73,537**	**$0**	**$41,463**	**$10,000**	**$40,000**	**$50,000**	**$45,000**	**$0**	**$260,000**
RW	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Construction	**$0**	**$0**	**$0**	**$200,000**	**$964,000**	**$900,000**	**$200,000**	**$0**	**$2,264,000**
TOTAL MILESTONES	**$250,715**	**$0**	**$43,463**	**$217,822**	**$1,009,000**	**$956,000**	**$251,000**	**$0**	**$2,728,000**
SUM PROG LACMTA FUNDS	**$250,715**	**$0**	**$43,463**	**$217,822**	**$1,009,000**	**$956,000**	**$251,000**	**$0**	**$2,728,000**
SUM NON-LACMTA FUNDS	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL PROJECT FUNDING	**$250,715**	**$0**	**$43,463**	**$217,822**	**$1,009,000**	**$956,000**	**$251,000**	**$0**	**$2,728,000**

Los Angeles Metropolitan Transportation Authority

2025 Federal Transportation Improvement Program ($000)

TIP ID **LA0G1415** Implementing Agency **Gardena, City of**

Project Description: Traffic Signal Improvements on Rosecrans Ave at Vermont Ave. and Redondo Beach Blvd at Vermont Ave.

SCAG RTP Project #: 2016A319
Study:N/A Is Model: NO Model #:
PM: William Mendoza - (310) 217-9608
Email: wmendoza@cityofgardena
LS: N LS GROUP#:
Conformity Category: EXEMPT - 93.127

System :Local Hwy | Route : | Postmile: | Distance: | Phase: Construction/Project Implementation begins | Completion Date 12/31/2028

Lane # Extd: | Lane # Prop: | Imprv Desc: | Air Basin: SCAB | Envir Doc: CATEGORICALLY EXEMPT - 05/01/2018

Toll Rate: 0.00 | Toll Colc Loc: | Toll Method: | Hov acs eg loc: | Uza: Los Angeles-Long Beach-Santa Ana | Sub-Area: | Sub-Region: South Bay Cities COG

CTIPS ID: 20920012259 EA #: PPNO:

Program Code: NCNH2 - SIGNAL(S)-AT INTERSECTIONS (NON SIGNAL SYNCH) Stop Loc:

	PHASE	PRIOR	24/25	25/26	26/27	27/28	28/29	29/30	BEYOND	PROG TOTAL
MR20H - Measure R 20% Highway	PE	$180	$10	$12	$2					$204
	RW	$0	$0	$0	$0					$0
	CON	$1,320	$200	$506	$498					$2,524
	SUBTOTAL	$1,500	$210	$518	$500					$2,728
	TOTAL	**$1,500**	**$210**	**$518**	**$500**					**$2,728**

TOTAL PE: $204 **TOTAL RW: $0** **TOTAL CON: $2,524** **TOTAL PROGRAMMED: $2,728**

- General Comment: Metro Board approved in January 2025 additional Measure R 20% to cover construction costs. Document uploaded for reference. #MR312.02
- Modeling Comment: Scope change was due to B-Permit work added to Design Engineer consultant. Permit has been pending with the City of Los Angeles since FY 20-21 and we have been dealing with 3 different departments (DOT, BOE and BSL). Price escalation of Materials, Equipment and Labor from summer of 2022 to fall of 2023 were substantial. Delay was cause by pausing design phase and waiting for the issuance of the permit which will influence the final curb ramp plans/details, traffic signal pole placement and safety light placement. Project Schedule also takes account the long lead time needed to order Traffic Signal Equipment.
- TCM Comment: N/A
- Amendment Comment:
- CMP Comment:
- Narrative:

Last Revised **Amendment 25-17 - APPROVED** **Change reason**:COST INCREASE **Total Project Cost** **$2,728**

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1700 Carnegie Avenue, Suite 100
Santa Ana, CA 92705

January 29, 2026

Mr. William Mendoza
Associate Engineer
City of Gardena
Public Works Department, Engineering Division
1717 W. 162nd Street
Gardena, CA 90247-3778

Re: Proposal for Traffic Signal Upgrades on Vermont Avenue at Redondo Beach Boulevard and Rosecrans Boulevard – B Permit Plans Revisions

Dear Mr. Mendoza:

Iteris is pleased to present this proposal for engineering and design services related to the Traffic Signal Reconstruction on Vermont Avenue at Redondo Beach Boulevard and at Rosecrans Avenue. This amendment is intended to secure Permit B approval by addressing the additional comments provided by the City of Los Angeles Bureau of Engineering (BOE). BOE initially provided approval in 2024 but returned with more comments that needed to be addressed on the roadway plans. Iteris will also update specifications to reflect updated video detection at two intersections. Our approach will include revising the existing plans as necessary and resubmitting them through the BOE permit process for approval. The proposed scope of work is outlined below.

1 SCOPE OF WORK

TASK 1. PLAN REVISION AND PERMIT SUBMITTAL

The BOE has provided comments that must be addressed as part of the Permit B approval process. The Iteris/Psomas team has reviewed these comments and identified the necessary revisions to fully comply with BOE requirements. Iteris will complete all steps required to obtain Permit B approval, except for the payment of the $10,000 permitting fee, which will be paid for by the City of Gardena.

Deliverables

- Revised Traffic Signal and Civil Plans
- Permit B approval from BOE

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1700 Carnegie Avenue, Suite 100
Santa Ana, CA 92705

2 COMPENSATION/METHOD OF PAYMENT

In consideration for the services set forth in the Scope of Work, Iteris shall be compensated on a Time and Material (T&M) basis set forth below and per the conditions of the On-Call Professional Services Agreement with the City, effective September 10, 2024. Except to the extent the amount is increased by mutual written agreement, the total compensation shall be **$28,480**, as summarized below.

TASK		ITERIS				PSOMAS	Total Hours	Total Cost
		Joshua McNeill Project Manager	Associate Engineer	Assistant Engineer	Iteris Total	Psomas Total		
Task 1.0	***Plan Revision and Permit Submittal***	**20**	**24**	**28**	**$14,980**	**$13,500**	**72**	**$28,480**
	Plan Revision	*14*	*20*	*28*	***$12,364***	***$13,500***		***$25,864***
	Permit Submittal	*6*	*4*		***$2,616***			***$2,616***
							TOTAL FEE:	**$28,480**

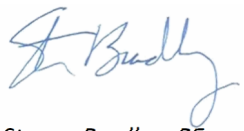
The fee includes all labor and direct expenses for the defined tasks.

3 TERMS AND CONDITIONS

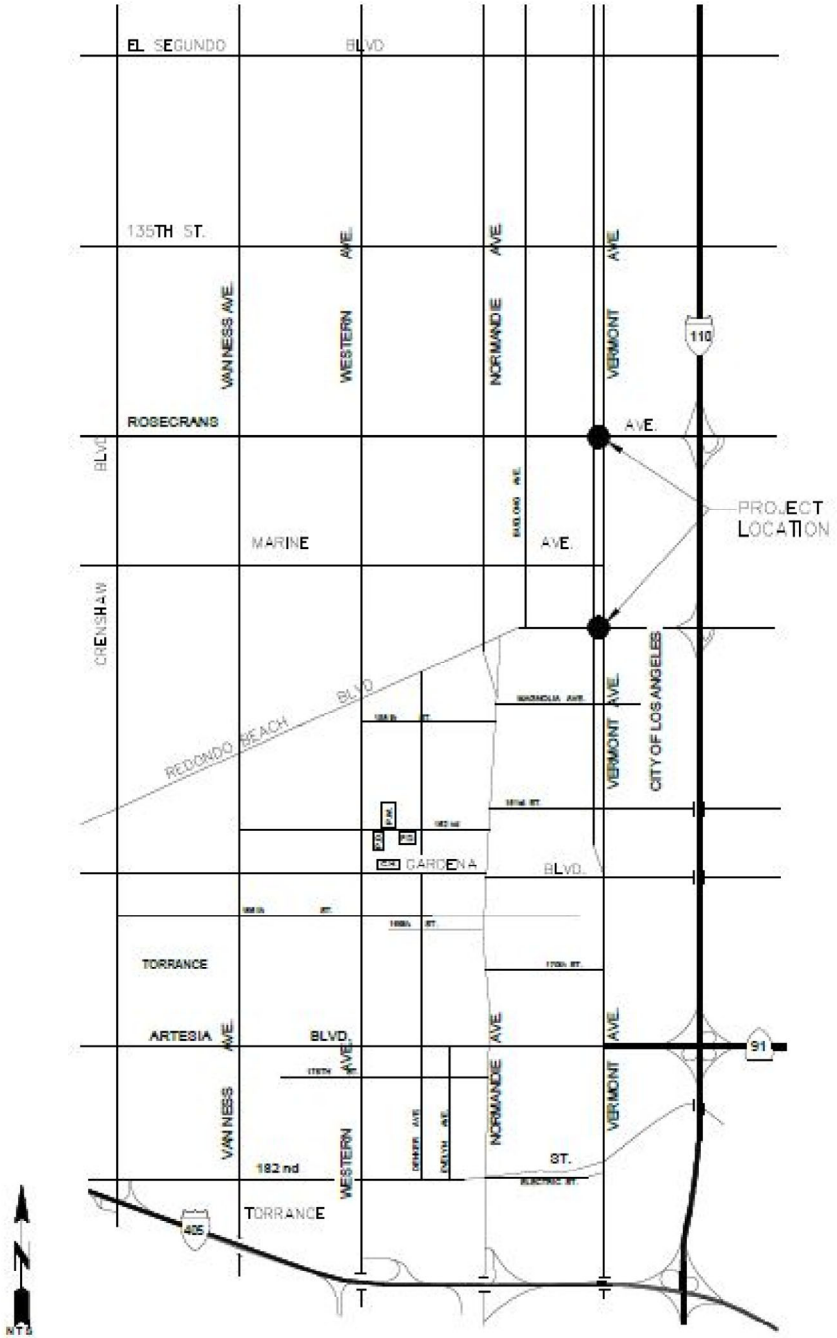
This proposal is submitted subject to the successful negotiation of a mutually agreeable contract between Iteris and the City of Gardena. Invoices will be submitted monthly based upon project progress. Progress payments shall be made monthly for that percentage of work completed, and in full upon completion of our work. Payment is due within 30 days.

Thank you for the opportunity to work with the City of Gardena. Please feel free to contact me at (949) 270-9647 or sdb@iteris.com, or Joshua McNeill, at (949) 270-9579, jmcneill@iteris.com, should you have any questions or require additional information.

Sincerely,
Iteris, Inc.



Steven Bradley, PE
Vice President
Consulting Solutions



PROJECT LOCATION MAP

NTS