

GARDENA

Opportunity Awaits



ADOPTED BUDGET 2018/2019
PROPOSED BUDGET 2019/2020





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CITY OF GARDENA
ADOPTED BUDGET FISCAL YEAR 2018/2019 and PROPOSED 2019/2020
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CITY OF GARDENA
ADOPTED BUDGET FISCAL YEARS 2018/2019 and PROPOSED 2019/2020
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**CITY MANAGER'S
BUDGET MESSAGE
ADOPTED FY 18/19
PROPOSED FY 19/20**

TASHA CERDA, *Mayor*
ART KASKANIAN, *Mayor Pro Tem*
MARK E. HENDERSON, *Councilmember*
DAN MEDINA, *Councilmember*
RODNEY G. TANAKA, *Councilmember*



MINA SEMENZA, *City Clerk*
J. INGRID TSUKIYAMA, *City Treasurer*
EDWARD MEDRANO, *City Manager*
PETER L. WALLIN, *City Attorney*

CITY MANAGER'S BUDGET MESSAGE

WORKING TOGETHER TO BUILD A STRONGER COMMUNITY

TWO-YEAR BUDGET – FISCAL YEARS 2018/2019 – 2019/2020

HONORABLE MAYOR AND CITY COUNCIL:

Presented tonight for Council review is the adoption of the second year of the two-year budget for Fiscal Years 2018/2019 – 2019/2020. This follows the Transitional Budget presented two years ago and is constructed to lay the foundation for succession planning at both the policy and operational levels of the organization.

City Manager's Office

- Mayor and City Council, City Clerk, and City Treasurer Offices, City Manager, and City Attorney, Economic Development and Human Resources.
- The Non-Department Budget remains a separate budget division overseen by the City Manager: Contracted services with Los Angeles County Fire District; South Bay Regional Public Communications Authority (Public Safety Dispatch), Area-G Emergency Preparedness; Agency Memberships, Debt Service, AQMD funding, Animal Control services contracted with Los Angeles County and non-departmental operational cost.

Administrative Services

- Fiscal Resources, Purchasing, Information Technology, Risk Management, and Investments

Police

- Police Operations, Support, Jail, Transit Security, Traffic Safety, Code Enforcement

Community Development

- Community Development – Building and Planning, Business License Enforcement, Permits and Licensing

General Services

- Public Works Streets, Traffic Signals, General Equipment Maintenance, Engineering, including Sewer Fund and CIP
- Facilities Maintenance and Custodial Services

- Parks, Civic Center, Trees and Medians Maintenance
- Handy-Worker Fix-It Program

Recreation, Human Services, Parks and Facilities

- Recreation Programs and Special Events
- Human Services, Senior Programs, Family Child Care

GTrans

- GTrans Enterprise Fund Operations: Fixed-Route Transit Services; Elderly and Handicapped Paratransit Services; Transportation Equipment and Facility Maintenance

FISCAL YEARS 2018/2019 – 2019/2020 BUDGET:

Staff developed a two-year budget, which was approved by Council on June 26, 2018 to ensure that the City's spending plan is structurally balanced where expenses do not exceed revenues. Putting a multi-year budget in place gives our community a stronger sense of fiscal security during rapidly changing political, social and fiscal periods. While the state budget has reported a surplus with no projected budget deficit, the City must remain prepared to absorb any state-level legislative or regulatory changes that could negatively affect our budget, the same theory of preparing for unexpected changes from the Federal Government is prudent and built into the contingencies contained in this budget. In continuing with our efforts to ensure fiscal stability, staff completed a thorough review of our proposed budget for Fiscal Year 2019/2020 and recommend some minor changes based on actions taken in Fiscal Year 2018-2019 from the previously approved budget.

The total City budget consists of General Fund revenues, Special Revenue Funds such as grants, and the 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 revenue otherwise restricted because of the funding source. The General Fund is balanced for both fiscal years with proposed expenditures based upon revenue projections and transfers within the fiscal year. Special Revenue Funds, however, are budgeted based on *all available funds* which includes the total of projected new revenue for the fiscal year and any carry-over funds which have already been received but not yet spent. Special Revenue Funds are structurally balanced including carry-over funds from the prior fiscal years. The proposed budget is balanced with a General Fund revenue budgeted for Fiscal Year 2018/2019 at \$58,853,340 and expenditures at \$58,848,840, adding \$4,500 to the projected General Fund Reserve of \$23,906,645 (\$15 million of it allocated for the Public Safety Center) on June 30, 2019. Fiscal Year 2018/2019 total revenues for all funds, including transfers, are \$140,402,130 with expenditures, including transfer out, at \$143,931,098.

For Fiscal Year 2019/2020, General Fund revenues is proposed at \$61,255,139 with expenditures budgeted at \$61,250,139, adding \$5,000 to the General Fund Reserve on June 30, 2020. Fiscal Year 2019/2020 total revenues for all funds, including transfers, are \$139,664,226 with expenditures, including transfer out, at \$141,390,572.

GENERAL FUND REVENUE AND EXPENDITURES

Revenue Sources	Adopted Fiscal Year 2018-2019	Proposed Fiscal Year 2019-2020
Sales and Use Tax	\$ 11,800,000	\$ 12,100,000
Card Club Gross Revenue Fees	8,250,000	8,450,000
Property Taxes	7,610,000	7,940,000
Vehicle License Fees	6,285,000	6,601,767
Utility Users Tax	5,477,990	5,561,639
Business License Tax	2,645,000	2,823,100
Other Taxes	4,281,750	4,543,085
License and Permits	1,958,500	1,799,150
Fines and Forfeitures	1,135,000	1,216,125
Investment Income	270,000	730,625
Intergovernmental	506,900	530,910
Current Service Charge	2,557,500	2,508,047
Other Revenue	1,016,000	1,039,590
Transfer In	2,593,500	2,743,250
Charges to Other Funds	2,466,200	2,667,851
TOTAL REVENUES	\$ 58,853,340	\$ 61,255,139
Department Expenditures	Adopted Fiscal Year 2018-2019	Proposed Fiscal Year 2019-2020
Police	\$ 27,599,861	\$ 28,419,404
General Services	6,684,055	7,433,856
Non-Departmental including Fire and RCC	11,109,510	11,681,645
Recreation & Human Services	2,856,362	2,599,560
Community Development	1,531,392	1,739,265
Elected and Administrative Offices	4,511,914	4,800,385
Transfers	4,555,746	4,576,024
TOTAL EXPENDITURES	\$ 58,848,840	\$ 61,250,139
REVENUES OVER EXPENDITURES	\$ 4,500	\$ 5,000

COUNCIL POLICY DIRECTION:

On March 8, 2016, Council adopted the Gardena Five-Year Strategic Plan for 2016-2021. The City Council, the City Manager's Office, Department Heads, employees, and the Gardena community worked together and identified seven key strategic plan goals and their component objectives and strategies to carry out these goals.

These are:

- (1) Community Safety**
- (2) Recreation, Human Services, Parks & Facilities**
- (3) Community & Economic Development**
- (4) City financial Stability**
- (5) Transportation**
- (6) Community Facilities & Infrastructure**
- (7) Gardena Workforce Excellence**

IN CONCLUSION:

When I became the City Manager in 2018, the City had experienced relative financial growth in three of our top five revenue sources – Sales and Use Tax, Property Tax, and Motor Vehicle In-Lieu. The two revenue sources that have experienced declines in revenue are Card Club Revenue and Utility Users Tax. The Utility Users Tax decline is a direct result of innovation in telecommunications, cellular technology, conservation efforts and alternative fuels. As companies collaborate with each other and provide consumers with “bundled” products for substantial savings, our overall Utility Users Tax decline. Solar technology has also provided consumers with options to mitigate rising electric costs thereby also impacting our Utility Users Tax. Card Club revenues account for about 14% of the City's General Fund revenues. In Fiscal Year 2018-2019, The Hustler and The Lucky Lady casinos have seen substantial decline in their overall revenues and ultimately reduced the City's General Fund revenue of about \$2 million. One of the goals that I have presented the City Council is an effort by City staff to further diversify the City's revenue base and reduce the City's reliance on card club revenues from 14% to 10%. Reducing our dependence on Card Club revenue will serve the City's best interest in future years and will provide the incentive to develop alternative sustainable funding sources.

For the proposed budget for fiscal year 2019-2020, staff made minor adjustments from the originally adopted two-year budget to reflect the City's continuous efforts to be fiscally responsible. The City proposed executing a CalPERS Fresh Start option and making an additional discretionary payment of \$6 Million towards the Safety Plan's Unfunded Accrued Liability to save the city \$9.25 Million in payments over the next 10 years with an immediate savings of \$572k in fiscal year 2019-2020, as well as an overall interest savings of \$1.5 million. The Fresh Star option as well as the additional discretionary payment are both strategic and tactical in nature, thereby allowing the City to afford and maintain its pension obligations, while still enjoying a robust 25% General Fund Reserve. Staff aims to continually monitor and review the changes in the City's pension liability for all plans, and to make reasonable, sound recommendations to the City Council as needed. A thorough review of projected fiscal year 2019-2020 revenue and expenditures was completed, and minor changes were made to ensure the most accurate amounts are budgeted.

Staff will continue to monitor and report to the City Council the impact of any state-enacted revenue delays or disruption in apportionments to the City, as well as any further economic impacts, so that expenditure appropriations can be adjusted to maintain a structurally-balanced budget. The City Council's leadership continues to encourage public confidence, and staff continues to succeed in meeting the objectives set by the City Council in the Five-Year Action Plan 2016-2021.

I would like to acknowledge Department Heads, Budget Coordinators, and the Administrative Services Division Budget Team, under the direction of Clint Osorio, Assistant City Manager, who are responsible for details in putting our annual budget together. I also want to thank the leaders of the Gardena Police Officers Association (GPOA), the Gardena Management Employees Organization (GMEO), and the Gardena Municipal Employees Association (GMEA), who are an important part of the team, as they faithfully represent the interests of their membership and work with City management for the benefit of this community. Working together, we have built a strong organization that is committed to service and enhancing the quality of life for the Gardena community.

Respectfully submitted,



EDWARD MEDRANO
City Manager



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

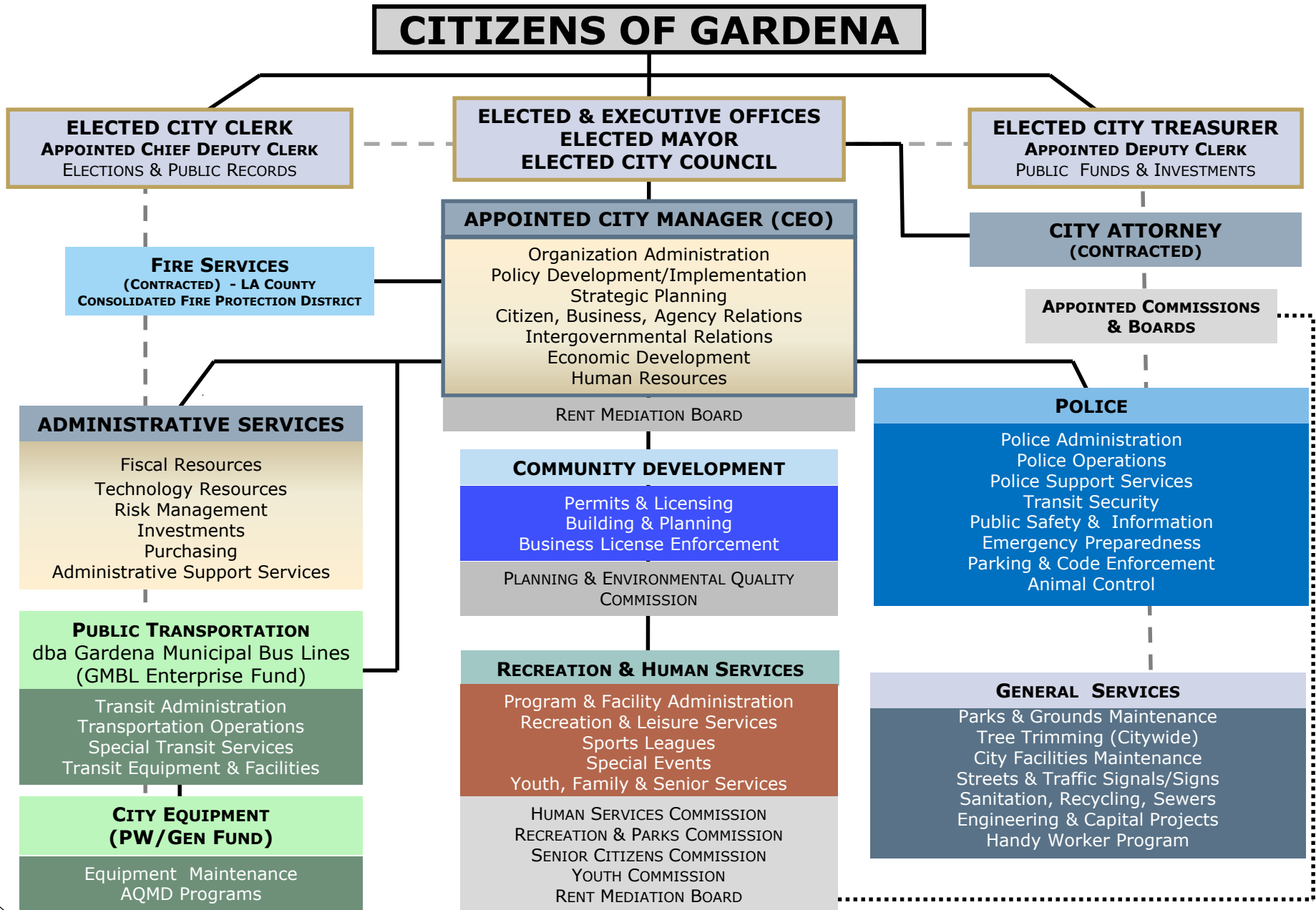


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GENERAL INFORMATION

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
Current Term Expires: March 2022

Art Kaskanian, Mayor Pro Tem

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

Mark E. Henderson, Councilmember

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

Dan Medina, Councilmember

Occupation: Public Relations
Elected: Councilmember – November 2008
To fill unexpired term due to resignation by Councilmember
Elected: Councilmember – March 2011
Elected: Councilmember – March 2015 Current
Current Term Expires: March 2020

Rodney G. Tanaka, Councilmember

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

CITY CLERK AND CITY TREASURER

Mina Semenza, City Clerk

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

J. Ingrid Tsukiyama, City Treasurer

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

APPOINTED OFFICIALS

Edward Medrano, City Manager

Appointed Acting City Manager in May 2016
Appointed City Manager in April 2018

Peter L. Wallin, City Attorney

Appointed as Contract City Attorney in February 2009

EXECUTIVE STAFF – (All Appointed)

Clint D. Osorio, Assistant City Manager

Thomas Kang, Chief of Police

Ernie Crespo, Transportation Director

Joseph Cruz, General Services Director

Scott Hale, Los Angeles County Assistant Fire Chief

Vacant, Recreation & Human Services Director

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 & ADMINISTRATIVE OFFICES

Mayor

Tasha Cerda (310) 217-9507

Mayor Pro Tem

Art Kaskanian (310) 217-9507

Councilmembers

Mark E. Henderson (310) 217-9507

Dan Medina (310) 217-9507

Rodney Tanaka (310) 217-9507

City Clerk's / City Treasurers Office

City Clerk

Mina Semenza (310) 217-9565

Deputy City Clerk

Becky Romero (310) 217-9566

City Treasurer

J. Ingrid Tsukiyama (310) 217-9664

Deputy City Treasurer

Danny Rodriguez (310) 217-9693

Administrative Office

City Manager

Edward Medrano City (310) 217-9503

Assistant City Manager

Clint D. Osorio (310) 217-9516

City Attorney

Peter L. Wallin (310) 217-9544

GENERAL SERVICES DEPARTMENT

Director

Joseph Cruz (310) 217-9528

POLICE DEPARTMENT

Chief of Police

Thomas Kang (310) 217-9601

RECREATION, HUMAN SERVICES, PARKS, & FACILITIES DEPARTMENT

Director

Vacant (310) 217-9537

TRANSPORTATION DEPARTMENT

Director

Ernie Crespo (310) 965-8888

LA County Fire Department

Assistant Fire Chief

Scott Hale (310) 329-3315

Gardena Station 162nd Street

Gardena Station 135th Street

BUDGET GOAL

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

BUDGET TEAM

CITY MANAGER – EDWARD MEDRANO

ASSISTANT CITY MANAGER - CLINT D. OSORIO

Budget Managers – Ray Beeman, Mary Simonell

Finance Budget Team – Khoi Quach, Danny Rodriguez, Diana Schnur

Graphic Design & Publication Coordinators – Anthony Gonzalez, Diana Marquez

BUDGET COORDINATORS

Elected and Administrative Offices, Nancy Ward, Ray Beeman, Becky Romero, Stephany Santin

Police, Gina Ayers

General Services, Adrianna Renteria, Raymond Barragan

Recreation & Human Services, Kim Nolan, Christina Theobald, Douglas Mills

Capital Improvement Projects, Jun De Castro

Transportation Department, Ernie Crespo, Dana Pynn, Jennifer Abro

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 RESPONSIBILITIES

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

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

BUDGET PROCESS

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 request for supplemental budget items
- reviewing projected revenues and expenditures with the Administrative Services Director
- formulating a comprehensive budget proposal for submission to the City Council
- presentation of a proposed budget
- overseeing budget administration throughout the fiscal year

Administrative Services Director/CFO 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, a standard price list for all standard equipment and furniture, 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 Administrative Services Director, all correspondence

and meetings are conducted with the departments' Budget Coordinators and the Fiscal Resources Budget Team.

In March, the Administrative Services Director provides the City Manager with the tentative General Fund Revenue Projections. These set the parameters for the development of a balanced 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 five-year request and justification statement.
4. **Revenue Projections:** Department revenues based on the fees collected as part of the department's operation. Emphasis

BUDGET PROCESS

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

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

Capital Outlay Requests: Capital requests are submitted separately with priority given to the replacement of aging and outdated equipment. With the Fiscal Year 2001-2002 Budget, a “Computer and Technology Maintenance and Replacement” fund was instituted to protect the City’s investment in technology by ensuring funds to properly maintain and replace equipment when needed. This is funded through departmental contributions based on a usage formula. With the Fiscal Year 2005-2006 Budget, the finance committee approved reestablishing the Equipment Revolving Fund in order to replace aging rolling stock and capital equipment.

City Managers Review: At the end of April, the City Manager reviews a draft budget summary presented by the Administrative Services Director. 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 Administrative Services Director approves the transfer. However, if the department is unable to make the needed adjustments within their department appropriation, additional approval is needed. The City Manager is authorized to transfer funds between departments up to ten thousand dollars. Amounts exceeding ten thousand dollars must have the approval of the City Council.

BUDGET CALENDAR - FISCAL YEAR 2018-2019 and 2019-2020

Feb 12 – April 2, 2018	<p>During this period staff will be developing FY18/19 and FY 19/20 revenue projections, expenditure projections, and performance goals and narratives, and departments will be meeting with the City Manager to develop a Proposed Budget. The Proposed Budget will go to print on May 10 in preparation for the May 22, 2018, Budget Workshop.</p> <p>Staff has been developing various budget scenarios and monitoring General Fund dollars. Based on the report to the City Manager on April 2, 2018, and the direction provided by the City Manager, staff will finalize the Proposed Budget for the May Budget Workshop.</p>
March 12, 2018	Finance to meet with individual departments to review budgets
March 26, 2018	Budget Requests Reviewed – analysis prepared for City Manager's review
April 2, 2018	City Manager Review - Preliminary FY18/19 and FY19/20 Budget Review
April 19, 2018	Finance Committee – overview for 18-19 and 19-20 budget
May 9, 2018	Community Budget Forum – Presentation of FY18/19 and FY19/20 Preliminary Budget
May 22, 2018 – June 26, 2018	Public Review period for FY18/19 and FY19/20 Budget
June 7, 2018	Second Budget Planning Session with City Council
June 26, 2018	Budget Hearing and Adoption of Budget, Los Angeles County Metropolitan Transportation Authority for Local Transportation Funds and Gann Resolutions for Fiscal Year 2018-2019.
June 30, 2018	Adopted FY18/19 and FY19/20 budget to print / posted on web-site.
May 7, 2019	Finance Committee – Five-Year Fiscal Review Projections & Fresh Start Pre-Payment
May 28, 2019 – June 25, 2019	Public Review period for revised FY19/20 Budget
June 25, 2019	Budget Hearing and Adoption of Revised FY 19/20 Budget
June 30, 2019	Adopted FY19/20 revised budget to print / be posted on web-site.

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 contains revisions to the approved 2019-2020 budget which was approved by the City Council on June 26, 2018.

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:

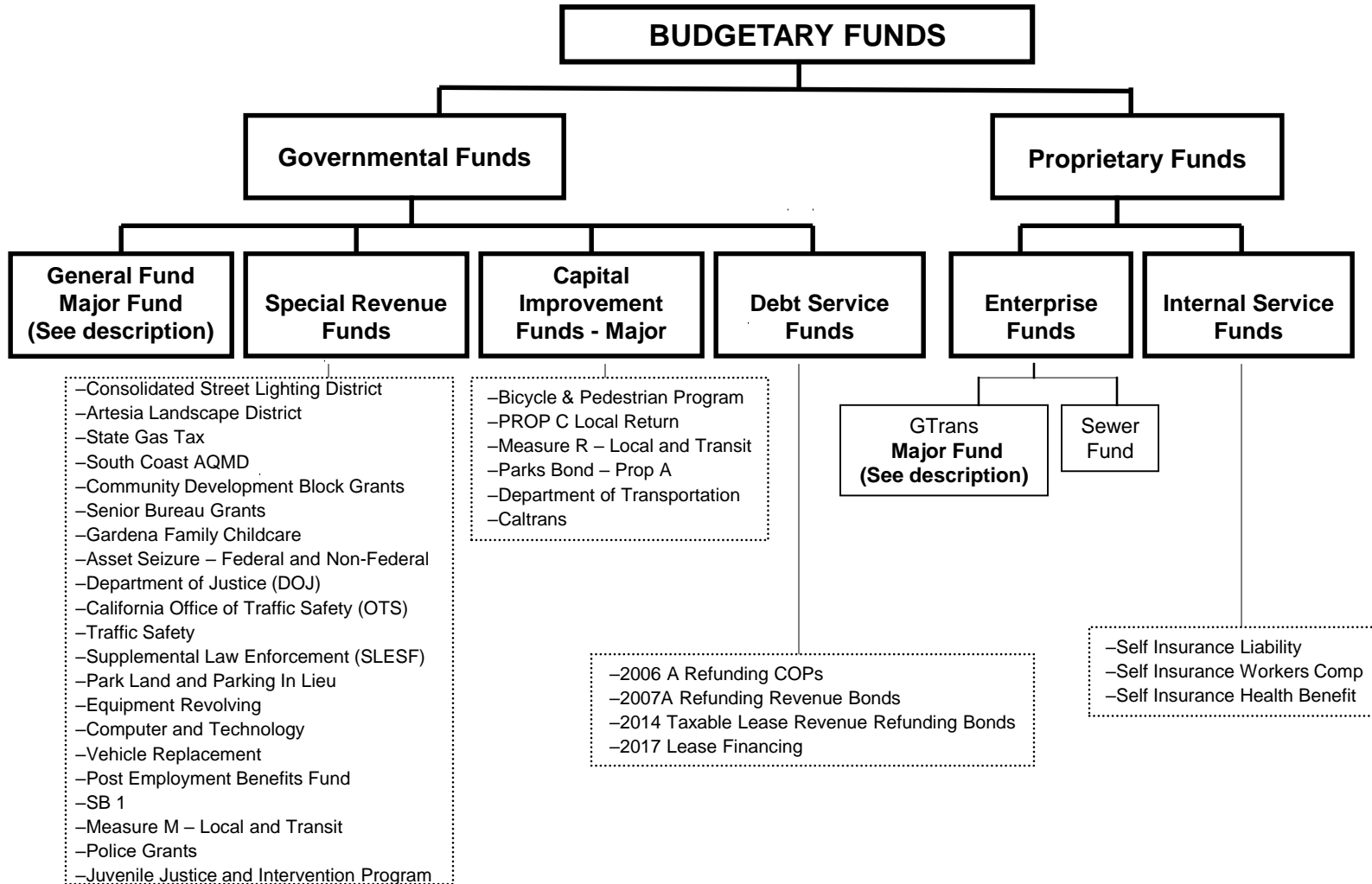
- Budget Message
- Introduction
- Budget Summaries
- Operating Budget – General Fund with corresponding Special Revenue Funds
- Operating Budget – Enterprise Funds
- Debt Service Funds
- Internal Service Funds
- Capital Improvement Program
- Appendix

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 in order 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.

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.

Computer and Technology Maintenance/Replacement Fund: The Technology Replacement Fund sets aside funds to protect the City's investment in high-cost computer and related technology. The Fund was established based on the pro-rata deployment of equipment within each department and the associated cost of the annual maintenance.

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

Equipment Revolving Fund: The Equipment Revolving Fund sets aside funds to protect the City's investment on general equipment or other costly capital purchases.

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

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

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

FUND DESCRIPTIONS

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

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

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

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

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

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

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

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

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

Vehicle Replacement Fund: The Vehicle Replacement Fund sets aside funds to protect the City's investment in its vehicle fleet. The Fund was established based on the pro-rata replacement cost of the vehicles and expected replacement date for each of the departments fleet of vehicles.

CAPITAL IMPROVEMENT FUNDS

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

DEBT SERVICE FUNDS

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

FUND DESCRIPTIONS

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

General Fund
Special Revenue Funds
Capital Improvement Funds
Debt Service Funds

Proprietary Funds

Enterprise Funds
Internal Service Funds

BASIS OF ACCOUNTING AND BUDGETING

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

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

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

FINANCIAL POLICIES

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

FINANCE COMMITTEE

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

AUDITING AND FINANCIAL REPORTING

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

REVENUE POLICY

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

ACCOUNTING PRINCIPLES AND POLICIES

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

INVESTMENT OF IDLE FUNDS

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

PURCHASING POLICY

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

RISK MANAGEMENT POLICY

- The City is self-insured against each general liability claim for the first \$750,000 and each workers' compensation claim for the first \$500,000 and \$750,000 for each Municipal Bus Lines 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 preventive, in nature, which will be accomplished through careful monitoring of losses, working closely with the third party administrator and designing and implementing programs to minimize risk and reduce losses.

FIXED ASSET POLICY

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

CAPITAL IMPROVEMENT POLICY

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

ACCOUNTING PRINCIPLES AND POLICIES

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

DEBT POLICY

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

BORROWING INSTRUMENTS

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

BUDGET – GENERAL POLICY

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

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

BUDGET – REVENUE

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

ACCOUNTING PRINCIPLES AND POLICIES

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

BUDGET – EXPENDITURES

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

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

BUDGET – CAPITAL IMPROVEMENT

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

COMMUNITY PROFILE – 2018

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	60,721
Dwellings	21,825
Police Protection	93 sworn officers, 2 full time motorcycle officers, and 27 marked units, including 2 canine units.
Fire Protection	City Fire Department services were transferred to the Consolidated Fire Protection District of Los Angeles County and became a contract service in October 2000.
Recreation and Parks	6 parks (37.36 acres) including 2 with skate parks, 1 community center, 1 municipal pool, 1 parkette, and 2 gymnasiums.
GTrans	66 coaches and 8 demand response vehicles for elderly and disabled passengers.





CITY of GARDENA



Not To Scale

LEGEND:



① City Hall Administration Offices and Campus

② Police Headquarters

③ Fire Department Headquarters

④ Fire Station 2

⑤ Public Works Building and Maintenance Yard

⑥ Kiyoto "Ken" Nakaoka Community Center

⑦ Ernest J. Primm Memorial Pool and James Rush Gymnasium

⑧ Municipal Transportation Facility (OLD)

⑨ Gardena Transit Administration, Operations, & Maintenance Facility (NEW)



Ⓐ Sister-City Parkette

Ⓑ Vincent Bell Memorial Park

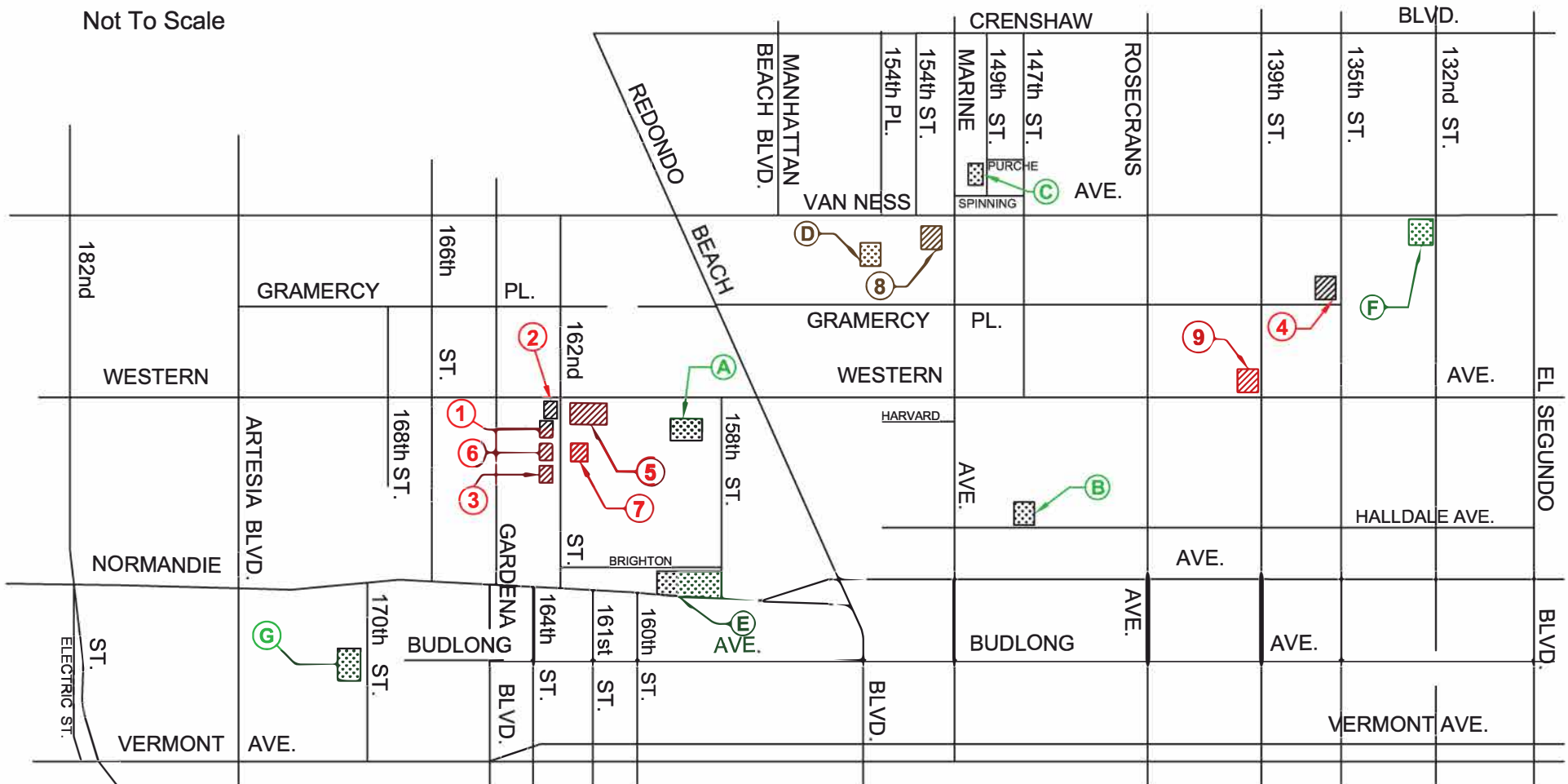
Ⓒ Edward L. Thornburg Park

Ⓓ George H. Freeman Memorial Park

Ⓔ Mas Fukai Park

Ⓕ Paul A. Rowley Memorial Park

Ⓖ Arthur Lee Johnson Memorial Park



CITY FACILITIES AND PROPERTIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY FACILITIES AND PROPERTIES

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

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

8 *The Army National Guard* 2100 West 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.

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

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

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

CITY PARK FACILITIES

(A) *Sister-City Parkette - 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.

(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.

CITY FACILITIES AND PROPERTIES

(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. City convened AD Hoc Finance Committee to review revenues and expenditures and concluded that on the present course, the City would face a deficit by the end of the fiscal year.
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) . Gardena Fire Department was annexed into the Consolidated Fire Protection District of Los Angeles County October 2000.
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.
2003 In February, Council adopted a comprehensive fee resolution. On October 14, adopted ordinance to establish a Redevelopment Agency (RDA).
2004 Initiative "Measure G" placed on the ballot to overturn the Council's action to establish a RDA - the measure passed so once again the RDA failed.
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 Municipal Mutual Insurance Company. December - City made a \$2.6 million payment to Sumitomo Trust and Union Bank on the long-term \$26 million debt thereby ending the debt service obligation on both failed programs.
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 March 2011 cancelled City election saving \$75,000. April 1, 2011 UUT rate collection at the maximum of 5%. Senior exemption eligibility reduced to age 60. April 12, 2011 City Council adopted mid-year budget revisions. 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. November 2012, the City purchased the shopping center at 16206 Western
2013 February 2013 Standard & Poor's raised the City's rating to A. Ending General Fund Balance June 30, 2013 = \$10,260,646.
2014 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+.
2015 Closed escrow on 15350 Van Ness Ave (former GTrans facility). Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution.
2016 Adopted 2016-2021 Five Year Strategic Plan. Council approved updated comprehensive fee resolution. Civic Center Improvement Approved by City Council.
2017 Mitchell Lansdell City Manager retires, Ed Medrano appointed Acting City Manager. Refinancing of the 2006 C Bond Debt. Reassessment of the Sewer Fees to ensure sewer upkeep.
2018 Ed Medrano appointed as City Manager.

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

PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

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

RECREATION AND PARKS COMMISSION

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

SENIOR CITIZENS COMMISSION

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

HUMAN SERVICES COMMISSION

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

regarding policy and program direction for meeting such needs and making appropriate recommendations to the Council.

GARDENA YOUTH COMMISSION

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

APPOINTED CORPORATIONS / AGENCIES / BOARDS

CITY OF GARDENA FINANCING AGENCY

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

BOARD OF APPEALS

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

RENT MEDIATION BOARD

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

HOUSING APPEALS BOARD

This Board, consisting of members of the Planning and Environmental Quality Commission, is authorized by the City Council to hear all appeals relating to violations of housing standards and is governed by the provisions of the

Uniform Housing Code. The Community Development Director serves as secretary to the Housing Appeals Board.

APPOINTED ADVISORY GROUPS

GARDENA ECONOMIC BUSINESS ADVISORY COUNCIL (GEBAC)

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

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

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

GARDENA BEAUTIFICATION COMMITTEE

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

NON-APPOINTED COMMITTEES / ASSOCIATIONS:

GARDENA VALLEY AFFILIATED COMMITTEE ON AGING

The Gardena Valley Affiliated Committee on Aging is composed of a five-member board of directors and members at large, who assist and coordinate the work of community organizations, government agencies, and private entities concerned with the betterment of living conditions for the aging. They coordinate events, activities and programs into a unified approach that will meet the economic and social needs of the elderly, and those in need of assistance throughout the greater Gardena community. The committee advises the Gardena Senior's Bureau and the Gardena

Senior Citizen's Commission on all matters relating to the needs and concerns of the City's older adult population.

GARDENA SISTER CITY ASSOCIATION

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

GARDENA POLICE FOUNDATION

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

GARDENA TRAFFIC COMMITTEE

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

GARDENA RECREATION AND SPORTS ADVISORY BOARD

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

GARDENA 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 related actions.