

City Manager's Report

February 2019



Tasha Cerda, *Mayor*

Rodney G. Tanaka, *Mayor Pro Tem*

Mark E. Henderson, *Councilmember*

Art Kaskanian, *Councilmember*

Dan Medina, *Councilmember*

Mina Semenza, *City Clerk*

J. Ingrid Tsukiyama, *City Treasurer*

Edward Medrano, *City Manager*

Peter L. Wallin, *City Attorney*

1700 W. 162nd Street, Gardena CA 90247

City Manager’s Update.....1

Capital Improvement Projects.....2

City Clerk’s Office.....3

Code Enforcement.....4

Community Development.....5

Community Outreach.....6

Economic Development.....7

General Services.....8

GTrans.....9

Human Services and Recreation.....10-11

Public Safety.....12

Rent Mediation.....13

Sales and Use Tax Collection.....14

Community Events.....15

City Hall Directory.....16



1. Click on the Apple Store App or the Google Play Store App on your smart device
2. Search for “Gardena Direct”
3. Download the free app
4. You can also report any issues via the web. Visit: www.cityofgardena.org
5. Click on - Online Services

The City of Gardena launched the GARDENA DIRECT App which is free to the public and will provide the community an easy way to receive updates about what is happening in Gardena, submit requests for service (graffiti, potholes, illegal dumping, etc.), and track the requests.

City Manager: Edward Medrano

The City of Gardena has developed a Veteran Recognition Program for Gardena residents. The purpose of the recognition program is to publicly recognize and thank Gardena military veterans for their sacrifice and services to our country. The acknowledgement of Gardena Military Veterans takes place at the beginning of each regularly-scheduled Council Meeting. If you would like to be recognized or would like to nominate a veteran, please complete and submit an application to the City of Gardena!

The guidelines and application may be found in the City Hall lobby, or online at <http://www.cityofgardena.org/wp-content/uploads/2017/10/Veteran-Recognition-1.pdf>.

You may drop off, mail, fax, or email a completed application to:

Gardena Veterans Recognition
 Attn: City Manager's Office
 1700 W. 162nd Street, Gardena, CA 90247
 Office: 310-217-9503 Fax: 310-217-9694
 Citymanager@cityofgardena.org



Mr. Noh has been a resident of Gardena since November 1993. He served with the U.S. Army in active service from March 1977 to September 1992; and in the reserves from May 1993 to October 2002. When Noh was honorably discharged, he held the rank of Chief Warrant Officer 3. For his exemplary military service, Jae Suk Noh was awarded for the Army Service Ribbon, Overseas Service Ribbons, National Defense Service Medal, Army Commendation Medal, Noncommissioned Officer Professional Development Ribbons, Army Achievement Medals, Drivers Mechanic Badge, Rifle M16 Qualification Badge, Hand Grenade Qualifications Badge, and Army Conduct Medals.

"When you cease to dream you cease to live." - Malcolm Forbes

A Capital Improvement Project is any addition or alteration to real property that adds value to that property, becomes part of the real property or is permanently affixed to the property, and is intended to become a permanent installation.

Sewer Rehabilitation 2016 – Various Locations

- Funding Source: SB 821
- Estimated Project Budget: \$40,000
- Status: Contractor Award
- Completion Date: June 2019



Crenshaw Blvd. – Rosecrans Ave. to Redondo Beach Blvd.

- Funding Source: SB1
- Estimated Project Budget: \$1,800,000
- Status: Pending Design
- Completion Date: To be determined



Pedestrian Safety 2018-2019 – Various Locations

- Funding Source: Measure M
- Estimated Project Budget: \$800,000
- Status: Pending Design
- Completion Date: To be determined



The City Clerk's Office is the central repository of the official records of the City and makes such information available pursuant to the Public Records Act. The Clerk's Office also retains the City's legislative history and enforces the disclosure of campaign finance and conflict of interest information.

As the Elections Officer, the City Clerk is responsible for the conduct of the municipal elections, which are now being held in March of even-numbered years (change due to SB 415). Our next Election will be on March 3, 2020.

Topics Brought Before Council by the Public:

February 12, 2019 Council Meeting

(1) A representative from Assembly Member Muratsuchi's Office reminded everyone about "Community Coffee" on Saturday 3/2/19; (2) A resident came out to ask for Council's support regarding Senate Bill 50; (3) A representative from Junipero Serra High School came out to report news and updates; (4) A representative from LA County Sanitation District asked for Council's support regarding unfair labor conditions at the district.

February 26, 2019 Council Meeting

(1) The new Executive Director came out from the Gardena/Carson YMCA to introduce herself and let everyone know about the new and improved services being offered; and (2) A representative from the Gardena Willows Wetland Preserve came out to report news and updates.

Ordinances – Introduced/Adopted = 2

- Please see the City of Gardena website at <http://www.cityofgardena.org/gardena-ordinances/> to see up-to-date list of Ordinances

Resolutions – Adopted = 4

- Please see the City of Gardena website at <http://www.cityofgardena.org/resolutions/> to see up-to-date list of Resolutions adopted

February 2019 Activity Summary

➤ **70** daily General Information Requests

➤ **26** total Public Records Requests

➤ **5** for the Police Department

➤ **3** for Public Works

➤ **14** for Community Development

➤ **1** for GTRANS

➤ **0** for Administrative Services

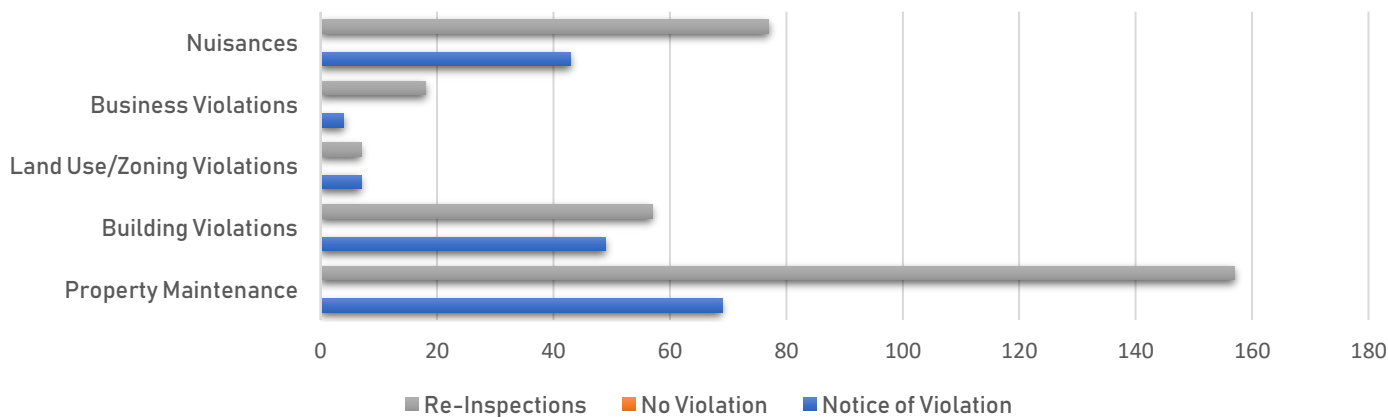
➤ **3** for City Clerk

➤ There are **33,634** Registered Voters in Gardena



The Code Enforcement Division is a specialized detail that works with the Community Development Department and the Gardena Police Department. The Division is responsible for all land use related to City and state regulations and policies which focus on impacting public nuisance types of violations that negatively affect the quality of life within the community.

Code Enforcement February 2019 Activity Report



Nuisances = Animal Noise, Elicit Discharge

Business Violations = Delinquent Business, Licensing for Commercial and Residential Properties

Land Use/Zoning = Signage without permits, Conditional Use Permits, Temporary Use Permits

Building Violations = Lack of heat, Substandard housing and buildings, Illegal construction

Property Maintenance = Illegal Dumping, Outside displays, Overgrown vegetation

Code Enforcement places high priority on voluntary compliance and neighborhood empowerment. Compliance efforts include citation, prosecution, and abatement activities when necessary to achieve the goals.



121 Gardena Direct referrals to the Public Works Division

If you have a code enforcement violation or public nuisance to report, please contact the Code Enforcement Detail at 310-217-6171, or visit the Community Development Department at 1700 W. 162nd Street, Gardena, CA 90247.

The main goal of the Community Development Department (CDD) is to enhance the safety and aesthetics of the community by facilitating high quality development and construction throughout the City by providing efficient and effective local building and planning services. The Department is composed of Building and Safety, Planning, Business Licensing, and Code Enforcement.

The Planning Division regulates development consistent with the City’s General Plan, reviews all development applications, and develops and refines policies to guide future growth of the City.

Upcoming Planning Projects

Address	Request/Activity	Action
1417 W. 141 st . Street	63-unit three-story attached townhome development	Planning commission approved
15019 S. Western Avenue	CUP for children’s daycare facility	Planning commission approved

- The Planning and Environmental Quality Commission meets on the 1st and 3rd Tuesday of each month at 7:00 p.m. in the Council Chamber located in Gardena City Hall.

Building Permits and Licensing

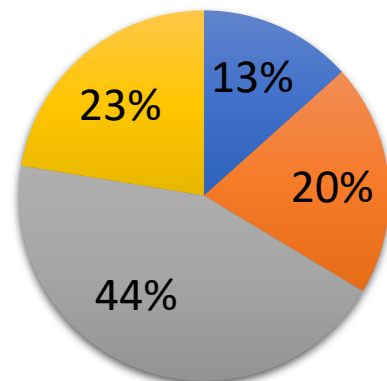
Building Services facilitates high-quality construction and maintenance, reviews construction plans, and maintains records for all development throughout the City.

License and Permit Center facilitates business development and activities with the issuance of permits, licensing, zoning, and building inspection services for commercial and residential developments.

February 2019

- **235** total Building Permits Issued
- **317** Business License Renewals
- **83** New Business Licenses
- **19** Special/Entertainment Permits

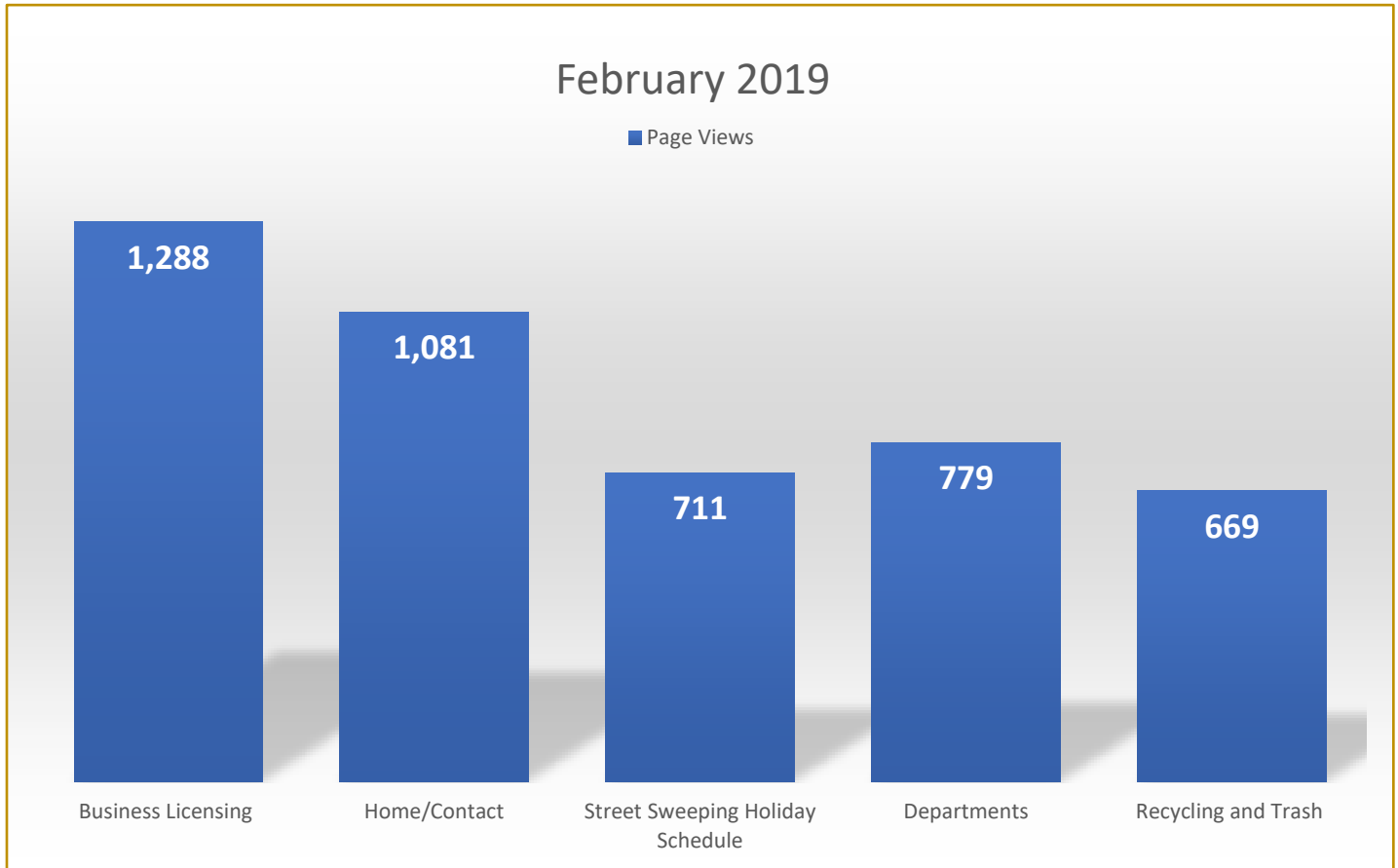
Building Permits Issued



■ Mechanical ■ Plumbing ■ Structural ■ Electrical

If you have any questions relating to planning and building, please call 310-217-9530

The City of Gardena recently updated their website at <http://www.cityofgardena.org/>. Listed below are the top five web pages viewed by the public in February 2019. Please let us know how we can continue to improve and advance our website for our community!



- The City of Gardena website had **21,136** visitors and made **19** website page revisions in February.
- **76%** of visitors to the City's website were new, with **24%** being repeat customers.
- There were **422** telephone calls to the City of Gardena from the public for assistance during the month of February! Please continue to contact the City with any questions and concerns you might have.

What would you like to see more of on our web page? <http://www.cityofgardena.org/>
Please let us know by email at citymanager@cityofgardena.org or call us at
310-217-9503.

Gardena One-Stop Business & Career Center



The Gardena One-Stop is located at 16801 S. Western Ave. (310) 538-7070

The South Bay Workforce Investment Board (SBWIB) has operated the One-Stop Business & Career Center in Gardena for more than 21 years as part of a workforce system that maximizes employment and economic opportunity in partnership with business and our South Bay community. Our partners include the State of California Employment Development Department, New Opportunities Charter School and the State of California – Department of Rehabilitation.

Recently, the Gardena One-Stop Business & Career Center expanded to nearly double the space which includes:

- 700 square foot conference room used by employers for employee recruitments
- Business clothes closet, sponsored by Kaiser Permanente
- Space for our partner, New Opportunities School, which will offer and conduct their high school diploma program and ESL classes for the Gardena Community

Meeting the needs of businesses is a primary objective of the Gardena One-Stop Center.

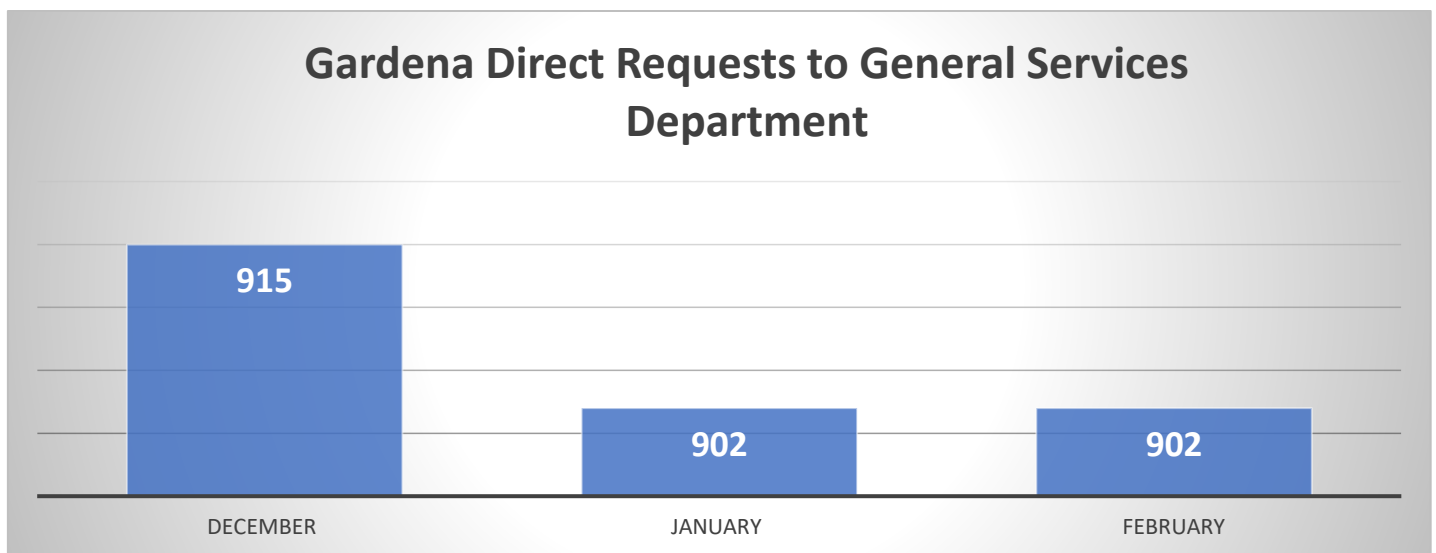
Among the principal ways that this is accomplished are:

- Recruitment
- Hiring support
- Workforce training
- Outplacement assistance and support for lay-off aversion
- Additional direct services to businesses
- Referrals to partner services

Want to learn more about new programs offered to businesses? Contact Spencer Dela Cruz at sdelacruz@cityofgardena.org

The Public Works Division of the General Services Department is responsible for all streets within the City of Gardena, including all sanitary sewer and storm drain maintenance, street sweeping and painting, traffic signs and signals, and vehicle equipment maintenance.

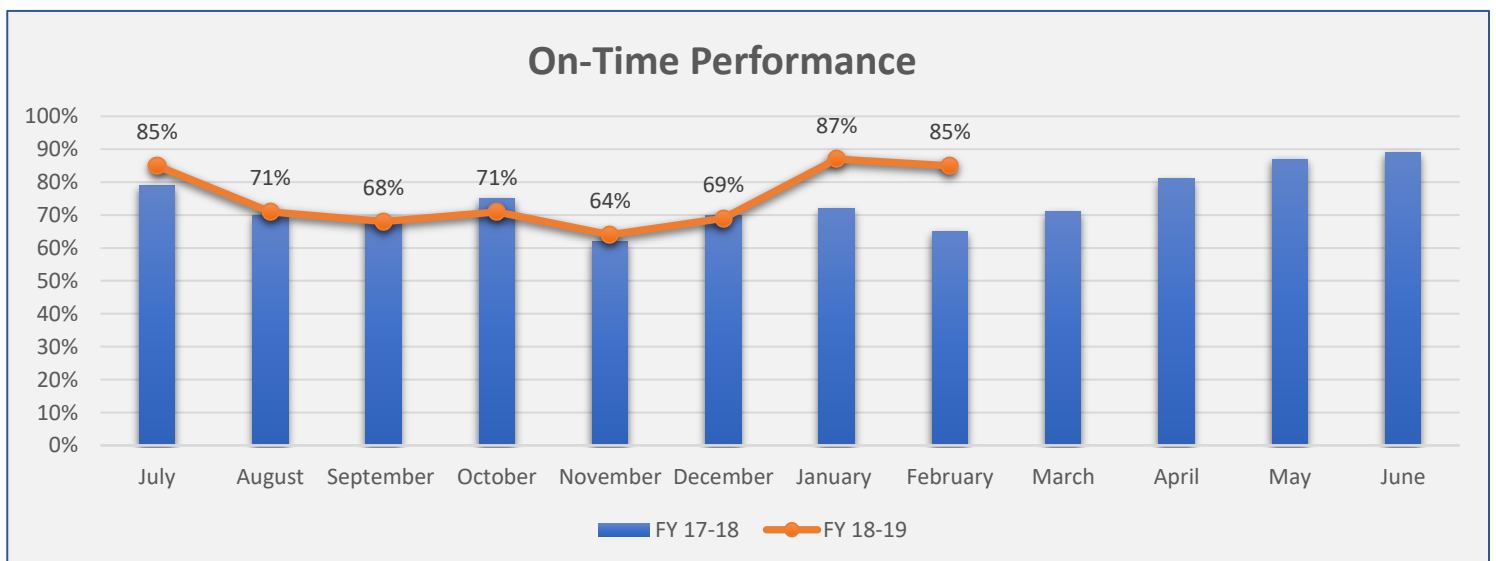
- Street Maintenance provides rehabilitation and preservation of improved streets and thoroughfares by performing pothole repairs, slurry seal, and repaving of streets.
- Traffic Signals and Signs provides maintenance and oversight of the City traffic signals and street signs to ensure the safe and efficient movement of vehicular and pedestrian traffic throughout the City.
- Sanitation Services is responsible to contribute to the health and welfare of the City through effective maintenance of the City's sanitary sewers, storm drains, and the sweeping of streets and city parking lots.



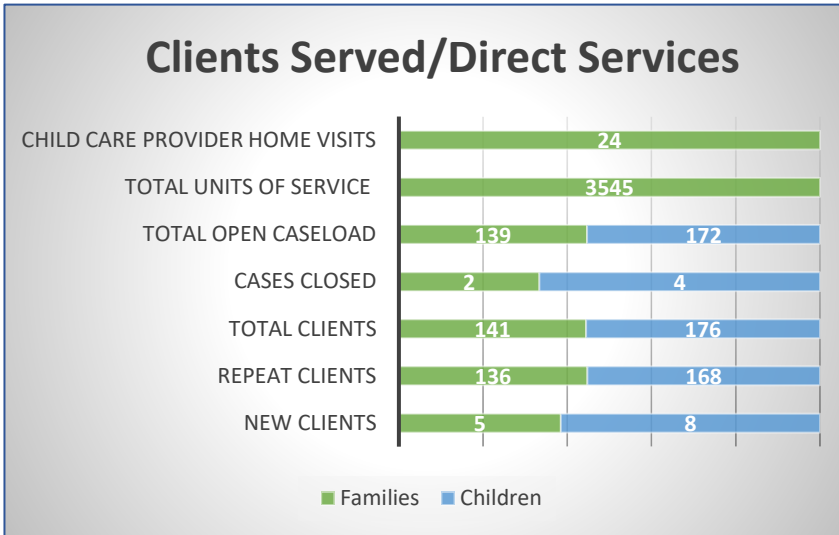
- **91** linear feet of Curb Painting was done
- **149** Right-of-Way Pick ups
- **15** linear feet of Sidewalk repairs were done
- **2** blocked sewers cleared
- **175** Storm drains were cleaned
- **330** square feet of Asphalt Patching was done



- During the month of February, the Administrative Division staff attended the California State University Long Beach Career Fair on February 7, 2019, to gain interest in GTrans and City employment opportunities, including internships.
- On February 8, 2019, GTrans hosted the Low Carbon Transit Operations Program (LCTOP) Workshop, providing an opportunity for transit employees in the region to hear more about the fiscal year 2019 funding program.
- GTrans participated in Los Angeles Southwest College's Food for All Event on February 14, 2019, supporting students with food insecurities.
- GTrans On-Time Performance shows the percentage of trips that leave the bus stop within 0 to 5 minutes of the scheduled departure time. On-Time Performance is important to our customers, so they can get to their destinations on time, and gives GTrans valuable information about the accuracy of bus schedules. GTrans On-Time Performance has dropped slightly in comparison to the previous month due to increased traffic delays related to the weather.



The Gardena Family Child Care Program is funded by the California Department of Education. Funding is provided for direct subsidized or free childcare services in family homes in Gardena and the surrounding area for children of low-income families or those at-risk of abuse or neglect.



- 1 community presentation made
- 13 people attended
- 25 referral units of service

The Emergency Food and Shelter Bureau (EFSB) provides emergency services and counseling to individuals and families. The Bureau operates a year-round Food Pantry and provides referrals to the homeless, those at-risk of being homeless, and/or abused and low-income residents.

51 Bags Donated



18 Cases Donated



29 Boxes Donated



The Gardena Emergency Food Pantry is available to all residents of the City of Gardena three times a calendar year!

Emergency Food Pantry Requirements:

One must be a Gardena Resident

1. Proof of Residence: A utility bill with your name and address dated within 30 days.
2. Proof of Income: Pay Stub, Unemployment, Social Security, Disability, DPSS Services (CalWORKS, TANF, General Relief)
3. Picture ID: Current Driver's license/Identification Card
4. Proof of Household Members: For children under 17, you must bring birth certificates with you as the parent. If children are in foster care, legal guardianship, or adopted, bring legal-court documentation. Adults 18 years and older bring driver license/identification card with address.

Pantry Donation Suggestions:

- Canned Foods
- Packaged pasta
- Cup of noodles
- Power Bars
- Peanut Butter & Jelly
- Bath Soap
- Body lotion
- Baby Wipes
- Shampoo & Conditioner

Please do not bring anything that is expired or opened

The Pantry Days and Hours: Monday, Wednesday & Thursday: 10:00am – 2:45pm

One must have 30 days between pantry visits.
Will Take Walk-Ins & Appointments

For more information, please contact Sydni Overly at 310-217-9574

The Gardena Senior Services Bureau provides services for senior citizens or disabled residents.

These include congregate and home-delivered meals, chores and housekeeping services, emergency services, outreach, and counseling services. The Bureau is also responsible for the administration of the Senior Day Care Center (Alzheimer’s Clinic) and the Socialization Program for the Mentally Disabled.

Significant Highlights/Special Events

- Wednesday, February 13 – Special Lunch at the NCC Auditorium at 12:00pm
- Tuesday, February 19 – Movie Day at the NCC Auditorium at 1:00pm
- Wednesday, February 20 – Senior Cell Phone Class in Room A at 10:00am
- Wednesday, February 27 – Senior Citizens Commission meeting in Room G at 2:00pm
- Thursday, February 28 – SCAMP Candlelight Dinner at the NCC Auditorium at 5:00pm

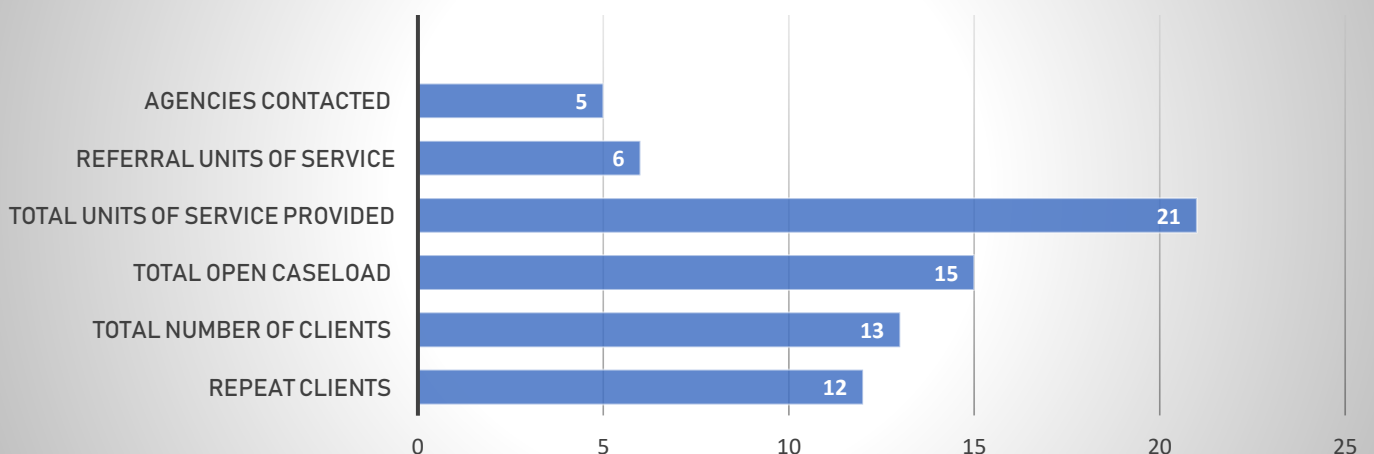
Upcoming Events

- Friday, March 15 – Special Lunch at the NCC Auditorium at 12:00pm
- Thursday, March 28 – Candlelight Dinner at the NCC Auditorium at 5:00pm
- Thursday, April 18 – “Gardena on the Go” Trip to the Walt Disney Concert Hall at 6:00pm

NCC=Nakaoka Community Center
1670 W. 162nd St, Gardena CA 90247

The Gardena Senior Citizens Day Care Center is funded through grants from the County of Los Angeles Department of Mental Health and the Area Agency on Aging. The Program, one of only seven in all of Los Angeles County, provides day services to those who suffer from Alzheimer’s and other forms of dementia, and is housed in the St. John Lutheran Church on Crenshaw Boulevard. Family support services, in the form of counseling and trainings, are also provided to caretakers.

Senior Day Care February 2019



For any further questions, please contact Camille Duran at 310-217-9550

Notable Event

On Friday, February 8, 2019, Officers received an automated license plate recognition system alert regarding a stolen Toyota C-HR that was traveling through Rosecrans Avenue and Crenshaw Boulevard. A record check on the vehicle determined that it was taken in a carjacking that was reported to LAPD-77th Division. The suspect was listed as armed and dangerous due to the use of a blue steel semi-automatic handgun in the commission of the carjacking. As officers began following the vehicle, they noticed that it was swerving and straddling the number one and number two lanes on Rosecrans Ave. Unknowingly, the vehicle made a turn onto a dead-end street and officers were able to conduct a traffic stop. The driver, a male juvenile, exited the driver's side and began running northbound towards the houses on the north side of the street. The vehicle continued to roll but was eventually stopped by one of the other passengers. The driver was unable to get very far before officers caught up and took him into custody. Two female passengers were extracted from the vehicle and taken into custody without further incident. All three juvenile subjects were medically cleared for booking and transported to Los Padrinos Juvenile hall.

Coffee with a Cop

On Thursday, February 28, 2019, the Gardena Police Department held its first Coffee with a Cop of the year. The event took place at a local Starbucks and the whole community was invited. Coffee with a Cop is a way to encourage community members to join Police Officers for coffee and conversation. It is a chance for Officers to get to know the community they serve, and vice versa. There are no agendas or speeches prepared for the event, just a chance for community members to ask questions and voice their concerns. This gives the community and officers a chance to discuss issues and get to know each other. A cup of coffee is the common bond, and it helps the department build a better relationship with the community they serve.



Rent Mediation and Hearing Procedures

In April 1987, the Gardena City Council passed an ordinance that requires the owner of residential rental units to provide a copy of the booklet “Rent Mediation and Hearing Procedures” for each residential unit and to all new tenants thereafter.

The ordinance was designed to shield tenants from unreasonable rent increases while permitting the property owners to receive enough rent to maintain their rental units as well as receive a reasonable return on their investment.

Owners must provide tenants with a written rental increase notice prior to the effective date with the following time frame:

- Increase of 10% or less – 30 days notice
- Increase greater than 10% - 60 days notice
- Mobile Home Park tenants must receive a ninety (90) day notice.

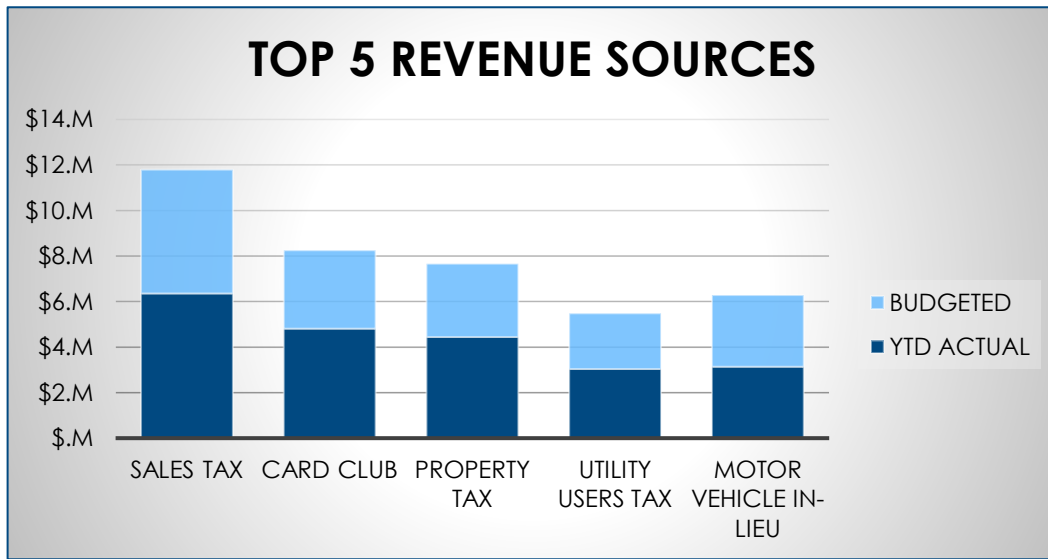
All rent increases must also include a notice to the tenant of their right to mediation/hearing and that tenants have ten (10) business days following receipt of the notice to file a mediation petition with the City to exercise their rights under Chapter 14.04 of the Gardena Municipal Code.

If a tenant desires to file a request for mediation, he/she may do so by completing a “Request for Mediation” form and submitting it to the City Manager’s Office at 1700 W. 162nd Street, or by email rentmediation@cityofgardena.org

The Rent Mediation Hearing Procedures and the Request for Mediation forms are available online at <https://www.cityofgardena.org/rent-mediation/>. If you have any further questions or concerns please contact Alejandra Orozco at 310-217-9504.

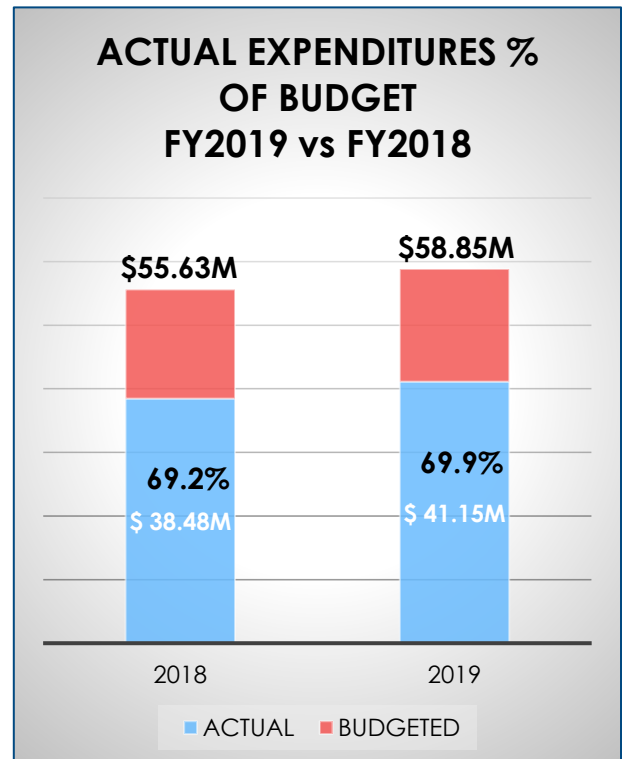
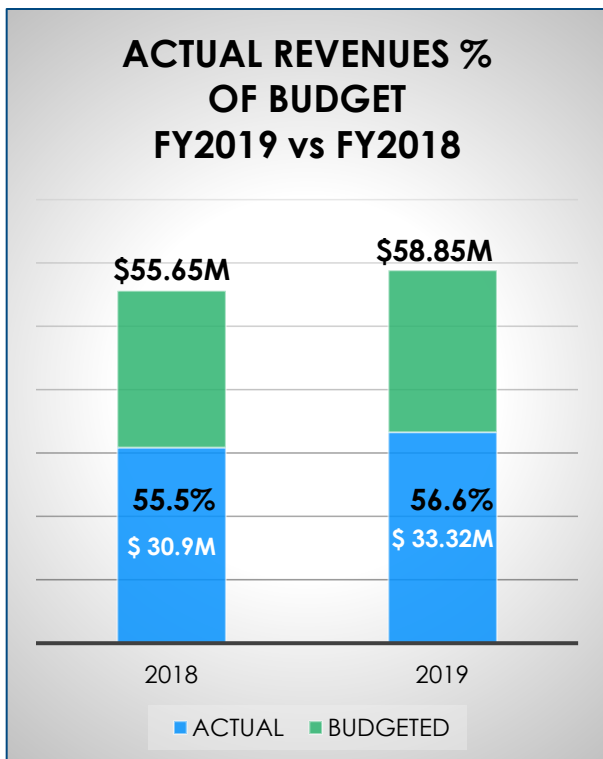


Shown below are the top five General Fund Revenue Sources to date for the City of Gardena. These are the five main resources from which the City obtains financial revenue.



Year-To-Date Budget Summary: The end of February marks the 66.7% point of the fiscal year with the revenue received at 56.6% and expenditures to date at 69.9% of budget.

Year-To-Date Comparative Analysis: YTD actual revenues at 56.6% of budget, which is 1.1% higher than prior year. At 69.9% of budget, YTD expenditures are 0.7% higher compared to the same time last year.



RECYCLE A USED OIL FILTER & GET A NEW ONE FOR FREE!*

SATURDAY

March 30, 2019

9:00 a.m. – 1:00 p.m.

**AutoZone Auto Parts
14742 Crenshaw Blvd.
Gardena, CA 90249**



*Gardena residents may receive up to 2 new filters in exchange for 2 used filters. Filters valued up to \$12 each. While supplies last.



RECYCLE
USED OIL



Residents who bring in used oil or used filters are eligible to receive a FREE motor oil change kit!

Residents must bring a used oil filter to the store to receive a new FREE oil filter.

Used oil must be properly stored in a clean, uncontaminated container.

For more information, please call (562) 944-476.6

Administrative Services310-217-9516

Chief of Police310-217-9601

City Attorney310-217-9503

City Clerk310-217-9565

City Manager’s Office310-217-9503

City Treasurer310-217-9693

Code Enforcement.....310-217-9171

Community Development310-217-9530

GTrans.....310-965-8888

General Services.....310-217-9568

Human Resources310-217-9688

Human Services310-217-9574

LA County Fire Gardena Headquarters310-329-3315

Mayor & Councilmembers310-217-9507

Non-Emergency Dispatch310-323-7911

One Stop Business/Career Center310-538-7070

Police Department310-217-9600

Recreation310-217-9537

Gardena City Hall
 1700 W. 162nd St.
 Gardena, CA 90247
<http://www.cityofgardena.org/>



Office Hours:
 Monday – Thursday 7:30a.m. – 5:30 p.m.
 Friday 7:30 a.m. – 4:30 p.m.