

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
154348	5/29/2019	110238 TIREHUB, LLC	(Continued) 7558173 7678799 7864536 7967101	035-00913	TIRES - FY EAGLE RS A POLICE BW 10 TIRES - GY EAGLE RS A POLICE BW 10 TIRES - EAGLE RS A POLICE BW 98W 2 TIRES - GY WRL SRA OWL 111S 265/70 Total :	-607.19 2,421.97 1,042.44 559.28 6,140.91
154349	5/29/2019	109411 TITAN LEGAL SERVICES, INC.	SU303422-02-01 SU308200-03-01 SU312314-01-01 SU312314-02-01		PROFESSIONAL SERVICES - R.GREEN PROFESSIONAL SERVICES - B.RUIZ V. PROFESSIONAL SERVICES - A.GRIFFE PROFESSIONAL SERVICES - A.GRIFFE Total :	86.50 86.50 208.10 109.05 490.15
154350	5/29/2019	106018 TRANE U.S. INC.	5004663 09/12/18		BUS FACILITY MAINT SUPPLIES - FREI Total :	60.00 60.00
154351	5/29/2019	120525 TRANS UNION LLC	04905574		CREDIT REPORTS Total :	219.00 219.00
154352	5/29/2019	105959 TRANSITTALENT.COM, LLC	1461904 1731811		LEGAL NOTICE - RFP NO. 2019-07L GTI LEGAL NOTICE: RFP NO. 2018-20: Total :	115.00 115.00 230.00
154353	5/29/2019	107941 TRUELINE CONSTRUCTION &, SURFACING, IT 925		024-00528	ROWLEY PARK - RESURFACE TENNIS Total :	25,565.00 25,565.00
154354	5/29/2019	120854 TURF STAR INC.	7064342		PW AUTO PARTS Total :	185.63 185.63
154355	5/29/2019	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	C.OSORIO 04/22/19 CRESPO 03/22/19 GOLDMAN 04/22/19 JONES 04/22/19 NOLAN 04/22/19 RECREATION 02/22/19 ROMERO 04/22/19	023-01215 037-09834	CAL CARD STATEMENT 03/23-04/22/19 CAL CARD STATEMENT 02/23-03/22/19 CAL CARD STATEMENT 03/23-04/22/19 CAL CARD STATEMENT 03/23-04/22/19 CAL CARD STATEMENT 03/23-04/22/19 CAL CARD STATEMENT 01/23-02/22/19 CAL CARD STATEMENT 03/23-04/22/19 Total :	4,030.00 2,820.62 98.00 4,406.09 5,569.56 730.06 391.35 18,045.68

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
154356	5/29/2019	109220 U.S. BANK EQUIPMENT FINANCE	384454146		RICOH MPC4503 COPIER LEASE - CD ^	150.80
					Total :	150.80
154357	5/29/2019	121275 UNDERGROUND SERVICE ALERT, OF SC	18dsbfee2034 4200190279		NEWS TICKETS	73.69
					NEWS TICKET	148.60
					Total :	222.29
154358	5/29/2019	121407 UPS	649922199 05/11/19 914073189		SHIPPING SERVICE CHARGES	130.97
					SHIPPING SERVICE CHARGES	13.32
					Total :	144.29
154359	5/29/2019	109830 UTILITY COST MANAGEMENT LLC	23968		SCE BILL AUDITING SERVICES - SAVIN	1,115.01
					Total :	1,115.01
154360	5/29/2019	105549 VALDEZ, MATILDE	APRIL 2019		CHILD CARE PROVIDER	8,844.00
					Total :	8,844.00
154361	5/29/2019	122435 VISTA PAINT CORPORATION	2019-675726-00		GTRANS FACILITY PAINT	485.32
					Total :	485.32
154362	5/29/2019	109685 WALKER, DIETRA	MAY 2019		MATH/READING INSTRUCTOR	384.00
					Total :	384.00
154363	5/29/2019	123178 WALLIN, KRESS, REISMAN &, KRANITZ, LLP	05/08-05/13		CITY ATTORNEY'S SPRING CONFEREN	366.56
					Total :	366.56
154364	5/29/2019	101195 WASTE RESOURCES GARDENA	052219		WASTE COLLECTION	229,003.41
					Total :	229,003.41
154365	5/29/2019	101903 WATER TECHNIQUES	75281		DRINKING WATER SYSTEM RENTAL	45.00
					Total :	45.00
154366	5/29/2019	100212 WATKINS, RAMISI	050719		2019 APTA MOBILITY CONFERENCE	250.00
					Total :	250.00
154367	5/29/2019	109523 WATTS, FRAZIER	050719		2019 APTA INTERNATIONAL MOBILITY (	350.00
					Total :	350.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
154368	5/29/2019	100107 WAYNE ELECTRIC CO.	190508		GTRANS AUTO PARTS	169.73
			190579		GTRANS AUTO PARTS	536.55
					Total :	706.28
154369	5/29/2019	110509 WEINREB LAW GROUP	3519		LEGAL SERVICES - TECS V. GARDENA	754.00
					Total :	754.00
154370	5/29/2019	123154 WEST COAST ARBORISTS, INC.	147210	024-00516	TREE TRIMMING SERVICES FY 2019	8,644.00
					Total :	8,644.00
154371	5/29/2019	123350 WEST COAST SAND & GRAVEL, INC.	133539		STREET MAINT SUPPLIES	709.99
					Total :	709.99
154372	5/29/2019	109083 WOO, M.D., ANDREW	44187		MEDICAL EXAMINATIONS - EPPS & MO	150.00
					Total :	150.00
154373	5/29/2019	125001 YAMADA COMPANY, INC.	77572		PARK MAINT SUPPLIES	24.35
					Total :	24.35
154374	5/29/2019	103601 YINCOM	6424		IT COMPUTER PARTS	620.81
			6430		COMPUTER REPLACEMENT PARTS	126.97
			6431		COMPUTER REPLACEMENT PARTS	482.85
			6432		COMPUTER REPLACEMENT PARTS	53.60
					Total :	1,284.23
154375	5/29/2019	104934 ZUMAR INDUSTRIES, INC.	83412		SIGNS/SIGNALS SUPPLIES	99.51
					Total :	99.51
238	Vouchers for bank code : usb				Bank total :	1,993,966.65
238	Vouchers in this report				Total vouchers :	1,993,966.65

Bank code : usb

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

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 24 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Accounting/Finance Manager

This is to certify that the claims or demands covered by checks listed on pages 1 to 24 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

_____	<u>5/20/19</u>
Mayor	Date
_____	_____
Councilmember	Date
_____	_____
Councilmember	Date
Acknowledged:	
_____	_____
Councilmember	Date
_____	_____
Councilmember	Date



CITY of GARDENA

5. D. (1)
CITY MANAGER
Report No. P-2019-10
Date: May 28, 2019

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

1. Report the Retirement of the following individuals:
 - a. Park Maintenance Lead, **WESLEY IGE**, of the Parks Division of the General Services Department effective May 18, 2019. Mr. Ige served the City for twenty-six years.
 - b. Police Service Officer, **ANITA CHANG**, of the Police Department effective May 28, 2019. Ms. Chang served the City for thirty-six years.
 - c. Police Records Technician II, **FLORENCE MARTIN**, of the Police Department effective May 29, 2019. Ms. Martin served the City for twenty-six years.
2. Report the Separation of Police Service Officer, **ANGELICA REYNOSO**, of the Police Department effective May 20, 2019.
3. Report the Promotion of the following individuals:
 - a. **JOSEPH ESPARZA, JR.** to the position of Sewer Maintenance Worker, Schedule 44 (\$4,445 - \$5,672/month), with the Public Works Division of the General Services Department effective May 6, 2019.
 - b. **DONNIE TURNER** to the position of Street Maintenance Worker, Schedule 35 (\$3,560 - \$4,543/month), with the Public Works Division of the General Services Department effective May 19, 2019.
 - c. **CLINT OSORIO** to the position of Assistant City Manager, Schedule 339 (\$13,700 - \$17,485/month), with the Elected and City Manager's Office effective June 2, 2019.
4. Report that the following individuals are on leave under the *Family Medical Leave Act / California Family Rights Act (FMLA/CFRA)*:
 - a. Bus Operator, **RAMONA PINKNEY**, of the Transportation Department effective May 6, 2019 through July 1, 2019 on a continuous leave basis.
 - b. Bus Operator, **LARHONDA DANIELS**, of the Transportation Department effective May 7, 2019 through May 21, 2019 on a continuous leave basis.
 - c. Bus Operator, **SHAQUITA THOMAS**, of the Transportation Department effective May 8, 2019 through June 8, 2019 on a continuous leave basis.
5. Report that Economic Development Manager, **SPENCER DELA CRUZ**, extends his leave of absence effective April 15, 2019 through June 7, 2019.

6. Report that Police Officer, **STEVEN PENKO**, was placed on Paid Administrative Leave effective May 14, 2019.
7. Report the recruitment for the Open/Competitive position of Transportation Operations Supervisor (Transportation Department). This recruitment closed on May 27, 2019.

Respectfully submitted,



EDWARD MEDRANO
City Manager/Human Resources Officer

cc: City Attorney
City Clerk
Human Resources
Payroll



City of Gardena

City Council Meeting

Agenda Item No. 5.D.(2)

Department: CONSENT CALENDAR

Meeting Date: 05/28/2019

AGENDA REPORT SUMMARY

TO: THE HONORABLE MAYOR AND CITY COUNCIL

AGENDA TITLE: APPROVAL OF CARNIVAL AND BINGO PERMIT FOR ANNUAL MATSURI SUMMER FESTIVAL TO BE HELD JUNE 29-30, 2019, AT GARDENA VALLEY JAPANESE CULTURAL INSTITUTE (1964 WEST 162ND STREET, GARDENA, CA 90247)

COUNCIL ACTION REQUIRED:

Action Taken

Approve Carnival and Bingo Permit

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council issue a carnival and bingo permit, and approve the request for street closure to Gardena Valley Japanese Cultural Institute for their Annual Matsuri Summer Festival to be held Saturday, June 29, 2019 through Sunday, June 30, 2019. The event will take place between the hours of 12:00 p.m. and 8:00 p.m. on Saturday, June 29th, and between the hours of 12:00 p.m. and 6:00 p.m. on Sunday, June 30th at its premises, 1964 W. 162nd Street, Gardena, CA 90247.

The Annual Matsuri Summer Festival is a community event that will feature cultural demonstrations, displays, entertainment, food/produce, games, and plant sales via 22 outdoor booths on its parking lot and indoor activities within its two buildings. The festival has been held annually for the past 72 years, relies upon 400 volunteer workers, and it is anticipated that this year's attendance will be 5,000 people over the course of two days.

Pursuant to Gardena Municipal Code (GMC) Section 18.60.060, carnivals, bazaars, fairs, festivals, pageants, exhibitions and religious observances are exempt from the provisions of a Temporary Use Permit provided such events do not exceed three days in duration. This particular event includes bingo for which a license has been obtained from the City pursuant to GMC Section 5.16.020.

Departmental inspections and investigations have revealed no reason to deny this request, provided the conditions imposed by the permit are met.

FINANCIAL IMPACT/COST:

N/A

ATTACHMENTS:

Permit Application Cover Letter
City of Gardena Application for Special Event (Carnival) Permit
City of Gardena Application for Bingo Permit
Memorandum: Department Inspection and Investigation Request
Memorandum: Planning Staff Recommendations on Permit Conditions
Certificate of Liability Insurance
Map/Layout of Event at Gardena Valley Japanese Cultural Institute

Submitted by: , Raymond Barragan, Community Development Manager

Date: 21 May 2019

Concurred by: , Edward Medrano, City Manager

Date: 5/21/19



GARDENA VALLEY JAPANESE CULTURAL INSTITUTE

May 6, 2019

To City of Gardena:

Our annual fundraiser festival, the GVJCI Matsuri, is held on our grounds in our parking lot and in our buildings. We've been holding this event since the 1950s. As a non-profit community center, this event raises funds for our operational expenses to continue to provide our programs and services to the community.

This year's GVJCI Matsuri will be:

Saturday, June 29, 2019, 12 pm to 8 pm

Sunday, June 30, 2019, 12 pm to 6 pm

There will be approximately 20 booths that will be staffed by volunteers/members of our community center, none of which are employees. There will be approximately 400 volunteer workers each day, none of which are employees. Washroom and toilet facilities are all located within our buildings.

We are submitting the following fees:

Carnival permit	\$856.00
Site fire inspection	\$73.00
TOTAL	\$929.00

Also, we are submitting the Annual Bingo permit renewal application and fee **\$500.00**.

Please find attached the following documents:

1. Application for Special Event Permit
2. Plot Plan
3. Certificate of Liability Insurance

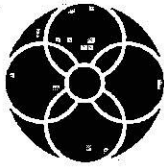
We are also **requesting a partial street closure** on Gramercy Place just south of 162nd Street for 100 ft. ending before the neighbor's driveway on the east side of Gramercy Place (see plot plan). The closure is requested for an ondo, Japanese street dance, on Saturday, 6/29, 5:00 pm – 8:00 pm. The closure will not block any driveways. We are requesting that the street parking in that area be blocked from Friday night, 6/28, because our volunteers and participants begin coming to the Matsuri early Saturday morning, and begin parking on all of the surrounding streets.

We will be applying to the California Department of Alcoholic Beverage Control for a Special Daily Beer License/Event Permit 30 days prior to the event, and will obtain signature from the Gardena Police Department to be submitted back to ABC 10 days prior to event.

Thank you very much for your assistance.

Sincerely,

Cathy Lee
Development & Events Manager



GARDENA VALLEY JAPANESE CULTURAL INSTITUTE

- Board of Directors - 2019

Board

Ray Shibata, President
Alan Kita, Vice President
Marilyn Tsuge, Secretary
Miles Akiyama, Treasurer
Richard Ames
Steven Awakuni
Gail Doi
Larry Hada
Juan Hernandez
Teri Kuwahara
Grant Nakaoka
Charles Oyagi
Alvin Takamori
Airi Takashima

Emeritus Board Members

Dan Ashimine
Robert Horii
Paul Koshi
Helen Kawagoe
Helen Nakano
Glenn Tachibana
Terry Terauchi

Staff

Alison Kochiyama, Executive Director
Gardena Valley Japanese Cultural Institute
1964 W. 162nd Street
Gardena, CA 90247
(310) 324-6611 work
(310) 324-3223 fax
akochiyama@jci-gardena.org

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

City of Gardena 173

05/07/2019 14:40:51.000 Reg CASHIER_COMDEV2

Validation Receipt

Payor: GARDENA VALLEY JCI

CHARGES-

0100020033220 \$ 856.00

CARNIVAL PERMIT

0100070033785 \$ 75.00

FIRE DEPT INSPECTION

☐ Other Sub total *****929.00

PAYMENT-

Check - 17754 \$ 929.00

CARNIVAL PERMIT GARDENA VALLEY JCI

Special Event Permit Application

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

- ☒ Annual/Periodic Event
☐ Circus/Carnival

Section 1

Business Name	GARDENA VALLEY JAPANESE CULTURAL INSTITUTE	Phone No.	310 324-6611
Business Address	1964 W. 162ND ST., GARDENA, CA 90247		
Name of Applicant			
Applicant is:	☐ An Individual ☐ Partnership ☐ Association ☒ Corporation ☐ Other: 501 (C)(3)		

Section 2

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

Residence Address		Phone No.
Business Address		
Driver's License No.	Date of Birth	Social Security No.

Section 3

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

Name	SEE BOARD OF DIRECTORS ROSTER		Title
Residence Address			
Business Address			
Title or Nature of Interest			
Driver's License No.	Date of Birth	Social Security No.	

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

Section 4

Event Title 2019 GUTCI MATSURI FUNDRAISER		
Describe the proposed event in detail ANNUAL FUNDRAISER FESTIVAL, COMMUNITY EVENT, CULTURAL DEMONSTRATIONS, DISPLAYS, PERFORMANCES, FOOD, GAMES, PLANT SALES, STREET JAPANESE CULTURAL DANCE (ONDO).		
Admission NONE		
Anticipated Attendance: Total 5000	Per Day 2,500	Anticipated Participants 400
Location Description OUTDOOR BOOTHS IN PARKING LOT, INDOOR ACTIVITIES IN OUR 2 BUILDINGS.		
Is this an Annual Event? ☒ Yes ☐ No		If yes, how many years has this event been held? 70+
Number of Amusement Devices (if applicable, attach a location list) NONE		

Additional Elements (Check all that apply):

- | | | |
|--|---|--|
| ☒ Amplified Sound | ☒ Games/Rides | ☒ Restrooms INDOORS |
| ☒ Street/Lane Closure | ☒ Barricades | ☒ Alcohol Consumption |
| ☒ Tent CANOPIES | ☒ Food Sales | ☒ Dance |
| ☐ Generator/Electrical Source | ☐ Animals | ☒ Signs/Banners Vendors |
| ☐ Other _____ | | |

Describe where you will be parking the vehicles for the event

GUTCI REAR PARKING LOT (164TH ST.), STREET PARKING

Describe how you will clean-up after the event

VOLUNTEERS & STAFF CLEAN ENTIRE GROUNDS AND SURROUNDING AREAS.
ALL TRASH DISCARDED IN 40 CUBIC YARD TRASH BIN & RECYCLE BINS.

Date/Time (for each day)	Date	Time	Day of the Week
Setup	6/26/19	5:30 PM	WEDNESDAY
Event Starts	6/29/19	12:00 PM	SATURDAY
Event Ends	6/30/19	6:00 PM	SUNDAY
Dismantle	7/1/19	5:30 PM	MONDAY

Private Security

Name of Firm

CRIME STOPPERS SECURITY SERVICES

Address

P.O. BOX #44746, LOS ANGELES, CA 90044

Contact Person

HENRY CASILLAS

Phone No.

323-972-5548

License No.

PPD 14985

Number of Guards

1

Armed? ☐ Yes ☒ No

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

ANNUAL EVENT SINCE 1950'S.

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

ALISON KOCHIYAMA, EUTCi EXECUTIVE DIRECTOR 310-324-6611

Name and phone number of emergency contact person

SAME 310-612-5598 CELL

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

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

Mailing address where any required notice should be sent

EUTCi, 1964 W. 162ND ST, GARDENA, CA 90247

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

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

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

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

Signature of Applicant(s) <u>Alison Kochiyama</u>	Date <u>5-7-19</u>
Print Name <u>ALISON KOCHIYAMA</u>	

City Use Only

Documents Required:

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

Received _____

Received _____

Received _____

Received _____

Received _____

Received _____

Action Check List

Event Element		Inspection Required	Action Required
☐	Sound Permit		
☐	No Parking		
☐	Lane Closure		
☐	Street Closure		
☐	Barricades		
☐	Tent		
☐	Vendors		
☐	Food Preparation		
☐	Cooking Equipment		
☐	Notifications		
☐	Insurance Certificate		
☐	Generator		
☐	Games/Rides		
☐	Restrooms		
☐	Parks		
☐	Repeat Event		
☐	Animals		
☐	Private Property		
☐	Public Property		
☐	Stages, rings, cages		
☐	Inflatables/balloons (over 15 ft height)		
☐	Temp fencing over 7 ft		
☐	Other		

**DEPARTMENT of COMMUNITY DEVELOPMENT**

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

City of Gardena 173
1700 W 162 ST

05/07/2019 14:42:06.000 Reg CASHIER_COMDEV2

Validation Receipt

Payor: GARDENA VALLEY JCI

CHARGES-

0100020033220 \$ 500.00

BINGO PERMIT

Sub-total *****500.00

Bingo Permit Application

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

Name of Applicant/Organization (attach statement that applicant is an eligible organization under Section 5.16.030) <i>GARDENA VALLEY JAPANESE CULTURAL INSTITUTE</i>	
Address Where Bingo Games are to be Held <i>1964 W. 162ND ST, GARDENA, CA 90247</i>	
Occupancy Capacity <i>MATSURI: 500; OTHER WEEKLY EVENTS: 200</i>	Length of Time Applicant has Occupied Premises <i>70+ YEARS</i>
Days and Hours Bingo is to be Conducted <i>MATSURI 6/29/19 4PM - 7PM; 6/30/19 4PM - 6PM. WEEKLY SENIOR BINGO M, W 11:45AM - 12:30PM</i>	
Length of Time Applicant has Conducted Operations in the City <i>70+ YEARS</i>	
Name and Address of Legal Property Owner <i>GARDENA VALLEY JAPANESE CULTURAL INSTITUTE</i>	

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

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

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

Signature of Officer <i>[Signature]</i>	Date: <i>5/6/19</i>
Address <i>GUTAI - 1964 W. 162ND ST., GARDENA, CA 90247</i>	
Signature of Officer	Date:
Address	



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department
FROM: Edward Medrano, City Manager
SUBJ: Department Inspection & Investigation Request
DATE: May 9, 2019
REF: Carnival Permit 2019
CC:

Type of Application: Carnival Permit/Bingo Permit
Business: Gardena Valley Japanese Cultural Institute
Owner: Cathy Lee
Location: 1964 W. 162ND St
Gardena, CA 90247
Request Approval to: Hold Annual Summer Festival

Background:

Attached for your information is a request from Gardena Valley Japanese Cultural Institute, located at 1964 West 162nd Street, Gardena, requesting Council approval to hold their Annual Summer Festival, Saturday and Sunday JUNE 29 & 30, 2019. In addition, the applicant is also requesting a Bingo Permit renewal to conduct bingo games and a partial street closure on Gramercy Place south of 162nd Street from Friday night June 28th to Saturday night June 30, 2019.

Please conduct the necessary inspections and/or investigation and reply by the response date of **May 16, 2019**.

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

Department Response

Name of Department: Police Department

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

☒ Recommend Approval ☐ Recommend Approval with Additional Conditions (see List of Conditions) ☐ Recommend Denial – See comments below/attached Memo.

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

Department Head Signature

Date

5-9-19



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Planning Division

DATE: May 9, 2019

FROM: Edward Medrano, City Manager

REF: Carnival Permit 2019

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit/Bingo Permit
Business: Gardena Valley Japanese Cultural Institute
Owner: Cathy Lee
Location: 1964 W. 162ND St
Gardena, CA 90247
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Please conduct the necessary inspections and/or investigation and reply by the response date of **May 16, 2019**.

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

Department Response

Name of Department: Planning

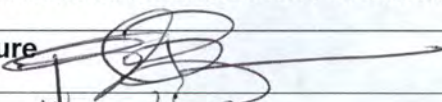
Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☒ Recommend Approval ☐ Recommend Approval with Additional Conditions (see List of Conditions) ☐ Recommend Denial – See comments below/attached Memo.

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

Department Head Signature

Date


May 10, 2019



MEMORANDUM
DEPARTMENT of COMMUNITY DEVELOPMENT

TO: LA. County Fire Department

DATE: May 9, 2019

FROM: Edward Medrano, City Manager

REF: Carnival Permit 2019

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: Carnival Permit/Bingo Permit
Business: Gardena Valley Japanese Cultural Institute
Owner: Cathy Lee
Location: 1964 W. 162ND St
Gardena, CA 90247
Request Approval to: Hold Annual Summer Festival

Background:

Attached for your information is a request from Gardena Valley Japanese Cultural Institute, located at 1964 West 162nd Street, Gardena, requesting Council approval to hold their Annual Summer Festival, Saturday and Sunday JUNE 29 & 30, 2019. In addition, the applicant is also requesting a Bingo Permit renewal to conduct bingo games and a partial street closure on Gramercy Place south of 162nd Street from Friday night June 28th to Saturday night June 30, 2019.

Please conduct the necessary inspections and/or investigation and reply by the response date of **May 16, 2019**.

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

Department Response

Name of L. A. County Fire Department

Department:

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

No

☒ Recommend Approval

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

☐ Recommend Denial – See
comments below/attached Memo.

contact fire prevention
Insp. ALMARAZ @ 310 263-2732
to secure a permit.

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

Department Head Signature

Date

5/10/2019



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Business License Division

DATE: May 10, 2019

FROM: Jorge Gamboa, Planning Division

REF: Carnival/Bingo Permit

SUBJ: Gardena Valley J.C.I. Summer Festival

CC:

Project Location: 1964 W. 162nd St.

The Planning Department is recommending approval of a Carnival/Bingo Permit for Gardena Valley J.C.I. to hold their annual Summer Festival on Saturday, June 29, 2019, and Sunday, June 30, 2019, provided that the following conditions of approval are met:

1. The Applicant shall contact the Los Angeles County Fire Department one week prior to the event to schedule an inspection and complete all necessary forms. A fire safety inspection shall be conducted, and approval of the inspection is required prior to the start of the carnival;
2. The Applicant shall contact the City of Gardena Community Development Department at (310) 217-9530, 48 hours prior to the event to schedule an inspection after the site is set-up, but prior to the commencement of any activities. Please note that any electrical work, with the exception of plug-in, will require an electrical permit obtained by a licensed electrical contractor;
3. The Applicant shall have all fire and building safety inspections conducted and approval prior to the start of the carnival;
4. The Applicant shall contact the Health Department and obtain all required permits prior to start of the carnival;
5. The Applicant shall obtain the appropriate approvals, licenses and permits from the Department of Alcoholic Beverage Control (ABC) for any on-site sale and consumption of alcohol;
6. The driveway shall be kept clear of game booths for emergency vehicles;
7. The Applicant shall deploy trash receptacles at various outdoor food serving areas;
8. The Applicant shall properly dispose of trash at the end of the event (in closed trash bins or containers);
9. The Applicant shall sweep outdoor area at the end of the day;
10. The Applicant shall call the Community Development Department (310) 217-9530 after the event to schedule a final inspection for issuance of a refund of the clean-up deposit;
11. The Applicant shall cover all on-site drop-inlet catch basin;
12. The Applicant shall ensure that coals used in the preparation of food shall be properly disposed (viz., after "cool-down", place in metal containers for subsequent curbside refuse collection);
13. The Applicant shall use damp or dry-cleaning techniques to clean outdoor surface areas (if hose water must be applied runoff must not leave the site and enter curb and gutter);
14. The Applicant shall use covered sandbags in catch basins in the public right-of-way to prevent the entry of wash water and other impermissible non-storm water discharges from the event area;
15. The Applicant shall keep the subject property in a neat, clean, and orderly manner at all times;

16. The Applicant shall return the property to its original condition at the conclusion of each event;
17. The Applicant shall abide by the conditions and payment amount as specified in the Police Departments' employment proposal included herein as an attachment; and
18. The Applicant shall pay for all law enforcement and public safety costs incurred by the City.

Pursuant to Gardena Municipal Code Section 18.60.060, festival and parades are exempt from the provisions of a temporary use permit ("TUP") when the event does not exceed three days in duration. The Vacation Bible School takes place over a day; therefore, approval of a TUP is not required.

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID ED
GARDE-2DATE (MM/DD/YYYY)
02/15/19

PRODUCER
KENNETH M. KAMIYA INSURANCE
CDI #0207119
273 VAN NESS AVENUE #200
GARDENA CA 90501
Phone: 310-781-2066 Fax: 310-781-9411

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

GARDENA VALLEY JAPANESE
CULTURAL INSTITUTE
1964 WEST 162ND STREET
GARDENA CA 90247

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: SUMITOMO MARINE & FIRE INS. CO 20362

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING
ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR
MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH
POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	☒ GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO- JECT ☐ LOC	PKG3122583	10/22/18	10/22/19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	☒ EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$	UMB5400573	10/22/18	10/22/19	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU- TORY LIMITS ☐ OTH- ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CITY OF GARDENA, ITS OFFICERS, AGENTS AND EMPLOYEES ARE NAMED AS
ADDITIONAL INSURED AS RESPECTS: ANNUAL CARNIVAL ON JUNE 29, 2019 AND
JUNE 30, 2019.

CERTIFICATE HOLDER

GARDENA

CITY OF GARDENA
1700 WEST 162ND STREET
GARDENA CA 90247

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION
DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN
NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL
IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR
REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE