



## ELECTED and ADMINISTRATIVE OFFICES

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9516

April 2, 2020

### Elected and Administrative Offices

The City of Gardena has suspended all in-person services until further notice. All City facilities have been closed to the public, including the Elected and Administrative Offices. Please see the [City Directory](#) for each department's contact information.

#### **City Clerk's Office**

General information is offered to the public via phone and email. Public Record Requests are still being processed, but due to limited staffing, our ability to review, research and respond to your request will be significantly delayed. We will respond to your request within a reasonable timeframe following the resumption of adequate staffing and normal City functions. If you have any questions regarding Public Records Requests, please contact (310) 217-9565.

#### **City Treasurer's Office**

Senior Utility User Tax Refunds for mobile home residents have been postponed. At this time, we are only accepting checks, credit card (no fees), and ACH wire payments.

#### **Rent Mediation**

Current Rent Mediation hearings have been postponed until further notice, but the City of Gardena is still accepting Rent Mediation applications. Applications can be submitted through the following ways:

- By Mail: 1700 W 162<sup>nd</sup> Street, Gardena, CA 90247
- By email: [rentmediation@cityofgardena.org](mailto:rentmediation@cityofgardena.org)
- By Fax: (310) 217-9694

If you have any questions regarding Rent Mediation, please contact (310) 217-9503.

#### **Trash and Recycling Services**

There are no current changes to resident's trash and recycling services, and Waste Resources does not anticipate any delays or interruptions in service. Collection services remain as scheduled, including waste, recycling and Bulky items. Waste Resources is taking an additional step to ensure the safety of their employees by asking that all trash generated from homes and businesses be placed in plastic bags, tied off, and placed in the appropriate containers to avoid any direct contact with untreated waste of any kind. To prevent spillage please keep containers' lids closed and avoid overfilling.

For bulk-item pickups, all hard-surfaced items including furniture, appliances, and Electronic waste are collected upon request. Mattresses, pillows, sofa cushions must be bagged and sealed before being set out to be collected.

For additional questions and concerns please contact Waste Resources at (310) 366-7600; or toll free at (888) 467-7600. Waste Resources can also be reached by email at [info@wasteresources.com](mailto:info@wasteresources.com)

