

Barry Waite, Mayor  
Bill Uphoff, Mayor Pro Tem  
James Gazeley, Council Member  
Cindy Segawa, Council Member  
Mark A. Waronek, Council Member



LOMITA CITY HALL  
COUNCIL CHAMBERS  
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Next Resolution No. 2023-16  
Next Ordinance No. 855

**AGENDA  
REGULAR MEETING  
LOMITA CITY COUNCIL  
TUESDAY, AUGUST 15, 2023  
6:00 P.M.**

**THE CITY COUNCIL HAS RESUMED PUBLIC MEETINGS IN THE COUNCIL CHAMBERS. PARTICIPATION BY MEMBERS OF THE PUBLIC IS ONLY GUARANTEED VIA IN-PERSON ATTENDANCE.**

**AS A COURTESY, THE CITY WILL ATTEMPT TO ALSO ALLOW PUBLIC PARTICIPATION DURING THE MEETING VIA A COMPUTER OR SMART DEVICE USING THE FOLLOWING ZOOM LINK:**

<https://us02web.zoom.us/j/83306576837>

Telephone Option: (669)-900-6833 Meeting ID: 833 0657 6837

Please note that the City cannot, and does not, guarantee that the above Zoom link or dial in feature will work, that any individual commenter's computer or smart device will operate without issue, or that the City's hosting of the Zoom will work without issue. Members of the public acknowledge this and are on notice that public participation is only guaranteed via attendance in Council Chambers and that the Zoom option is provided as a courtesy only. Technological issues or failure of the Zoom link to be operational for any reason will not result in any pause, recess, or cancellation of the meeting.

If you wish to provide public comment during oral communications or for a particular agenda item, you may either contact the City Clerk's Office before the meeting, at 310-325-7110 ext. 141, complete a speaker card and give it to the City Clerk or if participating via Zoom utilize the "raise hand" function to join the queue to speak when the Mayor calls the item for discussion. Your name and city of residency is requested, but not required.

**No meeting of the Lomita Public Financing Authority will be held on this date.**

**1. OPENING CEREMONIES**

- a. Call Meeting to Order
- b. Flag Salute
- c. Invocation – Council Member Waronek
- d. Roll Call
- e. Closed Session Report – City Attorney Rusin

**2. APPROVAL OF AGENDA**

**3. PRESENTATIONS**

- **CERTIFICATES OF RECOGNITION PRESENTED TO THE LOMITA PARKS TEEN PROGRAM STAFF**

**4. ORAL COMMUNICATIONS**

Persons wishing to speak on Consent Agenda items or subjects other than those scheduled are requested to do so at this time. In order to conduct a timely meeting, a three (3) minute time limit per person has been established. Government Code Section 54954.2 prohibits the Council from discussing or taking action on a specific item unless it appears on a posted agenda.

**5. ORAL COMMUNICATIONS AND MEETING ATTENDANCE REPORTS FROM THE CITY COUNCIL**

The City Council may discuss and act upon items described under Council comments; however, items which are not on the agenda will be limited to Council reports, announcements, requests for clarification or factual information, or placement of matters on the agenda for a future meeting.

**6. CITY MANAGER’S REPORT (information only)**

**7. CONSENT AGENDA**

All items under the Consent Agenda are considered by the Council to be routine and will be enacted by one motion in the form listed below. There may be separate discussions of these items prior to the time the Council votes on the motion. Specific items may be removed from the Consent Agenda at the request of any Council Member or staff.

**RECOMMENDED ACTION:** That Consent Agenda Items 7a-q be approved.

- a. Motion to Waive Full Reading of Ordinances and that They be Read in Title Only

**RECOMMENDED ACTION:** Approve motion.

- b. Minutes of the Regular City Council Meetings of May 2, 2023, and June 6, 2023

**RECOMMENDED ACTION:** Approve minutes.

- c. Warrants/Payroll Register

**RECOMMENDED ACTION:** Approve and file Warrants/Payroll Register.

- d. Monthly Report for the Administrative Services Department

**RECOMMENDED ACTION:** Receive and file the report.

- e. Monthly Report for the City Manager’s Department

**RECOMMENDED ACTION:** Receive and file the report.

- f. Monthly Report for the Community and Economic Development Department

**RECOMMENDED ACTION:** Receive and file the report.

- g. Monthly Report for the Recreation and Facilities Division

**RECOMMENDED ACTION:** Receive and file the report.

- h. Monthly Report for the Public Works Department

**RECOMMENDED ACTION:** Receive and file the report.

- i. July 2023 Treasury & Investment Report

**RECOMMENDED ACTION:** Receive and file the report.

- j. Facility Use Agreement with American Red Cross for use of the Tom Rico Center as an Emergency Shelter

**RECOMMENDED ACTION:** Approve the agreement and authorize the City Manager to execute the agreement.

- k. Fiscal Year (FY) 2022/23 Quarterly Financial Report

**RECOMMENDED ACTION:** Receive and file the Fiscal Year (FY) 2022/23 Preliminary Quarterly Financial Report Fourth Quarter Ending June 30, 2023.

- I. Adoption of Resolution Confirming the Annual Appropriations Limit for Fiscal Year 2023/2024

**RECOMMENDED ACTION:** Adopt Resolution No. 2023-16 confirming the Annual Appropriations Limit for Fiscal Year 2023/2024

**RESOLUTION NO. 2023-16 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, CONFIRMING THE FACTORS USED FOR CALCULATING THE ANNUAL APPROPRIATION LIMIT FOR FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024**

- m. Resolution of Public Convenience and Necessity Relative to Conditional Use Permit No. 326, for the Sale of Beer, Wine, and Distilled Spirits for Grocery Outlet Located at 2155 Pacific Coast Highway within the C-R (Commercial Retail)

**RECOMMENDED ACTION:** Adopt resolution and find the action exempt from the California Environmental Quality Act.

**RESOLUTION NO. 2023-17 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, RESOLVING THE PUBLIC CONVENIENCE AND NECESSITY OF AN ABC LICENSE FOR THE SALE OF BEER, WINE, AND DISTILLED SPIRITS FOR OFF-SITE CONSUMPTION AT 2155 PACIFIC COAST HIGHWAY AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

- n. Agreement with Tripepi Smith to Provide General Communications Support

**RECOMMENDED ACTION:** Approve the agreement and authorize the City Manager to execute the agreement.

- o. Amendment to Agreement with Project Partners for Public Works Staffing Support

**RECOMMENDED ACTION:** Approve the Second Amendment to Agreement 2022-58 with Project Partners for engineering services related to capital projects and staff support for a total amount not to exceed \$529,000 inclusive of previously approved funding, extend the contract duration through June 30, 2024, and authorize the City Manager to execute the Amendment.

- p. Skypark Commercial Properties Update

**RECOMMENDED ACTION:** Receive and file the project update from the Los Angeles Regional Water Quality Control Board regarding the Skypark Commercial Properties (Assessor Parcel No. 7377-006-906), 24701 – 24777 Crenshaw Boulevard and 2530, 2540, and 2600 Skypark Drive, Torrance, California (SCP NO. 1499).

- q. Authorize Reimbursement for Expenditures Submitted by Council Member Waronek Related to Mileage, Meetings, and Conferences That Have Been Submitted Beyond 30 Days as Required by the City’s Travel and Reimbursement Policy

**RECOMMENDED ACTION:** Review and, if desired, authorize the reimbursement for expenditures for travel, mileage, and other expenses that have been submitted beyond 30 days as required by the City’s Travel and Reimbursement Policy; and approve an additional appropriation to the 22/23 travel and meetings budget for these expenditures.



**8. SCHEDULED ITEMS**

- a. **DISCUSSION AND CONSIDERATION OF DESIGNATING A VOTING DELEGATE AND ALTERNATE FOR THE ANNUAL LEAGUE OF CALIFORNIA CITIES CONFERENCE AND POSSIBLE CANCELLATION OR ADJOURNMENT OF THE REGULAR CITY COUNCIL MEETING SCHEDULED FOR TUESDAY, SEPTEMBER 19**

Presented by Ryan Smoot, City Manager

**RECOMMENDED ACTION:** Designate a Voting Delegate and Alternate(s) for the League of California Cities Annual Conference and Expo, September 20-22, 2023, in Sacramento; and consider canceling or adjourning the regular City Council meeting to a date specific.

**9. PUBLIC HEARINGS**

- a. **DISCUSSION AND CONSIDERATION OF ZONING TEXT AMENDMENT NO. 2023-08, AN ORDINANCE OF THE CITY COUNCIL APPROVING ZONING TEXT AMENDMENT 2023-08 AMENDING VARIOUS SECTIONS OF LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING) TO REGULATE MURALS CITYWIDE (first reading)**

Presented by Brianna Rindge, Community and Economic Development Director

**RECOMMENDED ACTION:** After the City Attorney reads the title, and after receiving public comment, if any, introduce on first reading Ordinance No. 855- Zoning Text Amendment 2023-08 and find the item exempt from the California Environmental Quality Act (CEQA).

**ORDINANCE NO. 855 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING ZONE TEXT AMENDMENT 2023-08 AMENDING VARIOUS SECTIONS OF LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING) TO REGULATE MURALS CITYWIDE AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**10. ADJOURNMENT**

*Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection via the City’s website and copies are available for public inspection beginning the next regular business day in the City Clerk’s Office, 24300 Narbonne Avenue, Lomita.*

*In compliance with the Americans with Disabilities Act (ADA) if you need special assistance to participate in this meeting, please contact the office of the City Clerk at (310) 325-7110. Notification at least forty-eight (48) hours prior to the meeting will enable the City to make reasonable arrangements.*

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours prior to the meeting at the following locations: Lomita City Hall, Lomita Park, and uploaded to the City of Lomita website [http://www.lomita.com/cityhall/city\\_agendas/](http://www.lomita.com/cityhall/city_agendas/).*

Date Posted: August 11, 2023

  
Kathleen Horn Gregory, MMC, City Clerk

**MINUTES OF THE  
LOMITA CITY COUNCIL  
REGULAR MEETING  
TUESDAY, MAY 2, 2023**

**1. OPENING CEREMONIES**

a. Call Meeting to Order

The regular meeting of the Lomita City Council was called to order by Mayor Waite at 6:01 p.m. on Tuesday, May 2, 2023, in the Council Chambers at Lomita City Hall, 24300 Narbonne Avenue, Lomita, California.

b. Flag Salute

Council Member Segawa led the salute to the flag.

c. Invocation

Council Member Segawa gave the invocation.

d. Roll Call

**PRESENT:** Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

**ABSENT:** None

**STAFF PRESENT:** City Manager Smoot, City Attorney Rusin, Assistant City Manager Sugano, Administrative Services Director Kamada, Public Works Director Dillon, Community and Economic Development Director Rindge, Senior Management Analyst Hernandez, Administrative Analyst Ibarra, and City Clerk Gregory

e. Closed Session Report

City Attorney Rusin announced that the City Council met in open session at 5:15 p.m. and recessed shortly after to discuss the following item:

**CONFERENCE WITH LEGAL COUNCIL- ANTICIPATED LITIGATION**

Initiation of Litigation Pursuant to Government Code Section 54956.9(D)(4); one matter

All members of the City Council were present. Direction was given by the Council to initiate a lawsuit. That action, the defendants, and the other particulars, shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the City's ability to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

## 2. APPROVAL OF AGENDA

Council Member Segawa made a motion, seconded by Council Member Waronek to approve the agenda.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

## 3. PRESENTATIONS

None scheduled.

## 4. ORAL COMMUNICATIONS

Mayor Waite announced the time for public comments on Consent Agenda items or subjects other than those scheduled.

George Kivett, Lomita resident, commented on uprooted trees on sidewalks caused by excessive rain. He suggested that City staff resume periodic walks of the sidewalks to review the conditions. He also commended the City for patronizing Lomita businesses.

There being no further requests to speak, Mayor Waite closed Oral Communications.

## 5. ORAL COMMUNICATIONS AND MEETING ATTENDANCE REPORTS FROM THE CITY COUNCIL

Council Member Segawa reported on the following:

- April 20 – Career Day at President Avenue
- April 21 – Meeting with Harbor City-Lomita Community of Schools
- April 22 – The Golden Triangle Grand Opening
- April 25 – City Hall Tour for St. Margaret Mary School Second Graders
- April 27 – Arbor Day Tree Planting
- April 30 – Annual Tea with Friends at the Railroad Museum

Council Member Gazeley reported on the following:

- Recent Vector Control Correspondence
- April 19 – No Quorum at the County Sanitation District No. 5 Meeting

Council Member Waronek reported on the following:

- April 27 – Arbor Day Tree Planting
- April 27 – Lomita Chamber of Commerce Membership Drive
- April 28 – California Contract Cities Association (CCCA) Past Presidents Luncheon
- April 28 – Meeting with Janice Hahn's Office
- Announced 18<sup>th</sup> Annual Golden Apple Awards to take place this Friday, May 5

Mayor Pro Tem Uphoff reported on the following:

- April 19 – CCCA Board of Directors Meeting
- April 25 – Cal Cities Speaker Series
- April 26 – CCCA Legislative Committee
- April 30 – Annual Tea with Friends at the Railroad Museum

Mayor Waite reported on the following:

- April 29 – South Bay Cities Council of Governments Meeting
- April 30 – Annual Tea with Friends at the Railroad Museum

## 6. CITY MANAGER'S REPORT (information only)

City Manager Smoot announced that the L.A. County Board of Supervisors were to vote this morning to authorize the institution of a Project Homekey site in Lomita, which was unbeknownst to City staff until just a few days ago. He stated that the City will be sending a letter to the Board to express its disappointment, as this authorization usurps the City's authority with regard to its zoning regulations, which were recently amended. The City is open to a Project Homekey site but expressed that there may be alternative sites that are more appropriate.

City Attorney Rusin stated that such authorizations are normally made in partnership with cities wishing to participate, so it is strange that the City was not included in the discussion.

## 7. CONSENT AGENDA

**RECOMMENDED ACTION:** That Consent Agenda Items 7a-j be approved.

Mayor Pro Tem Uphoff requested to pull item 7c. Council Member Segawa made a motion, seconded by Council Member Waronek to approve Consent Agenda items 7a-b and 7d-j.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

**Approved the following Consent Agenda items:**

- a. Motion to Waive Full Reading of Ordinances and that They be Read in Title Only

**RECOMMENDED ACTION:** Approve Motion.

- b. Warrants/Payroll Register

**RECOMMENDED ACTION:** Approve and file Warrants/Payroll Register.

- d. Second Reading and Adoption of Ordinance No. 848 Adding Section 2-1.29.1 to Chapter 1 of Title 2 of the Lomita Municipal Code Establishing By-District Elections, Defining District Boundaries, and Scheduling Elections within the Districts

**RECOMMENDED ACTION:** Adopt Ordinance.

**ORDINANCE NO. 848 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ADDING SECTION 2-1.29.1 TO CHAPTER 1 OF TITLE 2 OF THE LOMITA MUNICIPAL CODE ESTABLISHING BY-DISTRICT ELECTIONS, DEFINING DISTRICT BOUNDARIES, AND SCHEDULING ELECTIONS WITHIN THE DISTRICTS, AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

- e. Second Reading and Adoption of Ordinance No. 849 Amending Title 2, Chapter 4, Section 2-4.01 of the Lomita Municipal Code Pertaining to Council Member Compensation

**RECOMMENDED ACTION:** Adopt Ordinance.

**ORDINANCE NO. 849 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING TITLE 2, CHAPTER 4, SECTION 2-4.01 OF THE LOMITA MUNICIPAL CODE PERTAINING TO COUNCIL MEMBER COMPENSATION AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

- f. Second Reading and Adoption of Ordinance No. 850 Amending Lomita Municipal Code Title VI (Businesses, Professions and Trades), Chapter 8 (Massage Businesses and Practitioners) to Clarify Language and Specify Regulations

**RECOMMENDED ACTION:** Adopt Ordinance.

**ORDINANCE NO. 850 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING AN AMENDMENT TO AN ORDINANCE TO AMEND LOMITA MUNICIPAL CODE TITLE VI (BUSINESSES, PROFESSIONS AND TRADES), CHAPTER 8 (MASSAGE BUSINESSES AND PRACTITIONERS) TO CLARIFY LANGUAGE AND SPECIFY REGULATIONS, AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

- g. Third Amendment to the Agreement with Willdan Financial Services for Parks & Recreation and Sewer Impact Fee Studies

**RECOMMENDED ACTION:** Approve the Amendment and authorize the City Manager and City Clerk to execute the agreement.

- h. Professional Services Agreement with Kimley-Horn and Associates, Inc. for Traffic Calming Toolkit

**RECOMMENDED ACTION:** Approve a Professional Services Agreement with Kimley-Horn and Associates, Inc. for Traffic Calming Toolkit in the amount of \$77,040.00 plus a 10% contingency amount of \$7,704.00; and authorize the City Manager and City Clerk to execute the Agreement.

- i. Resolutions Amending Compensation Plan for Full-Time Non-Represented Employees for the period of July 1, 2022 – June 30, 2024, and Amending the List of Positions for FY 22-24

**RECOMMENDED ACTION:** Adopt resolutions amending the Compensation Plan for Full-Time Non-Represented Employees for the period of July 1, 2022 – June 30, 2024; amending the List of Positions for Fiscal Year 22-24 adding the position of Accountant; and adopting the Accountant Job Classification.

**RESOLUTION NO. 2023-08 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING A COMPENSATION PLAN FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEARS 2022-23 THROUGH 2024-25 AND RESCINDING RESOLUTION NO. 2022-33**

**RESOLUTION NO. 2023-09 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING RESOLUTION NO. 2022-31, AND ESTABLISHING A COMPENSATION PLAN FOR EMPLOYEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2024**

- j. 2023 Helen Putnam Award for Excellence Application

**RECOMMENDED ACTION:** Receive and file the 2023 Helen Putnam Award for Excellence application.

**PULLED FOR SEPARATE CONSIDERATION**

- c. Approve the Replacement of the ALPR Camera System on the City's Parking Enforcement vehicle with two Automated License Plate Reader (ALPR) Camera Systems on Sheriff's Department Vehicles

**RECOMMENDED ACTION:** Authorize removal of the outdated ALPR Camera System from the City's parking enforcement vehicle; approve the purchase of two ALPR Camera Systems through the Sheriff's Department for installation on Los Angeles County Sheriff's Department Vehicles; and authorize the City Manager to execute the necessary documents as part of the annual contract authorization.

Senior Management Analyst Hernandez gave a brief update on the item.

Lomita Sheriff's Station's Lt. White spoke in favor of the recommendation for this item. Such cameras are often used to find stolen cars and to locate people with outstanding warrants. He added that sheriff's deputies are on duty 24/7 unlike City parking enforcement officers so having the cameras in deputies' cars is more beneficial.

Council Member Segawa made a motion, seconded by Mayor Pro Tem Uphoff to approve Consent Agenda Item 7c.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

## 8. SCHEDULED ITEMS

### a. DISCUSSION AND CONSIDERATION OF THE NOMINATION OF KEN BLACKWOOD FOR THE LOMITA CIRCLE OF HONOR AWARD

**RECOMMENDED ACTION:** That the City Council provide staff direction regarding the nomination.

Senior Management Analyst Hernandez gave a brief presentation per the agenda material.

Margaret Estrada, who nominated Mr. Blackwood, thanked the Council for their consideration.

Council Members shared memories of Mr. Blackwood, a former Lomita Council Member and Mayor.

A brief discussion was held relative to consideration of other locales in the City for the memorial, as the abundance of plaques in the current location resembles a de facto cemetery. Additional discussion was held relative to the problems associated with recognizing some people and not others, looking into other ways to honor residents, and one person nominating several people who are now in the Circle of Honor.

Mayor Waite invited public comment.

George Kivett, Lomita resident, spoke in support of the nomination, and suggested a memorial wall instead.

As there were no further requests to speak on this item, Mayor Waite brought the item back to the Council for further discussion or a motion.

Council Member Segawa made a motion, seconded by Mayor Pro Tem Uphoff to approve the nomination of Ken Blackwood for the Circle of Honor Award.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

It was Council Consensus to direct staff to bring back an item to discuss and consider the location of the memorial with options for relocation.

### b. DISCUSSION AND CONSIDERATION OF A RESOLUTION OF INTENT TO LEVY ANNUAL ASSESSMENTS FOR LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2023-2024

**RECOMMENDED ACTION:** Adopt Resolution and set the public hearing date for June 6, 2023.

Director Dillon presented the staff report per the agenda material. The purpose of this item is to approve the engineering report, and set the public hearing for June 6, 2023, to levy the assessment. Estimated expense for FY23-24 is approximately \$28,500, and maintaining the existing \$55.63 per parcel is recommended.

As there was no Council discussion and no questions for staff, Mayor Waite brought the item back to the Council for a motion.

Council Member Waronek made a motion, seconded by Council Member Segawa to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

**Adopted the following titled resolution:**

**RESOLUTION NO. 2023-10 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR THE CITY OF LOMITA'S LANDSCAPE MAINTENANCE DISTRICT NO. 1 CHARGES FOR FISCAL YEAR 2023-24 AND DECLARING THE INTENT OF THE CITY COUNCIL TO LEVY AND COLLECT ASSESSMENTS WITHIN THE LOMITA LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR THE FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024, AND SETTING A PUBLIC HEARING DATE OF JUNE 6, 2023**

**c. DISCUSSION AND CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH DE NOVO PLANNING GROUP FOR GENERAL PLAN & ZONING ORDINANCE UPDATE**

**RECOMMENDED ACTION:** Approve a Professional Services Agreement with De Novo Planning Group for the General Plan and Comprehensive Zoning Code Update and all California Environmental Quality Act work in the amount of \$1,324,482 plus a 10% contingency amount of \$132,448 through fiscal year 2024-2025; and authorize the City Manager and City Clerk to execute the Agreement.

Director Rindge introduced the item. Three RFPs were received and all bidders were interviewed. De Novo Planning Group presented the least expensive proposal and has performed consultant work for the City before.

Perry Banner, Principal Planner of De Novo Planning Group, spoke briefly on the scope of the project and upcoming events planned for the kickoff of the project.

Director Rindge stated that De Novo Planning Group requests some edits to the City's standard Professional Service Agreement relative to indemnification.

Council Member Gazeley left the dais at 6:50 p.m. and returned at 6:51 p.m.



George Kivett, Lomita resident, supported the recommendation, and stated his intention to submit an application for the General Plan Advisory Committee (GPAC).

As there were no further requests from the public to speak on this item, Mayor Waite brought the item back to the Council for a motion.

Council Member Gazeley made a motion, seconded by Mayor Pro Tem Uphoff to approve the recommended action, and to authorize the City Manager to adjust the indemnification language in the agreement in a form approved by the City Attorney.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

## 9. PUBLIC HEARINGS

### a. **DISCUSSION AND CONSIDERATION OF A ZONE TEXT AMENDMENT UPDATING REGULATIONS REGARDING THE KEEPING OF HEN CHICKENS WITHIN THE A-1 (AGRICULTURE, NONCOMMERCIAL) AND R-1 (SINGLE-FAMILY RESIDENTIAL) ZONES**

**RECOMMENDED ACTION:** After the City Attorney reads the title of the ordinance, accept the recommendation of the Planning Commission and introduce on first reading an ordinance amending Lomita's Municipal Code Article 30 (Residential Zones) to Update Regulations Regarding the Keeping of Hen Chickens Within The A-1 (Agriculture, Noncommercial) and R-1 (Single-Family Residential) Zones; find the project is categorically exempt from the California Environmental Quality Act; and direct staff to schedule the second reading and adoption of the ordinance.

Director Rindge presented the staff report per the agenda material. Roosters will not be allowed, and coops will have height limits and location requirements. Coops also must be of a similar design to the single-family home on whose property they are located.

After brief discussion, it was Council consensus to decrease the fifteen-foot setback to a five-foot setback.

Mayor Waite opened the public hearing at 6:57 p.m.

Nancy Sanchez, Lomita resident, supported the amendment, with a five-foot setback requirement.

George Kivett, Lomita resident, spoke in opposition to the amendment, as chicken coops attract rats. He stated that chickens should only be allowed in the A-1 (Agriculture/Non-Commercial) Zone, but not throughout the City.

Director Rindge clarified that a maximum of five hens may be permitted on one lot.

As there were no further requests from the public to speak on this item, Mayor Waite closed the public hearing at 7:03 p.m. and brought the item back to the Council for further discussion or a motion.

Director Rindge clarified that chicken coops would now be required per the amendment.

As there was no further discussion, Mayor Waite asked for a motion.

Council Member Gazeley made a motion, seconded by Council Member Segawa to approve the recommended action with a decrease to a five-foot setback from the property line, to be amended in the ordinance, Section 4, C, (C), (2), (e).

City Attorney Rusin read the title of the ordinance to be introduced.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

**Introduced the following titled ordinance:**

**ORDINANCE NO. 851 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING ZONING TEXT AMENDMENT 2023-04 AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING), CHAPTER 1 (ZONING), ARTICLE 30 (RESIDENTIAL ZONES) TO UPDATE REGULATIONS REGARDING THE KEEPING OF HEN CHICKENS WITHIN THE A-1 (AGRICULTURE, NONCOMMERCIAL) AND R-1 (SINGLE-FAMILY RESIDENTIAL) ZONES AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**b. DISCUSSION AND CONSIDERATION OF A ZONE TEXT AMENDMENT REGULATING PLANNED RESIDENTIAL DEVELOPMENTS**

**RECOMMENDED ACTION:** After the City Attorney reads the title of the ordinance, accept the recommendation of the Planning Commission and introduce on first reading an ordinance amending Lomita's Municipal Code Title XI (Planning and Zoning) to specify regulations in compatibility with adopted Ordinance No. 839 regulating planned residential developments; find the project is categorically exempt from the California Environmental Quality Act; and direct staff to schedule the second reading and adoption of the ordinance.

Director Rindge presented the staff report per the agenda material. This is merely a "cleanup" ordinance with no substantive changes to the original; it is necessary for Code consistency.

As there were no questions from the Council, Mayor Waite opened the public hearing at 7:07 p.m. As no members of the public wished to speak about this item, he closed the hearing at 7:07 p.m. and brought the item back to the Council for further discussion or a motion.

Council Member Waronek made a motion, seconded by Council Member Segawa to approve the recommended action.

City Attorney Rusin read the title of the ordinance to be introduced.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

**Introduced the following titled ordinance:**

**ORDINANCE NO. 852 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING ZONING TEXT AMENDMENT 2023-05 AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING), CHAPTER 2 (DIVISION OF LAND), ARTICLE 4 (DESIGN), SECTION 11-2.171 (LOT DESIGN), AND CHAPTER 1 (ZONING), ARTICLE 15 (DEFINITIONS), TO SPECIFY REGULATIONS IN COMPATIBILITY WITH ADOPTED ORDINANCE NO. 839 REGULATING PLANNED RESIDENTIAL DEVELOPMENTS AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**c. DISCUSSION AND CONSIDERATION OF A ZONE TEXT AMENDMENT UPDATING OUTDOOR DINING REGULATIONS**

**RECOMMENDED ACTION:** After the City Attorney reads the title of the ordinance, accept the recommendation of the Planning Commission and introduce on first reading an ordinance amending Lomita's Municipal Code Section 11-1.68.06 (Outdoor Dining) to update outdoor dining regulations; find the project is categorically exempt from the California Environmental Quality Act; and direct staff to schedule the second reading and adoption of the ordinance.

Director Rindge presented the staff report per the agenda material. This amendment would update the existing ordinance to allow more permanent outdoor dining. The allowance would require a CUP amendment, and a permit would be required for encroachment into the public right-of-way. Such restaurants must have full kitchens and the design of the outdoor area should match the adjacent building. The outdoor area would also be subject to the City's existing noise and smoking ordinances.

Mayor Waite opened the public hearing at 7:13 p.m.

George Kivett, Lomita resident, spoke in favor of allowing outdoor dining, especially if it does not impede access to the right-of-way. He suggested adding a condition that if alcohol is served it should be in a separate, fenced-in area.

As there were no further requests from the public to speak on this item, Mayor Waite closed the public hearing at 7:15 p.m. and brought the item back to the Council for further discussion or a motion.

Mayor Pro Tem Uphoff made a motion, seconded by Council Member Waronek to approve the recommended action.

City Attorney Rusin read the title of the ordinance to be introduced.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

**Introduced the following titled ordinance:**

**ORDINANCE NO. 853 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING ZONING TEXT AMENDMENT 2023-03 AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING), CHAPTER 1 (ZONING), ARTICLE 68 (SPECIAL DEVELOPMENT STANDARDS), SECTION 11-1.68.06 (OUTDOOR DINING) TO UPDATE OUTDOOR DINING REGULATIONS AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

## 10. ADJOURNMENT

There being no further business to discuss, Mayor Waite adjourned the meeting at 7:16 p.m.

Respectfully submitted,

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Kathleen Horn Gregory, MMC, City Clerk  
Adopted:

**MINUTES OF THE  
LOMITA CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JUNE 6, 2023**

**1. OPENING CEREMONIES**

a. Call Meeting to Order

The regular meeting of the Lomita City Council was called to order by Mayor Waite at 6:02 p.m. on Tuesday, June 6, 2023, in the Council Chambers at Lomita City Hall, 24300 Narbonne Avenue, Lomita, California.

b. Flag Salute

Council Member Gazeley led the salute to the flag.

c. Invocation

Mayor Waite gave the invocation.

d. Roll Call

**PRESENT:** Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

**ABSENT:** None

**STAFF PRESENT:** City Manager Smoot, City Attorney Rusin, Assistant City Manager Sugano, Administrative Services Director Kamada, Public Works Director Dillon, Community and Economic Development Director Rindge, Senior Management Analyst Hernandez, Associate Planner MacMorran, and Deputy City Clerk Abbott

**2. APPROVAL OF AGENDA**

Council Member Segawa made a motion, seconded by Council Member Waronek to approve the agenda.

**MOTION CARRIED** by the following vote:

**AYES:** Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

**NOES:** None

**ABSENT:** None

### **3. PRESENTATIONS**

Chris Cagle, Regional Affairs Manager with the South Bay Workforce Investment Board, presented the third quarter report. He gave updates on various programs and services, including the City's business outreach program, youth at work programs, job fairs, and services offered at the One-Stop Business and Career Centers.

Director Rindge gave a brief update on the City's code enforcement efforts. She provided an overview of the most common violations and internal processes in response to them, and described the current workload of the one full-time Code Enforcement Officer.

There was brief discussion by the Council regarding reasons for the increase in citations, updates to the Municipal Code, addressing unpermitted construction, and ADA-related issues.

### **4. ORAL COMMUNICATIONS**

Mayor Waite announced the time for public comments on consent agenda items or subjects other than those scheduled.

George Kivett, Lomita resident, expressed his appreciation for being selected to serve on the General Plan Advisory Committee (GPAC), and made several comments and suggestions regarding the selection process.

Warren Hino, CEO of NUMA Networks, introduced himself to the Council and thanked the City for allowing his small business to service the City's IT needs.

There being no further requests to speak, Mayor Waite closed Oral Communications.

### **5. ORAL COMMUNICATIONS AND MEETING ATTENDANCE REPORTS FROM THE CITY COUNCIL**

Council Member Gazeley reported on the following:

- May 17 – L.A. County Sanitation District No. 5 Meeting
- May 29 – Memorial Day Ceremony
- June 1 – Southern California Association of Governments (SCAG) Regional Council and Transportation Meetings

Council Member Waronek reported on the following:

- May 18-21 – California Contract Cities Association (CCCA) Annual Municipal Seminar
- Recent Founders Day Subcommittee Meeting
- May 29 – Memorial Day Ceremony
- June 1 – SCAG Regional Council Meeting
- June 2 – "Follow Me, I'm Gang and Drug Free" Walk
- June 7 – Founders Day Subcommittee Meeting
- June 7 – CCCA Executive Board Meeting
- Suggested formation of a subcommittee to plan for next year's 60<sup>th</sup> anniversary of the City; discussion and consideration of such formation will take place at a future meeting

Council Member Segawa reported on the following:

- May 17 – Raffia Music Studio Seventh Anniversary and Ribbon Cutting Ceremony
- May 24 – Corridor Flow Asian Heritage Month Event
- May 25 – Fleming Middle School Family Fest (Open House)
- Recent Founders Day Subcommittee Meeting
- May 29 – Memorial Day Ceremony
- June 2 – “Follow Me, I’m Gang and Drug Free” Walk

Mayor Pro Tem Uphoff reported on the following:

- May 17 – Raffia Music Studio Seventh Anniversary and Ribbon Cutting Ceremony
- May 24 – Cal Cities Fireworks Regulation Roundtable
- May 29 – Memorial Day Ceremony
- June 1 – SCAG Regional Council Meeting
- June 2 – “Follow Me, I’m Gang and Drug Free” Walk
- June 2 – Night at the (Lomita Railroad) Museum

Mayor Waite reported on the following:

- May 23 – L.A. County Economic Development Corporation 88 Cities Summit
- May 24 – Finance Subcommittee Meeting
- May 29 – Memorial Day Ceremony
- June 1 – Cal Cities Meeting
- June 2 – Night at the (Lomita Railroad) Museum

## 6. CITY MANAGER’S REPORT (information only)

City Manager Smoot announced that Founders Day wristbands can be purchased at City Hall, Lomita Park, and at Little League Closing Day, which takes place Sunday, June 11 from 10:00 a.m. to 2:00 p.m. He also announced the upcoming water facility tour on June 13.

Council Member Gazeley requested an update on the water facility and City Manager Smoot stated that staff would bring back a report at the next regular meeting.

## 7. CONSENT AGENDA

**RECOMMENDED ACTION:** That Consent Agenda Items 7a-q be approved.

Council Member Gazeley made a motion, seconded by Council Member Waronek to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

**Approved the following Consent Agenda items:**

- a. Motion to Waive Full Reading of Ordinances and that They be Read in Title Only

**RECOMMENDED ACTION:** Approve motion.

- b. Minutes of the Regular and Special City Council Meetings of December 20, 2022

**RECOMMENDED ACTION:** Approve minutes.

- c. Warrants/Payroll Register

**RECOMMENDED ACTION:** Approve and file Warrants/Payroll Register.

- d. Consideration of a Resolution Adopting a Project List for FY 2023-2024 Funded by SB 1, the Road Repair and Accountability Act of 2017

**RECOMMENDED ACTION:** Adopt Resolution and authorize the City Manager or his designee to complete, sign, and submit all required documentation for receipt of Road Maintenance and Rehabilitation Account (RMRA) funds to the appropriate State and other agencies.

**RESOLUTION NO. 2023-12 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-2024 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

- e. Consideration of Amendment No. 3 to Agreement for Managed Services - Information Technology with Numa Networks

**RECOMMENDED ACTION:** Approve and authorize the City Manager to execute the Amendment.

- f. Consideration of a Corrected First Amendment to Agreement with Hazen and Sawyer for Engineering Services related to the upgrades at the Cypress Water Production Facility.

**RECOMMENDED ACTION:** Approve the corrected First Amendment to Agreement 2020-18 with Hazen and Sawyer for engineering services related to upgrades at the Cypress Water Production Facility for a total not to exceed \$233,313 inclusive of previously approved funding; and authorize the City Manager to execute.

- g. Consideration of a Resolution Approving a Cooperation Agreement Between the City of Lomita and the County of Los Angeles for Continued Participation in the County of Los Angeles Urban Community Development Block Grant (CDBG) Program

**RECOMMENDED ACTION:** Adopt Resolution and authorize the Mayor or his designee to execute the agreement for the time period of July 1, 2024, through June 30, 2027.

**RESOLUTION NO. 2023-13 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PROGRAM**



- h. Consideration of an Agreement with Airespring for Networking, Internet, and Phone Service at all City Facilities

**RECOMMENDED ACTION:** Approve the agreement and authorize the City Manager to sign the Master Services Agreement and any related documentation.

- i. Consideration of a First Amendment to the Agreement with Elio Palacios for Hearing Officer Services to Extend the Term and Increase the Compensation Accordingly

**RECOMMENDED ACTION:** Approve the amendment and authorize the City Manager to execute.

- j. Consideration of an Expenditure for the Purchase of a Zero-Emission Vehicle for Parking Enforcement Use

**RECOMMENDED ACTION:** Approve an expenditure not to exceed \$50,000 for the purchase of a zero-emission vehicle for parking enforcement use (including light bar installation and related accessories) and authorize the City Manager to execute.

## 8. SCHEDULED ITEMS

- a. **DISCUSSION AND CONSIDERATION OF CANCELLING JULY 4, 2023, CITY COUNCIL MEETING** (No staff report)

**RECOMMENDED ACTION:** Cancel meeting due to July 4, 2023, holiday.

City Manager Smoot opened the item for discussion. There being no questions or comments from the Council or the public, Mayor Waite asked for a motion.

Council Member Waronek made a motion, seconded by Mayor Pro Tem Uphoff to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None

- b. **DISCUSSION AND CONSIDERATION OF FISCAL YEAR 2022-2024 MID-CYCLE BUDGET AMENDMENTS**

**RECOMMENDED ACTION:** Approve the recommendations contained in Attachment 1 and direct staff to make necessary expenditure and revenue budget amendments to implement the recommendations.

Director Kamada presented the staff report per the agenda material. She gave a brief update on the City Council's fiscal goals, explained the purpose of a mid-cycle budget update, and highlighted budget facts and the proposed budget amendments for FY 2022-2023 and FY 2023-2024.

There being no comments or questions from the Council or the public, Mayor Waite asked for a motion.

Mayor Pro Tem Uphoff made a motion, seconded by Council Member Segawa to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

## **PUBLIC HEARINGS**

a. **DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE CITY OF LOMITA'S LANDSCAPE MAINTENANCE DISTRICT NO. 1 CHARGES FOR FISCAL YEAR 2023-2024**

**RECOMMENDED ACTION:** Conduct the required public hearing; and adopt Resolution 2023-14 approving the Landscape Maintenance District No. 1 assessment for FY 2023-24.

Director Dillion gave a brief presentation and stated that there were no proposed changes to the assessment for FY 2023-24.

Mayor Waite opened the public hearing at 7:14 p.m. As there were no comments or questions from the Council or the public, Mayor Waite closed the public hearing at 7:14 p.m. and asked for a motion.

Council Member Waronek made a motion, seconded by Mayor Pro Tem Uphoff to approve the recommended action.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Gazeley, Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite

NOES: None

ABSENT: None

**Adopted the following titled resolution:**

**RESOLUTION NO. 2023-14 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING THE CITY OF LOMITA'S LANDSCAPE MAINTENANCE DISTRICT NO. 1 CHARGES FOR FISCAL YEAR 2023-24**

**b. DISCUSSION AND CONSIDERATION OF ZONING TEXT AMENDMENT NO. 2023-06, AN ORDINANCE AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING) MODIFYING ACCESSORY DWELLING UNIT (ADU) REGULATIONS**

**RECOMMENDED ACTION:** After the City Attorney reads the title of the Ordinance, accept the recommendation of the Planning Commission and introduce on first reading an ordinance amending Lomita's Municipal Code Section 11-1.30.06, find the project is statutorily exempt from the California Environmental Quality Act, and direct staff to schedule the second reading and adoption of the ordinance.

Associate Planner MacMorran presented the staff report per the agenda material. The ordinance would restore some Lomita-specific standards and align the City's Code with State laws.

Mayor Waite opened the item for Council discussion. Council Member Gazeley made comments regarding accessory dwelling units and concerns from residents regarding the potential for loss in property values as a result. Mayor Waite made comments regarding preserving open space.

Mayor Waite opened the public hearing at 7:27 p.m. There being no requests from the public to speak, Mayor Waite closed the public hearing at 7:27 p.m. and asked for a motion.

Mayor Pro Tem Uphoff made a motion, seconded by Mayor Waite to approve the recommended action.

City Attorney Rusin read the title of the ordinance to be introduced.

**MOTION CARRIED** by the following vote:

AYES: Council Members: Segawa, Waronek, Mayor Pro Tem Uphoff, and Mayor Waite  
NOES: None  
ABSENT: None  
ABSTAIN: Council Member Gazeley

**Introduced the following titled ordinance:**

**ORDINANCE NO. 854 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING), CHAPTER 1 (ZONING), REVISING THE CITY'S REGULATIONS FOR ACCESSORY DWELLING UNITS TO COMPLY WITH STATE LEGISLATION AND REESTABLISH CITY STANDARDS AND A DETERMINATION THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**9. ADJOURNMENT**

There being no further business to discuss, Mayor Waite adjourned the meeting at 7:32 p.m.

Respectfully submitted,

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Kathleen Horn Gregory, MMC, City Clerk  
Adopted:

DRAFT

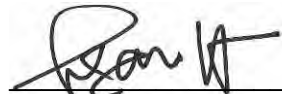
TO: Honorable Mayor and City Council  
FROM: Administrative Services Department  
DATE: August 15, 2023  
SUBJECT: WARRANT REGISTER  
PAYROLL REGISTER

August 15, 2023	TOTAL WARRANTS ISSUED:	\$1,943,309.36
	Wires Transfers:	10915-10929
	Prepay:	531007-531024
	Voided:	531062, 531078
	Check Numbers:	531025-531159

Total Pages of Register: 26

July 14, 2023	TOTAL PAYROLL ISSUED:	\$153,722.95
July 28, 2023	TOTAL PAYROLL ISSUED:	\$125,779.12

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 26 inclusive of the check register are accurate and funds are available for payment thereof:

  
\_\_\_\_\_  
Susan Kamada  
Administrative Services Director



Lomita, CA

# Warrant Register

## By Vendor Name

Payment Dates 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 7228 - #1 All Safe &amp; Secure</b>					
531025	08/15/2023	#1 All Safe & Secure	07-2023	Pre-Employee Live Scan	40.00
				<b>Vendor 7228 - #1 All Safe &amp; Secure Total:</b>	<b>40.00</b>
<b>Vendor: 6948 - A1 Lawnmower Shop</b>					
531026	08/15/2023	A1 Lawnmower Shop	01124	Mower Oil Change	33.07
531026	08/15/2023	A1 Lawnmower Shop	01128	Law Renovators (2)	158.00
				<b>Vendor 6948 - A1 Lawnmower Shop Total:</b>	<b>191.07</b>
<b>Vendor: 7353 - ACE Whatever It Takes</b>					
531027	08/15/2023	ACE Whatever It Takes	5967	Trash Can 32 Gal	59.51
531027	08/15/2023	ACE Whatever It Takes	5973	Picture Hanger 8 lb 1-Pk	5.51
531027	08/15/2023	ACE Whatever It Takes	5973	Medium Plastic Wire Hooks 2-...	11.01
531027	08/15/2023	ACE Whatever It Takes	5973	Picture Hangers 3-Pk	14.32
531027	08/15/2023	ACE Whatever It Takes	5974	Hat	16.09
531027	08/15/2023	ACE Whatever It Takes	5974	Gloves	7.70
531027	08/15/2023	ACE Whatever It Takes	5975	Corded 2.3 amps 120 V 1/4 Sh...	66.14
531027	08/15/2023	ACE Whatever It Takes	5975	60 Grit Aluminum Oxide 1/4 S...	8.81
531027	08/15/2023	ACE Whatever It Takes	5975	Sanding Sponge	3.96
531027	08/15/2023	ACE Whatever It Takes	5975	Weed and Grass Killer RTU Liq...	14.32
531027	08/15/2023	ACE Whatever It Takes	5980	Plier 16" Pump Channel	44.09
531027	08/15/2023	ACE Whatever It Takes	5980	12.25" W X 17.5" H Ballistic Ny..	14.32
531027	08/15/2023	ACE Whatever It Takes	5983	Misc. Fasteners	4.29
531027	08/15/2023	ACE Whatever It Takes	5983	Misc. Fasteners	0.83
531027	08/15/2023	ACE Whatever It Takes	5983	Misc. Fasteners	8.33
531027	08/15/2023	ACE Whatever It Takes	5983	Silicone Sealant 3 oz	6.16
531027	08/15/2023	ACE Whatever It Takes	5985	Plug Sch40 PVC 1.25" MPT	10.12
531027	08/15/2023	ACE Whatever It Takes	5985	Plug Sch40 PVC 1" MPT	10.12
531027	08/15/2023	ACE Whatever It Takes	5989	Misc. Fasteners	6.97
531027	08/15/2023	ACE Whatever It Takes	5989	Misc. Fasteners	1.76
531027	08/15/2023	ACE Whatever It Takes	5989	Misc. Fasteners	2.03
531027	08/15/2023	ACE Whatever It Takes	6005	LED Bulb Daylight 3-Pk	17.63
531027	08/15/2023	ACE Whatever It Takes	6005	LED Bulb Daylight 2-Pk	20.94
				<b>Vendor 7353 - ACE Whatever It Takes Total:</b>	<b>354.96</b>
<b>Vendor: 12301 - Adam Burt</b>					
531028	08/15/2023	Adam Burt	072423	Youth Tennis Instructor	3,444.00
				<b>Vendor 12301 - Adam Burt Total:</b>	<b>3,444.00</b>
<b>Vendor: 0180 - Administrative Services Co-op, Inc.</b>					
531029	08/15/2023	Administrative Services Co-op,...	230627	DAR June 23	8,544.54
				<b>Vendor 0180 - Administrative Services Co-op, Inc. Total:</b>	<b>8,544.54</b>
<b>Vendor: 12699 - AEPC Group, LLC</b>					
531030	08/15/2023	AEPC Group, LLC	323009	Eng. & Const. Services-Emerg...	6,215.00
				<b>Vendor 12699 - AEPC Group, LLC Total:</b>	<b>6,215.00</b>
<b>Vendor: 7516 - Affordable Generator Services, Inc.</b>					
531031	08/15/2023	Affordable Generator Services,...	23832	Generator Maintenance-Labor	300.00
531031	08/15/2023	Affordable Generator Services,...	23832	Generator Maintenance-Parts...	257.14
531031	08/15/2023	Affordable Generator Services,...	23832	Generator Maintenance-Envir...	15.00
				<b>Vendor 7516 - Affordable Generator Services, Inc. Total:</b>	<b>572.14</b>
<b>Vendor: 4015 - AFLAC</b>					
531032	08/15/2023	AFLAC	596291	Employee Life/Accident Benefi..	145.02
531032	08/15/2023	AFLAC	596291	Employee Life/Accident Benefi..	43.50
531032	08/15/2023	AFLAC	596291	Employee Life/Accident Benefi..	22.36
531032	08/15/2023	AFLAC	596291	Employee Life/Accident Benefi..	51.01
				<b>Vendor 4015 - AFLAC Total:</b>	<b>261.89</b>

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 12207 - AKM Consulting Engineers, Inc.</b>					
531033	08/15/2023	AKM Consulting Engineers, Inc.	0012330	Consulting Sevices for CWPFP ...	790.00
<b>Vendor 12207 - AKM Consulting Engineers, Inc. Total:</b>					<b>790.00</b>
<b>Vendor: 6664 - Alliant Insurance Services</b>					
531034	08/15/2023	Alliant Insurance Services	2368366	Special Event Insurance	395.00
<b>Vendor 6664 - Alliant Insurance Services Total:</b>					<b>395.00</b>
<b>Vendor: 4060 - Allianz Life Insurance Co.</b>					
531035	08/15/2023	Allianz Life Insurance Co.	July 23	Employee Life Insurance July ...	53.00
<b>Vendor 4060 - Allianz Life Insurance Co. Total:</b>					<b>53.00</b>
<b>Vendor: 0545 - Allied Waste Transfer Services (BFI Falcon TS)</b>					
531036	08/15/2023	Allied Waste Transfer Services ..	4404-000021908	Dump Fee	484.37
531036	08/15/2023	Allied Waste Transfer Services ..	4404-000021934	Dump Fee	646.54
<b>Vendor 0545 - Allied Waste Transfer Services (BFI Falcon TS) Total:</b>					<b>1,130.91</b>
<b>Vendor: 12869 - Alyssa Gudani</b>					
531012	07/28/2023	Alyssa Gudani	2004103.001	Refund-Tom Rico Deposit-Non...	200.00
<b>Vendor 12869 - Alyssa Gudani Total:</b>					<b>200.00</b>
<b>Vendor: 12155 - Amazon Capital Services</b>					
531037	08/15/2023	Amazon Capital Services	13JK-KKNC-WVNL	Lithium Coin Batteries	7.74
531037	08/15/2023	Amazon Capital Services	13WT-P4WL-YLMW	2 Drawer Letter File Cabinet	135.94
531037	08/15/2023	Amazon Capital Services	161W-7JCG-1QWV	Sharpie Permanent Markers	8.79
531037	08/15/2023	Amazon Capital Services	1699-LCMP-QJLY	Wire Controlled Earphones wi...	3.52
531037	08/15/2023	Amazon Capital Services	1699-LCMP-QJLY	Wired Earcups 2-PK	3.46
531037	08/15/2023	Amazon Capital Services	1699-LCMP-QJLY	Wired Earphone with Microp...	3.41
531037	08/15/2023	Amazon Capital Services	17HQ-47M1-3QCJ	Foam Hand Soap Refills	121.80
531037	08/15/2023	Amazon Capital Services	1FDK-3PRM-9CX7	Jersey Frame Display Case	131.19
531037	08/15/2023	Amazon Capital Services	1FF3-7791-Y4NQ	Thank you Cards with Envelop...	21.80
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	Heavy Duty Stapler	8.68
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	Masking Tape Refill 18mm	7.61
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	Black Toner Cartridge	128.98
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	Copy Paper8 1/2" X 11"	69.46
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	Copy Paper 11 X 17	18.53
531037	08/15/2023	Amazon Capital Services	1HMF-NVCN-7K9L	9 Volt Batteries 4-Pk	11.04
531037	08/15/2023	Amazon Capital Services	1R3D-KLXR-1G46	Magnetic Label Holders	15.41
<b>Vendor 12155 - Amazon Capital Services Total:</b>					<b>697.36</b>
<b>Vendor: 7408 - American Fidelity</b>					
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	742.40
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	17.23
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	56.97
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	98.46
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	198.88
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	164.10
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	3.07
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	3.30
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	108.00
10917	07/21/2023	American Fidelity	D611518	Employee Life/Accident Insur...	408.47
10919	08/01/2023	American Fidelity	2160090A	Employee Flexible Spending A...	1,834.29
<b>Vendor 7408 - American Fidelity Total:</b>					<b>3,635.17</b>
<b>Vendor: 4010 - Ameritas Life Insurance</b>					
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	2,922.53
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	94.13
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	73.78
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	76.32
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	53.33
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	152.64
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	72.46
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	61.06
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	101.76
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	50.88

Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	180.62
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	101.76
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	7.63
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	7.63
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	20.35
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	76.32
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	53.33
531038	08/15/2023	Ameritas Life Insurance	August 23	Employee Dental Insurance-A...	605.79
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	2,922.53
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	94.13
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	73.78
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	38.16
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	53.33
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	152.64
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	72.46
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	61.06
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	101.76
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	50.88
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	180.62
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	101.76
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	7.63
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	7.63
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	20.35
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	63.60
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	53.33
531038	08/15/2023	Ameritas Life Insurance	July 23	Employee Dental Insurance-Ju...	605.79

**Vendor 4010 - Ameritas Life Insurance Total: 9,373.76**

**Vendor: 12007 - Anya Northup**

531039	08/15/2023	Anya Northup	2004123.001	Refund-Teen Program - Dave n...	20.00
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**Vendor 12007 - Anya Northup Total: 20.00**

**Vendor: 12257 - Aramsco Inc.**

531040	08/15/2023	Aramsco Inc.	S5959957.001	Innovation 35% Floor Finish 1...	152.37
531040	08/15/2023	Aramsco Inc.	S5959957.001	Bio-Enzymatic Urine Digester ...	50.45
531040	08/15/2023	Aramsco Inc.	S5959957.001	Seat Covers 1/2 Fold	46.86
531040	08/15/2023	Aramsco Inc.	S5959957.001	Floor Cleaner 1 Gal.	44.19
531040	08/15/2023	Aramsco Inc.	S5959957.001	Brightline 18" Lockable Alumi...	15.17
531040	08/15/2023	Aramsco Inc.	S5959957.001	Spherigo Flat Pads	11.62
531040	08/15/2023	Aramsco Inc.	S5959957.001	Brightline 71" Telescopic Alum...	11.51
531040	08/15/2023	Aramsco Inc.	S5962646.001	Black Liners B60 X 58	711.74

**Vendor 12257 - Aramsco Inc. Total: 1,043.91**

**Vendor: 12878 - Ashley Barrios**

531041	08/15/2023	Ashley Barrios	2004134.001	Refund-Tom Rico Deposit- Res...	200.00
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**Vendor 12878 - Ashley Barrios Total: 200.00**

**Vendor: 3334 - Autozone, Inc.**

531042	08/15/2023	Autozone, Inc.	2859704255	5W-30 Motor Oil	39.66
531042	08/15/2023	Autozone, Inc.	2859704255	4 Port Car Charger	25.34
531042	08/15/2023	Autozone, Inc.	2859717495	Pilot Headlamp Assembly	72.75
531042	08/15/2023	Autozone, Inc.	2859717495	Faux Leather Low Back Black S...	47.12
531042	08/15/2023	Autozone, Inc.	2859717495	High Temperature Plastic Paint	13.60
531042	08/15/2023	Autozone, Inc.	2859717495	10-Pk Bulbs	3.08
531042	08/15/2023	Autozone, Inc.	2859717495	Raptor 1K Wheel Gloss Black	19.61
531042	08/15/2023	Autozone, Inc.	2859719553	Faux Leather Low Back Black S...	-47.12
531042	08/15/2023	Autozone, Inc.	2859719554	Black Shield LP Frame	20.94
531042	08/15/2023	Autozone, Inc.	2859719554	Black Smoke Shield LP Frame	20.93
531042	08/15/2023	Autozone, Inc.	2859719554	Long Life Bulbs	8.15
531042	08/15/2023	Autozone, Inc.	2859719554	Valve Pressure Sensor	59.52

**Vendor 3334 - Autozone, Inc. Total: 283.58**

**Vendor: 0415 - B.D. White Top Soil Co.**

531043	08/15/2023	B.D. White Top Soil Co.	89005	Dirt	40.79
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## Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531043	08/15/2023	B.D. White Top Soil Co.	89029	Mini Decorative Bark	165.38
				<b>Vendor 0415 - B.D. White Top Soil Co.</b>	<b>Total: 206.17</b>
<b>Vendor: 12252 - Barry Waite</b>					
531044	08/15/2023	Barry Waite	071923	Reimbursement for League of...	650.00
				<b>Vendor 12252 - Barry Waite Total:</b>	<b>650.00</b>
<b>Vendor: 12893 - BOA Architecture</b>					
531045	08/15/2023	BOA Architecture	23-3044-1	Stephenson Center Maintena...	9,800.00
531045	08/15/2023	BOA Architecture	23-3044-2	Stephenson Center Maintena...	17,400.00
				<b>Vendor 12893 - BOA Architecture Total:</b>	<b>27,200.00</b>
<b>Vendor: 6175 - Bones Ink</b>					
531046	08/15/2023	Bones Ink	10136	Navy Hoodies	1,259.25
531046	08/15/2023	Bones Ink	10137	Snapback Hats	657.00
531046	08/15/2023	Bones Ink	10138	Long Sleeve T-Shirts	783.90
531046	08/15/2023	Bones Ink	10138	Short Sleeve T-Shirts	661.50
531046	08/15/2023	Bones Ink	10139	Graphic Design of the Founder...	273.75
				<b>Vendor 6175 - Bones Ink</b>	<b>Total: 3,635.40</b>
<b>Vendor: 12887 - Brian Ahn</b>					
531047	08/15/2023	Brian Ahn	2004153.001	Refund-Tom Rico Deposit- Res...	200.00
				<b>Vendor 12887 - Brian Ahn Total:</b>	<b>200.00</b>
<b>Vendor: 12391 - Brishan Inc.</b>					
531048	08/15/2023	Brishan Inc.	0002658	Aquaphalt	2,341.71
				<b>Vendor 12391 - Brishan Inc. Total:</b>	<b>2,341.71</b>
<b>Vendor: 3168 - California Banner &amp; Sign Co.</b>					
531049	08/15/2023	California Banner & Sign Co.	20184	Custom Sign 11" X 8-1/2" Lase...	100.74
				<b>Vendor 3168 - California Banner &amp; Sign Co. Total:</b>	<b>100.74</b>
<b>Vendor: 0605 - California Contract Cities Association</b>					
531050	08/15/2023	California Contract Cities Asso...	3830	FY 2023-24 Membership Dues	4,000.00
				<b>Vendor 0605 - California Contract Cities Association</b>	<b>Total: 4,000.00</b>
<b>Vendor: 12810 - California Greenhouses &amp; OC Succulents</b>					
531051	08/15/2023	California Greenhouses & OC ...	201-46632	Crassula Ovata Hobbit	69.46
531051	08/15/2023	California Greenhouses & OC ...	201-46632	Echeveria Sahara	34.73
531051	08/15/2023	California Greenhouses & OC ...	201-46632	Echeveria Gibbiflora Hybrids	34.73
531051	08/15/2023	California Greenhouses & OC ...	201-46632	Agave Attenuata	34.73
531051	08/15/2023	California Greenhouses & OC ...	201-46632	Kalanchoe Flapjack	43.60
531051	08/15/2023	California Greenhouses & OC ...	202-34853	10"/5g Agave Attenuata	34.62
531051	08/15/2023	California Greenhouses & OC ...	202-34853	10"/5G cordyline Red Sensati...	14.88
				<b>Vendor 12810 - California Greenhouses &amp; OC Succulents Total:</b>	<b>266.75</b>
<b>Vendor: 6407 - California JPIA</b>					
531052	08/15/2023	California JPIA	ENVIR01246	Pollution Liability Insurance FY...	1,136.50
531052	08/15/2023	California JPIA	ENVIR01246	Pollution Liability Insurance FY...	1,136.50
				<b>Vendor 6407 - California JPIA Total:</b>	<b>2,273.00</b>
<b>Vendor: 7319 - California State Disbursement Unit</b>					
531023	08/09/2023	California State Disbursement...	081123	Employee Garnishment-Pay D...	230.76
531053	08/15/2023	California State Disbursement...	08252023	Employee Garnishment-Pay D...	230.76
				<b>Vendor 7319 - California State Disbursement Unit</b>	<b>Total: 461.52</b>
<b>Vendor: 0655 - California Water Service</b>					
531054	08/15/2023	California Water Service	6984422222-072823	PV Dr. No. Rolling Vista Media...	260.97
531054	08/15/2023	California Water Service	8594422222-072823	Landscape Maint. District #1	259.03
				<b>Vendor 0655 - California Water Service Total:</b>	<b>520.00</b>
<b>Vendor: 12875 - Camryn Martinez</b>					
531055	08/15/2023	Camryn Martinez	2004128.001	Refund-Brit West Soccer Camp..	190.00
				<b>Vendor 12875 - Camryn Martinez Total:</b>	<b>190.00</b>
<b>Vendor: 12886 - Carlyn Zubin</b>					
531056	08/15/2023	Carlyn Zubin	2004150.001	Refund - STEM Fundamentals	180.00
				<b>Vendor 12886 - Carlyn Zubin Total:</b>	<b>180.00</b>

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 3818 - City of Torrance</b>					
531057	08/15/2023	City of Torrance	06272023	Annual Area G Alert South Bay...	8,692.32
531057	08/15/2023	City of Torrance	062723	Annual Area G Cost Allocation	2,050.00
				<b>Vendor 3818 - City of Torrance</b>	<b>Total: 10,742.32</b>
<b>Vendor: 3561 - CivicPlus, LLC</b>					
531058	08/15/2023	CivicPlus, LLC	268460	Municode Electronic Update ...	1,665.00
				<b>Vendor 3561 - CivicPlus, LLC</b>	<b>Total: 1,665.00</b>
<b>Vendor: 6934 - Clinical Laboratory of San Bernardino, Inc.</b>					
531059	08/15/2023	Clinical Laboratory of San Ber...	2301127	Water Quality Report July 23	1,548.50
				<b>Vendor 6934 - Clinical Laboratory of San Bernardino, Inc. Total:</b>	<b>1,548.50</b>
<b>Vendor: 4040 - Colonial Insurance Co.</b>					
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	474.33
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	453.82
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	220.87
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	80.09
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	73.62
10915	07/20/2023	Colonial Insurance Co.	July 23	Employee Life/Accident Insur...	97.04
				<b>Vendor 4040 - Colonial Insurance Co.</b>	<b>Total: 1,399.77</b>
<b>Vendor: 6751 - Conico Roro, Inc.</b>					
531060	08/15/2023	Conico Roro, Inc.	073123	Car Wash	20.00
531060	08/15/2023	Conico Roro, Inc.	073123	Facilities	134.60
531060	08/15/2023	Conico Roro, Inc.	073123	Park	150.12
531060	08/15/2023	Conico Roro, Inc.	073123	Public Works-Street	666.77
531060	08/15/2023	Conico Roro, Inc.	073123	Water	699.62
				<b>Vendor 6751 - Conico Roro, Inc.</b>	<b>Total: 1,671.11</b>
<b>Vendor: 7371 - Corporate Payment Systems</b>					
531061	08/15/2023	Corporate Payment Systems	B. Rindge 072523	APA California Conference-B. R..	200.00
531061	08/15/2023	Corporate Payment Systems	B. Rindge 072523	Code Enforcement Mailing	29.70
531061	08/15/2023	Corporate Payment Systems	C. Dillon 072523	Cisco Meet Plan	7.50
531061	08/15/2023	Corporate Payment Systems	C. Dillon 072523	Cisco Meet Plan	7.50
531061	08/15/2023	Corporate Payment Systems	C. Villa 072523	Canva Subscription	12.99
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Supplies for Employee BBQ	84.38
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	JPIA Training Refreshments	43.54
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Supplies for Employee BBQ	98.96
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Food for Employee BBQ	2,010.36
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Gift Cards for Raters	45.00
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Supplies for Employee BBQ	31.15
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	LCW Harassment Training Onl...	27.00
531061	08/15/2023	Corporate Payment Systems	D. Dixon 072523	Rater Lunch	71.00
531061	08/15/2023	Corporate Payment Systems	G. Sugano 072523	Zoom Video	15.99
531061	08/15/2023	Corporate Payment Systems	G. Sugano 072523	Acrobat Pro	695.71
531061	08/15/2023	Corporate Payment Systems	H. Flores	Pesticide Applicators-J. Filbern...	450.00
531061	08/15/2023	Corporate Payment Systems	H. Flores	Saw Repair	45.00
531061	08/15/2023	Corporate Payment Systems	J. Vida 072523	California JPIA Risk Managem...	333.90
531061	08/15/2023	Corporate Payment Systems	J. Vida 072523-June	Office Supplies	89.90
531061	08/15/2023	Corporate Payment Systems	J. Vida 072523-June	Lomita Camp Certificate 2023...	96.33
531061	08/15/2023	Corporate Payment Systems	K. Gregory 072523	Daily Breeze Subscription	10.00
531061	08/15/2023	Corporate Payment Systems	K. Gregory 072523	Dropbox	19.99
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Banner	625.22
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	57.90
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Games for Teen Program-Cred...	-148.82
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	6.59
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Bus Parking	50.00
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	28.25
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	39.27
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Popcorn and Drink for Teen Pr...	16.68
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Games for Teen Program	839.45
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Food and Games for Teen Pro...	635.77
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	233.95

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Food and Games for Teen Pro...	151.55	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Pizza for Teen Program	93.58	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523	Teen Program Supplies	7.70	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	14.02	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	23.78	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	24.11	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	41.61	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	93.57	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	160.03	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Teen Program Supplies	16.85	
531061	08/15/2023	Corporate Payment Systems	Lomita Park 072523-June	Ice for Founder's Day	23.09	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	AWWA-Seminar Registration...	200.00	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	AWWA-Seminar Registration...	200.00	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	Document Scanning of files	126.64	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	2 Pairs of Work Pants-D. Huer...	130.58	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	3 Pairs of Work Pants-M. Stolz	99.19	
531061	08/15/2023	Corporate Payment Systems	M. Andersen 072523	1 Pairs of Work Pants-M. Stolz	76.10	
531061	08/15/2023	Corporate Payment Systems	M. Sansbury 072523	Mass Mobile Apps	99.00	
531061	08/15/2023	Corporate Payment Systems	M. Sansbury 072523	Helium C/O for Balloons	272.82	
531061	08/15/2023	Corporate Payment Systems	M. Sansbury 072523	Balloon filler w/Gauge	99.21	
531061	08/15/2023	Corporate Payment Systems	M. Sansbury 072523	Staff Dinner	24.59	
531061	08/15/2023	Corporate Payment Systems	M. Sansbury 072523-June	Rodent Trapping Service	818.85	
531061	08/15/2023	Corporate Payment Systems	R. Smoot 072523	Installation Ceremony & Dinn...	75.00	
531061	08/15/2023	Corporate Payment Systems	R. Smoot 072523	Educational Summit Registrati...	725.00	
531061	08/15/2023	Corporate Payment Systems	S. Kamada 072523	Employee Appreciation	5,699.00	
531061	08/15/2023	Corporate Payment Systems	S. Kamada 072523	USB Hub 3.0 & Surge Protector	29.82	
531061	08/15/2023	Corporate Payment Systems	S. Kamada 072523	Mouse Pads	10.57	
531061	08/15/2023	Corporate Payment Systems	W. Lawson 072523	Property Report	113.52	
531061	08/15/2023	Corporate Payment Systems	W. Lawson 072523	Gas	59.34	
531061	08/15/2023	Corporate Payment Systems	W. Lawson 072523	Code Enforcement Subscripti...	25.95	
				<b>Vendor 7371 - Corporate Payment Systems</b>	<b>Total:</b>	<b>16,345.23</b>
<b>Vendor: 12721 - Cory Zedler</b>						
531063	08/15/2023	Cory Zedler	071023	Reimbursement for esri GIS C...	303.46	
531063	08/15/2023	Cory Zedler	071023	Reimbursement for esri GIS C...	303.46	
531063	08/15/2023	Cory Zedler	07182023	Mileage Reimbursement	15.26	
531063	08/15/2023	Cory Zedler	071823	Mileage and Parking Reimbur...	125.27	
531063	08/15/2023	Cory Zedler	071823	Mileage and Parking Reimbur...	125.27	
				<b>Vendor 12721 - Cory Zedler Total:</b>	<b>Total:</b>	<b>872.72</b>
<b>Vendor: 6828 - Creative Software Solutions</b>						
531064	08/15/2023	Creative Software Solutions	CINV-037030	DAR July 23	483.33	
				<b>Vendor 6828 - Creative Software Solutions</b>	<b>Total:</b>	<b>483.33</b>
<b>Vendor: 6757 - Dataprose, Inc.</b>						
531065	08/15/2023	Dataprose, Inc.	3P72785	Water Customer Notification I...	317.20	
531065	08/15/2023	Dataprose, Inc.	DP2303043	Water Bills	2,753.51	
531065	08/15/2023	Dataprose, Inc.	DP2303043	Customer Notification Inserts	64.88	
				<b>Vendor 6757 - Dataprose, Inc.</b>	<b>Total:</b>	<b>3,135.59</b>
<b>Vendor: 12704 - David Evans &amp; Associates, Inc.</b>						
531066	08/15/2023	David Evans & Associates, Inc.	538202	Engineering Design-Street Rec...	10,571.00	
531066	08/15/2023	David Evans & Associates, Inc.	539680	Engineering Design-Street Rec...	5,547.50	
				<b>Vendor 12704 - David Evans &amp; Associates, Inc. Total:</b>	<b>Total:</b>	<b>16,118.50</b>
<b>Vendor: 12883 - De Novo Planning Group</b>						
531067	08/15/2023	De Novo Planning Group	3904	Lomita General Plan Update	78,868.70	
				<b>Vendor 12883 - De Novo Planning Group Total:</b>	<b>Total:</b>	<b>78,868.70</b>
<b>Vendor: 4694 - Deborah Dixon</b>						
531068	08/15/2023	Deborah Dixon	072623	Reimbursement for July Birth...	45.46	
				<b>Vendor 4694 - Deborah Dixon</b>	<b>Total:</b>	<b>45.46</b>

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 6993 - Department of Industrial Relations</b>					
531069	08/15/2023	Department of Industrial Relat...E 1972201 SN		Elevator Permit Fee	225.00
<b>Vendor 6993 - Department of Industrial Relations Total:</b>					<b>225.00</b>
<b>Vendor: 1080 - Department of Transportation</b>					
531070	08/15/2023	Department of Transportation	SL231124	Signals and Lighting April-June...	4,457.13
<b>Vendor 1080 - Department of Transportation Total:</b>					<b>4,457.13</b>
<b>Vendor: 12290 - Duncan's Soo Bahk Do, LLC</b>					
531071	08/15/2023	Duncan's Soo Bahk Do, LLC	071523	Karate Class Instructor	2,221.80
<b>Vendor 12290 - Duncan's Soo Bahk Do, LLC Total:</b>					<b>2,221.80</b>
<b>Vendor: 12866 - Eliross Lira</b>					
531013	07/28/2023	Eliross Lira	2004098.001	Refund-Picnic Shelter Deposit-...	75.00
<b>Vendor 12866 - Eliross Lira Total:</b>					<b>75.00</b>
<b>Vendor: 12871 - Erianna Carroll</b>					
531014	07/28/2023	Erianna Carroll	2004111.001	Refund - STEM Fundamentals...	140.00
<b>Vendor 12871 - Erianna Carroll Total:</b>					<b>140.00</b>
<b>Vendor: 2095 - Ewing Irrigation Products</b>					
531072	08/15/2023	Ewing Irrigation Products	19956781	5" Gigging trench Shovel	29.56
531072	08/15/2023	Ewing Irrigation Products	19956781	Falcon PC Rainbird Rotor	291.72
531072	08/15/2023	Ewing Irrigation Products	20100051	Returning PGP-12-CV Hunter U..	-717.38
531072	08/15/2023	Ewing Irrigation Products	20159288	3/4 PVC 90 Street Ell	101.98
531072	08/15/2023	Ewing Irrigation Products	20159288	30" Manual Valve Key	7.82
531072	08/15/2023	Ewing Irrigation Products	20159288	Rainbird Adj Rotor	51.29
531072	08/15/2023	Ewing Irrigation Products	20159288	1/2 PVC 90 street Ell	78.52
531072	08/15/2023	Ewing Irrigation Products	20176510	9 V Alkaline Industrial Battery	7.28
531072	08/15/2023	Ewing Irrigation Products	20176510	Rain Master Repair	428.44
531072	08/15/2023	Ewing Irrigation Products	20176510	PGP-6-CV Hunter Ultra w/Chk	370.46
531072	08/15/2023	Ewing Irrigation Products	20179350	3/4 PVC Coupling	66.81
531072	08/15/2023	Ewing Irrigation Products	20179350	1 X 3 PVC Sch 80 Nipple	30.87
531072	08/15/2023	Ewing Irrigation Products	20179350	3/4 X 2 PVC Sch 80 Nipple	26.46
531072	08/15/2023	Ewing Irrigation Products	20179350	3/4 X 4 PVC Sch 80 Nipple	17.07
531072	08/15/2023	Ewing Irrigation Products	20179350	RE-3/4 Riser Extension	77.49
531072	08/15/2023	Ewing Irrigation Products	20179350	3/4 X 6 PVC Sch 80 Nipple	58.43
531072	08/15/2023	Ewing Irrigation Products	20196374	3010S Corona Hand Trowel	8.09
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X 8 PVC Sch 80 Nipple	5.05
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 Marlex 90 Street Ell	15.88
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X 3 PVC Sch 80 Nipple	2.29
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X CL PVC Sch 80 Nipple	1.68
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X 2 PVC Sch 80 Nipple	1.94
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X 6 PVC Sch 80 Nipple	2.07
531072	08/15/2023	Ewing Irrigation Products	20196374	1/2 X 4 PVC Sch 80 Nipple	2.49
<b>Vendor 2095 - Ewing Irrigation Products Total:</b>					<b>966.31</b>
<b>Vendor: 11005 - Farheen Khan</b>					
531073	08/15/2023	Farheen Khan	2004160.001	Refund-Picnic Shelter Deposit-...	104.00
<b>Vendor 11005 - Farheen Khan Total:</b>					<b>104.00</b>
<b>Vendor: 3015 - FedEx</b>					
531074	08/15/2023	FedEx	8-205-76812	Mailing Services	97.74
<b>Vendor 3015 - FedEx Total:</b>					<b>97.74</b>
<b>Vendor: 12874 - George &amp; Joey's Towing Inc.</b>					
531075	08/15/2023	George & Joey's Towing Inc.	23082	Parking Enf.-2014 Prius Towing	85.00
531075	08/15/2023	George & Joey's Towing Inc.	23085	2014 Prius Towing	90.00
<b>Vendor 12874 - George &amp; Joey's Towing Inc. Total:</b>					<b>175.00</b>
<b>Vendor: 7144 - Hazen and Sawyer, P.C.</b>					
531076	08/15/2023	Hazen and Sawyer, P.C.	20007-010-0000030	Consulting Services-CWPF	6,015.00
531076	08/15/2023	Hazen and Sawyer, P.C.	20007-010-0000031	Consulting Services-CWPF	443.00
<b>Vendor 7144 - Hazen and Sawyer, P.C. Total:</b>					<b>6,458.00</b>
<b>Vendor: 3052 - Home Depot Credit Services</b>					
531077	08/15/2023	Home Depot Credit Services	0010481	Water Bottle Deposit	4.80

## Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531077	08/15/2023	Home Depot Credit Services	0010481	Bottle Water	19.92
531077	08/15/2023	Home Depot Credit Services	0010481	23 oz. Wheel Cleaner	6.37
531077	08/15/2023	Home Depot Credit Services	0010481	1-1/2 Elbow	3.14
531077	08/15/2023	Home Depot Credit Services	0010481	Hover Image to Zoom 32 oz. E...	5.49
531077	08/15/2023	Home Depot Credit Services	0010481	Dishwashing Liquid 24 oz	6.03
531077	08/15/2023	Home Depot Credit Services	0010481	PVC Tee	6.03
531077	08/15/2023	Home Depot Credit Services	0010481	Air Freshener Spray 8.3 oz	6.57
531077	08/15/2023	Home Depot Credit Services	0010481	1.41" x 60 yds. Multi-Surface ...	7.70
531077	08/15/2023	Home Depot Credit Services	0010481	ABS Trap Adapter	10.40
531077	08/15/2023	Home Depot Credit Services	0010481	6" Plastic Round Atrium Drain...	12.65
531077	08/15/2023	Home Depot Credit Services	0010481	1-1/2" x 10' 330 psi White PVC..	14.09
531077	08/15/2023	Home Depot Credit Services	0010481	Compression Dual Outlet Mult...	20.07
531077	08/15/2023	Home Depot Credit Services	0010481	Toilet Paper Rolls 12-Mega Rol..	24.01
531077	08/15/2023	Home Depot Credit Services	0010481	3/4" MIP x 1/2" FIP Brass Bush...	8.54
531077	08/15/2023	Home Depot Credit Services	0013767	Folding Knife with 2.95 in. Bla...	16.50
531077	08/15/2023	Home Depot Credit Services	0013767	2.5" Impact Socket Adapter Se...	12.09
531077	08/15/2023	Home Depot Credit Services	0013767	Folding Utility Knives	6.58
531077	08/15/2023	Home Depot Credit Services	0013767	Combination Wrench Set (7-Pi...	33.04
531077	08/15/2023	Home Depot Credit Services	0013767	1/2" Drive 3/4" 6-Point Deep ...	11.54
531077	08/15/2023	Home Depot Credit Services	0013767	1/4" and 3/8" Drive Mechanics..	169.14
531077	08/15/2023	Home Depot Credit Services	0013767	1.5 in. Flexible Putty Knife	4.39
531077	08/15/2023	Home Depot Credit Services	0013767	3" Flexible Putty Knife	6.59
531077	08/15/2023	Home Depot Credit Services	0013767	Large Full Grain Deerskin Glove	27.53
531077	08/15/2023	Home Depot Credit Services	0013767	Stainless Steel Stripping Brush	3.84
531077	08/15/2023	Home Depot Credit Services	0013768	Bottle Water	39.84
531077	08/15/2023	Home Depot Credit Services	0013768	Water Bottle Deposit	9.60
531077	08/15/2023	Home Depot Credit Services	0018765	Water Bottle Deposit	3.60
531077	08/15/2023	Home Depot Credit Services	0018765	Bottle Water	14.94
531077	08/15/2023	Home Depot Credit Services	0018765	White Solid Interior/Exterior ...	189.69
531077	08/15/2023	Home Depot Credit Services	0018765	High-Density Knit Paint Roller ...	46.22
531077	08/15/2023	Home Depot Credit Services	0018765	Non Woven Paint and Cleanin...	44.06
531077	08/15/2023	Home Depot Credit Services	0018765	Shed Resistant White Woven ...	25.45
531077	08/15/2023	Home Depot Credit Services	0018765	PW-Maintenance Supplies	24.70
531077	08/15/2023	Home Depot Credit Services	0018765	Duck Canvas Glove	18.01
531077	08/15/2023	Home Depot Credit Services	0018765	Refund	-10.75
531077	08/15/2023	Home Depot Credit Services	0018765	Paint Care Fee	1.65
531077	08/15/2023	Home Depot Credit Services	0018765	Heavy Duty 5 Gallon Bucket	9.66
531077	08/15/2023	Home Depot Credit Services	0018765	Duct Tape	18.72
531077	08/15/2023	Home Depot Credit Services	0018765	4" Roller Frame	14.46
531077	08/15/2023	Home Depot Credit Services	0018765	5 Gal Bucket	9.88
531077	08/15/2023	Home Depot Credit Services	1111926	23 oz. Glass Cleaner	4.06
531077	08/15/2023	Home Depot Credit Services	1111926	Microfiber Mirror and Glass Cl...	5.48
531077	08/15/2023	Home Depot Credit Services	1111926	24 oz. Carpet & Area Rug Stain...	7.13
531077	08/15/2023	Home Depot Credit Services	1111926	All Purpose Multi-Surface Cle...	16.96
531077	08/15/2023	Home Depot Credit Services	1111926	Multi-Surface Duster Refills 18...	35.21
531077	08/15/2023	Home Depot Credit Services	1111926	Air Freshener Refill 2-Pk	65.48
531077	08/15/2023	Home Depot Credit Services	1111926	LED Tube Light Bulb 10-Pk	99.23
531077	08/15/2023	Home Depot Credit Services	1111926	12-Volt Landscape Garden LED..	8.79
531077	08/15/2023	Home Depot Credit Services	1515488	12 oz. Satin Ivory Silk Spray Pa...	13.75
531077	08/15/2023	Home Depot Credit Services	1515488	24" Full Feature Laundry Tub	175.30
531077	08/15/2023	Home Depot Credit Services	1515488	Vinyl Tube	16.63
531077	08/15/2023	Home Depot Credit Services	1515488	PVC 90-Degree Slip Elbow Fitt...	5.69
531077	08/15/2023	Home Depot Credit Services	1515488	Sleeve Anchor 5/16 X 1-1/2 H...	6.04
531077	08/15/2023	Home Depot Credit Services	1515488	1/2" PVC Tee SXSXS	0.87
531077	08/15/2023	Home Depot Credit Services	1515488	Steel Wool	10.96
531077	08/15/2023	Home Depot Credit Services	1515488	12 oz. Gloss Green General Pu...	7.14
531077	08/15/2023	Home Depot Credit Services	2630109	Paint Recycle	0.65
531077	08/15/2023	Home Depot Credit Services	2630109	N95 Respirator Non Valved 3-...	1.08
531077	08/15/2023	Home Depot Credit Services	2630109	Insulating Spray Foam Sealant	10.99
531077	08/15/2023	Home Depot Credit Services	2630109	Epoxy and Adhesives	12.11

## Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531077	08/15/2023	Home Depot Credit Services	2630109	Stain Brush and Waterproofing..	37.42
531077	08/15/2023	Home Depot Credit Services	2630109	Ultra Ext Paint	59.24
531077	08/15/2023	Home Depot Credit Services	3014367	Plastic Tray Liner 10-Pk	8.79
531077	08/15/2023	Home Depot Credit Services	3014367	Knit Mini Paint Roller 12-Pk	20.80
531077	08/15/2023	Home Depot Credit Services	3014367	Primer 2 Gal	32.68
531077	08/15/2023	Home Depot Credit Services	3014367	Lumber Fee	0.68
531077	08/15/2023	Home Depot Credit Services	3014367	Recycle Fee	0.72
531077	08/15/2023	Home Depot Credit Services	3014367	1.5" X 7.25" PT GC Brown HF	76.20
531077	08/15/2023	Home Depot Credit Services	3014367	8" Wood Shims (12-Piece per ...	1.96
531077	08/15/2023	Home Depot Credit Services	3034417	Water Bottle Deposit	3.60
531077	08/15/2023	Home Depot Credit Services	3034417	Bottle Water	14.94
531077	08/15/2023	Home Depot Credit Services	3034417	Quick Vinyl Concrete Patch	40.66
531077	08/15/2023	Home Depot Credit Services	3104612	1/4" Brass Compression Nut Fi...	3.14
531077	08/15/2023	Home Depot Credit Services	3104612	Wet Jet Vinyl Tile and Laminat...	33.98
531077	08/15/2023	Home Depot Credit Services	3104612	Faucet Handle and Sleeve Pull...	16.52
531077	08/15/2023	Home Depot Credit Services	3104612	15" Angle Broom and Step-On...	14.30
531077	08/15/2023	Home Depot Credit Services	3104612	1/4" Compression Brass Sleeve..	2.59
531077	08/15/2023	Home Depot Credit Services	3104612	5 gal. Pouring Spout	2.73
531077	08/15/2023	Home Depot Credit Services	3122346	Speed-Feed 400 Universal Tri...	35.72
531077	08/15/2023	Home Depot Credit Services	3223696	Trimmer Replacement Head	-39.01
531077	08/15/2023	Home Depot Credit Services	4122288	1" x 5' Split Flex Tubing	4.33
531077	08/15/2023	Home Depot Credit Services	4122288	23 oz. Glass Cleaner	4.06
531077	08/15/2023	Home Depot Credit Services	4122288	Heavy-Duty Stripping Pads 2-Pk	4.39
531077	08/15/2023	Home Depot Credit Services	4122288	Flex Tubing 7 ft. and 10 ft. Co...	7.25
531077	08/15/2023	Home Depot Credit Services	4122288	Final Stripping Pads (2-Pak	4.39
531077	08/15/2023	Home Depot Credit Services	4514794	Terry Towels 20-Pk	17.62
531077	08/15/2023	Home Depot Credit Services	4514794	Microfiber Pivoting Click and ...	10.99
531077	08/15/2023	Home Depot Credit Services	4514794	Trimmer Replacement Head	39.11
531077	08/15/2023	Home Depot Credit Services	4514794	8 oz. Air Tool Oil	8.38
531077	08/15/2023	Home Depot Credit Services	4514794	Anchor with Screws	10.34
531077	08/15/2023	Home Depot Credit Services	5010038	7/16" Black and Gold Split Po...	24.19
531077	08/15/2023	Home Depot Credit Services	5010038	1/2" Black and Gold Split Point..	15.27
531077	08/15/2023	Home Depot Credit Services	5010038	1.5" X 7.25" PT GC Brown HF	19.16
531077	08/15/2023	Home Depot Credit Services	5010038	Lumber Fee	0.17
531077	08/15/2023	Home Depot Credit Services	5521852	3/8" Galvanized Flat Washer 1...	36.76
531077	08/15/2023	Home Depot Credit Services	5521855	3/8" Galvanized Lock Washer ...	19.29
531077	08/15/2023	Home Depot Credit Services	5631328	Graffiti Remover	28.53
531077	08/15/2023	Home Depot Credit Services	7193194	1/4" 316 Stainless Steel Reduc...	-257.54
531077	08/15/2023	Home Depot Credit Services	7193194	1/4" x 3' S80 304/304L Stainle...	-42.52
531077	08/15/2023	Home Depot Credit Services	7193194	1/4" x 6' S40 304/304L Stainle...	-291.17
531077	08/15/2023	Home Depot Credit Services	7193195	CBLT1	-2.47
531077	08/15/2023	Home Depot Credit Services	7193195	Lock Washer	-0.82
531077	08/15/2023	Home Depot Credit Services	7193195	Hex Nuts	-0.67
531077	08/15/2023	Home Depot Credit Services	7343236	Gloves	19.80
531077	08/15/2023	Home Depot Credit Services	7343236	Deck Scrub Brush	21.65
531077	08/15/2023	Home Depot Credit Services	7343236	16 in. x 8 in. Steel Return Air G...	69.10
531077	08/15/2023	Home Depot Credit Services	7343236	Steel Schedule 40 Cut Pipe	10.99
531077	08/15/2023	Home Depot Credit Services	7343236	5/8 in. Barb Nylon Tee Fitting	9.86
531077	08/15/2023	Home Depot Credit Services	7343236	14 oz. Stainless Steel Polish	8.80
531077	08/15/2023	Home Depot Credit Services	7343236	90-Degree Elbow Fitting	2.16
531077	08/15/2023	Home Depot Credit Services	7343236	1/2" X 12" Gal Nipple	7.25
531077	08/15/2023	Home Depot Credit Services	7343236	Multi-Purpose Cleaning Sponge	15.41
531077	08/15/2023	Home Depot Credit Services	7343236	Coupling Fitting	3.26
531077	08/15/2023	Home Depot Credit Services	7343236	21 oz. All-Purpose Cleanser an...	2.73
531077	08/15/2023	Home Depot Credit Services	8098909	Pipe Sol 144 Oz	33.77
531077	08/15/2023	Home Depot Credit Services	8098909	Sliders Reuse Furniture Mover...	13.75
531077	08/15/2023	Home Depot Credit Services	8098909	Hand Soap	11.00
531077	08/15/2023	Home Depot Credit Services	8098909	Cleaning Vinegar 64 Oz	6.35
531077	08/15/2023	Home Depot Credit Services	8193144	Sch. 40 PVC Reducing Tee	-5.98
531077	08/15/2023	Home Depot Credit Services	8193144	1/2" x 24" Galvanized Steel Sc...	-10.99

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531077	08/15/2023	Home Depot Credit Services	8523231	Hex Nut Zinc	0.68
531077	08/15/2023	Home Depot Credit Services	8523231	Lock Washer	0.82
531077	08/15/2023	Home Depot Credit Services	8523231	Carr Bolt Zinc	2.47
531077	08/15/2023	Home Depot Credit Services	8523231	DWV Pipe	13.95
531077	08/15/2023	Home Depot Credit Services	8523231	Rigid Filter 2-Pk	38.55
531077	08/15/2023	Home Depot Credit Services	8523231	1-1/2" PVC Tee	4.60
				<b>Vendor 3052 - Home Depot Credit Services</b>	<b>Total: 1,717.01</b>
<b>Vendor: 3037 - ICON</b>					
531079	08/15/2023	ICON	13812	Short Sleeve Cotton Shirts	26.44
531079	08/15/2023	ICON	13812	Short Sleeve Orange Button D...	90.99
531079	08/15/2023	ICON	13812	Long Sleeve Cotton T-shirts	214.84
531079	08/15/2023	ICON	13812	Hat, Black Flex Fits With Mesh...	614.85
531079	08/15/2023	ICON	13812	Long Sleeve Orange Button D...	725.29
531079	08/15/2023	ICON	13813	Orange Red Kap Button Downs	1,036.13
531079	08/15/2023	ICON	13813	Snap Back Trucker Caps	99.17
531079	08/15/2023	ICON	13813	Hat, Flex Fits Black With Mesh...	591.09
531079	08/15/2023	ICON	13815	Logos on Teen Bags	180.00
				<b>Vendor 3037 - ICON</b>	<b>Total: 3,578.80</b>
<b>Vendor: 3395 - International Institute of Municipal Clerks</b>					
531080	08/15/2023	International Institute of Muni...	070623	IIMC Membership Dues-L. Paz	125.00
				<b>Vendor 3395 - International Institute of Municipal Clerks</b>	<b>Total: 125.00</b>
<b>Vendor: 12868 - Ivonne Moran</b>					
531015	07/28/2023	Ivonne Moran	2004101.001	Refund-Picnic Shelter Deposit-...	40.00
				<b>Vendor 12868 - Ivonne Moran Total:</b>	<b>40.00</b>
<b>Vendor: 12292 - Jana Elias</b>					
531081	08/15/2023	Jana Elias	2004163.001	Refund-Picnic Shelter Deposit-...	40.00
				<b>Vendor 12292 - Jana Elias Total:</b>	<b>40.00</b>
<b>Vendor: 4675 - Jason Filbern</b>					
531082	08/15/2023	Jason Filbern	071223	Reimbursement for Work Boo...	200.00
				<b>Vendor 4675 - Jason Filbern</b>	<b>Total: 200.00</b>
<b>Vendor: 12877 - Jeffery Staton</b>					
531083	08/15/2023	Jeffery Staton	2004133.001	Refund-Picnic Shelter Deposit-...	40.00
				<b>Vendor 12877 - Jeffery Staton Total:</b>	<b>40.00</b>
<b>Vendor: 12879 - Jennifer Soto</b>					
531084	08/15/2023	Jennifer Soto	2004135.001	Refund-Tom Rico Deposit- Res...	200.00
				<b>Vendor 12879 - Jennifer Soto Total:</b>	<b>200.00</b>
<b>Vendor: 7420 - JFS Care</b>					
531085	08/15/2023	JFS Care	June 23	Services-Lifeline June 23	780.00
				<b>Vendor 7420 - JFS Care</b>	<b>Total: 780.00</b>
<b>Vendor: 12069 - Joe A. Gonsalves &amp; Son</b>					
531086	08/15/2023	Joe A. Gonsalves & Son	160896	Consulting Service July 23	3,000.00
				<b>Vendor 12069 - Joe A. Gonsalves &amp; Son Total:</b>	<b>3,000.00</b>
<b>Vendor: 3887 - John L. Hunter &amp; Associates</b>					
531087	08/15/2023	John L. Hunter & Associates	LOM1MS412306	Consulting Services June 23	3,800.75
				<b>Vendor 3887 - John L. Hunter &amp; Associates</b>	<b>Total: 3,800.75</b>
<b>Vendor: 12783 - Katy Turnbaugh</b>					
531016	07/28/2023	Katy Turnbaugh	2004115.001	Refund - STEM FUNDamentals...	140.00
				<b>Vendor 12783 - Katy Turnbaugh Total:</b>	<b>140.00</b>
<b>Vendor: 12840 - Kimley-Horn and Associates, Inc.</b>					
531088	08/15/2023	Kimley-Horn and Associates, I...	25446085	Traffic Consulting for Traffic Ca...	18,069.65
				<b>Vendor 12840 - Kimley-Horn and Associates, Inc. Total:</b>	<b>18,069.65</b>
<b>Vendor: 12885 - Kittipong Tamsunthorn</b>					
531089	08/15/2023	Kittipong Tamsunthorn	2004143.001	Refund - Line Dancing Class	45.00
				<b>Vendor 12885 - Kittipong Tamsunthorn Total:</b>	<b>45.00</b>

## Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 12867 - Kristen Moreno</b>					
531017	07/28/2023	Kristen Moreno	2004099.001	Refund-Tom Rico Deposit- Res...	200.00
<b>Vendor 12867 - Kristen Moreno Total:</b>					<b>200.00</b>
<b>Vendor: 3130 - L.A. County Department of Animal Care &amp; Control</b>					
531090	08/15/2023	L.A. County Department of An...	June 23	Animal Housing June 23	-1,258.00
531090	08/15/2023	L.A. County Department of An...	June 23	Animal Housing June 23	10,472.50
<b>Vendor 3130 - L.A. County Department of Animal Care &amp; Control Total:</b>					<b>9,214.50</b>
<b>Vendor: 3048 - L.A. County Sheriff's Department</b>					
531092	08/15/2023	L.A. County Sheriff's Departm...	233702DL	Founder's Day Event	19,455.79
531092	08/15/2023	L.A. County Sheriff's Departm...	23372BEC	June 23	282,614.15
531092	08/15/2023	L.A. County Sheriff's Departm...	23372BEC	June 23	17,604.75
531092	08/15/2023	L.A. County Sheriff's Departm...	23372BEC	June 23	33,024.08
531092	08/15/2023	L.A. County Sheriff's Departm...	233782DL	Traffic Enforcement	1,814.58
531092	08/15/2023	L.A. County Sheriff's Departm...	233783DL	Fire Suppression 6/18/23-6/2...	4,355.34
<b>Vendor 3048 - L.A. County Sheriff's Department Total:</b>					<b>358,868.69</b>
<b>Vendor: 7529 - L.A. County Sheriff's Department</b>					
531024	08/09/2023	L.A. County Sheriff's Departm...	081123	Employee Garnishment-Pay D...	334.75
531091	08/15/2023	L.A. County Sheriff's Departm...	082523	Employee Garnishment-Pay D...	334.75
<b>Vendor 7529 - L.A. County Sheriff's Department Total:</b>					<b>669.50</b>
<b>Vendor: 7119 - LACMTA</b>					
531093	08/15/2023	LACMTA	080123	Returning Unused Portion of ...	5,403.49
<b>Vendor 7119 - LACMTA Total:</b>					<b>5,403.49</b>
<b>Vendor: 12890 - Laphia White</b>					
531094	08/15/2023	Laphia White	2004161.001	Refund-Picnic Shelter Deposit-...	40.00
<b>Vendor 12890 - Laphia White Total:</b>					<b>40.00</b>
<b>Vendor: 12889 - Lauren Martinez</b>					
531095	08/15/2023	Lauren Martinez	2004156.001	Refund - Sportball Camp	141.00
<b>Vendor 12889 - Lauren Martinez Total:</b>					<b>141.00</b>
<b>Vendor: 3331 - Lee's Tires</b>					
531096	08/15/2023	Lee's Tires	80317	2006 Ford 150-Oil Change-Par...	54.64
531096	08/15/2023	Lee's Tires	80317	2006 Ford F150-Brakes Replac...	1,299.06
531096	08/15/2023	Lee's Tires	80317	2006 Ford F150 Tires Replac...	481.13
531096	08/15/2023	Lee's Tires	80317	2006 Ford F150-Brakes Replac...	252.74
531096	08/15/2023	Lee's Tires	80317	2006 Ford F150 Tires Replac...	107.18
531096	08/15/2023	Lee's Tires	80317	2006 Ford 150-Oil Change-Lab...	22.45
<b>Vendor 3331 - Lee's Tires Total:</b>					<b>2,217.20</b>
<b>Vendor: 12247 - LegalShield</b>					
531097	08/15/2023	LegalShield	072523	Employee Legal Insurance Be...	107.40
<b>Vendor 12247 - LegalShield Total:</b>					<b>107.40</b>
<b>Vendor: 12888 - Leticia Rodriguez</b>					
531098	08/15/2023	Leticia Rodriguez	2004154.001	Refund-Picnic Shelter Deposit-...	40.00
531098	08/15/2023	Leticia Rodriguez	2004168.001	Refund-Picnic Shelter Deposit-...	112.00
<b>Vendor 12888 - Leticia Rodriguez Total:</b>					<b>152.00</b>
<b>Vendor: 6349 - Liebert Cassidy Whitmore</b>					
531099	08/15/2023	Liebert Cassidy Whitmore	243191	HR Attorney	1,183.00
531099	08/15/2023	Liebert Cassidy Whitmore	243191	HR Attorney	1,183.00
531099	08/15/2023	Liebert Cassidy Whitmore	244620	ERC Membership FY 2023-24	2,332.50
531099	08/15/2023	Liebert Cassidy Whitmore	244620	ERC Membership FY 2023-24	2,332.50
531099	08/15/2023	Liebert Cassidy Whitmore	245155	HR Attorney	106.25
531099	08/15/2023	Liebert Cassidy Whitmore	245155	HR Attorney	106.25
<b>Vendor 6349 - Liebert Cassidy Whitmore Total:</b>					<b>7,243.50</b>
<b>Vendor: 12844 - Light Your Events Co</b>					
531007	07/19/2023	Light Your Events Co	7A2AB210-0004	Grad Sign Numbers-Sales Tax	-330.05
531007	07/19/2023	Light Your Events Co	7A2AB210-0004	Grad Sign Numbers-4ft Marqu...	3,550.05
<b>Vendor 12844 - Light Your Events Co Total:</b>					<b>3,220.00</b>



Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount	
<b>Vendor: 6442 - Lincoln National Life Insurance Co.</b>						
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	219.80	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	34.84	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	109.05	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	21.81	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	244.06	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	51.50	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	27.25	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	5.20	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	5.20	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	29.86	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	46.80	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	244.54	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	19.76	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	113.11	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	87.54	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	20.28	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	41.60	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	168.65	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	20.80	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	116.83	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	54.60	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	163.63	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	20.80	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	67.32	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	13.55	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	3.12	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	50.81	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	6.76	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	30.65	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	6.24	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	153.25	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	31.72	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	29.16	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	5.20	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	113.36	
10918	08/01/2023	Lincoln National Life Insurance..	4575085770	Employee Life/STD/LTD Insur...	514.35	
<b>Vendor 6442 - Lincoln National Life Insurance Co.</b>					<b>Total:</b>	<b>2,893.00</b>
<b>Vendor: 3054 - Linde Gas &amp; Equipment Inc.</b>						
531100	08/15/2023	Linde Gas & Equipment Inc.	37224098	Acetylene Torch Rental	63.87	
<b>Vendor 3054 - Linde Gas &amp; Equipment Inc.</b>					<b>Total:</b>	<b>63.87</b>
<b>Vendor: 3903 - Lomita City Employees Association</b>						
531101	08/15/2023	Lomita City Employees Associa..	August 2023	Association Dues-August 2023	570.00	
<b>Vendor 3903 - Lomita City Employees Association</b>					<b>Total:</b>	<b>570.00</b>
<b>Vendor: 3095 - Lomita Railroad Museum Foundation</b>						
10926	08/07/2023	Lomita Railroad Museum Fou...	063023-01	Museum Foundation Revenue...	82.50	
10927	08/07/2023	Lomita Railroad Museum Fou...	073123	Museum Foundation Revenue...	561.82	
<b>Vendor 3095 - Lomita Railroad Museum Foundation</b>					<b>Total:</b>	<b>644.32</b>
<b>Vendor: 6859 - Los Altos Trophy</b>						
531102	08/15/2023	Los Altos Trophy	93144	Green Column, Generic Baseb...	386.98	
531102	08/15/2023	Los Altos Trophy	93144	2" Silver Baseball Medal w/7/...	275.35	
531102	08/15/2023	Los Altos Trophy	93144	2" Bronze Baseball Medal w/7/...	275.35	
531102	08/15/2023	Los Altos Trophy	93144	Silver Column, Generic Baseba...	359.69	
531102	08/15/2023	Los Altos Trophy	93144	2" Gold Baseball w/ 7/8" Ribb...	305.94	
<b>Vendor 6859 - Los Altos Trophy</b>					<b>Total:</b>	<b>1,603.31</b>
<b>Vendor: 7314 - Los Angeles Truck Centers, LLC</b>						
531103	08/15/2023	Los Angeles Truck Centers, LLC	RA220032234	2013 Freightliner Maintenanc...	15.00	
531103	08/15/2023	Los Angeles Truck Centers, LLC	RA220032234	2013 Freightliner Maintenanc...	128.59	
531103	08/15/2023	Los Angeles Truck Centers, LLC	RA220032234	2013 Freightliner-Sensor, Nitr...	1,565.53	

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531103	08/15/2023	Los Angeles Truck Centers, LLC	RA220032234	2013 Freightliner Maintenanc...	972.00
<b>Vendor 7314 - Los Angeles Truck Centers, LLC Total:</b>					<b>2,681.12</b>
<b>Vendor: 12880 - Maaco Collision Repair &amp; Auto Painting</b>					
531011	07/24/2023	Maaco Collision Repair & Auto...	13818	2000 Ford Ranger Paint	982.32
<b>Vendor 12880 - Maaco Collision Repair &amp; Auto Painting Total:</b>					<b>982.32</b>
<b>Vendor: 12872 - Maggie Ramirez</b>					
531018	07/28/2023	Maggie Ramirez	2004113.001	Refund-Picnic Shelter Deposit-...	40.00
<b>Vendor 12872 - Maggie Ramirez Total:</b>					<b>40.00</b>
<b>Vendor: 12865 - Marissa Salgado</b>					
531019	07/28/2023	Marissa Salgado	2004095.001	Refund-Tom Rico Deposit- Res...	200.00
<b>Vendor 12865 - Marissa Salgado Total:</b>					<b>200.00</b>
<b>Vendor: 6020 - Mark Waronek</b>					
531104	08/15/2023	Mark Waronek	071323	Reimbursement for 2023 CCCA..	725.00
531104	08/15/2023	Mark Waronek	080323	Reimbursement-LCC Installati...	75.00
<b>Vendor 6020 - Mark Waronek Total:</b>					<b>800.00</b>
<b>Vendor: 3085 - Mark's Lock &amp; Safe, Inc.</b>					
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036513	Pin Padlocks	197.68
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036577	Install Lock on the Electrical B...	237.75
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036577	Install Lock-ASSA High Security..	218.58
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036577	Duplicate Key	4.52
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036606	Doors and Gates Maintenance...	630.00
531105	08/15/2023	Mark's Lock & Safe, Inc.	0000036606	Doors and Gates Maintenance...	33.08
<b>Vendor 3085 - Mark's Lock &amp; Safe, Inc. Total:</b>					<b>1,321.61</b>
<b>Vendor: 7247 - Michael Baker International, Inc.</b>					
531106	08/15/2023	Michael Baker International, l...	1185166	Consulting Services-CDBG Lifel...	300.00
<b>Vendor 7247 - Michael Baker International, Inc. Total:</b>					<b>300.00</b>
<b>Vendor: 3338 - Michael Sansbury</b>					
531107	08/15/2023	Michael Sansbury	080123	Wellness Reimbursement	150.00
<b>Vendor 3338 - Michael Sansbury Total:</b>					<b>150.00</b>
<b>Vendor: 12440 - Mid-City Mailing Services Corp.</b>					
531108	08/15/2023	Mid-City Mailing Services Corp.	28861	Mailing Newsletters	570.00
<b>Vendor 12440 - Mid-City Mailing Services Corp. Total:</b>					<b>570.00</b>
<b>Vendor: 3217 - MissionSquare Retirement</b>					
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	12,494.36
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	365.26
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	330.87
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	137.84
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	157.29
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	362.77
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	174.55
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	269.50
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	257.10
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	101.47
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	292.36
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	234.78
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	29.14
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	12.71
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	90.00
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	139.01
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	157.29
10922	07/26/2023	MissionSquare Retirement	PD072823	Deferred Compensation Pay D...	1,127.61
531109	08/15/2023	MissionSquare Retirement	20230630-109-320676-A	Quarterly Plan Fees July-Sept...	125.00
531109	08/15/2023	MissionSquare Retirement	20230630-109-320676-A	Quarterly Plan Fees July-Sept...	125.00
<b>Vendor 3217 - MissionSquare Retirement Total:</b>					<b>16,983.91</b>
<b>Vendor: 7496 - Numa Networks</b>					
531110	08/15/2023	Numa Networks	34841	Project Planning and Update F...	962.50
531110	08/15/2023	Numa Networks	34841	Project Planning and Update F...	962.50

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531110	08/15/2023	Numa Networks	34870	IT Services August 23	4,990.08
531110	08/15/2023	Numa Networks	34870	IT Services August 23	4,990.07
				<b>Vendor 7496 - Numa Networks</b>	<b>Total: 11,905.15</b>

**Vendor: 12004 - Occupational Health Centers of CA, A Medical Grp**

531111	08/15/2023	Occupational Health Centers o...79840417		Pre-Employee Physical Exam	104.00
531111	08/15/2023	Occupational Health Centers o...79915559		Pre-Employee Physical Exam	104.00
				<b>Vendor 12004 - Occupational Health Centers of CA, A Medical Grp Total:</b>	<b>208.00</b>

**Vendor: 6594 - Office Depot Business Solutions, LLC**

531112	08/15/2023	Office Depot Business Solutio... 317737752001		Facial Tissue 6-Pk	15.40
531112	08/15/2023	Office Depot Business Solutio... 317737752001		Document Covers, 9 3/4" x 12...	52.63
531112	08/15/2023	Office Depot Business Solutio... 317737752001		Assorted 1/2" Portable Flags	8.59
531112	08/15/2023	Office Depot Business Solutio... 320755117001		Sticky Notes, 3 " x 3" 12-Pk	12.03
531112	08/15/2023	Office Depot Business Solutio... 320755117001		Ground Coffee	35.73
531112	08/15/2023	Office Depot Business Solutio... 320755117001		Thermal Paper Rolls, 2-1/4" x ...	9.99
531112	08/15/2023	Office Depot Business Solutio... 320755117001		Non-Dairy Coffee Creamer, 12...	7.76
				<b>Vendor 6594 - Office Depot Business Solutions, LLC Total:</b>	<b>142.13</b>

**Vendor: 6692 - Oldcastle Infrastructure**

531113	08/15/2023	Oldcastle Infrastructure	500040654	Catch Basin Insert Maintenan...	518.50
				<b>Vendor 6692 - Oldcastle Infrastructure</b>	<b>Total: 518.50</b>

**Vendor: 4105 - Pacific Western Bank**

10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	16,949.66
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	2,411.88
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	9.46
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	253.49
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	101.54
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	152.80
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	29.45
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	21.31
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	40.28
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	10.00
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	229.13
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	116.41
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	112.96
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	96.57
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	18.33
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	46.24
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	184.52
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	10.09
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	140.98
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	28.24
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	67.15
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	10.09
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	12.86
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	1.11
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	61.25
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	29.40
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	131.79
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	29.94
10923	07/27/2023	Pacific Western Bank	PE072123	Federal & Medicare Taxes-Pay...	466.50
10924	07/27/2023	Pacific Western Bank	PE072123A	State Tax Withholdings-Pay E...	6,456.20
				<b>Vendor 4105 - Pacific Western Bank</b>	<b>Total: 28,229.63</b>

**Vendor: 12876 - Panfilo Tapia**

531114	08/15/2023	Panfilo Tapia	2004132.001	Refund-Picnic Shelter Deposit-...	75.00
				<b>Vendor 12876 - Panfilo Tapia Total:</b>	<b>75.00</b>

**Vendor: 4080 - PERS Long-Term Care Program**

531115	08/15/2023	PERS Long-Term Care Program	15003808	Employee Long Term Care-July..	336.88
531115	08/15/2023	PERS Long-Term Care Program	15003808	Employee Long Term Care-July..	59.45
				<b>Vendor 4080 - PERS Long-Term Care Program Total:</b>	<b>396.33</b>

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
<b>Vendor: 9052 - Pixel Graphic Design</b>					
531116	08/15/2023	Pixel Graphic Design	1048	2023 Fall Newsletters Printing	5,269.95
531116	08/15/2023	Pixel Graphic Design	1049	Fall 2023 Newsletters Design	1,460.00
531116	08/15/2023	Pixel Graphic Design	1050	Page Layout & Design 10ft X 2f..	167.58
531116	08/15/2023	Pixel Graphic Design	1050	Page Layout & Design 1ft X 4ft...	77.18
531116	08/15/2023	Pixel Graphic Design	1051	Founder's Day Posters	823.96
				<b>Vendor 9052 - Pixel Graphic Design</b>	<b>Total: 7,798.67</b>
<b>Vendor: 3705 - Pollard Water</b>					
531117	08/15/2023	Pollard Water	WP044351	3 Way BV F/Diff	65.05
531117	08/15/2023	Pollard Water	WP044351	Gasket F/4-1/2 SWVL	23.87
				<b>Vendor 3705 - Pollard Water</b>	<b>Total: 88.92</b>
<b>Vendor: 3125 - Postmaster</b>					
531118	08/15/2023	Postmaster	072023	Postage 2023 Winter Newslet...	991.87
				<b>Vendor 3125 - Postmaster</b>	<b>Total: 991.87</b>
<b>Vendor: 12474 - Project Partners</b>					
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	1,320.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	2,400.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	120.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	1,680.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	3,000.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	360.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	4,320.00
531119	08/15/2023	Project Partners	11281	Engineering Services June 23	5,880.00
				<b>Vendor 12474 - Project Partners Total:</b>	<b>19,080.00</b>
<b>Vendor: 4090 - Public Employee Retirement System</b>					
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	4,996.07
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	12,762.80
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	13.28
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	407.81
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	478.59
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	157.53
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	87.91
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	118.36
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	132.11
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	256.46
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	285.15
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	68.16
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	72.75
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	635.55
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	84.08
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	232.83
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	161.84
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	103.22
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	477.03
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	149.61
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	507.30
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	161.11
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	267.37
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	138.01
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	172.04
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	172.04
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	86.24
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	46.27
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	16.44
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	23.53
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	2,470.38
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	1.48
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	71.97
10916	07/19/2023	Public Employee Retirement S...	PE070723	Retirement Contributions-Pay...	159.53



Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
10925	08/07/2023	Public Employee Retirement S...	PE072123	Retirement Contributions-Pay...	159.22
10925	08/07/2023	Public Employee Retirement S...	PE072123	Retirement Contributions-Pay...	719.24
10925	08/07/2023	Public Employee Retirement S...	PE072123	Retirement Contributions-Pay...	1,205.61
10925	08/07/2023	Public Employee Retirement S...	PE072123	Retirement Contributions-Pay...	1,175.78
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	4,289.12
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	2,648.86
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	1,376.74
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	3,646.69
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	52.60
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	4,282.15
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	702.50
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	4,517.23
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	2,011.49
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	2,639.47
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	4,197.91
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	1,405.00
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	4,375.24
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	1,435.13
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	272.28
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	865.05
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	412.25
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	2,752.23
10929	08/10/2023	Public Employee Retirement S...	August 2023	Employee Health Insurance-A...	8,906.21
				<b>Vendor 4090 - Public Employee Retirement System</b>	<b>Total: 805,267.77</b>
<b>Vendor: 12870 - Qiana Chin</b>					
531020	07/28/2023	Qiana Chin	2004105.001	Refund-Brit West Soccer Camp..	180.00
531020	07/28/2023	Qiana Chin	2004105.001	Refund-Teen Program-Knott's ...	30.00
531020	07/28/2023	Qiana Chin	2004105.001	Refund-Teen Program- Dodger..	40.00
				<b>Vendor 12870 - Qiana Chin Total:</b>	<b>250.00</b>
<b>Vendor: 7135 - Quantum Consulting Inc.</b>					
531120	08/15/2023	Quantum Consulting Inc.	LO23.004	Surveying Plan Check and Revi...	610.00
				<b>Vendor 7135 - Quantum Consulting Inc.</b>	<b>Total: 610.00</b>
<b>Vendor: 12173 - Race Communications</b>					
531121	08/15/2023	Race Communications	RC956804	Internet Access SBCOG August...	1,530.00
531121	08/15/2023	Race Communications	RC956804	Internet Access SBCOG August...	1,530.00
				<b>Vendor 12173 - Race Communications Total:</b>	<b>3,060.00</b>
<b>Vendor: 4532 - Rafael Mendoza</b>					
531122	08/15/2023	Rafael Mendoza	062923	Mileage and Expenses Reimbu...	248.41
				<b>Vendor 4532 - Rafael Mendoza</b>	<b>Total: 248.41</b>
<b>Vendor: 12891 - Rayshell Anderson</b>					
531123	08/15/2023	Rayshell Anderson	2004162.001	Refund-Picnic Shelter Deposit-...	40.00
				<b>Vendor 12891 - Rayshell Anderson Total:</b>	<b>40.00</b>
<b>Vendor: 12385 - Rita Huerta</b>					
531021	07/28/2023	Rita Huerta	2004102.001	Refund-Picnic Shelter Deposit-...	40.00
				<b>Vendor 12385 - Rita Huerta Total:</b>	<b>40.00</b>
<b>Vendor: 12285 - Roadline Products Inc. USA</b>					
531124	08/15/2023	Roadline Products Inc. USA	18627	Street Sign 36 X 9	144.23
				<b>Vendor 12285 - Roadline Products Inc. USA Total:</b>	<b>144.23</b>
<b>Vendor: 7517 - Ronald Uyesato</b>					
531125	08/15/2023	Ronald Uyesato	062823	Equipment Assembly, Mainte...	500.00
				<b>Vendor 7517 - Ronald Uyesato</b>	<b>Total: 500.00</b>
<b>Vendor: 7463 - Sakioka Wholesale Nursery, Inc.</b>					
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Echeveria (Purple Pointed) Aft...	30.87
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Festuca Glauca Elijah Blue	29.46
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Lagerstroemia (White) Natchez	82.69
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Aeonium Sunburst	33.52
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Senecio Mandraliscae (Blue C...	48.51

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Tradescantia, Purple Heart	57.88
531126	08/15/2023	Sakioka Wholesale Nursery, In...	20091073	Agave Attenuata, Foxtail Agave	139.56
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Senecio Mandraliscae	48.51
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Agave Attenuata	66.15
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Aloe Striata	94.16
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Cordyline/Dracaena Red Sensa..	110.10
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Festuca Glauca Elijah Blue	29.99
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Tradescantia Purple Hear	23.15
531126	08/15/2023	Sakioka Wholesale Nursery, In...	2090238	Crassula Ovata Sunset	61.74

**Vendor 7463 - Sakioka Wholesale Nursery, Inc. Total: 856.29**

**Vendor: 12882 - SCA of CA, LLC**

531127	08/15/2023	SCA of CA, LLC	2511828DS	Street Sweeping March 23	5,691.66
531127	08/15/2023	SCA of CA, LLC	2511828DS	Street Sweeping March 23	1,250.00

**Vendor 12882 - SCA of CA, LLC Total: 6,941.66**

**Vendor: 7394 - Sharmone P. La Rose**

531128	08/15/2023	Sharmone P. La Rose	080123	Gentle Yoga Class Instructor	585.90
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**Vendor 7394 - Sharmone P. La Rose Total: 585.90**

**Vendor: 7188 - Sharp Business Systems**

531129	08/15/2023	Sharp Business Systems	9004447214	BP70C55 Copier Usage 7/3/23...	228.17
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**Vendor 7188 - Sharp Business Systems Total: 228.17**

**Vendor: 12894 - Silvia Vera**

531130	08/15/2023	Silvia Vera	2004169.001	Refund-Picnic Shelter Deposit-...	75.00
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**Vendor 12894 - Silvia Vera Total: 75.00**

**Vendor: 7233 - Siteone Landscape Supply, LLC**

531131	08/15/2023	Siteone Landscape Supply, LLC	132480117-001	Hunter HDL Dripline Blank 100...	0.34
531131	08/15/2023	Siteone Landscape Supply, LLC	132480117-001	Pro-Trade 6" Sod Staple Round..	11.51
531131	08/15/2023	Siteone Landscape Supply, LLC	132480117-001	Netafim Techline Figure 8 Line...	5.24
531131	08/15/2023	Siteone Landscape Supply, LLC	132480840-001	Hunter HDL Dripline Blank 100...	34.10
531131	08/15/2023	Siteone Landscape Supply, LLC	132481124-001	Hunter HDL Dripline Blank 100...	-0.34
531131	08/15/2023	Siteone Landscape Supply, LLC	132974537-001	Pressure Compensating Nozzle	32.02
531131	08/15/2023	Siteone Landscape Supply, LLC	132974537-001	Male Thread Half Circle Flat 5'...	30.28

**Vendor 7233 - Siteone Landscape Supply, LLC Total: 113.15**

**Vendor: 12884 - Sonya L. Edmonds**

531132	08/15/2023	Sonya L. Edmonds	072523	Art Fun Class Instructor	425.60
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**Vendor 12884 - Sonya L. Edmonds Total: 425.60**

**Vendor: 3544 - South Bay Cities Council of Governments**

531008	07/19/2023	South Bay Cities Council of Go...	051923	FY 23/24 Membership Dues	13,801.00
531009	07/19/2023	South Bay Cities Council of Go...	July 23	Monthly City Manager's Meet...	40.00

**Vendor 3544 - South Bay Cities Council of Governments Total: 13,841.00**

**Vendor: 5050 - Southern California Edison Co.**

531022	08/07/2023	Southern California Edison Co.	700012123226-072123	Landscape Maint. District #1	5.43
531022	08/07/2023	Southern California Edison Co.	700037130331-071823	City Hall	8,971.61
531022	08/07/2023	Southern California Edison Co.	700154659268-071423	Traffic Signals	31.65
531022	08/07/2023	Southern California Edison Co.	700315053620-071823	Lomita Park	14.75
531022	08/07/2023	Southern California Edison Co.	700420008832-072023	Cypress Reservoir May 23 and ..	2,470.30
531022	08/07/2023	Southern California Edison Co.	700480902095-072123	Narbonne Pedestrian Crosswa...	147.69
531133	08/15/2023	Southern California Edison Co.	700006214310-080123	Lomita Park	824.44
531133	08/15/2023	Southern California Edison Co.	700006214310-080123	Traffic Signals	34.93
531133	08/15/2023	Southern California Edison Co.	700006214310-080123	Street Lights	32.42
531133	08/15/2023	Southern California Edison Co.	700006910888-080723	Railroad Museum	352.05
531133	08/15/2023	Southern California Edison Co.	700008444906-080723	Traffic Signals	622.31
531133	08/15/2023	Southern California Edison Co.	700016714053-080723	Lomita Park	2,836.17
531133	08/15/2023	Southern California Edison Co.	700016714053-080723	Western Ped. Crosswalk	15.86
531133	08/15/2023	Southern California Edison Co.	700016714053-080723	Appian Way	358.92
531133	08/15/2023	Southern California Edison Co.	700025877624-080123	Street Lights	599.68
531133	08/15/2023	Southern California Edison Co.	700025957042-080123	Street Lights	267.29
531133	08/15/2023	Southern California Edison Co.	700315793648-080123	Street Lights	190.82

## Warrant Register

Payment Dates: 7/19/2023 - 8/15/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531133	08/15/2023	Southern California Edison Co.	700420008832-080423	Cypress Reservoir	3,251.91
				<b>Vendor 5050 - Southern California Edison Co.</b>	<b>Total: 21,028.23</b>
<b>Vendor: 5040 - Southern California Gas Co.</b>					
531134	08/15/2023	Southern California Gas Co.	07370472008-080223	Park Facilities	16.48
531134	08/15/2023	Southern California Gas Co.	07380495007-080223	City Hall Facility	375.18
				<b>Vendor 5040 - Southern California Gas Co.</b>	<b>Total: 391.66</b>
<b>Vendor: 3045 - Staples Advantage</b>					
531135	08/15/2023	Staples Advantage	8070926603	Handling Fee	22.03
531135	08/15/2023	Staples Advantage	8070926603	Workstation Chair Mat	164.69
				<b>Vendor 3045 - Staples Advantage</b>	<b>Total: 186.72</b>
<b>Vendor: 4667 - Susan Kamada</b>					
531136	08/15/2023	Susan Kamada	071823	Wellness Reimbursement	150.00
				<b>Vendor 4667 - Susan Kamada</b>	<b>Total: 150.00</b>
<b>Vendor: 6242 - Swank Motion Pictures</b>					
531137	08/15/2023	Swank Motion Pictures	RG 3422856	Movie Rentals 7/29/23	510.00
				<b>Vendor 6242 - Swank Motion Pictures</b>	<b>Total: 510.00</b>
<b>Vendor: 12861 - Synergy Traffic Control, Inc.</b>					
531138	08/15/2023	Synergy Traffic Control, Inc.	17218	Traffic Control - Founder's Day...	7,451.00
				<b>Vendor 12861 - Synergy Traffic Control, Inc. Total:</b>	<b>7,451.00</b>
<b>Vendor: 12863 - Tetra Tech Inc</b>					
531139	08/15/2023	Tetra Tech Inc	52105241	New Roof Design for Appian ...	24,846.00
				<b>Vendor 12863 - Tetra Tech Inc Total:</b>	<b>24,846.00</b>
<b>Vendor: 12881 - The Sherwin-Williams Co</b>					
531140	08/15/2023	The Sherwin-Williams Co	1417-0	Paints	76.33
531140	08/15/2023	The Sherwin-Williams Co	1784-3	PI WB ALK UR	70.63
531140	08/15/2023	The Sherwin-Williams Co	1784-3	Paints	43.09
531140	08/15/2023	The Sherwin-Williams Co	1784-3	QT SW Plas Ratio Con	5.82
531140	08/15/2023	The Sherwin-Williams Co	1784-3	Paint Recycling Fee	1.80
531140	08/15/2023	The Sherwin-Williams Co	1801-5	Paints	172.34
531140	08/15/2023	The Sherwin-Williams Co	1801-5	PI Procryl Primer	73.03
531140	08/15/2023	The Sherwin-Williams Co	1801-5	9 Ultra Finish	9.41
531140	08/15/2023	The Sherwin-Williams Co	1801-5	6.5 X 3/8 Woven Mini	8.71
531140	08/15/2023	The Sherwin-Williams Co	1801-5	5 Gal Blue Pail	4.77
531140	08/15/2023	The Sherwin-Williams Co	1801-5	Paint Recycle Fee	2.60
531140	08/15/2023	The Sherwin-Williams Co	1801-5	Soft Woven 4X3/8"	18.79
531140	08/15/2023	The Sherwin-Williams Co	2040-9	Paints	63.73
				<b>Vendor 12881 - The Sherwin-Williams Co Total:</b>	<b>551.05</b>
<b>Vendor: 6085 - Thompson Building Materials</b>					
531141	08/15/2023	Thompson Building Materials	IV-152381	Floor Chisel	19.67
531141	08/15/2023	Thompson Building Materials	IV-152381	1-3/3 X 7-1/2 Mason Chisel	11.61
531141	08/15/2023	Thompson Building Materials	IV-152606	Rebar 1/2 DMSTC GRDE	29.27
531141	08/15/2023	Thompson Building Materials	IV-153154	Aervoe White Marking Paint	17.53
531141	08/15/2023	Thompson Building Materials	IV-153154	Diagonal Curved 7-3/4 Pliers	36.24
531141	08/15/2023	Thompson Building Materials	IV-153154	Makita 9" Wood Reci Bld 5-Pk	43.13
531141	08/15/2023	Thompson Building Materials	IV-153154	PS 24 Plate Steel Stakes	225.97
531141	08/15/2023	Thompson Building Materials	IV-153154	China Marker White 12-Box	0.83
531141	08/15/2023	Thompson Building Materials	IV-153154	PS Drywall Screw 6 X 1-1/4 1 lb	8.94
				<b>Vendor 6085 - Thompson Building Materials</b>	<b>Total: 393.19</b>
<b>Vendor: 12170 - T-Mobile</b>					
531142	08/15/2023	T-Mobile	072023	City Mobile Internet-Manage...	19.74
531142	08/15/2023	T-Mobile	072023	City Mobile Internet-Code Enf...	25.89
531142	08/15/2023	T-Mobile	072023	City Mobile Internet-Recreati...	29.40
531142	08/15/2023	T-Mobile	072023	City Mobile Internet-Park 6594	25.89
531142	08/15/2023	T-Mobile	072023	City Mobile Internet-Water 40...	29.40
				<b>Vendor 12170 - T-Mobile Total:</b>	<b>130.32</b>
<b>Vendor: 12856 - Toilet Partitions Experts, Inc</b>					
531143	08/15/2023	Toilet Partitions Experts, Inc	1004	Installation of Toilet Partitions...	1,250.00



**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531143	08/15/2023	Toilet Partitions Experts, Inc	1005	Installation of the Toilet Partit...	1,358.00
<b>Vendor 12856 - Toilet Partitions Experts, Inc Total:</b>					<b>2,608.00</b>
<b>Vendor: 12671 - Torrance Auto Repair</b>					
531144	08/15/2023	Torrance Auto Repair	0180632	2008 Chevrolet 3500-Purge Va...	121.55
531144	08/15/2023	Torrance Auto Repair	0180632	2008 Chevrolet 3500-Sublet	365.00
531144	08/15/2023	Torrance Auto Repair	0180632	2008 Chevrolet 3500-Labor	588.00
531144	08/15/2023	Torrance Auto Repair	0180632	2008 Chevrolet 3500-Fuel Pu...	889.32
531144	08/15/2023	Torrance Auto Repair	0180632	2008 Chevrolet 3500-Fuel Tank	1,208.31
<b>Vendor 12671 - Torrance Auto Repair Total:</b>					<b>3,172.18</b>
<b>Vendor: 12228 - Toshiba</b>					
531145	08/15/2023	Toshiba	34571819	Copier Lease July 23	586.05
<b>Vendor 12228 - Toshiba Total:</b>					<b>586.05</b>
<b>Vendor: 9100 - Tripepi Smith and Associates</b>					
531146	08/15/2023	Tripepi Smith and Associates	10281	Website Content Developmen...	1,030.00
531146	08/15/2023	Tripepi Smith and Associates	10472	SB 1383 Education and Outrea...	3,750.00
<b>Vendor 9100 - Tripepi Smith and Associates</b>				<b>Total:</b>	<b>4,780.00</b>
<b>Vendor: 0695 - Turf Star Inc.</b>					
531147	08/15/2023	Turf Star Inc.	3320596-00	Mower Maintenance-Shop Su...	142.80
531147	08/15/2023	Turf Star Inc.	3320596-00	Mower Maintenance-Parts	176.07
531147	08/15/2023	Turf Star Inc.	3320596-00	Mower Maintenance-Labor	680.00
<b>Vendor 0695 - Turf Star Inc.</b>				<b>Total:</b>	<b>998.87</b>
<b>Vendor: 6695 - Tyler Technologies Inc.</b>					
531148	08/15/2023	Tyler Technologies Inc.	025-432020	Annual Epson Thermal Receipt...	1,148.11
531148	08/15/2023	Tyler Technologies Inc.	025-432020	Annual Epson Thermal Receipt...	1,148.11
<b>Vendor 6695 - Tyler Technologies Inc.</b>				<b>Total:</b>	<b>2,296.22</b>
<b>Vendor: 3123 - Underground Service Alert/SC</b>					
531149	08/15/2023	Underground Service Alert/SC	720230414	37 Dig Alerts and Monthly Ma...	73.00
<b>Vendor 3123 - Underground Service Alert/SC</b>				<b>Total:</b>	<b>73.00</b>
<b>Vendor: 12279 - United Pacific Services, Inc.</b>					
531150	08/15/2023	United Pacific Services, Inc.	23-0504-1	Tree Trimming	10,285.00
531150	08/15/2023	United Pacific Services, Inc.	23-0504-1	Tree Trimming	10,285.00
<b>Vendor 12279 - United Pacific Services, Inc. Total:</b>				<b>Total:</b>	<b>20,570.00</b>
<b>Vendor: 6878 - Urban Feet Inc.</b>					
531151	08/15/2023	Urban Feet Inc.	LOM 080123	Work Boots-H. Flores 50%	95.81
531151	08/15/2023	Urban Feet Inc.	LOM 080123	Work Boots-Christ Moya	175.19
531151	08/15/2023	Urban Feet Inc.	LOM 080123	Work Boots-R. Mendoza	200.00
531151	08/15/2023	Urban Feet Inc.	LOM 080123	Work Boots-H. Flores 50%	95.80
531151	08/15/2023	Urban Feet Inc.	LOM 080123	Work Boots-M. Stolz	197.09
<b>Vendor 6878 - Urban Feet Inc. Total:</b>				<b>Total:</b>	<b>763.89</b>
<b>Vendor: 6477 - Verizon Wireless Government Mkts</b>					
531152	08/15/2023	Verizon Wireless Government...	9939682786	City Council	97.12
531152	08/15/2023	Verizon Wireless Government...	9939682786	City Manager	49.30
531152	08/15/2023	Verizon Wireless Government...	9939682786	Emergency (Mifi 1)	19.42
531152	08/15/2023	Verizon Wireless Government...	9939682786	Parking Enforcement Vehicle	7.62
531152	08/15/2023	Verizon Wireless Government...	9939682786	Communit Director & Code E...	124.14
531152	08/15/2023	Verizon Wireless Government...	9939682786	Facilities	51.27
531152	08/15/2023	Verizon Wireless Government...	9939682786	Recreation	96.32
531152	08/15/2023	Verizon Wireless Government...	9939682786	Park	38.45
531152	08/15/2023	Verizon Wireless Government...	9939682786	Public Work-Street	84.18
531152	08/15/2023	Verizon Wireless Government...	9939682786	Water	220.56
<b>Vendor 6477 - Verizon Wireless Government Mkts Total:</b>				<b>Total:</b>	<b>788.38</b>
<b>Vendor: 4130 - Vision Service Plan (CA)</b>					
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	617.98
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	42.46
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	33.27
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	60.78
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	45.90

**Warrant Register**

**Payment Dates: 7/19/2023 - 8/15/2023**

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	45.98
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	27.55
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	45.90
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	22.95
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	78.03
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	45.92
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	3.44
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	3.44
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	9.18
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	41.68
531153	08/15/2023	Vision Service Plan (CA)	July 23	Employee Vision Insurance-Jul...	161.98
				<b>Vendor 4130 - Vision Service Plan (CA)</b>	<b>Total: 1,286.44</b>
<b>Vendor: 7373 - Wells Fargo Vendor Financial Services</b>					
531154	08/15/2023	Wells Fargo Vendor Financial ...	5025867614	BP-70C55 Copier Usage 7/4/2...	338.21
531154	08/15/2023	Wells Fargo Vendor Financial ...	5026117419	MX-C304W Printer Lease Aug...	86.01
				<b>Vendor 7373 - Wells Fargo Vendor Financial Services</b>	<b>Total: 424.22</b>
<b>Vendor: 3044 - West Basin Municipal Water District</b>					
10928	08/09/2023	West Basin Municipal Water D...	WB6140	June 23	264,942.50
				<b>Vendor 3044 - West Basin Municipal Water District</b>	<b>Total: 264,942.50</b>
<b>Vendor: 7063 - Westfield Electric</b>					
531155	08/15/2023	Westfield Electric	3261	Rewire one Light Pole	990.00
531155	08/15/2023	Westfield Electric	3267	Install Outlet-Materials	390.00
531155	08/15/2023	Westfield Electric	3267	Install Outlet-Labor	550.00
				<b>Vendor 7063 - Westfield Electric</b>	<b>Total: 1,930.00</b>
<b>Vendor: 12701 - William Lawson</b>					
531156	08/15/2023	William Lawson	071223	Reimbursement for Flowers	77.18
				<b>Vendor 12701 - William Lawson Total:</b>	<b>77.18</b>
<b>Vendor: 7282 - Williams Data Management</b>					
531157	08/15/2023	Williams Data Management	0623424	Planning-File Storage July 23	161.89
				<b>Vendor 7282 - Williams Data Management</b>	<b>Total: 161.89</b>
<b>Vendor: 6102 - Yunex, LLC</b>					
531158	08/15/2023	Yunex, LLC	5610284172	Street Light Maintenance June...	169.83
531158	08/15/2023	Yunex, LLC	5610284281	Traffic Signal Maintenance Ju...	443.03
531158	08/15/2023	Yunex, LLC	5620043428	Traffic Signal Response Call Ou...	1,697.23
				<b>Vendor 6102 - Yunex, LLC Total:</b>	<b>2,310.09</b>
<b>Vendor: 6313 - Zep Manufacturing</b>					
531159	08/15/2023	Zep Manufacturing	9008606537	Mist Air Freshener 12 Cans-Ca...	696.16
				<b>Vendor 6313 - Zep Manufacturing</b>	<b>Total: 696.16</b>
					<b>Grand Total: 1,943,309.36</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
100 - General Fund	1,167,011.96
204 - General Plan Update	78,868.70
205 - State Gas Tax	33,064.11
211 - Measure W	3,920.75
215 - Community Development Block Grant	1,080.00
220 - Proposition A Local Return	10,972.45
230 - Transportation Development Act Article 3	7,083.49
235 - South Coast AQMD	1,250.00
245 - Landscape Maintenance District #1	630.39
255 - Park Athletic	2,199.64
257 - Park Grant	27,200.00
311 - Street Improvement	39,529.86
510 - Water Operations	520,652.05
520 - Water Capital	48,869.00
611 - Park Equipment Replacement	332.64
720 - Railroad Museum Foundation	644.32
<b>Grand Total:</b>	<b>1,943,309.36</b>

## Account Summary

Account Number	Account Name	Payment Amount
100-000-2115.000	Accrued Expenses - Payr...	4,996.07
100-000-2210.000	Sales Tax Withholding	-330.05
100-000-2285.000	Employee Association D...	570.00
100-000-2508.000	Garnishment	1,131.02
100-000-2510.000	PERS	25,509.71
100-000-2515.000	Health Insurance	4,289.12
100-000-2524.000	Other Employee Deducti...	107.40
100-000-2535.000	Accident Insurance	1,361.75
100-000-2540.000	Dental Insurance	5,845.06
100-000-2545.000	Vision Insurance	617.98
100-000-2550.000	Federal Withholding	19,361.54
100-000-2555.000	State Withholding	6,456.20
100-000-2560.000	Deferred Compensation	12,494.36
100-000-2563.000	Flex 125 Reimbursement	1,834.29
100-000-4455.000	Parks and Recreation Fe...	1,016.00
100-000-4460.339	Teen Program Registrati...	90.00
100-000-4465.000	Animal Care and Control	-1,258.00
100-000-4510.000	Park Rentals	1,961.00
100-110-5207.000	Medicare	9.46
100-110-5217.000	PERS Tier 3 (2%@62)	39.84
100-110-5415.000	Communications	97.12
100-110-5430.000	Conferences and Meetin...	2,250.00
100-125-5205.000	Health Insurance	4,290.18
100-125-5207.000	Medicare	253.49
100-125-5215.000	PERS Tier 1 (2.5%@55)	1,239.73
100-125-5216.000	PERS Tier 2 (2%@60)	1,441.78
100-125-5217.000	PERS Tier 3 (2%@62)	477.26
100-125-5222.000	PERS Tier 1 Unfunded Li...	26,218.00
100-125-5345.000	Contractual Services	6,750.00
100-125-5415.000	Communications	49.30
100-125-5425.000	Dues and Memberships	17,801.00
100-125-5430.000	Conferences and Meetin...	40.00
100-125-5755.000	Special Department Supp..	782.44
100-130-5205.000	Health Insurance	2,036.53
100-130-5207.000	Medicare	101.54
100-130-5215.000	PERS Tier 1 (2.5%@55)	267.23
100-130-5216.000	PERS Tier 2 (2%@60)	353.07

## Account Summary

Account Number	Account Name	Payment Amount
100-130-5217.000	PERS Tier 3 (2%@62)	408.99
100-130-5222.000	PERS Tier 1 Unfunded Li...	9,639.00
100-130-5410.000	Advertising	10.00
100-130-5425.000	Dues and Memberships	125.00
100-130-5505.000	Office Supplies and Expe...	142.13
100-130-5755.000	Special Department Supp..	7,383.99
100-210-5205.000	Health Insurance	4,476.22
100-210-5207.000	Medicare	152.80
100-210-5215.000	PERS Tier 1 (2.5%@55)	774.32
100-210-5216.000	PERS Tier 2 (2%@60)	866.85
100-210-5217.000	PERS Tier 3 (2%@62)	207.19
100-210-5222.000	PERS Tier 1 Unfunded Li...	16,218.00
100-210-5505.000	Office Supplies and Expe...	40.39
100-210-5710.000	Equipment Maintenance	1,148.11
100-210-5755.000	Special Department Supp..	244.76
100-230-5205.000	Health Insurance	349.00
100-230-5206.000	Health Insurance Retirees	4,282.15
100-230-5207.000	Medicare	29.45
100-230-5217.000	PERS Tier 3 (2%@62)	231.97
100-230-5222.000	PERS Tier 1 Unfunded Li...	381,183.00
100-230-5305.000	Legal Services	3,621.75
100-230-5345.000	Contractual Services	373.00
100-230-5460.000	Insurance - Liability and ...	1,136.50
100-230-5755.000	Special Department Supp..	2,849.44
100-330-5320.000	Sheriff Contract	288,784.07
100-330-5321.000	Core Deputy	17,604.75
100-330-5323.000	Liability Trust Fund	33,024.08
100-333-5340.000	Professional Services	10,742.32
100-333-5340.139	Professional Services	15.99
100-333-5520.139	Supplies	19.42
100-335-5205.000	Health Insurance	737.56
100-335-5207.000	Medicare	61.59
100-335-5505.000	Office Supplies and Expe...	18.01
100-335-5710.000	Equipment Maintenance	195.00
100-336-5325.000	Animal Care and Control	10,472.50
100-410-5205.000	Health Insurance	5,522.52
100-410-5207.000	Medicare	239.13
100-410-5217.000	PERS Tier 3 (2%@62)	1,963.61
100-410-5315.000	Engineers	610.00
100-410-5340.000	Professional Services	113.52
100-410-5345.000	Contractual Services	161.89
100-410-5415.000	Communications	169.77
100-410-5430.000	Conferences and Meetin...	200.00
100-410-5505.000	Office Supplies and Expe...	136.23
100-410-5720.000	Fuel	59.34
100-410-5755.000	Special Department Supp..	25.95
100-440-5345.000	Contractual Services	9,208.29
100-440-5605.000	Rents and Leases	1,238.44
100-605-5205.000	Health Insurance	2,566.78
100-605-5207.000	Medicare	116.41
100-605-5216.000	PERS Tier 2 (2%@60)	255.59
100-605-5217.000	PERS Tier 3 (2%@62)	528.89
100-605-5222.000	PERS Tier 1 Unfunded Li...	15,799.00
100-605-5345.000	Contractual Services	3,727.50
100-605-5420.000	Mileage Reimbursement	15.26
100-605-5505.000	Office Supplies and Expe...	244.30
100-610-5205.000	Health Insurance	3,264.92
100-610-5207.000	Medicare	112.96

## Account Summary

Account Number	Account Name	Payment Amount
100-610-5216.000	PERS Tier 2 (2%@60)	491.98
100-610-5217.000	PERS Tier 3 (2%@62)	474.05
100-610-5430.000	Conferences and Meetin...	762.63
100-710-5205.000	Health Insurance	4,914.68
100-710-5207.000	Medicare	114.90
100-710-5215.000	PERS Tier 1 (2.5%@55)	1,450.14
100-710-5217.000	PERS Tier 3 (2%@62)	462.33
100-710-5222.000	PERS Tier 1 Unfunded Li...	18,190.00
100-710-5340.000	Professional Services	225.00
100-710-5405.000	Utilities	9,346.79
100-710-5415.000	Communications	51.27
100-710-5505.000	Office Supplies and Expe...	89.90
100-710-5705.000	General Maintenance	8,199.72
100-710-5710.000	Equipment Maintenance	605.21
100-710-5720.000	Fuel	134.60
100-730-5205.000	Health Insurance	1,812.31
100-730-5207.000	Medicare	230.76
100-730-5215.000	PERS Tier 1 (2.5%@55)	1,532.03
100-730-5222.000	PERS Tier 1 Unfunded Li...	20,360.00
100-730-5345.000	Contractual Services	7,187.30
100-730-5410.000	Advertising	8,291.82
100-730-5415.000	Communications	125.72
100-730-5505.000	Office Supplies and Expe...	186.72
100-730-5515.000	Uniform Expense	3,361.65
100-730-5755.000	Special Department Supp..	99.00
100-735-5460.000	Insurance - Liability and ...	395.00
100-735-5754.339	Teen Program	2,587.64
100-735-5755.000	Special Department Supp..	3,946.67
100-735-5755.118	Founder's Day	28,027.59
100-740-5205.000	Health Insurance	5,546.34
100-740-5207.000	Medicare	151.07
100-740-5215.000	PERS Tier 1 (2.5%@55)	491.79
100-740-5216.000	PERS Tier 2 (2%@60)	810.40
100-740-5217.000	PERS Tier 3 (2%@62)	283.28
100-740-5222.000	PERS Tier 1 Unfunded Li...	15,641.00
100-740-5350.000	Tree Trimming Contract	10,285.00
100-740-5405.000	Utilities	3,691.84
100-740-5415.000	Communications	64.34
100-740-5435.000	Training and Education	698.41
100-740-5505.000	Office Supplies and Expe...	49.44
100-740-5510.000	Small Tools	370.09
100-740-5515.000	Uniform Expense	3,885.89
100-740-5705.000	General Maintenance	2,903.97
100-740-5710.000	Equipment Maintenance	3,419.07
100-740-5720.000	Fuel	150.12
100-750-5207.000	Medicare	28.24
100-750-5405.000	Utilities	352.05
100-750-5755.000	Special Department Supp..	131.19
204-330-5345.000	Contractual Services	78,868.70
205-000-2115.000	Accrued Expenses - Payr...	172.04
205-610-5205.000	Health Insurance	2,171.57
205-610-5207.000	Medicare	77.24
205-610-5217.000	PERS Tier 3 (2%@62)	522.97
205-610-5335.000	Maintenance & License ...	6,767.22
205-610-5346.000	Street Sweeping Contract	5,691.66
205-610-5405.000	Utilities	2,203.62
205-610-5415.000	Communications	84.18
205-610-5505.000	Office Supplies and Expe...	37.08

## Account Summary

Account Number	Account Name	Payment Amount
205-610-5515.000	Uniform Expense	200.00
205-610-5705.000	General Maintenance	916.78
205-610-5710.000	Equipment Maintenance	3,172.18
205-610-5720.000	Fuel	666.77
205-620-5350.000	Tree Trimming Contract	10,285.00
205-620-5515.000	Uniform Expense	95.80
211-347-5340.000	Professional Services	3,800.75
211-347-5771.000	Infrastructure Projects P...	120.00
215-550-5340.000	Professional Services	300.00
215-550-5345.000	Contractual Services	780.00
220-000-2115.000	Accrued Expenses - Payr...	86.24
220-340-5205.000	Health Insurance	339.86
220-340-5207.000	Medicare	12.86
220-340-5215.000	PERS Tier 1 (2.5%@55)	140.65
220-340-5216.000	PERS Tier 2 (2%@60)	49.97
220-340-5217.000	PERS Tier 3 (2%@62)	42.00
220-340-5222.000	PERS Tier 1 Unfunded Li...	1,273.00
220-340-5345.000	Contractual Services	9,027.87
230-348-5345.000	Contractual Services	1,680.00
230-348-5755.000	Special Department Supp..	5,403.49
235-350-5345.000	Contractual Services	1,250.00
245-720-5405.000	Utilities	264.46
245-720-5755.000	Special Department Supp..	365.93
255-760-5345.000	Contractual Services	500.00
255-760-5506.000	Sport Supplies	1,603.31
255-760-5735.000	Miscellaneous Expense	96.33
257-830-5345.379	Contractual Services	27,200.00
311-810-5806.368	Street Reconstruction - ...	19,118.50
311-810-5806.373	Traffic Calming	18,069.65
311-810-5806.380	Sidewalk Improvement P...	2,341.71
510-000-2115.000	Accrued Expenses - Payr...	2,470.38
510-110-5207.000	Medicare	1.11
510-110-5217.000	PERS Tier 3 (2%@62)	4.43
510-125-5205.000	Health Insurance	1,093.57
510-125-5207.000	Medicare	61.25
510-125-5215.000	PERS Tier 1 (2.5%@55)	218.78
510-125-5216.000	PERS Tier 2 (2%@60)	480.60
510-125-5222.000	PERS Tier 1 Unfunded Li...	6,087.00
510-130-5205.000	Health Insurance	592.32
510-130-5207.000	Medicare	29.40
510-130-5215.000	PERS Tier 1 (2.5%@55)	60.95
510-130-5216.000	PERS Tier 2 (2%@60)	96.65
510-130-5217.000	PERS Tier 3 (2%@62)	99.18
510-130-5222.000	PERS Tier 1 Unfunded Li...	2,788.00
510-220-5205.000	Health Insurance	3,439.43
510-220-5207.000	Medicare	131.79
510-220-5215.000	PERS Tier 1 (2.5%@55)	227.12
510-220-5216.000	PERS Tier 2 (2%@60)	804.45
510-220-5217.000	PERS Tier 3 (2%@62)	345.37
510-220-5222.000	PERS Tier 1 Unfunded Li...	13,025.00
510-220-5505.000	Office Supplies and Expe...	2,753.51
510-220-5710.000	Equipment Maintenance	1,148.11
510-230-5205.000	Health Insurance	298.31
510-230-5207.000	Medicare	29.94
510-230-5217.000	PERS Tier 3 (2%@62)	233.57
510-230-5222.000	PERS Tier 1 Unfunded Li...	113,860.00
510-230-5305.000	Legal Services	3,621.75
510-230-5345.000	Contractual Services	125.00

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
510-230-5460.000	Insurance - Liability and ...	1,136.50
510-440-5345.000	Contractual Services	7,482.57
510-630-5205.000	Health Insurance	12,644.61
510-630-5207.000	Medicare	466.50
510-630-5215.000	PERS Tier 1 (2.5%@55)	1,071.63
510-630-5216.000	PERS Tier 2 (2%@60)	1,796.82
510-630-5217.000	PERS Tier 3 (2%@62)	1,866.72
510-630-5222.000	PERS Tier 1 Unfunded Li...	57,850.00
510-630-5338.000	Underground Service Ale...	73.00
510-630-5339.000	Water Quality - Clinical L...	1,548.50
510-630-5345.000	Contractual Services	7.50
510-630-5405.000	Utilities	358.92
510-630-5411.000	Customer Notifications	382.08
510-630-5415.000	Communications	249.96
510-630-5435.000	Training and Education	828.73
510-630-5440.000	Water Purchases - MWD	264,942.50
510-630-5442.000	Utilities - CWPf	5,722.21
510-630-5505.000	Office Supplies and Expe...	151.36
510-630-5510.000	Small Tools	66.14
510-630-5515.000	Uniform Expense	502.96
510-630-5705.000	General Maintenance	2,724.63
510-630-5710.000	Equipment Maintenance	3,947.02
510-630-5720.000	Fuel	699.62
510-630-5755.000	Special Department Supp..	4.60
520-840-5820.134	Emergency Generator	6,215.00
520-840-5821.239	Appian Way Roof	25,206.00
520-840-5821.357	246th-247th-247th Pl - ...	4,320.00
520-840-5821.365	CWPf Upgrades Project	7,248.00
520-840-5821.372	Annual Aged Pipeline R...	5,880.00
611-910-5705.000	General Maintenance	332.64
720-990-5998.000	Transfer to Railroad Mus...	644.32
	<b>Grand Total:</b>	<b>1,943,309.36</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	1,827,710.50
246th St., 247th Pl., 247th St.-Western	4,320.00
311-Street Reconstruction-Zone G	19,118.50
520.134	6,215.00
Annual Aged Pipeline R&R	5,880.00
Appian Way Roof	25,206.00
Cypress Water Production	7,248.00
Sidewalk Improvement Program	2,341.71
Stephenson Mainenance Project	27,200.00
Traffic Calming	18,069.65
	<b>Grand Total:</b>
	<b>1,943,309.36</b>



# CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7d**  
**FROM:** Ryan Smoot, City Manager  
**PREPARED BY:** Susan Kamada, Administrative Services Director  
**MEETING DATE:** August 15, 2023  
**SUBJECT:** Monthly Report for the Administrative Services Department

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## **RECOMMENDATION**

Receive and file the monthly report for the Administrative Services Department.

## **BACKGROUND**

### **Accounting Activities:**

- Staff participated in CSMFO “Threats to Local Revenues: The Taxpayer Protection and Government Accountability Act” Webinar
- Staff participated in CSMFO “Embezzled: Lessons Learned from a Recent Fraud Case Study in Internal Controls, Procurement, and Contract Management” Webinar
- Kickoff meeting with Gruber & Lopez for FY 2022/23 Audit

Department activity levels for the month of July 2023 are provided below:

<i>Journal Entries/Adjustments</i>	9
<i>Payroll Updates/Maintenance Changes</i>	108 / 0 New Hires
<i>Purchase Orders Issued</i>	1
<i>Purchase Orders Paid</i>	9
<i>Invoices Processed for Payment</i>	267
<i>Checks Processed (Demands &amp; Manual)</i>	141
<i>Payroll Checks Processed</i>	173
<i>Business Licenses Issued (New / Renewals)</i>	30/97
<i>Water Utility Bills Mailed/Late Notices Issued</i>	<i>Water Utility Bills Mailed 3923</i>
<i>Service Orders Issued (for Water Accounts)</i>	58



**OPTIONS:**

None. Information only. Receive and file.

**FISCAL IMPACT**

None. Information only. Receive and file.

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Susan Kamada  
Administrative Services Director



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7e**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Gary Y. Sugano, Assistant City Manager

**MEETING DATE:** August 15, 2023

**SUBJECT:** Monthly Report for the City Manager's Department

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### **RECOMMENDATION**

Receive and file the monthly report for the City Manager's Department.

### **BACKGROUND**

#### **Information Technology**

Numa Networks is currently on-site one day per week to provide as-needed IT support. During the month of July, Numa Networks assisted with a total of 488 trouble tickets.

#### **Human Resources/Risk Management**

The City currently has no open recruitments at this time. External panel interviews for Parking Enforcement Supervisor, in the City Manager's Department, are scheduled for Thursday, August 10, 2023. Second interviews for Recreation Supervisor in the Recreation and Facilities Division and Water Service Technician I in the Public Works Department were conducted the week of July 26, 2023.

Andrew Lien accepted the position of Engineering Intern in the Public Works Department and began work on Monday, July 24, 2023. Sean Ritchie accepted the position of Recreation Supervisor in the Recreation and Facilities Division. Sean is scheduled to start work on Monday, August 28, 2023.

City staff attended Harassment Prevention Training on Wednesday, August 3<sup>rd</sup>. A certified JPIA trainer conducted the training at City Hall. All recreation staff are scheduled to attend mandated reporter training on Wednesday, August 16, 2023. All staff whose duty requires direct contact and supervision of children, elders, or dependent adults are required to take the training. The training will be conducted at City Hall by a JPIA certified instructor.

## **Emergency Management**

The city was awarded a FEMA Hazard Mitigation Assistance Grant in the amount of \$1,124,884.50 for the 247<sup>th</sup> Street Area Water Main Replacement Project. Quarterly report #8 was submitted on 7/10/23 indicating that design is currently underway but obtaining the necessary permits from the City of Los Angeles took much longer than expected, significantly putting the project behind schedule. The city was granted a one-year extension to complete the project due to this delay. Staff is gathering information and drafting a formal request to CalOES/FEMA for a budget increase, potential changes to the scope of work, and/or another time extension related to this project. The City of Los Angeles' permit fees are much higher than originally estimated, labor and material costs have increased, and potholing revealed oily soil and lead requiring staff to consider detouring the original layout. Staff will be meeting with CalOES later this month when the soil testing results are available to determine the appropriate next steps.

On June 7, 2023, staff received notification that FEMA approved the city's grant application to update the Local Hazard Mitigation Plan (LHMP) and awarded Lomita \$72,680 for the project costs and \$3,622 for grant management costs. Staff had the official "kick-off" meeting with CalOES on June 12 and is working on releasing an RFP in the near future.

Staff held a meeting with the Area G DMAC to conduct a preliminary review of Lomita's Emergency Response. Staff presented a summary of our review, efforts, and recommendations related to emergency preparedness and management to the City Council during the July 18 meeting. Staff is proceeding with next steps indicated in the presentation, most currently the LHMP update and American Red Cross facility use agreement.

## **Lomita Manor**

The Lomita Manor property management company, HumanGood, continues restoring several activities that have been previously postponed due to COVID. These activities include Exercise/Chair class, Coloring class, and Seasonal Holiday activities such as the St Patrick's Celebration and Easter Egg Craft and Fourth of July BBQ. Additional activities that have been added/restored include Bingo, Walking Group and Monthly Celebrations of residents' birthdays with cake. The property management team will continue to explore other activities for the residents at Lomita Manor. In addition to these activities, Lomita Manor's Recreation room is open to the residents.

## **Community Development Block Grant Programs**

On February 7, 2023, the Community Development Advisory Board (CDAB) approved the CDBG roster (budget) for FY 23-24 in the amount of \$140,077 to fund Residential Rehabilitation, Lifeline and the Job Creation and Business Incentive Loan Programs. Ongoing updates regarding the CDBG programs will be mentioned below.

*Residential Rehabilitation:* For Fiscal Year 2023-24, a total of two projects are scheduled to be completed.

*Lifeline:* The Lifeline program provides emergency response service for a total of 20 subscribers now currently enrolled. The program is accepting applications from Lomita residents who are at least 55 years old or disabled.

**City Clerk’s Office**

- Continued work with ECS Imaging regarding Laserfiche repository improvements
- Continued work on agenda management and meeting video streaming project implementation
- Received and filed all semi-annual campaign filing documents
- Submitted necessary documents for annual Landscape Maintenance District Assessment
- Staff participated in meetings for phone system upgrade

Administrative staff continues to provide customer service and support related to processing water payments, parking tickets, Dial-a-Ride, planning counter appointments and business licenses.

**City Clerk activity for the month of July**

Council Meeting Agenda & Minutes Prepared	1/1
Council Resolutions Adopted & Processed	1
Housing Authority Agenda & Minutes Prepared	0/0
Contracts/Agreements Processed	5
Ordinances Adopted & Published	0
Certificates Prepared	19
Public Records Requests Processed	14
Dial-a-Ride New Cards Issued	5
Dial-a-Ride Payments Processed	31
Dial-a-Ride Assistance-Phone/Counter	103
Administrative Parking Appeals Reviewed & Processed	50
Parking Citations Issued & Processed	927
Parking Citations Assistance – Phone/Counter	85
Planning Commission Meeting Agenda & Minutes Prepared	1/1
Planning Commission Resolutions Processed	2
Public Safety & Traffic Commission Agenda & Minutes Prepared	1/1
Technical Traffic Advisory Committee Agenda & Minutes Prepared	0/0
Scanned & Indexed Documents	16
Water Billing Payments and Assistance- Phone/Counter	144

**OPTIONS:**

None. Information only. Receive and file.

**FISCAL IMPACT**

None. Information only. Receive and file.

**ATTACHMENTS**

None.

Prepared by:

*Gary Sugano*

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Gary Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager



# CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7f**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Brianna Rindge, Community & Economic Development Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Monthly Report for the Community & Economic Development Department

## **RECOMMENDATION**

Receive and file the Community & Economic Development Department monthly report.

## **DISCUSSION**

- The quarterly update on Lomita developments is here! See Attachment 1.
- Several ordinance discussions will be on Planning Commission and City Council agendas as triggered by applicant requests, observed trends, post-COVID interest, the certified Housing Element, and other State mandates. The draft 2023 upcoming items schedule is as follows.

<i>Topic</i>	<i>Council Discussion</i>	<i>Planning Commission Hearing</i>	<i>City Council Hearings</i>
Building Code update	Adopted; in effect Jan. 1, 2023		
24000 Crenshaw Specific Plan update	Adopted; in effect Feb. 16, 2023		
Low-Barrier Navigation Centers	Adopted; in effect April 20, 2023		
Supportive Housing update	Adopted; in effect April 20, 2023		
Transitional Housing update	Adopted; in effect April 20, 2023		
Employee Housing	Adopted; in effect April 20, 2023		
Reasonable Accommodation update	Adopted; in effect April 20, 2023		
Covered Parking	Adopted; in effect April 20, 2023		
Emergency Shelter Parking	Adopted; in effect April 20, 2023		
Substandard Living Conditions	Adopted; in effect April 20, 2023		
Unused Zoning Districts clean-up	Adopted; in effect April 20, 2023		

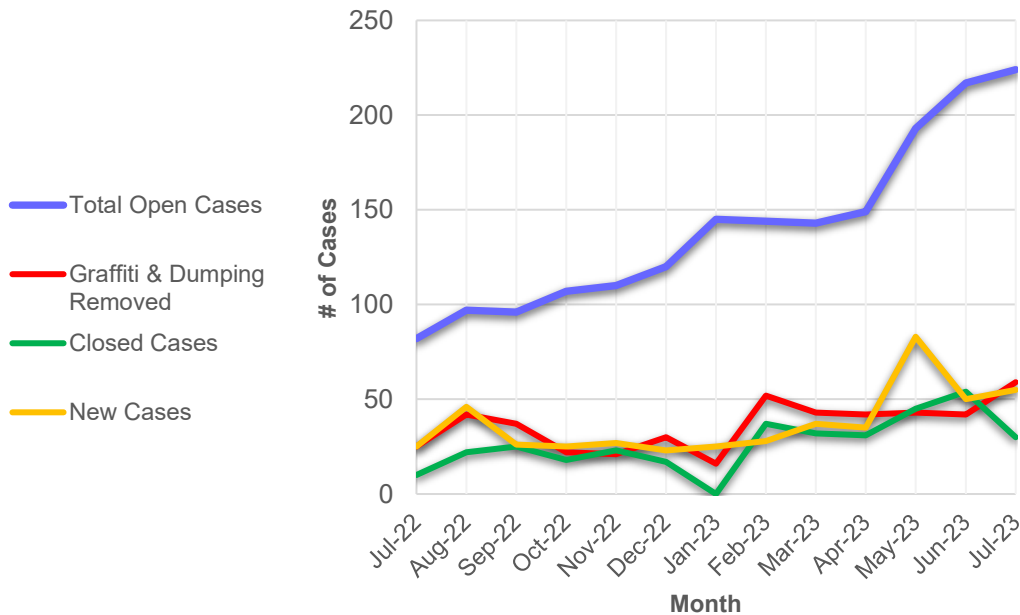
Designated Parking, Signage	Adopted; in effect May 18, 2023		
Massage clean-up	Adopted; in effect June 1, 2023		
Outdoor Dining update	Adopted; in effect June 15, 2023		
Lot Design clean-up for consistency with adopted Ord. No. 839	Adopted; in effect June 15, 2023		
Chickens update	Adopted; in effect June 15, 2023		
ADU update	Adopted; in effect July 20, 2023		
Murals	March 2023	July 2023	Aug. 2023
Affordable Housing Incentives for Conversion from commercial to 4 Residential Units or Less	n/a	July 2023; Aug 2023	Sep. 2023

- Staff met with multiple property owners and developers and completed review of residential and commercial building permits, solar, wireless facilities, business licenses, and Residential Property Reports.

*Code Enforcement*

The addition of a part-time contract Code Enforcement officer in February to augment the full-time officer’s efforts yielded a significant increase in citywide code compliance, including enforcement of illegal dumping and graffiti as shown in the charts.

**Code Enforcement Activity  
FY 22-23**



**ATTACHMENTS**

1. Upcoming Developments & Businesses

# ATTACHMENT 1

## Upcoming Developments & Businesses

Updated August 7, 2023

**City of Lomita**  
Community & Economic  
Development Department



### Downtown Lomita

Address	Project Description	Status
24020 Narbonne Ave.	Cream Pan Bakery, renovating the former Southwest Tile Building	Opening late summer 2023
24403 Narbonne Ave.	Lomita Feed converting warehouse space into a western tack shop	In plan check with LA County Building & Safety
245th St. & Woodward Ave.	16-unit condominium development	Under construction
24516 Narbonne Ave.	Vacation of an alley	In design review
24503 Narbonne Ave.	The Slip Restaurant	Opening August 2023 with an entertainment permit
2173 Lomita Blvd.	Still Got It Fitness ARPA-funded façade improvement (signage)	Submitted sign plans

### Pacific Coast Highway

Address	Project Description	Status
2130 PCH	Target, renovating former Albertson's space	Opening early 2024
2155 PCH	Grocery Outlet, renovating the former Big Lots space	In plan check with LA County Building & Safety
2270 PCH	Drive-through restaurant	Pre-application

### Mixed-Use & Multifamily Residential

Address	Project Description	Status
26016 Oak St.	9-unit townhome project	Final map approved; Grading started
24830-24838 Narbonne Ave.	Mixed-use project: ground floor commercial & 11 residential units with a 2-bedroom unit for very low income	Grading permit issued
26109 Narbonne Ave.	8-unit townhome project	All units sold
2418 253rd St.	Vesting tentative tract map/PRD project	Scheduled for late 2023



**OPTIONS**

None. Information only. Receive and file.

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Brianna Rindge*

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Brianna Rindge  
Community & Economic Development Director



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7g**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Michael M. Sansbury, Recreation & Facilities Manager

**MEETING DATE:** August 15, 2023

**SUBJECT:** Monthly Report for the Recreation and Facilities Division

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### **RECOMMENDATION**

Receive and file the monthly report for the Recreation and Facilities Division.

### **RECREATION SERVICES**

- This past Saturday July 29<sup>th</sup> concluded this summer's Movies Under the Stars events, before LAUSD returns to school. We had a very good turnout for both movies this summer.
- Fall Recreation Newsletter has been mailed to Lomita Residents.
- Sign-ups for Fall classes will begin August 15<sup>th</sup> at 9:00am in person and online.
- The Lomita Railroad Foundation hosted its first Speaker Series on July 14<sup>th</sup> at the Lomita Railroad Museum. With a nice turnout of 20 guests. Museum staff were the guest speakers for the month of July.
- National Night Out took place on Aug 1<sup>st</sup> on the City Hall lawn from 6pm – 8pm; with local vendors such as Fantastic Café, Mark's Lock & Safe, Kiwanis Club, USPS, and more.
- The Lomita Teen Program concluded on Aug 1<sup>st</sup> and had once again become a community favorite this summer. The Lomita Teen program has multiple sponsors this summer who donated dinner, snacks, and drinks. Burning Day Light, Lomita's Best, Rizzo's, Floral 101, Lomita Pet Hospital, Supervision Janice Hahn, Smith's Lock and safe, Alfredo's and Councilmember Segawa.
- Staff are preparing to assist the Lomita Railroad Foundation with its second speaker series of the summer taking place on August 11<sup>th</sup> at 6pm at the Lomita Railroad Museum. The topic for that evening will be the Madrona Marsh.
- The Lomita Railroad Museum is gearing up for Family Fun Day on September 23<sup>rd</sup> at 11:00am on Irene Lewis Field.
- Staff is working on a post Founders Day meeting set for August 8<sup>th</sup>, 2023.
- Staff is assisting the LASD plan their BBQ fundraiser taking place at Lomita Park on August 19<sup>th</sup> from 11am – 3pm.

- Staff is also preparing to welcome our new Recreation Supervisor at the end of August.

## **YOUTH SPORTS**

- Baseball is continuing and ends August 19<sup>th</sup>. There are 220 children enrolled.
- Session #2 of Lomita Park Basketball Camp was June 26<sup>th</sup> – 30<sup>th</sup>. There were (78) participants.

## **ADULT SPORTS**

- Men's Basketball leagues began. There are two leagues:
  - (6) teams on Wednesday League and (6) teams on Thursday league

## **PROGRAM REGISTRATIONS**

- Fall registrations begin August 15<sup>th</sup>.

## **PROJECTS**

- Fall program scheduling, planning, and purchasing.

## **MAINTENANCE AND FACILITIES**

- Purchased and installed various new office furniture for the following offices at City Hall. The Senior Human Resources Analyst, Management Assistant and Public Works offices upstairs.
- The emergency generator at City Hall had a major service & inspection. We also ran a load bank test performed and completed.
- Installed new partitions in the men's restrooms on the 1<sup>st</sup> and 2<sup>nd</sup> floors at City Hall. This replaces the original partition of the 70's.
- Tom Rico Center - The VCT tile flooring was stripped, sealer applied, wax applied and buffed.
- Upgraded and installed new software to the access card key entry system for various facilities.
- Installed additional security cameras on the Stephenson Center at Lomita Park.
- Installed 50amp 240volt outlet for charger electric vehicles in the large bay at the City Yard.
- Repaired the exterior door to the Commission Room at City Hall.

## **OPTIONS:**

None. Information only. Receive and file.

## **FISCAL IMPACT**

None. Information only. Receive and file.

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Michael M. Sansbury  
Recreation & Facilities Manager

Prepared by:



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Emma Kelley  
Recreation Manager



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7h**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Carla Dillon, P.E., Director of Public Works

**MEETING DATE:** August 15, 2023

**SUBJECT:** Monthly Report for the Public Works Department

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### **RECOMMENDATION:**

Receive and file the monthly report for the Public Works Department.

### **BACKGROUND:**

#### **Water Division Updates**

##### Cypress Water Production Facility (CWPF) and Distribution System Update

Well No. 5 remains offline due to the detection of benzene and the construction project to upgrade the CWPF. The State's Division of Drinking Water (DDW) and the Los Angeles Regional Water Quality Control Board (RWQCB) have been investigating possible sources of benzene, and information is available at <https://www.lomitawater.com/news/>.

In July 2023, the City pumped 0.0 acre-feet of groundwater from Well No. 5. All drinking water was supplied with imported water from West Basin MWD. The City has not yet received the invoice for the volume of imported water utilized in July 2023 from West Basin MWD and it will be included in the August 2023 monthly report. The Monthly water reports can be found at [www.lomitawater.com/oversight/water-quality-reports/](http://www.lomitawater.com/oversight/water-quality-reports/).

The City has been offering monthly tours of the Cypress Water Production Facility. A tour was hosted on July 11th for 10 community members. Residents who are interested in touring the facility may sign up for a tour at <https://www.lomitawater.com/water-tours/>.

Water Division Performance Measures:

Main Breaks/Leak Repairs	0
Service Connection Breaks/Leaks	1
Water Outages	1
Water Service Requests	52
USA Dig-Alert Tickets	80
Dead-end Fire Hydrant Flushing	11
Meter Maintenance	10
Inspection of Water Facilities	Daily
Water Quality Complaints	0

**Engineering/PW Administration Division Updates**

CIP Update

Cypress Water Production Facility (CWPF) Upgrade Project

The City's contractor RC Foster, with the oversight of the contract manager, AKM Consulting Engineers, is progressing on construction. Hazen and Sawyer continue to provide support for the permitting with the Division of Drinking Water (DDW).

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	98%
Overall Project, invoiced/approved	\$4,324,971
Overall Project budget (approved contracts)	\$4,835,131

The City shares project updates on <https://www.lomitawater.com/> as new information is available. In addition, a short video describing the GAC project and treatment process is available here: <https://www.lomitawater.com/infrastructure/granular-activated-carbon/>.

Street Reconstruction – Zone G

This project consists of overlaying and reconstructing certain streets in Zones G (just north and south of Lomita Boulevard and east of Eshelman Avenue), as detailed in the Pavement Management Program (PMP). This project includes significant repairs and resurfacing of streets where slurry seal would not be sufficient to extend the life of the street.

The design of the project was awarded to David Evans and Associates (DEA) in July 2022, and the design is scheduled to be completed in 2023. Construction is programmed for Spring-Summer 2024. Extensive field investigation and sampling have taken place to evaluate the road condition on the 17 streets included in this project, and the City has received related technical reports. In addition, DEA has identified and provided

preliminary cost estimates for curb ramps that require upgrades in the project zone. DEA is preparing the 60% detailed design drawings, which are expected in August 2023.

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	35% (of design)
Overall Project, invoiced/approved	\$86,254.81
Overall Project budget	\$1,200,000

247<sup>th</sup> Street Area Watermain Project

This project consists of abandoning a watermain that runs north and south within private properties crossing 246<sup>th</sup> Street, 247<sup>th</sup> Street, 247<sup>th</sup> Place, and 248<sup>th</sup> Street. The proposed new water main will extend from 246<sup>th</sup> Street beyond the City boundaries, looping within the City of Los Angeles right of way and along Western Avenue (which is Caltrans right of way), and connecting back to the City of Lomita along 247<sup>th</sup> Street, 247<sup>th</sup> Place, 248<sup>th</sup> Street and Lomita Blvd. This project consists of constructing approximately 3,300 linear feet of PVC water pipeline and appurtenances (fire hydrants, valves, services, and fittings). The existing pipeline located in private property will be abandoned.

Design of the project was awarded to Onward Engineering in November 2021. The permit from Caltrans was approved in September 2022. The encroachment permit and traffic control plans were approved by the City of Los Angeles in December 2022. The permit fees for Lomita to work in the City of Los Angeles’ Right-of-Way is approximately \$318,247.20.

Onward Engineering has completed two rounds of potholing. The first round identified an unknown pipe requiring a new alignment and additional potholing. The second round of potholing has shown elevated levels of Lead in the area. Onward Engineering is working on an alternate alignment and is planning for further potholes to avoid contaminated soil. Following this, the final design will be resubmitted to the City for review.

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	95% (of design)
Overall Project, invoiced/approved	\$119,821.50
Overall Project budget	\$1,499,916

Emergency Generator

This project consists of the selection and design of an emergency generator that will be capable of servicing the Appian Way Pump Station as needed. The design of this project was awarded to AEPC Group in July 2022 and was completed in June 2023. City Council approved the design in June 2023, and authorized release for bidding.

Procurement of a short-term rental and final generators have been initiated, and the project has been posted to bid boards for contractors to submit bids. A Pre-Bid meeting will be held on August 8<sup>th</sup> and the bid due date is August 17.

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	98% (of design)
Overall Project, invoiced/approved	\$58,245
Overall Project budget	\$76,365

Narbonne Avenue Water Replacement and Street Rehabilitation Project

This project consists of constructing approximately 1,600 linear feet of PVC water pipeline on Narbonne Avenue from PCH to the southern end of the City of Lomita. The proposed watermain will be a new 8-inch PVC water main to provide improved flow, pressure, and fire protection. This new water main will replace the existing 1928 6-inch and 8-inch water main.

Design of the project was awarded to David Evans and Associates (DEA) in December 2022. DEA has performed a pavement analysis of the current conditions, and the 60% preliminary design package was sent in July. The pavement analysis report is expected to be sent in early August. DEA also plans to pothole at various locations to determine depth of possible conflicting utilities. The final design is scheduled to be completed in the third quarter of 2023.

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	10% (of design)
Overall Project, invoiced/approved	\$25,626.66
Overall Project budget	\$199,940

New Groundwater Well Feasibility Study

The purpose of this study is to identify preliminary locations where construction of a new groundwater well is feasible. The installation of a new well would minimize the City's long-term reliance on imported water and provide a contingency well in case of future adverse impacts to Lomita Well No. 5. The City currently has groundwater rights of 1,352-acre feet (ac-ft) in the West Coast Basin, and in its last year of normal operations, CY 2018, Well No. 5 only pumped 561 ac-ft of groundwater.

In February 2023, this study was awarded to Stetson Engineering, Inc, who is currently acquiring and reviewing data. In June, the preliminary report was received, and staff have begun the review. The study and final report are scheduled to be completed in August 2023.

<b>Progress</b>	<b>As of July 31, 2023</b>
Percent Project completion	75%
Overall Project, invoiced/approved	\$29,682.75
Overall Project budget	\$63,135

Appian Way Pump Station Roof Project

This project consists of designing and constructing a new roof for the Appian Way Pump Station. The design contract has been awarded to Tetra Tech, Inc. and they have submitted 60% design drawings. Lomita staff is reviewing the drawings.



## Stephenson Center Maintenance Project

This project consists of design and construction for upgrades to the restroom facilities as well as restoration/replacement of the three-level roof at the Stephenson Center in Lomita Park. The Project design has been awarded to BOA Architecture; they have visited the site and provided preliminary drawings for the restroom layout to meet accessibility design requirements. Lomita staff are reviewing the drawings.

## Engineering/Regulatory Updates

### Encroachment Permit Review/Approval

For the month of July 2023, staff received and reviewed 11 encroachment permit applications from various utility companies, contractors, and residents. Permits were issued to 6 applicants. Public Works now has an on-line portal for encroachment permitting, available at <https://lomitaca.viewpointcloud.com/categories/1081>.

### Stormwater

In July, a seat became available to represent the Dominguez Channel Watershed Group in the Watershed Area Steering Committee (WASC) for South Santa Monica Bay, Safe Clean Water Program. The WASC is composed of 18 members representing various stakeholder groups, and the purpose is to consider and score projects applying for regional funding. The Public Works Director from Lomita was selected for this role with Lawndale as the alternate. The meetings occur monthly.

### Sewer System

In July, the County of Los Angeles Department of Public Works provided Lomita the quarterly Sanitary Sewer Overflow for April to June documenting no reportable sewer overflows and confirming entry into the California Integrated Water Quality System.

### Public Safety and Traffic

Public Safety and Traffic Commission (PS&TC) met in July in conjunction with the Traffic Calming Workshop to receive input on areas of concern for community members. The Technical Traffic Advisory Committee received 4 new traffic investigation requests. All new requests for traffic issue investigations are accepted through the on-line OpenGov portal and may be submitted here: <https://lomitaca.viewpointcloud.com/categories/1081>.

## Public Works Field Operations Division (Parks/Street/Trees) Updates

### Parks Division:

Mowed Park Grounds, number of times	32
Playground Safety Inspections	10
Raised Median/Planter Weeding	33
Park Grounds Fertilize	1
Museum/City Hall Grounds Maintenance	4
Sprinkler Repair/Replacement	38
Trimmed Hedges/Trees (City grounds)	43

### Streets and Trees Division:

Trees Trimmed (by Crew)	38
Trees Trimmed (by Contractor)	0
Trees/Stumps Removed	2 trees, 1 stump
Graffiti Locations Cleaned	47
Sidewalk Maintenance	234
Curb/Gutter Maintenance	7
City Drains Cleaned	27
Street Signs Replaced or Repaired	32
Potholes Filled / Patches	47
New work order requests	8
Backlog of work orders	14
Total Trees Planted	0

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Carla Dillon*

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Carla Dillon, PE  
Public Works Director



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7i**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Susan Kamada, Administrative Services Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** July 2023 Treasury and Investment Report

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### **RECOMMENDATION**

Receive and file the Treasury and Investment Report.

### **BACKGROUND**

Pursuant to Section 41004 of the Government Code of the State of California, the City Treasurer is required to submit a monthly report of all receipts, disbursements and fund balances. The first page of the report summarizes the investment activity for the month and distribution by type of investment, held by the City. The second and third page lists all investments with original maturities exceeding one year as of the month ended July 31, 2023. The fourth page of the report provides a summary of the beginning balance, total receipts, total disbursements, ending balance for all funds, and a listing, by fund, of all month end fund balances.

In summary, all investments of the City of Lomita are in compliance with both the Government Code and our Investment Policy. In addition, the City has sufficient liquidity to meet its expenditure requirements for the ensuing six months.

21.04% of the City's funds are with the State of California Local Agency Investment Fund (LAIF). The remaining funds of the City of Lomita are in active checking accounts, money market funds, U.S. Treasuries, Federal Agency Securities, Corporate Bonds, and FDIC-insured Negotiable Certificates of Deposit that are in compliance with the California Government Code and the City's Investment Policy. The current value of each account is obtained from actual monthly statements for the period ending July 31, 2023.

**OPTIONS:**

None, information only.

**FISCAL IMPACT**

None.

**ATTACHMENT**

1. Treasury and Investment Report for July 2023

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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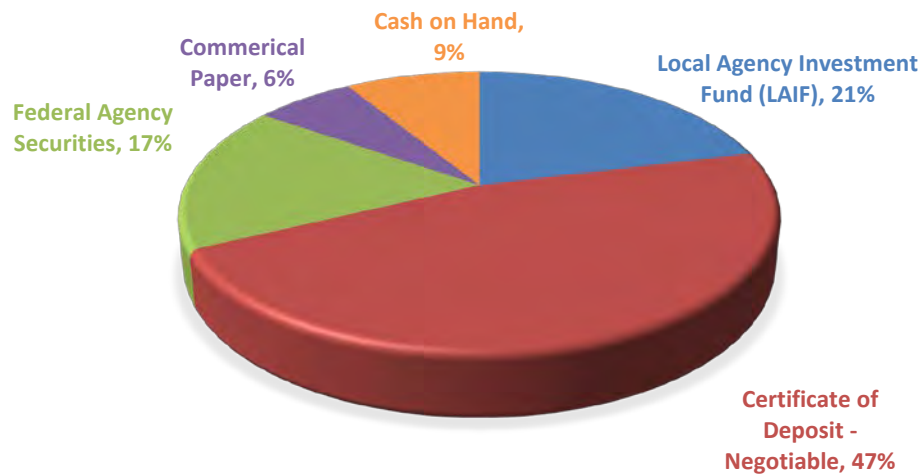
Susan Kamada  
Administrative Services Director



## City of Lomita Investment Portfolio Report July 31, 2023

Summary of Cash & Investments	Distribution of Cash & Investments				Gain (Loss) on Investment
	Invesments	Book Value	Market Value*	Interest Earned	
Local Agency Investment Fund (LAIF)	21.0386%	6,496,669.55	6,496,669.55	0.00	0.00
Certificate of Deposit - Negotiable	46.7297%	14,430,000.00	13,677,619.28	28,417.60	0.00
Federal Agency Securities	17.0015%	5,250,000.00	4,940,065.00	6,268.75	0.00
Commerical Paper	6.4767%	2,000,000.00	1,759,310.00	0.00	0.00
Net Cash Equivalents	0.0038%	1,163.59	1,163.59	0.00	0.00
<b>Total Pooled Investments</b>	<b>91.25%</b>	<b>28,177,833.14</b>	<b>26,874,827.42</b>	<b>40,936.35</b>	<b>0.00</b>
City of Lomita General Account DDA	8.75%	2,701,883.45	2,701,883.45	0.00	0.00
<b>Total Cash</b>	<b>8.75%</b>	<b>2,701,883.45</b>	<b>2,701,883.45</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Cash &amp; Investments</b>	<b>100.00%</b>	<b>30,879,716.59</b>	<b>29,576,710.87</b>	<b>40,936.35</b>	<b>0.00</b>

### City of Lomita Distribution of Pooled Cash



### Month to Date & Fiscal Year to Date Interest Earned/ Gain (Loss) on Total Investments

	<u>MTD</u>	<u>YTD</u>
Jul-23	40,936.35	40,936.35
Aug-23	-	40,936.35
Sep-23	-	40,936.35
Oct-23	-	40,936.35
Nov-23	-	40,936.35
Dec-23	-	40,936.35
Jan-24	-	40,936.35
Feb-24	-	40,936.35
Mar-24	-	40,936.35
Apr-24	-	40,936.35
May-24	-	40,936.35
Jun-24	-	40,936.35
	<b>40,936.35</b>	<b>40,936.35</b>

\*The Governmental Accounting Standards Board (GASB) has established Statement No. 31 for setting investment valuation standards. We report the unrealized gain/(loss) monthly and book realized gain/(loss) at year end as a GASB 31 requirement.

GASB 31 is a reporting requirement that reports the "Fair Value" of investments held in our portfolio. Fair value is the amount at which a financial instrument (investment) could be exchanged in a current transaction between willing parties at current market prices. It is important to understand the relationship between prevailing interest rates and fixed coupon investments. As market interest rates fall, the "Fair Value" of held securities will rise (unrealized Gains). The opposite occurs as market interest rates rise (market prices of held investments will fall). It should be noted that investments held in the city pool are to be held until maturity so both gains and losses (unrealized) will not be taken.



**City of Lomita**  
**Investment Portfolio Report**  
**July 31, 2023**

Account/ Investment Title & Description	Account # / CUSIP	Settlement Date	Maturity Date	Yield to Maturity	Beginning Face Amount/Shares	Beginning Market Value	Buy Principal	Sell Principal	Change in Market Value	Ending Market Value	Ending Face Amount/Shares	Interest Earned / (Accrued)	Realized Gain / (Loss) On Investment
<b>Local Agency Investment Fund (LAIF)</b>													
City of Lomita	XX-XX-469		N/A	3.305%	7,451,193.56	7,451,193.56	45,475.99	(1,000,000.00)	-	6,496,669.55	6,496,669.55	-	-
<b>Sub Total / Average</b>				<b>3.305%</b>	<b>7,451,193.56</b>	<b>7,451,193.56</b>	<b>45,475.99</b>	<b>(1,000,000.00)</b>	<b>-</b>	<b>6,496,669.55</b>	<b>6,496,669.55</b>	<b>-</b>	<b>-</b>
<b>Certificate of Deposit - Negotiable</b>													
PCSB Bank	69324MAL9	02/21/20	02/21/24	1.650%	248,000.00	242,253.84	-	-	791.12	243,044.96	248,000.00	336.33	
Third Federal S & L Assn	88413QDA3	08/13/21	08/13/24	0.500%	249,000.00	235,690.95	-	-	943.71	236,634.66	249,000.00		
Raymond James Bank NA	75472RBB6	02/14/20	02/14/25	1.750%	248,000.00	233,930.96	-	-	709.28	234,640.24	248,000.00		
Liberty Federal Credit Union	53052LAP4	03/24/23	03/24/25	5.350%	248,000.00	247,645.36	-	-	22.32	247,667.68	248,000.00	1,090.52	
Lafayette FCU	50625LAY9	03/31/22	03/31/25	2.200%	249,000.00	235,558.98	-	-	620.01	236,178.99	249,000.00	450.25	
Direct Federal Credit Union	25460FDZ6	02/01/23	05/01/25	4.700%	248,000.00	244,840.48	-	-	161.20	245,001.68	248,000.00	958.03	
JPMorgan Chase Bank NA	48128WCJ2	12/03/21	05/16/25	0.800%	248,000.00	227,656.56	-	-	910.16	228,566.72	248,000.00		
Institution for Savings Newburyport MA	45780PBL8	05/20/22	05/20/25	3.100%	247,000.00	236,714.92	-	-	461.89	237,176.81	247,000.00	629.34	
Axiom Bank Maitland FL	05464LBR1	11/30/21	06/13/25	0.700%	249,000.00	227,227.44	-	-	921.30	228,148.74	249,000.00	143.26	
Bank of Princeton	064520BE8	06/26/20	06/26/25	0.600%	210,000.00	190,953.00	-	-	798.00	191,751.00	210,000.00	103.56	
Flushing Bank	34387AFF1	11/04/22	11/04/25	4.700%	249,000.00	245,095.68	-	-	410.85	245,506.53	249,000.00	961.89	
BankUnited NA	066519RX9	12/08/21	12/08/25	1.250%	248,000.00	224,524.32	-	-	1,120.96	225,645.28	248,000.00		
USAlliance FCU	90352RCD5	01/28/22	01/28/26	1.350%	249,000.00	225,388.58	-	-	1,913.81	227,302.39	249,000.00	561.79	
Liberty First Credit Union	530520AF2	02/03/23	02/03/26	4.400%	249,000.00	243,544.41	-	-	667.32	244,211.73	249,000.00	920.96	
Truliant	89789AAH0	03/22/23	03/23/26	5.150%	248,000.00	246,395.44	-	-	686.96	247,082.40	248,000.00	1,049.75	
Pentagon FCU	70962LBK7	03/28/22	03/30/26	2.050%	249,000.00	227,695.56	-	-	1,237.53	228,933.09	249,000.00	419.55	
Kansas State Bank	50116CCV9	03/31/22	03/31/26	2.300%	249,000.00	229,266.75	-	-	1,195.20	230,461.95	249,000.00	486.40	
Nelnet Bank	64034KAC5	04/15/21	04/15/26	0.700%	248,000.00	218,083.76	-	-	1,507.84	219,591.60	248,000.00		
Community West Bank NA	20415QHQ5	04/23/21	04/23/26	0.700%	248,000.00	217,612.56	-	-	1,522.72	219,135.28	248,000.00	142.68	
State BK India New York NY	856285VS7	05/19/21	05/19/26	1.000%	249,000.00	218,219.56	-	-	1,541.28	219,760.84	249,000.00		
Toyota Financial Savings Bank	89235MLD1	07/22/21	07/22/26	0.950%	248,000.00	217,270.32	-	-	1,614.48	218,884.80	248,000.00	1,168.32	
Medallion BK Salt Lake City	58404DLD1	07/30/21	07/30/26	0.800%	248,000.00	216,032.80	-	-	1,651.68	217,684.48	248,000.00	983.85	
Sallie Mae Bank	795451AK9	08/11/21	08/11/26	1.100%	248,000.00	217,840.72	-	-	1,728.56	219,569.28	248,000.00		
Metro Credit Union	59161YAN6	02/18/22	08/18/26	1.600%	249,000.00	221,854.02	-	-	1,665.81	223,519.83	249,000.00	327.45	
Texas Exchange Bank	88241TML1	11/26/21	11/27/26	1.200%	249,000.00	216,759.48	-	-	1,939.71	218,699.19	249,000.00	245.59	
Beal Bank USA	07371CH69	03/02/22	02/24/27	2.050%	248,000.00	221,106.88	-	-	2,008.80	223,115.68	248,000.00		
Capital One Bank USA NA	14042TFP7	04/27/22	04/27/27	2.900%	248,000.00	227,321.76	-	-	2,038.56	229,360.32	248,000.00		
Morgan Stanley Bank	61773TDN0	04/29/22	04/29/27	3.000%	246,000.00	226,342.14	-	-	2,012.28	228,354.42	246,000.00		
Discover Bank	254673G83	06/14/22	06/14/27	3.150%	246,000.00	227,112.12	-	-	2,110.68	229,222.80	246,000.00		
The Dart Bank	237412AN1	06/08/22	06/15/27	3.250%	249,000.00	230,656.17	-	-	2,141.40	232,797.57	249,000.00	665.14	
Forbright Bank	34520LAT0	11/02/22	11/02/27	4.600%	249,000.00	242,229.69	-	-	1,845.09	244,074.78	249,000.00	941.42	
Alliant Credit Union	01882MAC6	12/30/22	12/30/27	5.000%	248,000.00	245,076.08	-	-	1,594.64	246,670.72	248,000.00	1,019.18	
First Technology Federal	33715LEL0	02/03/23	02/03/28	5.000%	248,000.00	245,093.44	-	-	1,240.00	246,333.44	248,000.00	1,019.18	
Alaska USA Federal Credit Union	011852AE0	03/08/23	03/08/28	4.600%	249,000.00	241,923.42	-	-	1,406.85	243,330.27	249,000.00	941.42	
Central Valley Community Bank	15568PAL0	03/31/23	03/31/28	5.300%	248,000.00	247,717.28	-	-	(4.96)	247,712.32	248,000.00	1,116.34	
Pacific Western Bank	69506YYD5	04/05/23	04/05/28	5.650%	243,000.00	243,588.06	-	-	(24.30)	243,563.76	243,000.00		
Austin TelCo FCU	052392BK2	08/12/22	08/11/23	3.200%	249,000.00	248,427.30	-	-	430.77	248,858.07	249,000.00	654.90	
General Electric Credit Union	369674CG 9	01/30/23	01/30/24	5.000%	248,000.00	247,546.16	-	-	146.32	247,692.48	248,000.00	1,019.18	
Grow Financial Federal Credit Union	39981MAC6	03/24/23	03/25/24	5.350%	248,000.00	248,002.48	-	-	4.96	248,007.44	248,000.00	1,090.52	
Wells Fargo Bank	949763ZA7	04/18/19	04/10/24	2.850%	245,000.00	240,308.25	-	-	490.00	240,798.25	245,000.00	573.90	
Live Oak Bkg Co	538036HY3	02/12/20	08/12/24	1.700%	245,000.00	235,001.55	-	-	676.20	235,677.75	245,000.00	342.33	
Capital One Natl Assn	14042RNE7	08/23/19	08/21/24	2.000%	245,000.00	235,675.30	-	-	634.55	236,309.85	245,000.00		
Morgan Stanley Private Bk Natl Assn	61760AX53	09/05/19	09/05/24	1.900%	100,000.00	95,949.00	-	-	267.00	96,216.00	100,000.00		
Synchrony Bank	87165FF58	11/30/21	11/29/24	0.850%	245,000.00	229,665.45	-	-	857.50	230,522.95	245,000.00		
Workers Federal Credit Union	98138MBC3	01/27/23	01/27/25	4.700%	249,000.00	246,198.75	-	-	129.48	246,328.23	249,000.00	961.89	
Enerbank USA Salt	29278TMZ0	02/14/20	02/14/25	1.650%	245,000.00	230,601.35	-	-	700.70	231,302.05	245,000.00	338.85	
Merrick Bank	59013KQE9	11/30/21	05/30/25	0.900%	245,000.00	244,861.00	-	-	867.30	225,728.30	245,000.00		
Spokane Teachers Credit Union	849061AA4	11/23/22	11/24/25	5.000%	248,000.00	225,706.00	-	-	401.76	246,107.76	248,000.00	1,019.18	
Eaglemark Savings Bank	27004PBD4	04/07/21	04/07/26	0.700%	245,000.00	215,661.25	-	-	1,470.00	217,131.25	245,000.00		



**City of Lomita  
Investment Portfolio Report  
July 31, 2023**

Account/ Investment Title & Description	Account # / CUSIP	Settlement Date	Maturity Date	Yield to Maturity	Beginning Face Amount/Shares	Beginning Market Value	Buy Principal	Sell Principal	Change in Market Value	Ending Market Value	Ending Face Amount/Shares	Interest Earned / (Accrued)	Realized Gain / (Loss) On Investment
Greenstate Credit Union	39573LBL1	06/16/21	06/16/26	0.900%	249,000.00	218,395.41	-	-	1,645.89	220,041.30	249,000.00	184.19	
UBS Bk USA Salt Lake	90348JQ29	07/14/21	07/14/26	0.900%	249,000.00	217,680.78	-	-	1,710.63	219,391.41	249,000.00	184.19	
Bank of Frankewing	06221LAE3	11/09/22	11/09/26	4.950%	248,000.00	244,850.40	-	-	1,319.36	246,169.76	248,000.00	1,008.99	
Baxter Credit Union	07181JAU8	11/22/22	11/23/26	5.000%	248,000.00	245,170.32	-	-	1,351.60	246,521.92	248,000.00	1,019.18	
Celtic Bank	15118RZT7	11/30/22	11/30/26	4.800%	249,000.00	244,605.15	-	-	1,404.36	246,009.51	249,000.00		
Dept of Commerce Federal CU	24951TAT2	05/13/22	05/13/27	3.250%	249,000.00	230,967.42	-	-	2,049.27	233,016.69	249,000.00	665.14	
BMO Harris Bank NA	05600XFW5	06/15/22	06/15/27	3.300%	249,000.00	231,069.51	-	-	2,133.93	233,203.44	249,000.00	675.37	
Numerica Credit Union	67054NBC6	11/04/22	11/04/27	4.950%	248,000.00	244,612.32	-	-	1,785.60	246,397.92	248,000.00	1,008.99	
University Bk Ann	914098DQ8	04/03/23	04/03/28	4.850%	248,000.00	243,501.28	-	-	1,267.28	244,768.56	248,000.00	988.60	
Customers Bank	23204HNZ7	05/31/23	05/31/28	4.450%	244,000.00	241,081.76	-	-	1,000.40	242,082.16	244,000.00	-	
<b>Sub Total / Average</b>				<b>2.852%</b>	<b>14,430,000.00</b>	<b>13,611,761.68</b>	<b>-</b>	<b>-</b>	<b>65,857.60</b>	<b>13,677,619.28</b>	<b>14,430,000.00</b>	<b>28,417.60</b>	<b>-</b>
<b>Federal Agency Securities</b>													
Federal Home LN BKS	3130APXC4	12/10/21	12/10/24	1.100%	1,000,000.00	940,670.00	-	-	1,160.00	941,830.00	1,000,000.00		
Federal Home LN BKS	3130ALMM3	03/30/21	03/30/26	1.000%	250,000.00	223,635.00	-	-	2,592.50	226,227.50	250,000.00		-
Federal Home LN BKS	3130AR2B6	03/08/22	03/08/27	2.375%	500,000.00	463,230.00	-	-	(4,165.00)	459,065.00	500,000.00		
Federal Home LN BKS	3130ARDY4	03/29/22	03/29/27	2.500%	500,000.00	464,715.00	-	-	(4,220.00)	460,495.00	500,000.00		
Federal Home LN BKS	3130ARGQ8	04/14/22	04/14/27	2.875%	250,000.00	235,187.50	-	-	(1,857.50)	233,330.00	250,000.00		
Federal Home LN BKS	3130ASD22	06/29/22	06/29/27	3.590%	250,000.00	239,192.50	-	-	(1,755.00)	237,437.50	250,000.00		
Federal Home LN MTG	3134GXL28	08/17/22	08/17/27	4.150%	250,000.00	240,702.50	-	-	(40.00)	240,662.50	250,000.00		
Federal Home LN MTG	3134GXQ23	08/25/22	08/25/27	4.250%	250,000.00	244,820.00	-	-	(3,617.50)	241,202.50	250,000.00		
Federal Home LN MTG	3134GY3F7	11/22/22	11/22/27	5.125%	250,000.00	247,905.00	-	-	(1,245.00)	246,660.00	250,000.00		
Federal Home LN MTG	3134GYF31	01/30/23	01/27/28	5.100%	250,000.00	246,017.50	-	-	(822.50)	245,195.00	250,000.00	6,268.75	
Federal Farm Credit Bank	3133ENC00	11/30/21	10/27/25	1.040%	500,000.00	458,310.00	-	-	1,100.00	459,410.00	500,000.00		
Federal Farm Credit Bank	3133EMB76	05/26/21	05/26/26	0.950%	500,000.00	449,420.00	-	-	480.00	449,900.00	500,000.00		-
Federal Home LN MTG	3134GYTP7	06/15/23	06/15/28	5.500%	500,000.00	499,475.00	-	-	(825.00)	498,650.00	500,000.00		-
<b>Sub Total / Average</b>				<b>3.043%</b>	<b>5,250,000.00</b>	<b>4,953,280.00</b>	<b>-</b>	<b>-</b>	<b>(13,215.00)</b>	<b>4,940,065.00</b>	<b>5,250,000.00</b>	<b>6,268.75</b>	<b>-</b>
<b>Commerical Paper</b>													
Bank of America Corp A2	06048WM31	05/28/21	05/28/26	1.250%	1,000,000.00	874,940.00	-	-	4,160.00	879,100.00	1,000,000.00		
Goldman Sachs Corp A2	38150AFK6	04/30/21	04/30/26	1.550%	500,000.00	440,610.00	-	-	3,415.00	444,025.00	500,000.00		
JPMorgan Chase & Co	48128G4R8	08/17/21	08/17/26	1.150%	500,000.00	420,860.00	-	-	15,325.00	436,185.00	500,000.00		
<b>Sub Total / Average</b>				<b>1.317%</b>	<b>2,000,000.00</b>	<b>1,736,410.00</b>	<b>-</b>	<b>-</b>	<b>22,900.00</b>	<b>1,759,310.00</b>	<b>2,000,000.00</b>	<b>-</b>	<b>-</b>
<b>U.S. Treasuries</b>													
US Treasury Note	06048WM31	07/28/22	07/31/23	1.250%	1,000,000.00	996,960.00	-	(1,000,000.00)	3,040.00	-	-	6,250.00	
<b>Sub Total / Average</b>				<b>1.250%</b>	<b>1,000,000.00</b>	<b>996,960.00</b>	<b>-</b>	<b>(1,000,000.00)</b>	<b>3,040.00</b>	<b>-</b>	<b>-</b>	<b>6,250.00</b>	<b>-</b>
<b>Net Cash Equivalents*</b>													
Stifel	XXXX4891	N/A	N/A	0.000%	-	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Multibank Securities Inc	XXXXX5544	N/A	N/A	0.000%	1,163.59	N/A	N/A	N/A	N/A	1,163.59	1,163.59	N/A	N/A
<b>Sub Total / Average</b>				<b>0.000%</b>	<b>1,163.59</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,163.59</b>	<b>1,163.59</b>	<b>-</b>	<b>-</b>
<b>Total / Average - Investments</b>				<b>2.35%</b>	<b>30,131,193.56</b>	<b>28,749,605.24</b>	<b>45,475.99</b>	<b>(2,000,000.00)</b>	<b>78,582.60</b>	<b>26,874,827.42</b>	<b>28,177,833.14</b>	<b>40,936.35</b>	<b>-</b>
<b>Demand Deposit Account (DDA)</b>													
Pacific Western - General Account	XXXX259	N/A	N/A	0.000%	3,514,376.49	N/A	N/A	N/A	N/A	3,514,376.49	3,514,376.49	N/A	N/A
(Outstanding Checks)		N/A	N/A		(812,493.04)	N/A	N/A	N/A	N/A	(812,493.04)	(812,493.04)	N/A	N/A
<b>Sub Total / Average</b>				<b>0.000%</b>	<b>2,701,883.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,701,883.45</b>	<b>2,701,883.45</b>	<b>-</b>	<b>-</b>
<b>Total /Cash &amp; Investments</b>					<b>32,833,077.01</b>	<b>28,749,605.24</b>	<b>45,475.99</b>	<b>(2,000,000.00)</b>	<b>78,582.60</b>	<b>29,576,710.87</b>	<b>30,879,716.59</b>	<b>40,936.35</b>	<b>-</b>

\*Unpaid investment interest held in brokerage account.



## City of Lomita Investment Portfolio Report July 31, 2023

Previous Balance	\$ 1,923,738.71
Deposits	5,708,813.11
Disbursements	(3,994,087.85)
Adjustments	(124,087.48)
Current Balance	3,514,376.49

GENERAL LEDGER CASH BALANCES		
<b>General Fund - City Operations</b>		
General Fund - City Operations including LAIF and Investments	100	7,177,114.20
General Fund - City Operations	100	(20,999,555.35)
General Fund - LAIF	100	6,496,669.55
General Fund - Investments	100	21,680,000.00
<b>Sub Total - General Fund - City Operations including LAIF and Investments</b>		<b>7,177,114.20</b>
<b>Special Revenue Funds</b>		
OPEB Trust Fund - Retiree Health Care	201	251,296.06
Pension Stabilization Fund	202	1,319,077.98
Economic Development	203	746,506.98
General Plan Update	204	883,623.00
Gas Tax Fund - Street Maintenance	205	1,211,883.97
Measure R Local Fund - Street Projects	207	700,334.41
Measure R Highway Fund - Street Projects	208	(106,536.84)
Measure M Fund - Street Projects	209	750,349.83
Economic Stabilization	210	500,000.00
Measure W Fund - Safe Clean Water Program	211	505,364.75
American Rescue Plan	212	1,336,976.00
CDBG Fund - Housing Programs	215	(2,303.26)
Proposition A Fund - Transportation Projects	220	603,227.92
Proposition C Fund - Transportation Projects	225	2,435,501.52
Transportation Development Act Article 3- Transportation Projects	230	7,083.49
Air Quality Fund - Air Quality Projects	235	58,404.19
Landscape Maintenance Fund - Landscape Maintenance District	245	9,539.63
Park Facilities Fee Fund - Quimby Funds	250	568,777.17
Park Athletic Fund - Park Athlete Programs	255	97,012.11
Park Grant Fund - Park Improvement Programs	257	49,999.94
Lomita Manor Fund - Federal Housing Program	260	197,505.04
CA Law Enf. Equip. Program (CLEEP) Fund - Public Safety Equip.	276	6,221.38
<b>Sub Total - Special Revenue Funds</b>		<b>12,129,845.27</b>
<b>Capital Improvement Funds</b>		
Capital Improvement Fund - Capital Improvement Projects	310	184,572.79
Street Improvement Fund - Street Improvement Projects	311	2,120,166.63
Facilities Improvement Fund - Facilities Improvement Projects	312	367,744.23
Stephenson Center Fund - Facilities Improvement Projects	313	85,744.47
<b>Sub Total - Capital Improvement Funds</b>		<b>2,758,228.12</b>





## City of Lomita Investment Portfolio Report July 31, 2023

Previous Balance	\$	1,923,738.71
Deposits		5,708,813.11
Disbursements		(3,994,087.85)
Adjustments		(124,087.48)
Current Balance		3,514,376.49

Proprietary Funds		
Water Operations Fund - Water Operations	510	3,225,946.76
Water Capital Fund - Water Capital Projects	520	2,690,082.76
Rate Stabilization - Cypress Reservoir Bond	530	125,000.00
Internal Service Fund - Equipment Replacement	610	1,383,287.55
PK Equipment Replacement Fund	611	759,530.91
Sewer Replacement Fund	612	608,480.00
<b>Sub Total - Proprietary Funds</b>		<b>8,792,327.98</b>
Trust and Agency Funds		
Museum Foundation Fund - Railroad Museum Programs	720	21,447.18
Tom Rico Memorial Fund - Park Program Scholarships	730	(409.75)
<b>Sub Total - Trust &amp; Agency Funds</b>		<b>21,037.43</b>
<b>Total</b>		<b>30,878,553.00</b>
<b>Pooled Cash</b>	999	<b>(27,364,176.51)</b>
<b>Grand Total</b>		<b>3,514,376.49</b>



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7j**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Lina Hernandez, Senior Management Analyst

**MEETING DATE:** August 15, 2023

**SUBJECT:** Facility Use Agreement with American Red Cross for use of the Tom Rico Center as an Emergency Shelter

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### **RECOMMENDATION**

Approve the agreement and authorize the City Manager to execute the agreement.

### **BACKGROUND/ANALYSIS**

The City of Lomita has a commitment to the safety and security of its citizens, which is dependent upon the continuation of public services before, during, and after an emergency. As part of our emergency preparedness efforts, and at the request of the City Council, the city is reviewing and updating agreements and collaborations with community organizations to better prepare for emergencies.

The American Red Cross is a non-profit, humanitarian organization led by volunteers chartered by the United States Congress. The Red Cross provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. Their operation of emergency shelters helps communities provide a safe and secure place for individuals and families to stay before, during and/or after a disaster. An emergency shelter also provides a place to sleep or rest and may offer, among other things, food, snacks, beverages, cots, blankets, sanitation facilities, safety, first aid and information on recovery efforts.

The last facility use agreement between the City and Red Cross to use the Lomita Park Tom Rico Center as an emergency shelter was completed in 2009. The proposed agreement updates the contact information for both agencies, increases the insurance coverage amount to \$2 million per occurrence, includes a new "Endorsements" section, and elaborates/clarifies the language outlining the process for enabling the Red Cross to request certain use of the Lomita Park Tom Rico Center/gym as temporary emergency shelter in the event members of the community are displaced. Notably, Red Cross officials

are primarily responsible for managing and operating the emergency shelter. Red Cross will designate a Red Cross Shelter Manager to manage the sheltering activities. Concurrently, the City Manager as the City's Director of Emergency Services would designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the facility by the Red Cross. This partnership continues through the closing of the shelter and recovery process.

City and Red Cross staff recently conducted a walk-through of the Tom Rico Center and the Stephenson Center. The Stephenson Center did not meet the minimum requirements for a stand-alone shelter site however the first floor on this facility will be included for use as an auxiliary service area for the Tom Rico/Gymnasium shelter site.

Upon request and if feasible, the City could permit the Red Cross to use and occupy the Lomita Park Tom Rico Center on a temporary basis to conduct emergency and disaster-related activities. The proposed Facility Use Agreement would continue a mutually beneficial partnership to enhance community disaster preparedness and coordinate disaster planning and response for the community. The City also seeks to designate the facility as an emergency shelter to open eligibility for grants to fund facility repairs and upgrades.

### **OPTIONS**

- 1) Approve and authorize the execution of the agreement, or
- 2) Provide staff further direction.

### **FISCAL IMPACT**

There is no fiscal impact to approving the agreement. In the event of a disaster and activation of an emergency shelter, the city could incur expenses associated with providing services to the community. Although it is the goal of the Red Cross to provide supplies, services, and disaster volunteer workers to operate the shelter, city staff may be called upon to augment shelter staffing. Under the agreement, Red Cross will reimburse the city for any damage that occurs to the shelter and auxiliary service area resulting from the Red Cross' use, reasonable costs associated with providing custodial or food service as may be applicable, and reasonable out-of-pocket operational costs, including costs of utilities at these facilities while they are used for shelter purposes. The city could also seek reimbursement for eligible expenses association with its response to the emergency under FEMA.

### **ATTACHMENT**

- 1) Agreement with the American Red Cross

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Lina O. Hernandez*

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Lina Hernandez  
Senior Management Analyst



## Facility Use Agreement T - 4

The American National Red Cross (“RED CROSS”), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross’s disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner, the City of Lomita (“OWNER”) so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

### Parties and Facility

**Owner:**

RC View NSS Facility Site Identification Number: \_\_\_\_\_

Full Name of Owner	City of Lomita
Address	24300 Narbonne Ave., Lomita, CA 90717
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Ryan Smoot, City Manager 24-Hr: 562-733-8448 Office: 310-325-7110 x115 r.smoot@lomitacity.com
Address for Official Notices (only if different from above address)	

**Red Cross:**

Chapter Name	American Red Cross, Los Angeles Region
Chapter Address	1450 S Central Ave, Los Angeles CA 90021
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Disaster Duty Officer (800) 675-5799
Address for Official Notices	1450 S Central Ave, Los Angeles CA 90021

**Facility:**

Insert name and complete street address of building or, if multiple buildings, write “See attached facility list,” and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.
Lomita Park - Tim Rico Center, 24428 Eshelman Ave., Lomita, CA 90717. NSS Building ID #74504

## Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.



9. Fee (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.  
Owner initials: \_\_\_\_\_ Red Cross initials: \_\_\_\_\_
- b. The Red Cross will pay \$ \_\_\_\_\_ per day / week / month (circle one) for the right to use and occupy the Facility. Owner initials: \_\_\_\_\_ Red Cross initials: \_\_\_\_\_

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

Utility	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$2,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, City of Lomita FUA Final Draft (8.9.23) Agreement Page 3

including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.
14. Endorsements: Each general liability and automobile liability policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by OWNER, and shall be endorsed as follows. RED CROSS also agrees to require all contractors and subcontractors to do likewise.
- a. The OWNER, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the RED CROSS, including materials, parts, or equipment furnished in connection with such work or operations.
- b. This policy shall be considered primary insurance with respect to claims arising from the negligence of the Red Cross during the use of the Facility as to OWNER, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by OWNER, including any self-insured retention, OWNER may have, shall be considered excess insurance only and shall not contribute with this policy.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to OWNER, its elected or appointed officers, officials, employees, agents, or volunteers.
- d. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by OWNER.
- e. RED CROSS agrees to provide immediate notice to OWNER of any claim or loss against RED CROSS arising out of the work performed under this agreement. OWNER assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve OWNER.
- f. RED CROSS shall provide certificates of insurance with original endorsements to OWNER as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with OWNER on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with OWNER at all times during the term of this Agreement.

Digital Signature: Each party agrees that either party's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email





electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

OWNER

RED CROSS

City of Lomita

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Ryan Smoot

Gerald A. Thomas

Name (Printed)

Name (Printed)

City Manager

Los Angeles Region Chief Operations Officer

Title

Title

Date

Date



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7k**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Susan Kamada, Administrative Services Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Fiscal Year (FY) 2022/23 Quarterly Financial Report

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### **RECOMMENDATION**

Receive and file the Fiscal Year (FY) 2022/23 Preliminary Quarterly Financial Report Fourth Quarter Ending June 30, 2023.

### **BACKGROUND**

This financial report summarized the city's financial position for the quarter ending June 30, 2023 for the General Fund, Water Funds, and Special Revenue Funds. The purpose of this report is to provide City Council, City management, and the Lomita community an update on the city's fiscal status based on the most recent financial information available.

The city operates on a biennial budget cycle. Through the budget, the City Council approves revenue estimates and authorizes city staff to expend the city's limited financial resources. As one of the many activities that the city undertakes to help ensure its financial soundness, staff provides quarterly financial report son the city's budget condition.

The Fourth Quarter Financial Report covers financial activity through the fourth quarter of FY 2022/23, ending June 30, 2023.

### **OPTIONS:**

None. Information only. Receive and file.

**FISCAL IMPACT**

None. Information only. Receive and file.

**ATTACHMENT**

1. FY 2022/23 Preliminary Quarterly Financial Report Fourth Quarter Ending June 30, 2023.

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Susan Kamada  
Administrative Services Director



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

### OVERVIEW

This financial report summarized the city's financial position for the quarter ending June 30, 2023, for the General Fund, Water Funds, and Special Revenue Funds. The purpose of this report is to provide City Council, City management, and the Lomita community an update on the city's fiscal status based on the most recent financial information available.

### General Fund Summary

Through the fourth quarter, the General Fund is tracking as expected. The table presented in this report include budget-to-actual comparisons between the current fiscal year and the previous fiscal year to show results of the fourth quarter of each year compared to the adjusted budget as it stood on June 30<sup>th</sup> of each year. A year-over-year comparison is also presented to show results of the twelve months of the current fiscal year as compared to the previous year. Major difference in budget-to-actual and year-over-year comparisons are explained in this report.

The city's General Fund for the four quarters of Fiscal Year 2022-2023, which ended June 30, 2023, are tracking as expected. General Fund revenues are up \$1.57 million compared to the same period last year; this increase is due mainly to licenses and permits, fines and forfeitures, interest, and a Prop A Exchange. Fiscal year to date expenditures, excluding transfers to other funds, are at \$11.45 million, compared to \$10.89 million last year. Details of revenue and expenditure changes from the prior year are explained later in this report.

### Budgeted Fund Balance Summary

The General Fund audited fund balance as of July 1, 2022, was slightly higher than the projected beginning balance in the Fiscal Year 2021-2022 Adopted Annual Operating & Capital Improvements Budget. The following table details the General Fund's budgeted Fiscal Year 2022-2023 Fund Balance computation:

General Fund Budgeted Fund Balance	Amended Budget	Actuals as of 08/01/23
Fund Balance, 07/1/2022 (audited)	\$ 6,074,923	\$ 6,074,923
Budgeted Revenues	14,804,312	15,524,843
Budgeted Expenditures	(12,351,602)	(11,451,076)
Budgeted Operating, Transfers In	332,860	332,860
Budgeted Operating, Transfers Out	(1,500,000)	(2,492,103)
Budgeted Fund Balance, 06/30/2023	\$ 7,360,493	\$ 7,989,447

### Revenues

Property Tax, Sales Tax, Vehicle License Fees, Franchise Tax, and Building and Safety Fees are the city's major tax revenues, and account for nearly 68% of total General Fund Revenues. The table below shows fourth quarter budget-to-actual revenues for Fiscal Years 2021-2022 and 2022-2023. The Fiscal Year 2022-2023 General Fund revenue amended budget is \$15,137,172. Through the end of the fourth quarter (Q4) of Fiscal Year 2022-2023, total General Fund Revenues were



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

\$15.8 million which is approximately \$1.57 million, or 11% more than the same period last fiscal year. Overall, total revenues are at 104% of budget through the fourth quarter of the current fiscal year, which is slightly less than the same period last fiscal year, 115% of budget. As of August, we are still waiting for a few payments from the State and L.A. County, which will bring us on par with the prior fiscal year.

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Received
<b>Revenues</b>						
Sales Tax	\$ 3,851,223	\$ 5,040,048	130.9%	\$ 5,000,000	\$ 4,456,991	89.1%
Vehicle License Fee	2,500,000	2,633,390	105.3%	2,650,000	2,789,586	105.3%
Property Tax	1,864,971	1,990,207	106.7%	1,920,670	2,036,625	106.0%
Other Taxes	1,505,000	1,608,652	106.9%	1,636,750	1,659,605	101.4%
Licenses and Permits	878,500	1,143,182	130.1%	1,009,000	1,480,929	146.8%
Fines and Forfeitures	433,000	619,001	143.0%	517,892	818,565	158.1%
Intergovernmental	569,000	604,108	106.2%	1,120,500	1,024,238	91.4%
Use of Money & Property	320,000	267,657	83.6%	450,000	732,207	162.7%
Recreation Services	95,000	106,912	112.5%	150,000	162,805	108.5%
Other Revenues	134,873	77,399	0.0%	349,500	363,293	0.0%
Transfers In	191,140	191,140	0.0%	332,860	332,860	0.0%
<b>Total Revenues</b>	<b>\$ 12,342,707</b>	<b>\$ 14,281,695</b>	<b>115.7%</b>	<b>\$ 15,137,172</b>	<b>\$ 15,857,702</b>	<b>104.8%</b>

Six revenue sources account for over 80% of the General Fund revenue budget. Those accounts, in order of greatest to smallest, are Sales and Use Tax, Vehicle License Fee, Property Taxes, Business License Taxes, Franchise Taxes, and Building and Safety Fee. As of the end of the fourth quarter, these revenues are tracking closely to last fiscal year's percentages. Below is a comparison of prior and current fiscal year through the end of the fourth quarter.

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Received
4210 - Sales and Use Tax	\$ 3,851,223	\$ 5,040,048	130.9%	\$ 5,000,000	\$ 4,456,991	89.1%
4629 - Vehicle License Fee	2,500,000	2,633,390	105.3%	2,650,000	2,789,586	105.3%
4125 - Property Tax	1,864,971	1,990,207	106.7%	1,920,670	2,036,625	106.0%
4414 - Business License Tax	650,000	688,309	105.9%	659,750	678,225	102.8%
4270 - Franchise Tax	700,000	871,339	124.5%	720,000	774,020	107.5%
4470 - Building and Safety Fee	600,000	785,427	130.9%	650,000	757,897	116.6%



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

### Expenditures

The table below shows the budget-to-actual expenditures for Fiscal Years 2021-2022 and 2022-2023 by department. General Fund expenditures appear to be tracking higher than the prior fiscal year at 100% of the budget through the end of the fourth quarter of the current fiscal year (100%). Overall, departments are tracking as expected.

For City Manager’s Department, the expenditures are tracking slightly higher due to the ARPA Workforce Development Program through the South Bay Workforce Investment Board. For Community Development Department, the expenditures are tracking slightly higher due to a new contract with 4Leaf for Code Enforcement that was approved by City Council.

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Budget	06/30/2023 Actuals	% of Budget Expended
<b>Expenditures</b>						
City Attorney	\$ 185,000	\$ 178,767	96.6%	\$ 200,000	\$ 216,899	108.4%
City Clerk	267,444	271,547	101.5%	377,249	319,285	84.6%
City Council	55,732	56,861	102.0%	56,514	50,496	89.4%
City Manager	856,238	868,613	101.4%	878,672	990,447	112.7%
Community Development	971,336	887,619	91.4%	854,251	889,964	104.2%
Administrative Services	573,601	588,814	102.7%	601,628	583,847	97.0%
Human Resources	742,493	779,437	105.0%	869,303	757,485	87.1%
Information Technology	635,005	491,428	77.4%	672,000	439,790	65.4%
Public Safety	4,391,821	4,379,762	99.7%	4,730,921	4,292,029	90.7%
Public Works Administration	1,280,406	912,737	71.3%	1,260,809	1,146,952	91.0%
Recreation & Facilities Administration	1,692,443	1,482,496	87.6%	1,850,255	1,763,882	95.3%
Transfers Out	2,431,954	2,431,954	100.0%	1,500,000	2,492,103	166.1%
<b>Total Expenditures</b>	<b>\$ 14,083,473</b>	<b>\$ 13,330,033</b>	<b>94.7%</b>	<b>\$ 13,851,602</b>	<b>\$ 13,943,179</b>	<b>100.7%</b>



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

### Proprietary Funds – Water Operations and Water Capital

The Water Funds for the four quarters of Fiscal Year 2022-2023, which ended June 30, 2023, are tracking as expected. The revenues of the Water Funds are slightly less compared to the same period last year. Fiscal year to date expenditures, excluding transfers to other funds, are at \$6.9 million, compared to \$8.9 million last year. Details of revenue and expenditure changes from the prior year are explained later in this report.

### Revenues

The Fiscal Year 2022-2023 revenue budget for the Water Funds are \$11,669,904. Through the end of the fourth quarter (Q4) of Fiscal Year 2022-2023, total revenues for the Water Funds were \$8.4 million which is slightly less compared to the same period last fiscal year. Overall, total revenues are at 72% of budget through the fourth quarter of the current fiscal year, which is slightly less compared to the same period last fiscal year, 87% of budget.

Water Funds revenues appear to be tracking lower than expectations at 72% of the budget through the end of the fourth quarter of the current fiscal year (100%). Some revenues sources, such as Interest and Grant Revenues, will not be received until later.

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Received
<b>Revenues</b>						
Waterworks #13 Anney	\$ 830,000	\$ 949,625	114.4%	\$ 900,000	\$ 984,484	109.4%
Permits and Fees	90,500	151,167	167.0%	136,000	82,178	60.4%
Use of Money & Property	75,000	10,470	14.0%	25,000	-	0.0%
Intergovernmental	2,769,428	1,346,088	48.6%	4,220,404	1,739,270	41.2%
Water Billing Fees	6,200,000	6,281,832	101.3%	6,386,000	5,605,571	87.8%
Miscellaneous	2,500	7,206	288.3%	2,500	1,028	41.1%
<b>Total Revenues</b>	<b>\$ 9,967,428</b>	<b>\$ 8,746,388</b>	<b>87.7%</b>	<b>\$ 11,669,904</b>	<b>\$ 8,412,531</b>	<b>72.1%</b>

### Expenditures

The table below shows the current budget-to-actual expenditures for Fiscal Years 2021-2022 and 2022-2023 by department. Expenditures in the Water Funds appear to be tracking as expected at 63% of the budget through the end of the fourth quarter of the current fiscal year (100%). Overall, most departments are tracking as expected or below expectations. Those departments that are tracking above 100% are a result of PERS Unfunded Liability (Tiers 1-3) being paid in a lump sum at the beginning of the fiscal year; these prepayments are made every fiscal year and saves the city 4% on these expenditures.



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Expended
<b>Expenditures</b>						
City Attorney	\$ 43,000	\$ 16,542	38.5%	\$ 20,000	\$ 17,144	85.7%
City Clerk	56,178	53,678	95.5%	57,287	55,667	97.2%
City Council	2,668	2,700	101.2%	2,990	2,689	89.9%
City Manager	138,098	149,342	108.1%	152,241	158,725	104.3%
Administrative Services	480,700	462,030	96.1%	497,267	476,597	95.8%
Human Resources	192,405	176,495	91.7%	209,158	190,633	91.1%
Information Technology	83,549	83,936	100.5%	83,500	98,246	117.7%
Water Maintenance	4,966,274	4,641,582	93.5%	5,210,903	4,328,344	83.1%
Capital Outlay	6,779,916	3,274,610	48.3%	4,209,602	1,103,320	26.2%
Debt Service	469,838	116,142	24.7%	470,008	465,008	98.9%
<b>Total Expenditures</b>	<b>\$ 13,212,626</b>	<b>\$ 8,977,058</b>	<b>67.9%</b>	<b>\$ 10,912,956</b>	<b>\$ 6,896,373</b>	<b>63.2%</b>





# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

### Special Revenue Funds

The Special Revenue Funds for the four quarters of Fiscal Year 2022-2023, which ended June 30, 2023, are tracking as expected. The revenues are up \$704,104, slightly higher compared to the same period last year; this increase is due mainly to increases in allocations. Fiscal year to date expenditures, excluding transfers to other funds, are at \$4,799,470, compared to \$5,389,548 last year.

### Revenues

The Fiscal Year 2022-2023 revenue budgets for the Special Revenue Funds are \$8,764,476. Through the end of the fourth quarter (Q4) of Fiscal Year 2022-2023, total revenues were \$8,424,444 which is slightly higher than last fiscal year for the same period. Overall, total revenues are at 96% of budget through the fourth quarter of the current fiscal year, which is comparable with the same period last fiscal year, 104% of budget. The Special Revenue Funds revenues appear to be tracking as expected at 67% of the budget through the end of the fourth quarter of the current fiscal year (100%).



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Received
<b>Revenues</b>						
State Gas Tax	\$ 1,018,130	\$ 951,182	93.4%	\$ 994,796	\$ 968,766	97.4%
Measure R Local Return	268,159	324,636	121.1%	313,089	333,987	106.7%
Measure M	297,580	367,120	123.4%	352,434	377,811	107.2%
Measure W	225,000	226,310	100.6%	225,000	526,909	234.2%
Community Development Block Grant	282,326	72,106	25.5%	148,379	49,634	33.5%
Prop A Local Return	448,976	530,637	118.2%	526,451	545,841	103.7%
Prop C Local Return	374,212	434,529	116.1%	418,452	445,445	106.5%
Transportation Development Act	68,661	13,226	19.3%	19,204	20,621	107.4%
South Coast AQMD	27,000	26,212	97.1%	26,300	20,355	77.4%
Landscape Maintenance District #1	11,738	11,479	97.8%	11,738	11,469	97.7%
Park Facilities Fee	-	158,006	0.0%	5,500	116,684	2121.5%
Park Athletic	56,000	21,363	38.1%	54,500	56,336	103.4%
Park Grant	36,914	36,914	100.0%	272,000	50,000	18.4%
Lomita Manor	461,048	686,430	148.9%	468,542	-	0.0%
American Rescue Plan	2,430,488	2,430,488	100.0%	2,430,488	2,430,488	100.0%
General Plan Update	100,000	100,000	100.0%	683,623	683,623	100.0%
Capital Improvement	1,500	479	32.0%	1,000	-	0.0%
Street Improvement	715,000	702,830	98.3%	1,003,000	1,000,000	99.7%
Facility Improvement	-	-	0.0%	100,000	50,000	50.0%
Equipment Replacement	613,430	614,352	100.2%	500,500	519,094	103.7%
Park Equipment Replacement	-	-	0.0%	100,000	100,000	100.0%
Sewer Replacement	-	-	0.0%	-	108,480	0.0%
Railroad Museum Foundation	15,000	10,036	66.9%	108,480	8,900	8.2%
Tom Rico Memorial	1,000	2,005	200.5%	1,000	-	0.0%
<b>Other Special Funds Total:</b>	<b>\$ 7,452,162</b>	<b>\$ 7,720,340</b>	<b>103.6%</b>	<b>\$ 8,764,476</b>	<b>\$ 8,424,444</b>	<b>96.1%</b>

### Expenditures

The table below shows the current budget-to-actual expenditures for Fiscal Years 2021-2022 and 2022-2023 by fund. Expenditures in the Special Revenue Funds appear to be tracking lower than expectations at 67% of the budget through the end of the fourth quarter of the current fiscal year (100%). Prop A Local Return expenditures are over budget due to the Prop A Exchange with the City of Commerce. The city sold \$1 million of Prop A Funds in exchange for \$700,000 of General Funds. Overall, all departments are tracking as expected.



# Fiscal Year 2022-2023 Quarterly Financial Report

## 4<sup>th</sup> Quarter Ending June 30, 2023

	2021-2022 Budget	06/30/2022 Actuals	% of Budget Received	2022-2023 Amended Budget	06/30/2023 Actuals	% of Budget Expended
<b>Expenditures</b>						
State Gas Tax	\$ 1,680,419	\$ 905,748	53.9%	\$ 639,563	\$ 531,115	83.0%
Measure R Local Return	543,018	540,411	99.5%	167,698	110,159	65.7%
Measure M	511,833	558,513	109.1%	159,949	109,142	68.2%
Measure W	99,762	227,662	228.2%	139,576	132,223	94.7%
Community Development Block Grant	271,540	72,114	26.6%	148,379	49,728	33.5%
Prop A Local Return	124,137	124,116	100.0%	1,123,600	1,162,242	103.4%
Prop C Local Return	41,220	35,980	87.3%	9,880	10,560	106.9%
Transportation Development Act	68,661	19,204	28.0%	13,226	7,560	57.2%
South Coast AQMD	43,454	34,209	78.7%	35,000	16,250	46.4%
Landscape Maintenance District #1	17,160	17,160	100.0%	16,738	6,929	41.4%
Park Facilities Fee	-	-	0.0%	-	-	0.0%
Park Athletic	41,236	11,251	27.3%	51,193	42,897	83.8%
Park Grant	120,000	116,126	96.8%	250,000	-	0.0%
Lomita Manor	562,303	562,303	100.0%	468,542	-	0.0%
American Rescue Plan	1,460,652	1,460,652	100.0%	2,063,348	2,063,348	100.0%
Capital Improvement	129,500	89,500	69.1%	5,000	-	0.0%
Street Improvement	625,000	566,650	90.7%	1,438,455	253,646	17.6%
Facility Improvement	-	-	0.0%	-	-	0.0%
Equipment Replacement	199,000	33,939	17.1%	400,000	272,062	68.0%
Park Equipment Replacement	-	-	0.0%	15,000	20,807	138.7%
Sewer Replacement	-	-	0.0%	10,000	-	0.0%
Railroad Museum Foundation	15,000	10,510	70.1%	15,000	8,803	58.7%
Tom Rico Memorial	5,000	3,500	70.0%	2,000	2,000	0.0%
<b>Other Special Funds Total:</b>	<b>\$ 6,558,895</b>	<b>\$ 5,389,548</b>	<b>82.2%</b>	<b>\$ 7,172,147</b>	<b>\$ 4,799,470</b>	<b>66.9%</b>



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 71**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Susan Kamada, Administrative Services Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Adoption of Resolution Confirming the Annual Appropriations Limit for Fiscal Year 2023/2024

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### **RECOMMENDATION**

Adopt Resolution No. 2023-16 confirming the Annual Appropriations Limit for Fiscal Year 2023/2024

### **BACKGROUND**

In November 1979, Proposition 4 was approved by the voters adding Article XIII B, also known as the Gann Limitation to the State Constitution to ensure that limits were placed on all state and local government appropriations. These appropriations calculations must be approved by the City Council on an annual basis.

In 1980, the State Legislature added Section 7910 of the Government Code stating that the governing body of each City must establish, by resolution, an appropriations limit for the following year.

In June 1990, the voters of California approved Proposition 111 which revised the annual adjustment factors applied to the 1986-1987 Limit and each year thereafter.

### **ANALYSIS**

Data provided by the State Department of Finance indicates that the population change in the City of Lomita over the last year was -1.02%. Additionally, California's per capita personal income change was 4.44%. These factors combined will increase the City's annual appropriations limit to \$35,058,599 for the Fiscal Year 2023-24, with appropriations subject to the Limit of \$8,829,730, or \$26,228,829 below the Limit.

**FISCAL IMPACT**

Adoption of this Resolution does not have an impact on the FY2023/2024 Budget.

**ATTACHMENT**

1. Resolution No. 2023-16

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Susan Kamada  
Administrative Services Director

**RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, CONFIRMING THE FACTORS USED FOR CALCULATING THE ANNUAL APPROPRIATION LIMIT FOR FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024**

**WHEREAS**, the voters of California on November 6, 1979, added Article XIII B (Proposition 4) to the State Constitution placing various limitations on the appropriations of the state and local governments; and

**WHEREAS**, the voters of California in June 1990 modified Article XIII B by approving Proposition 111 and SB 88 (Chapter 60/90) which revised the annual adjustment factors to be applied to the 1986-87 Limit and each year thereafter; and

**WHEREAS**, pursuant to the above and Government Code sections 7900 et seq. the City must annually select by a recorded vote of the City Council its change:

- a) In the cost of living between (1) the percentage change in California per capita personal income from the preceding year or (2) the percentage change in the local assessment roll from the preceding year due to the addition of local nonresidential construction in the city; and
- b) In population between the percentage change in (1) the City's own population change or (2) the entire county's population; and

**WHEREAS**, the City of Lomita has complied with all the provisions of Article XIII B and Government Code section 7900 et seq. in determining the Appropriations limit for the Fiscal Year 2023-2024; and

**WHEREAS**, the documentation used in determining the City's appropriations limit and other necessary and related determinations has been available to the public for at least 15 days prior to the City Council meeting where this resolution was adopted.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOMITA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the appropriations limit for the City of Lomita for the Fiscal Year 2023-2024 shall be \$35,058,559.

**Section 2.** That the change in cost of living factor being used to calculate the Fiscal Year 2023-2024 appropriations limit is the change in California per capita personal income.

**Section 3.** That the change in population factor being used to calculate the Fiscal Year 2023-2024 appropriations limit is the population percentage change for the City of Lomita.

**Section 4.** This Resolution will become effective immediately upon adoption.

**Section 5.** That the City Clerk shall certify the adoption of this resolution.

**PASSED, APPROVED and ADOPTED**, this 15<sup>th</sup> day of August 2023.

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Barry Waite, Mayor

ATTEST:

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Kathleen Horn Gregory, MMC, City Clerk

APPROVED AS TO FORM:

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Trevor Rusin, City Attorney



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7m**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Brianna Rindge, AICP, Community & Economic Development Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Resolution of Public Convenience and Necessity Relative to Conditional Use Permit No. 326, for the Sale of Beer, Wine, and Distilled Spirits for Grocery Outlet Located at 2155 Pacific Coast Highway within the C-R (Commercial Retail) Zone and finding the action exempt from the California Environmental Quality Act

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### **RECOMMENDATION**

Adopt resolution and find the action exempt from the California Environmental Quality Act.

### **BACKGROUND**

On August 14, 2023, the Planning Commission will review Conditional Use Permit (CUP) No. 326 for Grocery Outlet at 2155 Pacific Coast Highway for sales of beer, wine, and distilled spirits for offsite consumption as an ancillary use to a grocery store. The business will sell grocery foods, deli items, vitamins, toiletries, beauty products, housewares, and the like, offering name brand items at bargain prices. Upon Conditional Use Permit approval, the Department of Alcoholic Beverage Control (ABC) requires a finding of Public Convenience and Necessity.

The California Business and Professions Code, Section 23958.4 requires that the City Council submit a resolution of public convenience and necessity to the Department of Alcoholic Beverage Control relative to this proposal. The State law contains two tests for this requirement: 1) If the proposed establishment is located in a district which has a 20% greater number of reported crimes than the average number of reported crimes within the local law enforcement agency's jurisdiction; and 2) If the proposed establishment is located within a census tract in which the ratio of off-sale licenses to population exceeds the ratio of the off-sale licenses to population of Los Angeles County. The ABC investigator reports that the proposed location meets both criteria.



Per ABC, Lomita’s average number of reported crimes is 69.5 offenses, roughly half that of the district within which the site is located (District 1714). Reporting District 1711 experienced 119 offenses, which is over 20% greater than the average number of reported crimes. Grocery Outlet will install a minimum 16-camera system providing view of all parts of the store, including the alcoholic beverage display area and sales check stands. The video system will feature 30-day retrieval abilities. Monitors are accessible to law enforcement if necessary.

With regard to off-site license concentration, the ABC investigator reports that there exist 4 retail licenses for offsite consumption within Census Tract 6700.03, which is roughly bounded by Lomita Blvd to the north, Oak St to the east, PCH to the south, and Crenshaw to the west.

Name	City	Address
<b><i>Type 20 (beer &amp; wine only):</i></b>		
7 Eleven	Lomita	2301 PCH
KB Food Marts Plus	Lomita	2380 Lomita Blvd
<b><i>Type 21 (beer, wine, &amp; liquor – same type as applicant):</i></b>		
Rolling Hills Market	Lomita	2413 PCH, Ste 105
Ace Hi Liquor	Lomita	25511 Narbonne Ave

Based on Los Angeles County’s population and number of county-wide off-site licenses, the ratio of licenses to population is 1:1,605. For Census Tract 6700.03 the proportional amount of off-site licenses is three (see Attachment 2).

The General Plan and zoning designations for this area are Commercial and Commercial Retail, providing for commercial and retail uses along Pacific Coast Highway in proximity to residential and commercial zones, including the establishment of necessary public service facilities compatible with the requirements of this zone. Staff finds that the sale of beer, wine, and distilled spirits as an ancillary use to the sale of food at the proposed Grocery Outlet store serves the needs of residents and is a necessary public facility.

The subject site was formerly utilized as a Big Lots retail store, which did not sell beer, wine and distilled spirits, and the incidents of crime reported while that use was in operation exceed the 20% greater than the average threshold. It is not uncommon for an exclusively commercial district, such as this, to have higher incidents than a noncommercial area. Therefore, ancillary off-site alcohol sales at this site would not be a contributing factor to the census tract’s crime rate.

Though there is a high concentration of licenses relative to the population, the census tract includes 4 major commercial corridors: PCH, Crenshaw Blvd, Lomita Blvd, and Narbonne Ave. Approval of CUP No. 326 authorizes up to 499 square feet of alcohol sales (4% of the entire store). As proposed, alcohol sales will occupy a very small fraction of the store (see Attachment 4).

Big-box general merchandise retail stores typically sell alcoholic beverages as a way to both attract customers and operate a successful store. It is a convenience for residents to be able to shop for food and beer, wine, and distilled spirits at one location, especially along a through corridor. This will capture sales tax revenue from those passing through the city, especially on commutes. In addition, the city of Torrance benefits from alcohol sales at several chain grocery stores, such as Vons, Whole Foods, and Sam's Club. The sales of alcohol at the proposed Grocery Outlet will shift benefit into Lomita.

In order for the Department of Alcoholic Beverage Control to process the license, State law requires the City to issue a statement about necessity and public convenience related to this proposed business. Staff has prepared a resolution for review and adoption.

### **FISCAL IMPACT**

Due to the limited amount of floor area dedicated to alcohol sales, the sale of beer, wine, and distilled spirit products is not expected to have significant fiscal impact beyond increasing business and sales tax revenue for the city.

### **CEQA**

The City Council finds, determines and declares that adoption of this resolution and determination of public convenience or necessity is statutorily exempt from review under the California Environmental Quality Act ("CEQA") pursuant to Section 15301 (Existing Facilities) because the actions identified in the resolution are limited to the permitting and minor alteration of existing facilities. The project consists of permitting a license to sell beer, wine, and spirits for offsite consumption, which is a negligible expansion of the proposed onsite activities. Alternatively, the adoption of this resolution and determination of public convenience or necessity is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

### **OPTIONS:**

1. Adopt the resolution.
2. Do not adopt the resolution.
3. Provide staff alternative direction.

### **ATTACHMENTS**

1. Draft Resolution
2. ABC Form 245
3. Applicant's Statement
4. Floor Plan

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Brianna Rindge*

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Brianna Rindge, AICP  
Community & Economic Development Director

**RESOLUTION NO. 2023-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, RESOLVING THE PUBLIC CONVENIENCE AND NECESSITY OF AN ABC LICENSE FOR THE SALE OF BEER, WINE, AND DISTILLED SPIRITS FOR OFF-SITE CONSUMPTION AT 2155 PACIFIC COAST HIGHWAY AND FINDING THE ACTION EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**Section 1. Recitals**

- A. On August 14, 2023, the Planning Commission of the City of Lomita conducted a duly noticed public hearing for a proposed Type 21 Department of Alcoholic Beverage and Control (ABC) license to sell beer, wine, and distilled spirits as an ancillary use to a grocery store located at 2155 Pacific Coast Highway.
- B. The Planning Commission approved Conditional Use Permit No. 326, a request for the sale of alcohol at the above business at 2155 Pacific Coast Highway, and the entitlement has not expired or been revoked or modified.
- C. State law established thresholds for additional review when a district's reported crimes exceed the jurisdiction's average by a certain percentage, and/or when a census tract contains a higher ratio of off-sale licenses than the ratio for the County of Los Angeles.
- D. The reporting district containing 2155 Pacific Coast Highway has reported crimes 20 percent greater than the average number of reported crimes for all of the City's districts.
- E. The grocery store at 2155 Pacific Coast Highway is located in Census Tract 6700.03, which has a ratio of off-sale licenses to population that exceeds the ratio for the County of Los Angeles.
- F. State law requires the City Council of the City of Lomita to state the effect of the proposed business relative to public convenience and necessity.

**Section 2 Findings.**

The City Council of the City of Lomita finds as follows.

- A. The proposed license is within Lomita's Commercial Retail area.
- B. The General Plan designates the area for regional retail uses and a grocery retailer's sale of alcoholic beverages for off-site consumption is compatible with the designation.
- C. That a responsibly operated grocery retailer is a valuable part of the business diversity within Lomita's commercial corridor.

- D. That beer, wine, and distilled spirits are typical and important products in the majority of successful grocery retail stores.
- E. That residents will find it convenient to shop for food and beer, wine, and distilled spirits at one location.

**Section 3. CEQA Findings.**

The City Council finds, determines and declares that adoption of this resolution and determination of public convenience or necessity is statutorily exempt from review under the California Environmental Quality Act (“CEQA”) pursuant to Section 15301 (Existing Facilities) because the actions identified in the resolution are limited to the permitting and minor alteration of existing facilities. The project consists of permitting a license to sell beer, wine, and spirits for offsite consumption, which is a negligible expansion of the proposed onsite activities. Alternatively, the adoption of this resolution and determination of public convenience or necessity is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

**Section 4.** That the City Council of the City of Lomita determines that the proposed sale of beer, wine, and distilled spirits for off-site consumption at 2155 Pacific Coast Highway meets the public convenience and necessity standards.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lomita hereby determines that the issuance of a Type 21 ABC license to sell beer, wine, and distilled spirits for off-site consumption at 2155 Pacific Coast Highway would serve the public convenience and necessity. The decision of the City Council is final and conclusive as to all things involved. The City Clerk’s office shall provide a copy of this resolution to the applicant so that the applicant can provide the resolution to ABC.

**Section 5.** The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED, and ADOPTED**, this 15<sup>th</sup> day of August 2023.

\_\_\_\_\_  
Barry Waite, Mayor

ATTEST:

\_\_\_\_\_  
Kathleen Horn Gregory, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Trevor Rusin, City Attorney

**INFORMATION AND INSTRUCTIONS -**

**SECTION 23958.4 B&P**

- Instructions This form is to be used for all applications for original issuance or premises to premises transfer of licenses.
- Part 1 is to be completed by an ABC employee, given to applicant with pre-application package, with copy retained in holding file or applicant's district file.
  - Part 2 is to be completed by the applicant, and returned to ABC.
  - Part 3 is to be completed by the local governing body or its designated subordinate officer or body, and returned to ABC.

**PART 1 - TO BE COMPLETED BY ABC**

1. APPLICANT'S NAME Grocery Outlet Inc.

2. PREMISES ADDRESS (Street number and name, city, zip code) 2155 PCH Lamita CA 90717

3. LICENSE TYPE 21

4. TYPE OF BUSINESS

<input type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Hofbrau/Cafeteria	<input type="checkbox"/> Cocktail Lounge	<input type="checkbox"/> Private Club
<input type="checkbox"/> Deli or Specialty Restaurant	<input type="checkbox"/> Comedy Club	<input type="checkbox"/> Night Club	<input type="checkbox"/> Veterans Club
<input type="checkbox"/> Cafe/Coffee Shop	<input type="checkbox"/> Brew Pub	<input type="checkbox"/> Tavern: Beer	<input type="checkbox"/> Fraternal Club
<input type="checkbox"/> Bed & Breakfast:	<input type="checkbox"/> Theater	<input type="checkbox"/> Tavern: Beer & Wine	<input type="checkbox"/> Wine Tasting Room
<input type="checkbox"/> Wine only	<input type="checkbox"/> All		
<input checked="" type="checkbox"/> Supermarket	<input type="checkbox"/> Membership Store	<input type="checkbox"/> Service Station	<input type="checkbox"/> Swap Meet/Flea Market
<input type="checkbox"/> Liquor Store	<input type="checkbox"/> Department Store	<input type="checkbox"/> Convenience Market	<input type="checkbox"/> Drive-in Dairy
<input type="checkbox"/> Drug/Variety Store	<input type="checkbox"/> Florist/Gift Shop	<input type="checkbox"/> Convenience Market w/Gasoline	
Other - describe:			

5. COUNTY POPULATION 61163

6. TOTAL NUMBER OF LICENSES IN COUNTY

On-Sale <input type="checkbox"/>	Off-Sale <input type="checkbox"/>	On-Sale <input type="checkbox"/>	Off-Sale <input type="checkbox"/>
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7. RATIO OF LICENSES TO POPULATION IN COUNTY

8. CENSUS TRACT NUMBER 6700.03

9. NO. OF LICENSES ALLOWED IN CENSUS TRACT 3

On-Sale <input type="checkbox"/>	Off-Sale <input checked="" type="checkbox"/>	On-Sale <input type="checkbox"/>	Off-Sale <input type="checkbox"/>
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10. NO. OF LICENSES EXISTING IN CENSUS TRACT 14

11. IS THE ABOVE CENSUS TRACT OVERCONCENTRATED WITH LICENSES? (i.e., does the ratio of licenses to population in the census tract exceed the ratio of licenses to population for the entire county?)

Yes, the number of existing licenses exceeds the number allowed

No, the number of existing licenses is lower than the number allowed

12. DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

Yes (Go to Item #13)  No (Go to Item #20)

13. CRIME REPORTING DISTRICT NUMBER 1711

14. TOTAL NUMBER OF REPORTING DISTRICTS 543

15. TOTAL NUMBER OF OFFENSES IN ALL REPORTING DISTRICTS 37,731

16. AVERAGE NO. OF OFFENSES PER DISTRICT 69.5

17. 120% OF AVERAGE NUMBER OF OFFENSES 83.4

18. TOTAL NUMBER OF OFFENSES IN REPORTING DISTRICT 119

19. IS THE PREMISES LOCATED IN A HIGH CRIME REPORTING DISTRICT? (i.e., has a 20% greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency?)

Yes, the total number of offenses in the reporting district equals or exceeds the total number in item #17

No, the total number of offenses in the reporting district is lower than the total number in item #17

20. CHECK THE BOX THAT APPLIES (check only one box)

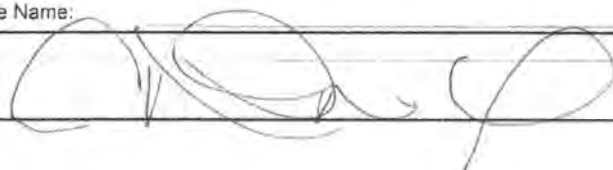
a. If "No" is checked in both item #11 and item #19, Section 23958.4 B&P does not apply to this application, and no additional information will be needed on this issue. Advise the applicant to bring this completed form to ABC when filing the application.

b. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for a non-retail license, a retail bona fide public eating place license, a retail license issued for a hotel, motel or other lodging establishment as defined in Section 25503.16(b) B&P, or a retail license issued in conjunction with a beer manufacturer's license, or winegrower's license, advise the applicant to complete Section 2 and bring the completed form to ABC when filing the application or as soon as possible thereafter.

c. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for an off-sale beer and wine license, an off-sale general license, an on-sale beer license, an on-sale beer and wine (public premises) license, or an on-sale general (public premises) license, advise the applicant to take this form to the local governing body, or its designated subordinate officer or body to have them complete Section 3. The completed form will need to be provided to ABC in order to process the application.

Governing Body/Designated Subordinate Name:

**FOR DEPARTMENT USE ONLY**  
PREPARED BY (Name of Department Employee)







**Project Description and  
Justification for Public Convenience or Necessity  
Type-21 Off-Sale General License (Beer, Wine, Spirits)  
2155 Pacific Coast Highway, CA**

**Grocery Outlet Background**

Grocery Outlet offers fantastic bargains and deals on a variety of products including grocery, frozen foods, deli items, vitamins, health and beauty items, housewares, gift items and much, much more. *Brand names for less* is the name of the game and smart shoppers get incredible savings over regular store prices every day when they shop Grocery Outlet. Grocery Outlet gets products by searching the nation's major manufacturers for amazing one-time buys resulting from excess production, packaging/design changes, and special promotions. Grocery Outlet's assortment of product changes frequently because of the nature of the one-time buys.

Grocery Outlet owns over 300 stores in California with off sale (type 20 and 21) alcohol licenses. Operators and their employees of all locations are careful to make sure the store is always clean, neat and free from debris. Grocery Outlet has had no significant issues raised by local law enforcement agencies with respect to alcoholic products or public disturbances. Grocery Outlet operates in a conscientious and thoughtful way with sensitivity to any possible detriment to adjacent residents and businesses. Grocery Outlet is fully aware of the unique responsibilities of operating a store associated with alcoholic beverage sales.

The store will be open no earlier than 6:00AM and no later than 11:00PM 7 days a week. Grocery Outlet expects the store will be staffed with approximately 35-40 employees and will be managed/operated by a member of the local community.

**Training**

The store will be operated in strict compliance with the state's Alcoholic Beverage Control Act together with any conditions of the license that may be issued by ABC. Operator's managers, supervisors and employees that are engaged in the sale or supervision of the sale of alcoholic beverages shall complete training programs in accordance with ABC rules and regulations.

Operator's register clerks will be trained in proper alcoholic beverage sales rules. All of the clerks will have read and signed the Alcoholic Beverage Control's Clerk's Affidavit. These affidavits will be kept on file by the store operator.

### Security

Grocery Outlet will install a minimum 16 camera system which has a view of all parts of the store, including the alcoholic beverage display area and sales check stands. The video system will have a 30-day retrieval function which can track previous days' activity. Monitors are kept in a locked room at the store and available to managers, key personnel and law enforcement if necessary.

### Operational Procedures

The store operator will monitor the parking areas and sidewalks to keep these areas free from litter and debris. Trash receptacles will be provided near the store entrance and will be emptied daily. Graffiti to the exterior building shall be removed expeditiously.

Signs will be posted at the store and in the parking lot as required by ABC and the City of Lomita.

### Findings for Determination of Public Convenience or Necessity

Grocery Outlet stores are "destination stores" offering a full complement of name-brand items at bargain prices. The beer, wine and distilled spirits sales are an incidental part of the total grocery store business. Customers desire the convenience of being able to purchase alcoholic beverages together with the full assortment of Grocery Outlet's unique, value priced items. This convenience is imperative to Grocery Outlet's ability to serve and attract customers.

Grocery Outlet will be applying for an off-sale type 21 general license with the Dept of Alcoholic Beverage Control. The type-21 will allow the sale of beer, wine and distilled spirits for consumption off the premises. The Grocery Outlet store is located in census tract 6700.03 of Los Angeles County. Based on the current population, three off-sale licenses are allowed in the census tract. Fourteen off-sale licenses have been issued. Because Grocery Outlet will be the fifteenth license issued in the census tract, the Dept of ABC requires a finding of Public Convenience or Necessity from the City of Lomita before the license may be issued.

As a major supermarket with high quality, value-priced items, Grocery Outlet will provide a great benefit to the City of Lomita due to the full selection of products sold at the store. The residents and visitors of Lomita will appreciate the opportunity to shop at this shopping center which will enjoy renewed activity with a grocery store anchor tenant.

1. The use is essential and desirable to the public convenience and public welfare. The proposed availability of beer, wine and spirits together with everyday products such as



fruits, vegetables, milk, juice, eggs, bread, cereal, coffee, soup and pasta as well as consumer products such as pet food, toothpaste, detergent and paper towels allows customers to have readily available products in one location where they would otherwise be obliged to travel to several locations to purchase these items. It is typical for grocery stores to sell alcoholic beverages as an integral and ancillary part of the total product offering. The Grocery Outlet store square footage is 17,494 square feet. The alcohol display area is approximately 499 square feet. The percentage of the sales floor dedicated to the display of alcoholic beverages is approximately 4.41%. The percentage of the total leased premises dedicated to alcohol display is even lower, approximately 2.85%. The low percentage of floor area for the display of alcoholic beverages provides evidence of the ancillary nature of the alcohol sales to the primary grocery store use. See attached floor plan for specific square footage and location of the alcohol display area.

2. The store will close no later than 11pm seven days a week. Because beer and wine is sold for consumption off-site and the store closes by 11pm each day, the store is unlikely to be a nuisance to other tenants within the shopping center and residents in close proximity.
3. The use conforms to good zoning practices and development standards. The store is located on a major thoroughfare and is easily accessible to the residents and visitors of Lomita. The Grocery Outlet offers a convenient alternative for grocery items, including alcoholic beverages that are consistent with good community development practices and standards. Great care is taken by the Grocery Outlet local operator to ensure that the environment is safe for customers and employees.
4. Grocery stores are a vital part of every community. Store clerks will be trained in proper sales of alcoholic beverages. Clerks will be supervised by a manager on duty. The security system, which includes cameras on the check stands and the alcohol display area, will deter theft and improper sales of alcoholic beverage products. Store personnel will monitor the parking area and sidewalks to keep the area free from litter and debris.





## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7n**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Lina Hernandez, Senior Management Analyst

**MEETING DATE:** August 15, 2023

**SUBJECT:** Agreement with Tripepi Smith to Provide General Communications Support

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### **RECOMMENDATION**

Approve the agreement and authorize the City Manager to execute the agreement.

### **BACKGROUND/ANALYSIS**

Since 2016, Tripepi Smith has been providing various services to the City of Lomita in public outreach and engagement (with particular focus on water and the benzene detection, organic waste requirements, and COVID-19 developments), website development, goal setting workshops, photos, and video production support during City Council meetings, among other services.

The current open contracts with Tripepi Smith for city website hosting/maintenance (agreement 2021-26), video service production (agreement 2021-41), and general citywide outreach/communications (agreement 2022-52) have differing contract terms and not-to-exceed amounts. To consolidate these services, offer better continuity on projects, secure a fixed monthly pre-negotiated rate, and allow for variances in timing of public meetings to be recorded, at the request of City staff, Tripepi Smith has provided a retainer agreement (attached as Exhibit A to this report) to continue supporting the city's communication efforts under one consolidated umbrella agreement.

Under the combined agreement, Tripepi Smith would continue to provide general communications support, website content management and technical support, and City Council and Commission meeting audio/visual broadcasting support, including ad hoc services as needed. Ad Hoc projects include but are not limited to video production, photography services, virtual meetings/events, and a wide array of graphic design and branding services. Agreement 2022-36 will not be part of this bundle as work related to

organic waste requirements under SB 1383 is grant-funded and thus tracked and invoiced separately.

It is recommended that the city retain the services of a consulting firm with experience to help advance the city's strategic communication goals and objectives. City staff would continue to provide support, learn the operations, and be available for back up as needed.

The attached agreement, if approved by the City Council, will combine three different existing Tripepi Smith agreements into one service contract for a three-year term with the option to extend for two additional one-year periods at the city's discretion.

**OPTIONS:**

- 1) Authorize the execution of the agreement, or
- 2) Provide staff further direction.

**FISCAL IMPACT**

City staff have negotiated a reduced monthly retainer for services provided under the agreement for a total monthly amount of \$6,792 (\$81,504 annually) for the first year. Subsequent years would be similar in cost with annual cost-of-living increases built-in as they are under the existing agreements. Based on this rate in addition to requested ad hoc work, equipment fees, and print costs/advertising purchase fees, staff is recommending an annual not-to-exceed amount of up to \$130,000 annually to provide sufficient funding for annual projects, variances in video production hours, and various ad-hoc projects the City may wish to take on. Additional services beyond the \$6,792 monthly retainer must be approved by the City in advance and will be billed at reduced hourly rates compared to the agreements in place currently. The term of the agreement is for 3 years with an optional two one-year extensions at the city's discretion.

**ATTACHMENT**

- 1) Agreement with Proposal from Tripepi Smith (Exhibit A)

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

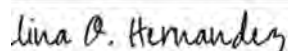
Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Lina Hernandez  
Senior Management Analyst



**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF LOMITA AND TRIPEPI SMITH & ASSOCIATES, INC.**

This AGREEMENT for General Communications Support is entered into this 15<sup>th</sup> day of August 2023, by and between the CITY OF LOMITA, a general law city and municipal corporation ("CITY") and TRIPEPI SMITH & ASSOCIATES, INC., a California corporation ("CONSULTANT").

**RECITALS**

- A. CITY does not have the personnel able and/or available to perform the services required under this agreement.
- B. Therefore, CITY desires to contract out for General Communications Support.
- C. CONSULTANT warrants to CITY that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. CITY desires to contract with CONSULTANT to perform the services as described in **Exhibit A** of this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, CITY and CONSULTANT agree as follows:

**1. CONSIDERATION AND COMPENSATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as **Exhibit A**;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$130,000 on an annual basis, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous

month. CITY shall pay CONSULTANT all uncontested amounts set forth in the CONSULTANT'S bill within 30 days after it is received.

**2. SCOPE OF SERVICES.**

A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICES attached hereto as **Exhibit A** and incorporated herein by this reference. If any part of **Exhibit A** is inconsistent with the terms of this Agreement, the terms of this Agreement shall control.

B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

**3. PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period.

**4. TIME OF PERFORMANCE.** The services of CONSULTANT are to commence upon receipt of a notice to proceed from CITY and shall continue until all authorized work is completed to CITY'S reasonable satisfaction, in accordance with the schedule incorporated in "**Exhibit A**," unless extended in writing by CITY.

**5. FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

**6. KEY PERSONNEL.** CONSULTANT'S key persons assigned to perform work under this Agreement are Ryder Todd Smith, Sara Madsen, Kevork Kurdoghlian, Noelle Feaster and other members of CONSULTANT'S team as needed. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of CITY.

**7. TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on August 15, 2026, unless earlier termination occurs under Section 11 of this Agreement or extended in writing by both parties. The parties may agree to extend by two additional one-year periods, at the city's sole discretion, upon consultant's successful demonstration of exemplary contract performance. Any extensions shall be approved in writing in advance by both parties.

8. **CHANGES**. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.
9. **TAXPAYER IDENTIFICATION NUMBER**. CONSULTANT will provide CITY with a Taxpayer Identification Number.
10. **PERMITS AND LICENSES**. CONSULTANT will obtain and maintain during the term of this Agreement all permits, licenses, and certificates that may be required by local, state and federal laws in connection with the performance of services under this Agreement, including a business license as specified in Title VI, Chapter 2 of the Lomita Municipal Code.
11. **Laws and Regulations; Employee/Labor Certification**. CONSULTANT shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. CONSULTANT shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for CITY to terminate the Agreement for cause.
12. **TERMINATION**.
  - A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause with a 10-day notice. Notice of termination shall be in writing.
  - B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.
  - C. In the event of such termination, CONSULTANT shall cease services as of the date of termination, all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.
  - D. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
13. **INDEMNIFICATION**.
  - A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's

performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

14. **ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

15. **INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent CONSULTANT and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

16. **AUDIT OF RECORDS.**

A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.



B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

17. **CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by CITY to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

18. **INSURANCE REQUIREMENTS.**

A. CONSULTANT, at CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

1. Workers Compensation Insurance as required by law. CONSULTANT shall require all subconsultants similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against CITY, its officers, agents, employees, and volunteers for losses arising from work performed by CONSULTANT for CITY.
2. General Liability Coverage. CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
3. Automobile Liability Coverage. CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of CONSULTANT arising out of or in connection with the work to be performed under this Agreement, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9).
4. Professional Liability Coverage. CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from CONSULTANT'S operations under this Agreement, whether such operations be by CONSULTANT or by its employees, subconsultants, or

subconsultants. The amount of this insurance shall not be less than two million dollars (\$2,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

- B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by CITY, and shall be endorsed as follows. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by CITY, including any self-insured retention CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by CITY.
- C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not

the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.

- D. Any deductibles or self-insured retentions must be declared to and approved by CITY. At CITY's option, CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
  - E. CONSULTANT shall provide certificates of insurance with original endorsements to CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with CITY at all times during the term of this Agreement.
  - F. Failure on the part of CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which CITY may terminate this Agreement pursuant to Section 11 above.
  - G. The commercial general and automobile liability policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CONSULTANT'S behalf upon CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.
19. **USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any CONSULTANTS while performing any portion of this Agreement. Such approval must include approval of the proposed CONSULTANT and the terms of compensation.
20. **FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by CITY shall not constitute, nor be deemed, a release of the responsibility and liability of CONSULTANT, its employees, sub-CONSULTANTS

and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by CITY for any defect or error in the work prepared by CONSULTANT, its employees, sub-CONSULTANTS and agents.

- 21. CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during CITY'S review of CONSULTANT'S report or plans. Should the CONSULTANT fail to make such correction in a reasonably timely manner, such correction shall be made by CITY, and the cost thereof shall be charged to CONSULTANT. In addition to all other available remedies, CITY may deduct the cost of such correction from any retention amount held by CITY or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.
- 22. NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.
- 23. NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Lomita 24300 Narbonne Avenue Lomita, CA 90717  ATTN: City Manager	Tripepi Smith & Associates, Inc. PO Box 52152 Irvine, CA 92619 <a href="mailto:ryder@tripepismith.com">ryder@tripepismith.com</a>  ATTN: Ryder Todd Smith

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

24. **SOLICITATION**. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.
25. **THIRD PARTY BENEFICIARIES**. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.
26. **INTERPRETATION**. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
27. **ENTIRE AGREEMENT**. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
28. **RULES OF CONSTRUCTION**. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
29. **AUTHORITY/MODIFICATION**. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city administrator, or designee, may execute any such amendment on behalf of CITY.
30. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES**. The Parties agree that this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned and delivered via electronic mail, or delivered using digital signature technology approved by CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.
31. **FORCE MAJEURE**. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
32. **TIME IS OF ESSENCE**. Time is of the essence to comply with dates and schedules to be provided.

33. **ATTORNEY'S FEES.** The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
34. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private CONSULTANTS, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.
35. **DISCLOSURE REQUIRED.** (CITY and CONSULTANT initials required at one of the following paragraphs)

By their respective initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is a "CONSULTANT" for the purposes of the California Political Reform Act because CONSULTANT'S duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONSULTANT employed by CITY. CONSULTANT hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the CITY'S Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to CONSULTANT commencing services hereunder, the City's Manager shall prepare and deliver to CONSULTANT a memorandum detailing the extent of CONSULTANT'S disclosure obligations in accordance with the CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

**OR**

By their initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is not a "CONSULTANT" for the purpose of the California Political Reform Act because CONSULTANT'S duties and responsibilities are not within the scope of the definition of CONSULTANT in Fair Political Practice Commission Regulation 18700.3(a)(2) and is otherwise not serving in staff capacity in accordance with CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF LOMITA

CONSULTANT

\_\_\_\_\_  
Ryan Smoot, City Manager

By:

\_\_\_\_\_  
Ryder Todd Smith, President

ATTEST:

\_\_\_\_\_  
Kathleen Horn Gregory, City  
Clerk

\_\_\_\_\_  
Taxpayer ID No.

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney





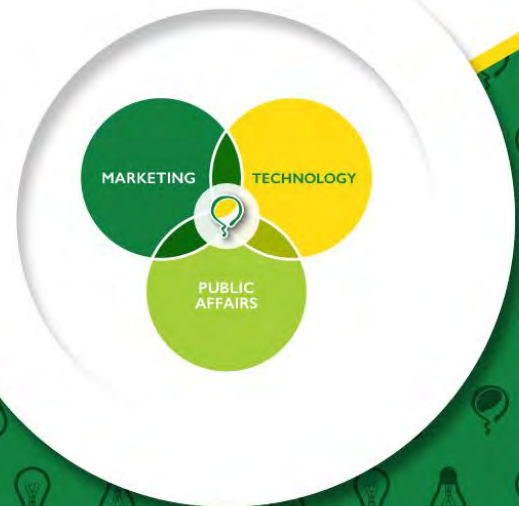
RFP response submitted for:

# CITY OF LOMITA

## General Communications Support



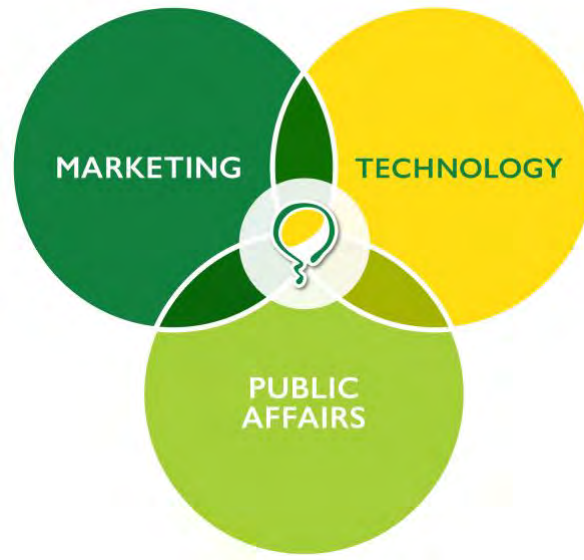
Submitted: July 12, 2023  
By: Ryder Todd Smith, Co-Founder & President  
Sara Madsen, Senior Business Analyst





# TABLE OF CONTENTS

INTRODUCTION.....	3
DECLARATIONS .....	4
COMPANY OVERVIEW .....	4
PROPOSED SCOPE OF RETAINER .....	11
ESTIMATED COST OF ENGAGEMENT.....	13
APPENDIX: RESUMES.....	18





## INTRODUCTION

Thank you for the opportunity to continue our relationship with the City of Lomita as its trusted partner in communications. As your partner for public outreach and engagement for the past four years, our team is well-positioned to help advance the City’s strategic communications goals and objectives. This new agreement will combine three different agreements we currently have open with the City of Lomita, including general communications support, website content management and technical support, and City Council and Commission meeting audio/visual broadcasting support.

Tripepi Smith is a unique firm. Our mix of technical prowess and policy competency results in the advantages outlined below. In addition to our demonstrated experience and solid references, these four advantages differentiate Tripepi Smith from other firms.

1. No other public affairs firm in California (that we can find) has the certifications in social media and digital platforms that Tripepi Smith has. These certifications evidence our superior understanding of these platforms.
2. The breadth of Tripepi Smith’s team—from policy to photography and videography—is rare. This provides a cohesive, single team that simplifies management for your staff and ensures delivery of a consistent, quality product.
3. Tripepi Smith’s work with dozens of public agencies and municipal partners positions our team to communicate about the spectrum of issues known to local governments. Moreover, team members understand how to relate these issues to all stakeholders, including City staff, City council members, residents, businesses and other public agencies.
4. Though we have a set number of hours proposed in our contract, Tripepi Smith is available to our clients 24 hours per day. There is no “bad time” to call or email us, and our response will be immediate and engaged on the issue at hand.

We appreciate this opportunity to continue to serve the Lomita community and look forward to collaborating with the City on its communications efforts.

Tripepi Smith’s proposal price is valid for ninety (90) days after submission to you via email.

Regards,

Ryder Todd Smith  
Co-Founder & President  
Tripepi Smith

ryder@tripepismith.com • (626) 536-2173 • Fax: (949) 679-8371  
PO Box 52152, Irvine, CA 92619

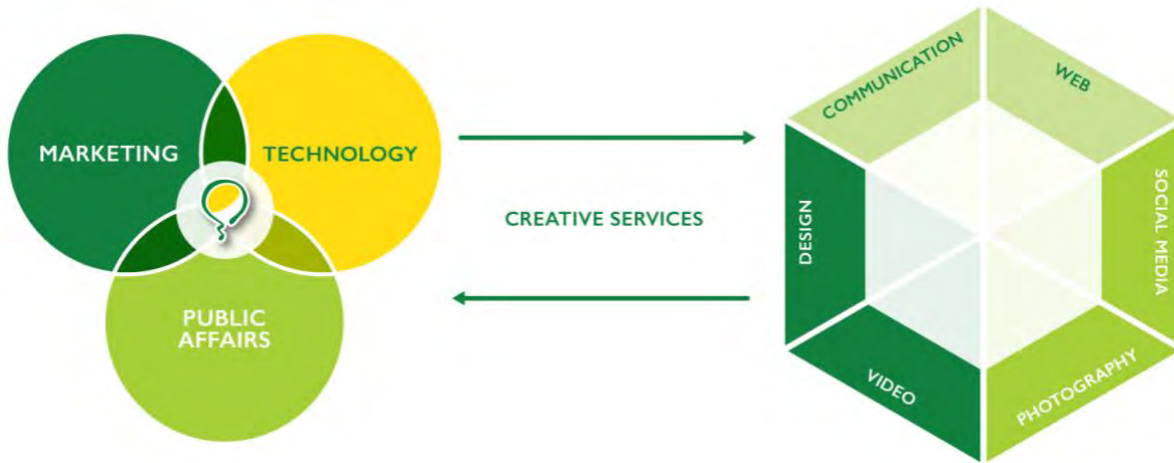
Ryder is the contact person throughout the proposal evaluation period.



## COMPANY OVERVIEW

### A Public Affairs Firm that Understands Local Government

Tripepi Smith excels at public affairs. We work in a complex environment where successful communications go hand-in-hand with marketing and technical expertise. As a full-service marketing and creative services firm, Tripepi Smith delivers content and design tailored for local government, public agencies, nonprofits and private companies—each strongly represented in our client list.



### Grounded in Civic Affairs

Co-Founder and CFO Nicole Tripepi Smith is a second-generation civic affairs professional (her father was a city manager for 28 years), and Co-Founder and President Ryder Todd Smith brings over a decade of public agency marketing and communications experience to the table.

### Implementing Strategy and Engaging Audiences

Tripepi Smith recognizes the important interplay of public affairs and design. It’s about presenting ideas that advance communities and public institutions. An important corollary to this is providing the creative services that can build materials to engage audiences and make ideas resonate. Tripepi Smith’s multi-faceted design team enables us to reach these goals and lead effective creative strategy.

### Strategic

Tripepi Smith is a provider of technology, communications and public affairs services. We leverage our skills and experiences in each of these areas to deliver efficient, technologically driven communication solutions that reflect our deep understanding of local government. Our team has a strong record of working with public agencies, joint powers authorities and not-for-profit organizations throughout California to better engage and connect with their stakeholders and community.

**“...solutions that reflect our deep understanding of local government.”**



## Creative

Tripepi Smith's creative professionals have worked with public and private clients on imagery, colors and graphic design in an array of projects. Our firm offers creative services that address not only traditional media such as print, websites, logo design and advertising but also non-traditional marketing services around email campaigns, social media, blogging, SEO, video production and more. This integrated approach to content development makes the process more efficient and more effective for clients.

## Content x Distribution = IMPACT

Tripepi Smith was born in the digital era and brings significant technical skills to the table. Members of our team carry technical certifications in Hootsuite Social Media Marketing, Facebook Blueprint, Google Advertising, Google Analytics and Twitter Flight School, among others. We take digital seriously and recognize how critical it is to not only develop great visuals and messaging, but to ensure the audiences we want to reach actually see that content. Without content distribution there is no IMPACT.

### Tripepi Smith Testimonial

“ Tripepi Smith was a critical partner who helped us inform voters about Measure F-20. The firm got up and running quickly and outlined an appropriate plan to ensure transparency and public awareness of this local matter.

The results were even noticed in neighboring cities who approached me asking for guidance on how they could do the same to inform their community. ”

**Matthew Bronson**  
City Manager, Grover Beach





## Client Roster

Tripepi Smith has been selected to work with over 60 local government agencies to help with their communications. We can provide you with contacts at any of these clients and are confident you will find them to be quite happy with our services. City or city-related clients we are actively supporting are **bolded**.

**California City Management Foundation**

City of Aliso Viejo

**City of American Canyon**

City of Azusa

**City of Bellflower**

**City of Burlingame**

City of Claremont

City of Coronado

**(City of) Culver City**

**City of Cupertino**

**(City of) Daly City**

City of Danville

**City of Duarte**

City of El Cerrito

City of Fountain Valley

**City of Foster City**

**City of Fullerton**

**City of Gilroy**

**City of Grover Beach**

**City of Hawaiian Gardens**

**City of Huntington Beach**

**City of Indian Wells**

**City of Industry**

**City of Irvine**

**City of La Cañada Flintridge**

City of La Palma

City of La Puente

**City of La Verne**

**City of Lake Forest**

**City of Laguna Hills**

City of Laguna Niguel

**City of Lancaster**

City of Livermore

**City of Lomita**

City of Lynwood

**City of Manhattan Beach**

**City of Manteca**

**City of Martinez**

City of Millbrae

City of Morgan Hill

City of Murrieta

**City of Napa**

City of Norwalk

**City of Orange**

**City of Orinda**

**City of Palm Desert**

**City of Palmdale**

**City of Paramount**

City of Pismo Beach

City of Placentia

**City of Pomona**

**City of Rancho Palos Verdes**

**City of Rancho Mirage**

City of Riverbank

**City of Rolling Hills Estates**

City of Santa Ana

City of Santa Clarita

City of Santa Cruz

**City of Santa Paula**

City of Saratoga

**City of Stanton**

**City of South Gate**

**City of Tracy**

**City of Vallejo**

City of Vista

City of Walnut

(City of) Yuba City

Town of Windsor

**County of Merced**

**County of Fresno**

**County of Sonoma**

**County of Santa Barbara**

**County of Kings**

**California Contract Cities Association**

**CalChoice Energy CCA**

**California Joint Powers Insurance Authority**

Citrus Heights Water District

Claremont McKenna College

**Costa Mesa Sanitary District**

El Toro Water District

**Independent Cities Association**

**Independent Cities Finance Authority**

Inland Empire Utilities Agency

Institute for Local Government

League of California Cities

**Municipal Management Association of Northern California**

**Municipal Management Association of Southern California**

**Municipal Management Association of Southern California**

**Orange County City Manager Association**

**Orange County City Manager Association**

Orange County Sanitation District

Palmdale Water District

Rowland Water District

San Gabriel Valley City Managers' Association

**San Gabriel Valley City Managers' Association**

South Orange County Wastewater Authority



## Local Government Affiliation and Support

Tripepi Smith is firmly committed to the local government world and actively supports the local government association and professional staff who make cities work. Our sponsorship and affiliation with professional industry groups includes:

- California City Management Foundation
- California Association of Public Information Officials
- League of California Cities
- California Contract Cities Association
- Independent Cities Association
- Orange County City Manager Association
- Cal-ICMA
- San Gabriel Valley City Managers' Association
- Municipal Management Association of Northern California
- Municipal Management Association of Southern California
- Institute for Local Government
- University of Southern California City/County Management Fellowship
- California Special District Association

## Work Samples

We encourage you to see all the work we have done for clients through our online portfolio at <https://www.tripepismith.com/work>

### Tripepi Smith Testimonial

“

**Tripepi Smith has consistently delivered high-quality writing, impressive visuals and constructive insights that benefit our residents.**

Indian Wells wants to ensure we communicate with both residents and businesses, and Tripepi Smith has helped improve and heighten our outreach and engagement efforts for each of those groups.

”

**Chris Freeland**

City Manager,  
City of Indian Wells







## Team Tripepi Smith

<b>Ryder Todd Smith</b> Co-founder & President		<b>Nicole Smith</b> Co-founder & CFO	
<b>CREATIVE SERVICES</b>	<b>Katherine Griffiths, APR</b> Principal, Editorial Lead	<b>Jennifer Nentwig, APR</b> Principal	<b>Jon Barlone</b> Principal
<b>Kevin Bostwick</b> Creative Director	<b>Cameron Grimm</b> Director	<b>Jennifer Vaughn</b> Director	<b>Amy Conrad</b> Director
<b>Kjerstin Wingert</b> Sr. Designer, Photography	<b>Melanie James</b> Sr. Analyst, Web, Design, Video	<b>Saara Lampwalla</b> Sr. Business Analyst	<b>Karen Villaseñor</b> Sr. Business Analyst
<b>Sara Madsen</b> Sr. Analyst, Web, Design	<b>Nolan Voge</b> Bus. Analyst, Video, Photo	<b>Kaitlyn Wu</b> Sr. Business Analyst	<b>Sydni Overly</b> Sr. Business Analyst
<b>Josh Hernandez</b> Jr. Analyst, Video	<b>Jenni Wechsler</b> Jr. Analyst, Design	<b>Allison Torres</b> Business Analyst	<b>Kaetlyn Hernandez</b> Business Analyst
<b>Sophie Doane</b> Jr. Analyst, Design	<b>John Balliet</b> Jr. Analyst, Video	<b>Kevork Kurdoghlian</b> Business Analyst	<b>Cailyn Thompson</b> Business Analyst
<b>Ethan De La Peña</b> Jr. Analyst, Video	<b>Audrin Baghaie</b> Jr. Analyst, Video	<b>Charlie Mounts</b> Business Analyst	<b>Kalee Cummings</b> Business Analyst
<b>Tristan Thompson</b> Jr. Analyst, Video	<b>Daniel Ceruti</b> Jr. Analyst, Video	<b>Kylie Sun</b> Business Analyst	<b>Melanie Moore</b> Business Analyst
<b>Skyler Addison</b> Business Analyst	<b>Peter Johnson</b> Business Analyst	<b>Kayla Cao</b> Jr. Business Analyst	<b>Amy Gallagher</b> Jr. Business Analyst
<b>Morgan Mock</b> Jr. Business Analyst	<b>Alyson Nichols</b> Jr. Business Analyst	<b>Amanda Avery</b> Jr. Business Analyst	<b>Kendall Lowery</b> Jr. Business Analyst
<b>Sophia Silane</b> Jr. Business Analyst	<b>Noelle Feaster</b> Jr. Business Analyst	<b>Madeline Pettit</b> Jr. Business Analyst	<b>Mackenna Morrice</b> Jr. Business Analyst
<b>Maximilian Weirauch</b> Jr. Web Developer	<b>Abigail Wolf</b> Jr. Business Analyst	<b>Cole Williams</b> Jr. Business Analyst	<b>Devin Antonio</b> Jr. Business Analyst
<b>Mia Valenzuela</b> Jr. Business Analyst	<b>Olivia Rizzuto</b> Jr. Business Analyst	<b>Jacob Lyle</b> Jr. Business Analyst	<b>Madison Garra</b> Jr. Business Analyst
<b>Sarah Klem</b> Jr. Business Analyst			

Tripepi Smith’s team of 54 communications experts offers the right professionals for the job while being small enough to be nimble and responsive. Tripepi Smith has a spectrum of experience and skills that allows us to apply the appropriate resource to the appropriate tasks to both execute faster and reduce engagement costs. These skills vary by both years of experience and core hard skills (graphic design, videography, writing, and social media, for examples). At Tripepi Smith, experienced directors and analysts drive strategy and implement messaging with support from two in-house accredited public relations professionals. Government affairs experts and policy wonks innovate for our dozens of municipal clients. Fourteen creative professionals generate compelling branding, websites, design, social media, photography and video. The result: we have an ability to tell a complete story across mediums all within our one team.

Our firm operates in a virtual office environment. Being virtual allows us to engage the right talent at the right time, and it enables us to operate more efficiently to save money for clients. That said, the team—composed of policy wonks, creative message developers, technology gurus and graphic and fine artists—is centered in Southern California, with representatives in Texas, Arizona and New Mexico.

### KEY PERSONNEL




It is anticipated that Business Analyst **Kevork Kurdoghlian** will be the team lead for the proposed engagement. Kevork will handle project management, logistics, coordination and creative direction. Junior Business Analyst **Noelle Feaster** will provide support for content development, and Graphic Artist Sophie Doane will provide graphic design





services. **Sara Madsen** will handle account management and be available as needed for strategic direction and support. The full Tripepi Smith team, which is large and growing, will also be available to provide specific support throughout the engagement as needed.

*(Learn more about the Key Personnel in the Resume section of this proposal.)*

Team Member	Role Description
 <p><b>Sara Madsen</b> Senior Business Analyst</p>	<p>Sara Madsen has a skill set that is simultaneously wide and deep, ranging from graphic design to website development to account and project management; she is one of Tripepi Smith's most trusted 'Swiss Army knives.' With a formal education in marketing and environmental sustainability from San Diego State University, Sara brings technical prowess and creative savvy to the clients she serves. Her work as a Senior Business Analyst includes providing key account management support and project leadership, while concurrently delivering on a variety of creative projects.</p> <p>Her clients include City of Laguna Hills, City of Lomita, City of Paramount, City of Orange, City of Yucca Valley, City of Blythe, Clean Energy Alliance, CalChoice, Pomona Choice Energy, Palmdale Energy, Pivot Charter Schools, California Urban Forest Council, Renne Public Law Group and TS Talent Solutions.</p> <p>Sara is certified in Google Analytics and is a Constant Contact Certified Solutions Provider and Hootsuite Social Marketing Professional. She has also completed the Public Policy Making Academy II at the University of California, Irvine and the Executive Education Forum for Local Leaders at the University of Southern California.</p>
 <p><b>Kevork Kurdoghlian</b> Business Analyst</p>	<p>Kevork Kurdoghlian is a concise communicator with experience in the journalism, public relations and local government industries. He brings insights from each of those experiences to provide holistic solutions for clients. He developed a passion for public service as a Youth Council member for his hometown of La Cañada Flintridge. As a young reporter, he was assigned to the city hall beat for a local newspaper, taking a greater interest in local government. Consequently, he decided to study public administration at the University of Southern California, where he was a City/County Management Fellow. As a public relations professional serving charter public schools, Kevork sharpened his skills in content development, internal communications, and graphic design, while developing skills in media relations and digital marketing.</p> <p>Kevork is a certified Hootsuite Social Marketing Professional. He also holds certifications in launching and supporting Twitter Ads campaigns from Twitter Flight School and social listening and developing Boolean searches from Meltwater Academy. His clients include the City of Westlake Village, City of Baldwin Park, HdL Companies, Culver City Transportation Department, City of Fontana, City of Renton and Pivot Charter Schools.</p>
 <p><b>Noelle Feaster</b> Junior Business Analyst</p>	<p>Noelle is a highly creative individual that brings a plethora of experience to the Tripepi Smith team. She graduated from California State Polytechnic University of Pomona, where she received a Bachelor of Science degree in Communications with an emphasis in Public Relations. Her undergraduate knowledge of graphic design, professional writing and public relations launched her to further enhancement of her marketing skills through her internship with Caltrans. Upon graduation, she began her internship with the City of Yorba Linda introducing her to the communications side of local government. She gained experience with managing city social media, writing monthly e-newsletters and planning events. Tripepi Smith provides the perfect place for her two interests of communications and local government to collide.</p> <p>Noelle is a certified Hootsuite Social Marketing Professional.</p>



## Services Offered

### Strategy, Marketing, Communications

- ◆ Strategic development, research, surveys, messaging
- ◆ Social media management
- ◆ Web and social media strategy, optimization (SEO), metrics
- ◆ Web hosting and support
- ◆ Email campaigns
- ◆ Relations (media, stakeholders, public, government)
- ◆ Support and training for events, presentations and virtual gatherings
- ◆ Google AdWords, LinkedIn and Facebook advertising

### Creative Services

- ◆ Full-service graphic design for digital, print and outdoor
- ◆ Brand and logo development
- ◆ Content generation, writing and editorial
- ◆ Output services (digital distribution, print management, mail management)
- ◆ Photography, illustration and information graphics
- ◆ Video and animation
- ◆ Web design and implementation



## PROPOSED SCOPE OF RETAINER

### Bi-Weekly Check-In Calls & Content Planning

To coordinate our efforts with City Staff and sustain momentum on projects, Tripepi Smith will schedule a recurring, one-hour bi-weekly phone call that will include a City-designated lead for our engagement. These weekly calls will help drive content planning for various communications channels, including website articles, press releases and social media posts and stories. Call content will focus on story plans, new issues or concerns that need to be communicated, identification of major themes or ideas to address in the coming weeks, review of recent media mentions and social media comments and sharing of communication opportunities uncovered from scanning city council agendas. This will be a working call during which Tripepi Smith will manage an agenda and provide notes for each call. After each call, the client will receive an action summary email about decisions made on the phone call and related action steps. We will produce work, such as press releases and article drafts, in a shared workspace where the City can see our progress in real time and provide instant feedback as needed. These tools allow for enhanced collaboration and expedite the production process.

### News Articles

Tripepi Smith will draft up to two (2) news articles for use in the “Latest News” section of the website, social media and newsletters which are typically up to five hundred (500) words in length, per month. The City would direct the allocation of stories with Tripepi Smith’s suggestions, making internal subject matter experts available to aid the development of the stories when needed. Additionally, this assumes the City would provide a media and external agencies notification list for use by Tripepi Smith where a press release scenario is desired. The City would also facilitate timely approval of quotes in the release when connected with City Staff or City Councilmembers.

### Social Media Management

**Content Creation:** Social media content creation involves: planning, fact-checking, sourcing graphics, grammar checking and scheduling the post. Tripepi Smith will create up to fifteen (15) posts over the course of a quarter and distribute them on up to five (5) platforms (e.g. Facebook, Instagram, Twitter, LinkedIn, Nextdoor).

**Monitoring:** Tripepi Smith will continue social media monitoring on the City’s Facebook page and designated Facebook groups/pages one day per week. Staff will raise flagged posts to staff and configure a plan of action. When appropriate, Tripepi Smith is available to draft responses, which will require fact-checking and guidance from the City.

**Additional:** Our work also includes optimizing social media accounts to boost performance and keeping up to date on the latest social media platform updates and options. Boosted posts and targeted ads are also helpful in disseminating information to community members, and Tripepi Smith is fully capable of running and tracking these paid campaigns (fees to be agreed upon and paid by the City).

### Bi-Annual Communications Strategy & Calendar Planning Sessions

The main goal during these two-hour meetings is that each department identifies key communication opportunities and wins to celebrate in the next 6-12 months. We document all this into a shared spreadsheet/editorial calendar that can then serve as a roadmap for the organization to track communications opportunities—or to hand off to the communications team to execute. The exercise breaks down barriers between departments and often helps senior staff recognize communications opportunities they were simply unaware of before. The process also includes Tripepi Smith preparing and giving a presentation that covers notable communications wins to review what has worked well. We conduct these meetings on a bi-annual basis to refresh our 12-month calendar and stay apprised



of the upcoming communication priorities. Additionally, Tripepi Smith will curate a content calendar with staff that can be shared with media contacts.

**Unlimited Website Content and Technical Updates**

Tripepi Smith will perform unlimited website content and technical updates for the City of Lomita and Lomita Water websites. Both websites’ annual hosting fees will also be covered under this retainer.

**Ad Hoc Work (if needed)**

If the need arises for any additional ad hoc services, Tripepi Smith is ready to provide those services and is providing our hourly rates for the full array of our resources to support City communication efforts. Examples of these ad hoc projects include but are not limited to video production, photography services, virtual meetings/events, website support and content management for City website and a wide array of graphic design and branding services.

**City Meeting A/V Support and Cable Channel Content Management**

Tripepi Smith provides expertise in council meeting video production. We deliver high-level A/V technical expertise and full-scale, multi-camera event production with livestreaming and cablecasting capabilities. We handle everything from mixing, operating and scheduling recordings. Our team can also review your existing video equipment and suggest pathways to improve efficiency and quality. Tripepi Smith is ready to help ensure your next meeting is accessible to all of your constituents.

**Content Writing for Benzene and Skypark Geotracker Updates**

Tripepi Smith will draft a condensed, easy to understand snippet of updates as they are published to the Benzene and Skypark Geotracker websites. This is meant to make this complex, technical information easy to understand for residents and other stakeholders. Benzene and Skypark Geotracker updates will be posted to the Lomita Water and City of Lomita websites respectively.

**Video Production**

This is the era of video, and every agency has the opportunity to have their own TV station. By enlisting the Tripepi Smith video team, you can elevate your image, showcase the personalities of your organization, and distill complex information into content that is easy to understand and optimized for various channels. Video services include State of the City videos, animated explainer videos, interviews, livestreams, public service announcements, event promotion and recap videos, marketing/promotional videos, drone footage and more.

**Photography**

Photos capture the moments that matter and tell a story that words can sometimes never match. Tripepi Smith’s team of professional photographers and pro-level equipment delivers an array of photography needs. Our services include stock photography, headshot and portrait photography, aerial imagery and event photography.

**Graphic Design**

In today’s stream of media, it can be challenging to make local government messaging stand out. So it’s more important than ever to design materials that are attractive and interesting, and reflect the professionalism and importance of the content.

Our creative experts design across the board, from the simplest postcard to entire rebrands. Working with various agencies everyday leaves our designers as experts in local government messaging. So not only do they make materials look great, but also understand how to configure content to make it engaging, informative and effective.



## ESTIMATED COST OF ENGAGEMENT

Deliverable	Quantity/Notes
<b><u>Project Management</u></b>	Leverages Senior Business Analyst, Business Analyst and Junior Business Analyst
Conduct bi-weekly client check-in calls, provide check-in call recap outlining action items and deadlines, advise on media relations and strategy	Max. of 60 minutes per call
<b>MONTHLY TOTAL TASK COST</b>	<b>\$1,951.00</b>
<b><u>Social Media Management</u></b>	Leverages Junior Business Analyst with support from Senior Business Analyst
Create and publish social media post content.	<u>15 posts/quarter</u>
Monitor the City’s Facebook page and designated Facebook groups/pages seven days a week in the morning and evening.	Social media graphic design included Monitoring 1 day a week for 30 minutes
<b>MONTHLY TOTAL TASK COST</b>	<b>\$1,274.00</b>
<b><u>News Articles</u></b>	Leverages Junior Business Analyst with support from Business Analyst with media relations expertise
Create and publish website news articles.	<u>2</u> press release or news article per month
Council Agenda Review to mine opportunities for articles.	
<b>MONTHLY TOTAL TASK COST</b>	<b>\$1,210.00</b>
<b><u>Bi-annual Strategic Communications Planning</u></b>	Leverages Senior Business Analyst, Business Analyst and Junior Business Analysts
Bi-annual meeting with Dept. heads to plan next year of communication opportunities	1 meeting every 6 months Max. of 2 hours per meeting
Keeping centralized “Content Calendar” updated throughout the year for staff’s reference	Via Google Sheets
<b>MONTHLY TOTAL TASK COST</b>	<b>\$499.00</b>
<b><u>Website Management and Hosting</u></b>	Leverages a Junior Business Analyst
Website content updates and technical support for the City of Lomita and Lomita Water websites. Annual hosting fees included.	Annual hosting fees for two websites (City and Lomita Water) Tech and content support for both websites (City and Lomita Water)
<b>MONTHLY TOTAL TASK COST</b>	<b>\$1,858.00</b>
<b>TOTAL MONTHLY RETAINER COST</b>	<b>\$6,792.00</b>
<b>ANNUAL RETAINER COST</b>	<b>\$81,504.00</b>



## RATES AND BILLING

	Hourly - Standard	Hourly - Retainer
Principal	\$350	\$295
Director	\$240	\$215
Art/Creative Director	\$240	\$215
Senior Business Analyst	\$190	\$165
Business Analyst	\$130	\$110
Junior Business Analyst	\$105	\$90
Senior Videographer/Animator	\$190	\$165
Senior Photographer	\$160	\$135
Videographer/Photographer	\$120	\$100
Senior Graphic Designer	\$175	\$145
Graphic Designer	\$120	\$100
Junior Graphic Designer	\$105	\$90
Web Developer	\$195	\$165
Drone Operator	\$195	\$165
Council Chamber A/V Operator	\$105	\$90

### Retainer Agreements

Many Tripepi Smith clients have a fixed baseline of work they need done every month, and then they layer in time & materials work on top of that. These clients, when their retainers exceed \$6,750 a month, can have access to our reduced Hourly – Retainer rates noted above.

### Billing

Time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, .75, 4 or 6.5 hours.

For Retainer work, we invoice at mid-month. For Ad Hoc work, we invoice at the end of each month for that month’s services. Terms are NET 30 days.

If Tripepi Smith is requested to be onsite, we will invoice for travel time at half rate of the resource’s Standard Rate. Travel costs will be reimbursed when agreed upon by the client.

### Annual Increase

Tripepi Smith will increase the hourly rates and retainer fees for all resources by five percent (5%) or the national BLS Consumer Price Index — whichever is higher — each year on the anniversary of the contract, starting on the first anniversary of any contract when the contract duration is longer than one year. Otherwise, new rates will be negotiated with each new contract renewal period.



## Other Costs

Because Tripepi Smith offers a broad set of services, including extensive content production, we have some other content production-related fees that may come up during the course of our engagement that we want to tell you about.

### Equipment Fees

Tripepi Smith offers some services that require equipment, such as drone operations and video production. As such, in those cases, the following rates apply:

	Half Day	Full Day
Video Equipment	\$400	\$600
Drone Equipment	N/A	\$500

\$600 for a full day of video equipment use (includes full set of video equipment). Full day is defined as a shoot lasting four (4) or more hours. \$400 for a half day of video equipment use. Half day is defined as anything up to four hours of video production. All such expenses will be authorized by the organization prior to fee being assessed.

\$500/day drone fee applies and is not inclusive of the drone operator time (Drone Operator rate).

### Print & Advertising Fees

	Client Pays Directly	Client Reimburses TS
Print costs, digital promotion, media placement	No Fees	10%

**Print Costs:** Tripepi Smith is happy to use a printer of the client’s choosing for print production work, or to recommend a printer with whom we have experience. Tripepi Smith typically has the printer bill the client directly for work. Tripepi Smith makes no money on print services and has no economic interest in the selected print vendor other than ensuring quality and fair pricing for our clients. If Tripepi Smith is asked to pay the bill for the client, we will apply a 10% agency fee to the reimbursement expense.

**Digital Advertising:** Tripepi Smith is a Google Partner and Constant Contact Solution Provider and has Facebook Certified staff. We consider digital platforms to be a cornerstone element of any outreach strategy; often this comes with digital advertising fees. Tripepi Smith typically uses a client’s credit card to cover such fees, and those fees are impossible to estimate at this time without our firm being engaged in the work with the team. If a Tripepi Smith credit card is used to run the advertising campaign, then we will charge an additional 10% agency fee on all advertising charges to compensate for the administrative overhead.

**Media Placement:** Purchase fees for advertising media space is not included on Tripepi Smith advertising proposals. Usually, clients contract directly with media, but in the event Tripepi Smith covers these fees, then we will charge an additional 10% agency fee on all advertising charges to compensate for the administrative overhead.

### Tripepi Smith Partnership Discounts

Tripepi Smith has financial interest in certain related entities. These partnerships allow Tripepi Smith to offer clients extra media reach or additional services at partner pricing. Partnerships include:

#### PublicCEO

– digital news about public affairs, reaching over 10,000 California government executives

<https://www.publicceo.com>



## **Civic Business Journal**

– digital interest stories about the people in local government

<https://www.civicbusinessjournal.com>

## **FlashVote**

– planning, implementing, measuring civic surveys

<https://www.flashvote.com>

## **TS Talent Solutions**

– talent search services for local government and related agencies

<https://tstalentsolutions.com>





**References**

Contact	Description
<p><b>City of Paramount</b>  <b>John Moreno</b>                      City Manager                      562.220.2225                      jmoreno@paramountcity.com</p>	<p>Communication and public outreach for environmental initiatives and other general City communications. Includes website management, social media content development, graphic design support, and other content development</p>
<p><b>Pivot Charter School</b>  <b>Jayna Gaskell</b>                      Executive Director                      530.550.7616                      jgaskell@pivotcharter.org</p>	<p>Online advertising campaigns, social media management, collateral development, web content and maintenance, photography and videography, print advertising</p>
<p><b>California City Management Foundation</b>  <b>Ken Pulskamp</b>                      Executive Director                      661.510.0888                      ken@cacitymanagers.org</p>	<p>Communications planning, membership support, website design, website support, graphic design, event staffing, event planning, photography, videography, program management</p>
<p><b>Clean Energy Alliance</b>  <b>Barbara Boswell</b>                      CEO                      661.510.0425                      bboswell@thecleanenergyalliance.org</p>	<p>Originate brand (brand statement, tagline, logo design, brand guidelines), communications support retainer</p>
<p><b>City of Tracy</b>  <b>Barbara Harb</b>                      EDFP, Economic Development Analyst                      209.831.6491                      Barbara.harb@cityoftracy.org</p>	<p>Message development, audience identification, graphic design, and digital advertising campaign management</p>



APPENDIX: RESUMES

SARA MADSEN

TRIPEPI SMITH – SENIOR BUSINESS ANALYST/SENIOR GRAPHIC ARTIST

08/22 – PRESENT

- Manage account strategy, budget, analytics, logistics, and direct staff in execution of communication initiatives.
- Serve as project manager lead across multiple clients; execute project management tasks and ensure deliverables are completed efficiently and meet and exceed client quality expectations
- Manage creative strategy and execute graphic design on assignments such as logo development, infographic design, print and digital design
- Manage website design process, content transfer, modification and maintenance
- Produce and distribute newsletters, press releases, social media and website content

TRIPEPI SMITH – BUSINESS ANALYST/GRAPHIC ARTIST

01/21 – 08/22

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST/GRAPHIC ARTIST

07/18 – 12/20

EDUCATION

- Bachelor of Science in Marketing, Concentration: Integrated Marketing Communications, Minor in Sustainability – San Diego State University – San Diego, CA – Cum Laude
- Associate of Arts in Visual Communications – Fashion Institute of Design and Merchandising – Los Angeles, CA – Magna Cum Laude

PROFESSIONAL DEVELOPMENT

- UCI Public Policy Making Academy II 03/20
- CAPIO “Facebook and Instagram for Government” Workshop 12/19
- USC Executive Education Forum for Policy and Administration 10/19

CERTIFICATIONS

- Hootsuite Social Marketing 06/19
- Google Analytics 06/22
- Constant Contact Certified Solutions Provider 07/22

SOFTWARE

<ul style="list-style-type: none"> <li>• Adobe Illustrator, Photoshop, InDesign and Lightroom</li> <li>• ArcGIS StoryMaps</li> </ul>	<ul style="list-style-type: none"> <li>• Constant Contact and Mailchimp</li> <li>• Hootsuite</li> <li>• Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• WordPress</li> <li>• Canva</li> </ul>
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# KEVORK KURDOGHLIAN

## TRIPEPI SMITH – BUSINESS ANALYST

09/21 – PRESENT

- Produce press releases, thought leadership articles, video scripts and newsletter articles
- Manage media relations, projects and social media platforms
- Conduct market research to provide client insights

## THE SANTA CLARITA VALLEY SIGNAL – POLITICS AND GOVERNMENT REPORTER

03/21 – 09/21

- Wrote informative stories about topics in local, state and federal government
- Developed story ideas based on strong relationships with the community, elected officials and city staff
- Captured photos for stories and created digital content for the news website and social media platforms

## LARSON COMMUNICATIONS – ACCOUNT EXECUTIVE

09/19 – 03/21

- Produced social media assets and video content that facilitated high follower engagement
- Executed proactive communications campaigns, writing press releases and conducting media outreach
- Designed graphics and edited video for social media and created layouts for reports and flyers

## CITY OF GLENDALE – MANAGEMENT INTERN

07/17 – 08/19

- Developed and managed digital content for city platforms, including city website and microsites, newsletters and social media accounts
- Led city website content process optimization to improve workflow and user experience
- Composed scripts for and co-hosted a public-access television show and hosted a technology podcast

## SAN MARINO TRIBUNE – ASSISTANT EDITOR, NEWS

04/16 – 07/17

- Organized social media calendars and campaign concepts
- Authored news articles, press releases and media alerts on behalf of the Orange County Chapter
- Provided social and print media support for all annual events

## EDUCATION

- Bachelor of Arts in Political Science – University of California, Los Angeles – Los Angeles, CA
- Master of Public Administration – University of Southern California – Los Angeles, CA

## CERTIFICATIONS

- Hootsuite Social Marketing 09/21
- Meltwater Academy 10/21
- Twitter Flight School 03/22

## SOFTWARE

- Adobe Premiere Pro
- Adobe InDesign
- Adobe Spark

- Microsoft Office
- WordPress
- Canva

- Google Suite
- MailChimp
- Instapage

# NOELLE FEASTER

## TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

1/23 – PRESENT

- Conduct market research to provide client insights
- Manage social media and respond to public questions



- Write stories and press releases for the firm’s website and city clients

## **PUBLIC RELATIONS INTERN – CITY OF YORBA LINDA**

**6/21 – 12/22**

- Managed and created detailed and engaging written and visual content for the City’s social media channels
- Wrote and published monthly City e-newsletter publications for residents
- Prepared letters, databases, surveys, reports and presentations for internal and external outreach purposes

## **ASSISTANT TO EXECUTIVE SECRETARY – CITY OF YORBA LINDA**

**6/21 – 12/22**

- Received professional mentorship from the city manager’s executive secretary
- Acted as executive secretary and conducted research, scheduling, customer service and communication with city council members for the city manager

## **SOCIAL MEDIA CONTENT CREATOR – EVFREE CHURCH DIAMOND BAR**

**06/20 – 02/22**

- Designed social media assets, digital bulletins and printed signage for the exterior of the church
- Assisted in rebrand and modernization of the church’s style with updated logos, colors, watermarks and merchandise
- Presented weekly demonstrations to enhance design techniques and refine skills

## **PUBLIC AFFAIRS INTERN - CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**05/19 – 12/19**

- Managed social media accounts and prioritized disseminating Orange County traffic updates to the public
- Designed and distributed fact sheets and infographics for upcoming transportation projects
- Planned groundbreaking and ribbon-cutting events for traffic improvement projects

## **EDUCATION**

- Bachelor of Science in Communications, Public Relations – California State Polytechnic University, Pomona – Pomona, CA

## **CERTIFICATIONS**

- Hootsuite Social Marketing 01/21
- Hootsuite Platform Certification 01/22

## **SOFTWARE**

- Google Suite
- Adobe Suite
- WordPress

- Microsoft Office
- Canva
- Shopify

- CSS
- JavaScript
- HTML



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7o**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Carla Dillon, P.E., Public Works Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Amendment to Agreement with Project Partners for Public Works Staffing Support

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### **RECOMMENDATION**

Approve the Second Amendment to Agreement 2022-58 with Project Partners for engineering services related to capital projects and staff support for a total amount not to exceed \$529,000 inclusive of previously approved funding, extend the contract duration through June 30, 2024, and authorize the City Manager to execute the Amendment.

### **BACKGROUND**

The Public Works Department is currently working on projects in the City's five-year Capital Improvement Program. The number of projects far exceeds the workload in past years, with 23 active projects in Fiscal Year 22-23. The City's Engineering Division includes a Senior Engineer and Associate Engineer. The Senior Engineer retired in July and the Associate Engineer is separating from the City in August. While the City will see some savings from these vacant positions, to continue project management of the capital projects, temporary support will be needed to fill the gap during recruitments. It is essential that the City continue to provide project management for the on-going projects. Due to a variety of factors, recent recruitments have not resulted in a wide selection of candidates and the process may take longer than desired.

The City released a request for proposals (RFP) in November 2021 and four proposals were submitted. Project Partners ranked the highest and has been providing similar services for the public sector for 25 years.

Project Partners has provided services while the Senior Engineer was on leave. The authorized funds of \$217,000 for engineering services are expected to be exhausted in early September 2023, and this contract is scheduled to expire in January 2024. In order

to continue project management of the CIP projects, the amendment will cover expected costs of \$312,000. This would include two contract project managers working approximately 30 hours per week from September 2023 through June 2024. Services may be terminated at any time if the City successfully recruits for these positions.

**FISCAL IMPACT**

This contract will be charged to accounts according to actual time spent on each project, where possible or general fund, 100-605-5105. The projects where sources of funding may include:

<b>Project Name</b>	<b>Project Number</b>
Measure M Projects	209-810-5806
Prop C Projects	225-810-5806
Measure R Projects	207-810-5806
Safe Clean Water Project	211-810-5806.369
Transportation Dev Act	230-348-5345.0000
Street Projects	311-810-5806
Water Projects	520-840-5821

In addition, the contract will be extended through June 2024.


**OPTIONS**

1. Approve staff's recommendation.
2. Provide alternative direction.

**ATTACHMENTS**

1. Second Amendment
2. First Amendment 2022-58, Professional Services Agreement

Reviewed by:



\_\_\_\_\_  
Gary Y. Sugano  
Assistant City Manager

Approved by:



\_\_\_\_\_  
Ryan Smoot  
City Manager

Prepared by:



\_\_\_\_\_  
Carla Dillon, P.E.  
Public Works Director / City Engineer

**Second Amendment to Agreement between  
Project Partners, Inc. and the City of Lomita**

This Second Amendment to the Agreement is made and entered into between the **City of Lomita** ("City") and **Project Partners, Inc.**, ("Consultant"). The City and Consultant mutually agree to amend the existing Agreement entered into on December 21, 2021, as follows:

**RECITALS**

- A. On December 21, 2021, the City entered into an Agreement with Consultant for various engineering services ("Agreement").
- B. On December 20, 2022, the City entered into a First Amendment to Agreement with Consultant, extending the term of the Agreement to January 31, 2024, and increasing the amount of compensation.
- C. The City and Consultant now desire to amend the Agreement, listed as **Exhibit A**, to extend the term until June 30, 2024.
- D. The City and Consultant now desire to amend the Agreement compensation by increasing the compensation by \$312,000 for a total compensation not to exceed \$529,000.

**NOW THEREFORE**, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

- 1. **CONSIDERATION AND COMPENSATION**. Section 1.C is amended to read as follows:
  - C. As additional Consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$529,000 for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
- 2. **NO OTHER CHANGES**. All terms, conditions, and other provisions of the Agreement, including all exhibits, not affected by this Second Amendment shall remain in full force and effect.
- 3. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES**. The Parties agree that this Second Amendment to the Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned and delivered via electronic mail, or delivered using digital signature technology approved by CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment on the 15<sup>th</sup> day of August 2023, at Lomita, California.

**City of Lomita**

**Project Partners, Inc.**

By \_\_\_\_\_  
Ryan Smoot, City Manager

By \_\_\_\_\_  
Kimo Look, Principal

Attest:

Approved as to Form:

\_\_\_\_\_  
Kathleen Horn Gregory, MMC, City Clerk

\_\_\_\_\_  
Trevor Rusin, City Attorney



Agree No 2022-58

**First Amendment to Agreement between  
Project Partners, Inc. and the City of Lomita**

This First Amendment to the Agreement is made and entered into between the **City of Lomita** ("City") and **Project Partners, Inc.**, ("Consultant"). The City and Contractor mutually agree to amend the existing Agreement entered into on December 21, 2021, as follows:

**RECITALS**

- A. On December 21, 2021, the City entered into an Agreement with Contractor for various engineering services ("Agreement").
- B. The City and Contractor now desire to amend the Agreement, listed as **Exhibit A**, to extend the term until January 31, 2024.
- C. The City and Contractor now desire to amend the Agreement compensation by increasing the pay by \$42,000 for a total compensation not to exceed \$217,000.

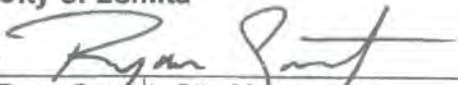
**NOW THEREFORE**, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. **TERM OF AGREEMENT.** Section 7 is amended to read as follows:
  7. **TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on January 31, 2024 unless earlier termination occurs under Section 11 of this Agreement or extended in writing in advance by both parties.
2. **CONSIDERATION AND COMPENSATION.** Section 1.C is amended to read as follows:
  - C. As additional Consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$217,000 for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
1. **NO OTHER CHANGES.** All terms, conditions, and other provisions of the Agreement, including all exhibits, not affected by this Second Amendment shall remain in full force and effect.
2. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES.** The Parties agree that this First Amendment to the Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned and delivered via electronic mail, or delivered using digital signature technology approved by CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.


IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment on the 20<sup>th</sup> day of December 2022, at Lomita, California.

City of Lomita

Project Partners, Inc.

By   
Ryan Smoot, City Manager

By   
Kimo Look, Principal

Attest:   
Kathleen Horn Gregory, M.M.A. City Clerk



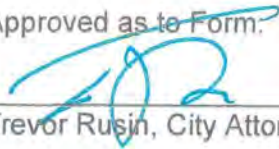
Approved as to Form:   
Trevor Rusin, City Attorney



Exhibit A  
Agree No 2021-47

**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF LOMITA AND PROJECT PARTNERS, INC.**

This AGREEMENT for ENGINEERING SERVICES is entered into this 21<sup>st</sup> day of December 2021, by and between the CITY OF LOMITA, a general law city and municipal corporation ("CITY") and Project Partners, Inc. ("CONSULTANT").

**RECITALS**

- A. CITY does not have the personnel able and/or available to perform the services required under this agreement.
- B. Therefore, CITY desires to contract out for various engineering services.
- C. CONSULTANT warrants to CITY that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. CITY desires to contract with CONSULTANT to perform the services as described in **Exhibit A** of this Agreement.

**NOW, THEREFORE**, based on the foregoing recitals, CITY and CONSULTANT agree as follows:

**1. CONSIDERATION AND COMPENSATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as **Exhibit A**;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT an amount not to exceed \$175,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.
- D. No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his designee.
- E. CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its bill for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in the

CONSULTANT'S bill within 30 days after it is received.

2. **SCOPE OF SERVICES.**
  - A. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICES attached hereto as **Exhibit A** and incorporated herein by this reference. If any part of **Exhibit A** is inconsistent with the terms of this Agreement, the terms of this Agreement shall control.
  - B. Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.
3. **PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period.
4. **TIME OF PERFORMANCE.** The services of CONSULTANT are to commence upon receipt of a notice to proceed from CITY and shall continue until all authorized work is completed to CITY's reasonable satisfaction, in accordance with the schedule incorporated in "**Exhibit A,**" unless extended in writing by CITY.
5. **FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
6. **KEY PERSONNEL.** CONSULTANT's key person assigned to perform work under this Agreement is Kimo Look. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of CITY.
7. **TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on December 30, 2022 unless earlier termination occurs under Section 11 of this Agreement or extended in writing in advance by both parties.
8. **CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

9. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.
10. **PERMITS AND LICENSES.** CONSULTANT will obtain and maintain during the term of this Agreement all permits, licenses, and certificates that may be required by local, state and federal laws in connection with the performance of services under this Agreement, including a business license as specified in Title VI, Chapter 2 of the Lomita Municipal Code.
11. **Laws and Regulations; Employee/Labor Certification.** CONSULTANT shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. CONSULTANT shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for CITY to terminate the Agreement for cause.
12. **TERMINATION.**
  - A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.
  - B. CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.
  - C. In the event of such termination, CONSULTANT shall cease services as of the date of termination, all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.
  - D. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
13. **INDEMNIFICATION.**
  - A. CONSULTANT shall indemnify, defend with counsel approved by CITY, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT'S performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT, regardless of CITY'S passive negligence, but excepting such loss or damage which is caused by the sole active negligence or willful misconduct of CITY. Should CITY in its sole discretion find CONSULTANT'S legal counsel unacceptable, then CONSULTANT shall reimburse CITY its costs of defense, including without limitation reasonable

attorneys fees, expert fees and all other costs and fees of litigation. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

B. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

14. **ASSIGNABILITY.** This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

15. **INDEPENDENT CONSULTANT.** CITY and CONSULTANT agree that CONSULTANT will act as an independent CONSULTANT and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

16. **AUDIT OF RECORDS.**

A. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.

B. CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

17. **CORRECTIVE MEASURES.** CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations



of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by CITY to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

**18. INSURANCE REQUIREMENTS.**

**A. CONSULTANT, at CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:**

- 1. Workers Compensation Insurance as required by law. CONSULTANT shall require all subconsultants similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against CITY, its officers, agents, employees, and volunteers for losses arising from work performed by CONSULTANT for CITY.**
- 2. General Liability Coverage. CONSULTANT shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.**
- 3. Automobile Liability Coverage. CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities of CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.**
- 4. Professional Liability Coverage. CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from CONSULTANT'S operations under this Agreement, whether such operations be by CONSULTANT or by its employees, subconsultants, or subconsultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the**

time this Agreement was in effect.

- B. Endorsements.** Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by CITY, and shall be endorsed as follows. CONSULTANT also agrees to require all CONSULTANTS, and subconsultants to do likewise.
1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."
  2. This policy shall be considered primary insurance as respects CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by CITY, including any self-insured retention CITY may have, shall be considered excess insurance only and shall not contribute with this policy.
  3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  4. The insurer waives all rights of subrogation against CITY, its elected or appointed officers, officials, employees, or agents.
  5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its elected or appointed officers, officials, employees, agents, or volunteers.
  6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' written notice has been received by CITY.
- C.** CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.
- D.** Any deductibles or self-insured retentions must be declared to and approved by CITY. At CITY's option, CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- E.** CONSULTANT shall provide certificates of insurance with original endorsements to CITY as evidence of the insurance coverage required herein.



Certificates of such insurance shall be filed with CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with CITY at all times during the term of this Agreement.

- F. Failure on the part of CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which CITY may terminate this Agreement pursuant to Section 11 above.
- G. The commercial general and automobile liability policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONSULTANT (as the named insured) should CONSULTANT fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONSULTANT understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONSULTANT as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CONSULTANT'S behalf upon CONSULTANT'S failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONSULTANT for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.
19. **USE OF OTHER CONSULTANTS.** CONSULTANT must obtain CITY's prior written approval to use any CONSULTANTS while performing any portion of this Agreement. Such approval must include approval of the proposed CONSULTANT and the terms of compensation.
20. **FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE.** The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by CITY shall not constitute, nor be deemed, a release of the responsibility and liability of CONSULTANT, its employees, sub-CONSULTANTS and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by CITY for any defect or error in the work prepared by CONSULTANT, its employees, sub-CONSULTANTS and agents.
21. **CORRECTIONS.** In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during CITY'S review of CONSULTANT'S report or plans. Should the

CONSULTANT fail to make such correction in a reasonably timely manner, such correction shall be made by CITY, and the cost thereof shall be charged to CONSULTANT. In addition to all other available remedies, CITY may deduct the cost of such correction from any retention amount held by CITY or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

22. **NON-APPROPRIATION OF FUNDS.** Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
<u>City of Lomita</u> <u>24300 Narbonne Avenue</u> <u>Lomita, CA 90717</u>	<u>Project Partners, Inc.</u> <u>23195 La Cadena Dr., Suite 101</u> <u>Laguna Hills, CA 92653</u>
<u>ATTN: City Manager</u>	<u>KLook@ProjectPartners.com</u> <u>ATTN: Kimo Look</u>

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

24. **SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT'S bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT'S bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

25. **THIRD PARTY BENEFICIARIES.** This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the



benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

26. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.
27. **ENTIRE AGREEMENT.** This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.
28. **RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.
29. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city administrator, or designee, may execute any such amendment on behalf of CITY.
30. **ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES.** The Parties agree that this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission, scanned and delivered via electronic mail, or delivered using digital signature technology approved by CITY. Such facsimile or electronic signatures will be treated in all respects as having the same effect as an original signature.
31. **FORCE MAJEURE.** Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.
32. **TIME IS OF ESSENCE.** Time is of the essence to comply with dates and schedules to be provided.
33. **ATTORNEY'S FEES.** The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.
34. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality,

fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private CONSULTANTS, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

35. **DISCLOSURE REQUIRED.** (CITY and CONSULTANT initials required at one of the following paragraphs)

By their respective initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is a "CONSULTANT" for the purposes of the California Political Reform Act because CONSULTANT'S duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONSULTANT employed by CITY. CONSULTANT hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the CITY'S Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to CONSULTANT commencing services hereunder, the City's Manager shall prepare and deliver to CONSULTANT a memorandum detailing the extent of CONSULTANT'S disclosure obligations in accordance with the CITY'S Conflict of Interest Code.

City Initials \_\_\_\_\_

CONSULTANT Initials \_\_\_\_\_

OR

By their initials next to this paragraph, CITY and CONSULTANT hereby acknowledge that CONSULTANT is not a "CONSULTANT" for the purpose of the California Political Reform Act because CONSULTANT'S duties and responsibilities are not within the scope of the definition of CONSULTANT in Fair Political Practice Commission Regulation 18700.3(a)(2) and is otherwise not serving in staff capacity in accordance with CITY'S Conflict of Interest Code.

City Initials PS

CONSULTANT Initials kl

*[Signatures on the following page]*

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

**CITY OF LOMITA**

**CONSULTANT**

Ryan Smoot  
Ryan Smoot, City Manager

By:

Kimo Look  
Kimo Look, Principle

**ATTEST:**

Kathleen Horn Gregory  
Kathleen Horn Gregory, City Clerk

33-0736965  
Taxpayer ID No.

**APPROVED AS TO FORM:**

Trevor Rusin  
Trevor Rusin, City Attorney



# Project Partners Proposal



## Proposal to Provide Engineering Support Services for the City's Public Works Department for the City of Lomita

Prepared for:

City of Lomita

December 9th, 2021

**Project Partners**  
23185 La Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653

phone **949.852.9300**  
fax **949.852.9322**



"Partners in Building Engineering Careers and Teams"  
www.projectpartners.com

December 9th, 2021

Carla Dillon  
City of Lomita  
Public Works Department  
24300 Narbonne Ave  
Lomita, CA 90717

Re: Proposal to Provide Engineering Support Services

Dear Ms. Dillon,

Project Partners is pleased to submit this Proposal for Engineering Support Services. We are the ideal firm for the City of Lomita, as not only do we specialize in the exact services and scope of work the City is requesting, but our expertise lies in providing unmatched engineering support to public agencies throughout Southern California for 25 years. We are undoubtedly the right firm for the City. We are submitting our proposal to provide services for the following Categories:

**Category I: Project Support**

**Category II: Engineering Support for the Planning / Land Development Process**

**Why Select Project Partners?**

Though there are a multitude of reasons to select Project Partners to partner with the City, these are at the top of the list:

**Outstanding Proposed Staff** - Project Partners' proposed staff are true public works professionals with decades of experience in municipal public organizations. Combined with years of management expertise, our proposed staff are the ideal candidates for the City. Additionally, Project Partners understands that retired public sector professionals are an extremely valuable resource to public organizations like yours. Our professional staff's deep understanding of public sector processes and procedures, means that Project Partners has an extensive arsenal of highly experienced professionals that can hit the ground running to help your agency meet its goals effectively & efficiently.

*Unique Pool of Retired Public Professionals*

**Public Sector Experts that Keep the City Safe** - As the City embraces a contract program for public works support services, we believe it clearly understands the importance of being in compliance with all CalPERS rules. With CalPERS stating it will increase the number of annual audits performed over the next few years, it is imperative that the City hire a firm that understands California labor laws and has a comprehensive operations and client training program to ensure the City is safely in compliance. Project Partners is that firm.

*CalPERS Experts To Keep the City Safe*

**Proven Track Record of Providing Engineering Professionals to Support Municipalities** - For the last 25 years, Project Partners has provided on-site project and engineering support staff to hundreds public agencies throughout the region. The fact that over 80% of our clients are repeat clients, who have returned to our firm again and again, is strong proof of our abilities to deliver successful staff. We are the go-to engineering firm for several Southern California municipalities.

23155 La Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653

phone 949.852.9300  
fax 949.852.3322





CITY OF LOMITA  
Public Works Department

**Cost-Effective Solution with Significant Cost Savings** – Project Partners is an exceptionally effective organization with drastically low overhead, resulting in billing rates at a fraction of typical consultant rates. This translates to greater efficiency in project budgets & significant cost savings to the City.

***Billing Rates at a Fraction  
of Typical Consultant Rates***

Project Partners is a California Corporation and its Principal, Mr. Kimo Look, P.E., will be the primary contact for questions regarding this RFP response. The Project Partners' staff proposed in this Proposal are to date, available and unencumbered by current client project commitments.

In conclusion, we believe that Project Partners is the clear choice for the City of Lomita. In addition to the reasons listed above, we have a long list of projects from municipal references that demonstrate how Project Partners has helped Public Works departments across the region deliver on projects similar to those that City is requesting. The following Proposal will expand on these qualifications in greater detail.

Should you have any questions or need further clarifications, please do not hesitate to give us a call.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimo Look".

Kimo Look, P.E.

Principal  
Project Partners, Inc.  
23195 La Cadena Drive  
Suite 101  
Laguna Hills, Ca 92653  
Ph: 949-852-9300  
KLook@ProjectPartners.com



## Table of Contents

### Cover Letter

#### Section 1 Qualifications & Experience

1.1 Background	1-1
1.2 Categories Specializing In	1-1
1.3 Why Select Project Partners?	1-1
1.4 Keeping the City Safe	1-2
1.5 Firm's Financial Statement	1-2
1.6 Proven Track Record on Similar Public Contracts	1-2
1.7 Recent Public Sector References	1-3
1.8 Summary	1-6

#### Section 2 Proposed Key Personnel

2.1 Our Unique Staffing Solution	2-1
2.2 Public Retirees with Decades of Engineering Expertise	2-1
Why Our Retirees Are Invaluable	2-1
2.3 A Cost-Effective Solution	2-2
2.4 Proposed Personnel	2-3
2.5 Organization Structure	2-8
2.6 Conclusion	2-8

#### Appendix A Cost Proposal & Fee Schedule

#### Appendix B Resumes

*Robert Garcia*

*James Martin, P.E.*

*Hossein (Amir) Modarresi, P.E.*

*Harry Corder*



**Project Partners**  
23195 Le Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653  
phone **949.852.9300**  
fax **949.852.9322**

## Section 1

# Qualifications & Experience



# 1 Qualifications & Experience

## 1.1 OVERVIEW

Established in Laguna Hills in 1996 as a California Corporation, Project Partners has quickly become a leading provider of civil engineering professionals for Southern California public agencies. Because of our specialization in onsite & engineering support, Project Partners is the go-to firm for many public works agencies to solve peak workload issues and project support. As such, many Southern California agencies have turned to Project Partners to help complete more projects repeatedly. Our proven ability to provide quality CalPERS-compliant technical solutions at affordable rates has been our winning formula for 25 years.

Our proposed staff Public Works & Utilities professionals with the proven experience to effectively support a myriad of City projects. Project Partners is the ideal firm for the City of Lomita, as our staff specialize in the full scope of work that the City requests.

## 1.2 CATEGORIES SPECIALIZING IN

Our services for this Proposal will be focused on providing our highly qualified staff specializing in the following of the requested Categories:

- **Category I: Capital Improvement Programs**
- **Category II: Engineering Support for the Planning and Land Development Process**

## 1.3 WHY SELECT PROJECT PARTNERS?

Project Partners is a unique civil engineering firm that provides the exact Engineering Support Services that the City is seeking with these advantages:

- **Highly Experienced Staff Specializing in Water Engineering, Transportation Projects and Development Support**
- **Proven History of Completing Over 50 Similar Projects in the Region**
- **Experts Who Keep Your City Safe and CalPERS Compliant**
- **Billing Rates that are a Fraction of Typical Consultant Rates**





## 1.4 KEEPING THE CITY SAFE

As a firm that has been providing project support to the Public Sector for over two decades, we know one of the biggest risk with on-site project support programs is CalPERS penalties and fines. Professional liability (E&O) is typically not a significant issue — CalPERS compliance is. For over 20 years, Project Partners has worked closely with top legal firms to develop a comprehensive understand California pension law and then establish a service model that allows retired public engineers to work onsite providing engineering support while being in compliance with CalPERS rules. This model has been validated as for the past 20 years we have never been fined or even hinted by CalPERS of being in violation of the any rules. We are undoubtedly experts in this field who know how to keep the City of Lomita safe while providing our specialized engineering services and support.

## 1.5 FIRM'S FINANCIAL STATEMENT

Project Partners has been in business for over two decades and we are in a sound financial position. There are no bankruptcies, office closures, prior or pending litigations in our past or present. There are no judgments, liens, federal or civil actions pending. There are no outstanding or pending complaints as determined by the Better Business Bureau or State of California Department of Consumer Affairs. We are a highly profitable organization that places a high value on our clients and employee staff. The requested financial documents are considered confidential materials, however our firm is willing to answer any specific questions that the City may have regarding our firm's financial condition upon further request.

## 1.6 PROVEN TRACK RECORD ON SIMILAR PUBLIC CONTRACTS

Providing engineering support to public agencies is all that Project Partners does. Being a highly sought-after firm, we have provided this exact service through hundreds of contracts over the past 20 years. Within the last 5 years alone, we have fulfilled over 50 contracts with local municipal agencies.

### *Over 50 Municipal Contracts for Engineering Staff throughout the last 5 years*

1	City of Santa Ana	Engineering, Technical and Administrative Support	\$3,500,000
2	City of Ontario	As-Needed Contract, Professional Engineering Services	\$1,100,000
3	City of El Monte	Engineering and Water Operations Support	\$903,315
4	City of Corona	On-Call Engineering and Professional Services	\$750,000
5	City of Santa Ana	Engineering, Technical, and Administrative Support	\$500,000
6	City of Corona	On-Call Engineering and Consulting	\$500,000
7	City of Santa Ana	Engineering and Technical Support	\$500,000
8	City of San Gabriel	Engineering Inspection and Technical Support	\$481,192
9	City of Oceanside	As-Needed Project Management Services	\$471,000
10	City of South Gate	Water Utility Engineering	\$430,000



**CITY OF LOMITA**  
Public Works Department

11	City of El Monte	Water Operations Support Services	\$310,000
12	City of Newport Beach	Engineering and Inspection Support Services	\$300,000
13	City of Diamond Bar	Engineering Project Management Services	\$277,960
14	City of Corona	Staff Augmentation Contract	\$250,000
15	City of Anaheim	Temp Services Contract	\$200,000
16	City of South Gate	Public Works Project Management Services	\$200,000
17	City of Victorville	Engineering Project Management Services	\$159,800
18	City of Torrance	Sidewalk Inspection	\$150,072
19	City Of San Marcos	On-Call Project Management Services	\$150,000
20	City of Hemet	Temp Services	\$150,000
21	City of Pico Rivera	Water Management Assistance	\$134,500
22	City of Buena Park	Interim PW Director/City Engineer Support	\$130,000
23	City of Lancaster	Project Management Support Services	\$125,000
24	City of Encinitas	Principle Engineering Support Services	\$125,000
25	City of San Gabriel	Project Management	\$121,800
26	City of Newport Beach	On-Call Professional Services	\$120,000
27	City of San Juan Capistrano	Temporary Engineering Support Services	\$120,000
28	City of Santa Clarita	Project Management Support Services	\$115,000
29	City of Long Beach	Transportation Project Management Support	\$99,000
30	City of San Clemente	Staff Augmentation	\$95,000
31	City of San Gabriel	Development Engineering Support	\$93,000
32	City of Oceanside	Building Inspection Service	\$90,710
33	City of Ontario	As-Needed PM/CM Services	\$89,000
34	City of Fullerton	Staff Augmentation	\$85,000
35	City of Lancaster	Traffic Technician Support Services	\$84,000
36	City of Signal Hill	Public Works Deputy Director Services	\$79,560
37	City of Orange	Plan Check Services	\$78,000
38	City of Escondido	Project Engineering Support Services	\$63,720
39	City of El Monte	Water Operations Support	\$60,000
40	City of Indio	On-Site Technical Support	\$60,000
41	City of Ontario	Pretreatment Inspection Services	\$60,000
42	City of Lawndale	Interim PW Director Support Services	\$58,500
43	City of Covina	Interim Utilities Manager	\$58,000
44	City of Santa Clarita	As-Needed Staff Augmentation	\$50,000
45	City of Fullerton	PSA Water Engineering Support	\$49,000
46	City of Torrance	Sidewalk Assessment and Support	\$48,800
47	City of Covina	Public Works Operations Manager Support	\$45,500
48	City of Dana Point	Facility Improvement PM/CM Support	\$35,000
49	City of El Monte	Water Operations Supervisor	\$30,000
50	City of Buena Park	Inspection Services	\$29,600
51	City of Huntington Beach	SCADA Coordinator	\$29,500
52	City of Pico Rivera	Operations Consulting	\$25,000
53	City of Pasadena	Project Management Staff Augmentation	\$24,900
54	City of Pico Rivera	Engineering Support	\$24,265
55	City Of San Marcos	Temp Services Contract	\$20,000

## 1.7 RECENT PUBLIC SECTOR REFERENCES

In the following section we provide three detailed references for clients we have provided public works civil engineering support staff in the last 5 years. These agencies include three local municipalities:

City of Santa Ana

City of Anaheim

City of El Monte





CITY OF LOMITA  
Public Works Department

## City of Santa Ana

Project Partners has been serving the City of Santa Ana since 2000. As the second largest city in Orange County, they had significant projects they were tasked to complete. They clearly felt the fluctuation of Public Works workloads and understood the need to reduce the impact on City staff. As a solution, Santa Ana hired Project Partners to provide a variety engineering services and staff to both the Water Utility and Public Works Departments to provide a better workload balance. Together with the City staff, Project Partners' assigned project managers helped complete a number of projects including include water pipeline and street improvement design, resolution of numerous residential traffic concerns, expansion of the City's NPDES and MS4 Permit response and expanded plan checking services. As a result, the City was able to meet all of their goals under their intended budgets and deadlines.



**William Galvez**  
**City Engineer**  
Civic Center Plaza  
Santa Ana, CA

(714) 647-5659

wegalvez@santa-ana.org

### Water Utility Support Services

- Water Systems Plan Review
  - Review and Redline Development Plans
- Water System Pipeline Design
  - Development of Plans and Specs
  - Develop Engineers Estimates
  - Bid Documents Development

### Public Works Engineering Services

- CIP Project Management
  - Scoping and Budget Development
  - RFQ/RFP Development
  - Design Consultant Coordination
  - Contract Management
- CIP Construction Management
  - Field Inspection
  - Change Order Management
  - Review/Process Contractor Payments
  - Project Closeout
- NPDES Storm Water Program Support
  - MS4 Permit Compliance Support
  - Field Compliance Inspection
  - Develop Documents and Reports
- Traffic Engineering Support
  - Investigate Traffic Issues
  - Conduct Collision Analysis
  - Respond and Resolve Citizen Complaints
- Parking Program Support
  - Management of Permit Parking Program

### Project Partner Positions Provided

- Water Utilities Department
- Senior Water Project Manager
  - Water CIP Design Engineer
  - Water System CAD Designer
- Public Works Department
- Senior CIP Engineer
  - Storm Water Engineer
  - Assistant Traffic Engineers
  - Junior Engineers
  - Engineering Technician
  - Parking Permit Technician
  - Construction Inspector



CITY OF LOMITA  
Public Works Department

## City of Anaheim

Like most cities, Anaheim was hit by the converging factors of reduced engineering staff from retirements and hiring restrictions from pension concerns. To address Water Utility and Public Works needs, Anaheim turned to Project Partners to provide PM/CM and other Civil Engineering Services. With bill rates a fraction of most consulting firms, Project Partners supported multiple areas within both departments as shown below. This winning combination proved highly effective and allowed the City to continue to effectively meet its project completion deadlines easily within its designated budget.



**Michael Moore**  
Assistant General Manager  
200 South Anaheim Blvd  
Anaheim, CA  
(714) 765-4956  
mrmoores@anaheim.net

### Water Utility Support Services

- CIP Project Management
  - Scoping and Budget Development
  - RFQ / RFP Development
  - Design Consultant Coordination
  - Contract Management
- CIP Construction Management
  - Field Inspection
  - Change Order Management
  - Review / Process Contractor Payments
  - Project Closeout
- Water Planning Service
  - Water Supply Evaluation
  - Masterplan Development and Maintenance
  - Water Use / Drought Management
  - Treatment Process Assessment
- Water Systems Plan Review
  - Review and Redline Development Plans
  - Hydraulic Report Evaluation
  - Interdepartmental Plan Review Coordination
- Water Conservation Program Support
  - Water Conservation Inspections
  - Development of Public Educational Outreach

### Project Partners Positions Provided

#### Water Utilities Department

- Sr. Water Planning Engineer
- Sr. Water CIP Project Manager
- Water Plan Check Engineer
- Water Construction Inspection
- Water Conservation Technician

#### Public Works Department

- Senior CIP Project Manager
- CIP Construction Manager
- Traffic Plan Check Engineer
- Development Plan Checkers
- Engineering Technician
- Real Property Analysts

### Public Works Engineering Services

- Development Permit / Counter Support
  - Building Permit Processing and Issuance
  - Plan Review and Inspection
  - Records Maintenance and Filing
- On-Site Public Works Plan Check Service
  - Review and Redline Development Plans
  - Code Interpretations / Develop Inquiry Response
  - Interdepartmental Coordination
- Real Estate Project Management
  - Right of Way Activity Management
  - Schedule and Communication Management





CITY OF LOMITA  
Public Works Department

## City of El Monte

As a small city, the City of El Monte has a smaller engineering department. As a result, it feels the impacts of engineering workload fluctuations on its department. Having responsibilities in both water and public works, the City needed project support in a variety of specialties. Project Partners was brought in to due to our proven staff and cost effective bill rates. We immediately tackled several key projects including major transportation projects such as City-Wide Street Resurfacing & Reconstruction, several Safe Route to School projects, Groundwater Mitigation Operable Unit implementation, maintenance department large equipment purchases, and other Water Utility Department projects. Our economical solutions allowed the City to cost effectively undertake and complete more projects.



Braden Yu  
Director of Public Works  
11333 Valley Blvd  
El Monte, CA  
(626) 580-2055  
BYu@elmonteca.gov

### Water Utility Support Services

- Water Operations Management Support
  - Quarterly/Annually Water Quality Report Submission
  - Safety Training Program Development
  - Water Maintenance Project Operations
- Water Operator Support

### Public Works Engineering Services

- CIP Project Management
  - Scoping and Budget Development
  - RFQ/RFP Development
  - Design Consultant Coordination
  - Contract Management
- CIP Construction Management
  - Field Inspection
  - Change Order Management
  - Review/Process Contractor Payments
  - Project Closeout

#### Project Partner Positions Provided

- Water Utilities Department
  - Sr. Water Utility Manager
  - Sr. Water Superintendent
  - Senior Water Operator
- Public Works Department
  - City Engineer
  - CIP Engineer
  - CIP Construction Manager
  - Construction Inspector

## 1.8 SUMMARY

Our firm is uniquely qualified to serve the City of Lomita, not only due to the quality & knowledge of our dedicated personnel but equally due to our reasonable billing rates. With a history of providing excellent, experienced civil engineers to public agencies throughout Southern California, Project Partners is a specialized firm proud to have served every county in the region. In the following section, we highlight our proposed personnel, who are public sector professionals with the exact experience required to serve within the roles and projects that the City requests. We highlight their extensive careers spanning several decades in local public works and utilities agencies throughout the region.



**Project Partners**  
23195 La Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653  
phone **949.852.9300**  
fax **949.852.9322**

## Section 2

### Proposed Key Personnel



# 2 Proposed Key Personnel

## 2.1 OUR UNIQUE STAFFING SOLUTION

All of the proposed staff in the Project Partners team are proven professionals with decades of public works experience behind them. This experience allows them to seamlessly fuse into the City and deliver exceptional work. These individuals have the precise experience to get your projects done while providing flexibility and expertise to complete critical projects on time. Their abilities and experience are presented in subsection 2.4 along with their accompanying resumes.

## 2.2 PUBLIC RETIREES WITH DECADES OF ENGINEERING EXPERTISE

Project Partners understands that retired public sector professionals are an extremely valuable resource to public organizations like yours.

Therefore, Project Partners recently implemented a unique and powerful recruiting tool: a job site specifically to recruit public sector retirees who are ready to contribute to public agencies. Through this website, [PublicRetireeJobs.com](http://PublicRetireeJobs.com), we attract and retain more public retirees than any other organization and offer them to our clients as a truly invaluable resource.

We invite you to visit [PublicRetireeJobs.com](http://PublicRetireeJobs.com) and see for yourself how we attract and retain key retirees for you to access.

### Why Our Retirees Are Invaluable:

**Decades of Engineering Knowledge and Experience** – Our staff has not years, but decades of public engineering experience. Experience that is needed to effectively tackle the wide variety of projects and problems that hit engineering departments daily. Experience that can also be used to mentor staff and build future staff.

**Effective from Day One** – Our experienced retirees already have a deep understanding of the public sector process and use their knowledge to be effective public works civil engineers. Because of their experience, our retirees are able to enter into a role and start making a difference from day one.





**Truly Flexible Resource** – Our staff is flexible in terms of schedule and location. Should it be more effective to have our staff work on-site at City offices, they can easily adapt to the City's needs. Alternatively, should the City want our staff to work remotely we can accommodate that as well. Equally so, as retirees, our staff can truly be an as-needed resource who can easily meet workload fluctuations through truly flexible schedules.

All this means that Project Partners has an extensive arsenal of experienced public works professionals who can be added as-needed to help support City staff in unforeseen situations. No matter what issues arise, the City can rest assured that Project Partners will be able to provide flexibility to keep projects on schedule and on budget.

Strong, experienced staff makes successful engineering projects happen. In order for the City to get more projects done, highly experienced professionals with proven skills are needed. Luckily, Project Partners has been providing retirees to public agencies for over 20 years to help them get projects done efficiently and effectively. The flexible schedule of a retiree means they are truly as-needed help. Even more valuable is their experience in the field, as our highly qualified public retirees already have a deep understanding of the public sector civil engineering processes & requirements.

Our retirees are able to enter into a role and start being productive from day one. All of the proposed staff in the Project Partners team are true professionals with years of public works experience behind them. This experience allows them to seamlessly jump into the City's projects and deliver results to move projects forward through completion. These individuals have the precise experience to get your projects done.

### 2.3 A COST-EFFECTIVE SOLUTION

We operate differently than most consulting firms: we are specifically designed to provide support to public agencies. Our operation is extremely efficient and requires less overhead to deliver our staff. This results in substantially lower billing rates. Many consulting firms, due to their large overheads and often expensive executive management structure, have rates up to 50% greater than ours. We are truly the right solution for the City.

*Our Rates Are at a  
Fraction of Typical  
Consulting Rates*



## 2.4 PROPOSED PERSONNEL

Project Partners has set a high bar for providing the very best professional talent for our clients' projects, and we aim to out-do ourselves with every new request. Our ability to consistently deliver exceptional public works professionals is the reason we are our clients' first call when staffing needs or issues arise. All of our staff have the following skills & experience:



Experience is critical in consistently delivering successful public works projects. All of our staff are proven professionals with decades of public experience.



Communication is essential in providing quality staff support services to our clients. All proposed staff are skilled in written & verbal communication.



Our senior level staff possess the solid technical skills needed to deliver your public works projects. They all have experience working on various technical projects.

Our proposed staff are retired public engineers with extensive, specialized experience in three specific areas—Water, Transportation, and Development Services:

Staff	Area of Expertise	Proposed Category
Richard Garcia	Transportation, and Development Services	Category I & II
James Martin, P.E.	Water Support Services	Category I
Amir Modarressi, P.E.	Water, Transportation, and Development Services	Category I & II
Harry Corder	Transportation, and Development Services	Category I & II

Of the above personnel, Mr. Richard Garcia & Mr. James Martin are currently unencumbered by current assignment therefore available to serve immediately. Mr. Amir Modarressi & Mr. Harry Corder are currently on assignment, but have limited availability. The following pages are a brief summary of each staff member; complete details can be found in their resumes included in the Appendix.





CITY OF LOMITA  
Public Works Department

# Richard Garcia

*30 Years of  
Experience in  
Engineering  
Support*

*Engineering Design,  
Construction,  
Commercial &  
Residential Planning  
Expertise*

## Education

BS Civil Engineering  
California State  
Polytechnic University,  
Pomona

## Summary

Retired Project Manager, Richard Garcia has specialized in Real Property and Right-Of-Way Acquisition for the City of Anaheim. Prior to that, he was Project Manager on CIP as well as commercial & residential development. Within his 30 years of service to the City of Anaheim, Mr. Garcia has cultivated professional experience within the City's Public Works experience spanning Transportation and other public works projects in addition to Development services support.

## Associated Public Agencies

City of Anaheim  
City of Chino

## Position Titles

Real Property Analyst  
Project Manager  
Associate Engineer

## Project Experience

- Manage and monitor outside consultants for the acquisition of real property by settlement agreement or by eminent domain/condemnation process for the City's Capital Improvement Program (CIP).
- Manage and develop all right-of-way certifications and clearances for State and Federal funded projects in conjunction with Local Assistance and Caltrans standards, including the conveyance of City right-of-way. Provide right-of-way and cost estimates for the application(s) of CIP transportation funding for Measure M1, M2 and other special projects.
- Coordinated multiple projects with consultants, planning, internal departments, engineering, public and private utilities, Caltrans, Edison (SCE), railroad enterprises, Flood Control District, Water Districts, OCTA, private developers, and other government municipalities and agencies as required.
- Reviewed plats, legal descriptions, land development plans, grading plans, plot plans, environmental report review, and street improvement plans.



CITY OF LOMITA  
Public Works Department

# James Martin, P.E.

*44 Years of Water  
Engineering  
Experience*

*Project Management,  
Design, Construction,  
Inspection Expertise*

## Registration

Registered Professional  
Engineer RCE# C28078

## Education

MS Civil & Sanitary  
Engineering  
Virginia Polytechnic  
Institute and State  
University

## Summary

Retired Principal Water Engineer, James Martin has several decades of experience in Project Management, Planning, Inspection, Design and Construction phases in Public Utilities Agencies, Water Treatment and Distribution Systems. Extensive experience in planning, design and management of water treatment and distribution systems.

## Associated Public Agencies

Metropolitan Water District of Southern California  
Sanitation Districts of Los Angeles County

## Position Titles

Principal Water Engineer  
Senior Project Manager  
Senior Civil Engineer

## Project Experience

- Project Manager for the Lake Perris Pollution Prevention Program and the Lake Perris Hypolimnetic Oxygenation Facility.
- Responsible for project management including scheduling and budgeting of water treatment plants, pipelines, hydropower plants, reservoirs, and oxidation retrofit facilities.
- Assisted in preparation of technical report on State Water Project Facility Reliability.
- Led multi-disciplinary teams to achieve project objectives and coordinated projects with consultants and outside agencies.
- Managed the Robert B. Diemer East Washwater Tank Relining project including preparation of plans and specifications.
- Reviewed and approved design and cost estimates for the Diemer plant alum/ferric jet mix retrofit. Developed the Master Schedule for Design and Construction and prepared detailed project schedules and cost estimates.





## Hossein (Amir) Modarressi, P.E.

*25 Years of Civil  
Engineering  
Experience*

*Capital Improvement  
Project Budget &  
Management  
Expertise*

### Registration

Registered Professional  
Engineer RCE# C57479

### Education

BS Civil Engineering &  
Engineering Operation  
*Iowa State University of  
Science & Technology*

### Summary

Retired Principal Engineer, Amir Modarressi has extensive experience of over 25 years at the City of Indio. His specialties include CIP budget & project management from design to construction phases as well as serving on its Planning & Transportation Commissions. He also has experience in Development Services.

### Associated Public Agencies

City of Indio  
City of Corona  
City of Buena Park

### Position Titles

Director of Engineering & Building Services  
City Engineer  
Principal Engineer  
Senior Project Manager

### Project Experience

- Plan, direct, set goals and implement City engineering projects; direct, administer and enforce City engineering standards and specifications, and all City codes and ordinances relative to engineering.
- Provide leadership and direction in the development of short and long-range plans and projects; participate in contract negotiations relative to new and existing capital improvement projects; administer engineering and construction contracts and resolve issues associated with contract compliance.
- Serve as policy advisor to the City Manager and City Council on matters related to engineering and building services; prepare and present strategies and recommendations to the City Council, boards and commissions, and community groups.
- Manage the development of short and long-range plans and projects; develops negotiation strategies and participate in contract negotiations relative to new and existing capital improvement projects; administer engineering and construction contracts and resolve issues associated with contract compliance.





CITY OF LOMITA  
Public Works Department

# Harry Corder

*40 Years of Water Engineering Experience*

*Public Works Construction Management and Capital Improvement Plan Check Expertise*

## Education

BS Civil Engineering,  
University of Houston

## Summary

Retired Project Manager, Harry Corder has four decades of experience in Construction Management in Public Works. He has several years of Project Management and Construction experience at the City of Oceanside and the City of Santa Clarita within their Capital Improvement Divisions.

## Associated Public Agencies

City of Santa Clarita  
City of Oceanside

## Position Titles

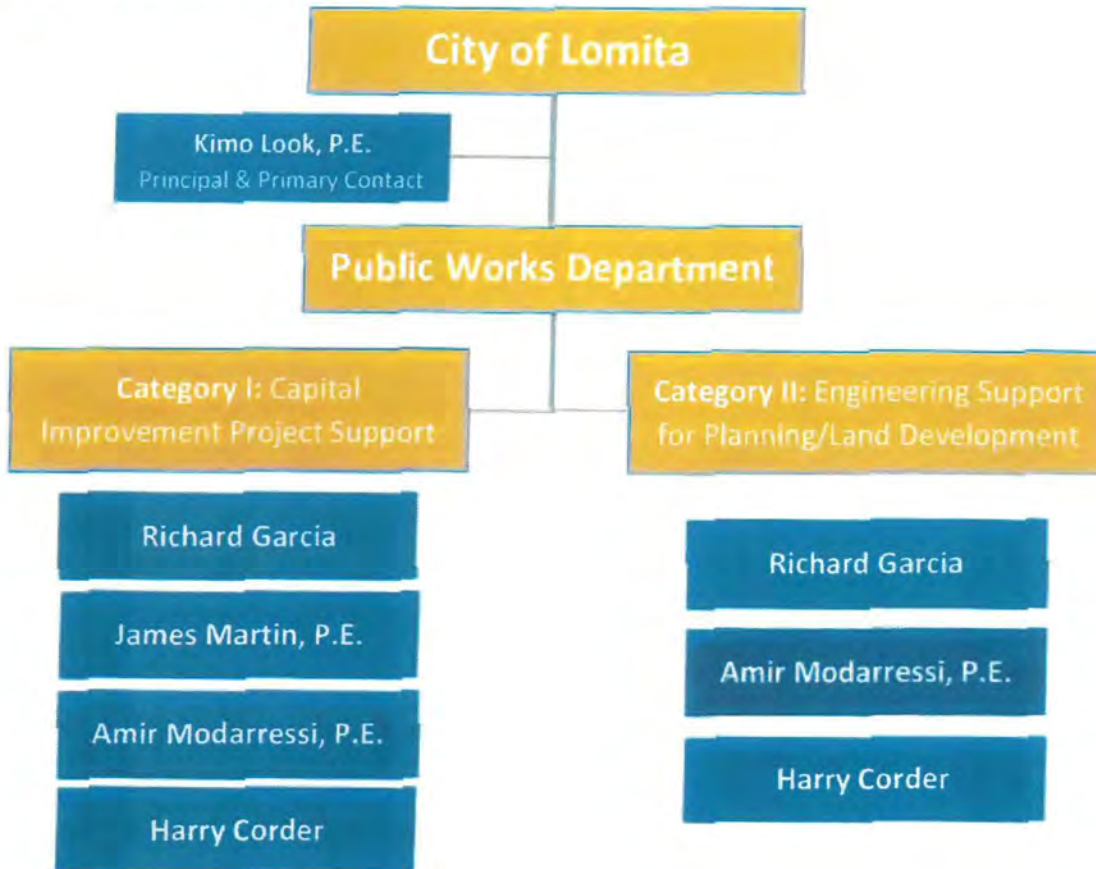
Senior Project Manager  
Senior Plan Check Engineer

## Project Experience

- Responsible for all phases of construction projects including pre-design, design/pre-bid, bid, construction, and post-construction; experience in government contract administration. Provided oversight to the Capital Improvement projects administration, construction management, safety, documentation, estimating, and scheduling.
- Responsible for checking tract maps, plans of preliminary grading, precise grading, public improvements, private improvements, erosion control and construction changes for private development and City CIP projects.
- Responsible for checking final tract maps, street plans, sanitary sewer plans and grading plans to ensure that projects conform to City Ordinances, planning requirements and engineering standards. Responsible for checking map closures, checking legal descriptions, approving tract boundaries and preparing staff reports to City Council for tract map approval.
- Improvement plans checked included: paving, water lines, sanitary sewer lines, storm drain and supporting engineering reports. Duties include checking and approval of Parcel Maps, Final Maps and related Subdivision Documents.



## 2.4 ORGANIZATION STRUCTURE



## 2.5 CONCLUSION

In summary, within this Proposal our firm has distinctly demonstrated that:

- Our proposed staff has decades of the exact experience the City seeks
- Our bill rates are a fraction of typical consulting rates
- Our expertise on CalPERS rules helps keep the City safe
- Our track record on similar project is unmatched

To conclude, we believe that we are the perfect option to provide the City with Engineering Support Services in Categories I and II.



**Project Partners**  
23185 La Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653  
*phone* **949.852.9300**  
*fax* **949.852.9322**

## Appendix

## Resumes





## Summary of Qualifications

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### Richard Garcia

#### Project Level

Sr. Project Manager | *Public Works & Water*

#### Qualifications

- *Retired Professional Engineer with Over 30 Years of Public Works Experience with the City of Anaheim*
- *Experience in RFP/RFQ Bid Preparation, Review of Consultant Design PS&E's and Preparation of Engineering Studies and Environmental Impact Reports*
- *Surveyed and Inspected Project Locations and Coordinated Public Works and Water Utility Activities with Other City Departments*
- *Proficient in Right-Of-Way Acquisitions, Negotiations, Engineering Design, Construction of Commercial and Residential Planning*
- *Strong Knowledge of Compliance to City and Code Requirements*

#### Relevant Experience

**City of Anaheim (1988 - 2018)**

*Real Property Analyst, Department of Public Works (1997 - 2018)*

- *Managed and administered the Right of Way Acquisition and Sale of Real Property program, Right-of-Way Engineering for the Design Division – Public Works Department.*
  - *Managed and monitored outside consultants for the acquisition of real property by settlement agreement or by eminent domain/condemnation process for the City's Capital Improvement Program (CIP).*
  - *Collaborated with consultants in right-of-way negotiations to acquire property(s) by easement or in fee.*
  - *Prepared and recommended request for proposal for real property and engineering consultants.*
  - *Developed and negotiated contracts and property leases.*
  - *Reviewed and administered property rights agreements, offers, appraisals, title reports and underlying documents, encroachments, leases, right-of-entry, licenses and issuance of permits.*
  - *Collaborated with business partners, private developers, cross-functional project teams, peers and management for development of projects.*
  - *Reviewed plats, legal descriptions, land development plans, grading plans, plot plans, environmental report review, and street improvement plans.*
  - *Coordinated multiple projects with consultants, planning, internal departments, engineering, public and private utilities, Caltrans, Edison (SCE), railroad enterprises,*
-

## **Project Partners**

**Richard Garcia**

Summary of Qualifications

Page 2

Flood Control District, Water Districts, OCTA, private developers, and other government municipalities and agencies as required.

- Experience in handling and resolving political and sensitive situations and negotiating with both internal and external stakeholders.
- Performed site inspections and evaluation of property sites for property impacts and valuation.
- Developed and managed grading plans, documents and permits necessary for the demolition and clearance of structures.
- Managed relocation plans and assistance for the relocation of property owners, tenants and businesses under: the Relocation Law, Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (The Uniform Act), California Code of Regulations, Title 25, Chapter 6 (Department of Housing and Community Development (HCD), 49 Code of Federal Regulations Part 24 (Department of Transportation).
- Attended, conducted and participated in community outreach meeting to introduce and update local communities, residents, citizens, school districts, businesses, City Council and organizations on impacts due to major CIP project(s).
- Managed and performed grievances and appeals process submitted by displaced tenant(s) and/or owner(s) governed under a Relocation Appeals Board.
- Able to communicate effective, both orally and in writing, resource and project planning to obtain results.
- Provided final funding reports to various government agencies and provided assistance in balancing budget reports.
- Provide right-of-way and engineering data and cost estimates for the application(s) of CIP transportation funding for Measure M1 and M2 projects and other special assessment funds.
- Managed and administered the disposal of surplus properties for future developments and non-buildable sales.
- Provided support and recommendations to Construction Administration for property rights and construction claims and issues.
- Managed and developed all right-of-way certifications and clearances for State and Federal funded projects in conjunction with Local Assistance and Caltrans standards, including the conveyance of City right-of-way.

### *Associate Engineer, Department of Public Works (1992 - 1997)*

- Responsible for the design of street improvements, storm drain, sewer, and landscaping and irrigation, demolition, striping and signage, utilities and drainage plans for the Capital Improvement Program (CIP) for the Public Works Department.
  - Participated in the selection of private consulting engineering services; prepared proposals; conducted interviews and reviewed consultant qualifications; provided recommendations in the selection of consulting engineers.
  - Prepared bid documents and provide administration for maintenance, repair, and emergency work for the field.
  - Prepared engineering studies and reports including initial environmental impact reports.
  - Reviewed entitlements and plans to ensure conformance with City Standards.
-

## **Project Partners**

**Richard Garcia**

Summary of Qualifications

Page 3

- Responded to questions and inquiries from the general public, developers, contractors, engineering professionals, City Departments and staff regarding engineering and development projects.
- Surveyed and inspected project locations; analyzed project documentation including maps, drawings, and specifications; meet and confer with city staff and outside agency staff/project managers.
- Reviewed right-of-way layouts, drainage reports, soil reports, water quality plans, pavement structural section design, and cost estimates to ensure conformance with City requirements and industry standards.
- Coordinated public works and water utility activities with other City Departments, Divisions, sections and outside agencies.
- Prepared draft and final agreements with developers and engineering consultants for approval.
- Managed cost expenditures and contracts for outside consultant contracts.
- Confer with architects, engineers, and consultants in the collection of data to prepare cost and construction estimates, legal descriptions, plats, and plans for engineering projects.
- Reviewed work of private engineers and plan check staff for compliance with City standards and practices; review shop drawings submitted by construction contractors; determine engineering requirements for new developments; review and provide recommendations for processing change orders requested by contractors.
- Monitored, managed and supervised various design teams and outside engineering consultant firms for daily activities for the design and finalization of plans, specifications and estimates for construction of public improvements through public bidding.
- Prepared and monitored financial status of each project. Prepared final reports, cost estimates, agreements and recommendations for the City Council.
- Assisted higher-level engineers and project managers on large and complex development projects and/or public works construction projects.
- Attended and participated in professional group meetings; stay abreast of new trends and innovations in the field of civil engineering, traffic engineering, and surveying/mapping.

### *Assistant Engineer, Department of Public Works (1988 - 1992)*

- Assisted in the design of street improvement plans, specifications and estimates.
  - Coordinated all design plans with all internal departments, public utilities and other governmental agencies for finalization of plans and specifications.
  - Reviewed preliminary and final grading and engineering plan, studies, cost estimates, subdivision plans, standard, specifications; evaluated compliance with laws and ordinances, reviewed legal descriptions and deeds for easements, right of entry(s) and rights-of-way(s). Coordinated all design plans with all internal departments, public utilities and other governmental agencies for finalization of plans and specifications.
  - Provided counter support for developers, engineers, citizens and residents. Provided assistance in the issuance of permits.
  - Assisted in planning, prioritizing, and reviewing the work of project staff and/or outside consultants.
-

## **Project Partners**

**Richard Garcia**

Summary of Qualifications

Page 4

- Analyzed field data pertaining to grades, alignments and topographical features.
- Checked final subdivision maps to determine the accuracy of professional engineering design computations and existence of adequate street, sewer and storm drainage plans.
- Reviewed and updated engineering standard drawings, specifications and design criteria and prepared staff reports for the City Council.

## **City of Chino (1985 - 1988)**

*Engineering Technician, Department of Public Works*

- Assisted Associate and Assistant Engineers in the preparation of engineering plans of capital improvement projects.
- Involved in assuring conformance of established plans, plan checked, and performed complex mathematical computations.
- Prepared and checked legal descriptions and plats for related projects.
- Surveyed sites for capital improvement projects, prepared improvement plans and inspected workmanship on public works projects.
- Analyzed engineering and land development plans for compliance to City and code requirements.
- Assisted in the issuance of right-of-way construction permits.
- Plan checked private engineering and architectural plans for residential development.

## **Education**

**BS** Cal Poly Pomona  
Civil Engineering

Rio Hondo College  
Architectural / Mechanical Design

## **Software**

Knowledgeable in use of Microsoft Office Suite and other Project Management programs.

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Partners in Building Engineering Careers and Teams

## Summary of Qualifications

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### **James Martin, P.E.**

#### **Project Level**

Sr. Project Manager | *Water*

#### **Qualifications**

- *Registered Principal Water Engineer with Over 44 Years of Experience*
- *Extensive Experience in Project Management and Design and Construction Inspection*
- *Proficient In Planning and Design and Management of Water Treatment and Distribution Systems*

#### **Relevant Experience**

**Metropolitan Water District of Southern California** – Los Angeles, California (1988 - 2014)  
*Engineer, Imported Supply Unit, Water Resource Management Branch*

Imported Supply Unit, Water Resource Management Branch. Prepared technical information and reports on large, complex projects and agreements including the Colorado River Quantification Settlement Agreement. Project Manager for the Lake Perris Pollution Prevention Program and the Lake Perris Hypolimnetic Oxygenation Facility. Assisted in preparation of a technical report on State Water Project Facility Reliability. Led multi-disciplinary teams to achieve project objectives and coordinated projects with consultants and outside agencies. Developed and maintained working relationships with outside entities. Responsible for project management including scheduling and budgeting of water treatment plants, pipelines, hydropower plants, reservoirs, and oxidation retrofit facilities. Managed the Robert B. Diemer East Washwater Tank Relining project including preparation of plans and specifications. Reviewed and approved design and cost estimates for the Diemer plant alum/ferric jet mix retrofit. Developed the Master Schedule for Design and Construction and prepared detailed project schedules and cost estimates. Prepared letters to Board of Directors for project authorization and funding. Assisted in preparation of business plans. Mentored other employees in scheduling, Board letter process, Capital Investment Program and usage of Metropolitan's business applications.

#### **U.S. Army Corps of Engineers**

*Civil Engineer, Chief, Management Information Section*

Responsible for project management of flood control and coastal projects including review of plans and specifications and contract administration. Performed design and construction inspection for Mission Bay, San Diego Revetment Repairs and Maintenance Dredging projects. Coordinated Mission Bay project with all Federal, State and local agencies including the U. S. Fish and Wildlife Service, the California Department of Fish and Game, the California Coastal Commission and the City of San Diego.

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**Project Partners**

**James Martin, P.E.**

Summary of Qualifications

Page 2

***Boyle Engineering Corporation, Newport Beach, California***  
***Civil Engineer***

Prepared technical reports on statewide water issues. Developed water and sewer master plans, summaries of reclamation projects, water conservation studies, water rate analyses, water management plans, feasibility studies and cost estimates. Performed computer simulations of water systems.

***The Irvine Company, Newport Beach, California***  
***Senior Engineer***

Responsible for infrastructure planning and design for development of the 80,000-acre Irvine Ranch. Reviewed water, sewer and irrigation master plans. Coordinated planning, design and construction of the 24" ductile iron Back Bay Sewer adjacent to critical environmental area (upper Newport Bay). Received an award from the company President for coordination with the Friends of the Bay, the City of Newport Beach, the California Coastal Commission, the Orange County Sanitation District, The Irvine Ranch Water District, and the County of Orange. Administered contracts with consulting engineers and reviewed tentative tract maps and easements.

***Los Angeles County Sanitation Districts, Whittier, California***  
***Engineering Associate III***

Prepared facilities plans and environmental impact reports for seven wastewater treatment plants. Developed computer model of Sanitation Districts' Joint Outfall sewer system. Inspected chemical process industries to determine compliance with Industrial Wastewater Ordinance.

**Education**

- BS** Virginia Polytechnic Institute and State University  
Chemical Engineering
- MS** Virginia Polytechnic Institute and State University  
Civil, Sanitary Engineering
- MBA** California State University at Pomona  
Business Administration

**Professional Registration/Certification**

Professional Engineer – California (No. C28078)  
Grade 4 Water Treatment Plant Operator – California (No. 22733)

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**Project  
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## Summary of Qualifications

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### **Hossein (Amir) Modarressi, P.E.**

#### **Project Level**

Sr. Project Manager | *Public Works & Water*

#### **Qualifications**

- *Registered California Civil Engineer with Over 25 Years of Experience*
- *Former Principal Engineer & Deputy Director of Public Works at The City of Indio*
- *Extensive CIP Budget & Project Management Experience*

#### **Relevant Experience**

##### ***City of Buena Park (Project Partners Contract Assignment - 2019)***

###### ***Assistant City Engineer Consultant***

- Assist the Director of Public Works to plan, direct, set goals and implement City engineering projects.
- Manage the City's Capital Improvements Program including design and construction of public works projects.
- Represent Public Works Department on the Planning Commission and Transportation Commission.
- Prepare new development review and conditions of approval for new developments.
- Perform plan check for the new development proposals.

##### ***City of Corona (2018 - 2019)***

###### ***Public Work Consultant***

- Prepare Public Works development reviews/conditions of approval for new developments
- Perform engineering plan check

##### ***City of Indio (1978 - 2007)***

###### ***Director of Engineering and Building Services/City Engineer***

- Plan, direct, set goals and implement City engineering and building projects; direct, administer and enforce City engineering and building standards and specifications, Uniform Building Code and all City codes and ordinances relative to engineering and building; serve as City Building Official, City Engineer and City Traffic Engineer.
  - Provide leadership and direction in the development of short and long-range plans and projects; develops negotiation strategies and participate in contract negotiations relative to new and existing capital improvement projects; administer engineering and construction contracts and resolve issues associated with contract compliance.
-

**Project Partners**

**Hossein Modarressi, P.E.**

**Summary of Qualifications**

**Page 2**

- Resolve complex and sensitive customer service issues and resolve disputes; enforce local ordinances and interpret City codes and master plans.
- Serve as policy advisor to the City Manager and City Council on matters related to engineering and building services; prepare and present strategies and recommendations to the City Council, boards and commissions, and community groups.
- Manage staff and operations of the Department; develop and administer annual operating budget; direct implementation of department goals, objectives, policies and procedures; manage acquisition of grants and other external funding to supplement the City's Capital Improvements Program budget. Direct, supervise and participate in approving engineering and building plans for projects including but not limited to construction of buildings, roads, bridges, water mains and water facilities systems, traffic signals and street lighting; perform plan checks and field engineering and construction staking; determine work procedures, prepare work schedules and expedite workflow.

*Deputy Director of Public Works/City Engineer*

- Assist the Director of Public Works to plan, direct, set goals and implement City engineering projects; direct, administer and enforce City engineering standards and specifications, and all City codes and ordinances relative to engineering; serve as City Engineer and City Traffic Engineer.
- Manage the development of short and long-range plans and projects; develops negotiation strategies and participate in contract negotiations relative to new and existing capital improvement projects; administer engineering and construction contracts and resolve issues associated with contract compliance.
- Resolve complex and sensitive customer service issues and resolve disputes; enforce local ordinances and interpret City codes and master plans.
- Serve as policy advisor to the Director of Public Works on matters related to engineering services.
- Manage the daily operations of the engineering division; manage acquisition of grants and other external funding to supplement the City's Capital Improvements Program budget. Supervise and participate in approving engineering plans for projects including but not limited to construction of roads, bridges, water mains and water facilities systems, traffic signals and street lighting; perform plan checks and field engineering and construction staking; determine work procedures, prepare work schedules and expedite workflow.

*Principal Civil Engineer*

- Plan, direct, set goals and implement City engineering projects; direct, administer and enforce City engineering standards and specifications, and all City codes and ordinances relative to engineering; serve as City Engineer and Traffic Engineer.
  - Manage the development of short and long-range plans and projects; develops negotiation strategies and participate in contract negotiations relative to new and existing capital improvement projects; administer engineering and construction contracts and resolve issues associated with contract compliance.
  - Resolve complex and sensitive customer service issues and resolve disputes; enforce local ordinances and interpret City codes and master plans.
-

**Project Partners**  
**Hossein Modarressi, P.E.**  
**Summary of Qualifications**  
**Page 3**

## **Education**

**BS Iowa State University of Science and Technology**  
**Civil Engineering & Engineering Operation (Double Major)**

## **Professional Certification**

- Professional Engineer – State of California (No. 57479)
- Transportation Planning for Air Quality, UCR
- Nuclear Surface Moisture-Density gauge

## **Professional Affiliation**

- Member of Transportation Advisory Committee at Riverside County Transportation Commission
- Member of Technical Transportation Advisory Committee at Coachella Valley Association of Governments
- Member of NPDES Task Force for the eastern Riverside County
- Member of PM10 Technical Working Group at Coachella Valley Association of Governments
- Member of American Public Works Association
- Member of American Water Works Association

## **Professional Skills**

- Broad experience in technical and/or management positions for implementing local, state and federal codes and standards.
  - Ability to work with people and professional communities to achieve common goals. Served as chairman to Technical Transportation Advisory Committee at Coachella Valley Association of Governments.
  - Experience in managing and resolving difficult and sensitive citizen inquiries and complaints.
  - Ability to prepare a department budget that is conducive to the overall City's fiscal responsibility.
  - Applied technical and management experience in all facets of development of commercial and residential projects.
-



**Project  
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## Summary of Qualifications

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### Harry Corder

#### Project Level

Sr. Project Manager | *Public Works*

#### Qualifications

- *Over 46 Years Civil Engineering Experience, with 25 years of Public Works Construction Management Experience in Both Horizontal and Vertical Construction*
- *Over 4 Years of Plan Checking Experience for Oceanside and Santa Clarita*
- *Proven Experience in Several Plan Checking Areas*

#### Related Experience

##### **City of Santa Clarita – Santa Clarita, CA (1999 – Retired 2018)**

*Senior Engineer, Capital Improvement Division and Engineering Division*

Worked for the Capital Improvement Division in the Public Works Department as Senior Civil Engineer for 17 years. Responsible for all phases of construction projects including pre-design, design/pre-bid, bid, construction, and post-construction; experience in government contract administration. Provided oversight to the Capital Improvement projects including constructability reviews of the design, contract administration, construction management, safety, documentation, estimating, and scheduling. Possess experience with Federal-Aid programming, constructions, and over-site. Responsible for checking tract maps, plans of preliminary grading, precise grading, public improvements, private improvements, erosion control and construction changes for private developments and City projects (CIP). Improvement plans checked included: paving, water lines, sanitary sewer lines, storm drain and the supporting engineering reports. Duties included checking and approval of Parcel Maps, Final Maps and related Subdivision Documents. Worked with other City Departments to ensure development projects conform to city specifications and ordinances. Worked for the Engineering Division in the Public Works Department for 2 years responsible for checking final tract maps, street plans, sanitary sewer plans and grading plans to ensure that projects conform to City Ordinances, planning requirements and engineering standards. Responsible for checking map closures, checking legal descriptions, approving tract boundaries and preparing staff reports to City Council for tract map approval.

##### **City of Oceanside – Oceanside, CA (March 1989 – February 1999)**

*Contract position in both Engineering Services and Capital Improvements Divisions*

Plan Checker for 2 years for the Engineering Division, Subdivision Section. Responsible for checking tract maps, plans of preliminary grading, precise grading, public improvements, private improvements, erosion control and construction changes for private development

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**Project Partners**

**Harry Corder**

Summary of Qualifications

Page 2

and City CIP projects. Improvement plans checked included: paving, water lines, sanitary sewer lines, storm drain and supporting engineering reports. Duties include checking and approval of Parcel Maps, Final Maps and related Subdivision Documents. Worked with other City Departments to ensure development projects conform to Project Management for 8 years for the Engineering Division, Capital Improvement Section. Responsible for the planning, design, construction and maintenance of Capital Improvement Projects. Projects included new city buildings, renovating existing city buildings, streets, drainage projects and Harbor District projects. The construction projects were as follows: a new fire station, two active use city parks, remodeling of park buildings, reconstructing historical buildings, and harbor slip renter restrooms, parking lots with landscaping, harbor rip-rap projects, downtown streetscape projects with landscaping, and seismic retrofit projects. As project manager, Mr. Corder made presentations to City Council, Special Districts and public meetings.

***Crosby Mead Benton & Associates, Carlsbad, CA (May 1988 – January 1989)***  
***Project Manager***

Responsible for Engineering Support for the Aviara Development in Carlsbad. Duties included tracking conditions of approval for the final map, determining open space compliance for Coastal Development permit, developing Builder information for land sales and estimating the construction cost for developer's Performa.

***American Surveying, Dallas, TX (Oct. 1985 – Dec. 1987)***  
***Regional Manager and Resident Surveyor***

In charge of the operating, marketing, and profit of four land surveying offices. The offices were located in Dallas, Fort Worth, Austin and San Antonio, Texas. Managed a staff of 30 field, technical and administrative personnel. Also was responsible for the activity of three other offices with staffing of 20 to 30 personnel each. Surveying activities consisted of residential title surveys, lot staking, surveying commercial tracts, construction staking and the preparation of tract maps. I prepared tract maps, wrote legal descriptions for easements, performed field surveys for boundary surveys and construction staking and prepared boundary surveys. I supervised, trained and motivated the field and office staff.

***Hunt Properties, Inc., Dallas, TX (May 1981 – Oct. 1985)***  
***Senior Engineer***

In charge of Land Development for single family, multi family, retail shopping centers, office park developments and the maintenance of existing building. Duties included performing engineering feasibility studies, administering of engineering and construction contracts, negotiating and supervising construction contracts for paving and utilities, coordinating with public utility companies for services and obtaining acceptance of improvements. I was responsible for the approval and recording of tract maps, writing legal descriptions for easement, the boundary surveys for land sales and the construction staking for capital improvement projects.

***Superior Homes, Inc., Houston, TX (Oct. 1979 - May 1981)***  
***Vice President***

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**Project Partners**

**Harry Corder**

Summary of Qualifications

Page 3

In charge of Land Development for single family subdivisions, multifamily projects, commercial centers and facilities maintenance. Activities included performing engineering and financial feasibility studies for proposed projects, administering of engineering, construction and maintenance contracts for new and existing developments. The facilities maintenance activities included the daily maintenance of home building plant facilities, commercial shopping centers, residential community parks and private sanitary sewer plants. I was responsible for the approval and recording of tract maps, writing legal descriptions for easement, the boundary surveys for land sales and the construction staking for capital improvement projects.

***Winslow and Associates, Inc., Houston, TX (April 1977 – Oct. 1979)***  
***Project Manager***

In charge of Land Development. Worked with developers in developing single family, multifamily and commercial land development projects. Responsible for the creation of Water Districts, Environmental Impact Statements, land planning and platting, design of water plants, design of sanitary sewer plants and design of underground utilities. Worked with governmental agencies in obtaining approval of construction plans and improvements for new subdivisions. I was responsible for the approval and recording of tract maps for land developments, writing legal descriptions for water and sanitary sewer easement and the construction staking for capital improvement projects.

***Charles R. Halle Associates, Houston, TX (July 1972 - March 1977)***  
***Project Engineer for Municipal and Land Development Projects***

Duties included designing and supervising of the construction of underground utilities and paving for capital improvements and single-family projects. Responsible for the master water and sanitary sewer plans for the cities of Hitchcock and Alta Loma. Design Engineer on water and sanitary sewer lines for the City of Houston, the City of Bellaire, the City of Texas City, and the City of Dayton, Texas. Duties Included managing a survey crew, performing field surveys, performing office survey calculations, preparing tract maps, writing legal descriptions and performing map research for land development and CIP projects.

***United States Navy Reserves, Civil Engineer Corps, Navy Seabee's***  
***Rank: Lieutenant Commander (Aug. 1966 – Aug. 1993)***  
***Civil Engineering Officer***

Responsible for the management of personnel, materials and equipment for various types of maintenance and new construction projects. The Navy Seabee's is the construction and shore facilities branch of the Navy. As a Reserve Civil Engineering Officer, I managed various construction projects at Naval Air Station Dallas and Reserve, Centers throughout Texas.

**Education**

**BS**    **University of Houston**  
Civil Engineering

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#### **4 Scope of Work**

The City of Lomita Public Works Department requests support services to accomplish the necessary work of the City. In response to the RFP, the Consultant will provide key personnel services, their related experience, and qualifications. Proposers may propose on one (1) or more of the Categories, which include Category I: Project Support, Category II: Engineering Support for the Planning / Land Development Process, Category III: As Needed, Engineering Support Services. The City may award more than one contract to meet its needs.

##### **Category I: Project Support**

Project support primarily involves preparation of engineering documents and oversight of capital projects. Expectations include

1. Performance of mathematical computations and estimates.
2. Simultaneously handling several tasks and reestablishing priorities.
3. Clear, concise, and tactful communication with others, orally and in writing.
4. Ability to establish and maintain effective team relationships with all internal and external customers.
5. Ability to operate Microsoft Office.
6. Ability to perform in indoor and outdoor environments with exposure to the elements. May be required to work in inclement weather.
7. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
8. Must maintain a valid California Driver License.
9. May be requested to work in excess of 40 hours a week and/or work irregular hours, particularly during emergency situations or construction activities.
10. Typical works hours are Monday through Friday, 7:30 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. every other Friday.
11. Civil Engineering education or related field of study.
12. On-site work and field work.
13. Preparation of RFP/RFQ for design and Construction Management and Inspection (CMI) services.
14. Preparation of and/or oversees design Plans, Specifications, & Estimates (PS&E).
15. Preparation of and lead project bid processing, writes council agenda report, and executes contract.
16. Oversee CMI services.
17. Prepare Caltrans required submittals and coordinates review process.
18. Perform minor drafting, computing, and checking field operations as related to the layout and construction of pavement, curbs, gutters, sidewalk, traffic, utilities and other CIP.
19. Perform LA Metro required project reporting, reimbursement process, etc.
20. Interpret and applies GREENBOOK, Caltrans Standards, City Standards, and other laws and regulations relating to CIP projects.

Upcoming CIP projects include:

1. Prepare scope of work and oversee the development of the sewer master plan.



DocuSign Envelope ID: 5F878092-5653-4287-A0B7-00F43907BFF8

2. Prepare scope of work and oversee implementation of an emergency generator for a water facility.
3. Prepare scopes of work for multiple projects to support transportation and mobility improvements.
4. Prepare a scope of work and oversee a corridor planning project.
5. Support the development of the City's CIP master plan through construction cost estimating.
6. Prepare scopes of work for water main replacement projects.
7. The role may include project management of the projects if the duration of this contract extends to design and construction phases.



**Project  
Partners**

*"Partners in Building Engineering Careers and Teams"*  
[www.projectpartners.com](http://www.projectpartners.com)

## Project Partners' 2021 Standard Rate Schedule

**CLASSIFICATION**

**HOURLY BILLING RATE**

**Proposed Sr. Project Managers for the City of Lomita**.....\$120  
*Estimated Annual Reimbursable Expenses (Approved Mileage) - \$2,000*

**Billing Rates for Other Positions**

**Engineering**

Entry Level Engineer.....\$70  
Assistant Engineer.....\$75  
Associate Engineer.....\$80  
Staff Engineer.....\$85  
Project Engineer.....\$90

**Project Management**

Associate Project Manager..... \$100  
Project Manager..... \$110  
Sr. Project Manager I..... \$120  
Sr. Project Manager II..... \$130  
Sr. Project Manager III..... \$140

**Engineering Analyst**

Engineering Analyst I.....\$65  
Engineering Analyst II.....\$75  
Engineering Analyst III.....\$80

**Engineering Technician**

Engineering Technician I.....\$65  
Engineering Technician II.....\$70  
Engineering Technician III.....\$80  
Sr. Engineering Technician.....\$90

**CAD**

CAD Technician.....\$65  
Sr. CAD Technician.....\$80  
CAD Designer.....\$95  
Sr. CAD Designer.....\$110

**Specialist Engineer**

Specialist Engineer I..... \$145  
Specialist Engineer II..... \$155  
Specialist Engineer III..... \$165

*Standard Billing Rates subject to change on January 1<sup>st</sup> of each year*

23185 La Cadena Dr.  
Suite 101  
Laguna Hills, CA 92653

phone 949.852.9300  
fax 949.852.9322



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7p**  
**FROM:** Ryan Smoot, City Manager  
**PREPARED BY:** Carla Dillon, P.E., Director of Public Works  
**MEETING DATE:** August 15, 2023  
**SUBJECT:** Skypark Commercial Properties Update

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### **RECOMMENDATION:**

Receive and file the project update from the Los Angeles Regional Water Quality Control Board regarding the Skypark Commercial Properties (Assessor Parcel No. 7377-006-906), 24701 – 24777 Crenshaw Boulevard and 2530, 2540, and 2600 Skypark Drive, Torrance, California (SCP NO. 1499).

### **BACKGROUND:**

The Los Angeles Regional Water Quality Control Board (LA Water Board) has been providing periodic updates regarding the Skypark Commercial Properties (Assessor Parcel No. 7377-006-906), 24701 – 24777 Crenshaw Boulevard and 2530, 2540, and 2600 Skypark Drive, Torrance, California (SCP NO. 1499). The LA Water Board is the lead state agency overseeing environmental investigation and remediation activities and has required investigation of the extent of onsite and offsite contamination at these properties by the responsible parties.

Regulatory oversight initially began in 1991, and in 2020 additional companies (potentially responsible parties) were required to conduct investigations. The City of Lomita first became aware of the underground contamination in late 2018 and has been working with the LA Water Board to urge expediency in clean up and transparency with the community. The City has formally sent five letters to the LA Water Board and has worked with the potentially responsible parties to expedite any permits required in Lomita as part of their investigation.

The LA Water Board has previously given presentations to the City Council on this subject, has held community meeting in Lomita, and worked with the potentially responsible parties in conveying information to community members (Fact Sheets).

The attached letter provides an update to the Lomita City Council and community members on the status of the investigation and clean-up.

**ATTACHMENTS**

1. Letter from the Los Angeles Regional Water Quality Control Board

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Carla Dillon, PE  
Public Works Director



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## Los Angeles Regional Water Quality Control Board

July 25, 2023

Mayor Barry M. Waite and City Council Members  
Lomita City Hall  
24300 Narbonne Avenue  
Lomita, CA 90717

**SUBJECT: PROJECT UPDATE**

**SITE: SKYPARK COMMERCIAL PROPERTIES (ASSESSOR PARCEL NO. 7377-006-906), 24701 – 24777 CRENSHAW BOULEVARD AND 2530, 2540, AND 2600 SKYPARK DRIVE, TORRANCE, CALIFORNIA (SCP NO. 1499)**

Dear Mayor Waite and City Council Members:

The California Regional Water Quality Control Board, Los Angeles Region (Los Angeles Water Board) is the public agency with primary responsibility for the protection of ground and surface water quality for all beneficial uses within Los Angeles and Ventura counties. As such, the Los Angeles Water Board is the lead regulatory agency for overseeing corrective actions and cleanup of releases from the Skypark Commercial Properties (Site). The releases from the Site have migrated off-Site to the City of Lomita.

Los Angeles Water Board staff work closely with the City of Lomita staff and provide periodic updates to the Lomita City Council (City Council) on the progress of the investigation and remediation of the Site. On April 19, 2022, we updated the City Council on the vapor intrusion assessment being conducted in the City of Lomita and the City of Torrance, the status of the ongoing soil vapor and groundwater monitoring, an overview of the proposed interim remedial action plans (IRAPs), and the anticipated Site activities for the remainder of 2022.

This letter provides an update of activity conducted under Los Angeles Water Board oversight since April 19, 2022, including the vapor intrusion assessment, investigation and remediation, monitoring program, and the Los Angeles Water Board's referral of the matter to the California Attorney General's Office.

### **VAPOR INTRUSION ASSESSMENT SUMMARY**

The Hi-Shear Corporation (HSC), under Los Angeles Water Board oversight, has been assessing the potential for vapor intrusion into private properties in the City of Lomita and

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NORMA CAMACHO, CHAIR | SUSANA ARREDONDO, EXECUTIVE OFFICER

City of Torrance. The assessment is being conducted in two areas, based on the concentrations of soil vapor from samples collected in public rights-of-way.

The assessment conducted in the first area, known as the ARZ, included sampling of the soil vapor, crawl space, indoor air, and/or ambient air at a proposed 32 private properties. HSC obtained access to conduct sampling at 20 of the 32 properties. Two of the 20 private properties declined HSC access for additional sampling after the initial round(s) of sampling, resulting in incomplete assessments, and two of the 20 private properties are awaiting follow-up soil vapor resampling and indoor air sampling. The results of the sampling indicated there were no vapor intrusion risks into indoor air at 16 of the 20 private properties.

Sampling was also conducted at three private properties in the second area, known as the ENAZ. One of the three private properties declined access for additional confirmation sampling after the initial round of sampling, and two of the three private properties are awaiting confirmation sampling following their initial round of sampling.

## **INVESTIGATION AND REMEDIATION STATUS**

On July 27, 2022, the Los Angeles Water Board conditionally approved the implementation of the investigative component in the revised *Removal Action Workplan for the East Adjacent Properties* (Revised EAP IRAP). The investigative component of the Revised EAP IRAP provides additional assessment and investigation of the Site and further delineation to the south-southeast direction of the Site. Field work activities have commenced and are expected to be completed by September 2023.

On October 31, 2022, the Los Angeles Water Board conditionally approved the *Revised Off-Site Assessment Work Plan* (Revised Work Plan). The scope of the Revised Work Plan provides additional off-Site delineation in the northwest direction of the Site (i.e., upgradient). The consultant(s) committed to the work is in the process of obtaining access agreements with the off-Site private properties to conduct the field activities.

A *Groundwater Removal Action Workplan* (Groundwater IRAP) was conditionally approved by the Los Angeles Water Board on October 18, 2022, with updated and revised conditions provided on April 14, 2023. The Groundwater IRAP proposes cleaning up contamination in the groundwater using a zero-valent iron (ZVI) barrier along Crenshaw Boulevard and with in-situ bioremediation under the HSC property. The ZVI barrier will treat most of the groundwater contaminant mass migrating from the Site, while the in-situ bioremediation treatment will reduce contamination beneath the HSC property. A report documenting the complete implementation of the Groundwater IRAP is due to the Los Angeles Water Board by December 15, 2023, and quarterly performance monitoring of the cleanup will commence in 2024.

On January 17, 2023, the Los Angeles Water Board conditionally approved the Revised EAP IRAP, which proposes cleanup of the eastern half of the Site using a soil vapor extraction system to remediate soil and soil vapor contamination, and an in-situ bioremediation system to treat on-Site groundwater contamination. A report documenting the complete implementation of the Revised EAP IRAP is due to the Los Angeles Water Board by September 15, 2023.

### **MONITORING PROGRAM SUMMARY**

The soil vapor and groundwater contamination both on and off-site is monitored using a network of 114 multi-depth soil vapor probes and 40 groundwater monitoring wells. The soil vapor and groundwater monitoring programs allow the Los Angeles Water Board to examine trends in soil vapor and groundwater concentrations and to assess the effectiveness of cleanup actions. Shallow soil vapor probes in public rights-of-way east of Crenshaw Boulevard (in the City of Lomita) continue to be monitored on a semiannual basis while Site-wide soil vapor is monitored on an annual basis. Site-wide groundwater is monitored on a semiannual basis.

Soil vapor concentrations in public rights-of-way east of Crenshaw Boulevard have remained relatively stable. The extent of groundwater contamination from the Site is adequately delineated to the east and does not extend past Cypress Street in the City of Lomita; the data continue to indicate there is no significant migration of contamination eastward.

### **REFERRAL TO THE ATTORNEY GENERAL'S OFFICE**

On April 27, 2023, the Los Angeles Water Board adopted Resolution No. R23-003, authorizing the Executive Officer to refer the Site and the enforcement of all matters related to compliance with Cleanup and Abatement Order R4-2021-0079 (Order) to the California Attorney General's Office. A referral to the California Attorney General's Office provides the Los Angeles Water Board with additional tools to obtain compliance and encourage dischargers to work collaboratively. In particular, the Attorney General may seek injunctive relief and/or obtain a consent judgement to place the dischargers under a judicially enforceable timeline to comply with the Order.

In closing, we value our partnership with the City and remain committed to keeping the Lomita City Council and its residents informed about the status of the investigation and cleanup. The investigation and cleanup of the contamination associated with the Site remains a high priority for the Los Angeles Water Board.

By the first quarter of 2024, we expect to have results from the ongoing assessment activities, interim remedy(ies) implemented, and additional results from vapor intrusion assessments conducted at private properties in Lomita. While we continue to work closely with City staff, we welcome the opportunity to update the City Council at that time.

**If you have any questions regarding this letter or would like to discuss anything further, please do not hesitate to contact Hugh Marley, Assistant Executive Officer at [Hugh.Marley@waterboards.ca.gov](mailto:Hugh.Marley@waterboards.ca.gov) or Ms. Jillian Ly, Remediation Section II Manager, at [Jillian.Ly@waterboards.ca.gov](mailto:Jillian.Ly@waterboards.ca.gov).**

Sincerely,

---

for Susana Arredondo  
Executive Officer





## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 7q**

**FROM:** Ryan Smoot, City Manager

**MEETING DATE:** August 15, 2023

**SUBJECT:** Authorize Reimbursement for Expenditures Submitted by Council Member Waronek Related to Mileage, Meetings, and Conferences that have been Submitted Beyond 30 days as Required by the City's Travel and Reimbursement Policy

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### **RECOMMENDATION**

Review and, if desired, authorize the reimbursement for expenditures for travel, mileage, and other expenses that have been submitted beyond 30 days as required by the City's Travel and Reimbursement Policy; and approve an additional appropriation to the 22/23 travel and meetings budget for these expenditures.

### **BACKGROUND**

Resolution No. 2006-6 (Reimbursement Policy) of the City Council allows for reimbursement of City related expenditures made by public officials and City staff. Section 11 of the policy states that "City Officials must submit their expense reports within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation."

Council Member Waronek is requesting reimbursement for the following City and conference related expenses submitted after the City's 30-day policy.

List of reimbursement for approval:

January 2023 – Parking reimbursement for the Contract Cities Legislative Seminar for a total of \$210.00.

February 2023 – Travel reimbursements for meetings to various locations and conferences attended at the Marriott Santa Barbara for the ICA Conference for a total of \$550.96.

March 2023 – Mileage reimbursement for meetings to various locations and conferences attended at Washington D.C. for a total of \$2,763.30.

April 2023 – Mileage reimbursements for meetings to various locations and conferences attended at the Sacramento Hyatt for the Cal Cities Summit for a total of \$1,879.24.

May 2023 – Mileage reimbursement for meetings to various locations and conferences attended at Indian Wells for the CCCA Annual Seminar and Sacramento for the SCAG Conference for a total of \$2,639.21.

June 2023 – Mileage reimbursements for meetings to various locations for a total of \$60.51.

**OPTIONS:**

1. Approve the requested reimbursements and approve an appropriation for that purpose to the City’s general travel and meetings budget.
2. Do not approve the requested reimbursements, and make no appropriations adjustments.

**FISCAL IMPACT**

The total amount requested for reimbursement is \$8,103.22 over the 6-month period between January 2023 and June 2023 which includes the following:

1. Expenses for incidental City related travel and expenditures submitted beyond the 30-Day policy - \$8,103.22.
  - These funds are accounted for as part of the City’s regular travel budget, and an appropriation of an additional \$4,189.00 is needed in that account for this purpose.

**ATTACHMENTS**

1. Mileage and Expense Reimbursement

Reviewed by:



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Susan Kamada  
Administrative Services Director

Approved by:



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Ryan Smoot  
City Manager



# CITY OF LOMITA

Please return completed application to:

City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717

Phone: (310) 325 – 7110 Fax: (310) 325-4024

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

Alternate Fridays: 8:00 a.m. to 5:00 p.m.

FY 22/23

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek			DATE: 08/09/2023			
DEPARTMENT: City Council			ACCOUNT CODE: 100-110-5430.000			
PERSONAL CAR EXPENSES						
DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
1/11		CCCA Sacramento Leg Trip - LAX Parking		0.655	210.00	210.00
2/1	Lomita	CCCA Exec Board - Norwalk	48.00	0.655		31.44
2/3	Lomita	ICA Conference	212.00	0.655	273.58	412.44
2/7	Lomita	Meeting w/Athens - Pico Rivera	56.00	0.655	8.00	44.68
2/10	Lomita	Meeting LA County Supervisor - Los Angeles	42.00	0.655	10.00	37.51
2/23	Lomita	CCCA Golf Comm - Cerritos	38.00	0.655		24.89
3/1	Lomita	CCCA Exec Board - Los Angeles	38.00	0.655		24.89
				0.655		0.00
				0.655		0.00
				0.655		0.00
				0.655		0.00
If greater than 100 miles, attach log			<b>TOTAL</b>			785.85

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

See Attached

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



# CITY OF LOMITA

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Alternate Fridays: 8:00 a.m. to 5:00 p.m.

**CLEAR**

## MILEAGE EXPENSE VOUCHER

**PRINT**

<b>NAME:</b> Mark Waronek - 1/11/23 - 3/1/23	<b>DATE:</b> 07/27/2023
<b>DEPARTMENT:</b> City Council	<b>ACCOUNT CODE:</b>

PERSONAL CAR EXPENSES						
DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
1/11		LAX Parking - CCCA Sacramento Leg. Trip		0.625	210.00 ✓	210.00
2/1	Lomita	CCCA Exec Board - Norwalk	48.00	0.625		30.00
2/3	Lomita	ICA Conference representing CCCA - Santa Barbara	212.00	0.625		132.50
2/4		Santa Barbara - ICA Conference representing CCCA (Hotel)		0.625	273.58 ✓	273.58
2/7	Lomita	Pico Rivera - Meeting with Athens	56.00	0.625	8.00 ✓	43.00
2/10	Lomita	Los Angeles - Meeting LA County Supervisor	42.00	0.625	10.00 ✓	36.25
2/23	Lomita	Cerritos - CCCA Golf Committee	38.00	0.625		23.75
3/1	Lomita	Los Angeles - CCCA Exec. Board	38.00	0.625		23.75
				0.625		0.00
				0.625		0.00
				0.625		0.00
If greater than 100 miles, attach log			<b>TOTAL</b>			<b>772.83</b>

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

	7-27-23		
Council Member	Date	City Manager	Date

Courtyard By Marriott Santa Barbara  
 1601 State Street  
 Santa Barbara, CA 93101



Tel: 805-975-0660

MARK WARONEK  
 24116 ALLIENE AVE  
 LOMITA, CA, 907171066  
 United States Of America

Page Number : 1  
 Guest Number : 90574  
 Folio ID : A  
 Arrive Date : 02-FEB-23 23:12  
 Depart Date : 03-FEB-23 11:40  
 No. Of Guest : 2  
 Room Number : 276  
 Marriott Bonvoy Number : 9128

Tax Invoice

Courtyard SBACS FEB-03-2023 11:50 AIALV226

Date	Reference	Description	Charges (USD)	Credits (USD)
02-FEB-23	80802	Crate	10.33	
02-FEB-23	RT276	Rm Chrg - AAA	204.25	
02-FEB-23	RT276	TBID Assessment	4.09	
02-FEB-23	RT276	Transient Occupancy Tax	24.51	
02-FEB-23	RT276	Assessment / License Tax	0.40	
02-FEB-23	RT276	Parking Self - Overnight	30.00	
03-FEB-23	AX	American Express-██████████		-273.58

AX - 2006: Signature Captured  
 /R:0000008000 AID:A000000025010801  
 Application Label:AMERICAN EXPRESS

ENTRY TIME: 01/08/23  
 EXIT TIME: 01/11/23 13:27  
 PARK-DUR.: HRS:MIN  
 3:02:05

AMOUNT: USD 210.00

\*\* To 273.58 ✓  
 \*\*\* B 0.00

KIND OF PAYMENT:

P1 LAX SMARTPARKING  
 651-8 WORLDS WAY SOUTH

\*-----EFTPOS-----\*  
 TERMINAL \*\*\*\*\*0000  
 11 Jan 23 13:26  
 AMEX ICC CONTACT  
 AID A000000025010801  
 APP LABEL AMERICAN EXPRESS  
 CARD \*\*\*\*\*  
 PAN SEQ Number 00  
 RRN 301121202778  
 AUTHORIZATION 879496  
 REFERENCE 152486  
 PURCHASE USD210.00  
 TOTAL USD210.00

APPROVED

NO CARDHOLDER VERIFICATION

THANK YOU



↑ INSERT  
 this side up

ARP-13400 TTC 223

il ch  
 Ma

*Parking  
 2/10/23*

02/03/2023 08:52  
 32111 03 A 63

*\$10.00*

037-163

761859

LAST NAME Nowacek - Portney

PLEASE PRESENT TO Del Rae  
 ATTENDANT 2/7/23  
 WHEN CAR ARRIVES.

*\$6.00  
 2.00 tip = \$8.00*

Courtyard By Marriott Santa Barbara  
 1601 State Street  
 Santa Barbara, CA 93101

**COURTYARD**  
 BY MARRIOTT

Tel: 805-975-0660

MARK WARONEK  
 24116 ALLIENE AVE  
 LOMITA, CA, 907171066  
 United States Of America

Page Number : 1  
 Guest Number : 90574  
 Folio ID : A  
 Arrive Date : 02-FEB-23 23:12  
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02-FEB-23	RT276	Assessment / License Tax	0.40	
02-FEB-23	RT276	Parking Self - Overnight	30.00	
03-FEB-23	AX	American Express		-273.58

AX - 2006: Signature Captured  
 TR:0000008000 AID:A000000025010801  
 Application Label:AMERICAN EXPRESS

ENTRY TIME:  
 01/08/23 11:22  
 EXIT TIME:  
 01/11/23 13:27  
 PARK-DUR.: HRS:MIN  
 3:02:05

AMOUNT:  
 USD 210.00

KIND OF PAYMENT:

P1 LAX SMARTPARKING  
 651-3 WORLDS WAY SOUTH

\*\*\*\*\*EFTPOS\*\*\*\*\*  
 TERMINAL \*\*\*\*\*8883  
 11 Jan 23 13:26  
 AMEX ICG CONTACT  
 AID A000000025010801  
 APP LABEL AMERICAN EXPRESS  
 CARD \*\*\*\*\*  
 PAN SEQ Number 00  
 RRN 381121202778  
 AUTHORIZATION 879496  
 REFERENCE 152436  
 PURCHASE USD210.00  
 TOTAL USD210.00

APPROVED

NO CARDHOLDER VERIFICATION

To  
 B

il ch

Ma

APP-113400 TTC 22:3



↑  
 INSERT  
 this side up

273.58 ✓  
 0.00 -273.58

*Parking  
 2/10/23*

02/03/2023 08:52  
 32111 03 A 63

*\$10.00*

037-163

761859

LAST NAME Nowak - Portery

PLEASE PRESENT TO Dal Rao  
 ATTENDANT  
 WHEN CAR ARRIVES. 2/7/23

*\$6.00  
 2.00 tip  
 = \$8.00*



FY 22/23

# CITY OF LOMITA

Please return completed application to:  
 City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717  
 Phone: (310) 325 – 7110 Fax: (310) 325-4024  
 Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
 Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek	DATE: 08/09/2023
DEPARTMENT: City Council	ACCOUNT CODE: 100-110-5430.000

### PERSONAL CAR EXPENSES

DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
3/6		CCCA DC Trip - Airfare		0.655	872.80	872.80
3/6		Uber		0.655	120.68	120.68
3/6		Uber - Dinner		0.655	45.07	45.07
3/7		Uber - Lunch		0.655	55.18	55.18
3/8		Uber - Lunch		0.655	57.63	57.63
3/8		DC Hotel		0.655	1,496.66	1,496.66
3/15	Lomita	CCCA Board of Directors - Downey	36.00	0.655		23.58
3/16	Lomita	Manhattan Beach State of the City	20.00	0.655		13.10
3/20	Lomita	Meeting w/Athens - La Mirada	44.00	0.655		28.82
3/29	Lomita	CCCA Golf Comm - Downey	38.00	0.655		24.89
				0.655		0.00
If greater than 100 miles, attach log					<b>TOTAL</b>	<b>2,738.41</b>

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

See Attached

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



# CITY OF LOMITA

Please return completed application to:

City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717

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**CLEAR**

## MILEAGE EXPENSE VOUCHER

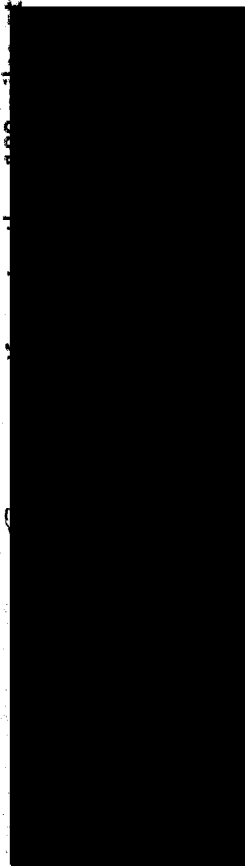
**PRINT**

NAME: Mark Waronek - 3/6/23 - 4/1/23		DATE: 08/03/2023				
DEPARTMENT: City Council		ACCOUNT CODE:				
PERSONAL CAR EXPENSES						
DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
3/6		CCCA DC Trip - LAX to DC (Airfare)			872.80	872.80
3/6		UBER from home to LAX & Ride from DC Airport to DC Hotel			120.68	120.68
<del>3/6</del>		DC Ubers (\$11.07) & Dinner (\$94.70)			<del>105.77</del>	<del>105.77</del>

*Duplicate*



3/6	DC Ubers (\$11.07) & Dinner (\$94.70) <del>34.-</del>				45.07 <del>105.77</del>	45.07 <del>105.77</del>
3/7	DC Ubers (\$62.11) & Lunch (\$15.93) <del>39.25</del>				78.04	55.18 <del>78.04</del>
3/8	DC Ubers (\$16.97) & Snacks (\$21.42) <del>36.24</del>				38.39	57.63 <del>38.39</del>
3/8	DC - Hotel (Monday- Thursday)				1,496.66	1,496.66
3/15	Lomita Downey - CCCA Board of Directors Meeting	36.00	0.625			22.50
3/16	Lomita Manhattan Beach - State of the City Address	20.00	0.625			12.50
3/20	Lomita La Mirada - Meeting w/ Athens	44.00	0.625			27.50
3/29	Lomita Downey - CCCA Golf Committee	38.00	0.625			23.75
						0.00
					TOTAL	2,798.59



8-3-23

#2734.27

attach log

Base Fare	\$784.19 USD
<b>Taxes, Fees and Charges</b>	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$58.81 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$9.60 USD
<b>TICKET AMOUNT</b>	<b>\$872.80 USD</b> ✓

### Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in. Visit [delta.com](http://delta.com) for details on baggage embargoes that may apply to your itinerary.

**Mon 06 Mar 2023**

**LAX-DCA**

CARRY ON	FIRST	SECOND
FREE	FREE (70LBS/32KG)	FREE (70LBS/32KG)

Change or cancel your flight here.

10/20/2022 17:20:22

## Flight Receipt

Ticket #: 0062362499526

Place of Issue:

Issue Date: 01FEB23

Expiration Date: 01FEB24

METHOD OF PAYMENT	
AX***** 	\$872.80 USD

CHARGES
Air Transportation Charges

Name: MARK WARONEK  
SkyMiles # [REDACTED]  
Silver

FLIGHT	SEAT
DELTA 380	33F
DELTA 380	33F

Visit [delta.com](https://delta.com) or download the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

Mon, 06MAR	DEPART	ARRIVE
DELTA 380 Main Cabin (L)	LOS ANGELES, CA 8:20am	WASHINGTON-REAGAN 4:10pm

Thu, 09MAR	DEPART	ARRIVE
DELTA 380 Main Cabin (Q)	WASHINGTON-REAGAN 5:30pm	LOS ANGELES, CA 8:39pm

### MANAGE MY TRIP



### Check for Your Destination's Entry Requirements

Many countries have issued travel requirements that may affect your travel plans. We strongly encourage you to review the **Delta Discover Map** for the latest on your destination's COVID-19 testing, vaccination and quarantine requirements. If this changes your plans, you may check [our website](#) or [change or cancel your flight here](#).

**Subject** Your Flight Receipt - MARK WARONEK  
06MAR23

**From** Delta Air Lines <DeltaAirLines@t.delta.com>

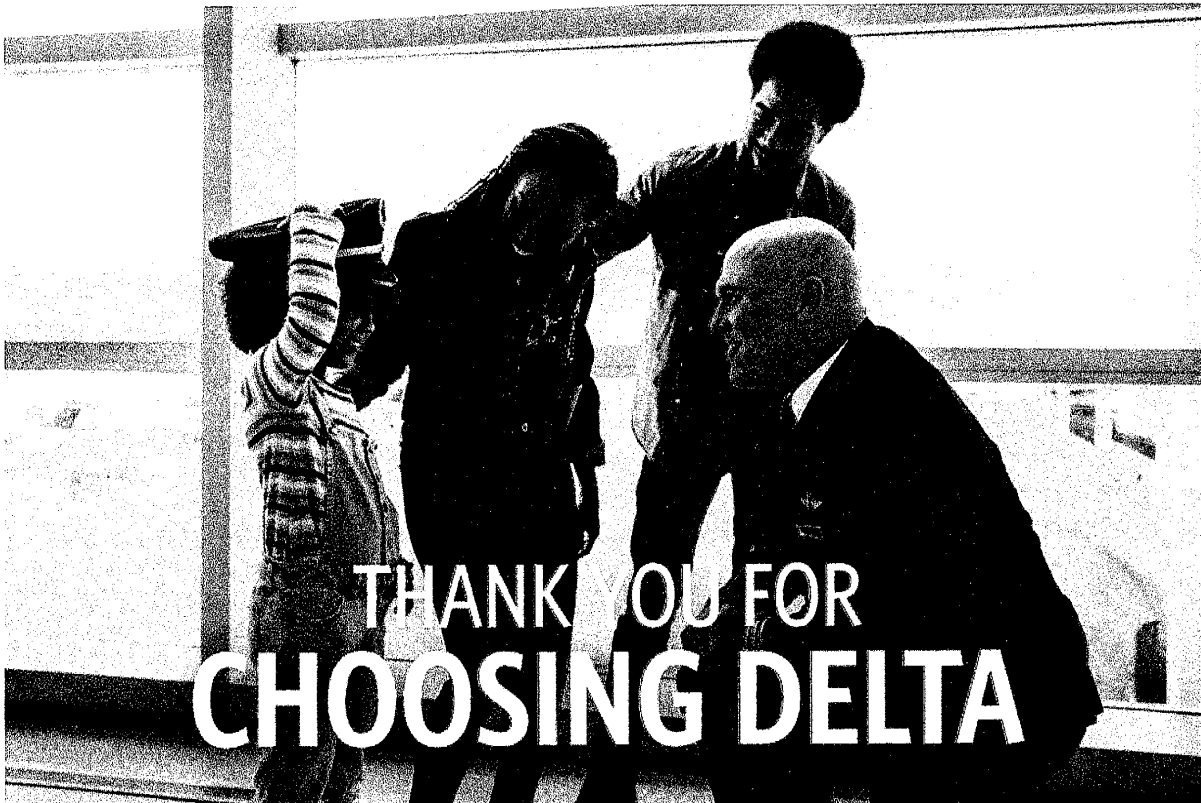
**To:** <waronek@yahoo.com>

**Date** Feb 1 at 10:54 AM



# [REDACTED]  
Silver Medallion®

CONFIRMATION #: G5E2X6



You're all set. If your plans change, be sure to make changes or cancel via **MyTrips** on **delta.com** before your flight departs.

Have a great trip, and thank you for choosing Delta.

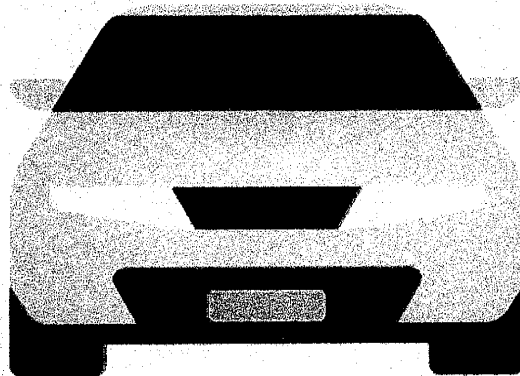
**Passenger Info**

Uber

Total \$50.68  
March 6, 2023

Thanks for riding,  
Mark

We hope you enjoyed your ride this morning.



Total

*DC trip*  
*LAX -*

*uber Home to*

\$50.68<sup>v</sup>

---



ANDALOUSLIMO  
andalouslimo@gmail.com | 760-901-5702

Invoice #000015

Issue date  
Mar 6, 2023

## Invoice #000015

### Customer

Mark Waronek  
310-910-5072

### Invoice Details

PDF created March 6, 2023  
\$70.00

### Payment

Due March 6, 2023  
\$70.00

Items	Quantity	Price	Amount
-------	----------	-------	--------

	1	\$70.00	\$70.00
--	---	---------	---------

Ask us from PCH amount (copy) - 45 days/Rowan - hotel 1120  
Connecticut Ave 1430  
Washington, DC 20038  
United States

Subtotal

\$70.00

**Total Due**

**\$70.00** ✓



Pay online

To pay your invoice go to <https://goqr.me/u/v6n1jplW>

Or open the camera on your mobile device and place the QR code in the camera's view

03/07/2023

616	WARONEK/MARK/MR		03/09/23	14:27	7280
ROOM	NAME	RATE	DEPART	TIME	ACCT#
GK	[REDACTED]		03/06/23	16:26	
TYPE			ARRIVE	TIME	
20					
ROOM	ADDRESS	AXXXXXXXXXXXXX			MBV#: 468039128
CLERK		PAYMENT			

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
02/06	ADVDP-AX		1496.65 ✓	
	PAYMENT RECEIVED BY: AMERICAN EXPRESS XXXXXXXXXXXX [REDACTED]			
03/06	ROOM	616, 1	466.00	
03/06	ROOM TAX	616, 1	69.67	
03/07	EDGAR	1759 616	45.40	
03/07	ROOM	616, 1	440.00	
03/07	ROOM TAX	616, 1	65.78	
03/08	EDGAR	1112 616	25.90	
03/08	GIFTSHOP	689#46	12.19	
03/08	ROOM	616, 1	396.00	
03/08	ROOM TAX	616, 1	59.20	
03/09	EDGAR	1401 616	28.10	
03/09	CCARD-AX		111.59	
	PAYMENT RECEIVED BY: AMERICAN EXPRESS XXXXXXXXXXXX2006			.00

See our "Privacy & Cookie Statement" on [Marriott.com](http://Marriott.com)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See [members.marriott.com](http://members.marriott.com) for new Marriott Bonvoy benefits.

AUTOGRAPH COLLECTION\* THE MAYFLOWER, AUTOGRAPH HOTEL  
HOTELS  
1127 CONNECTICUT AVE  
WASHINGTON, DC 20036  
PH: 202-347-3000 FAX: 202-776-9182

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.



# Uber

Total **\$11.07**  
March 6, 2023

# Thanks for riding, Mark

We  
love

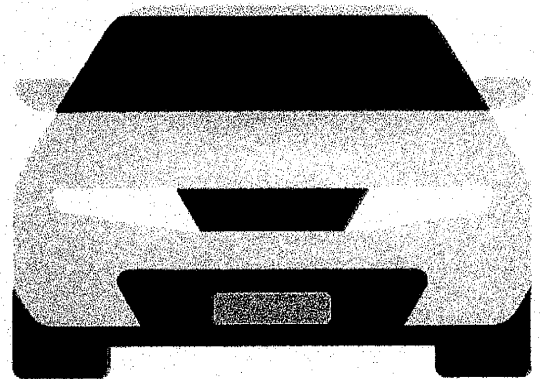


Central Michel Richard  
1001 Pennsylvania Avenue, NW  
Washington, DC 20004

and your ride this

Server: Jed S  
Check #61 Table 59  
Guest Count: 3  
Seat 3  
Ordered: 3/6/23 8:51 PM

1 Soupe Du Jour	\$12.00
1 Gougeres ( Cheese Puffs)	\$12.00
<del>1 Pan Frites</del>	<del>\$7.00</del>
1 Chicken Schnitzel	\$28.00
1 Napoleon	\$15.00
1 Fountain Diet Coke	\$4.00
Subtotal	\$87.00
Tax	\$8.70
Total	\$95.70



Powered by Toast

*\$79.70*  
*tip 15.00*  
*4.70*

# Total

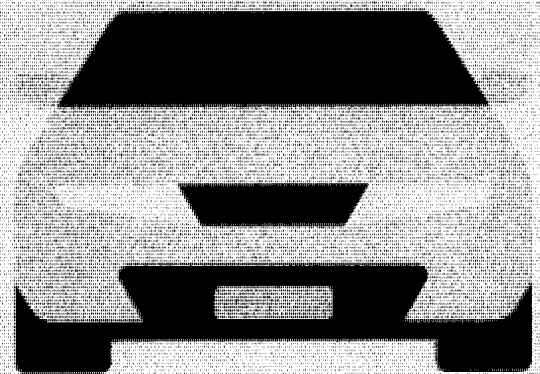
# \$11.07

Uber

Total **\$16.97**  
March 9, 2023

Thanks for riding,  
Mark

We hope you enjoyed your ride this morning.



**Total**

**\$16.97**

---

# Uber

Total **\$17.10**  
March 7, 2023

# Thanks for riding, Mark

**V**  
**e**

ved your ride this

Potbelly Sandwich Shop  
www.potbelly.com  
301 Tingey Street  
Suite 1B  
(202) 349-1612

Host: Kayla  
Order345

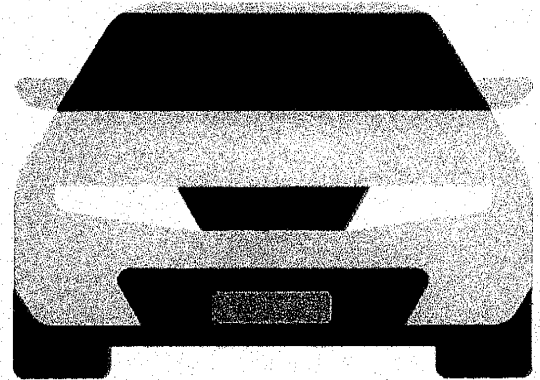
03/07/2023  
12:03 PM  
30045

ORG Italian	9.59
Chips + Drink	4.19
- 20 oz Btl Coke	0.70
Subtotal	14.48

Total Tax 1.45

**TakeOut Total 15.93** ✓

FP Amex #XXXXXXXXXX [REDACTED] 15.93  
Auth:882136



You deserve free sandwiches!  
Join Potbelly Perks today to learn more  
Download the app or visit [www.potbelly.com](http://www.potbelly.com)

**Tc**

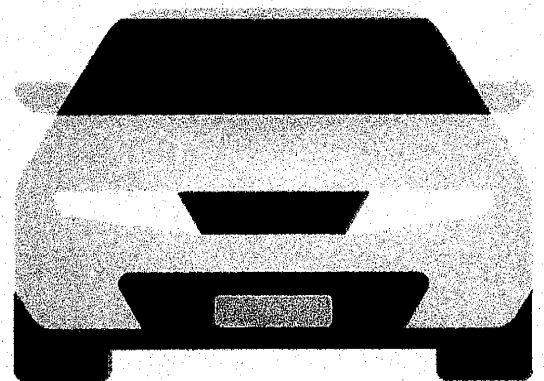
**\$17.10** ✓

Uber

Total \$8.80  
March 7, 2023

Thanks for riding,  
Mark

We hope you enjoyed your ride this afternoon.



Total

\$8.80 ✓

**Susan Kamada**

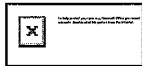
---

**From:** mark waronek <waronek@yahoo.com>  
**Sent:** Wednesday, August 9, 2023 11:00 AM  
**To:** Susan Kamada  
**Subject:** Fw: [Personal] Your Tuesday evening trip with Uber

Sent from Yahoo Mail for iPhone

Begin forwarded message:

On Tuesday, March 7, 2023, 8:12 PM, Uber Receipts <noreply@uber.com> wrote:



Total \$13.35  
March 7, 2023

**Thanks for riding, Mark**

We hope you enjoyed your ride  
this evening.



**Total \$13.35**

---

Trip fare	\$10.91
-----------	---------

---

Subtotal	\$10.91
----------	---------

Booking Fee 	\$1.68
---	--------

# Uber

Total **\$9.92**  
March 8, 2023

# Thanks for riding, Mark

We hope you enjoyed your ride this morning.

GIFT SHOP # 209  
TRAVEL TRADERS #209  
1127 CONNECTICUT AVE NW  
WASHINGTON, DC 20036  
(202) 861-0234

----REPRINT #2----

187281 MINDI POPCORN MOVI 6.00 T  
536453 SKARS SWT & SLT 8Z 5.50 T

SUBTOTAL 11.50  
SALES TAX @ 6.000% 0.69  
TOTAL 12.19

GUEST CHRG 12.19 ✓

Customer Name

US House of Representatives  
Washington DC, 20515

Empl.:Queen 3/8/2023 12:31 pm  
Tbl:0 Ref: 132603  
Guest Count: 1 Chk: 132603  
Guest 1

Diet 2.15  
Asiago 1.59  
Soup (M 5.39  
Cork/Knife 0.10

SubTotal 9.23 ✓

Total 9.23

VISA \*\*\*\*\* [REDACTED] 9.23

# Total

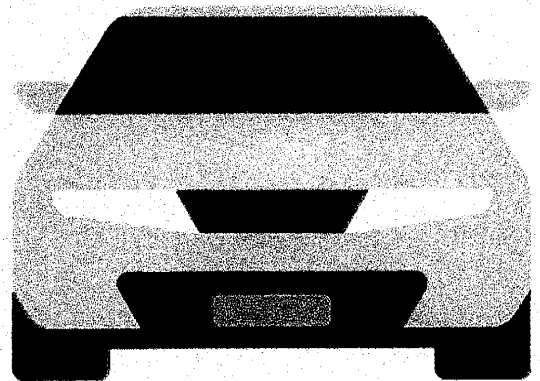
# \$9.92

**Uber**

Total **\$17.00**  
March 8, 2023

**Thanks for riding,  
Mark**

We hope you enjoyed your ride this morning.



**Total**

**\$17.00**

---

**Susan Kamada**

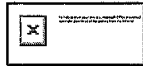
---

**From:** mark waronek <waronek@yahoo.com>  
**Sent:** Wednesday, August 9, 2023 11:02 AM  
**To:** Susan Kamada  
**Subject:** Fw: [Personal] Your Wednesday evening trip with Uber

Sent from Yahoo Mail for iPhone

Begin forwarded message:

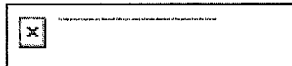
On Wednesday, March 8, 2023, 8:56 PM, Uber Receipts <noreply@uber.com> wrote:



Total \$9.29  
March 8, 2023

Thanks for riding, Mark

We hope you enjoyed your ride  
this evening.




**Total** **\$9.29**

---

Trip fare \$7.08

---

Subtotal \$7.08

Booking Fee  \$1.68





FY 24/23

# CITY OF LOMITA

Please return completed application to:  
 City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717  
 Phone: (310) 325 – 7110 Fax: (310) 325-4024  
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 Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek	DATE: 08/09/2023
DEPARTMENT: City Council	ACCOUNT CODE: 100-110-5430.000

### PERSONAL CAR EXPENSES

DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
4/3	Lomita	Meeting w/Athens - Pico Rivera	52.00	0.655		34.06
4/5	Lomita	CCCA Board of Directors - Downey	40.00	0.655		26.20
4/6	Lomita	CCCA LA County Advocacy Day - Downtown	44.00	0.655	60.00	88.82
4/12	Lomita	Liability Trust Fund - Monterey Park	56.00	0.655		36.68
4/12	Lomita	Cal Cities Summit Registration		0.655	475.00	475.00
4/12	Lomita	Cal Cities Summit - Flight to SAC and back to San Jose		0.655	427.33	427.33
4/12		Uber - Sacramento		0.655	7.64	7.64
4/12		Snacks		0.655	13.17	13.17
4/12		Uber - San Jose		0.655	31.08	31.08
4/12		Sacramento - Hyatt		0.655	569.36	569.36
4/12	Lomita	Long Beach Airport Parking	28.00	0.655	52.00	70.34
If greater than 100 miles, attach log					<b>TOTAL</b>	1,779.68

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

See Attached

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



# CITY OF LOMITA

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 City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717  
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 Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

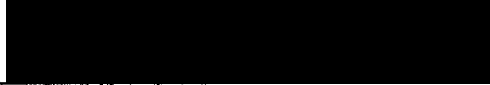
PRINT

NAME: Mark Waronek - <del>4/12/23</del> 4-1-23 -	DATE: <del>07/27/2023</del> 8/7-23
DEPARTMENT: City Council	ACCOUNT CODE: 4/12/23

PERSONAL CAR EXPENSES						
DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
4/3	Lomita	Pico Rivera - Meeting w/ Athens	52.00	0.625		32.50
4/5	Lomita	CCCA Exec Board - Downey	40.00	0.625		25.00
4/6	Lomita	CCCA LA County Advocacy Day - Downtown	44.00	0.625	60.00 ✓	87.50
4/12	Lomita	Liability Trust Fund - Monterey Park	56.00	0.625		35.00
4/12		Cal Cities Summit Registration - Sacramento		0.625	475.00 ✓	475.00
4/12		Cal Cities Summit - Fight to SAC and back from San Jose		0.625	427.33 ✓	427.33
4/12		Uber - Sacramento		0.625	7.64 ✓	7.64
4/12		Snacks - Airport		0.625	13.17 ✓	13.17
4/12		Uber - San Jose		0.625	31.08 ✓	31.08
4/12		Sacramento Hotel - Hyatt		0.625	569.36 ✓	569.36
4/12	Lomita	Long Beach Airport & Parking	28.00	0.625	52.00 ✓	69.50
If greater than 100 miles, attach log			<b>TOTAL</b>			1,773.08

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

	8-7-23		
Council Member	Date	City Manager	Date

Long Beach

Sacramento

Flight 2: Friday, 04/14/2023 Est. Travel Time: 1h 25m Wanna Get Away®

FLIGHT  
# 1637

DEPARTS

**SMF 12:35PM**

Sacramento



ARRIVES

**LGB 02:00PM**

Long Beach

## Payment information

### Total cost

#### Air - 29LEHF

Base Fare	\$	148.05
U.S. Transportation Tax	\$	11.10
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	9.60
U.S. Passenger Facility Chg	\$	9.00
<b>Total</b>	<b>\$</b>	<b>188.95</b>

### Payment

Visa ending in [REDACTED]  
Date: February 15, 2023

**Payment Amount: \$188.95**

**Fare rules:** If you decide to make a change to your current itinerary it may result in a

Your ticket number: 5262420520604

## All your perks, all in one place. (F



**Wanna Get Away® fare:** Your two bags fly free®  
6X Rapid Rewards® points. [Learn more.](#)



Make sure you know [when to arrive at your airport](#)



If your plans change, cancel your reservation at le  
scheduled departure time of your flight to receive a  
your reservation in time, your funds will be forfeite

## Prepare for takeoff

Use our app to make changes  
your trip, get a boarding pass  
more.

DUPLICATE

Long Beach Airport

Long Beach, 90808

Booth Lot 04/14/23 17:27  
Cashier 44  
Receipt 46962

Short-term parking tkt  
1 - No. 059397  
04/12/23 12:59  
04/14/23 17:27  
Period 2d4h29'

\$52.00

Sub Total \$52.00  
Ust. \$0.00

Total \$52.00

Payment Received  
VISA [REDACTED] 00  
XXXX [REDACTED]



**Subject** You're going to Sacramento on 04/12  
(29LEHF)!

**From** Southwest Airlines  
<southwestairlines@ifly.southwest.com>

**To:** <waronek@yahoo.com>

**Date** Feb 15 at 11:09 AM

Here's your itinerary & receipt. See ya soon!

[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Mark A,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

**APRIL 12 - APRIL 14**

**LGB** ✈️ **SMF**

Long Beach to Sacramento

Confirmation # **29LEHF**

Confirmation date: 02/15/2023

**PASSENGER** Mark A Waronek  
**RAPID REWARDS #** [REDACTED]  
**TICKET #** 5262420520604  
**EST. POINTS EARNED** 889

Rapid Rewards® points are only estimations.

## Your itinerary

Flight 1: Wednesday, 04/12/2023 Est. Travel Time: 1h 20m Wanna Get Away®

	DEPARTS		ARRIVES
FLIGHT # 2681	<b>LGB 01:45PM</b>	✈️	<b>SMF 03:05PM</b>

San Jose, CA

Long Beach

## Payment information

### Total cost

#### Air - 3YP9FA

Base Fare	\$	208.45
U.S. Transportation Tax	\$	15.63
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	4.80
U.S. Passenger Facility Chg	\$	4.50
<b>Total</b>	<b>\$</b>	<b>238.98</b>

### Payment

Visa ending in [REDACTED]

Date: April 12, 2023

**Payment Amount: \$238.98**

**Fare rules:** If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262442517378

## All your perks, all in one place. (Plus a few reminders.)



**Wanna Get Away® fare:** Your two bags fly free<sup>2</sup>, no change<sup>3</sup> or cancel<sup>4</sup> fees, and 6X Rapid Rewards® points. [Learn more.](#)



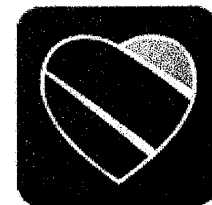
Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit.<sup>6</sup> If you don't cancel your reservation in time, your funds will be forfeited.

## Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Download app now



Download app now

## Don't miss out on automatic check-in

EarlyBird Check-In® reserves your boarding position at 36 hours before your flight, earlier than regular check-in.

**Subject** You're going to Long Beach on 04/14  
(3YP9FA)!

**From** Southwest Airlines  
<southwestairlines@ifly.southwest.com>

**To:** <waronek@yahoo.com>

**Date** Apr 12 at 11:36 AM

Here's your itinerary & receipt. See ya soon!

[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi Mark A,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

**APRIL 14**

**SJC ✈ LGB**

San Jose, CA to Long Beach

Confirmation # **3YP9FA**

Confirmation date: 04/12/2023

**PASSENGER** Mark A Waronek  
**RAPID REWARDS #** [REDACTED]  
**TICKET #** 5262442517378  
**EST. POINTS EARNED** 1,251

Rapid Rewards® points are only estimations.

## Your itinerary

Flight: Friday, 04/14/2023 Est. Travel Time: 1h 15m [Wanna Get Away®](#)

	DEPARTS		ARRIVES
<b>FLIGHT # 0416</b>	<b>SJC 03:45PM</b>		<b>LGB 05:00PM</b>

**From:** service@paypal.com  
**Subject:** Receipt for your PayPal payment  
**Date:** April 4, 2023 at 3:10 PM  
**To:** Mark Waronek waronek@yahoo.com



Hi Mark Waronek - Here's your receipt.



# Thanks for paying with PayPal

To see the payment details, log in to your PayPal account.

**Payment from**

Mark Waronek  
waronek@yahoo.com

**Payment to**

California Contract Cities Association  
marcel@contractcities.org

**Note to payment recipient**

You haven't included a note.

**Transaction ID**

56D18859B6151051W

**Date**

April 4, 2023

**Payment Status**

COMPLETED

---

Description	Unit price	Qty	Amount
LA County Local Advocacy Day - Mark Waronek Mark Waronek	\$60.00 USD	1	\$60.00 USD

**Total** \$60.00 USD

**Payment** \$60.00 USD

This transaction will appear on your statement as PAYPAL \*CALIFORNIA  
CALIFORNIA

---

## Transaction Summary

**Total amount of this Transaction:** \$60.00 USD

**Payment method :** AMEX [REDACTED]

**Payment to recipient** \$60.00 USD

**Amount you'll pay** \$60.00 USD

---



---

[Help & Contact](#) | [Security](#) | [Apps](#)



PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. [Learn to identify phishing](#)

Please don't reply to this email. To get in touch with us, click [Help & Contact](#).

PayPal Customer Service can be reached at 888-221-1161.

Not sure why you received this email? [Learn more](#)

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PayPal RT000403:en\_US(en-US):1.0.0:554767b64e64a



819991 ~SENT

## Confirmation & Receipt



### 2023 City Leaders Summit

Feb 15, 2023 11:57 AM PDT

CONFIRMATION NUMBER: 819991

ATTENDEE

MARK WARONEK  
Lomita  
24300 Narbonne Ave.  
Lomita, CA 90717  
USA

waronek@yahoo.com

HOST ADDRESS

LEAGUE OF CALIFORNIA CITIES  
1400 K Street, Suite 400  
Sacramento, CA 95814

ACTIVITY/ITEM	MISC	QUAN	TOTAL
REGISTRATION			
<b>THURSDAY AND FRIDAY - MEMBER CITY OFFICIALS AND STAFF</b>		1	\$475.00
Sub-Total			\$475.00
Discount Awarded			(\$0.00)
Adjusted Sub-Total			\$475.00
Processing Fee	0.00% per transaction		\$0.00
Total Due			<b>\$475.00</b>
TRANSACTION DATE	TRANS ID/CHARGING PARTY	METHOD	AMOUNT
02-15-23 11:57 AM	ch_3MbqALHNCz7zgWLi1dUkJJaj Mark Waronek	Stripe	\$475.00
Total Payments Received			<b>\$475.00</b>
Refunds			<b>\$0.00</b>
REFUND DATE	TRANS ID	NOTES	AMOUNT
<b>PAID IN FULL!</b>			<b>\$0.00</b>

**From:** League of California Cities mail@eventsquidmail.com  
**Subject:** Registration Confirmation: 2023 City Leaders Summit  
**Date:** February 15, 2023 at 10:57 AM  
**To:** waronek@yahoo.com



**REGISTRATION CONFIRMATION**  
[NOT DISPLAYING PROPERLY? CLICK HERE.](#)

**CONF #:** 819991  
**Attendee:** Mark Waronek  
**Event:** 2023 City Leaders Summit  
**Dates:** Apr-12-2023 — Apr-14-2023  
**Location:** SAFE Credit Union Convention Center - 1400 J Street, Sacramento, CA

Thank you for registering for the League of California Cities 2023 City Leaders Summit. The conference will take place April 12 - 14 at the SAFE Credit Union Convention Center, located at 1400 J Street, Sacramento, CA 95814. The hotel room block for the conference is at the Hyatt Regency Sacramento.

***By completing the registration process you acknowledge that you have read and understand the Cal Cities COVID-19 Liability Disclaimer.***

**Hotel Information**

A limited number of hotel rooms are available at a reduced rate for conference attendees. The discounted hotel rate cut-off is **March 21**. CAUTION! You must be registered for the conference prior to booking a hotel room. Do not make a hotel reservation unless you are sure it is needed. Your city/company will be financially responsible for all cancellation/attrition fees. If you are making hotel reservations for others, please confirm with each individual, in advance, that they actually need hotel accommodations and intend to use them on the dates you are reserving.

**Hyatt Regency Sacramento Cal Cities Room Block**

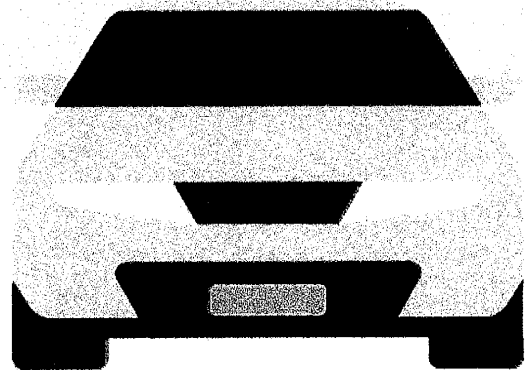


Uber

Total **\$7.64**  
April 12, 2023

Thanks for riding,  
Mark

We hope you enjoyed your ride this evening.



**Total**

**\$7.64**

---



**Hyatt Regency Sacramento**  
 at Capitol Park  
 1209 L Street  
 Sacramento, CA 95814  
 Tel: 916-443-1234  
 Fax: 916-321-3779

**INVOICE**

Mark Waronek  
 [REDACTED]

Confirmation No. 4494208901  
 Group Name 2023 City Leaders Summit

Room No. 0739  
 Arrival 04-12-23  
 Departure 04-14-23  
 Folio Window 1  
 Folio No. 1360686

Date	Description	Charges	Credits
04-12-23	Accommodation	245.00	
04-12-23	Occupancy Tax	29.40	
04-12-23	Sacramento Tourism Assessment	7.35	
04-12-23	CA Tourism Assessment	0.48	
04-12-23	STID Assessment	2.45	
04-13-23	Accommodation	245.00	
04-13-23	Occupancy Tax	29.40	
04-13-23	Sacramento Tourism Assessment	7.35	
04-13-23	CA Tourism Assessment	0.48	
04-13-23	STID Assessment	2.45	
04-14-23	Visa XXXXXXXXXXXXX [REDACTED] XX/XX		569.36

**Total** 569.36 569.36

Guest Signature

**Balance** 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for choosing Hyatt Regency Sacramento. We hope that you enjoyed your stay with us. Our goal is to exceed our guests' expectations. If you have any comments regarding your stay please share them with us.

**World of Hyatt Summary**

Membership: XXXXX [REDACTED]  
 Bonus Codes:  
 Qualifying Nights: 2  
 Eligible Spend: 490.00  
 Redemption Eligible: 0.00

Consumer Affairs: Divina Galban, 916-321-3566 or divina.galban@hyatt.com

LOST & FOUND: www.ileftmystuff.com  
 CLICK "Get it back now!"  
 Client Identification Number = 49317

Summary Invoice, please see front desk for eligibility details.

Please remit payment to:  
 Hyatt Regency Sacramento  
 PO Box 202649  
 Dallas, TX 75320-2649

For inquiries concerning your bill please call 888-588-4384





# CITY OF LOMITA

Please return completed application to:  
 City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717  
 Phone: (310) 325 – 7110 Fax: (310) 325-4024  
 Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
 Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek	4/17/23 - 5/10/23	DATE: 08/08/2023
DEPARTMENT: City Council	ACCOUNT CODE:	

### PERSONAL CAR EXPENSES

DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
4/17	Lomita	Athens Facility Tour - Sun Valley	76.00	0.625		47.50
4/19	Lomita	CCCA Board of Directors - Lakewood	34.00	0.625		21.25
4/28	Lomita	CCCA Past Presidents Lunch - Downey	42.00	0.625		26.25
5/2	Lomita	CCCA Golf Committee - Downey	38.00	0.625		23.75
5/3	Lomita	CCCA Exec. Board Meeting - Lakewood	36.00	0.625		22.50
5/4	Lomita	SCAG Conference - Palm Desert	264.00	0.625		165.00
5/5		Breakfast at Hotel		0.625	33.00	33.00
5/5		Snacks/Hoel <i>Charged to Hotel Room</i>		0.625	<del>13.00</del>	13.00
5/5		SCAG Hotel - JW Marriott		0.625	334.81	334.81
5/5		Sacramento Hotel - Hyatt		0.625	569.36	569.36
5/10	Lomita	Liability Trust Fund - Monterey Park	52.00	0.625		32.50
If greater than 100 miles, attach log			<b>TOTAL</b>			1,288.92

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

 *8-8-23*  
 Council Member \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 City Manager \_\_\_\_\_ Date \_\_\_\_\_



**JW MARRIOTT**  
DESERT SPRINGS PALM DESERT

**GUEST FOLIO**

4229 ROOM WARONEK/MARK 199.00 RATE 05/05/23 DEPART 11:00 TIME  
 POOL LOMITA 05/03/23 ARRIVE 17:54 TIME  
 TYPE 366  
 ROOM CLERK ADDRESS PASSPORT: 539  
 AXXXXXXXXXXXXX PAYMENT MBV#: XXXXX9128

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
05/03	RESORT	RESORT		10.00
05/03	RESORTTX	RESORT		1.10
05/03	RSRTTBID	RESORT		.30
05/03	VALETPK	VALET1		40.00
05/03	TBIDTX	VALET1		1.20
05/03	ROOM-GR	4229, 1		199.00
05/03	OCCUPTAX	4229, 1		21.89
05/03	TBIDTAX	4229, 1		5.97
05/03	CATOUR	4229, 1		1.15
05/03	VALETPK	VALET1		40.00
05/04	TBIDTX	VALET1		1.20
05/05	LOBBYSHP	65914229		13.00
				334.81

ie Statement" on Marriott.com

& & & 401 & & &  
 JW MARRIOTT DESERT SPRINGS RESORT & SPA  
 \*\*\*\* ROCKWOOD\*\*\*\*  
 44228 LUCIA

CHK 1369 TBL 201/1  
 GST 2  
 5 May '23 8:13 AM

GIFT SHOP # 3063

TRAVEL TRADERS #3063  
 74-855 COUNTRY CLUB DRIVE  
 PALM DESERT, CA 92260  
 (760) 837-1289

1 QMLT HAM CHEESE 21.00  
 EGG WHITE ONLY  
 SOUR TOAST  
 1 ALL AMERICAN 22.00  
 SCRAMBL W/CHZ  
 CHEDDAR CHZ  
 BACON  
 ENG MUFFIN  
 2 SOFT DRINK 10.00  
 DIET PEPSI

536453 SKARS SWT & SLT 8Z 5.50  
 638197 750ML PET EVIAN FT 7.50  
 SUBTOTAL 13.00  
 TOTAL 13.00  
 GUEST CHRG 13.00

Subtotal: \$53.00  
 Tax: \$4.11  
 8:17 AM  
 TOTAL DUE: ~~\$57.11~~  
 27.00

or eligible e  
 d activity. S Customer Name

Customer Room Number

PLEASE COMPLETE FOR ROOM CHARGES

SPRINGS RE  
 4855 COUNT  
 ALM DESERT, CA 92260

TIP 6.00

TOTAL \$33.00

Experience comfort with the JW Marriott home collection. Visit CuratedbyJW.com

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.





FY 22/23

# CITY OF LOMITA

Please return completed application to:  
City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717  
Phone: (310) 325 – 7110 Fax: (310) 325-4024  
Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek	DATE: 08/09/2023
DEPARTMENT: City Council	ACCOUNT CODE: 100-110-5430.000

### PERSONAL CAR EXPENSES

DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
5/17	Lomita	CCCA Annual Seminar - Indian Wells	282.00	0.655		184.71
5/17		CCCA Annual Seminar Registration		0.655	825.00	825.00
5/21		CCCA Annual Seminar Hotel		0.655	1,006.24	1,006.24
6/7	Lomita	CCCA Exec Board - Los Angeles	40.00	0.655		26.20
6/12		Lunch - Sacramento		0.655	18.00	18.00
6/13		Lunch - Sacramento		0.655	16.31	16.31
				0.655		0.00
				0.655		0.00
				0.655		0.00
				0.655		0.00
				0.655		0.00
If greater than 100 miles, attach log					<b>TOTAL</b>	2,076.46

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

*See attached*

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date



# CITY OF LOMITA

Please return completed application to:

City of Lomita · Administrative Services Department · 24300 Narbonne Avenue · Lomita, CA 90717

Phone: (310) 325 - 7110 Fax: (310) 325-4024

Office Hours: Monday - Thursday 7:30 a.m. to 5:30 p.m.

Alternate Fridays: 8:00 a.m. to 5:00 p.m.

CLEAR

## MILEAGE EXPENSE VOUCHER

PRINT

NAME: Mark Waronek	5/17/23 - 8/9/23	DATE: 08/09/2023
DEPARTMENT: City Council	ACCOUNT CODE:	

### PERSONAL CAR EXPENSES

DATE	FROM (ADDRESS)	DESTINATION & ADDRESS	MILES	RATE	PARKING	SUBTOTAL
5/17	Lomita	CCCA Annual Seminar - Indian Wells	282.00	0.625		176.25
5/17	Lomita	CCCA Annual Seminar Registration		0.625	825.00 ✓	825.00
5/21		CCCA Annual Seminar Hotel - Renaissance Esmeralda		0.625	1,006.24 1,228.47	1,006.24 1,228.47
6/7	Lomita	CCCA Exec. Board - Los Angeles	40.00	0.625		25.00
6/12		Lunch - Sacramento		0.625	18.00 51.16	18.00 51.16
6/13		Lunch - Sacramento		0.625	16.31 ✓	16.31
<del>7/12</del>		<del>Liability Trust Fund - Monterey Park</del>	<del>52.00</del>	<del>0.625</del>		<del>32.50</del>
<del>7/22</del>		<del>Lemonade Day Kickoff Breakfast</del>		<del>0.625</del>	<del>106.85</del> ✓	<del>106.85</del>
						0.00
						0.00
						0.00

If greater than 100 miles, attach log

TOTAL 2,461.54

### CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for City purposes as allowed by City policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the City. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

 8-9-23  
 Council Member Date

City Manager Date

2,206.15  
2,066.80

size

Payment Method: PayPal

Payment Summary

Name	Type	Quantity	Fee	Total
Mark Waronek	2023 Annual Municipal Seminar	1	\$825.00	\$825.00

**Total \$825.00**

Contact

Mayra Bonilla & Frank Rodarte  
 California Contract Cities Association  
 562-622-5533  
 info@contractcities.org

contractcities.org  
 Seminar Registration. [Click here if you no longer wish to receive emails about this event.](#)

Road Suite #210 | Cerritos, CA 90703



Statehouse Outpost  
 1021 O Street 3rd Floor  
 WWW.STATEHOUSERESTAURANT.COM

Take Out

Mark

Server: Jimmy C  
 Check #7012 Mark  
 Ordered: 6/13/23 12:45 PM

Italian Sandwich	\$10.18
Toasted	
No Red Onions	
Add Additional Topping	\$0.50
Add Mayo Packets	
Add Mustard	
Cherry Coke 20oz	\$2.25
Cheetos Flamin	\$2.25
<b>Subtotal</b>	<b>\$15.18</b>
<b>Tax</b>	<b>\$1.13</b>
<b>Total</b>	<b>\$16.31</b>



Tequila Museo Mayahuel  
 1200 K St. Suite 3  
 Sacramento, CA 95814

Server: Alvaro G  
 Check #45 Table 17  
 Guest Count: 2  
 Ordered: 6/12/23 1:15 PM

DIET COKE	\$3.50
ENCHILADAS DE MOLE	\$19.50
ICED TEA	\$3.50
POZOLE VERDE CON POLLO	\$17.25
Kitchen Retention (3.50%)	\$1.67
<b>Subtotal</b>	<b>\$45.42</b>
<b>Tax</b>	<b>\$3.84</b>
<b>Tip</b>	<b>\$11.90</b>
<b>Total</b>	<b>\$61.16</b>

Input Ty: (Read)  
 AMERICAN



**From:** Mayra Bonilla & Frank Rodarte info@contractcities.org  
**Subject:** Thank you for registering for 2023 Annual Municipal Seminar Registration  
**Date:** March 10, 2023 at 7:00 PM  
**To:** waronek@yahoo.com

**2023 Annual Municipal Seminar Registration**

Register today for the 64th Annual Municipal Seminar in Indian Wells

**Thursday, May 18, 2023 at 3:00 PM PDT**  
**-to-**  
**Sunday, May 21, 2023 at 12:00 PM PDT**

**Renaissance Esmeralda Resort & Spa - Indian Wells**  
44400 Indian Wells Ln  
Indian Wells, CA 92210

Thank you for registering to the 2023 Annual Municipal Seminar! This email is confirmation of your successful registration. If any of the information displayed below is incorrect, please contact us as soon as possible.

Here is your link to book your hotel room:

<https://book.passkey.com/go/CaContractCities2023>

We can't wait to see you in May!

-CCCA Staff

View and print [my ticket\(s\)](#).

**Registrant Information**

First Name:	Mark
Last Name:	Waronek
Email Address:	waronek@yahoo.com
Organization:	Lomita
Address 1:	[REDACTED]
City:	Lomita
State:	California
ZIP Code:	90717
Phone:	[REDACTED]
Title:	Councilman

**Code of Conduct**

I acknowledge I have read and will I acknowledge and agree. abide by the California Contract Cities Association's Code of Conduct. (If registering for someone else, I acknowledge having reviewed the CCCA Code of Conduct with each registrant and they agree to abide by the code of conduct.

**Shirt Size Selection**

Please select your preferred shirt 4X-Large

7015	WARONEK/M	228.00	05/21/23	11:00	11278	30277
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
KSTE	LOMITA		05/17/23	17:57		
TYPE			ARRIVE	TIME		
107						
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX9128
CLERK						

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
05/17	GIFTSHOP	26	40.93		
05/17	ROOM GR	7015, 1	228.00		
05/17	CITY TAX	7015, 1	27.93		
05/17	TBIDASMT	7015, 1	6.84		
05/17	CA FEE	7015, 1	.90		
05/18	POOL BAR	46637015	36.17		36.17
05/18	POOL BAR	46477015	23.89		23.89
05/18	PARKING	VALET1	39.00		23.89
05/18	ROOM GR	7015, 1	228.00		
05/18	CITY TAX	7015, 1	27.93		
05/18	TBIDASMT	7015, 1	6.84		
05/18	CA FEE	7015, 1	.90		
05/19	POOL BAR	48057015	98.20		98.20
05/19	ROOM GR	7015, 1	228.00		
05/19	CITY TAX	7015, 1	27.93		
05/19	TBIDASMT	7015, 1	6.84		
05/19	CA FEE	7015, 1	.90		
05/19	PARKING	VALET1	39.00		
05/20	CAVA	16727015	39.56		
05/20	POOL BAR	40777015	17.23		-snacks
05/20	GIFTSHOP	4	17.23		
05/20	ROOM GR	7015, 1	228.00		
05/20	CITY TAX	7015, 1	27.93		
05/20	TBIDASMT	7015, 1	6.84		
05/20	CA FEE	7015, 1	.90		
05/20	PARKING	VALET1	39.00		
05/21	AX CARD				

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## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** Mayor and City Council **Item No. SCH 8a**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Kathleen Horn Gregory, City Clerk

**MEETING DATE:** August 15, 2023

**SUBJECT:** Discussion and Consideration of Designating a Voting Delegate and Alternate for the Annual League of California Cities Conference and Possible Cancellation or Adjournment of the Regular City Council Meeting Scheduled for Tuesday, September 19

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### **RECOMMENDATION**

Designate a Voting Delegate and Alternate(s) for the League of California Cities Annual Conference and Expo, September 20-22, 2023, in Sacramento; and consider canceling or adjourning the regular City Council meeting to a date specific.

### **BACKGROUND**

The League of California Cities' 2023 Annual Conference is scheduled for September 20-22, 2023, in Sacramento, CA. The General Assembly, taking place on September 22, is an important opportunity where City officials can directly participate in the development of Cal Cities policies. To cast a vote during the General Assembly, each city must designate a voting delegate and up to two alternate voting delegates. The voting delegate form is due to Cal Cities no later than August 28. Because the conference begins on the day after the regular Council meeting and a majority of the Council plans to attend, it is recommended that the Council cancels the regular meeting scheduled for September 19 and if so desired, adjourn the September 5 meeting to a date and time specified.

### **FISCAL IMPACT**

None.

### **OPTIONS:**

1. Select a voting delegate and alternates and provide direction regarding the cancelling of the regular meeting and scheduling and adjourned regular meeting.

**ATTACHMENT:**

1. League of California Cities' Annual Conference Resolution Packet

Reviewed by:

*Gary Sugano*

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Gary Y. Sugano  
Assistant City Manager

Approved by:

*Ryan Smoot*

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Ryan Smoot  
City Manager

Prepared by:

*Kathleen Horn Gregory*

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Kathleen Horn Gregory, MMC  
City Clerk



Council Action Advised by August 28, 2023
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**DATE:** Wednesday, June 21, 2023

**TO:** Mayors, Council Members, City Clerks, and City Managers

**RE:** DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference and Expo, Sept. 20-22, 2023,  
Sacramento SAFE Credit Union Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

**Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.**

**New this year, we will host a pre-conference information session for voting delegates to explain their role.** Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

**Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.





**Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

**Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

**Seating Protocol during General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at [zseals@calcities.org](mailto:zseals@calcities.org).

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly



## General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.



CITY: _____
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**2023 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mayor or City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(circle one) (signature)

**Please complete and email this form to [votingdelegates@calcities.org](mailto:votingdelegates@calcities.org) by Monday, August 28, 2023.**

# How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.

## Prior to the Annual Conference and Expo

### General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



### Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



## During the Annual Conference and Expo

### Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by



voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

### Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved<sup>1</sup> by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.<sup>2</sup>



### General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

## Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

**Voting delegates** are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

## What's new in 2023?



- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

<sup>1</sup> The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

<sup>2</sup> Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



## CITY OF LOMITA PLANNING COMMISSION REPORT

**TO:** Planning Commission **Item No. PH 9a**

**FROM:** Ryan Smoot, City Manager

**PREPARED BY:** Brianna Rindge, AICP, Community & Economic Development Director

**MEETING DATE:** August 15, 2023

**SUBJECT:** Discussion and Consideration of Zoning Text Amendment No. 2023-08, an Ordinance of the City Council Approving Zoning Text Amendment 2023-08 Amending Various Sections of Lomita Municipal Code Title XI (Planning and Zoning) to Regulate Murals Citywide (first reading)

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### **RECOMMENDATION**

After the City Attorney reads the title, and after receiving public comment, if any, introduce on first reading Ordinance No. 855- Zoning Text Amendment 2023-08 and find the item exempt from the California Environmental Quality Act (CEQA).

### **BACKGROUND**

Since July 1, 2021, the City has removed more than 110 instances of graffiti, a code violation, throughout the City. It is the City's intent to remove graffiti in a timely manner to both improve and maintain the aesthetic quality of the community and to deter crime and other hazards.

As part of the efforts of property owners to both beautify their properties, and to deter graffiti on their private properties, Staff has received requests to install murals on private buildings. Requests range from general flower paintings to Lomita-specific art. Currently, the Lomita Municipal Code lacks the following basic guidance regarding murals:

- Allowance of murals outside of a relatively small zone
- Maintenance responsibilities & update provisions
- Places where murals may be permitted or encouraged (ex: blank walls, construction barricades, parking garages, etc.)
- Development standards (size, height, thickness, color, material, etc.)

On March 21, 2023, staff presented this information along with visual examples to the City Council. The City Council directed staff to return with a draft ordinance expanding and regulating mural allowance throughout the City.

In addition to murals on private property, Public Works is also working on a plan regarding murals within the public right-of-way, such as on public property or utility boxes where allowed. The right-of-way study also considers other public improvements such as crosswalk design, City entry signs, and utility undergrounding, and will be presented to the City Council for discussion at a future date.

## **ANALYSIS**

Staff researched mural programs in 23 other jurisdictions and found a host of trends regarding private property murals. At the March 21, 2023, City Council meeting, staff presented a palette of options the City Council may wish to incorporate into Lomita Municipal Code. On July 10, 2023, the Planning Commission reviewed and recommended approval of the draft ordinance (see Attachment 1) without amendments. Every mural that may be displayed within the city is required to go through Site Plan Review and approval by the Planning Commission, which may add special conditions of approval and specify provisions for damage prevention and mitigation. The current Fee Schedule lists the Site Plan Review application fee at \$1,612.50.

## **CEQA**

The City Council finds that adoption of this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the actions identified in the ordinance are limited to the permitting and minor alteration of existing facilities. The Ordinance would not result in any expansion of existing commercial uses or of the public's use of the City's right-of-way. Alternatively, the adoption of this ordinance is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

## **PUBLIC NOTICE**

Notices of this hearing were published in *The Daily Breeze* newspaper, and posted at City Hall and Lomita Park.

## **OPTIONS**

1. Recommend approval to the City Council as recommended by staff.
2. Recommend approval to the City Council with amendments.
3. Provide staff with further direction.

**ATTACHMENTS**

1. Draft Ordinance
2. Lomita Municipal Code Redlined

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Reviewed by:



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Brianna Rindge, AICP  
Community & Economic Development Director

**ORDINANCE NO. 855**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, APPROVING ZONE TEXT AMENDMENT 2023-08 AMENDING VARIOUS SECTIONS OF LOMITA MUNICIPAL CODE TITLE XI (PLANNING AND ZONING) TO REGULATE MURALS CITYWIDE AND FINDING THE ACTION TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**Section 1. Recitals**

- A. Chapter 1 of Title XI of the Lomita Municipal Code establishes allowable uses, definitions, and development standards of properties within all zoning districts in the city.
- B. The proposed zoning text amendment 2023-08 is an update to the Lomita Municipal Code to allow for murals within any zoning district of the city.
- C. On March 21, 2023, staff presented this information along with visuals at the City Council meeting. The City Council directed staff to return with a draft ordinance expanding and specifying mural allowance throughout the city.
- D. On July 10, 2023, the Planning Commission held a duly noticed public hearing on Zone Text Amendment No. 2023-08 (initiated by the City of Lomita), where public testimony was accepted on the item and after deliberations the Planning Commission recommended that the City Council approve the requested Zoning Text Amendment.
- E. On August 15, 2023, the City Council considered Zoning Text Amendment No. 2023-08 to amend Lomita's Municipal Code Title XI ("Planning and Zoning") to regulate murals citywide and held a duly noticed public hearing and accepted testimony in regard to the same.

**Section 2. General Plan**

This Ordinance's amendments to Title XI of the Lomita Municipal Code are consistent with, and in furtherance of, the City's adopted General Plan as they implement the following Policies:

- A. Economic Development Policy 1 which provides that the City will promote and support revitalization within the City's commercial districts.
- B. Economic Development Policy 2 which provides that the City will continue to encourage the development of prosperous tourist, commercial, and entertainment uses along Pacific Coast Highway.



C. Economic Development Policy 3 which provides that the City will promote the improvement and revitalization of existing commercial areas and neighborhood shopping centers.

E. Economic Development policy 8 which provides that the City will strive to attract destination-oriented businesses that will stimulate commercial activity and investments in the community.

F. Land Use Policy 10 which provides that the City will promote the improvement of aesthetic and visual qualities of the community by implementing development standards for private improvements.

I. Land Use Policy 17 which provides that the City will promote the maintenance and preservation of activities that contribute to the City's economic and employment base; and

J. Land Use Policy 19 which provides that the City will strive to develop a pedestrian downtown that is economically viable and promotes a wide range of activities.

### **Section 3. Environmental Review**

The Recitals above are true and correct and are hereby adopted as findings as if fully set forth herein.

The City Council finds that adoption of this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15301 (Existing Facilities) because the actions identified in the ordinance are limited to the permitting and minor alteration of existing facilities. The ordinance would not result in any expansion of existing commercial uses or of the public's use of the City's right-of-way. Alternatively, the adoption of this ordinance is exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. (State CEQA Guidelines, § 15061(b)(3).)

### **THE CITY COUNCIL OF THE CITY OF LOMITA HEREBY ORDAINS AS FOLLOWS:**

#### **Section 4. Zoning Amendments**

Based on the foregoing, the City Council hereby approves of the following amendments to the Lomita Municipal Code:

A. The following definition for "mural" is hereby added to Section 11-1.15.13(M) of Article 15 ("Definitions") of Title XI of the Lomita Municipal Code as follows:

*"Mural* shall mean a pictorial representation, painting, or other artwork, that is made integral with an exterior wall surface, and that does not specifically identify goods or services offered by the business on the

premises or include a commercial advertising message by a business not on the premises.”

B. Subsection (6)(j) (“Wall murals”) of Section 11-1.67.04 (“Sign regulations for specific zones”) of Article 67 (“Signs”) of Title XI of the Lomita Municipal Code is hereby repealed.

C. Subsection (o) of Section 11-1.67.05 (“Sign Prohibited signs and sign restrictions”) of Article 67 (“Signs”) of Title XI of the Lomita Municipal Code is hereby repealed.

D. Section 11-1.68.11, entitled “Murals”, is hereby added to Title XI of the Lomita Municipal Code to read in its entirety as follows:

**“Section 11-1.68.12. - Murals.**

(A) A mural shall be permitted within any zoning district only by site plan review and approval by the planning commission and must comply with the following requirements:

(1) Murals may not interfere with pedestrian or traveler safety.

(2) Murals shall not be used to advertise a particular business establishment or property and shall not include trademarks, company logos, or advertising copy, except logos which are determined by the planning commission to have historical significance.

(B) Murals are not considered signage thus are not subject to the maximum sign area.

(C) As part of its review of a mural, the planning commission shall:

(1) Establish appropriate requirements for the use of long-lasting paint, ultraviolet coating protection, and/or a medium preventative of vandalism, theft, and weather impact.

(2) Require provisions for alterations and maintenance, including a required minimum length of time for maintenance, otherwise the property owner is subject to the administrative citations and penalties provisions in Title 1, Chapter 5 of this Code.

(3) Establish insurance requirements.”

**Section 5. Severability**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or any part hereof is for any reason held to be invalid, such invalidity shall not

affect the validity of the remaining portions of this ordinance or any part thereof. The City Council of the City of Lomita hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared invalid.

**Section 6. Effective Date**

This ordinance shall take effect thirty (30) days after the date of its passage; and prior to fifteen (15) days after its passage, the City Clerk shall cause a copy of this ordinance to be published in accordance with the provisions of the law. The City Clerk shall certify the adoption of this ordinance.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Barry Waite, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathleen Horn Gregory, MMC, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Trevor Rusin, City Attorney

**Sec. 11-1.15.13(M)**

Mural shall mean a pictorial representation, painting, or other artwork, that is made integral with an exterior wall surface, and that does not specifically identify goods or services offered by the business on the premises or include a commercial advertising message by a business not on the premises.

**Subsection (16) of Section 11-1.67.02 (“Definitions”) of Article 67 (“Signs”):**

~~“Mural shall mean a large painting, picture or decoration which is applied directly to a wall and which usually depicts a scene or an event.”~~Repealed.

**Sec. 11-1.67.04. - Sign regulations for specific zones.**

**(6) D-C, Downtown Commercial:**

~~(j) Wall murals: Wall murals may be allowed subject to site plan review by the planning commission and subject to the following standards:~~

~~(i) Wall murals shall not be used to advertise a particular business establishment or property;~~

~~(ii) The intent of a wall mural shall be purely decorative in nature and shall be limited to the depiction of a scene or event related to the City's history;~~

~~(iii) Exterior wall murals are allowed without being included in the maximum sign area provided that the mural is a painting which includes images or pictorial elements, but does not include trademarks, company logos, or advertising copy, except logos which are determined by the planning commission to have historical significance; and~~

~~(iv) Murals shall not be permitted on the same wall in connection with commercial business or advertising signs.~~Repealed.

**Sec. 11-1.67.05. - Prohibited signs and sign restrictions.**

~~(o) “Murals, as defined in this chapter, shall be permitted only by review and approval of the planning commission.”~~Repealed.

**Sec. 11-1.68.12. – Murals**

(A) Murals shall be permitted within any zoning district only by site plan review and approval by the planning commission and must comply with the following requirements:

(1) The intent of a wall mural shall be purely decorative in nature.

(2) Murals may not interfere with pedestrian or traveler safety.

(3) Murals shall not be used to advertise a particular business establishment or property and shall not include trademarks, company logos, or advertising

copy, except logos which are determined by the planning commission to have historical significance.

(B) Murals are not subject to the maximum sign area.

(C) As part of its review of a mural, the planning commission shall

(1) Establish appropriate requirements for the use of long-lasting paint, ultraviolet coating protection, and/or a medium preventative of vandalism, theft, and weather impact.

(2) Require provisions for alterations and maintenance, included a required minimum length of time for maintenance, otherwise the property owner is subject to the administrative citations and penalties provisions in Title 1, Chapter 5 of this Code.

(3) Establish insurance requirements.