

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
24300 Narbonne Avenue
Lomita, CA 90717
Phone: (310) 325-7110
Fax: (310) 325-4024

Next Resolution No. 2023-21
Next Ordinance No. 859

**AGENDA
REGULAR MEETING
LOMITA CITY COUNCIL
TUESDAY, OCTOBER 17, 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 MAY ALSO CHOOSE TO 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

THE COUNCIL MAY SUSPEND PUBLIC PARTICIPATION VIA ZOOM AT ANY TIME, AND THE MEETING WILL NOT BE CANCELLED NOR SUSPENDED IF TECHNICAL ISSUES PRECLUDE OR IMPACT THE ABILITY TO ACCEPT PUBLIC COMMENT OVER ZOOM. SHOULD YOU WISH TO ENSURE YOU CAN PARTICIPATE IN THIS MEETING, OR COMMENT ON AN ITEM ON THE AGENDA, YOU MUST SHOW UP IN PERSON AT THE MEETING.

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 – Mayor Pro Tem Uphoff
- d. Roll Call

2. APPROVAL OF AGENDA

3. PRESENTATIONS

None scheduled.

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-k be approved.

- 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.

- c. Monthly Report for the Administrative Services Department

RECOMMENDED ACTION: Receive and file the report.

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

RECOMMENDED ACTION: Receive and file the report.

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

RECOMMENDED ACTION: Receive and file the report.

- f. Monthly Report for the Recreation and Facilities Division

RECOMMENDED ACTION: Receive and file the report.

- g. Monthly Report for the Public Works Department

RECOMMENDED ACTION: Receive and file the report.

- h. August 2023 Treasury & Investment Report

RECOMMENDED ACTION: Receive and file the report.

- i. Fiscal Year (FY) 2023/24 Quarterly Financial Report

RECOMMENDED ACTION: Receive and file the Fiscal Year (FY) 2023/24 Quarterly Financial Report First Quarter Ending September 30, 2023.

- j. Second Reading and Adoption of Ordinance No. 858

RECOMMENDED ACTION: Adopt the ordinance and find the project categorically exempt from the California Environmental Quality Act (CEQA).

ORDINANCE NO. 858 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING CHAPTER 5 OF TITLE I OF THE LOMITA MUNICIPAL CODE TO ALIGN THE ADMINISTRATIVE CITATION APPEAL METHOD WITH THE PARKING CITATION APPEAL METHOD AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

- k. Resolution Approving and Authorizing the City Manager to Sign and File for Financial Assistance with the State Water Resources Control Board for Water Infrastructure Improvements

RECOMMENDED ACTION: Adopt Resolution No. 2023-21, approving and authorizing the City Manager or Designee to Sign and File for Financial Assistance with the State Water Resources Control Board for Water Infrastructure Improvements.

RESOLUTION NO. 2023-21 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO

SIGN AND FILE FOR FINANCIAL ASSISTANCE WITH THE STATE WATER RESOURCES CONTROL BOARD FOR WATER INFRASTRUCTURE IMPROVEMENTS AND FINDING SUCH ACTION EXEMPT FROM CEQA

8. SCHEDULED ITEMS

- a. DISCUSSION AND CONSIDERATION OF AUTHORIZATION FOR DEMOLITION AND SITE CLEAN-UP OF DECLARED NUISANCE PROPERTY 2253-2257 PACIFIC COAST HIGHWAY (APN 7373-008-006)**

Presented by Brianna Rindge, Community & Economic Development Director

RECOMMENDED ACTION: Authorize the City Manager to authorize the work as described herein for \$32,400.00, with 10% contingency, and return to City Council with a report to recover full abatement costs.

- b. DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING VARIOUS PERSONNEL ACTIONS AND APPROVING CLASSIFICATION SPECIFICATIONS**

Presented by Lina Hernandez, Senior Management Analyst

RECOMMENDED ACTION: 1) Adopt Resolution No. 2023-22 establishing a revised list of full-time positions with corresponding salary schedule and make the necessary budget adjustments; and 2) Approve the attached Classification Specifications.

RESOLUTION NO. 2023-22 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ESTABLISHING A SALARY SCHEDULE AND AUTHORIZED POSITIONS FOR EMPLOYEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2024

9. PUBLIC HEARINGS

None

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/.

Date Posted: October 12, 2023



Linda E. Abbott, CMC, Deputy City Clerk


TO: Honorable Mayor and City Council
FROM: Administrative Services Department
DATE: October 17, 2023
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

October 17, 2023	TOTAL WARRANTS ISSUED:	\$723,267.02
	Wires Transfers:	10962-10970
	Prepay:	531428-531429
	Check Numbers:	531430-531513

Total Pages of Register: 16

October 6, 2023	TOTAL PAYROLL ISSUED:	\$124,845.97
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I hereby certify that the demands or claims covered by the checks listed on pages 1 to 16 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 10/4/2023 - 10/17/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
Vendor: 7228 - #1 All Safe & Secure					
531430	10/17/2023	#1 All Safe & Secure	09-2023	Pre-Employee Live Scan	20.00
				Vendor 7228 - #1 All Safe & Secure Total:	20.00
Vendor: 12798 - 4LEAF, Inc.					
531431	10/17/2023	4LEAF, Inc.	J41221H	Augmented Code Enforcement..	8,400.00
				Vendor 12798 - 4LEAF, Inc. Total:	8,400.00
Vendor: 6948 - A1 Lawnmower Shop					
531432	10/17/2023	A1 Lawnmower Shop	01131	Blade	123.48
531432	10/17/2023	A1 Lawnmower Shop	01131	Catcher	47.41
531432	10/17/2023	A1 Lawnmower Shop	01131	Oil	16.53
531432	10/17/2023	A1 Lawnmower Shop	01137	Oleum Champion	132.30
531432	10/17/2023	A1 Lawnmower Shop	01137	Oleum Craftsman	105.84
531432	10/17/2023	A1 Lawnmower Shop	01137	Edger Blade	92.61
531432	10/17/2023	A1 Lawnmower Shop	01592	Chainsaw Strap	15.44
531432	10/17/2023	A1 Lawnmower Shop	01592	Spark Plug	13.23
531432	10/17/2023	A1 Lawnmower Shop	01592	Bar Chain Oil	29.76
531432	10/17/2023	A1 Lawnmower Shop	01592	Sharpen Saw	16.00
				Vendor 6948 - A1 Lawnmower Shop Total:	592.60
Vendor: 6568 - A1 Office Concepts					
531429	10/10/2023	A1 Office Concepts	101023	50% Deposit for EOC Workstat..	1,589.64
				Vendor 6568 - A1 Office Concepts Total:	1,589.64
Vendor: 7353 - ACE Whatever It Takes					
531433	10/17/2023	ACE Whatever It Takes	6096	Marker Dry Erase 4-Count	6.60
531433	10/17/2023	ACE Whatever It Takes	6096	8.5 in. W X 11 in. L Legal Pad 5...	3.08
531433	10/17/2023	ACE Whatever It Takes	6096	Air Freshener 8 oz	6.59
531433	10/17/2023	ACE Whatever It Takes	6096	Graffiti All Purpose Remover ...	26.44
531433	10/17/2023	ACE Whatever It Takes	6100	Battery Lithium 9V 1-Pk	18.73
531433	10/17/2023	ACE Whatever It Takes	6108	Misc. Fasteners	13.79
531433	10/17/2023	ACE Whatever It Takes	6108	Bolt U 5/16"X1.75"X3"	38.53
531433	10/17/2023	ACE Whatever It Takes	6108	Misc. Fasteners	61.52
531433	10/17/2023	ACE Whatever It Takes	6113	Spray Paint 12 oz	5.06
531433	10/17/2023	ACE Whatever It Takes	6113	Misc. Fastener	7.50
531433	10/17/2023	ACE Whatever It Takes	6113	2-1/2 in. L Fixed Staple Safety...	4.40
531433	10/17/2023	ACE Whatever It Takes	6113	Plated Steel USS Nylon Lock N...	3.06
531433	10/17/2023	ACE Whatever It Takes	6113	Dark Steel Metallic Spray Paint..	15.43
531433	10/17/2023	ACE Whatever It Takes	6114	AA Alkaline Batteries 4-Pk	3.96
531433	10/17/2023	ACE Whatever It Takes	6114	Ace Brush Wheel Coarse 4"	5.50
531433	10/17/2023	ACE Whatever It Takes	6114	Motor Oil 5W30 5QT	25.35
531433	10/17/2023	ACE Whatever It Takes	6115	Channelock XLT 7". Steel Diag...	30.85
531433	10/17/2023	ACE Whatever It Takes	6115	Crimped Wire Wheel Brush St...	7.27
531433	10/17/2023	ACE Whatever It Takes	6115	Crimped Wire Wheel Brush St...	-5.50
531433	10/17/2023	ACE Whatever It Takes	6116	Rope Poly Proline 1/4 X 50	26.43
531433	10/17/2023	ACE Whatever It Takes	6121	Polished Brass Brass Broad Hi...	7.27
531433	10/17/2023	ACE Whatever It Takes	6121	Brass-Plated Steel Barrel Bolt ...	5.06
531433	10/17/2023	ACE Whatever It Takes	6121	Fixed Staple Safety Hasp	4.39
531433	10/17/2023	ACE Whatever It Takes	6121	Steel Double Locking Padlock	17.62
531433	10/17/2023	ACE Whatever It Takes	6126	Knife Blades 50-Pk	14.32
531433	10/17/2023	ACE Whatever It Takes	6126	Misc. Fasteners	0.44
531433	10/17/2023	ACE Whatever It Takes	6126	Misc. Fasteners	1.74
531433	10/17/2023	ACE Whatever It Takes	6126	Misc. Fasteners	0.51
				Vendor 7353 - ACE Whatever It Takes Total:	355.94
Vendor: 4015 - AFLAC					
531434	10/17/2023	AFLAC	307123	Employee Life/Accident Benefi..	145.02

Warrant Register

Payment Dates: 10/4/2023 - 10/17/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531434	10/17/2023	AFLAC	307123	Employee Life/Accident Benefi..	43.50
531434	10/17/2023	AFLAC	307123	Employee Life/Accident Benefi..	22.36
531434	10/17/2023	AFLAC	307123	Employee Life/Accident Benefi..	51.01
				Vendor 4015 - AFLAC	
				Total:	261.89

Vendor: 12925 - AireSpring Inc.

531435	10/17/2023	AireSpring Inc.	177091823	Internet & Phone Services Oct...	1,384.62
531435	10/17/2023	AireSpring Inc.	177091823	Internet & Phone Services Oct...	1,384.62
				Vendor 12925 - AireSpring Inc. Total:	2,769.24

Vendor: 12207 - AKM Consulting Engineers, Inc.

531436	10/17/2023	AKM Consulting Engineers, Inc.	0012467	Consulting Sevices for CWP... ..	3,490.00
				Vendor 12207 - AKM Consulting Engineers, Inc. Total:	3,490.00

Vendor: 7445 - All City Management Services, Inc.

531437	10/17/2023	All City Management Services, ..	88212	Crossing Guard Services	5,203.44
				Vendor 7445 - All City Management Services, Inc. Total:	5,203.44

Vendor: 0545 - Allied Waste Transfer Services (BFI Falcon TS)

531438	10/17/2023	Allied Waste Transfer Services ..	4404-00022063	Dump Fee	4,270.79
				Vendor 0545 - Allied Waste Transfer Services (BFI Falcon TS) Total:	4,270.79

Vendor: 12155 - Amazon Capital Services

531439	10/17/2023	Amazon Capital Services	1CR4-WYFC-HT7K	2.5 ft Indoor Outdoor Game S...	101.43
531439	10/17/2023	Amazon Capital Services	1CR4-WYFC-HT7K	Giant Inflatable Game, 11 Ft L...	165.36
531439	10/17/2023	Amazon Capital Services	1CR4-WYFC-HT7K	Splash Tower Water Dunk Ga...	198.44
531439	10/17/2023	Amazon Capital Services	1CR4-WYFC-HT7K	Premium Portable PVC Framed..	39.68
531439	10/17/2023	Amazon Capital Services	1D1K-RMJF-6XLL	8 ft Spandex Table Cloth 2-Pk	99.03
531439	10/17/2023	Amazon Capital Services	1D1K-RMJF-6XLL	8 ft Rectangular Table Cloth	36.34
531439	10/17/2023	Amazon Capital Services	1FFK-R6CF-H6CL	Returning Toner Cartridge	-286.64
531439	10/17/2023	Amazon Capital Services	1HPV-RHFC-YV1Q	Logitech H390 Wired Headset	39.70
531439	10/17/2023	Amazon Capital Services	1T1K-RLHH-F1LM	Keyboard & Mouse Combo	32.63
531439	10/17/2023	Amazon Capital Services	1W1K-PHF3-R1XQ	Grade Dark Green Duct Tape,..	72.77
531439	10/17/2023	Amazon Capital Services	1W1K-PHF3-R1XQ	Heavy Duty Waterproof Duct ...	21.61
				Vendor 12155 - Amazon Capital Services Total:	520.35

Vendor: 4010 - Ameritas Life Insurance

531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	2,767.37
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	94.13
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	101.09
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	38.15
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	53.33
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	50.88
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	101.76
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	49.56
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	61.06
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	183.77
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	96.67
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	250.33
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	101.76
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	13.94
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	5.09
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	7.63
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	28.76
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	63.60
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	53.33
531440	10/17/2023	Ameritas Life Insurance	October 23	Employee Dental Insurance-O...	590.11
				Vendor 4010 - Ameritas Life Insurance Total:	4,712.32

Vendor: 12918 - Athens Services

531441	10/17/2023	Athens Services	100323	Refund-Received a Wire in Err...	385.00
				Vendor 12918 - Athens Services Total:	385.00

Vendor: 4020 - Automatic Data Processing

10970	10/06/2023	Automatic Data Processing	643581400	Workforce Time & Attendance	713.37
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Warrant Register

Payment Dates: 10/4/2023 - 10/17/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
10970	10/06/2023	Automatic Data Processing	643581400	Workforce Time & Attendance	237.78
				Vendor 4020 - Automatic Data Processing	Total: 951.15
Vendor: 0415 - B.D. White Top Soil Co.					
531442	10/17/2023	B.D. White Top Soil Co.	89433	Dirt Mix	40.79
531442	10/17/2023	B.D. White Top Soil Co.	89442	Dirt Mix	40.79
531442	10/17/2023	B.D. White Top Soil Co.	89470	Dirt Mix	40.79
531442	10/17/2023	B.D. White Top Soil Co.	89497	Dirt Mix	40.79
				Vendor 0415 - B.D. White Top Soil Co.	Total: 163.16
Vendor: 12252 - Barry Waite					
531443	10/17/2023	Barry Waite	091023	Reimbursement for CCCA Mil...	984.37
531443	10/17/2023	Barry Waite	092223	Reimb. League of CA Cities Mi...	1,003.72
531443	10/17/2023	Barry Waite	100323	Reimbursement-2024 Sacram...	675.00
				Vendor 12252 - Barry Waite Total:	2,663.09
Vendor: 7319 - California State Disbursement Unit					
531428	10/05/2023	California State Disbursement...	100623-8004	Employee Garnishment-Pay D...	70.61
531444	10/17/2023	California State Disbursement...	102023-8004	Employee Garnishment-Pay D...	70.61
531445	10/17/2023	California State Disbursement...	102023-1622	Employee Garnishment-Pay D...	230.76
				Vendor 7319 - California State Disbursement Unit	Total: 371.98
Vendor: 0655 - California Water Service					
531446	10/17/2023	California Water Service	6984422222-100323	PV Dr. No. Rolling Vista Media...	241.07
531446	10/17/2023	California Water Service	8594422222-092723	Landscape Maintenance Distri...	198.99
				Vendor 0655 - California Water Service Total:	440.06
Vendor: 6642 - Catalina Pacific Concrete					
531447	10/17/2023	Catalina Pacific Concrete	96064852	Short Load, Energy Fee & Envi...	176.42
531447	10/17/2023	Catalina Pacific Concrete	96064852	Concrete	1,015.82
531447	10/17/2023	Catalina Pacific Concrete	96064852	Standing Time	62.50
				Vendor 6642 - Catalina Pacific Concrete	Total: 1,254.74
Vendor: 12726 - Christopher Moya					
531448	10/17/2023	Christopher Moya	090723	Mileage Reimbursement	131.00
				Vendor 12726 - Christopher Moya Total:	131.00
Vendor: 12703 - Clifford Sims					
531449	10/17/2023	Clifford Sims	100423	Adult Basketball Forfeit Fee	160.00
				Vendor 12703 - Clifford Sims Total:	160.00
Vendor: 6934 - Clinical Laboratory of San Bernardino, Inc.					
531450	10/17/2023	Clinical Laboratory of San Ber...	2301463	Water Quality Report August ...	1,782.00
				Vendor 6934 - Clinical Laboratory of San Bernardino, Inc. Total:	1,782.00
Vendor: 6751 - Conico Roro, Inc.					
531451	10/17/2023	Conico Roro, Inc.	093023	Car Wash	39.00
531451	10/17/2023	Conico Roro, Inc.	093023	Facilities	63.37
531451	10/17/2023	Conico Roro, Inc.	093023	Park	169.03
531451	10/17/2023	Conico Roro, Inc.	093023	Public Work	428.12
531451	10/17/2023	Conico Roro, Inc.	093023	Water	1,000.03
				Vendor 6751 - Conico Roro, Inc.	Total: 1,699.55
Vendor: 0915 - Copy Rite Printing					
531452	10/17/2023	Copy Rite Printing	39653	Business Cards-J. Campos	49.22
				Vendor 0915 - Copy Rite Printing	Total: 49.22
Vendor: 7371 - Corporate Payment Systems					
531453	10/17/2023	Corporate Payment Systems	C. Villa 092523	Canva Subscription	12.99
531453	10/17/2023	Corporate Payment Systems	C. Villa 092523	Graffiti Removal	270.28
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	Dinner at JPIA Conference	13.77
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	Hotel for JPIA Conference	333.99
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	Water Bottles for Staff	452.62
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	August Birthday Celebration	29.63
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	Water for Benefit's Fair	5.98
531453	10/17/2023	Corporate Payment Systems	D. Dixon 092523	Refreshment for Public Works...	113.16
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory August...	1,354.92
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory June 23	1,280.38

Warrant Register

Payment Dates: 10/4/2023 - 10/17/2023

Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory May 23	1,280.38	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory July 23	1,313.86	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Acrobat Pro	695.71	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Airespring-Internet & Phone	63.25	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Zoom Video	15.99	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory June 23	426.80	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory May 23	426.80	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory July 23	437.96	
531453	10/17/2023	Corporate Payment Systems	G. Sugano 092523	Azure Active Directory August...	451.64	
531453	10/17/2023	Corporate Payment Systems	H. Flores 092523	Bed Liner for 2023 Ford F350	786.21	
531453	10/17/2023	Corporate Payment Systems	J. Vida 092523	Hotel-JPIA Conference	333.96	
531453	10/17/2023	Corporate Payment Systems	K. Gregory 092523	Water for Council Meeting	10.38	
531453	10/17/2023	Corporate Payment Systems	K. Gregory 092523	Council Meeting Dinner	108.89	
531453	10/17/2023	Corporate Payment Systems	K. Gregory 092523	Council Meeting Dinner	37.73	
531453	10/17/2023	Corporate Payment Systems	K. Gregory 092523	Daily Breeze Subscription	10.00	
531453	10/17/2023	Corporate Payment Systems	K. Gregory 092523	Dropbox	19.99	
531453	10/17/2023	Corporate Payment Systems	L. Hernandez 092523	Email Newsletter Services Aug...	39.50	
531453	10/17/2023	Corporate Payment Systems	L. Hernandez 092523	Email Newsletter Services Sep...	39.50	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	Event Banner-Youth Sports	456.00	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	CA Park & Recreation Society...	185.00	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	Event Banner-Halloween	114.00	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	Sidewalk EZ-Up	77.13	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	Halloween Supplies	220.67	
531453	10/17/2023	Corporate Payment Systems	Lomita Park 092523	Halloween Supplies	228.13	
531453	10/17/2023	Corporate Payment Systems	M. Andersen 092523	Staff Lunch	73.35	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Trash Cans	32.93	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Flagpole Truck- 3" Slip on Revo...	285.34	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Ball 8" Gold Anodized Alumin...	444.74	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Bed Liner for 2023 Ford Color...	434.50	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Mass Mobile Apps	99.00	
531453	10/17/2023	Corporate Payment Systems	M. Sansbury 092523	Museum Locomotive Reuphol...	82.80	
531453	10/17/2023	Corporate Payment Systems	R. Smoot 092523	CCMF 2023-24I Membership ...	400.00	
531453	10/17/2023	Corporate Payment Systems	R. Smoot 092523	Parking	60.00	
531453	10/17/2023	Corporate Payment Systems	R. Smoot 092523	Airfare-R. Smoot	96.00	
531453	10/17/2023	Corporate Payment Systems	S. Kamada 092523	Zippered Vinyl Portfolios	1,678.66	
531453	10/17/2023	Corporate Payment Systems	S. Ritchie 092523	Games-Inflatables Rental for ...	1,499.20	
531453	10/17/2023	Corporate Payment Systems	S. Ritchie 092523	Whistles for Staff	89.06	
531453	10/17/2023	Corporate Payment Systems	W. Lawson 092523	Property Report	95.97	
531453	10/17/2023	Corporate Payment Systems	W. Lawson 092523	Gas	65.96	
531453	10/17/2023	Corporate Payment Systems	W. Lawson 092523	Gas	60.00	
531453	10/17/2023	Corporate Payment Systems	W. Lawson 092523	Code Enforcement Subscripti...	25.95	
				Vendor 7371 - Corporate Payment Systems	Total:	17,170.66
Vendor: 12721 - Cory Zedler						
531454	10/17/2023	Cory Zedler	092823	Mileage Reimbursement	12.51	
				Vendor 12721 - Cory Zedler Total:	12.51	
Vendor: 6828 - Creative Software Solutions						
531455	10/17/2023	Creative Software Solutions	CINV-040916	DAR September 23	458.33	
				Vendor 6828 - Creative Software Solutions	Total:	458.33
Vendor: 6757 - Dataprose, Inc.						
531456	10/17/2023	Dataprose, Inc.	DP2303948	Water Bills	2,760.05	
531456	10/17/2023	Dataprose, Inc.	DP2303948	Inserts-What is Backflow	59.10	
				Vendor 6757 - Dataprose, Inc.	Total:	2,819.15
Vendor: 12704 - David Evans & Associates, Inc.						
531457	10/17/2023	David Evans & Associates, Inc.	545976	Engineering Design-Street Rec...	5,235.50	
531457	10/17/2023	David Evans & Associates, Inc.	546001	Engineering Design Services-N...	634.25	
531457	10/17/2023	David Evans & Associates, Inc.	546001	Engineering Design Services-N...	634.25	
				Vendor 12704 - David Evans & Associates, Inc. Total:	6,504.00	

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
Vendor: 7340 - Division of the State Architect					
531458	10/17/2023	Division of the State Architect	100423	July-September 23	141.60
Vendor 7340 - Division of the State Architect Total:					141.60
Vendor: 7438 - Duke Service Center, Inc.					
531459	10/17/2023	Duke Service Center, Inc.	093023	Park	1,052.78
531459	10/17/2023	Duke Service Center, Inc.	093023	Public Work	863.79
531459	10/17/2023	Duke Service Center, Inc.	093023	Water	355.51
Vendor 7438 - Duke Service Center, Inc. Total:					2,272.08
Vendor: 12205 - Elite Equipment Rental, LLC					
531460	10/17/2023	Elite Equipment Rental, LLC	14763	Ring-O-Matic Rental-Carb Co...	19.04
531460	10/17/2023	Elite Equipment Rental, LLC	14763	Ring-O-Matic Rental	2,021.25
Vendor 12205 - Elite Equipment Rental, LLC Total:					2,040.29
Vendor: 2085 - Employment Development Department					
531461	10/17/2023	Employment Development De...	L1657564240	Unemployment Insurance Be...	1,478.88
Vendor 2085 - Employment Development Department Total:					1,478.88
Vendor: 2095 - Ewing Irrigation Products					
531462	10/17/2023	Ewing Irrigation Products	20602335	PVC Coupling	4.46
531462	10/17/2023	Ewing Irrigation Products	20615056	Irrigation Repairs	554.96
531462	10/17/2023	Ewing Irrigation Products	20615108	Irrigation Controller	1,925.01
Vendor 2095 - Ewing Irrigation Products Total:					2,484.43
Vendor: 7116 - Ferguson Waterworks #1083					
531463	10/17/2023	Ferguson Waterworks #1083	0009904	Register 5/8 T10 V4 R900I CF	4,880.00
531463	10/17/2023	Ferguson Waterworks #1083	0009904	Reg 3 PHT V4 R900I CF PIT	4,880.00
531463	10/17/2023	Ferguson Waterworks #1083	0009904	Reg 3/4 T10 V4 R900I CF PIT	4,960.00
Vendor 7116 - Ferguson Waterworks #1083 Total:					14,720.00
Vendor: 12061 - GovInvest Inc.					
531464	10/17/2023	GovInvest Inc.	2023-4476	FY 2023 GASB 68 Accounting ...	500.00
531464	10/17/2023	GovInvest Inc.	2023-4476	FY 2023 GASB 68 Accounting ...	500.00
Vendor 12061 - GovInvest Inc. Total:					1,000.00
Vendor: 3052 - Home Depot Credit Services					
531465	10/17/2023	Home Depot Credit Services	0010376	Bottle Water 24-Pk	19.92
531465	10/17/2023	Home Depot Credit Services	0010376	Water Bottle Deposit	4.80
531465	10/17/2023	Home Depot Credit Services	0010376	0.75" X 3.5" X 12' Common Bo...	69.75
531465	10/17/2023	Home Depot Credit Services	0010376	Firm Grip Duck Canvas Glove	18.01
531465	10/17/2023	Home Depot Credit Services	0010376	CA Lumber Fee	0.60
531465	10/17/2023	Home Depot Credit Services	0010376	0.656" X 1.46" X 96" Strip	7.72
531465	10/17/2023	Home Depot Credit Services	0010376	0.578" X 47.75" x 95.75"	61.12
531465	10/17/2023	Home Depot Credit Services	0010376	CA Lumber Fee	0.54
531465	10/17/2023	Home Depot Credit Services	0010376	CA Lumber Fee	0.04
531465	10/17/2023	Home Depot Credit Services	0010376	Thread Sharp Point Drywall Sc...	8.36
531465	10/17/2023	Home Depot Credit Services	3522849	Trash Can	40.67
531465	10/17/2023	Home Depot Credit Services	5510562	LED Light Bulb	36.00
531465	10/17/2023	Home Depot Credit Services	5510562	Indoor Bug Killer Spray 13 oz	36.28
531465	10/17/2023	Home Depot Credit Services	5510562	Indoor Insecticide Bug Killer S...	15.20
531465	10/17/2023	Home Depot Credit Services	6011858	Water Bottle Deposit	7.20
531465	10/17/2023	Home Depot Credit Services	6011858	Bottle Water	29.88
531465	10/17/2023	Home Depot Credit Services	6011858	CA Lumber Fee	0.13
531465	10/17/2023	Home Depot Credit Services	6011858	Concrete Degreaser 128 oz	33.03
531465	10/17/2023	Home Depot Credit Services	6011858	32 oz. Professional Spray Bottle	8.78
531465	10/17/2023	Home Depot Credit Services	6011858	Cedar shims	14.24
531465	10/17/2023	Home Depot Credit Services	6011858	2.5 Gal All Purpose Cleaner	24.23
531465	10/17/2023	Home Depot Credit Services	6011858	4 ft. 4-Light 80-Watt Integrate...	66.12
531465	10/17/2023	Home Depot Credit Services	6011858	3M Black Duct Tape 55 YD 1-Pk	29.29
531465	10/17/2023	Home Depot Credit Services	6610974	Wire Stripper and Cutter for 8...	32.91
531465	10/17/2023	Home Depot Credit Services	6610974	3/4" x 1/2" FIP Brass Reducing...	12.07
531465	10/17/2023	Home Depot Credit Services	6610974	Winged Wire Connector 30-Pk	6.59
531465	10/17/2023	Home Depot Credit Services	6610974	1/2" MIP x 1/4" FIP Brass Bus...	6.14
531465	10/17/2023	Home Depot Credit Services	6610974	Wire Stripper and Cutter for 8...	4.83

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531465	10/17/2023	Home Depot Credit Services	7011714	Bottle Water 24-Pk	9.96
531465	10/17/2023	Home Depot Credit Services	7011714	Water Bottle Deposit	2.40
531465	10/17/2023	Home Depot Credit Services	7011714	HDX Terry Towels 36-Pk	26.44
531465	10/17/2023	Home Depot Credit Services	7011714	Paint Stick 10-Pk	1.63
531465	10/17/2023	Home Depot Credit Services	7011714	Painters Touch 2X Gloss Deep...	85.73
531465	10/17/2023	Home Depot Credit Services	7011714	Combo Stencils Letters & Nu...	19.61
531465	10/17/2023	Home Depot Credit Services	7011714	Jumbo Debris Dust Pan	27.12
531465	10/17/2023	Home Depot Credit Services	7011714	5 Gal Bucket	14.82
531465	10/17/2023	Home Depot Credit Services	7121721	144 oz Lysol All Purpose	41.61
531465	10/17/2023	Home Depot Credit Services	7121721	16" x 16"Multi-Purpose Microf..	24.00
531465	10/17/2023	Home Depot Credit Services	7121721	Toilet Brush	23.12
531465	10/17/2023	Home Depot Credit Services	7121721	Blue Bleach	9.86
				Vendor 3052 - Home Depot Credit Services	Total: 880.75
Vendor: 4675 - Jason Filbern					
531466	10/17/2023	Jason Filbern	090723	Mileage Reimbursement	131.00
				Vendor 4675 - Jason Filbern	Total: 131.00
Vendor: 12757 - Jenna Barnett					
531467	10/17/2023	Jenna Barnett	100423	Reimbursement for Museum ...	58.00
				Vendor 12757 - Jenna Barnett Total:	58.00
Vendor: 7420 - JFS Care					
531468	10/17/2023	JFS Care	August 23	Services-Lifeline August 23	741.00
531468	10/17/2023	JFS Care	September 23	Services-Lifeline September 23	741.00
				Vendor 7420 - JFS Care	Total: 1,482.00
Vendor: 12929 - Jill Roberts					
531469	10/17/2023	Jill Roberts	2004235.001	Refund-Picnic Shelter Deposit...	40.00
				Vendor 12929 - Jill Roberts Total:	40.00
Vendor: 6858 - Junior's Golf Carts, Inc.					
531470	10/17/2023	Junior's Golf Carts, Inc.	35453	Club Car Trouble Shoot-Service..	90.00
531470	10/17/2023	Junior's Golf Carts, Inc.	35453	Club Car Trouble Shoot-Labor	100.00
				Vendor 6858 - Junior's Golf Carts, Inc.	Total: 190.00
Vendor: 12926 - Kanwardeep Singh					
531471	10/17/2023	Kanwardeep Singh	2004231.001	Refund-Picnic Shelter Deposit...	40.00
				Vendor 12926 - Kanwardeep Singh Total:	40.00
Vendor: 12712 - Katelyn Peterson					
531472	10/17/2023	Katelyn Peterson	2004233.001	Refund-Picnic Shelter Deposit...	75.00
				Vendor 12712 - Katelyn Peterson Total:	75.00
Vendor: 12840 - Kimley-Horn and Associates, Inc.					
531473	10/17/2023	Kimley-Horn and Associates, I...	26002866	Traffic Consulting for Traffic Ca...	17,476.05
				Vendor 12840 - Kimley-Horn and Associates, Inc. Total:	17,476.05
Vendor: 3331 - Lee's Tires					
531474	10/17/2023	Lee's Tires	82277	2006 Ford F350 Oil Change-La...	22.45
531474	10/17/2023	Lee's Tires	82277	2006 Ford F350 Oil Change-Oil...	52.47
				Vendor 3331 - Lee's Tires	Total: 74.92
Vendor: 3054 - Linde Gas & Equipment Inc.					
531475	10/17/2023	Linde Gas & Equipment Inc.	38385004	Acetylene Torch Rental	65.37
				Vendor 3054 - Linde Gas & Equipment Inc. Total:	65.37
Vendor: 3903 - Lomita City Employees Association					
531476	10/17/2023	Lomita City Employees Associa..	October 23	Association Dues-October 23	620.00
				Vendor 3903 - Lomita City Employees Association Total:	620.00
Vendor: 6020 - Mark Waronek					
531477	10/17/2023	Mark Waronek	100623	Reimbursement for Mileage &...	108.94
				Vendor 6020 - Mark Waronek	Total: 108.94
Vendor: 3085 - Mark's Lock & Safe, Inc.					
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036633	Repaired ASSA Cylinder on Ga...	236.25
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036699	Rekey & Mortise ASSA High Se...	450.75
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036699	Mortise ASSA High Security Cyl..	2,572.66

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036709	Duplicate Special Keys	44.98
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036709	Key Ring	1.39
531478	10/17/2023	Mark's Lock & Safe, Inc.	0000036709	Duplicate Keys	13.56
				Vendor 3085 - Mark's Lock & Safe, Inc.	Total: 3,319.59

Vendor: 12927 - Martha Lopez

531479	10/17/2023	Martha Lopez	2004232.001	Refund-Picnic Shelter Deposit...	40.00
				Vendor 12927 - Martha Lopez Total:	40.00

Vendor: 12923 - Mike Lavassani

531480	10/17/2023	Mike Lavassani	2004225.001	Refund-Picnic Shelter Deposit...	40.00
				Vendor 12923 - Mike Lavassani Total:	40.00

Vendor: 3217 - MissionSquare Retirement

10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	10,991.96
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	365.26
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	330.87
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	34.94
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	157.29
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	132.82
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	362.77
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	182.98
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	269.50
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	257.10
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	238.20
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	292.36
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	234.78
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	29.14
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	15.19
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	12.71
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	90.00
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	113.28
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	157.29
10965	10/05/2023	MissionSquare Retirement	PD092923	Deferred Compensation Pay D...	1,137.91
				Vendor 3217 - MissionSquare Retirement Total:	15,406.35

Vendor: 7496 - Numa Networks

531481	10/17/2023	Numa Networks	35189	IT Services October 23	4,993.07
531481	10/17/2023	Numa Networks	35189	IT Services October 23	4,993.08
				Vendor 7496 - Numa Networks	Total: 9,986.15

Vendor: 6594 - Office Depot Business Solutions, LLC

531482	10/17/2023	Office Depot Business Solutio...	330229739001	Copy Paper	54.56
531482	10/17/2023	Office Depot Business Solutio...	330229739001	3-Pocket Letter-Size Wall Files,...	23.28
531482	10/17/2023	Office Depot Business Solutio...	332862644001	McCafe Ground Coffee	47.96
531482	10/17/2023	Office Depot Business Solutio...	332862644001	Wooden Stir Sticks, 7" 1000-Pk	9.99
531482	10/17/2023	Office Depot Business Solutio...	333778332001	Toner, Brother, TN431BK	89.29
				Vendor 6594 - Office Depot Business Solutions, LLC Total:	225.08

Vendor: 4105 - Pacific Western Bank

10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	16,732.84
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	2,449.63
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	9.48
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	254.92
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	101.54
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	118.06
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	29.46
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	30.34
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	59.90
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	8.09
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	223.09
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	92.21
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	11.46
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	116.07

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	99.38
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	22.95
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	85.27
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	142.02
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	12.11
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	147.25
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	30.44
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	69.51
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	10.85
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	12.85
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	4.05
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	1.11
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	61.25
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	29.41
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	123.10
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	29.93
10966	10/05/2023	Pacific Western Bank	PE092923	Federal & Medicare Taxes-Pay...	435.63
10967	10/05/2023	Pacific Western Bank	PE092923A	State Tax Withholdings Pay En...	6,431.00
Vendor 4105 - Pacific Western Bank				Total:	27,985.20
Vendor: 4080 - PERS Long-Term Care Program					
531483	10/17/2023	PERS Long-Term Care Program	15080575	Employee Long Term Care Ins...	336.88
531483	10/17/2023	PERS Long-Term Care Program	15080575	Employee Long Term Care Ins...	59.45
Vendor 4080 - PERS Long-Term Care Program Total:					396.33
Vendor: 12512 - Prints Pacific, Inc.					
531484	10/17/2023	Prints Pacific, Inc.	20587	Women Silk Touch Long Sleeve...	59.40
Vendor 12512 - Prints Pacific, Inc. Total:					59.40
Vendor: 12907 - Psomas					
531485	10/17/2023	Psomas	200839	Engineering Services-Sewer M...	24,735.00
Vendor 12907 - Psomas Total:					24,735.00
Vendor: 4090 - Public Employee Retirement System					
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	4,193.36
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	2,648.86
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	1,376.74
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	3,042.98
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	145.37
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	3,672.78
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	702.50
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	4,517.23
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	1,334.84
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	2,639.47
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	4,197.91
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	2,595.68
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	4,375.24
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	1,435.13
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	272.28
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	132.30
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	865.05
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	412.25
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	2,601.30
10962	10/10/2023	Public Employee Retirement S...	October 23	Employee Health Insurance-O...	8,079.20
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	12,551.63
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	26.56
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	831.93
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	759.02
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	319.70
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	204.50
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	234.71
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	276.88
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	268.15

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	581.70
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	139.04
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	159.23
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	204.17
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	195.17
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	1,308.50
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	379.72
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	171.51
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	156.06
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	330.14
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	372.99
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	973.10
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	319.95
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	544.17
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	198.63
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	330.69
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	540.70
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	145.27
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	354.55
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	47.19
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	33.53
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	18.46
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	22.07
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	2.95
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	146.81
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	321.07
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	62.92
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	67.06
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	73.84
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	89.38
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	539.82
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	231.74
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	159.23
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	845.82
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	1,205.21
10969	10/11/2023	Public Employee Retirement S...	PE092923	Retirement Contributions-Pay...	1,006.12
Vendor 4090 - Public Employee Retirement System				Total:	76,992.06
Vendor: 12173 - Race Communications					
531486	10/17/2023	Race Communications	RC1003971	Internet Access SBCOG Octob...	1,530.00
531486	10/17/2023	Race Communications	RC1003971	Internet Access SBCOG Octob...	1,530.00
Vendor 12173 - Race Communications Total:					3,060.00
Vendor: 12754 - Recap Advisors, LLC					
531487	10/17/2023	Recap Advisors, LLC	0091286	Consulting Svcs-RAD Repositi...	295.00
Vendor 12754 - Recap Advisors, LLC Total:					295.00
Vendor: 12928 - Rosa Curran					
531488	10/17/2023	Rosa Curran	2004234.001	Refund-Tom Rico Deposit-Non...	200.00
Vendor 12928 - Rosa Curran Total:					200.00
Vendor: 3134 - S & J Supply Co., Inc.					
531489	10/17/2023	S & J Supply Co., Inc.	S100218375.001	SB 274 Bell Joint, Leak Clamp	512.66
Vendor 3134 - S & J Supply Co., Inc.				Total:	512.66
Vendor: 7188 - Sharp Business Systems					
531490	10/17/2023	Sharp Business Systems	9004533116	BP70C55 Copier Usage 9/1/23...	166.73
Vendor 7188 - Sharp Business Systems				Total:	166.73
Vendor: 7233 - Siteone Landscape Supply, LLC					
531491	10/17/2023	Siteone Landscape Supply, LLC	135011923-001	Ratcheting Pipe Cutter 1-5/8"	53.06
531491	10/17/2023	Siteone Landscape Supply, LLC	135011923-001	Corona Max Pruner Classic Cut...	44.25
531491	10/17/2023	Siteone Landscape Supply, LLC	135011923-001	Classic Lifeguard Hat Tan	22.91

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531491	10/17/2023	Siteone Landscape Supply, LLC	135011923-001	Corona Max Scabbard Leather	14.50
				Vendor 7233 - Siteone Landscape Supply, LLC	Total: 134.72
Vendor: 7320 - Sonsray Machinery LLC.					
531492	10/17/2023	Sonsray Machinery LLC.	ESA001880-1	Loader Backhoe, Case 580SV ...	113,033.34
531492	10/17/2023	Sonsray Machinery LLC.	ESA001880-1	Loader Backhoe, Case 580SV-...	5,888.00
531492	10/17/2023	Sonsray Machinery LLC.	ESA001880-1	Loader Backhoe, Case 580SV-F...	850.00
531492	10/17/2023	Sonsray Machinery LLC.	ESA001880-1	Loader Backhoe, Case 580SV-P..	399.00
531492	10/17/2023	Sonsray Machinery LLC.	ESA001880-1	Loader Backhoe, Case 580SV-...	7.00
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance-...	999.60
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance-...	35.07
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance...	13.56
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance-...	144.99
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance-...	100.81
531492	10/17/2023	Sonsray Machinery LLC.	SWO034024	Air Compressor Maintenance-...	135.14
				Vendor 7320 - Sonsray Machinery LLC.	Total: 121,606.51
Vendor: 5050 - Southern California Edison Co.					
531493	10/17/2023	Southern California Edison Co.	700006214310-100223	Lomita Park	1,122.64
531493	10/17/2023	Southern California Edison Co.	700006214310-100223	Traffic Signals	34.19
531493	10/17/2023	Southern California Edison Co.	700006214310-100223	Street Lights	32.42
531493	10/17/2023	Southern California Edison Co.	700006910888-100523	Railroad Museum	182.21
531493	10/17/2023	Southern California Edison Co.	700007178650-100523	Narbonne Pedestrian Crosswa...	55.51
531493	10/17/2023	Southern California Edison Co.	700008444906-100523	Traffic Signals	446.66
531493	10/17/2023	Southern California Edison Co.	700016714053-100523	Lomita Park	3,128.51
531493	10/17/2023	Southern California Edison Co.	700016714053-100523	Western Pedestrian Crosswalk	-55.85
531493	10/17/2023	Southern California Edison Co.	700016714053-100523	Appian Way	438.57
531493	10/17/2023	Southern California Edison Co.	700025877624-100223	Street Lights	599.68
531493	10/17/2023	Southern California Edison Co.	700025957042-100223	Street Lights	267.29
531493	10/17/2023	Southern California Edison Co.	700315793648-100223	Street Lights	190.82
				Vendor 5050 - Southern California Edison Co.	Total: 6,442.65
Vendor: 5040 - Southern California Gas Co.					
531494	10/17/2023	Southern California Gas Co.	07370472008-100323	Park Facilities	21.33
531494	10/17/2023	Southern California Gas Co.	07380495007-100323	City Hall Facility	551.19
				Vendor 5040 - Southern California Gas Co.	Total: 572.52
Vendor: 6393 - Sully-Miller Contracting Co.					
531495	10/17/2023	Sully-Miller Contracting Co.	3364759	Asphalt	388.44
				Vendor 6393 - Sully-Miller Contracting Co.	Total: 388.44
Vendor: 6085 - Thompson Building Materials					
531496	10/17/2023	Thompson Building Materials	IV-I55853	Sir Mix Pallet Deposit	40.79
531496	10/17/2023	Thompson Building Materials	IV-I55853	Sir Mix 60 lb Concrete Mix	276.24
531496	10/17/2023	Thompson Building Materials	IV-I56021	Returning Sir Mix Pallet	-66.15
				Vendor 6085 - Thompson Building Materials	Total: 250.88
Vendor: 12170 - T-Mobile					
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Code Enf...	25.89
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Manage...	19.74
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Recreati...	29.40
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Recreati...	493.45
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Park 6594	25.89
531497	10/17/2023	T-Mobile	092023	City Mobile Internet-Water 40...	29.40
				Vendor 12170 - T-Mobile Total:	623.77
Vendor: 12228 - Toshiba					
531498	10/17/2023	Toshiba	34999899	Copier Lease September 23	602.54
				Vendor 12228 - Toshiba Total:	602.54
Vendor: 9100 - Tripepi Smith and Associates					
531499	10/17/2023	Tripepi Smith and Associates	10847	Citywide Communication & E...	3,347.08
531499	10/17/2023	Tripepi Smith and Associates	10847	Citywide Communication & E...	3,347.09
531499	10/17/2023	Tripepi Smith and Associates	10934	Ad Hoc	230.00
531499	10/17/2023	Tripepi Smith and Associates	10934	Ad Hoc	230.00
531499	10/17/2023	Tripepi Smith and Associates	10935	SB 1383 Education and Outrea...	3,750.00

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
531499	10/17/2023	Tripepi Smith and Associates	10969	Ad Hoc	467.50
531499	10/17/2023	Tripepi Smith and Associates	10969	Ad Hoc	467.50
				Vendor 9100 - Tripepi Smith and Associates	Total: 11,839.17

Vendor: 3037 - TS3 Fulfillment

531500	10/17/2023	TS3 Fulfillment	13852	Short Sleeve Cotton	26.44
531500	10/17/2023	TS3 Fulfillment	13852	Long Sleeve Cotton	48.92
531500	10/17/2023	TS3 Fulfillment	13852	Short Sleeve Work Shirts, Ora...	101.41
531500	10/17/2023	TS3 Fulfillment	13852	Long Sleeve Work Shirts, Oran...	110.23
				Vendor 3037 - TS3 Fulfillment	Total: 287.00

Vendor: 6695 - Tyler Technologies Inc.

531501	10/17/2023	Tyler Technologies Inc.	025-440615	Utility Billing-Insite Transactio...	2,383.75
				Vendor 6695 - Tyler Technologies Inc.	Total: 2,383.75

Vendor: 3123 - Underground Service Alert/SC

531502	10/17/2023	Underground Service Alert/SC	820230406	36 Dig Alerts and Monthly Ma...	73.00
531502	10/17/2023	Underground Service Alert/SC	920230413	29 Dig Alerts & Monthly Main...	60.75
				Vendor 3123 - Underground Service Alert/SC	Total: 133.75

Vendor: 7327 - United Rentals (North America), Inc.

531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator	4,700.00
531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator-Rental Prot...	808.50
531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator-Delivery Cha...	570.00
531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator-Pickup Char...	570.00
531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator-241/7662 C...	450.00
531503	10/17/2023	United Rentals (North America..224482401-001		Rental Generator-241/5970 C...	240.00
				Vendor 7327 - United Rentals (North America), Inc.	Total: 7,338.50

Vendor: 6878 - Urban Feet Inc.

531504	10/17/2023	Urban Feet Inc.	LOM 100223	Work Boots-R. Carranza	191.61
531504	10/17/2023	Urban Feet Inc.	LOM 100223	Work Boots-G. Maldonado	100.73
				Vendor 6878 - Urban Feet Inc. Total:	292.34

Vendor: 4130 - Vision Service Plan (CA)

531505	10/17/2023	Vision Service Plan (CA)	818995146	Cobra-October 23	10.33
531505	10/17/2023	Vision Service Plan (CA)	818995146	Cobra-October 23	12.62
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	617.98
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	42.46
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	33.27
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	42.41
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	22.95
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	45.90
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	36.82
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	50.50
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	45.90
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	20.66
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	58.52
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	45.92
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	3.44
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	2.30
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	3.44
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	9.18
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	37.09
531505	10/17/2023	Vision Service Plan (CA)	818995195	Employee Vision Insurance-Oc...	132.05
				Vendor 4130 - Vision Service Plan (CA)	Total: 1,273.74

Vendor: 7373 - Wells Fargo Vendor Financial Services

531506	10/17/2023	Wells Fargo Vendor Financial ...	5026882468	MX-C304W Printer Lease Oct...	86.01
				Vendor 7373 - Wells Fargo Vendor Financial Services	Total: 86.01

Vendor: 3044 - West Basin Municipal Water District

10968	10/09/2023	West Basin Municipal Water D...	WB6179	August 23	282,400.50
				Vendor 3044 - West Basin Municipal Water District	Total: 282,400.50

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Payment Number	Payment Date	Vendor Name	Payable Number	Description (Item)	Amount
Vendor: 7063 - Westfield Electric					
531507	10/17/2023	Westfield Electric	3340	120V Photo Cell	210.00
531507	10/17/2023	Westfield Electric	3340	LED 36 Watt Corn Light	1,848.00
531507	10/17/2023	Westfield Electric	3340	Replace Lamps-Labor	880.00
531507	10/17/2023	Westfield Electric	3345	Install New Camera-Labor	1,540.00
531507	10/17/2023	Westfield Electric	3345	Install New Camera-CAT 5 RJ4...	55.00
				Vendor 7063 - Westfield Electric	Total: 4,533.00
Vendor: 12250 - William D. Uphoff					
531508	10/17/2023	William D. Uphoff	092223	Reimb. League of CA Cities Mi...	817.96
				Vendor 12250 - William D. Uphoff Total:	817.96
Vendor: 7282 - Williams Data Management					
531509	10/17/2023	Williams Data Management	0628691	File Storage September 23	217.22
				Vendor 7282 - Williams Data Management	Total: 217.22
Vendor: 3666 - Yamada Company Inc.					
531510	10/17/2023	Yamada Company Inc.	83502	Lawn Trimmers	683.26
				Vendor 3666 - Yamada Company Inc.	Total: 683.26
Vendor: 6102 - Yunex, LLC					
531511	10/17/2023	Yunex, LLC	5610000117	Traffic Signal Response Call Ou..	1,227.56
531511	10/17/2023	Yunex, LLC	90000041	Traffic Signal Maintenance July..	443.03
531511	10/17/2023	Yunex, LLC	90000042	Street Light Maintenance July ...	169.83
				Vendor 6102 - Yunex, LLC Total:	1,840.42
Vendor: 12679 - Yushi Kanazawa					
531512	10/17/2023	Yushi Kanazawa	2004224.001	Refund-Gymnasium Deposit-R...	100.00
				Vendor 12679 - Yushi Kanazawa Total:	100.00
Vendor: 6313 - Zep Manufacturing					
531513	10/17/2023	Zep Manufacturing	9008911166	Air Freshener	417.70
				Vendor 6313 - Zep Manufacturing	Total: 417.70
					Grand Total: 723,267.02

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	177,772.93
205 - State Gas Tax	9,332.08
209 - Measure M	634.25
211 - Measure W	2,040.29
215 - Community Development Block Grant	1,482.00
220 - Proposition A Local Return	889.16
245 - Landscape Maintenance District #1	198.99
255 - Park Athletic	430.06
311 - Street Improvement	22,711.55
510 - Water Operations	352,034.87
520 - Water Capital	131,005.84
612 - Sewer Replacement	24,735.00
Grand Total:	723,267.02

Account Summary

Account Number	Account Name	Payment Amount
100-000-2285.000	Employee Association D...	620.00
100-000-2508.000	Garnishment	371.98
100-000-2510.000	PERS	12,551.63
100-000-2515.000	Health Insurance	4,193.36
100-000-2535.000	Accident Insurance	145.02
100-000-2540.000	Dental Insurance	2,767.37
100-000-2545.000	Vision Insurance	617.98
100-000-2550.000	Federal Withholding	19,182.47
100-000-2555.000	State Withholding	6,431.00
100-000-2560.000	Deferred Compensation	10,991.96
100-000-4510.000	Park Rentals	535.00
100-000-4616.000	CASP Fee	141.60
100-110-5207.000	Medicare	9.48
100-110-5217.000	PERS Tier 3 (2%@62)	26.56
100-110-5430.000	Conferences and Meetin...	3,589.99
100-110-5755.000	Special Department Supp..	157.00
100-125-5205.000	Health Insurance	3,487.59
100-125-5207.000	Medicare	254.92
100-125-5215.000	PERS Tier 1 (2.5%@55)	831.93
100-125-5216.000	PERS Tier 2 (2%@60)	759.02
100-125-5217.000	PERS Tier 3 (2%@62)	319.70
100-125-5345.000	Contractual Services	8,168.58
100-125-5425.000	Dues and Memberships	400.00
100-125-5430.000	Conferences and Meetin...	156.00
100-125-5755.000	Special Department Supp..	148.36
100-130-5205.000	Health Insurance	1,841.97
100-130-5207.000	Medicare	101.54
100-130-5215.000	PERS Tier 1 (2.5%@55)	204.50
100-130-5216.000	PERS Tier 2 (2%@60)	234.71
100-130-5217.000	PERS Tier 3 (2%@62)	276.88
100-130-5410.000	Advertising	10.00
100-130-5505.000	Office Supplies and Expe...	225.08
100-130-5755.000	Special Department Supp..	19.99
100-210-5205.000	Health Insurance	3,158.48
100-210-5207.000	Medicare	118.06
100-210-5215.000	PERS Tier 1 (2.5%@55)	268.15
100-210-5216.000	PERS Tier 2 (2%@60)	581.70
100-210-5217.000	PERS Tier 3 (2%@62)	139.04
100-210-5310.000	Auditors	500.00
100-210-5345.000	Contractual Services	713.37
100-210-5505.000	Office Supplies and Expe...	1,678.66

Account Summary

Account Number	Account Name	Payment Amount
100-230-5205.000	Health Insurance	355.99
100-230-5206.000	Health Insurance Retirees	3,672.78
100-230-5207.000	Medicare	29.46
100-230-5217.000	PERS Tier 3 (2%@62)	159.23
100-230-5220.000	State Unemployment In...	1,478.88
100-230-5345.000	Contractual Services	20.00
100-230-5430.000	Conferences and Meetin...	347.76
100-230-5755.000	Special Department Supp..	601.39
100-335-5205.000	Health Insurance	909.15
100-335-5207.000	Medicare	90.24
100-335-5216.000	PERS Tier 2 (2%@60)	204.17
100-335-5217.000	PERS Tier 3 (2%@62)	195.17
100-335-5345.000	Contractual Services	5,203.44
100-335-5505.000	Office Supplies and Expe...	49.22
100-335-5515.000	Uniform Expense	59.40
100-335-5710.000	Equipment Maintenance	39.00
100-410-5205.000	Health Insurance	5,027.66
100-410-5207.000	Medicare	231.18
100-410-5217.000	PERS Tier 3 (2%@62)	1,308.50
100-410-5340.000	Professional Services	8,495.97
100-410-5345.000	Contractual Services	217.22
100-410-5415.000	Communications	45.63
100-410-5505.000	Office Supplies and Expe...	39.70
100-410-5720.000	Fuel	125.96
100-410-5755.000	Special Department Supp..	25.95
100-440-5345.000	Contractual Services	12,448.32
100-440-5415.000	Communications	1,463.86
100-440-5525.000	Equipment Under \$5k	1,589.64
100-440-5605.000	Rents and Leases	855.28
100-605-5205.000	Health Insurance	1,614.53
100-605-5207.000	Medicare	103.67
100-605-5215.000	PERS Tier 1 (2.5%@55)	379.72
100-605-5216.000	PERS Tier 2 (2%@60)	171.51
100-605-5217.000	PERS Tier 3 (2%@62)	156.06
100-605-5420.000	Mileage Reimbursement	12.51
100-610-5205.000	Health Insurance	3,020.53
100-610-5207.000	Medicare	116.07
100-610-5216.000	PERS Tier 2 (2%@60)	330.14
100-610-5217.000	PERS Tier 3 (2%@62)	372.99
100-610-5430.000	Conferences and Meetin...	333.96
100-710-5205.000	Health Insurance	4,684.68
100-710-5207.000	Medicare	122.33
100-710-5215.000	PERS Tier 1 (2.5%@55)	973.10
100-710-5217.000	PERS Tier 3 (2%@62)	319.95
100-710-5405.000	Utilities	551.19
100-710-5705.000	General Maintenance	5,034.54
100-710-5710.000	Equipment Maintenance	456.95
100-710-5720.000	Fuel	63.37
100-730-5205.000	Health Insurance	2,994.71
100-730-5207.000	Medicare	227.29
100-730-5215.000	PERS Tier 1 (2.5%@55)	544.17
100-730-5217.000	PERS Tier 3 (2%@62)	198.63
100-730-5410.000	Advertising	456.00
100-730-5415.000	Communications	522.85
100-730-5425.000	Dues and Memberships	185.00
100-730-5505.000	Office Supplies and Expe...	-254.01
100-730-5755.000	Special Department Supp..	99.00
100-735-5410.000	Advertising	114.00

Account Summary

Account Number	Account Name	Payment Amount
100-735-5755.000	Special Department Supp..	2,530.04
100-740-5205.000	Health Insurance	4,998.81
100-740-5207.000	Medicare	159.36
100-740-5215.000	PERS Tier 1 (2.5%@55)	330.69
100-740-5216.000	PERS Tier 2 (2%@60)	540.70
100-740-5217.000	PERS Tier 3 (2%@62)	145.27
100-740-5405.000	Utilities	4,272.48
100-740-5415.000	Communications	25.89
100-740-5505.000	Office Supplies and Expe...	46.76
100-740-5510.000	Small Tools	811.42
100-740-5515.000	Uniform Expense	602.25
100-740-5705.000	General Maintenance	2,653.10
100-740-5710.000	Equipment Maintenance	1,359.68
100-740-5720.000	Fuel	1,221.81
100-750-5207.000	Medicare	30.44
100-750-5405.000	Utilities	182.21
100-750-5705.000	General Maintenance	1,677.80
100-750-5755.000	Special Department Supp..	58.00
205-610-5205.000	Health Insurance	1,817.59
205-610-5207.000	Medicare	80.36
205-610-5217.000	PERS Tier 3 (2%@62)	354.55
205-610-5335.000	Maintenance & License ...	1,840.42
205-610-5405.000	Utilities	1,811.79
205-610-5420.000	Mileage Reimbursement	262.00
205-610-5505.000	Office Supplies and Expe...	37.08
205-610-5705.000	General Maintenance	341.49
205-610-5710.000	Equipment Maintenance	786.21
205-610-5720.000	Fuel	1,291.91
205-620-5710.000	Equipment Maintenance	74.43
205-810-5806.374	Narbonne South Pipe Re...	634.25
209-810-5806.374	Narbonne South Pipe Re...	634.25
211-347-5775.000	Catch Basins	2,040.29
215-550-5345.000	Contractual Services	1,482.00
220-340-5205.000	Health Insurance	318.80
220-340-5207.000	Medicare	12.85
220-340-5215.000	PERS Tier 1 (2.5%@55)	47.19
220-340-5216.000	PERS Tier 2 (2%@60)	33.53
220-340-5217.000	PERS Tier 3 (2%@62)	18.46
220-340-5345.000	Contractual Services	458.33
245-720-5405.000	Utilities	198.99
255-760-5205.000	Health Insurance	154.88
255-760-5207.000	Medicare	4.05
255-760-5217.000	PERS Tier 3 (2%@62)	22.07
255-760-5345.000	Contractual Services	160.00
255-760-5506.000	Sport Supplies	89.06
311-810-5806.368	Street Reconstruction - ...	5,235.50
311-810-5806.373	Traffic Calming	17,476.05
510-000-4905.000	Miscellaneous Revenues	385.00
510-110-5207.000	Medicare	1.11
510-110-5217.000	PERS Tier 3 (2%@62)	2.95
510-125-5205.000	Health Insurance	948.28
510-125-5207.000	Medicare	61.25
510-125-5215.000	PERS Tier 1 (2.5%@55)	146.81
510-125-5216.000	PERS Tier 2 (2%@60)	321.07
510-130-5205.000	Health Insurance	540.19
510-130-5207.000	Medicare	29.41
510-130-5215.000	PERS Tier 1 (2.5%@55)	62.92
510-130-5216.000	PERS Tier 2 (2%@60)	67.06

Account Summary

Account Number	Account Name	Payment Amount
510-130-5217.000	PERS Tier 3 (2%@62)	73.84
510-220-5205.000	Health Insurance	2,815.27
510-220-5207.000	Medicare	123.10
510-220-5215.000	PERS Tier 1 (2.5%@55)	89.38
510-220-5216.000	PERS Tier 2 (2%@60)	539.82
510-220-5217.000	PERS Tier 3 (2%@62)	231.74
510-220-5310.000	Auditors	500.00
510-220-5345.000	Contractual Services	237.78
510-220-5505.000	Office Supplies and Expe...	5,143.80
510-230-5205.000	Health Insurance	210.62
510-230-5207.000	Medicare	29.93
510-230-5217.000	PERS Tier 3 (2%@62)	159.23
510-440-5345.000	Contractual Services	8,266.28
510-440-5415.000	Communications	1,384.62
510-630-5205.000	Health Insurance	10,002.90
510-630-5207.000	Medicare	435.63
510-630-5215.000	PERS Tier 1 (2.5%@55)	845.82
510-630-5216.000	PERS Tier 2 (2%@60)	1,205.21
510-630-5217.000	PERS Tier 3 (2%@62)	1,006.12
510-630-5338.000	Underground Service Ale...	133.75
510-630-5339.000	Water Quality - Clinical L...	1,782.00
510-630-5340.000	Professional Services	4,044.59
510-630-5405.000	Utilities	438.57
510-630-5411.000	Customer Notifications	59.10
510-630-5415.000	Communications	29.40
510-630-5440.000	Water Purchases - MWD	282,400.50
510-630-5705.000	General Maintenance	24,421.76
510-630-5710.000	Equipment Maintenance	1,429.17
510-630-5720.000	Fuel	1,355.54
510-630-5755.000	Special Department Supp..	73.35
520-840-5820.134	Emergency Generator	7,338.50
520-840-5821.365	CWPF Upgrades Project	3,490.00
520-840-5825.000	Equipment Over \$5k	120,177.34
612-910-5345.000	Contractual Services	24,735.00
	Grand Total:	723,267.02

Project Account Summary

Project Account Key	Payment Amount
None	688,458.47
205-Narbonne South Pipe Replacement	634.25
209-Narbonne South Pipe Replacement	634.25
311-Street Reconstruction-Zone G	5,235.50
520.134	7,338.50
Cypress Water Production	3,490.00
Traffic Calming	17,476.05
	Grand Total:
	723,267.02



CITY OF LOMITA CITY COUNCIL REPORT

Item No. 7c

TO: City Council
FROM: Ryan Smoot, City Manager
PREPARED BY: Susan Kamada, Administrative Services Director
MEETING DATE: October 17, 2023
SUBJECT: Monthly Report for the Administrative Services Department

RECOMMENDATION

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

BACKGROUND

Accounting Activities:

- Staff participated in CSMFO's "Interpreting and Communicating the New CalPERS Actuarial Report" Webinar
- Staff completed the Measure R Highway Audit
- Staff participated in the Finance Committee Meeting

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

<i>Journal Entries/Adjustments</i>	8
<i>Payroll Updates/Maintenance Changes</i>	27 / 1 New Hires
<i>Purchase Orders Issued</i>	7
<i>Purchase Orders Paid</i>	27
<i>Invoices Processed for Payment</i>	289
<i>Checks Processed (Demands & Manual)</i>	186
<i>Payroll Checks Processed</i>	170
<i>Business Licenses Issued (New / Renewals)</i>	31/65
<i>Water Utility Bills Mailed/Late Notices Issued</i>	Water Utility Bills Mailed 3940
<i>Service Orders Issued (for Water Accounts)</i>	47

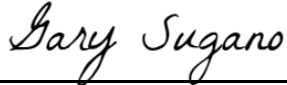
OPTIONS:

None. Information only. Receive and file.

FISCAL IMPACT

None. Information only. Receive and file.

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Susan Kamada
Administrative Services Director



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Ryan Smoot, City Manager

PREPARED BY: Gary Y. Sugano, Assistant City Manager

MEETING DATE: October 17, 2023

SUBJECT: Monthly Report for the City Manager's Department

RECOMMENDATION

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

BACKGROUND

Information Technology

The City is in the process of changing providers from TPx Communications to Airespring and upgrading networking and phone systems. Numa Networks is currently on-site one day per week to provide as-needed IT support. During the month of September, Numa Networks assisted with a total of 172 trouble tickets.

Human Resources/Risk Management

The City currently has only one (1) recruitment open: Recreation Leader (part-time) in the Recreation and Facilities Division. The Payroll Accountant recruitment, for the Administrative Services Department, closed on September 17, 2023. No qualified candidates applied. The City is currently seeking the assistance of an outside recruiting firm to locate qualified candidates. The Principal Engineer recruitment, for the Public Works Department, closed on September 22, 2023. No qualified candidates applied during the recruitment period. The City plans to post the position with a professional engineering association to locate qualified candidates.

The Public Works streets and trees and park maintenance divisions attended a half-day team building training on September 22, 2023. The training was conducted at City Hall by a certified JPIA instructor. Brianna Rindge, Community and Economic Development Director, will attend the JPIA Management Academy from October 24, 2023 through October 26, 2023. The academy will be conducted at Miramonte Resort in Indian Wells, CA.

Emergency Management

The City was awarded a Hazard Mitigation Assistance Grant in the amount of \$1,124,884.50 for the 247th Street Area Water Main Replacement Project. Quarterly report #9 was submitted on October 4, 2023 indicating that design is complete and preparation of the construction bid package is underway. Given the numerous challenges and unforeseen delays with this project, the project will not be completed by the March 18, 2024 grant deadline and a formal time extension request was also submitted on October 4 to CalOES and FEMA.

The city was awarded a Hazard Mitigation Assistance Grant on June 7, 2023 to update the Local Hazard Mitigation Plan (LHMP) in the amount of \$72,680 for the project costs and \$3,622 for grant management costs. The first quarterly report was submitted on October 4, 2023 indicating that the RFP seeking LHMP preparation services was released on September 28 with a due date of October 31.

Staff has tentatively scheduled a blood drive in collaboration with the American Red Cross for February 6, 2024 in the Don Knabe Community Room. The blood drive and smoke detector alarm installation events will be discussed during the next CERT meeting to coordinate their participation.

Lomita Manor

The Lomita Manor property management company, HumanGood, continues providing several activities to residents. These activities include Exercise/Chair class, Coloring class, and Seasonal Holiday activities such as the St Patrick's Celebration, Easter Egg Craft and Fourth of July BBQ. Additional activities that have been added include Bingo, Walking Group, Art Class and Bi-Monthly Celebrations of residents' birthdays with cake. A community potluck took place for residents on September 15th. 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. Two applications have been approved and initial inspections will commence in the upcoming weeks.

Lifeline: The Lifeline program provides emergency response service for a total of 19 subscribers 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 on agenda management and meeting video streaming project implementation
- 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 September

Council Meeting Agenda & Minutes Prepared	4/2
Council Resolutions Adopted & Processed	1
Housing Authority Agenda & Minutes Prepared	1/1
Contracts/Agreements Processed	2
Ordinances Adopted & Published	1
Certificates Prepared	19
Public Records Requests Processed	11
Dial-a-Ride New Cards Issued	0
Dial-a-Ride Payments Processed	30
Dial-a-Ride Assistance-Phone/Counter	36
Administrative Parking Appeals Reviewed & Processed	48
Parking Citations Issued & Processed	698
Parking Citations Assistance – Phone/Counter	68
Planning Commission Meeting Agenda & Minutes Prepared	0/0
Planning Commission Resolutions Processed	0
Public Safety & Traffic Commission Agenda & Minutes Prepared	1/1
Technical Traffic Advisory Committee Agenda & Minutes Prepared	0/0
Scanned & Indexed Documents	11
Water Billing Payments and Assistance- Phone/Counter	102

OPTIONS:

None. Information only. Receive and file.

FISCAL IMPACT

None. Information only. Receive and file.

ATTACHMENTS

None.

Prepared by:

Gary Sugano

Gary Sugano
Assistant City Manager

Approved by:

Ryan Smoot

Ryan Smoot
City Manager



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Ryan Smoot, City Manager

PREPARED BY: Brianna Rindge, Community & Economic Development Director

MEETING DATE: October 17, 2023

SUBJECT: Monthly Report for the Community & Economic Development Department

RECOMMENDATION

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

DISCUSSION

- The Planning Commission made the following decisions at the October 9, 2023, meeting. The appeal period for entitlement decisions ends November 20, at which point the approval is deemed final and the applicant may apply for building permits. Zoning text amendments will come before City Council at a subsequent meeting.
 - Peninsula Plaza at 25820 Lucille Avenue approved: amendment to Site Plan Review No. 1049 to amend adopted condition of approval No. 14 of Planning Commission Resolution No. PC 2023-14, “Unit 107 shall open to the second story” within the Commercial Retail (C-R) Zone and finding the action exempt from the California Environmental Quality Act
 - Staff to return with resolution and ordinance amending Planning Commission rules of operation: correct meeting time; permit excusable absences; amend venue for determination of seat vacancy due to absences; remove in-person City Council meeting attendance requirement
 - Future Land Use Designation Alternatives for the General Plan Update: provided input to staff and consultant
 - Zoning text amendment regarding secondary front setbacks for accessory dwelling units: continued until after research and communication with the State Department of Housing and Community Development is complete

- 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.

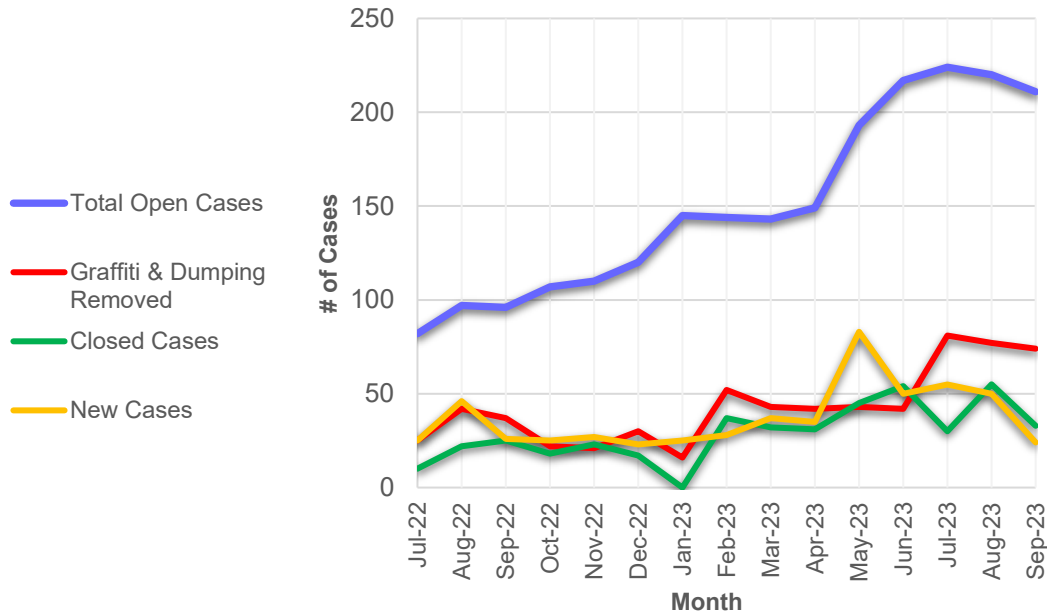
<i>Topic</i>	<i>Council Discussion</i>	<i>Planning Commission Hearing</i>	<i>City Council Hearings</i>
Building Code update	Adopted; in effect Jan. 1, 2023		
24000 Crenshaw Specific Plan update	Adopted; in effect Feb. 16, 2023		
Low-Barrier Navigation Centers	Adopted; in effect April 20, 2023		
Supportive 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	Adopted; in effect October 5, 2023		
Affordable Housing Incentives for 4 Residential Units or Less within Downtown-Commercial District within Mixed-Use Overlay District	Adopted; in effect October 19, 2023		
Future Land Use Alternatives	n/a	Oct. 2023	Oct. 2023
Code Enforcement violation appeals	n/a	n/a	Nov. 2023
Planning Commission rules of order	Sep. 2023	Oct. 2023	Dec. 2023
Preferred Future Land Use Plan	Oct. 2023	Dec. 2023	Dec. 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 through contract 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 chart.

**Code Enforcement Activity
FY 22-23**



OPTIONS

None. Information only. Receive and file.

Reviewed by:

Gary Sugano

Gary Y. Sugano
Assistant City Manager

Approved by:

Ryan Smoot

Ryan Smoot
City Manager

Prepared by:

Brianna Rindge

Brianna Rindge
Community & Economic Development Director



CITY OF LOMITA CITY COUNCIL REPORT

TO: City Council **Item No. 7f**
FROM: Ryan Smoot, City Manager
PREPARED BY: Michael M. Sansbury, Recreation & Facilities Manager
MEETING DATE: October 17, 2023
SUBJECT: Monthly Report for the Recreation and Facilities Division

RECOMMENDATION

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

RECREATION SERVICES

- Our two sessions of Fall courses will be starting later this month.
- Family Fun Day put on by the Lomita Railroad Museum was a success with the community. There was great participation from many local vendors and family entertainment.
- The Lomita Railroad Foundation hosted its last Speaker Series of the year on October 6th. The presentation was put on by one of our Railroad Museum leaders.
- Staff is gearing up for the end of the year special events, including Halloween October 28th from 12pm – 3pm at Lomita Park.
- The Lomita Recreation Department is working on recruiting a few more recreation leaders for the coming basketball season.
- Staff is working on completing the Winter 2023-24 newsletter.
- Staff is also working with the 60th anniversary committee, adding more family fun events to the city.

YOUTH SPORTS

- Youth Flag Football and Volleyball started on September 18th.
 - We currently have a total of (119) participants enrolled for Flag Football and (111) for Volleyball.

ADULT SPORTS

- Men's Basketball leagues
 - Wednesday night league ends on October 4th

- Thursday night league ends on September 28th.
- We had (10) total teams for this past season.

PROGRAM REGISTRATIONS

- Winter registrations for youth and adult sports will start for Lomita residents on December 1st and for non-residents on December 15th.

PROJECTS

- Fall program scheduling, planning, and purchasing of sports supplies for the upcoming Winter Basketball Season. Also, we are trying to advertise our Adult Basketball leagues more to try and increase the number of teams, and the number of nights offered.

MAINTENANCE AND FACILITIES

- Replaced the countertop, sinks and faucets in the women's restroom at City Hall 1st floor.
- Replaced two aluminum flagpole ornaments and one new flagpole truck was replaced on top of the flagpoles at City Hall.
- All new hardware was installed to the two doors leading to the Video/IT room next to the Council Chambers.
- The exterior in ground door closures to the two glass doors to the Historic Room at City Hall were replaced.
- Repaired the City Hall main entrance door hardware - card reader stopped working.
- Installed the newest version of Atrium software for door access cards throughout city facilities.
- The elevator was repaired and serviced at City Hall.
- Staff cleaned off the roof of the Stephenson Center at Lomita Park.
- Staff continues to paint all of the exterior bricks at the Stephenson Center at Lomita Park.

OPTIONS:

None. Information only. Receive and file.

FISCAL IMPACT

None. Information only. Receive and file.

Reviewed by:

Gary Sugano

Gary Y. Sugano
Assistant City Manager

Prepared by:

Michael M. Sansbury

Michael M. Sansbury
Recreation & Facilities Manager

Approved by:

Ryan Smoot

Ryan Smoot
City Manager

Prepared by:

Emma Kelley

Emma Kelley
Recreation Manager



CITY OF LOMITA CITY COUNCIL REPORT

TO: City Council **Item No. 7g**
FROM: Ryan Smoot, City Manager
PREPARED BY: Carla Dillon, P.E., Director of Public Works
MEETING DATE: October 17, 2023
SUBJECT: Monthly Report for the Public Works Department

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 September 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. In September 2023, the City imported 158.5 acre-feet from West Basin MWD. The monthly water reports can be found at www.lomitawater.com/oversight/water-quality-reports/.

To protect the water system, all backflow devices within the service area are required to be tested once per year. In Lomita's water system there are approximately 160 backflow devices. In August, letters and backflow test forms were sent to the customers requiring the devices be tested and forms submitted by September 18. The City has received 71% of the test results. Second notices will be sent with a late fee applied to the account in October. Following the third notification, water shutoff of those accounts/connections will be necessary to protect the water system.

The City has been offering monthly tours of the Cypress Water Production Facility. One tour was conducted in September and a total of 8 community members toured the facility.

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	1
Service Connection Breaks/Leaks	4
Water Outages	1
Water Service Requests	85
USA Dig-Alert Tickets	80
Dead-end Fire Hydrant Flushing	4
Meter Maintenance	35
Inspection of Water Facilities	Daily
Water Quality Complaints	0

Engineering/PW Administration Division Updates

CIP Update – Construction Phase

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). During this period, RC Foster worked on pipe labelling, security camera system, and the data control system (SCADA).

Progress	As of September 30, 2023
Percent Project completion	99%
Overall Project, invoiced/approved	\$4,359,494
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/>.

247th Street Area Watermain Project

This project consists of abandoning a watermain that runs north and south within private properties crossing 246th Street, 247th Street, 247th Place, and 248th Street. The proposed new water main will extend from 246th 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 247th Street, 247th Place, 248th 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, and design is complete. City Council approved the project and authorized release for bidding, which will take place later this calendar year.

Progress	As of September 30, 2023
Percent Project completion	100% (of design)
Overall Project, invoiced/approved	--
Overall Project budget	--

Emergency Generator

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

This project consists of 1) The City directly procuring the permanent generator and load bank from Gen-Tech, 2) The City directly renting a temporary generator from United Rental and 3) A construction contract with Blue Ridge Mechanical Corporation for installation and testing. The short-term rental generator from United Rental is on-site and the air permit (through SCAQMD) accompanies the rental unit. Gen-Tech plans to deliver the permanent generator in October 2023; however, the load bank has a longer lead time and is not scheduled to be delivered until February 2024.

Blue Ridge Mechanical Corporation will conduct testing of the temporary generator in October, and the application for the air permit (through SCAQMD) for the permanent generator has been submitted. The permit is required prior to connecting and testing the permanent generator.

Progress	As of September 30, 2023
Percent Project completion	10%
Paid till through Sept 30	\$19,593.69
Overall Project, approved	\$325,351.19

CIP Update – Design Phase

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.

The 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 is expected in October 2023.

Progress	As of September 30, 2023
Percent Project completion	50% (of design)
Overall Project, invoiced/approved	\$64,651.70
Overall Project Design Budget	\$199,940.00

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 the related technical reports. In addition, DEA has identified and provided preliminary cost estimates for curb ramps that require upgrades in the project zone. DEA has completed 60% of detailed design drawings, and engineering staff has reviewed and approved. DEA is preparing the 90% drawings and anticipates delivery in October 2023.

Progress	As of September 30, 2023
Percent Design Project completion	60% (of design)
Overall Project, invoiced/approved	\$123,410.26
Overall Project Design Budget	\$221,835.00

Water Main Replacements in Zone G

This project consists of replacing three water mains in Zones G. The contract for engineering design was awarded to Onward Engineering who has begun the underground utility request process from various utility companies. Following their response Onwards will start working on the design drawings.

Progress	As of September 30, 2023
Percent Design Project completion	0% (of design)
Overall Project, invoiced (Onward Eng.)	\$0.00
Overall Project Design Budget.	\$202,118.00

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 100% of the design drawings have been submitted. Lomita engineering staff is reviewing the drawings.

Progress	As of September 30, 2023
Percent Design Project completion	90% (of design)
Overall Project, invoiced/approved	\$37,702.98
Overall Project Design Budget.	\$86,395.00

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 Inc.; they have visited the site and provided preliminary drawings for the restroom layout to meet accessibility design requirements. BOA’s subcontractor visited the site and collected samples to check for any asbestos and lead Paint. The lab samples results will be available in October, and based on the results BOA will complete the design.

Progress	As of September 30, 2023
Percent Design Project completion	0% (of design)
Overall Project, invoiced/approved	\$0.00
Overall Project Design Budget.	\$58,200.00

CIP Update – Studies and Pre-Design Phase

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. In June, the preliminary report was received, and staff have reviewed and provided feedback. The study and final report are expected in October 2023.

Progress	As of September 30, 2023
Percent Project completion	95%
Overall Project, invoiced/approved	\$44,146.75
Overall Project budget	\$63,135.00

Tom Rico Center Gymnasium & Railroad Museum Building Roof Replacement Project

This project consists of design and installation of new roof skin for the two buildings, upgrade of signs at the Railroad Museum, inspection, and test/treat the roof and the buildings for the termite infestation. Proposals have been received and the city staff are evaluating for final selection of the design contract. One contractor is selected, and the staff is negotiating with the contractor to reduce the price.

Sewer Master Plan

The Sewer Master Plan will identify any sewers that are undersized or need replacement. The contract to prepare a sewer master plan was awarded to Psomas In July 2023. The team is establishing a sewer model based upon land/parcel usage, acquiring data from Los Angeles County Department of Public Works on sewer maintenance, and preparing to have flow monitoring conducted in the sewer to validate the model.

Engineering/Regulatory Updates

Encroachment Permit Review/Approval

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

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

Park staff crews repaired the irrigation mainline in Hathaway Park. Street staff crews assisted in five banner replacements, at the request of the Recreation Department. Additionally, the street crew also completed the concrete sidewalk repairs at the western end of 254th St following a water main repair.

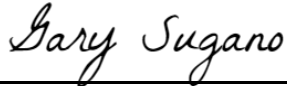
Parks Division:

Mowed Park Grounds, number of times	37
Playground Safety Inspections	12
Raised Median/Planter Weeding	34
Park Grounds Fertilize	6
Museum/City Hall Grounds Maintenance	8
Sprinkler Repair/Replacement	25
Trimmed Hedges/Trees (City grounds)	49

Streets and Trees Division:

Trees Trimmed (by Crew)	57
Trees Trimmed (by Contractor)	0
Trees/Stumps Removed	2
Graffiti Locations Cleaned	99
Sidewalk Maintenance	257
Curb/Gutter Maintenance	8
City Drains Cleaned	63
Street Signs Replaced or Repaired	17
Potholes Filled / Patches	55
New work order requests	35
Backlog of work orders	16
Total Trees Planted	2 (City Hall Replacements)

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Carla Dillon, PE
Public Works Director



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Ryan Smoot, City Manager

PREPARED BY: Susan Kamada, Administrative Services Director

MEETING DATE: October 17, 2023

SUBJECT: September 2023 Treasury and Investment Report

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 September 30, 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.

21.01% 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 September 30, 2023.

OPTIONS:

None, information only.

FISCAL IMPACT

None.

ATTACHMENT

1. Treasury and Investment Report for September 2023

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



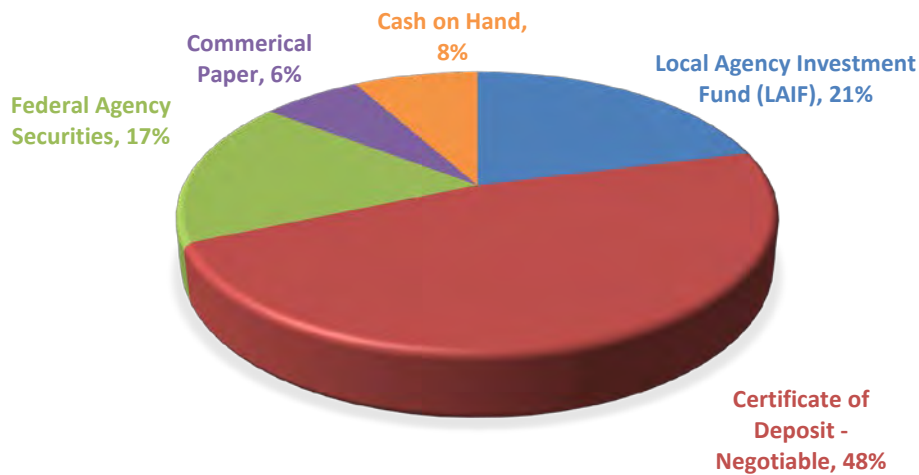
Susan Kamada
Administrative Services Director



City of Lomita Investment Portfolio Report September 30, 2023

Summary of Cash & Investments	Distribution of Cash &				Gain (Loss) on
	Investments	Book Value	Market Value*	Interest Earned	Investment
Local Agency Investment Fund (LAIF)	21.0119%	6,496,669.55	6,496,669.55	0.00	0.00
Certificate of Deposit - Negotiable	47.4692%	14,677,000.00	13,922,811.30	31,290.09	0.00
Federal Agency Securities	16.9798%	5,250,000.00	4,928,587.50	12,187.50	0.00
Commerical Paper	6.4685%	2,000,000.00	1,758,845.00	0.00	0.00
Net Cash Equivalents	0.0000%	0.00	0.00	0.00	0.00
Total Pooled Investments	91.93%	28,423,669.55	27,106,913.35	43,477.59	0.00
City of Lomita General Account DDA	8.07%	2,495,345.40	2,495,345.40	0.00	0.00
Total Cash	8.07%	2,495,345.40	2,495,345.40	0.00	0.00
Total Cash & Investments	100.00%	30,919,014.95	29,602,258.75	43,477.59	0.00

**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	48,202.54	89,138.89
Sep-23	43,477.59	132,616.48
Oct-23	-	132,616.48
Nov-23	-	132,616.48
Dec-23	-	132,616.48
Jan-24	-	132,616.48
Feb-24	-	132,616.48
Mar-24	-	132,616.48
Apr-24	-	132,616.48
May-24	-	132,616.48
Jun-24	-	132,616.48
	132,616.48	132,616.48

*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
September 30, 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
Local Agency Investment Fund (LAIF)													
City of Lomita	XX-XX-469		N/A	3.434%	6,496,669.55	6,496,669.55	-	-	-	6,496,669.55	6,496,669.55	-	-
Sub Total / Average				3.434%	6,496,669.55	6,496,669.55	-	-	-	6,496,669.55	6,496,669.55	-	-
Certificate of Deposit - Negotiable													
PCSB Bank	69324MAL9	02/21/20	02/21/24	1.650%	248,000.00	243,602.96	-	-	726.64	244,329.60	248,000.00	347.54	
Third Federal S & L Assn	88413QDA3	08/13/21	08/13/24	0.500%	249,000.00	237,344.31	-	-	786.84	238,131.15	249,000.00		
Raymond James Bank NA	75472RBB6	02/14/20	02/14/25	1.750%	248,000.00	234,970.08	-	-	310.00	235,280.08	248,000.00		
Liberty Federal Credit Union	53052LAP4	03/24/23	03/24/25	5.350%	248,000.00	247,360.16	-	-	(389.36)	246,970.80	248,000.00	1,126.87	
Lafayette FCU	50625LAY9	03/31/22	03/31/25	2.200%	249,000.00	236,492.73	-	-	194.22	236,686.95	249,000.00	465.25	
Direct Federal Credit Union	25460FDZ6	02/01/23	05/01/25	4.700%	248,000.00	244,803.28	-	-	(300.08)	244,503.20	248,000.00	989.96	
JPMorgan Chase Bank NA	48128WCJ2	12/03/21	05/16/25	0.800%	248,000.00	229,132.16	-	-	411.68	229,543.84	248,000.00		
Institution for Savings Newburyport MA	45780PBL8	05/20/22	05/20/25	3.100%	247,000.00	237,275.61	-	-	(19.76)	237,255.85	247,000.00	650.32	
Axiom Bank Maitland FL	05464LBR1	11/30/21	06/13/25	0.700%	249,000.00	228,699.03	-	-	408.36	229,107.39	249,000.00	148.04	
Bank of Princeton	064520BE8	06/26/20	06/26/25	0.600%	210,000.00	192,225.60	-	-	352.80	192,578.40	210,000.00	107.01	
Flushing Bank	34387AFF1	11/04/22	11/04/25	4.700%	249,000.00	245,185.32	-	-	(425.79)	244,759.53	249,000.00	993.95	
BankUnited NA	066519RX9	12/08/21	12/08/25	1.250%	248,000.00	225,962.72	-	-	181.04	226,143.76	248,000.00	781.37	
USAlliance FCU	90352RCD5	01/28/22	01/28/26	1.350%	249,000.00	226,195.09	-	-	2,285.57	228,480.66	249,000.00		
Liberty First Credit Union	530520AF2	02/03/23	02/03/26	4.400%	249,000.00	243,835.74	-	-	(378.48)	243,457.26	249,000.00	951.66	
Truliant	89789AAH0	03/22/23	03/23/26	5.150%	248,000.00	246,534.32	-	-	(483.60)	246,050.72	248,000.00	1,084.75	
Pentagon FCU	70962LBK7	03/28/22	03/30/26	2.050%	249,000.00	228,957.99	-	-	77.19	229,035.18	249,000.00	434.72	
Kansas State Bank	50116CCV9	03/31/22	03/31/26	2.300%	249,000.00	230,459.46	-	-	32.37	230,491.83	249,000.00	470.71	
Nelnet Bank	64034KAC5	04/15/21	04/15/26	0.700%	248,000.00	219,884.24	-	-	327.36	220,211.60	248,000.00		
Community West Bank NA	20415QHQ5	04/23/21	04/23/26	0.700%	248,000.00	219,385.76	-	-	327.36	219,713.12	248,000.00	147.44	
State BK India New York NY	856285VS7	05/19/21	05/19/26	1.000%	247,000.00	219,953.50	-	-	281.58	220,235.08	247,000.00		
Toyota Financial Savings Bank	89235MLD1	07/22/21	07/22/26	0.950%	248,000.00	219,016.24	-	-	312.48	219,328.72	248,000.00		
Medallion BK Salt Lake City	58404DLD1	07/30/21	07/30/26	0.800%	248,000.00	217,833.28	-	-	344.72	218,178.00	248,000.00		
Sallie Mae Bank	795451AK9	08/11/21	08/11/26	1.100%	248,000.00	219,551.92	-	-	295.12	219,847.04	248,000.00		
Metro Credit Union	59161YAN6	02/18/22	08/18/26	1.600%	249,000.00	223,472.52	-	-	214.14	223,686.66	249,000.00	338.37	
Texas Exchange Bank	88241TML1	11/26/21	11/27/26	1.200%	249,000.00	218,671.80	-	-	224.10	218,895.90	249,000.00	253.78	
Beal Bank USA	07371CH69	03/02/22	02/24/27	2.050%	248,000.00	222,924.72	-	-	(62.00)	222,862.72	248,000.00	2,562.89	
Capital One Bank USA NA	14042TFP7	04/27/22	04/27/27	2.900%	248,000.00	228,983.36	-	-	(233.12)	228,750.24	248,000.00		
Morgan Stanley Bank	61773TDN0	04/29/22	04/29/27	3.000%	246,000.00	227,958.36	-	-	(253.38)	227,704.98	246,000.00		
Discover Bank	254673G83	06/14/22	06/14/27	3.150%	246,000.00	228,782.46	-	-	(334.56)	228,447.90	246,000.00		
The Dart Bank	237412AN1	06/08/22	06/15/27	3.250%	249,000.00	232,314.51	-	-	(368.52)	231,945.99	249,000.00	687.31	
Forbright Bank	34520LAT0	11/02/22	11/02/27	4.600%	249,000.00	243,524.49	-	-	(515.43)	243,009.06	249,000.00	972.81	
Alliant Credit Union	01882MAC6	12/30/22	12/30/27	5.000%	248,000.00	246,048.24	-	-	(525.76)	245,522.48	248,000.00	1,053.15	
First Technology Federal	33715LEL0	02/03/23	02/03/28	5.000%	248,000.00	245,857.28	-	-	(401.76)	245,455.52	248,000.00	1,053.15	
Alaska USA Federal Credit Union	011852AE0	03/08/23	03/08/28	4.600%	249,000.00	242,775.00	-	-	(388.44)	242,386.56	249,000.00	972.81	
Central Valley Community Bank	15568PAL0	03/31/23	03/31/28	5.300%	248,000.00	247,434.56	-	-	(520.80)	246,913.76	248,000.00	1,080.33	
Pacific Western Bank	69506YYD5	04/05/23	04/05/28	5.650%	243,000.00	243,247.86	-	-	(128.79)	243,119.07	243,000.00		
Freedom Northwest CU	356436AP0	08/25/23	09/19/25	5.650%	-	-	248,000.00	-	696.88	248,696.88	248,000.00		
General Electric Credit Union	369674CG 9	01/30/23	01/30/24	5.000%	248,000.00	247,580.88	-	-	47.12	247,628.00	248,000.00	1,099.21	
Grow Financial Federal Credit Union	39981MAC6	03/24/23	03/25/24	5.350%	248,000.00	247,851.20	-	-	29.76	247,880.96	248,000.00	1,126.87	
Wells Fargo Bank	949763ZA7	04/18/19	04/10/24	2.850%	245,000.00	241,160.85	-	-	487.55	241,648.40	245,000.00	593.03	
Live Oak Bkg Co	538036HY3	02/12/20	08/12/24	1.700%	245,000.00	236,251.05	-	-	558.60	236,809.65	245,000.00	353.74	
Capital One Natl Assn	14042RNE7	08/23/19	08/21/24	2.000%	245,000.00	236,721.45	-	-	490.00	237,211.45	245,000.00		
Connexus CU	20825WCK4	08/25/23	08/23/24	5.500%	248,000.00	247,928.08	-	-	(171.12)	247,756.96	248,000.00	1,169.00	
Morgan Stanley Private Bk Natl Assn	61760AX53	09/05/19	09/05/24	1.900%	100,000.00	96,413.00	-	-	181.00	96,594.00	100,000.00	957.81	
Synchrony Bank	87165FF58	11/30/21	11/29/24	0.850%	245,000.00	231,155.05	-	-	541.45	231,696.50	245,000.00		
Workers Federal Credit Union	98138MBC3	01/27/23	01/27/25	4.700%	249,000.00	246,168.87	-	-	(221.61)	245,947.26	249,000.00	993.95	
Enerbank USA Salt	29278TMZ0	02/14/20	02/14/25	1.650%	245,000.00	231,718.55	-	-	330.75	232,049.30	245,000.00	343.34	
Merrick Bank	59013KQE9	11/30/21	05/30/25	0.900%	245,000.00	226,235.45	-	-	377.30	226,612.75	245,000.00		
Spokane Teachers Credit Union	849061AA4	11/23/22	11/24/25	5.000%	248,000.00	245,710.96	-	-	(478.64)	245,232.32	248,000.00		



**City of Lomita
Investment Portfolio Report
September 30, 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
Eaglemark Savings Bank	27004PBD4	04/07/21	04/07/26	0.700%	245,000.00	217,427.70	-	-	323.40	217,751.10	245,000.00		
Greenstate Credit Union	39573LBL1	06/16/21	06/16/26	0.900%	249,000.00	220,195.68	-	-	311.25	220,506.93	249,000.00	190.33	
UBS Bk USA Salt Lake	90348JQ29	07/14/21	07/14/26	0.900%	249,000.00	219,515.91	-	-	321.21	219,837.12	249,000.00	190.33	
Bank of Frankewing	06221LAE3	11/09/22	11/09/26	4.950%	248,000.00	245,448.08	-	-	(421.60)	245,026.48	248,000.00	1,042.62	
Baxter Credit Union	07181JAU8	11/22/22	11/23/26	5.000%	248,000.00	245,787.84	-	-	(438.96)	245,348.88	248,000.00	1,053.15	
Celtic Bank	15118RZT7	11/30/22	11/30/26	4.800%	249,000.00	245,307.33	-	-	(413.34)	244,893.99	249,000.00		
Dept of Commerce Federal CU	24951TAT2	05/13/22	05/13/27	3.250%	249,000.00	232,546.08	-	-	(328.68)	232,217.40	249,000.00	687.31	
BMO Harris Bank NA	05600XFW5	06/15/22	06/15/27	3.300%	249,000.00	232,715.40	-	-	(375.99)	232,339.41	249,000.00	697.88	
Numerica Credit Union	67054NBC6	11/04/22	11/04/27	4.950%	248,000.00	245,787.84	-	-	(570.40)	245,217.44	248,000.00	1,042.62	
University Bk Ann	914098DQ8	04/03/23	04/03/28	4.850%	248,000.00	244,170.88	-	-	(399.28)	243,771.60	248,000.00	1,021.56	
Customers Bank	23204HNZ7	05/31/23	05/31/28	4.450%	244,000.00	241,081.76	-	-	34.16	241,115.92	244,000.00		
Sub Total / Average				2.937%	14,429,000.00	13,671,536.55	248,000.00	-	3,274.75	13,922,811.30	14,677,000.00	31,290.09	-
Federal Agency Securities													
Federal Home LN BKS	3130APXC4	12/10/21	12/10/24	1.100%	1,000,000.00	947,110.00	-	-	2,210.00	949,320.00	1,000,000.00		
Federal Home LN BKS	3130ALMM3	03/30/21	03/30/26	1.000%	250,000.00	226,395.00	-	-	(820.00)	225,575.00	250,000.00		-
Federal Home LN BKS	3130AR2B6	03/08/22	03/08/27	2.375%	500,000.00	460,630.00	-	-	(3,670.00)	456,960.00	500,000.00	5,937.50	
Federal Home LN BKS	3130ARDY4	03/29/22	03/29/27	2.500%	500,000.00	461,985.00	-	-	(3,725.00)	458,260.00	500,000.00	6,250.00	
Federal Home LN BKS	3130ARGQ8	04/14/22	04/14/27	2.875%	250,000.00	233,972.50	-	-	(2,237.50)	231,735.00	250,000.00		
Federal Home LN BKS	3130ASD22	06/29/22	06/29/27	3.590%	250,000.00	238,072.50	-	-	(2,187.50)	235,885.00	250,000.00		
Federal Home LN MTG	3134GXL28	08/17/22	08/17/27	4.150%	250,000.00	241,257.50	-	-	(1,982.50)	239,275.00	250,000.00		
Federal Home LN MTG	3134GXQ23	08/25/22	08/25/27	4.250%	250,000.00	241,777.50	-	-	(1,925.00)	239,852.50	250,000.00		
Federal Home LN MTG	3134GY3F7	11/22/22	11/22/27	5.125%	250,000.00	247,032.50	-	-	(1,550.00)	245,482.50	250,000.00		
Federal Home LN MTG	3134GYF31	01/30/23	01/27/28	5.100%	250,000.00	245,497.50	-	-	(1,375.00)	244,122.50	250,000.00		
Federal Farm Credit Bank	3133ENCD0	11/30/21	10/27/25	1.040%	500,000.00	459,290.00	-	-	(160.00)	459,130.00	500,000.00		
Federal Farm Credit Bank	3133EMB76	05/26/21	05/26/26	0.950%	500,000.00	450,085.00	-	-	(1,605.00)	448,480.00	500,000.00		-
Federal Home LN MTG	3134GYTP7	06/15/23	06/15/28	5.500%	500,000.00	496,160.00	-	-	(1,650.00)	494,510.00	500,000.00		-
Sub Total / Average				3.043%	5,250,000.00	4,949,265.00	-	-	(20,677.50)	4,928,587.50	5,250,000.00	12,187.50	-
Commerical Paper													
Bank of America Corp A2	06048WM31	05/28/21	05/28/26	1.250%	1,000,000.00	890,280.00	-	-	(10,460.00)	879,820.00	1,000,000.00		
Goldman Sachs Corp A2	38150AFK6	04/30/21	04/30/26	1.550%	500,000.00	445,155.00	-	-	(1,575.00)	443,580.00	500,000.00		
JPMorgan Chase & Co	48128G4R8	08/17/21	08/17/26	1.150%	500,000.00	437,300.00	-	-	(1,855.00)	435,445.00	500,000.00		
Sub Total / Average				1.317%	2,000,000.00	1,772,735.00	-	-	(13,890.00)	1,758,845.00	2,000,000.00	-	-
Net Cash Equivalents*													
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%	-	N/A	N/A	N/A	N/A	-	-	N/A	N/A
Sub Total / Average				0.000%	-	-	-	-	-	-	-	-	-
Total / Average - Investments				2.40%	28,175,669.55	26,890,206.10	248,000.00	-	(31,292.75)	27,106,913.35	28,423,669.55	43,477.59	-
Demand Deposit Account (DDA)													
Pacific Western - General Account	XXXX259	N/A	N/A	0.000%	2,675,316.45	N/A	N/A	N/A	N/A	2,675,316.45	2,675,316.45	N/A	N/A
(Outstanding Checks)		N/A	N/A		(179,971.05)	N/A	N/A	N/A	N/A	(179,971.05)	(179,971.05)	N/A	N/A
Sub Total / Average				0.000%	2,495,345.40	-	-	-	-	2,495,345.40	2,495,345.40	-	-
Total /Cash & Investments					30,671,014.95	26,890,206.10	248,000.00	-	(31,292.75)	29,602,258.75	30,919,014.95	43,477.59	-

*Unpaid investment interest held in brokerage account.



City of Lomita Investment Portfolio Report September 30, 2023

Previous Balance	\$	3,011,626.06
Deposits		1,457,537.10
Disbursements		(1,798,753.59)
Adjustments		4,906.88
Current Balance		2,675,316.45

GENERAL LEDGER CASH BALANCES		
General Fund - City Operations		
General Fund - City Operations including LAIF and Investments	100	6,943,800.73
Sub Total - General Fund - City Operations including LAIF and Investments		6,943,800.73
Special Revenue Funds		
OPEB Trust Fund - Retiree Health Care	201	256,548.01
Pension Stabilization Fund	202	1,346,646.01
Economic Development	203	746,506.98
General Plan Update	204	689,776.80
Gas Tax Fund - Street Maintenance	205	1,339,209.96
Measure R Local Fund - Street Projects	207	766,132.68
Measure R Highway Fund - Street Projects	208	(106,536.84)
Measure M Fund - Street Projects	209	791,305.09
Economic Stabilization	210	500,000.00
Measure W Fund - Safe Clean Water Program	211	504,614.41
American Rescue Plan	212	1,336,976.00
CDBG Fund - Housing Programs	215	(5,699.26)
Proposition A Fund - Transportation Projects	220	721,782.82
Proposition C Fund - Transportation Projects	225	2,553,109.21
Transportation Development Act Article 3- Transportation Projects	230	-
Air Quality Fund - Air Quality Projects	235	65,162.15
Landscape Maintenance Fund - Landscape Maintenance District	245	8,773.39
Park Facilities Fee Fund - Quimby Funds	250	579,546.74
Park Athletic Fund - Park Athlete Programs	255	106,053.81
Park Grant Fund - Park Improvement Programs	257	22,679.94
Lomita Manor Fund - Federal Housing Program	260	197,505.04
CA Law Enf. Equip. Program (CLEEP) Fund - Public Safety Equip.	276	6,351.40
Sub Total - Special Revenue Funds		12,426,444.34
Capital Improvement Funds		
Capital Improvement Fund - Capital Improvement Projects	310	188,430.26
Street Improvement Fund - Street Improvement Projects	311	2,054,615.20
Facilities Improvement Fund - Facilities Improvement Projects	312	367,744.23
Stephenson Center Fund - Facilities Improvement Projects	313	85,744.47
Sub Total - Capital Improvement Funds		2,696,534.16



City of Lomita Investment Portfolio Report September 30, 2023

Previous Balance	\$	3,011,626.06
Deposits		1,457,537.10
Disbursements		(1,798,753.59)
Adjustments		4,906.88
Current Balance		2,675,316.45

Proprietary Funds		
Water Operations Fund - Water Operations	510	3,284,429.74
Water Capital Fund - Water Capital Projects	520	2,650,577.95
Rate Stabilization - Cypress Reservoir Bond	530	125,000.00
Internal Service Fund - Equipment Replacement	610	1,408,504.29
PK Equipment Replacement Fund	611	759,297.50
Sewer Replacement Fund	612	603,470.00
Sub Total - Proprietary Funds		8,831,279.48
Trust and Agency Funds		
Museum Foundation Fund - Railroad Museum Programs	720	19,736.24
Tom Rico Memorial Fund - Park Program Scholarships	730	1,220.00
Sub Total - Trust & Agency Funds		20,956.24
Total		30,919,014.95
Pooled Cash	999	(28,243,698.50)
Grand Total		2,675,316.45



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: October 17, 2023

SUBJECT: Fiscal Year (FY) 2023/24 Quarterly Financial Report

RECOMMENDATION

Receive and file the Fiscal Year (FY) 2023/24 Quarterly Financial Report First Quarter Ending September 30, 2023.

BACKGROUND

This financial report summarizes the City's financial position for the quarter ending September 30, 2023 for the General Fund, Water Funds, and Special Revenue Funds. The purpose of this report is to provide the 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 reports on the city's budget condition.

The First Quarter Financial Report covers financial activity through the first quarter of FY 2023/24, ending September 30, 2023.

OPTIONS:

None. Information only. Receive and file.

FISCAL IMPACT

None. Information only. Receive and file.

ATTACHMENT

1. FY 2023/24 Quarterly Financial Report First Quarter Ending September 30, 2023.

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Susan Kamada
Administrative Services Director



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

OVERVIEW

This financial report summarized the city's financial position for the quarter ending September 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 first 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 first quarter of each year compared to the adjusted budget as it stood on September 30th of each year. A year-over-year comparison is also presented to show results of the three 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 first quarter of Fiscal Year 2023-2024, which ended September 30, 2023, are tracking as expected. General Fund revenues are up \$164,382 compared to the same period last year; this increase is due mainly to business license and development taxes. Usually most of the revenues are expected to come in in the second half of the fiscal year, which is typical for the city. Fiscal year to date expenditures, excluding transfers to other funds, are at \$2.5 million, compared to \$2.3 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 preliminary fund balance as of July 1, 2023, was higher than the projected beginning balance in the Fiscal Year 2022-2023 Adopted Annual Operating & Capital Improvements Budget. The following table details the General Fund's budgeted Fiscal Year 2023-2024 Fund Balance computation:

General Fund Budgeted Fund Balance	Amended Budget	Actuals as of 09/30/23
Fund Balance, 07/1/2023 (preliminary)	\$ 8,054,390	\$ 8,054,390
Budgeted Revenues	14,215,230	1,198,066
Budgeted Expenditures	(13,096,240)	(2,515,414)
Budgeted Operating, Transfers In	788,476	-
Budgeted Operating, Transfers Out	(1,957,466)	-
Budgeted Fund Balance, 06/30/2024	\$ 8,004,390	\$ 6,737,042

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 first quarter budget-to-actual revenues for Fiscal Years 2022-2023 and 2023-2024. The Fiscal Year 2023-2024 General Fund revenue amended budget is



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

\$15,003,706. Through the end of the first quarter (Q1) of Fiscal Year 2023-2024, total General Fund Revenues were \$1.2 million which is approximately \$164,382, or 15% more than the same period last fiscal year. Overall, total revenues are at 8% of budget through the first quarter of the current fiscal year, which is slightly higher than the same period last fiscal year, 6.8% of budget.

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Revenues						
Sales Tax	\$ 5,000,000	\$ 370,654	7.4%	\$ 5,200,000	\$ 348,198	6.7%
Vehicle License Fee	2,650,000	-	0.0%	2,700,000	-	0.0%
Property Tax	1,920,670	67,772	3.5%	1,957,084	14,119	0.7%
Other Taxes	1,636,750	260,557	15.9%	1,672,646	357,228	21.4%
Licenses and Permits	1,009,000	94,133	9.3%	1,110,000	88,424	8.0%
Fines and Forfeitures	517,892	64,676	12.5%	543,000	70,151	12.9%
Intergovernmental	1,120,500	23,360	2.1%	335,000	123,025	36.7%
Use of Money & Property	450,000	98,949	22.0%	460,000	161,766	35.2%
Recreation Services	150,000	39,525	26.4%	160,000	30,581	19.1%
Other Revenues	349,500	14,057	0.0%	77,500	4,573	0.0%
Transfers In	332,860	-	0.0%	788,476	-	0.0%
Total Revenues	\$ 15,137,172	\$ 1,033,684	6.8%	\$ 15,003,706	\$ 1,198,066	8.0%

Six revenue sources account for almost 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 first 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.

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
4210 - Sales and Use Tax	\$ 5,000,000	\$ 370,654	7.4%	\$ 5,200,000	\$ 348,198	6.7%
4629 - Vehicle License Fee	2,650,000	-	0.0%	2,700,000	-	0.0%
4125 - Property Tax	1,920,670	67,772	3.5%	1,957,084	14,119	0.7%
4414 - Business License Tax	659,750	172,321	26.1%	669,646	240,052	35.8%
4270 - Franchise Tax	720,000	67,764	9.4%	735,000	72,176	9.8%
4470 - Building and Safety Fee	650,000	-	0.0%	700,000	-	0.0%



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

Expenditures

The table below shows the budget-to-actual expenditures for Fiscal Years 2022-2023 and 2023-2024 by department. General Fund expenditures appear to be tracking slightly higher than the prior fiscal year at 16.7% of the budget through the end of the first quarter of the current fiscal year (33%). Overall, departments are tracking as expected.

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Expenditures						
City Attorney	\$ 200,000	\$ 9,221	4.6%	\$ 165,000	\$ 24,401	14.8%
City Clerk	323,449	82,132	25.4%	342,514	91,495	26.7%
City Council	60,703	12,543	20.7%	60,879	12,768	21.0%
City Manager	1,114,516	228,160	20.5%	1,240,796	243,615	19.6%
Community Development	922,955	153,556	16.6%	996,284	179,718	18.0%
Administrative Services	601,628	151,720	25.2%	621,660	145,373	23.4%
Human Resources	831,353	492,635	59.3%	932,324	517,825	55.5%
Information Technology	672,000	77,603	11.5%	382,000	45,316	11.9%
Public Safety	4,745,921	411,021	8.7%	5,005,290	461,018	9.2%
Public Works Administration	1,342,030	267,751	20.0%	1,478,851	366,936	24.8%
Recreation & Facilities Administration	1,914,955	457,539	23.9%	1,870,642	426,949	22.8%
Transfers Out	2,492,103	-	0.0%	1,957,466	-	0.0%
Total Expenditures	\$ 15,221,613	\$ 2,343,880	15.4%	\$ 15,053,706	\$ 2,515,414	16.7%



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

Proprietary Funds – Water Operations and Water Capital

The Water Funds for the first quarter of Fiscal Year 2023-2024, which ended September 30, 2023, are tracking as expected. The revenues of the Water Funds are slightly higher compared to the same period last year. Fiscal year to date expenditures, excluding transfers to other funds, are at \$1.2 million, which is the same as compared to the same period last year. Details of revenue and expenditure changes from the prior year are explained later in this report.

Revenues

The Fiscal Year 2023-2024 revenue budget for the Water Funds is \$9,776,080. Through the end of the first quarter (Q1) of Fiscal Year 2023-2024, total revenues for the Water Funds were \$739,756 which is slightly higher compared to the same period last fiscal year. Overall, total revenues are at 7.6% of budget through the first quarter of the current fiscal year, which is slightly higher compared to the same period last fiscal year, 5.8% of budget.

Water Funds revenues appear to be tracking lower than expectations at 7.6% of the budget through the end of the first quarter of the current fiscal year (33%). Usually most of the revenues are expected to come in in the second half of the fiscal year, which is typical for the city.

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Revenues						
Waterworks #13 Anney	\$ 900,000	\$ 23,340	2.6%	\$ 920,000	\$ -	0.0%
Permits and Fees	136,000	19,238	14.1%	246,000	25,489	10.4%
Use of Money & Property	25,000	-	0.0%	30,000	-	0.0%
Intergovernmental	4,220,404	-	0.0%	2,000,000	-	0.0%
Water Billing Fees	6,386,000	639,529	10.0%	6,577,580	712,909	10.8%
Miscellaneous	2,500	119	4.8%	2,500	1,358	54.3%
Total Revenues	\$ 11,669,904	\$ 682,225	5.8%	\$ 9,776,080	\$ 739,756	7.6%

Expenditures

The table below shows the current budget-to-actual expenditures for Fiscal Years 2022-2023 and 2023-2024 by department. Expenditures in the Water Funds appear to be tracking as expected at 9.8% of the budget through the end of the first quarter of the current fiscal year (33%). Overall, most departments are tracking below expectations.



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Expenditures						
City Attorney	\$ 20,000	\$ 1,379	6.9%	\$ 20,000	\$ 947	4.7%
City Clerk	57,287	16,999	29.7%	79,480	22,930	28.9%
City Council	2,990	763	25.5%	2,993	750	25.1%
City Manager	152,241	106,589	70.0%	174,090	49,620	28.5%
Administrative Services	497,267	134,175	27.0%	515,524	132,143	25.6%
Human Resources	209,158	138,721	66.3%	224,446	137,503	61.3%
Information Technology	83,500	35,550	42.6%	83,500	32,162	38.5%
Water Maintenance	5,210,903	710,021	13.6%	5,473,203	799,915	14.6%
Capital Outlay	4,209,602	88,693	2.1%	5,616,075	65,834	1.2%
Debt Service	470,008	-	0.0%	466,034	-	0.0%
Total Expenditures	\$ 10,912,956	\$ 1,232,890	11.3%	\$ 12,655,345	\$ 1,241,804	9.8%



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

Special Revenue Funds

The Special Revenue Funds for the first quarter of Fiscal Year 2023-2024, which ended September 30, 2023, are tracking as expected. The revenues are down \$2.4 million, compared to the same period last year; this decrease is due mainly to ARPA Funds that were received last fiscal year. Fiscal year to date expenditures, excluding transfers to other funds, are at \$251,231, compared to \$554,773 last year.

Revenues

The Fiscal Year 2023-2024 revenue budgets for the Special Revenue Funds are \$7,272,441. Through the end of the first quarter (Q1) of Fiscal Year 2023-2024, total revenues were \$586,592 which is lower than last fiscal year for the same period. Overall, total revenues are at 8.1% of budget through the first quarter of the current fiscal year, which is less than the same period last fiscal year, 34.4% of budget. The Special Revenue Funds revenues appear to be tracking as expected at 8.1% of the budget through the end of the first quarter of the current fiscal year (33%). Usually most of the revenues are expected to come in in the second half of the fiscal year, which is typical for the city.



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Revenues						
State Gas Tax	\$ 994,796	\$ 142,509	14.3%	\$ 1,120,153	\$ 150,125	13.4%
Measure R Local Return	313,089	85,255	27.2%	375,971	87,725	23.3%
Measure M	352,434	96,548	27.4%	422,434	66,568	15.8%
Measure W	225,000	-	0.0%	575,000	-	0.0%
Community Development Block Grant	148,379	-	0.0%	140,077	-	0.0%
Prop A Local Return	526,451	139,648	26.5%	610,316	143,290	23.5%
Prop C Local Return	418,452	113,700	27.2%	499,628	117,163	23.4%
Transportation Development Act	19,204	-	0.0%	13,843	-	0.0%
South Coast AQMD	26,300	-	0.0%	26,500	-	0.0%
Landscape Maintenance District #1	11,738	-	0.0%	11,738	-	0.0%
Park Facilities Fee	5,500	900	0.0%	6,000	1,200	20.0%
Park Athletic	54,500	12,926	23.7%	55,000	16,912	30.7%
Park Grant	272,000	-	0.0%	-	-	0.0%
Lomita Manor	468,542	-	0.0%	548,339	-	0.0%
American Rescue Plan	2,430,488	2,430,488	100.0%	-	-	0.0%
General Plan Update	683,623	-	0.0%	866,377	-	0.0%
Capital Improvement	1,000	-	0.0%	1,500	-	0.0%
Street Improvement	1,003,000	-	0.0%	396,089	-	0.0%
Facility Improvement	100,000	-	0.0%	1,186,976	-	0.0%
Equipment Replacement	500,500	-	0.0%	300,500	343	0.1%
Park Equipment Replacement	100,000	-	0.0%	100,000	-	0.0%
Sewer Replacement	108,480	-	0.0%	-	-	0.0%
Railroad Museum Foundation	15,000	2,341	15.6%	15,000	2,046	13.6%
Tom Rico Memorial	1,000	-	0.0%	1,000	1,220	122.0%
Other Special Funds Total:	\$ 8,779,476	\$ 3,024,314	34.4%	\$ 7,272,441	\$ 586,592	8.1%

Expenditures

The table below shows the current budget-to-actual expenditures for Fiscal Years 2022-2023 and 2023-2024 by fund. Expenditures in the Special Revenue Funds appear to be tracking lower than expectations at 2.4% of the budget through the end of the first quarter of the current fiscal year (33%).



Fiscal Year 2023-2024 Quarterly Financial Report

1st Quarter Ending September 30, 2023

	2022-2023 Budget	09/30/2022 Actuals	% of Budget Received	2023-2024 Amended Budget	09/30/2023 Actuals	% of Budget Received
Expenditures						
State Gas Tax	\$ 639,563	\$ 147,204	23.0%	\$ 2,214,572	\$ 79,855	3.6%
Measure R Local Return	167,698	61,260	36.5%	955,680	-	0.0%
Measure M	192,485	35,182	18.3%	1,058,623	225	0.0%
Measure W	163,076	88,474	54.3%	336,000	498	0.1%
Community Development Block Grant	148,379	1,443	1.0%	140,077	5,701	4.1%
Prop A Local Return	1,123,600	29,090	2.6%	142,227	20,043	14.1%
Prop C Local Return	408,572	105,540	25.8%	250,000	-	0.0%
Transportation Development Act	13,226	5,640	42.6%	13,843	-	0.0%
South Coast AQMD	35,000	2,500	7.1%	35,000	-	0.0%
Landscape Maintenance District #1	16,738	1,801	10.8%	11,738	1,793	15.3%
Park Facilities Fee	-	-	0.0%	-	-	0.0%
Park Athletic	51,193	4,202	8.2%	52,574	5,889	11.2%
Park Grant	250,000	-	0.0%	-	17,520	0.0%
Lomita Manor	468,542	-	0.0%	496,602	-	0.0%
American Rescue Plan	2,063,348	-	0.0%	1,336,976	-	0.0%
Capital Improvement	5,000	-	0.0%	70,000	-	0.0%
Street Improvement	1,438,455	62,097	4.3%	775,000	53,673	6.9%
Facility Improvement	9,000	-	0.0%	1,504,720	-	0.0%
Equipment Replacement	400,000	6,815	1.7%	285,000	57,587	20.2%
Park Equipment Replacement	15,000	-	0.0%	515,000	233	0.0%
Sewer Replacement	10,000	-	0.0%	115,000	5,010	0.0%
Railroad Museum Foundation	15,000	1,525	10.2%	15,000	3,204	21.4%
Tom Rico Memorial	2,000	2,000	100.0%	1,000	-	0.0%
Other Special Funds Total:	\$ 7,635,875	\$ 554,773	7.3%	\$ 10,324,632	\$ 251,231	2.4%



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Ryan Smoot, City Manager

PREPARED BY: Brianna Rindge, Community & Economic Development Director

MEETING DATE: October 17, 2023

SUBJECT: Second Reading and Adoption of an Ordinance to Amend Chapter 5 (Administrative Citations and Penalties) of Title I of the Lomita Municipal Code to Align the Administrative Citation Appeal Method with the Parking Citation Appeal Method

RECOMMENDATION

Adopt the ordinance and find the project categorically exempt from the California Environmental Quality Act (CEQA).

BACKGROUND

On October 3, 2023, the City Council introduced on first reading an ordinance amending Chapter 5 (Administrative Citations and Penalties) of Title I of the Lomita Municipal Code to align the administrative citation appeal method with the parking citation appeal method. This agenda item is to approve the second reading and adoption of the ordinance.

OPTIONS

1. Approve the attached ordinance.
2. Do not approve the ordinance.
3. Provide staff with further direction.

ATTACHMENT

1. Ordinance

Reviewed by:

Gary Sugano

Gary Y. Sugano
Assistant City Manager

Approved by:

Ryan Smoot

Ryan Smoot
City Manager

Reviewed by:

Brianna Rindge

Brianna Rindge, AICP
Community & Economic Development Director

ORDINANCE NO. 858

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING CHAPTER 5 OF TITLE I OF THE LOMITA MUNICIPAL CODE TO ALIGN THE ADMINISTRATIVE CITATION APPEAL METHOD WITH THE PARKING CITATION APPEAL METHOD AND FINDING THE SAME EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Section 1. Recitals

WHEREAS, in November of 2022, the City Council authorized Data Ticket to provide code enforcement collection services alongside parking enforcement;

WHEREAS, throughout the implementation process, staff has updated procedures and policies to align with those recommended by Data Ticket to improve collection and compliance;

WHEREAS, the proposed ordinance is intended to streamline and improve the administrative citation appeals process and procedures;

WHEREAS, the City Council desires to amend the Lomita Municipal Code as described below.

Section 2. Findings

The City Council finds that adoption and implementation of this ordinance is not a “project” for purposes of the California Environmental Quality Act (CEQA), as that term is defined by CEQA guidelines (Guidelines) sections 15061(b)(3) and 15378(b)(5). The City Council also alternatively finds that the adoption and implementation of this ordinance is exempt from the provisions of CEQA as an administrative activity that will not result in any direct or indirect physical change in the environment, per sections 15061(b)(3) and 15378(b)(5) of the CEQA Guidelines. The ordinance updates the City’s ability to enforce code violations within the administrative citation procedure to align with new code enforcement procedures.

THE CITY COUNCIL OF THE CITY OF LOMITA HEREBY ORDAINS AS FOLLOWS:

Section 3. Code Amendment

Based on the foregoing, the City Council hereby approves of the following amendments to the Lomita Municipal Code:

A. Section 1-5.07 (“Administrative review and hearing”) of Chapter 5 (“Administrative Citations and Penalties”) of Title I of the Lomita Municipal Code is hereby amended in its entirety as follows:

“Sec. 1-5.07. Administrative review and hearing.

- (a) *Initial administrative review—Request.* The responsible person may request an initial administrative review of the citation within fifteen (15) days of its issuance by submitting an online request as directed on the issued citation. This request must be made in writing and set forth with particularity the reasons the responsible person believes a violation did not occur or that the responsible person was not responsible for the violation(s); must include a copy of the citation; and contain the address to which the conclusions of the city's review should be mailed. A request for an initial administrative review is a mandatory prerequisite to a request for an administrative hearing.
- (b) *Initial administrative review—Procedure.* The initial administrative review request shall be forwarded to the department director supervising the enforcement officer who issued the administrative citation for review.
- (c) *Initial administrative review—Decision.*
 - (1) Within fifteen (15) days upon receiving the request, the department director shall review the request and provide the city clerk, or his or her designee, with written notification that:
 - a. The citation should be vacated because there was no violation, or the responsible person was not responsible for the violation, and setting forth the basis for that conclusion; or
 - b. There is no justification found for vacating the citation; or
 - c. a reduction in fine amount for a violation justified by meaningful progress per department director supervising the enforcement officer who issued the administrative citation for review.
 - (2) A copy of the decision shall be mailed to the responsible person at the address on the request for initial administrative review along with a notice establishing the fine due date and the procedure for requesting an administrative hearing.
- (d) *Request for hearing.* If the responsible person wishes to contest the conclusion of the initial administrative review, the responsible person shall request an administrative hearing within fifteen (15) days after the date the city served the responsible person with notice of the initial administrative review decision. Requests must be submitted online as directed by the issued citation and be accompanied by an advance deposit of the fine.
 - (1) *Hardship waiver.* Any responsible person who requests a hearing to contest an administrative citation and who is financially unable to deposit the fine amount may file a request for an advance deposit hardship waiver. The request shall be filed with [the] city clerk on an advance deposit hardship waiver application form, available from the city, no later than ten (10) days after service of the administrative citation. The city manager or his or her designee may issue an advance deposit hardship waiver only if the person requesting the waiver submits to the city manager or his or her designee a sworn affidavit, together

with any supporting documents, demonstrating to the satisfaction of the city manager or his or her designee the person's financial inability to deposit with the city the full amount of the fine in advance of the hearing. Written proof of financial hardship, at a minimum, must include tax returns, financial statements, bank account records, salary records or similar documentation demonstrating that the responsible person is unable to deposit the fine. The city manager or his or her designee shall issue a written decision specifying the reasons for issuing or not issuing the waiver. The decision shall be final and shall be served upon the person requesting the waiver in person, by first class mail, or similar method of delivery. If the city manager or his or her designee determines that the waiver is not warranted, the person shall remit the full amount of the fine as a deposit within ten (10) days of mailing/sending of the decision. If the full amount of the fine is not deposited within the ten (10) day period, the request for hearing shall be deemed incomplete and waived, and the citation shall be deemed final. The fine shall be immediately due and owing to the city and may be collected in any manner allowed by law for collection of a debt.

- (e) *Notification of hearing.* Upon receipt of the payment of the administrative fine and request for a hearing, the city shall give notice to the responsible person of the time, date, and location of the hearing. The hearing shall be held not less than fifteen (15) days nor more than sixty (60) days after the receipt of the request. Any documentation, other than the administrative citation, that the enforcement official has submitted or will submit to the hearing officer shall be sent to the responsible person by regular first class mail at least five (5) days before the date on which the hearing is scheduled. The documentation shall be made available upon request at the time of the hearing.
- (f) *Selection of hearing officer.* The city manager may designate the hearing officer for the administrative citation hearing by appointment, contract, or through an administrative citation processing service. The hearing officer must be selected in a manner that avoids the potential for pecuniary or other bias.
- (g) *Evidentiary rules.* The city bears the burden of proving a violation of the Code by a preponderance of the evidence. The administrative citation and any additional reports submitted by the enforcement official constitutes prima facie evidence of the respective facts contained in those documents. Both the responsible person and the enforcement officer have the opportunity to testify, cross-examine witnesses and present additional evidence concerning the administrative citation. Evidence may include, without limitation, witness testimony, documents, or other similar evidence. Formal rules of evidence do not apply, but all evidence presented must be relevant and material to the issues of whether the violation alleged in the citation occurred or whether the responsible person was responsible for the violation.
- (h) *Waiver of personal appearance at hearing.* In lieu of personally appearing at an administrative hearing, the responsible person may request that the hearing officer decide the matter based upon the citation itself and written argument and any documentary evidence signed under penalty of perjury submitted prior to the time of the scheduled hearing by the responsible person.

- (i) *Failure to appear at hearing.* Failure of a responsible person to appear at the hearing is deemed a waiver of the right to be personally present at the hearing. The hearing officer may then decide the matter based upon the citation itself, any documentary evidence previously submitted, and any additional evidence that may be presented at the hearing by the enforcement officer.
- (j) *Attendance of enforcement officer.* The enforcement officer who issued the administrative citation may, but is not required to, attend the administrative hearing. If the enforcement officer does not attend, the enforcement officer may before the hearing date submit reports, photos, or other documentation regarding the violation to the hearing officer for consideration at the hearing.
- (k) *Continuation of hearings.* The hearing officer may continue any hearing and request additional information from the enforcement officer or responsible person before issuing a written decision.
- (l) *Decision of hearing officer.* Based upon the evidence presented, the hearing officer shall provide a written decision to the parties within fifteen (15) days of the hearing with one of the following determinations:
 - (1) Determine that the violation for which the citation was issued occurred, and impose a fine in the amount set forth in the fine and penalty schedule, and if the violation has not been corrected as of the date of the hearing, order correction or abatement of the violation. In this event, the city can retain the fine deposited by the responsible person.
 - (2) Determine that the violation for which the citation was issued occurred, but that the responsible person has introduced credible evidence of mitigating circumstances warranting imposition of a lesser fine than that prescribed in the fine and penalty schedule, or no fine at all, and impose such lesser fine, if any; and if the violation has not been corrected as of the date of the hearing, order correction or abatement of the violation. In this event, the city can retain all or a portion of the fine deposited by the responsible person as applicable.
 - (3) Determine that the violation for which the citation was issued did not occur or that the condition did not constitute a violation of this Code, or that the person cited was not the responsible person. In this event, the city shall refund the deposit, if any, within fifteen (15) days of the decision. A finding by the hearing officer that no violation occurred constitutes a dismissal of the administrative citation at issue, but does not have any effect on any other administrative citations issued or any other action taken by the city.
- (m) The administrative hearing officer's decision must explain the basis for the decision and be served upon the responsible person by first class mail to the address stated on the request for hearing form. If applicable, the order must set forth the date by which compliance must be achieved and the imposed fine paid to the city. The order is final on the date of mailing, which is deemed the "date of service," and must notify the responsible person of the right to appeal to the Superior Court, as further described in section 1-5.08. There is no right to an appeal other than as provided in

section 1-5.08. The administrative hearing officer's decision shall be the final administrative order and decision pursuant to Government Code § 53069.4(b).”

Section 4. Effective Date.

This ordinance shall take effect thirty (30) days after the date of its passage and adoption; and within fifteen (15) days after its passage and adoption, 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



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Ryan Smoot, City Manager

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

MEETING DATE: October 17, 2023

SUBJECT: Resolution Approving and Authorizing the City Manager to Sign and File for Financial Assistance with the State Water Resources Control Board for Water Infrastructure Improvements

RECOMMENDATION

Adopt Resolution No. 2023-21, approving and authorizing the City Manager or Designee to Sign and File for Financial Assistance with the State Water Resources Control Board for Water Infrastructure Improvements.

BACKGROUND

The City was informed that \$300,000 of financial assistance is preliminarily made available through the State Water Resources Control Board for the City's water infrastructure improvements. The City intends to apply it toward improvements on the water main replacement on Narbonne Avenue south of Pacific Coast Highway.

The Resolution is required for the financial assistance and authorizes the City Manager or designee, to sign and file for the financial assistance.

OPTIONS:

1. Approve staff's recommendation.
2. Take no action. The City will be ineligible to receive funding.

FISCAL IMPACT

Financial assistance from the State will provide for approximately 13% of the construction expenses. The City and other funding will be used for the remainder of project expenses.

ATTACHMENTS

1. Resolution

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Carla Dillon, PE
Public Works Director

RESOLUTION NO. 2023-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR DESIGNEE TO SIGN AND FILE FOR FINANCIAL ASSISTANCE WITH THE STATE WATER RESOURCES CONTROL BOARD FOR WATER INFRASTRUCTURE IMPROVEMENTS AND FINDING SUCH ACTION EXEMPT FROM CEQA

WHEREAS, the City of Lomita intends to construct water system infrastructure improvements on Lomita Boulevard south of Pacific Coast Highway, and.

WHEREAS, the State of California through the State Water Resources Control Board is planning to provide financial assistance of \$300,000; and

WHEREAS, agreements and disbursement requests will be necessary to claim the financial assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOMITA (the “Entity”) AS FOLLOWS:

SECTION 1. The City Manager or his designee (the “Authorized Representative”) is hereby authorized and directed to sign and file, for and on behalf of the City, a Financial Assistance Application for a financing agreement with the State Water Resources Control Board for the planning, design, and construction of the Narbonne Avenue Water Main Replacement & Street Rehabilitation project (the “Project”).

SECTION 2. The Authorized Representative is authorized to provide the assurances, certifications, and commitments required by the financial assistance application, including executing a financial assistance agreement with the State Water Resources Control Board and any amendments or changes thereto.

SECTION 3. The Authorized Representative is authorized to represent the City in carrying out the City’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the City as well as compliance with applicable state and federal laws.

SECTION 4. The City hereby finds that in accordance with the California Environmental Quality Act (“CEQA”) and the CEQA Guidelines the adoption of this Resolution is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3).

SECTION 5. The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be processed in the manner required by law, and this Resolution shall take effect and be in force on the date of its adoption.

PASSED, APPROVED, AND ADOPTED this 17th day of October 2023.

Barry Waite, Mayor

ATTEST:

Kathleen Horn Gregory, MMC, City Clerk

APPROVED AS TO FORM:

Trevor Rusin, City Attorney



CITY OF LOMITA CITY COUNCIL REPORT

TO: City Council **Item No. SCH 8a**

FROM: Ryan Smoot, City Manager

PREPARED BY: Brianna Rindge, Community & Economic Development Director

MEETING DATE: October 17, 2023

SUBJECT: Discussion and Consideration of Authorization for Demolition and Site Clean-up of Declared Nuisance Property 2253-2257 Pacific Coast Highway (APN 7373-008-006)

RECOMMENDATION

Authorize the City Manager to authorize the work as described herein for \$32,400.00, with 10% contingency, and return to City Council with a report to recover full abatement costs.

BACKGROUND

Current property owner Ronald Arbolida purchased the property located at 2253-2257 Pacific Coast Highway on 9/27/2005. The lot's area is 16,870 ft² with a single 2,394 ft² building and a 625 ft² carport. Per the City's records, the building has been vacant and unmaintained since at least 2011. On 10/14/2021 the property caught fire due to unspecified reasons and the building was red-tagged (legally unoccupiable) by Los Angeles County Building and Safety on 10/21/2021. The City opened a code enforcement case regarding various property maintenance violations of Lomita Municipal Code (LMC):

- Property utilized as habitable dwelling by transients;
- Severe dilapidation of building
- Trash & debris dumped on property;
- Unsecured property;
- Abandoned property causing blight;
- Harboring of graffiti; and
- Overgrown vegetation.

To date, despite repeated efforts over multiple years to obtain compliance, Code Enforcement has observed no voluntary compliance. Initial efforts to obtain compliance to-date include:

- 3 Notices of Violation issued;
- 4 Citations issued totaling \$6,500;
- 2 Notices of Abatement;
- 13 Graffiti Removal Requests totaling \$1,950;
- 1 Compliance Demand Letter;
- Two visits to the property owner's other properties in Torrance in attempt to make contact; all of which displayed elements of dilapidation; and
- Two visits to the property owner's home in Torrance, one of which resulted in contact with an individual who stated that Mr. Arbolida was out of town and provided a cell phone number that matches the number staff has been using to pursue contact.

Declaration of nuisance.

With the exhaustion of the above, pursuant to the City's municipal code, the Director deemed the site a public nuisance and requested a public hearing to ascertain whether the same does in fact constitute such public nuisance, the abatement of which is appropriate under the police power of the city, under LMC 3-16.05(A).

Form and notice of hearing.

Notice of the time and place of hearing before the City Manager's designee was provided in the form specified by LMC 3-16.05(B), which included the time, date, and location of the hearing, specification of the public nuisance, available abatement methods, and notice that the hearing officer's finding that a public nuisance exists, and if the owner does not abate the nuisance, the City may direct the abatement and rehabilitation of the nuisance and costs will constitute a lien upon the land until paid.

Posting and serving notice of hearing.

The notice was posted on the property and timely served to the property owner by both regular and certified mail pursuant to LMC 3-16.05(C). Subsection (3) of this section specifically states that "[t]he failure of any person to receive the notice shall not affect the validity of any proceedings under this chapter."

Hearing conduct.

Per LMC 3-16.05(D), the City Manager designated the Administrative Services Director as the hearing officer. On 5/4/2023, a duly noticed Nuisance Abatement Hearing was convened at City Hall where the officer considered all relevant evidence, including but not limited to, applicable staff reports and provided any interested person a reasonable opportunity to be heard in conjunction therewith. The property owner was not present for the hearing, and the City received no prior correspondence regarding the absence or requesting postponement. This absence was noted during the proceedings and no other public comment was received. On 5/9/2023, staff received a voice message from the property owner, explaining that he had been out of town during the scheduled hearing. He asserted that he had not received any prior notices at his residence, only recently becoming aware of the hearing through a letter that had reached him belatedly. According to LMC 3-16.05(G), the property owner shall request a time extension and provide evidence of extenuating circumstances for time extension approved.

Order of abatement.

On 5/17/2023, the appointed Hearing Officer met the 10 working days deadline and officially designated the property in question as a public nuisance, which is final and conclusive per LMC 3-16.05(E), citing the following violations (see attached):

1. LMC 3-16-03(C): Any building or structure which is partially destroyed, damaged, abandoned, dilapidated, or permitted to remain in a state of partial construction.
2. LMC 3-16.03(0): The failure to secure and maintain against public access all doorways, windows, and other openings into vacant or abandoned buildings or structures.
3. LMC 3-16.03(H-2): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which is maintained so as to cause an obstruction to the vision of motorists or a hazardous condition to pedestrians or vehicle traffic.
4. LMC 3-16.03(H-4): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which detrimentally affects neighboring properties or property values.
5. LMC 3-16.03(1): Building exteriors, roofs, landscaping, grounds, walls, retaining and crib walls, fences, driveways, parking lots, planters, sidewalks, or walkways which are maintained in such condition so as to become defective, unsightly, cracked or no longer viable or in need of insect extermination.
6. LMC 3-16.03(J): The accumulation of dirt, litter, trash, junk, feces, or debris in doorways, adjoining sidewalks, walkways, courtyards, patios, parking lots, planters, landscaped or other areas.

The decision includes an order of abatement directed to the owner of the property, including the nature of the nuisance, its location, and the time and manner for its abatement per LMC 3-16.05(E). The order was delivered to the property owner by both regular and certified mail. The officer included details regarding the recommended method of abatement and its approximate cost, along with a recommendation that the City provide one more opportunity for the property owner to comply as described in LMC 3-16.05(F).

Additional opportunities provided.

City staff communicated with the property owner at City Hall, at the subject site, via phone call, via text messaging, and via email at least twelve times between 5/9/2023 and 9/21/23. This included a collaborative meeting on 5/24/2023, attended by City staff, the City's attorney, and the property owner. The primary objective of this meeting was to chart a course toward ensuring compliance with the City's requirements. The participants unanimously resolved that the property owner and the City would create and sign a comprehensive Compliance Agreement (attached). This document was tailored to include specific deadlines by which the identified violations must be rectified to bring the property into alignment with the stipulated standards. In addition, on several occasions, City staff walked the property owner through options on what he could do with his property from a planning and zoning standpoint.

The City issued the final draft of the Compliance Agreement to the property owner on 6/5/2023, providing a deadline of 6/12/2023 for the property owner to respond. He signed the agreement on 6/9/2023, followed by signatures from the City Manager and City Attorney, thereby enacting the agreement. Staff ensured this signed, enacted agreement was shared with the property owner. The agreement underscores the commitment of all involved parties to address and rectify the noted infractions in a timely and responsible manner, providing a 7/20/2023 final deadline to remedy all violations and providing the property owner opportunity to request a time extension. The Agreement required remediation of all violations such as necessary permits, inspections, and Air Quality Management District requirements.

1. Abate or rehabilitate all substandard, hazardous, and unlawful conditions on the Property, regardless of whether said conditions are specified herein or in the hearing officer's determination.
2. Remove and lawfully dispose of all accumulations of junk, trash, and debris from interior and exterior portions of the property.
3. Trim, remove, and lawfully dispose of all overgrown vegetation.
4. Submit all requisite applications, plans, supporting documents, and fees to the City's Community Development Department and Los Angeles County Building and Safety to demolish the building and carport. Such applications were due within ten days of the executed agreement date.
5. Obtain the City-issued permits and complete all corrective actions pursuant to the City-approved plans and City-issued permits to correct the unlawful condition by the compliance deadline.
6. Secure the property with a permitted fence. Such applications were due within ten days of the executed agreement date.

Of note, the agreement provides that the City could proceed with summary abatement of the violations without a warrant if the owner failed to correct the violations by the Compliance Deadline of 7/20/2023. The agreement also provided that the owner would be liable for all costs incurred in connection with the abatement as authorized by law. City staff inspected the site eight days after the agreed upon compliance date. On 7/28/2023, the fence remained vulnerable as a potential entry point for trespassers, and the owner did not secure the opening on the side of the structure, presenting the potential for security issues. The owner of the property neglected to submit any of the required applications. The City acknowledges that the property owner visited the County's public counter for permits but failed to submit as outlined within the signed Compliance Agreement. In addition to these safety issues, the City has not received the amount due for the administrative citations (\$8,998.38).

On multiple occasions since, City staff sent repeated courtesy notices to the property owner regarding this item coming before City Council, including via phone call, text message, email, and physical postings on the property.

ANALYSIS

Since the 7/28/2023 inspection, the City has observed no voluntary compliance at the site and significant efforts toward compliance, such as application for a demolition permit or cleanup of the dilapidated building. Since the owner has failed to take action to abate the public nuisance, and pursuant to the signed Compliance Agreement, the City Manager, through City employees or an independent contractor, may now cause such public nuisance to be abated as directed in the hearing officer's order (see attached).

Abatement cost recovery.

Staff will maintain an itemized record of the cost of work performed by staff and/or the independent contractor(s) to abate the nuisance. Per LMC 3-16.07(A), the cost of abating the public nuisance shall either be in the form of a lien on the property, a special assessment against the property, or the personal obligation of the owner and/or the person responsible for creating, causing, committing or maintaining the public nuisance. The City Manager or his designee will prepare and file a report to City Council specifying the abatement measures undertaken, the itemized and total cost of the abatement, a description of the real property on which the abatement was done, and the names and addresses of the persons entitled to notice pursuant to LMC 3-16.05(E). The City is entitled to interest at the rate of 7% per annum from the date of confirmation of costs by the City Council. The report will be verified by the city official in charge of overseeing the abatement work as required by LMC 3-15.07(B).

Notice of abatement cost hearing.

City staff will provide notice of the abatement cost hearing in the same manner as the public nuisance hearing, per LMC 3-16.07(C), at least ten days prior to the City Council hearing date for the passage of the City manager's Report. The notice will specify that the property may be sold by the tax collector or by the City for unpaid delinquent assessments.

Abatement cost hearing.

The City Council shall hear and pass upon the report, together with any objections or protests which may be raised by the property owner liable to be assessed for the abatement work, including written correspondence provided in advance of the hearing. No protest shall be heard concerning the action of the City Manager or his designee in ordering the abatement of the nuisance, unless such abatement order was issued as a result of an emergency. After hearing and reviewing any oral and written protests, the City Council may make such revisions, corrections, or modifications to the report as it may deem just, after which, by resolution, the report shall be confirmed. The decisions of the city council on all protests and objections shall be final and conclusive per LMC 3-16.07(D).

Notice of lien recordation.

Such notice of proposed recordation and an itemized notice of the lien will be sent by certified mail at least ten days before recording the lien by certified mail to the property owner and served in the same manner as a summons in a civil action in accordance

article 3 (commencing with section 415.10) of chapter 4 of title 5 of part 2 of the Code of Civil Procedure.

Failure to pay lien.

If the cost of abatement is not paid within ten days after service of the notice of recordation is complete, the City may file in the office of the county recorder a certificate in the form “Notice of Lien” provided by LMC 3-16.07(E). If the lien is not paid from the date of recording the lien notice, the City may file and maintain an action to foreclose the lien or take any other action as provided by law.

Alternatively, failure to pay the lien within ten days pursuant to Government Code § 38773.5 may constitute a special assessment against that parcel of property which shall be recorded per LMC 3-16.07(G). The assessment liens shall be subordinate to all existing special assessment liens previously imposed upon the same property and paramount to all other liens except state, county and municipal taxes with which it shall be on parity. The lien shall continue until the assessment and all interest due and payable thereon has been paid.

City Council may alternatively order that the cost for the abatement be made a personal obligation of the property owner and/or the person responsible for causing, committing, or maintaining the public nuisance under LMC 3-16.07(H).

The City Council may institute a lawsuit to collect any amounts due by reason of the abatement of a nuisance by the city and to foreclose any existing liens for such amounts.

FISCAL IMPACT

Finding no compliance with the deadlines agreed to in the executed compliance agreement (attached), staff obtained three quotes for a company to demolish the structures and clean up the site to bring it into compliance. Staff recommends moving forward with Alexander Demolition & Hauling which quoted \$32,400 with a 10% contingency as the quote does not include Air Quality Management District (AQMD) forms and fees, which the contractor is prepared to add. Additionally, the quote does not include demolition/grading/building permits, inspections, salvaging, temporary fencing, asbestos/lead testing, asbestos abatement, temporary power, shutting of utilities, (water, gas, electric) or any additional work requested by the contractor that is not stated in bid. Of the inclusive quotes, Alexander’s yields the least expense.

OPTIONS:

1. Authorize the City Manager to authorize the work as described herein for \$32,400, with 10% contingency, and return to City Council with a report to recover full abatement costs.
2. Provide staff with further direction.

ATTACHMENTS


1. Designated Hearing Officer’s Findings and Decision
2. Executed Compliance Agreement

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Brianna Rindge, AICP
Community & Economic Development Director



Will Lawson
Senior Code Enforcement Officer

CITY COUNCIL

BARRY WAITE
 BILL UPHOFF
 JAMES GAZELEY
 CINDY SEGAWA
 MARK WARONEK



CITY OF LOMITA

ADMINISTRATION

RYAN SMOOT
 CITY MANAGER

May 17, 2023

Subject: Determination of Existence of a Public Nuisance and Abatement of Such Nuisance at 2253-2257 Pacific Coast Highway

Findings: Based on the findings below, it is determined that a public nuisance does exist at 2253-2257 Pacific Coast Highway

Background

- The property at 2253-2257 Pacific Coast Highway was purchased by Ronald Arbolida on September 27, 2005. The property contains a 2,394 square foot building and a 625 square foot carport. The lot area is 16,870 square feet.
- Based on the latest LA County Assessor's information, Mr. Arbolida is listed as the current property owner.
- The building has been vacant since 2011.
- On October 14, 2021, a fire occurred on the property damaging the main building and LA County Department of Public Works (Building and Safety) subsequently red tagged the building.
- In March 2022, the building was being used as a habitable dwelling and abated the use in March and July 2022 (at the City's expense).
- The City's Code Enforcement Division has issued 3 Notices of Violation, 2 Notices of Abatement, 4 citations and 13 separate graffiti removals totaling \$6,500 in fines and \$1,300 in graffiti removal costs. In addition, the City Attorney's office prepared a Compliance Demand Letter with a deadline of March 18, 2023 with no response from the property owner. The property continues to be occupied by transients.
- The City has made numerous attempts to contact Mr. Arbolida without any response.
- Over the past several years, over 20 calls for service have been received regarding the property.
- The various inspections concluded that:
 - The building is dilapidated
 - Trash and debris continue to be strewn on the property
 - The property is unsecured and is a target for occupancy by transients and prone to graffiti
 - Overgrown vegetation that is not addressed

Per Section 3-16.03. (Public Nuisances) of the Lomita Municipal Code based on the City's record including information provided at the hearing held on May 4, 2023 such conditions do exist which constitute a public nuisance:

- LMC Sec. 3-16-03(C): Any building or structure which is partially destroyed, damaged, abandoned, dilapidated, or permitted to remain in a state of partial construction.

- LMC Sec. 3-16.03(D): The failure to secure and maintain against public access all doorways, windows, and other openings into vacant or abandoned buildings or structures.
- LMC Sec. 3-16.03(H-2): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which is maintained so as to cause an obstruction to the vision of motorists or a hazardous condition to pedestrians or vehicle traffic.
- LMC Sec. 3-16.03(H-4): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which detrimentally affects neighboring properties or property values.
- LMC Sec. 3-16.03(I): Building exteriors, roofs, landscaping, grounds, walls, retaining and crib walls, fences, driveways, parking lots, planters, sidewalks, or walkways which are maintained in such condition so as to become defective, unsightly, cracked or no longer viable or in need of insect extermination.
- LMC Sec. 3-16.03(J): The accumulation of dirt, litter, trash, junk, feces, or debris in doorways, adjoining sidewalks, walkways, courtyards, patios, parking lots, planters, landscaped or other areas.

The recommended method of abatement would be the hiring of an independent contractor to demolish the building/carport removal of overgrown vegetation and debris. Estimated cost of abatement is \$32,400. Other city expenses associated with the administrative costs relative to the action may also be included in the total abatement cost.

Conclusion

I conclude that a public nuisance does exist at 2253-2257 Pacific Coast Highway based on the information previously stated.

The property owner (Mr. Arbolida) or designated representative shall be provided one final opportunity to abate the nuisance consistent with the recommended method of abatement prior to a City Council hearing on the potential abatement order. The City Council abatement protest hearing shall take place no earlier than June 19, 2023.

Determination Issued: May 17, 2023



Susan Kamada, Hearing Officer

COMPLIANCE AGREEMENT

This Compliance Agreement (“Agreement”) is made and entered into by and between Ronald E. Arbolida (“Owner”), and the City of Lomita (“City”) (collectively, “Parties”). This agreement is entered into as of June 12, 2023 (“Effective Date”).

RECITALS

A. The real property that is the subject of this Agreement is commonly known as 2253-2257 Pacific Coast Highway, Lomita, California, 90717, and identified as Los Angeles County Assessor’s Parcel Number 7373-008-006 (“Property”). The legal description of the Property is as follows:

THE SOUTH 201.9 FEET OF LOT 113 IF TRACT 848, IN THE CITY OF LOMITA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON MAP FILED IN BOOK 16, PAGE 90 AND 91 OF MAPS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, EXCEPT THE WEST 48 FEET OF THE SOUTH 110 FEET OF THE ABOVE DESCRIBED LAND. COMMONLY KNOWN AS: 2253 PACIFIC COAST HWY, LOMITA, CA

B. The Property consists of a 16,870 square-foot lot with a 2,394 square foot building and 625 square-foot carport and has been vacant since 2011.

C. At all times relevant to this Agreement, Owner has a legal interest in the Property .

D. As more fully described below, the Owner acknowledges that the Property contains numerous violations of the Lomita Municipal Code (“LMC”).

E. The City issued three Notices of Violation, 2 Notices of Abatement, and the following 4 Administrative Citations to Owner regarding the public nuisance violations on the Property: August 9, 2022, No. 366 in the amount of \$500.00; August 17, 2022, No. 369 in the amount of

\$1,000.00; August 29, 2022, No. 372 in the amount of \$2,500.00; and September 1, 2022, No. 461 in the amount of \$2,500.00. The total administrative citation fines due is \$6,500.00.

F. On October 14, 2021, the Property caught fire. On October 21, 2021, the Property was red-tagged by LA County Building and Safety.

G. The City issued the following invoices to Owner for the board-up of the Property: May 24, 2022, Invoice No. 05242022 in the amount of \$210.18; and September 26, 2022, Invoice No. 09262022 in the amount of \$338.20, for a total cost of board-up of \$548.38.

H. The City also issued 13 Graffiti Removal Requests totaling \$1,950.

I. On April 12, 2023, the City issued Notice to the Owner regarding a hearing for Determination of Existence of a Public Nuisance and Abatement of Such Nuisance.

J. On May 4, 2023, a hearing was held regarding a Determination of Existence of a Public Nuisance and Abatement of Such Nuisance before Hearing Officer Susan Kamada.

K. On May 17, 2023, a Determination of Existence of a Public Nuisance and Abatement of Such Nuisance (“Determination”) was issued to the Owner, detailing the existing violations on the Property. A true and correct copy of that Determination is attached to this Agreement as Exhibit A and is incorporated into this Agreement.

L. The Determination found that the following conditions exist which constitute public nuisances:

- LMC Sec. 3-16-03(C): Any building or structure which is partially destroyed, damaged, abandoned, dilapidated, or permitted to remain in a state of partial construction.
- LMC Sec. 3-16.03(D): The failure to secure and maintain against public access all doorways, windows, and other openings into vacant or abandoned buildings or structures.
- LMC Sec. 3-16.03(H-2): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which is maintained so as to cause an obstruction to the vision of motorists or a hazardous condition to pedestrians or vehicle traffic.

- LMC Sec. 3-16.03(H-4): Any overgrown, dead, decayed, diseased or hazardous tree, weeds, vegetation, or debris which detrimentally affects neighboring properties or property values.
- LMC Sec. 3-16.03(I): Building exteriors, roof, landscaping, grounds, walls, retaining and crib walls, fences, driveways, parking lots, planters, sidewalks, or walkways which are maintained in such condition so as to become defective, unsightly, cracked or no longer viable or in need of insect extermination.
- LMC Sec. 3-16.03(J): The accumulation of dirt, litter, trash, junk, feces, or debris in doorways, adjoining sidewalks, walkways, courtyards, patios, parking lots, planters, landscaped or other areas.

M. The Determination provided for abatement of the violations by demolishing the building and carport and removal of overgrown vegetation and debris.

N. Owner is willing to bring the Property into full compliance with all State and local laws, including correcting all code violations and public nuisances at the Property in accordance with local and State law and all relevant regulations.

O. The Parties desire to resolve issues relating to the abatement of the aforementioned violations at the Property and have entered into this Agreement to accomplish that purpose on the terms set forth below.

AGREEMENT

In consideration of the facts recited above, the covenants, conditions, and promises set forth below, and for good and valuable consideration receipt of which is hereby acknowledged, the Parties hereby agree as follows:

Section 1—TERMS

1.1. Acknowledgement of Violations. Owner acknowledges the following: that the violations in the Determination exist and constitute public nuisances.

1.2. Compliance Deadline. The Owner hereby agrees to correct all of the violations identified in the Determination no later than July 20, 2023 (“Compliance Deadline”), unless, for good cause and in his sole discretion, the City Manager agrees in writing to an extension of time for remedying the violations.

1.3. Remediation. Owner shall cure all violations of law, substandard conditions, and public nuisances at the Property, through removal, replacement, reconstruction, legalization, demolition, remediation, restoration, or any legal means available, as approved and permitted by the City, in the manner and within the time periods set forth in this Agreement (“Remediation”). The Remediation shall include, but is not limited to, the following:

- 1.3.1. Abate or rehabilitate all substandard, hazardous, and unlawful conditions on the Property, regardless of whether said conditions are specified herein or in the Determination.
- 1.3.2. Remove and lawfully dispose of all accumulations of junk, trash, and debris from interior and exterior portions of the Property.
- 1.3.3. Trim, remove, and lawfully dispose of all overgrown vegetation.
- 1.3.4. Submit all requisite applications, plans, supporting documents, and fees to the City’s Community Development Department and Los Angeles County Building and Safety to demolish the building and carport at the Property. Owner shall apply for all necessary permits within ten (10) days of the date of the Effective Date of this Agreement.
- 1.3.5. Obtain the City-issued permits, and complete all corrective actions pursuant to the City-approved plans and City-issued permits to correct the unlawful condition by the Compliance Deadline.
- 1.3.6. Secure the Property with a permitted fence. Owner shall apply for all necessary fence permits within ten (10) days of the date of the Effective Date of this Agreement.

1.4. Lawful Construction. Owner agrees and acknowledges that the Remediation must be performed with all required permits, inspections, and approvals, in accordance with all laws. Owner further agrees that all contractors or service providers to perform any corrective actions on the Property must be licensed with the applicable State licensing board.

1.5. Consent to Inspection. The Owner agrees to permit authorized personnel of or on behalf of the City of Lomita to enter onto the Property at any time between the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, without a warrant, for the purpose of conducting inspections of the interior and exterior of all structures and the premises to ensure compliance with the Agreement and State and City law, until the date the Remediation of the Property is fully completed, as determined by the City. Thereafter, Owner consents to ongoing inspection of the Property by City staff upon 24 hours' written notice of the City's intent to inspect, for the purpose of ensuring ongoing compliance with State and City law.

1.6. Administrative Fines & Costs. The Owner agrees to pay all outstanding administrative fines that have accrued to date, the board-up costs, and the graffiti removal costs in connection with the City's efforts to abate the nuisance conditions on the Property, in the amount of \$8,998.38. The Parties agree that the fines and costs in the amount of \$8,998.38 shall be made payable to the City of Lomita and delivered to the City by cashier's check within 45 days of the execution of this Agreement.

1.7. Cure of Violations. All violations on the Property must be cured to the satisfaction of the City. When Owner believes that he has cured all existing violations on the Property, he shall inform the City, which will perform an inspection of the Property to determine compliance within five (5) business days of such notice. The City shall determine, in its sole discretion, whether the violations on the Property are deemed to have been cured and the Remediation has been completed as required by this Agreement. Upon the timely completion of the Remediation of the Property, after having inspected the Property, the City shall provide written confirmation to Owner that all of the violations on the Property are cured.

1.8. Ongoing Maintenance. The Owner agrees to maintain the Property in compliance with the law upon the complete Remediation of the Property, including refraining from maintaining a public nuisance at the Property, as required by the Lomita Municipal Code.

1.9. Failure to Cure Violations. In the event the violations on the Property are not corrected by the Compliance Deadline and the City does not extend the time for cure, the City shall pursue enforcement by any means available by law to ensure the violations on the Property are cured. In the event the violations on the Property are not corrected by the Compliance Deadline and the City does not extend the time for cure, Owner agrees to summary abatement of the violations by the City without a warrant. In the event the City must proceed with summary abatement, the City and its agents are authorized to enter onto the Property to rectify any violations of the Lomita Municipal Code. The abatement may be conducted in the absence of the Owner and without advance notice. The Owner will be liable for all costs incurred in connection with the abatement as authorized by law.

1.10. Termination. This Agreement shall not terminate so long as Owner remains in possession and control of the Property. This Agreement shall terminate upon transfer of title to the Property from Owner to a bona fide third party purchaser if the City has previously provided written confirmation of completion of the Remediation under Section 1.7 of this Agreement. If Owner transfers title to the Property to a bona fide third party purchaser before completion of the Remediation as required by this Agreement, the Agreement shall terminate upon completion of the Remediation by the new owner. Completion of the Remediation by any subsequent owner shall be confirmed in the same manner as proscribed in Section 1.7 of this Agreement.

1.11. Sale of the Property. Upon entry into a purchase agreement for the sale of the Property to a third party or upon any transfer or change in title, the Owner agrees to provide written notice of the sale to the City within 48 hours, which shall include contact information for the buyer.

Section 2—RELEASE OF LIABILITY

2.1. Except for the provisions of this Agreement, Owner and for each and all of Owner's respective agents, representatives, attorneys, successors, and assigns, and all others claiming by,

under, or through Owner, hereby releases and forever discharges the City , and all of its respective agents, representatives, attorneys, successors, assigns, constituents, and contractors, from any and all liabilities, damages, injuries, claims, and causes of action that they have or may have, both real and purported, known and unknown, foreseen and unforeseen, expected and unexpected, of every kind, nature, and character, arising out of or related to the City's investigation and enforcement of the violations identified in the Determination or the execution of this Agreement.

2.2. Owner further waives Owner's rights arising under Civil Code section 1542, which reads as follows:

A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.

2.3. Owner represents and warrants that Owner understands and acknowledges the significance and consequence of this waiver of Civil Code section 1542. Owner further waives any provisions that may exist under federal law, or the laws of any other state that may have jurisdiction over the claims released herein, that are similar in language, purpose, or effect to Civil Code section 1542.

2.4. Owner certifies that Owner has investigated the facts and matters pertaining to this Agreement, to the extent Owner has determined necessary. Owner assumes the risk of any unknown facts and any mistakes of law or fact related to this Compromise.

Section 3—MISCELLANEOUS

3.1. **Reservation of Rights.** The City reserves its right to pursue all available legal penalties and remedies for all unidentified violations and all future violations that they may discover. Nothing herein shall be construed to limit the authority or ability of the City to institute

additional proceedings against Owner for any violations occurring after the effective date of this Agreement, or for breach of this Agreement, or to enforce the terms of this Agreement. Nothing in this Agreement shall be interpreted to limit the exercise of any public office or the lawful discretion or duty of any employee of the City or otherwise influence, limit or restrict any legislative body in any manner in which it may consider or make any decision or determination.

3.2. Independent Counsel. The Parties represent that they have had the opportunity, whether or not they have chosen to do so, to discuss this Agreement with legal counsel.

3.3. Severability. If any of the provisions of this Agreement are found to be unenforceable, those provisions shall be reformed to prevent the unenforceable result in a manner that best preserves the original intent of the provision to the fullest extent possible, and all other provisions of this Agreement shall remain in full force and effect.

3.4. Entire Agreement. This Agreement is the final, complete, and exclusive expression of all the terms and provisions of the agreement between the Parties with respect to the subject matter hereof. This Agreement supersedes any previous agreements or negotiations between the Parties, whether oral or written. This Agreement may be amended only by an agreement in writing signed by all Parties.

3.5. Successors and Assigns. This Agreement and all terms, conditions, and obligations contained herein are binding upon and inure to the benefit of any assigns and successors-in-interest of the Parties, and each of them. Each of the Parties represents and warrants that as of the Effective Date none of the claims or causes of action being released herein have been transferred, assigned, or otherwise conveyed to any other person or entity, and each of the Parties is the holder of the claims being released.

3.6. Runs With the Land. This Agreement is binding upon and runs with the property located at 2253-2257 Pacific Coast Highway, Lomita, California. The City shall cause this Agreement to be recorded with the Los Angeles County Recorder's Office upon execution by all parties. Upon the timely completion of the Remediation of the Property, as set forth in this

Agreement, the City or its counsel shall issue and record with the Los Angeles County Recorder's Office, a Notice of Compliance with this Agreement.

3.7. **Signatures.** This Agreement shall become effective and binding upon the Parties at such time as all of the signatories hereto have signed the original or a counterpart original of this Agreement. A fully executed copy (including a "pdf" or "fax" copy) of this Agreement shall be treated as an original for all purposes.

3.8. The recitals stated above and exhibit attached hereto are incorporated herein as part of this Agreement as though set forth in full and shall bind the Parties in all respects.

Section 4—SIGNATURES

By signing below, the Parties hereby agree to all the terms and conditions set forth in this Compromise.

CITY OF LOMITA

Dated: 6-12, 2023

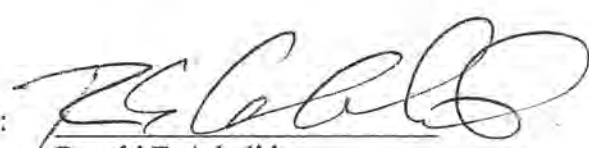
By:


Ryan Smoot
City Manager

PROPERTY OWNER

Dated: 6-9, 2023


By:


Ronald E. Arbolida
Owner

APPROVED AS TO FORM

Dated: June 12, 2023

By:


Trevor L. Rusin
Denise Hansen
BEST BEST & KRIEGER LLP
Attorneys for City of Lomita



CITY OF LOMITA CITY COUNCIL REPORT

TO: City Council **Item No. SCH 8b**

FROM: Ryan Smoot, City Manager

PREPARED BY: Lina Hernandez, Senior Management Analyst

MEETING DATE: October 17, 2023

SUBJECT: Discussion and Consideration to Adopt a Resolution Approving Various Personnel Actions and Approving Classification Specifications

RECOMMENDATION

1. Adopt Resolution No. 2023-22 establishing a revised list of full-time positions with corresponding salary schedule and make the necessary budget adjustments; and
2. Approve the attached Classification Specifications.

BACKGROUND/ANALYSIS

Lomita regularly and proactively reviews its organizational structure to ensure that the City's resources are adequately able to meet the needs of the community and the goals of the City Council. In addition to the ever-changing needs of the community, over recent years the city has made significant efforts to address challenges related to attrition through retirements, employee turnover, difficulty in recruiting, use of contractors to provide necessary services, budgetary constraints, and other factors.

Goals and Challenges

During the most recent City Council Goal Setting Session, departments reported their efforts and accomplishments while also identifying inadequate staff availability as a major challenge and highlighting the importance of and need for succession planning, opportunities for internal career advancement, and sufficient staffing to cross train and manage the growing workload.

As an example, within the last five years, the number of active Capital Improvement Projects within the Public Works Departments has increased from 2-3 annual projects to 15-20. At the same time the Council has asked the Recreation Division to increase the

recreation programming and add/extend special events, such as a second day to the Founders Day celebrations and upcoming events associated with the 60th anniversary celebrations (including the potential for a 5k/10k run, parade, and car show). In general, the City's departments have been handling heavier workloads with less staffing.

Recognizing these challenges, with the approval of the most recent Memoranda of Understanding with the Lomita City Employees Association, the City Council made significant efforts to address them by creating Lead Worker positions in various city divisions, implementing the Citywide Classification and Compensation Plan, and providing for training and certification opportunities for our employees (policies to implement the Certification requirements will be forthcoming for consideration and approval by the City Council). The proposed organizational adjustments are a continuation of these efforts.

In order to continue to meet City Council's goals and objectives within expected time frames and continue the efforts described above, at their meeting on September 18, 2023 the Finance Ad Hoc Committee was presented with the proposed approach to restructure various aspects of the organization. The recommendation was that these actions be brought to the full City Council for consideration and approval.

Summary of Proposed Changes

The following changes are being proposed for approval by the City Council in one action but will be phased in over the next six months based on organizational needs, succession planning and anticipated retirement. If approved, City staff will return to the Council with any necessary amendments to MOUs and Personnel resolutions once the meet and confer process is complete.

- Reassignment of the Management Assistant into the City Manager's Department (Currently split between City Manager and Community and Economic Development Departments)

It is proposed to move the position wholly under the City Manager's office to focus on public outreach and community engagement and serve as a primary contact for all City staff related to outreach efforts. This position will also manage the new communications agreement with Tripepi Smith and perform other duties within the department. There is no additional cost associated with this action as this position is currently approved.

- Replacement of Code Enforcement Contract with In-House Code Enforcement Officer and Proposed New Code Enforcement Supervisor Position

Currently there is one in-house Code Enforcement Officer II position supplemented by a contract serve provider. The contract is set to expire at the end of this year. To maintain service levels and improve coordination, it is proposed to not renew the contract and instead create an in-house Code Enforcement Officer I position.

Historically there has been high turnover with the single in-house Code Enforcement position. To retain talent and provide career growth within the organization, a Code Enforcement Supervisor position is recommended. This change would also allow these responsibilities to be handled by the division instead of the Community and Economic Development Director.

- Reclassification of Maintenance Worker, Water Treatment Operator, and Water Service Tech II positions to Maintenance Worker Lead, Water Distribution Lead, and Water Treatment Lead

To provide common growth opportunities across divisions and maintain consistency among our crews while also assisting with recruitment and retention efforts, it is proposed to reclassify one Maintenance Worker position, one Treatment Plant Operator position, and one Water Service Tech II position to Lead positions similar to those created within other Public Works crews. The Water Service Tech II position has been vacant since July 2022 despite numerous recruitment attempts.

- Re-establish the Parks and Recreation Director Position

Approximately 5 years ago, in an effort to provide some needed budgetary relief and based on the City's needs at the time, the Parks and Recreation Director Position was eliminated, and the duties of the position were split between the Recreation and Facilities Manager, the Recreation Manager, and the City Manager. To provide appropriate focus for the Department and account for the increased number of special events, programs, sports and other services provided by the department, it is proposed to bring back the Director position and remove the direct day to day oversight role from the City Manager.

- Reassignment of the Facilities Division from Parks and Recreation to the Public Works Department with Proposed New Facilities Supervisor Position

When the Parks and Recreation Director position was eliminated, it was replaced with the Recreation and Facilities Services Manager. Should the proposed director position be approved and anticipating planned retirements, it is recommended to move the facilities division to the Public Works Department with a Facilities Supervisor position consistent with the other crews.

- Re-establish the Recreation Coordinator Position

This position was previously eliminated as a measure to provide short term cost savings. While the cost savings were necessary and beneficial at that time, the elimination of the position has resulted disconnect between the part-time Recreation Coordinator positions and Full Time Recreation Supervisor positions within the Recreation Division and also eliminated a common path for growth within

the organization. To retain talent, provide positive career growth and provide additional support for upcoming special events and programs, a full-time, non-supervisory Recreation Coordinator position is recommended.

- Re-establish the Recreation Supervisor position
The Recreation Supervisor position is another position that was previously eliminated to achieve cost savings. As the City's financial condition has improved, and with the increase desire for special events and programs, it is recommended that the City reinstate a second Recreation Supervisor position. This would also provide opportunities for career growth within the Department and assist with retention of talented employees.

Management staff met with the Lomita City Employees Association (LCEA) on October 6, 2023 to review the proposed Citywide reorganization and discuss impacts to the LCEA members. The proposed changes are subject to finalizing the meet and confer process with the LCEA.

Should the City Council approve the recommendations, the City's management team will phase in the changes based on City needs, anticipated staffing changes, and succession planning. Some of the changes will be effective for the remainder of the FY 23-24 and will also be incorporated into the FY 24-26 budget, and others will be rolled into forthcoming budget planning process.

OPTIONS:

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

FISCAL IMPACT

Many of the proposed changes are either reassignment or reclassification of existing positions which can produce savings in some cases and have additional costs in others. In total, the changes incorporate three new positions and multiple adjusted positions. The net cost of these changes is approximately \$290,000 annually (in phases) inclusive of salaries, benefits and other costs. Many of these positions are partially funded through the General Fund and partial through other funds. Sufficient funding is available in the relevant funds for this purpose.

ATTACHMENT

1. Resolution 2023-22 with list of positions and salary schedule
2. Current and Revised Organizational Chart
3. New and Revised Classification Specifications

Reviewed by:



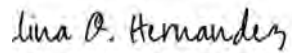
Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Lina Hernandez
Senior Management Analyst

RESOLUTION NO. 2023-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ESTABLISHING A SALARY SCHEDULE AND AUTHORIZED POSITIONS FOR EMPLOYEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2024

WHEREAS, Section 37206 of the California Government Code requires the City Council to prescribe the time and method of paying salaries and wages of officers and employees of the City; and

WHEREAS, the City Council has determined that it is necessary for the efficient operation and management of the City that rules and regulations be established prescribing sick leave, vacation, leaves of absence and other regulations for the employees and officers of the City; and

WHEREAS, it is necessary from time to time to establish comprehensive wage and salary schedules and to fix the rates and compensation to be paid officers and employees of the City as well as other regulations; and

WHEREAS, the City's Personnel Rules, governing MOUs and compensation plan for non-represented employees sets forth the Rules and Regulations regarding the payment of salaries, sick leaves, vacations, leaves of absence and other regulations related to full-time employees of the City.

NOW, THEREFORE, the City Council of the City of Lomita does resolve, determine and order as follows:

SECTION 1. The salary schedule (Section III) and the authorized positions and salary range schedule (Section IV) (collectively attached hereto as Exhibit A) hereby amends and replaces previously adopted authorized positions and salary schedule resolutions for the fiscal year commencing on July 1, 2022 and ending on June 30, 2024.

The City Clerk shall attest and certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force and effect in accordance with its terms.

PASSED, APPROVED AND ADOPTED this 17th day of October 2023.

Barry Waite, Mayor

ATTEST:

Kathleen Horn Gregory, MMC, City Clerk

APPROVED AS TO FORM:

Trevor Rusin, City Attorney

CITY OF LOMITA - FISCAL YEAR 2022-2024 (EXHIBIT A)
SECTION IV - AUTHORIZED FULL TIME POSITIONS AND SALARY SCHEDULES

Department	Position Title	Salary Schedule	F/T
City Manager's Dept.	City Councilmembers	N/A	N/A
	City Manager	N/A	1
	Assistant City Manager	74	1
	City Clerk	52	1
	Recreation & Facilities Manager	53	1
	Recreation Manager	50	1
	Senior Management Analyst	45	1
	Senior Human Resources Analyst	46	1
	Recreation Supervisor	39	1
	Deputy City Clerk	37	1
	Lead Worker Facilities	36	1
	Parking Enforcement Supervisor	34	1
	Recreation Coordinator	30	1
	Administrative Analyst	33	1
	Management Assistant	28	1
	Administrative Assistant (City Clerk's)	24	1
	Administrative Assistant (Recreation)	24	1
	Maintenance Worker I/II	24	1
Total Department			17
Administrative Services	Administrative Services Director	69	1
	Senior Accountant	48	1
	Accountant (Payroll)	42	1
	Accounting Technician	27	1
	Accounting Assistant	24	2
Total Department			6
Community Development	Community & Economic Dev. Director	68	1
	Associate Planner	44	1
	Assistant Planner	36	1
	Code Enforcement Supervisor	41	1
	Code Enforcement Officer	33	1
Total Department			5
Public Works	Public Works Director	70	1
	Principal Engineer	61	1
	Chief Water Operator Manager	52	1
	PW Superintendent - Streets/Trees/Park	52	1
	Associate Engineer	49	1
	Management Analyst	39	1
	Engineering Technician	33	1
	PW Lead Worker Streets & Trees	36	1
	PW Lead Worker Park Maintenance	36	1
	PW Lead Worker Water Treatment	41	1
	PW Lead Worker Water Distribution	36	1
	Water Treatment Plant Operator	35	1
	Water Service Technician II	27	3
	Maintenance Worker II	24	4
	Administrative Analyst	33	1
	Water Service Technician I	23	1
	Maintenance Worker I	20	4
Total Department			25
Total City			53

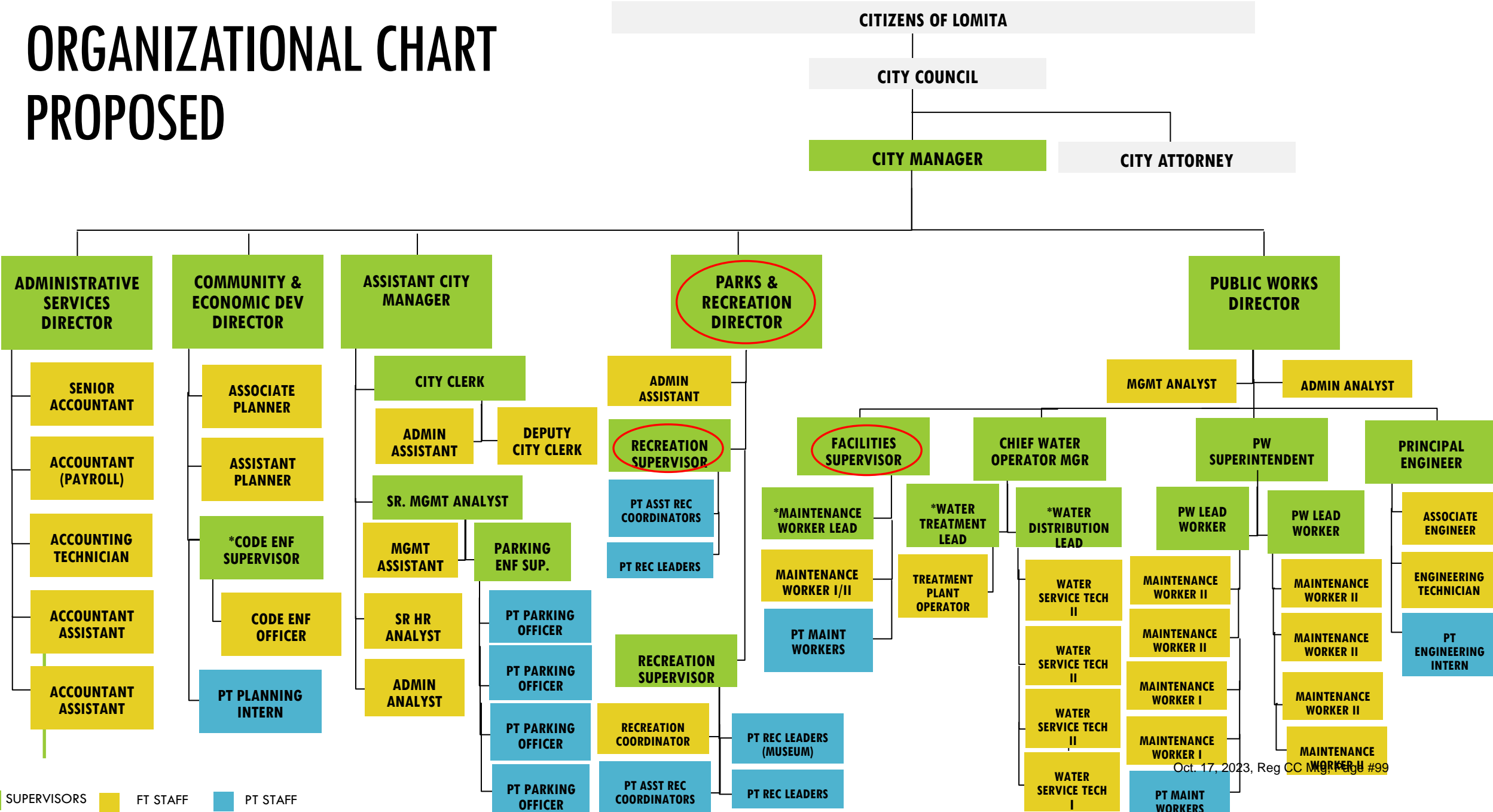
**CITY OF LOMITA - FISCAL YEAR 2023-2024 SECTION III
SALARY SCHEDULE**

SCHED. NO.	Step 1	Step 2	Step 3	Step 4	Step 5
6	2,745	2,882	3,026	3,177	3,336
7	2,813	2,954	3,102	3,257	3,420
8	2,884	3,028	3,179	3,338	3,505
9	2,956	3,104	3,259	3,422	3,593
10	3,030	3,181	3,340	3,507	3,683
11	3,106	3,261	3,424	3,595	3,775
12	3,183	3,342	3,509	3,685	3,869
13	3,263	3,426	3,597	3,777	3,966
14	3,344	3,512	3,687	3,871	4,065
15	3,428	3,599	3,779	3,968	4,167
16	3,514	3,689	3,874	4,067	4,271
17	3,601	3,782	3,971	4,169	4,378
18	3,691	3,876	4,070	4,273	4,487
19	3,784	3,973	4,172	4,380	4,599
20	3,878	4,072	4,276	4,490	4,714
21	3,975	4,174	4,383	4,602	4,832
22	4,075	4,278	4,492	4,717	4,953
23	4,177	4,385	4,605	4,835	5,077
24	4,281	4,495	4,720	4,956	5,204
25	4,388	4,607	4,838	5,080	5,334
26	4,498	4,723	4,959	5,207	5,467
27	4,610	4,841	5,083	5,337	5,604
28	4,725	4,962	5,210	5,470	5,744
29	4,844	5,086	5,340	5,607	5,887
30	4,965	5,213	5,474	5,747	6,035
31	5,089	5,343	5,610	5,891	6,185
32	5,216	5,477	5,751	6,038	6,340
33	5,346	5,614	5,894	6,189	6,499
34	5,480	5,754	6,042	6,344	6,661
35	5,617	5,898	6,193	6,502	6,828
36	5,757	6,045	6,348	6,665	6,998
37	5,901	6,196	6,506	6,832	7,173
38	6,049	6,351	6,669	7,002	7,352
39	6,200	6,510	6,836	7,177	7,536
40	6,355	6,673	7,007	7,357	7,725
41	6,514	6,840	7,182	7,541	7,918
42	6,677	7,011	7,361	7,729	8,116
43	6,844	7,186	7,545	7,923	8,319
44	7,015	7,366	7,734	8,121	8,527
45	7,190	7,550	7,927	8,324	8,740
46	7,370	7,739	8,125	8,532	8,958
47	7,554	7,932	8,329	8,745	9,182
48	7,743	8,130	8,537	8,964	9,412
49	7,937	8,334	8,750	9,188	9,647
50	8,135	8,542	8,969	9,417	9,888

**CITY OF LOMITA - FISCAL YEAR 2023-2024 SECTION III
SALARY SCHEDULE**

SCHED. NO.	Step 1	Step 2	Step 3	Step 4	Step 5
51	8,338	8,755	9,193	9,653	10,135
52	8,547	8,974	9,423	9,894	10,389
53	8,761	9,199	9,659	10,142	10,649
54	8,980	9,429	9,900	10,395	10,915
55	9,204	9,664	10,148	10,655	11,188
56	9,434	9,906	10,401	10,921	11,467
57	9,670	10,154	10,661	11,194	11,754
58	9,912	10,407	10,928	11,474	12,048
59	10,160	10,668	11,201	11,761	12,349
60	10,414	10,934	11,481	12,055	12,658
61	10,674	11,208	11,768	12,356	12,974
62	10,941	11,488	12,062	12,665	13,299
63	11,214	11,775	12,364	12,982	13,631
64	11,495	12,069	12,673	13,307	13,972
65	11,782	12,371	12,990	13,639	14,321
66	12,077	12,680	13,314	13,980	14,679
67	12,379	12,997	13,647	14,330	15,046
68	12,688	13,322	13,989	14,688	15,422
69	13,005	13,655	14,338	15,055	15,808
70	13,330	13,997	14,697	15,432	16,203
71	13,664	14,347	15,064	15,817	16,608
72	14,005	14,705	15,441	16,213	17,023
73	14,355	15,073	15,827	16,618	17,449
74	14,714	15,450	16,222	17,034	17,885
75	15,082	15,836	16,628	17,459	18,332
76	15,459	16,232	17,044	17,896	18,791
77	15,846	16,638	17,470	18,343	19,260
78	16,242	17,054	17,907	18,802	19,742
79	16,648	17,480	18,354	19,272	20,235
80	17,064	17,917	18,813	19,754	20,741
81	17,491	18,365	19,283	20,248	21,260
82	17,928	18,824	19,765	20,754	21,791
83	18,376	19,295	20,260	21,273	22,336
84	18,835	19,777	20,766	21,804	22,895
85	19,306	20,272	21,285	22,349	23,467
86	19,789	20,778	21,817	22,908	24,054
87	20,284	21,298	22,363	23,481	24,655
88	20,791	21,830	22,922	24,068	25,271
89	21,311	22,376	23,495	24,670	25,903
90	21,843	22,935	24,082	25,286	26,551

ORGANIZATIONAL CHART PROPOSED



SUPERVISORS
 FT STAFF
 PT STAFF



CODE ENFORCEMENT OFFICER I

DEFINITION

Under general supervision, enforces Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety and housing codes and regulations to ensure compliance with the City's zoning and building regulations; investigates citizen complaints of public nuisances and quality of life and health and safety issues; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Code Enforcement Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Code Enforcement Officer series. Incumbents in this classification perform a variety of routine and complex work involving the enforcement of municipal code regulations in support of the City.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Periodically patrols or inspects an assigned area to monitor for violations of local codes.
- Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, property maintenance, land use, dumping, polluting, or other Lomita Municipal Code violations.
- Enforces Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety, and housing codes and regulations.
- Conducts field inspections of properties and businesses to determine compliance with applicable building, zoning, nuisance, land use, and license regulations and requirements; documents code violations by securing photographs and other pertinent data; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
- Explains and interprets ordinances, issues warnings, correction notices, or citations.
- Meets with owners, tenants, contractors, businesses, etc. to review and explain code requirements and violations incurred or potential violations; and to encourage compliance with municipal codes, ordinances, and community standards.
- Conducts research, interviews appropriate individuals concerning complaints and to validate violations, and obtains information to write case investigation reports.
- Prepares and issues a variety of correspondence, memoranda, notices, flyers, and reports relating to code enforcement issues and actions; assists in the preparation of detailed inspection reports, inspection warrants, and staff reports.

- Researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Confers and coordinates code enforcement activities and inspections with other departments and agencies.
- Maintains files, databases, and records related to citations and violations.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, rules, regulations, code, ordinances, and organizational policies and procedures including those related to zoning, land use, building, vehicle, health and safety, business licensing, and neighborhood preservation.
- Principles and practices of data collection, case management, and report preparation.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Perform private property inspections, collect evidence, document inspection cases, and issue notices and citations.
- Understand, interpret, and explain City codes, ordinances, and regulations to property owners, residents, and others.
- Assess situations, deescalate challenging situations, and resolve conflict, while remaining calm.
- Learn City policies and procedures affecting departmental operations; utilize new skills and information to improve job performance and efficiency.
- Make accurate arithmetic computations.
- Understand and interpret policies, procedures, and standards relevant to work performed.
- Understand and follow oral and written instructions.
- Compile and summarize information to prepare accurate, clear, and concise emails, letters, and reports.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- One (1) year of experience related to inspection, law enforcement, building inspection, land use, public administration, or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid California PC832 certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid California Association of Code Enforcement Officers (CACEO) Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and remedial work. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



CODE ENFORCEMENT SUPERVISOR

DEFINITION

Under general direction of the Community Development Director or their designee, supervises, coordinates, schedules, assigns, evaluates, and reviews the work of assigned code enforcement staff in enforcing provisions of the City's Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety and housing codes and regulations to ensure compliance with the City's zoning and building regulations; investigates citizen complaints of public nuisances and quality of life and health and safety issue. This position is a working supervisor position that will be expected to both supervise subordinate staff and carry out similar duties performed by staff and provide training to lower-level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director or their designee. Exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Code Enforcement series that exercises independent judgment on diverse and specialized code enforcement activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, coordinates, supervises, and evaluates the work and performance of staff assigned to conduct inspections and enforce City Codes and Ordinances and other requirements.
- Provides leadership and developmental opportunities and training to staff; counsels staff as needed; participates in the hiring and disciplinary process as appropriate.
- Establishes, implements, and monitors performance standards, goals and objectives of the code enforcement division.
- Maintains up-to-date knowledge of Code Enforcement disciplines, policies, safety techniques and methods, codes, standards and regulations, applicable laws, and City goals practices and policies.
- Interprets and enforces provisions of municipal, state, and federal laws and regulations pertaining to municipal code enforcement. Informs staff and management of changes and new legislation pertaining to codes and regulation affecting work. Provides technical code enforcement interpretations and advice to other City staff.
- Oversees the preparation of Code Enforcement cases for legal action; provides testimony for administrative hearings, City Council or Planning Commission hearings, and court proceedings.
- Receives, reviews and assigns service requests to assigned staff; Supervises field service activities.

- Coordinates and conducts follow-up abatement procedures including preparation of additional correspondence, site visits, and communication with property owners and attorneys.
- Coordinates code enforcement activities and inspections with other county organizations, local agencies, or community groups; interprets and explains to the public and other agencies various provisions of the ordinances, codes and laws.
- Conducts field inspections of properties and businesses to determine compliance with applicable building, zoning, nuisance, land use, and license regulations and requirements; documents code violations by securing photographs and other pertinent data; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; Post legal notices on property and may physically remove illegal signs.
- Enforces Municipal Code regulations including health & safety, sanitation, tax & business license, building & safety, and housing codes and regulations.
- Serves as a resource to staff, advising and instructing on the more complex investigations.
- Performs the most difficult investigations and handles the more sensitive public inquiries.
- Conducts research, interviews appropriate individuals concerning complaints and to validate violations, and obtains information to write case investigation reports.
- Prepares and issues a variety of correspondence, memoranda, notices, flyers, and reports relating to code enforcement issues and actions; assists in the preparation of detailed inspection reports, inspection warrants, and staff reports.
- Communicates with traffic enforcement and other departments for the abatement of abandoned vehicles and other violations.
- Researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Maintains files, databases, and records related to citations and violations.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs the representative duties and functions of subordinate code enforcement staff as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision.
- Applicable federal, state, and local laws, rules, regulations, code, ordinances, and organizational policies and procedures including those related to zoning, land use, building, vehicle, health and safety, business licensing, and neighborhood preservation.
- Principles, practices, methods, and techniques of code violation investigation and compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare documents used in the legal process.
- Interviewing principles, techniques and methods; community relations principles and techniques.
- Practices for documenting inspections, correcting violations, and carrying through on enforcement options.
- Legal descriptions and boundary maps of real property and legal terminology as used in code compliance.

- Research and reporting methods, techniques, and procedures; record keeping and file maintenance.
- Principles and practices of data collection, case management, and report preparation.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Train, supervise, and evaluate personnel.
- Perform private property inspections, collect evidence, document inspection cases, and issue notices and citations.
- Understand, interpret, and explain City codes, ordinances, and regulations to property owners, residents, and others.
- Assess situations, deescalate challenging situations, and resolve conflict, while remaining calm.
- Handle the more complex and sensitive investigations and issues involving code enforcement.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Learn City policies and procedures affecting departmental operations; utilize new skills and information to improve job performance and efficiency.
- Make accurate arithmetic computations.
- Understand and interpret policies, procedures, and standards relevant to work performed.
- Understand and follow oral and written instructions.
- Compile and summarize information to prepare accurate, clear, and concise emails, letters, and reports.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of professional experience in enforcing, investigating, and interpreting code and ordinance violations related to residential and commercial building inspection, land use, zoning, health and safety, and public nuisance abatement.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid California PC832 certificate, to be maintained throughout employment.
- Possession of a valid California Association of Code Enforcement Officers (CACEO) Certification to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and remedial work. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



LEAD WORKER - FACILITIES

DEFINITION

Under general supervision of the Recreation & Facilities Manager, Facilities Supervisor or their designee plans, leads, coordinates and performs a wide variety of skilled tasks related to the maintenance, repair and security for all City facilities, buildings, and associated stationary equipment.; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation & Facilities Manager, Facilities Supervisor or their designee. Exercises technical and functional direction over less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Facilities Maintenance series responsible for performing the most complex work assignments to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Participates in the work of crews engaged in the maintenance, repair and security of all city facilities and buildings.
- Establishes work priorities and schedules, assigns, oversees, and inspects the work of personnel engaged in water maintenance and repair activities.
- Performs, leads, and coordinates facilities and building maintenance; inspects work performed to ensure compliance with established procedures.
- Participates in the selection of personnel, ensures the training of assigned personnel; assists in the performance evaluations.
- Provides on-the-job training and instruction in the proper and safe performance of the unit's work and in the use of tools and equipment; instructs personnel in the safe operation of equipment; sets up job sites, ensuring the use of safety rules, appropriate equipment, and proper work techniques.
- Follows policies and procedures relating to the preventive maintenance and repair of various city facilities and buildings.
- Installs, repairs, operates, inspects, and maintains equipment, furniture and other materials related to City facilities and buildings.
- Sets up and takes down furniture and equipment for City special events.

- Operates a variety of equipment; performs routine preventative maintenance on equipment.
- Performs custodial duties; sweeps, rakes, cleans, empties trash, vacuums, dust, change bulbs, and clean restrooms at all city facilities and buildings; Picks up and discards trash, brush, leaves, debris, deceased animals, discarded furniture, etc. from City properties and buildings.
- Repairs and maintains walls, flooring, furniture, lighting, landscape, plumbing, painting, air conditioning, heating, and ventilation.
- Provides technical assistance to staff in resolving difficult problems.
- Receives work orders; prepares, maintains, and inputs detailed logs, records, and reports of maintenance and repair activities.
- Ensures staff compliance with City and mandated safety rules, regulations, and protocols.
- Responds to questions and concerns from other departments and divisions.
- Responds to and cleans up hazardous materials spills.
- Responds to emergency situations, as necessary; works weekends and holidays as required.
- Ensures staff observe and comply with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Operations, services, and activities of a facility maintenance program
- Principles, practices, methods, materials, and equipment used in the maintenance and construction of facilities, including carpentry, electrical, plumbing, painting, custodial, heating, ventilation, air conditioning, and work and energy conservation.
- Principles and practices of maintenance and repair activities including grounds and facilities work.
- The use and maintenance of basic hand and power tools; basic safety principles, practices, and equipment related to the work.
- Best practices for parks and landscape care in large governmental settings.
- City and mandated safety rules, regulations, procedures, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Methods, techniques, tools, and the operational characteristics of equipment used in the maintenance and repair of City facilities and buildings.
- Basic mathematics.
- Principles and procedures of record keeping.
- Safe work methods and safety regulations pertaining to the type of work being performed.
- Basic construction and repair methods.
- Plant selection and care, shrub and turf maintenance, and proper pruning methods.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, inspect, and coordinate the work of assigned staff.

- Review, interpret, and complete assigned work orders.
- Perform semi-skilled and skilled maintenance, construction, and repair work in the area of work assigned.
- Operate and maintain a variety of hand and power tools and equipment used in the type of work being performed.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Plan and organize facility maintenance work in assigned areas.
- Read and interpret plans and diagrams.
- Assist in the training of others in the safe operation of tools and equipment.
- Work safely and adhere to principles of safety when working inside and outside City facilities.
- Competently care for plants, shrubs, and trees; properly water, fertilize, and spray grounds and landscaped areas.
- Understand and follow oral and written instructions.
- Maintain accurate records.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Work extended hours and rotating shifts, including weekends and holidays as needed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required

Experience:

- Two (2) years of increasingly responsible skilled journey-level experience in the maintenance and repair of associated with public buildings and related public facilities.

Licenses and Certifications:

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to facilities field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



LEAD WORKER – WATER DISTRIBUTION

DEFINITION

Under general supervision of the Chief Water Operations Manager or their designee leads, performs a wide variety of skilled tasks in the maintenance and repair of the City's water treatment plant and distribution system; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City's Chief Water Operations Manager or their designee. Exercises technical and functional direction over less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Water Service Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Participates in the work of crews engaged in the maintenance and repair of the City's water treatment plant and distribution system.
- Establishes work priorities and schedules, assigns, oversees, and inspects the work of personnel engaged in water maintenance and repair activities.
- Participates in the selection of personnel, ensures the training of assigned personnel; assists in the performance evaluations.
- Provides on-the-job training and instruction in the proper and safe performance of the unit's work and in the use of tools and equipment; instructs personnel in the safe operation of equipment; sets up job sites, ensuring the use of safety rules, appropriate equipment, and proper work techniques.
- Sets up traffic control devices including barricades, cones, and other necessary delineation prior to the performance of maintenance or repair activities.
- Installs, repairs, and maintains components of the City's water system, including underground water mains, water service lines, and hydrants; excavates concrete, pavement, and soil materials; backfills trenches with appropriate materials.
- Provides technical assistance to staff in resolving difficult problems encountered.
- Reads water meters; installs, replaces, repairs, and inspects residential and commercial water meters; calibrates meters to departmental standards; turns water services on and off as needed.
- Reads and records data at pumping station, treatment plant, and well gauges; computes water consumption; operates computerized Supervisory Control and Data Acquisition (SCADA) system.

- Performs general maintenance of system facilities, including but not limited to, painting pumps and appurtenances and cleaning equipment.
- Investigates and repairs leaks in service assemblies; troubleshoots defects and irregularities.
- Utilizes proper safety precautions related to work performed; observes proper rigging practices and precautions in moving and hoisting heavy equipment; attends safety training sessions and seminars; responds to emergency calls during work and after normal working hours.
- Monitors water quality by taking routine water samples for testing; determines need for water treatment or flushing of water mains.
- Operates basic and heavy vehicles and equipment, including power and hand tools, trucks, equipment, and backhoes; performs preventive maintenance and light repairs on equipment; drives pick-up truck to various City facilities and other locations to transport supplies, parts, and other items.
- Responds to questions and concerns from other departments and divisions.
- Responds to emergency situations, as necessary; serves on call; works weekends and holidays, as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, materials, tools, and equipment used in the maintenance and repair of the City's water treatment plant and distribution system.
- Principles of providing functional direction and training.
- Operation and minor maintenance of a variety of hand and power tools and vehicles, and light to heavy power equipment.
- Operations and techniques for the operation of construction equipment such as backhoes and dump trucks.
- Traffic control procedures and traffic sign regulations.
- Occupational hazards, safety precautions, and safe work practices including proper use and maintenance of power tools, vehicles, and equipment.
- Underground Service Alert (USA Dig-Alert) procedures.
- Methods and techniques for record keeping and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Hazards and proper safety precautions associated with the work.
- Mathematical calculations and conversions needed for water distribution functions.
- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Purposes and safe uses of a variety of vehicles, equipment, power tools, and hand tools including motorized and hydraulic equipment.
- Principles and practices of water systems operation and maintenance.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform construction, installation, maintenance, and repair work on water transmission and distribution systems, and related facilities and equipment, including water mains and service, water meters, and fire hydrants.
- Install and test water lines, water meters, fire hydrants, and related equipment involved in water hook-ups.
- Interpret work orders.
- Perform heavy manual labor.
- Make mathematical calculations and conversions needed for water distribution functions.
- Use and operate a variety of vehicles, hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Read and interpret basic maps, electronic maps, water system atlas, address atlas, and blueprints.
- Work safely and adhere to principles of safety when working near traffic or in other environments.
- Excavate concrete, pavement, and soil materials; backfill trenches with appropriate materials.
- Apply safe work practices including traffic control procedures, trench shoring, and confined space entry procedures.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of increasingly responsible skilled advanced journey level experience in municipal water utility and water distribution.

Licenses and Certifications:

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.
- Possession of a valid Grade D-2 Water Distribution Operator certificate issued by the California Department of Public Health, to be maintained throughout employment.
- Possession of a valid Grade T-2 Water Treatment Operator Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



LEAD WORKER – WATER TREATMENT

DEFINITION

Under general supervision of the Chief Water Operations Manager or their designee leads, performs a wide variety of skilled tasks related to the maintenance and repair and preventative maintenance on pumps, reservoirs, controls, valves, telemetering, treatment facilities, and related equipment of the City's water treatment plant; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City's Chief Water Operations Manager or their designee. Exercises technical and functional direction over less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Water Treatment Plant Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Participates in the work of crews engaged in the maintenance and repair and preventive maintenance on pumps, reservoirs, controls, valves, telemetering, treatment facilities, and related equipment of the City's water treatment plant.
- Establishes work priorities and schedules, assigns, oversees, and inspects the work of personnel engaged in water maintenance and repair activities.
- Participates in the selection of personnel, ensures the training of assigned personnel; assists in the performance evaluations.
- Provides on-the-job training and instruction in the proper and safe performance of the unit's work and in the use of tools and equipment; instructs personnel in the safe operation of equipment; sets up job sites, ensuring the use of safety rules, appropriate equipment, and proper work techniques.
- Checks chlorine tank levels along with free chlorine residuals in treated water; maintains accurate data logs.
- Installs, repairs, operates, inspects, and maintains the City's water production system including well sites, water storage facilities, booster pump stations, well treatment, and related systems to ensure integrity, security, and proper operation, checks site security; maintains and makes repairs to grounds, structures, and equipment at well sites, water storage tanks, and booster pump stations.
- Operates, calibrates, and programs various water production testing and monitoring equipment, such as chlorine residual testers, vibration analyzers, micrometers, pressure transducers, flow switches, flow meters, pressure gauges, pressure recorders, analyzers, and programmable logic controllers (PLC's).

- Safely handles, transports, and monitors chemicals such as chlorine, sodium hypochlorite, sodium bisulfate, and other chemicals and compounds used in water production, filtration, and storage; maintains accurate records of chemicals used.
- Operates the City's water system remotely using the Supervisory Control and Data Acquisition (SCADA) computer control system; effectively and expediently corrects routine and complex system faults and alarms; makes appropriate setpoint changes; monitors system for adequate water delivery flows and pressures.
- Performs and applies water mathematical calculations to determine dosages, feed rates, flows, pressures, volumes, and areas.
- Installs, repairs, and maintains water quality sampling stations; takes and delivers water samples to the City's laboratory for testing; takes bacteriological samples for water quality analysis.
- Researches, analyzes, and makes alternative recommendations to improve the efficiency, operations, and safety of City water production and storage facilities.
- Participates in the planning and construction of well site retrofit rehabilitation projects; assists in reviewing electrical and construction plans; provides input on correctness or deficiencies of plans.
- Receives work orders electronically; prepares, maintains, and inputs detailed logs, records, and reports of maintenance and repair activities via mobile and stationary digital devices into automated software systems.
- Operates, maintains, and performs minor repairs of the City's water system emergency power generators.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Provides technical assistance to staff in resolving difficult problems encountered.
- Responds to questions and concerns from other departments and divisions.
- Responds to emergency situations, as necessary; serves on call; works weekends and holidays, as required.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, materials, tools, and equipment used in the maintenance and repair of the City's water treatment plant.
- Principles of providing functional direction and training.
- Principles of automation, hydraulics, mechanics, and electricity as applied to water pressure and water pumping operations.
- Equipment, tools, and procedures involved in the installation, maintenance, and repair of water production, water treatment, and water distribution systems, and related equipment and facilities.
- Quality control practices, methods, and techniques of conducting sampling.
- Basic water hydraulics.
- SCADA telemetry components and computer software operation.
- Safe storage, handling, and usage of chemicals and compounds used in water production and treatment.
- Federal, state, and local statutes, codes, and regulations relevant to assigned areas of responsibility.

- Mathematical formulas used in water production and treatment.
- Operational characteristics of pumps, motors, analyzers, programmable logic controllers, emergency power generators, and related water system equipment.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Methods and techniques for record keeping and report preparation.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Hazards and proper safety precautions associated with the work.

Ability to:

- Perform maintenance and repair work on water production and distribution systems.
- Read, interpret, collect, and record data accurately.
- Safely and effectively use and operate a variety of diagnostic equipment, power and hand tools, mechanical equipment, and light to heavy equipment used in water production and distribution systems maintenance such as trucks, forklifts, jackhammers, light cranes, and pneumatic tools.
- Collect water samples for testing.
- Maintain accurate logs, records, and written records of work performed.
- Accurately calculate mathematical formulas used in water production and water treatment.
- Read and interpret maps, graphs, construction plans, water system plans, and technical information.
- Fabricate, install, repair, and replace customized and manufactured parts and equipment used at City water production and storage facilities.
- Troubleshoot and repair mechanical and operational problems.
- Recognize unusual and dangerous work situations and proper remedies.
- Observe safety principles and work in a safe manner.
- Research and recommend new technology, regulations, and procedures.
- Remain knowledgeable of best practices and procedures and water industry standards.
- Operate SCADA controls and correct faults and alarms.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a high school diploma or G.E.D. required.

Experience:

- Four (4) years of increasingly responsible skilled advanced journey level experience in municipal water utility and water distribution.

Licenses and Certifications:

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.
- Possession of a valid Grade D3 Water Distribution Operator certificate issued by the California Department of Public Health, to be maintained throughout employment.
- Possession of a valid Grade T2 Water Treatment Operator Certificate, to be maintained throughout employment.
- Possession of a valid Cross Connection Control Specialist Certificate, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment; to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

October 2023
FLSA: Non-Exempt



RECREATION COORDINATOR

DEFINITION

Under general supervision assists in planning, coordinating, and implementing recreation programs and community activities. Serves as the lead staff person and supervises part-time recreation staff. Provides support for the Lomita Railroad Museum; performs a variety of clerical duties in support of program operations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Recreation Leader series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. The Recreation Coordinator class series is distinguished from the Recreation Supervisor in that the latter has full supervisory authority over other employees.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, implements, and schedules programs, activities, and special events in assigned areas, including youth and adult sports, youth and teen programs, volunteers, older adults, and/or registration.
- Oversees recreational programs for children, teens, adults and/or senior adults; Continuously supervises and monitors participants to ensure their safety and well-being.
- Serves as coach, scorekeeper, or official in youth and adult sports games; teaches fundamentals of sportsmanship and advanced techniques and strategies of the sport to participants; conveys instructions and rules of games, sports, and other activities to participants; assists in the operation of adult sport leagues; prepares facilities for sporting events.
- Assists in training subordinate staff on City policies and the fundamentals of coaching and officiating youth sports.
- Develops and coordinates new recreation programs including promotional strategies and related materials; resolves program issues within established guidelines; suggests program improvements; inspects program areas and equipment and recommends maintenance and repair as needed.
- Assists with the preparation and operation of recreation and sports camps or other large programs and events; provides oversight and conducts classes and activities for program participants under the guidance and direction of a Recreation Supervisor.

- Leads, teaches, and conducts diversified recreation activities at various recreational facilities, including parks, schools, and the recreation center; implements and monitors City procedures with respect to participant safety; supervises and schedules established programs of recreational activities for children and adults.
- Follows structured curriculum and facilitates daily recreational and enrichment activities, including, but not limited to, games, sports, art, music, and crafts for program participants.
- Opens and closes various City facilities for public use; assists with the management of City facilities; assists with facility rentals by informing patrons of City regulations and policies; monitors the use of City facilities by patrons and ensures adherence to City regulations and policies; monitors the condition of equipment and facilities utilizing standard checklists and identify items needing correction or repair.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Provides recreation program information to the public via phone and in-person; assists participants with program registration; accepts payment for registrations; responds to patrons' needs for assistance or information.
- Organizes and leads a function or section at special events; assists with set-up and clean-up of special events, including custodial duties at parks and facilities; maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday; may assist with opening, closing, and securing buildings for events.
- Opens and closes the Lomita Railroad Museum on established days and hours, as assigned; ensures the museum is properly secured at closing time; welcomes visitors to the museum; collects admission; provides information to the public regarding the museum's exhibitions, hours of operation, and special events; conducts school tours, scout activities, and other special events; provides customer service in the gift shop and facilitates merchandise sales; conducts product inventories; receives shipments; provides support for museum staff as needed.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Administers first aid and CPR, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Operations, services, and activities of assigned program(s).
- Advanced level coaching, officiating, and scorekeeping principles and techniques.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Basic principles and procedures of record keeping.
- City and mandated safety rules, regulations, and protocols, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Oversee the operations and activities of assigned program(s).
- Effectively lead, mentor, train, and supervise subordinate recreation staff.
- Understand and follow oral and written directions; perform basic arithmetic.
- Lead and conduct assigned program classes or activities; work independently with little supervision.
- Fairly officiate, teach, coach, and provide scorekeeping for youth and adult sports.
- Interpret and apply facility use policies and procedures.
- Conduct age-appropriate activities.
- Monitor program participants on a continuous basis to ensure safety and well-being, discipline, and order.
- Effectively administer CPR and first aid.
- Understand, interpret, and apply all applicable laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Provide courteous assistance to program participants, parents, patrons, and the general public.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use a cash register, computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Possession of a Bachelor's degree in Recreation, Public Administration or a related field.

Experience:

- Two years of progressively responsible part-time recreation program involvement.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid certification in CPR and First Aid, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in an external environment, position requires sitting, standing, walking on slippery surfaces, reaching, twisting, turning, kneeling, bending, stopping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires frequent jogging, jumping, kicking, throwing, grasping, repetitive hand movement, and fine coordination when coaching and officiating sports activities. Visual acuity required for this position includes close vision, distance vision, peripheral vision, and ability to focus with or without the use of corrective lenses; position also requires the ability to hear in the normal audio range with or without the use of a corrective device. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an outdoor environment and are exposed to outside weather conditions that are mild; however, exposure to inclement weather conditions may occur occasionally. The noise level in the work environment is usually moderate; however, the incumbent may be exposed to high noise levels at sporting events and other special events.

When working in an office environment, the incumbent is exposed to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings and weekend shifts.