

CITY OF LOMITA

FY 2020-2021 ACCOMPLISHMENTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

The Community and Economic Development Department includes the Divisions of Planning including GIS, Neighborhood Preservation, Animal Control, Economic Development, and Community Development Block Grant (CDBG) Administration of the Job Creation and Business Incentive Program.

The department also staffs the Planning Commission.

The department's accomplishments during FY 2020-2021 include:

Economic Development:

- Completed the Request for Proposals process for the Parking and Public Plaza at 24329 Narbonne Avenue and assisted the Public Works Department with the construction process.
- Completed and began implementation of the branding plan for the Downtown by installing new banners along Narbonne Avenue.
- Successfully executed a forgivable loan through the CDBG funded Job Creation and Business Incentive Program to the Slip Bar and Eatery, Boardwalk Worldwide LLC.
- Prepared and facilitated through City Council adoption of an urgency ordinance declaring protections for residential and commercial tenants during the emergency relating to the COVID-19 pandemic.
- Assisted commercial businesses with obtaining temporary outdoor permits for business activities to meet social distancing requirements associated with the COVID-19 pandemic.
- Assisted Project Barley to convert from a Brewery to a Brew Pub with an on-site restaurant use to enhance business activities and to reduce COVID-19 related operation restrictions.

Planning:

- Conducted 7 Planning Commission meetings. Processed applications for 6 Site Plan Reviews, 3 Conditional Use Permits, 1 Zone Variance, 1 Parcel Map, 1 Tract Map, and 2 Zone Text Amendments for City Council and Planning Commission consideration.
- Continued enforcement of the City's Massage Registration Certificate and operational and facility requirements for massage establishments within the City.
- Processed 352 permit applications through May 4, 2021.
- Approved 15 Accessory Dwelling Unit Applications through May 4, 2021.

- Administratively approved 1 Nonconforming Dwelling Addition, 2 minor modifications to Wireless Communication Facilities Permits, 1 Minor Wireless Communication Facilities Permit (small cell), and 3 Height Variation Permits.
- Issued 58 Business Zone Clearance permits, and 41 Home Occupation Zone Clearance permits.
- Created an online submission process for applicants requesting landscape plan review and received 7 sets of plans since the online launch.
- Created an online submission process for applicants requesting grading plan check. The new process allows applicants to submit all documentation online and grants limited access to the City's consulting engineering firm, Quantum Quality Consulting.
- Continued to manage the battery recycling program at City Hall and worked with LA County to host a hazardous waste drop off event in the City Hall parking lot.
- Continued to implement an outreach and monitoring program to inform businesses and multi-family property owners of the mandatory recycling requirements established by AB 341 (Recycling) and SB 1383 (organic waste).
- Coordinated with LA County Building & Safety for final inspections of commercial and residential construction projects.
- Continued to manage the City's on-line permitting system and code enforcement portal: lomitaca.viewpointcloud.com At staff's request, vendor added a guest user feature.
- Received 110 Residential Property Reports.
- On-going coordination with City residents and CalMet, the City's solid waste hauler, regarding waste refuse collection issues. Reviewed and prepared customer exemption request letters for commercial and residential collection services.
- Twice setup a booth at the Farmer's Market. Once in October (Planning Month) for community engagement and once in April to provide information about and promote the Housing Element and Safety Element Updates.
- Commenced the Housing Element and Safety Element Updates. Engaged consulting services. Held the first community meeting on April 29, 2021 and solicited additional community feedback through an online survey.

Neighborhood Preservation

- Corrected over 100 code violations by formal notices, door hangers, phone calls to property and business owners, and "knock-and-talks". Violations most frequently involved poor property maintenance, overgrown and hazardous vegetation, junk accumulation, work without permits, and improper storage of waste containers.
- Reached resolution and closed a Code Enforcement case for a poorly maintained property. The case had been active since 2017.

- Worked with Public Works and LA County Sheriff's Department to locate and remove items left behind by relocated or arrested transients.
- Worked closely with Deputy John Despot and City Attorney's office to identify and abate a suspected illegal cannabis business.
- Noticed and issued citations to property owners using residential and commercial sites as dumping sites for waste related to other businesses.
- Continued to notify property owners of their duty to follow BMPs and Stormwater Runoff Regulations in times of heavy rains. Properties include the Crenshaw Blvd. development, Eshelman Ave. development, Appian Way development, and the new 7-Eleven site.
- Continued to work with CalMet to remove numerous instances of illegally dumped items.
- Worked with planning department and business owners to ensure commercial sign code was being followed and signs were receiving planning approval.
- Continued to work with residents and local business owners to remove numerous instances of shopping carts dumped on private property or in the public right-of-way.
- Maintained surveillance for graffiti and removed or covered numerous tags on private and public property.
- Worked closely with the Los Angeles County Sheriff's Department to identify and resolve homeless encampments, abandoned property, graffiti locations, potential cannabis businesses, and other illegal and high-risk activity occurring within the City.
- Worked closely with Deputy John Despot to forward resident concerns on a myriad of issues including commercial noise affecting residences, domestic disturbances, illegally operating businesses, and transient activity in residential areas.
- Collaborated with planning department to identify, list, and act on illegal units. Kept a running list of those units for future Code Enforcement action.
- Prioritized enforcement of illegally stored steel shipping containers, which are prohibited throughout the City.

Community & Economic Development Department Organization Chart





Fiscal Year 2021/22 Annual Budget

City of Lomita

Planning

The Planning Division provides information and assistance to the public on the City's planning process and development requirements; administers the General Plan and Zoning ordinances; conducts Environmental Review pursuant to CEQA; coordinates with Los Angeles County for building services, subdivision review and engineering plan check; processes Zoning and Subdivision applications for General Plan Amendments, Zone Changes, Conditional Use Permits, Tract and Parcel Maps, Variances, Site Plan Review, and Height Variation Permits, and ensures compliance with the Municipal Code; enforces property maintenance ordinances; seeks solutions to non-compliance; inspects property locations and investigates land use complaints.

Expenditures Summary

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	249,496	264,322	302,765	559,894
Operating & Maintenance	283,856	248,707	425,879	309,466
Capital Outlay	-	-	-	-
Total Expenditures	533,352	513,030	728,644	869,360

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Comm. & ED Director	1.00	-	1.00
Associate Planner	-	1.00	1.00
Assistant Planner	1.00	-	1.00
Code Enf. Officer II	1.00	-	1.00
Neighborhood Pres. Off	1.00	(1.00)	-
Management Asst.	-	0.50	0.50
PT Planning Intern	0.48	-	0.48
Department Total	4.48	0.50	4.98



Fiscal Year 2021/22 Annual Budget

City of Lomita Planning

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-410-5105.000	Regular Salaries	157,025	195,318	213,045	389,591
100-410-5110.000	Part-Time Salaries	13,976	13,417	15,090	56,960
100-410-5115.000	Overtime	-	-	1,020	1,020
100-410-5205.000	Health Insurance	16,538	18,786	28,346	64,767
100-410-5207.000	Medicare	2,332	2,849	3,437	6,114
100-410-5210.000	Workers' Compensation	3,916	5,386	7,178	11,715
100-410-5215.000	PERS Tier 1 (2.5% @ 55)	9,871	13,497	16,650	-
100-410-5217.000	PERS Tier 3 (2% @ 62)	4,335	5,132	5,895	29,391
100-410-5222.000	PERS Tier 1 Unfunded Liability	8,300	9,641	11,778	-
100-410-5224.000	PERS Tier 3 Unfunded Liability	32	297	326	336
Total Salaries & Benefits		216,325	264,322	302,765	559,894
Contract Services					
100-410-5315.000	Engineers	241,014	19,710	70,000	15,000
100-410-5340.000	Professional Services	6,918	642	174,027	11,000
100-410-5341.000	Property Nuisance Abatement	-	-	-	10,000
100-410-5345.000	Contractual Services	6,439	204,286	150,000	225,000
Total Contract Services		254,371	224,638	394,027	261,000
Other Expenses					
100-410-5410.000	Advertising	1,467	3,185	3,200	3,200
100-410-5415.000	Communications	-	-	-	450
100-410-5420.000	Mileage Reimbursement	-	-	100	150
100-410-5425.000	Dues and Memberships	378	1,204	1,100	1,200
100-410-5430.000	Conferences and Meetings	1,208	2,483	3,000	1,000
100-410-5435.000	Training and Education	30	285	-	300
100-410-5460.000	Insurance - Liability and Vehicle	13,746	15,507	22,952	39,066
Total Other Expenses		16,829	22,665	30,352	45,366
Supplies					
100-410-5505.000	Office Supplies and Expense	4,677	1,405	1,500	1,900
100-410-5515.000	Uniform Expense	-	-	-	100
100-410-5710.000	Equipment Maintenance	-	-	-	500
100-410-5755.000	Special Department Expense	-	-	-	600
Total Supplies		4,677	1,405	1,500	3,100
Total Planning - General Fund		492,202	513,030	728,644	869,360



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City of Lomita

Planning

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-410-5105.000	Regular Salaries	24,956	-	-	-
510-410-5205.000	Health Insurance	3,472	-	-	-
510-410-5207.000	Medicare	362	-	-	-
510-410-5210.000	Workers' Compensation	525	-	-	-
510-410-5215.000	PERS Tier 1 (2.5% @ 55)	1,888	-	-	-
510-410-5217.000	PERS Tier 3 (2% @ 62)	494	-	-	-
510-410-5222.000	PERS Tier 1 Unfunded Liability	1,469	-	-	-
510-410-5224.000	PERS Tier 3 Unfunded Liability	5	-	-	-
	Total Salaries & Benefits	33,171	-	-	-
Contract Services					
510-410-5340.000	Professional Services	2,303	-	-	-
510-410-5345.000	Contractual Services	4,000	-	-	-
	Total Contract Services	6,303	-	-	-
Other Expenses					
510-410-5460.000	Insurance - Liability and Vehicle	1,676	-	-	-
	Total Other Expenses	1,676	-	-	-
	Total Planning - Water Operations Fund	41,150	-	-	-
	Total Planning - General & Water Funds	533,352	513,030	728,644	869,360



Fiscal Year 2021/22 Annual Budget

City of Lomita Planning

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel.
5115	Salaries for overtime as necessary.
5205	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
5207	Medicare insurance benefits.
5210	Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

Budget Comment (Operations & Maintenance)

5340	Housing Element. Special researching or contracting for miscellaneous enforcement cases and annual licensing fee for code enforcement software manager.
5341	Funds needed to complete nuisance abatement process for dilapidated properties citywide. Liens or similar instruments will be placed on properties following the abatement process.
5345	Environmental review, special planning studies as needed. Engineering services. Los Angeles County Contract Services (Building and safety, subdivision map processing). Planning services provided by consultants including GIS mapping services. Graffiti Removal Program and related supplies.
5410	Newspaper ads for public hearings for planning matters.
5415	Communications expense.
5420	Mileage reimbursement for inspections and local off-site meetings.
5425	American Planning Association memberships, Livable Communities and other planning organization memberships. Code Enforcement organization membership.
5430	League of California Cities Planners Institute, American Planning Association Conferences and expense associated with South Bay Planning Director's Meetings.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies.
5515	Clothing allowance for staff.
5710	Vehicle maintenance.
5755	Temporary fencing for former Lomita Hotel property.



Fiscal Year 2021/22 Annual Budget

City of Lomita

Economic Development

Primary responsibilities of the Economic Development Department include providing a sound and diverse economic base for business and workforce development, and increased sales tax generation to support City essential services that benefit Lomita residents. Coordinates with the City's Planning Division to develop and implement economic development and marketing strategies. Promote new business growth within the City. Assist new businesses through City and County permitting process. Manage various capital improvement projects for the City including Park and City Hall improvement projects.

Expenditures Summary

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	23,819	-	-	-
Operating & Maintenance	43,256	52,323	31,500	31,500
Capital Outlay	-	-	-	-
Total Expenditures	67,075	52,323	31,500	31,500



Fiscal Year 2021/22 Annual Budget

City of Lomita

Economic Development

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-430-5105.000	Regular Salaries	17,226	-	-	-
100-430-5205.000	Health Insurance	2,304	-	-	-
100-430-5207.000	Medicare	232	-	-	-
100-430-5210.000	Workers' Compensation	731	-	-	-
100-430-5215.000	PERS Tier 1 (2.5%@55)	1,746	-	-	-
100-430-5222.000	PERS Tier 1 Unfunded Liability	1,580	-	-	-
	Total Salaries & Benefits	23,819	-	-	-
Other Expenses					
100-430-5410.000	Advertising	7,454	13,270	7,500	7,500
100-430-5415.000	Communications	61	-	-	-
100-430-5416.000	Economic Develop. Incentive Prog.	27,811	39,045	20,000	20,000
100-430-5420.000	Mileage Reimbursement	202	-	-	-
100-430-5425.000	Dues and Memberships	3,625	-	4,000	4,000
100-430-5430.000	Conferences and Meetings	1,535	-	-	-
100-430-5460.000	Insurance - Liability and Vehicle	2,568	-	-	-
	Total Other Expenses	43,256	52,315	31,500	31,500
Supplies					
100-430-5505.000	Office Supplies and Expense	-	9	-	-
	Total Supplies	-	9	-	-
	Total Economic Development - General Fund	67,075	52,323	31,500	31,500



Fiscal Year 2021/22 Annual Budget

City of Lomita

Economic Development

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5205	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
5207	Medicare insurance benefits.
5210	Annual Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
Budget Comment (Operations & Maintenance)	
5410	Maintenance and installation of City street banners; seasonal installation, removal and replacement of damaged articles.
5415	Cost for cellular phone charges.
5416	Business and Economic Development Program.
5420	Mileage reimbursement.
5425	Economic development association, ICSC, Cal. Redev. Assoc., CALED and Tools for Business Success website.
5430	Economic development conferences including CALED and ICSC.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5505	Office and computer supplies.
5525	Equipment/\$5K and under.

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