

# CITY OF LOMITA



## FISCAL YEAR 2020-2021 ADOPTED ANNUAL OPERATING & CAPITAL IMPROVEMENT BUDGETS





# FISCAL YEAR 2020/21 ANNUAL BUDGET TABLE OF CONTENTS

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**CITY OF LOMITA  
LIST OF CITY OFFICIALS**

ELECTED OFFICIALS

Mayor	James Gazeley
Mayor Pro Tem	Mark Waronek
Council Member	Henry Sanchez, Jr.
Council Member	Michael Savidan
Council Member	Cindy Segawa

CITY STAFF

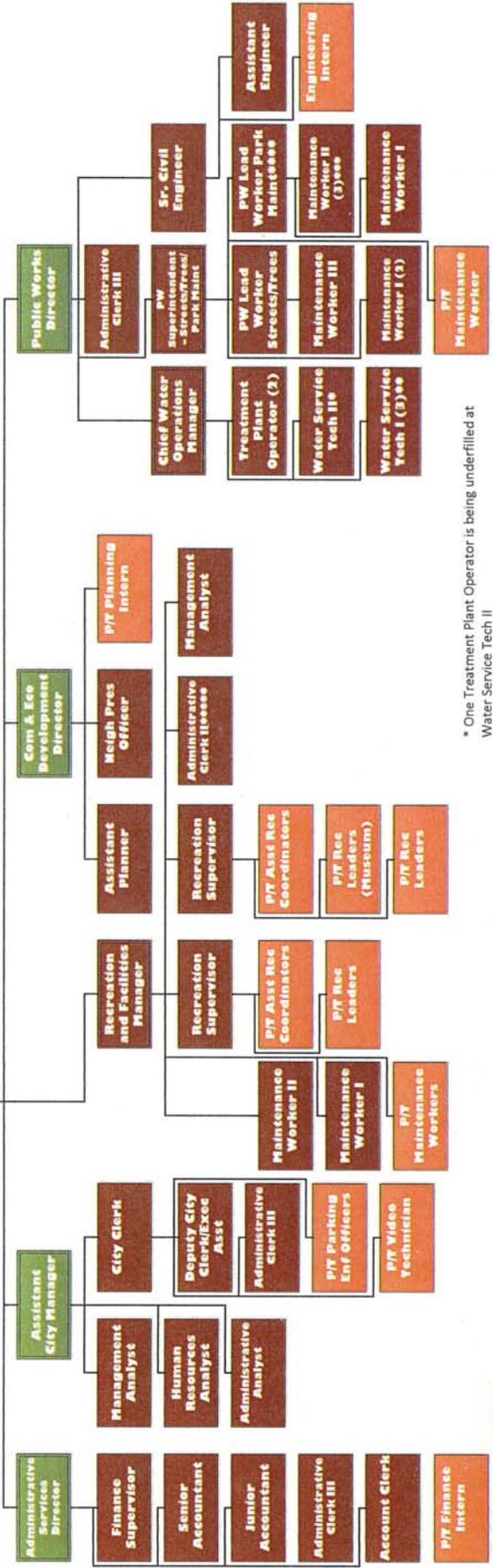
City Manager	Ryan Smoot
Assistant City Manager	Gary Sugano
City Attorney	Christi Hogin, Best Best & Krieger
Administrative Services Director	Susan Kamada
Community & Economic Development Director	Alicia Velasco
Public Works Director/ City Engineer	Carla Dillon

# Citizens of Lomita

City Council (5)

Planning Commission (7)  
Public Safety and Traffic Commission (5)  
Parks and Recreation Commission (5)

City Manager  
City Attorney



\* One Treatment Plant Operator is being underfilled at Water Service Tech II  
 \*\* One Water Service Tech I position (Frozen)  
 \*\*\* One Maintenance Worker II position (Frozen)  
 \*\*\*\* One PW Lead Worker Park Maint (Frozen)  
 \*\*\*\*\* One Administrative Clerk II position (Frozen)

City Manager and Directors (5)  
 Full-Time Employees (40)  
 Part-Time Employees

## PROFILE OF LOMITA

The City of Lomita is located 26 miles south of downtown Los Angeles and is bounded by the City of Torrance on the north and west, the City of Los Angeles to the east, and the City of Rolling Hills Estates on the southwest. Southeast of Lomita is the City of Rancho Palos Verdes and unincorporated County land. The City's total land area is 1,196.8 acres or 1.97 square miles.

The City of Lomita "began" as a residential tract (Lomita Subdivision) in the early 1900s. The Lomita Subdivision covered seven square miles in 1907. As the lots were sold, water wells, a school, a general store (with a post office), and other businesses soon followed. In 1909, churches were built and in 1920, the Bank of Lomita was established.

In 1923, oil in the area was discovered while drilling for water. The resulting "oil boom" in the area led to the conversion of residential lots into oil fields. Rapid growth occurred in the Lomita area, as egg ranches, fruit orchards and agricultural uses formed the community. Lomita became a center for the agriculture and oil extraction activities in the South Bay area.

In the 1940s and 1950s, portions of the Lomita Subdivision were annexed by adjacent cities. By 1964, only 1.97 square miles of the Lomita Subdivision remained when the City of Lomita finally incorporated. Lomita is a contract City with a Council-Manager form of government. The City Council is elected at large to four-year terms. The Mayor is selected by the City Council for a one-year term.

Today, the City is almost completely developed and the remaining vacant land is limited to scattered parcels. Existing development in the City is characterized by residential neighborhoods at varying densities, with commercial uses concentrated along Pacific Coast Highway, Lomita Boulevard, Crenshaw Boulevard, Narbonne Avenue and Western Avenue.

The Lomita Railroad Museum is the only one of its kind west of Denver, Colorado, and was made possible through the generosity of Mrs. Irene Lewis who donated the museum to the City in honor of her late husband. Complete authenticity is the hallmark of the museum that is dedicated to the proud era of the steam engine.

In 1990 the City took over Water District 13 from the County of Los Angeles and has been successfully operating its own water department ever since.

## FACTS AND FIGURES ABOUT LOMITA

	Number	Percentage
Total Population	20,256	100
Under 20	4,880	24.1
20 to 29	2,645	13
30 to 44	4,295	21.2
45 to 64	5,904	29.2
65 and older	2,532	12.5
Males	9,779	48.3
Females	10,477	51.7
Median Age	39.6	
One Race	18,979	93.7
American Indian and Alaska Native	174	0.9
Asian	2,923	14.4
African American	1,075	5.3
Native Hawaiian and Other Pacific Islander	140	0.7
White	11,987	59.2
Other Race	2,680	13.2
Two or More Races	1,277	6.3
Hispanic (any race)	6,652	32.8
Total Housing Units	8,412	
Occupied Housing Units	8,068	95.9
Total vacant housing units	344	4.1
Occupancy		
Owner	3,738	46.3
Renter	4,330	53.7
Average persons per:		
Household	2.49	
Family	3.12	

*Facts derived from the 2010 U.S. Census*

# BUDGET USER'S GUIDE

The Lomita City Council adopts the Annual Budget by formal resolution, prior to July 1<sup>st</sup> of each year. The budget serves as a financial plan for the City which identifies the projected allocation and application of resources over the budget cycle.

The Annual Budget is designed to present summary information about the City's financial plans for the year in a user-friendly format. The Budget is organized by department, and the programs within the departments. Expenditures are displayed and subtotaled by type:

- Salaries & Benefits
- Operating Expenditures
- Capital Outlay.

The Budget Summary illustrates the fund(s) to which a program allocates its expenditures. The Annual Budget also includes the following sections:

**Introduction Section:** Includes the Table of Contents, List of City Officials, City Organization Chart, Profile of Lomita, and Facts & Figures About Lomita.

**City of Lomita Budget User's Guide:** Includes overview of Annual Budget, detailing city-wide revenues, expenditures, and fund balances.

**Operating Budgets:** Includes program budgets by department, with narratives highlighting the prior year accomplishments, explaining the function of the program, uses and sources of funds, line-item detail, budget comment worksheets, and department salary expense worksheets.

**Appendix:** Includes Revenue Fund Definitions and Authorized Uses, Glossary of Terms, and Acronyms List.

## BUDGET PROCESS

The City's budget process begins with the distribution of a Budget Preparation manual, which contains:

- Budget Schedule
- Current Organization Chart
- Accomplishments (prior year document) for updating
- Revenue Worksheets
- Expenditure Worksheets
- Capital Improvement Program Worksheets
- Budget Comment Worksheets

Line-item budget development is accomplished through the City's financial system, which allows each department to build its budget using computerized worksheets. The individual departments are directly responsible for developing the Materials & Supplies line items and part-time employees' salaries. The remaining Salary & Benefit information is calculated and entered by the Administrative Services Department.

## BUDGET USER'S GUIDE

All supplemental budget requests (new personnel, service, or equipment) are presented on separate forms and are subject to City Manager review and approval before becoming part of the operating budget. All proposed budget information is compiled, printed, and distributed to the City Manager, Assistant City Manager, and the Department Directors. The revenue estimates are reviewed with the department budget requests to determine available funding levels for the fiscal year. The City Manager, Assistant City Manager, and Administrative Services Director then meet with the departments to review the operating and supplemental budget requests.

Once the budget data has been reviewed and all changes have been made by the Administrative Services Department, a Proposed Budget is prepared. After final review and approval by the City Manager and Assistant City Manager, the Proposed Budget is presented to the City Council at a scheduled Budget Study Session. Prior to June 30, a Public Hearing is held by the City Council, and the Annual Budget is adopted by resolution.

During the fiscal year, the budget can be amended as necessary to meet the City's needs. The City Council has the legal authority to amend the budget at any time. Department Directors may only authorize expenditures based on appropriations previously approved by City Council action, and only from accounts under their organizational responsibility. Actual expenditures may exceed budget appropriations by line-item but may not exceed the department's budget. The City Manager has the authority to approve interdepartmental appropriation transfers as long as they are within the same fund. Interfund transfers require a budget amendment by the City Council.

### BASIC ACCOUNTING

City of Lomita's accounting system is maintained on a fund basis, in accordance with governmental accounting standards. Each of the City's twenty-eight funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenues, and expenditures. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds are classified into one of three categories: *governmental* (general, special revenue, debt service, and capital projects), *proprietary* (enterprise and internal service), and *fiduciary* (trust and agency). Governmental funds account for activities usually associated with a typical state or local government's operation. Proprietary funds are financed and operated in a manner similar to private business enterprises, where the intent is to recover the costs of providing goods and services from user charges. Fiduciary funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or an agent.

All governmental funds are budgeted and accounted for using the modified accrual basis of accounting, which recognizes revenues when they become susceptible to accrual, i.e. measurable and available. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Examples of such revenues include property tax, sales tax, and interest earnings. Expenditures are recognized when the fund liability is incurred.

# BUDGET USER'S GUIDE

Proprietary fund revenues and expenses are budgeted and accounted for on an accrual basis. Revenues are recognized in the period when earned, and expenses are recognized when incurred. The following Classification of Funds describes, in detail, the various types of funds and their purpose as established by the City of Lomita.

## CLASSIFICATION OF FUNDS

### **GOVERNMENTAL FUND TYPES:**

#### **General Fund**

*The General Fund* is used to account for resources traditionally associated with general government which are not required to be accounted for in a separate fund including: sales tax, property tax, transient occupancy tax, licenses and permits, fines and forfeitures. This fund is used to finance most of the basis municipal functions, such as general administration, public safety, parks and recreation, and community development.

#### **Special Revenue Funds**

*The Gas Tax Fund* is used to account for the City's share of State and County gasoline tax collection in accordance with the provisions of the State of California Streets and Highway Code. Revenues are disbursed by the State based on population and must be used towards the maintenance and repair of City streets that serve as State and County thoroughfares.

*Measure R Fund* is used to fund projects such as pothole repairs, major street resurfacing, left-turn signals, bikeways, pedestrian improvements, streetscapes, traffic signal synchronization and local transit services.

*Measure M Fund* is used to fund projects such as repair and maintenance of public roadways, pavement maintenance, slurry and rubberized seals, chip seals, pothole repair, pavement rehabilitation, roadway construction or reconstruction, utility undergrounding, curb, gutter, sidewalk, tress, roadway signage, median and parkway improvements, and storm drain systems in connection with any roadway improvements.

*Community Development Block Grant Fund* is used to account for federal grants for programs benefiting low-income persons and/or families.

*Lomita Housing Authority* is used to account for the revenues and expenditures of the Lomita Housing Authority.

*The Proposition A Fund* is used to account for proceeds from the half-cent sales taxes generated by the approval of Proposition A by Los Angeles County voters. These funds, which are administered by the Los Angeles County Metropolitan Transportation Authority (MTA), are distributed based on population and must be used for transportation-related projects.

*The Proposition C Fund* is used to account for proceeds from the half-cent sales taxes generated by the approval of Proposition C by Los Angeles County voters. These funds, which

## **BUDGET USER'S GUIDE**

are administered by the Los Angeles County Metropolitan Transportation Authority (MTA), are distributed based on population and must be used for transportation-related projects.

*The AB 2766 Fund* is used to account for proceeds received from the additional vehicle registration fee imposed by the State and regulated by the Air Quality Management District (AQMD). These funds are distributed based on population and must be used for programs designed to reduce air pollution from motor vehicles.

*The Landscape Maintenance Fund* provides for the utilities, maintenance, and capital improvements for the Palos Verdes bicycle path within the City of Lomita. Money is received from a special assessment placed on each tax bill of property owners in Assessment District No 1.

*Park Facilities Fund* is used to account for Park Development Tax and Quimby Act funds.

*Park Athletic Fund* is used to account for user charges for park athletic programs.

*Park Grant Fund* is used to account for State Parks and Recreation Grants.

*Lomita Manor Development Fund* is used to account for the local U.S. Housing and Urban Development (HUD) conventional housing programs of the City-owned senior housing complex, Lomita Manor.

*Railroad Museum Expansion Fund* is used to account for one-time settlement; California Cultural Historical Endowment (CCHE) grant monies; grant matching funds; and donations.

### **Capital Projects Fund**

*The Capital Improvement Fund* is used to account for capital projects not eligible for funding from other specific funding sources. The City established the fund in fiscal year 2001-2002, and the funding source is from transfers from the General Fund. Specific projects and their budgets are described in detail in the City's Capital Improvement Plan.

### **PROPRIETARY FUND TYPES:**

#### **Enterprise Funds**

On August 28, 2008, the City issued the Series 2008 Revenue Certificates of Participation Bonds in the amount of \$7,550,000. The purpose of the bonds was to finance capital improvements to the City Water System. The Bonds are payable solely from the net revenues of the Water System of the City.

On May 4, 2016, the City refunded the Series 2008 Revenue Certificates of Participation Bonds and re-issued the City of Lomita Water Revenue Refunding Bonds, Series 2016 through a Private Placement Agreement with City National Bank in the amount of \$7,200,000. The purpose of the refunding was to secure a lower fixed interest rate of 3.25%. The Bonds are payable solely from the net revenues of the Water System of the City.

# BUDGET USER'S GUIDE

*The Water Operating Fund* is used to account for the operation of the City's water utility system. Revenues are generated from user fees, which are adjusted periodically to meet the costs of administration, operation, maintenance, and capital improvements to the system.

*The Water Capital Fund* is used to account for capital improvements to the City Water System. This includes ongoing Water Main Replacement and Waterline Replacement Projects.

*The Rate Stabilization Fund* is a designated transfer from the Water Capital Fund as required for the Cypress Reservoir Bond.

## **Internal Service Funds**

*The Equipment Replacement Fund* is used to account for the City's cost of maintenance replacing the City's capital assets. City departments are the primary users of these services and are charged a fee on a cost reimbursement basis.

## **FIDUCIARY FUND TYPES:**

### **Trust & Agency Funds**

*The Railroad Foundation Fund* is used to report a trust arrangement. All resources of these funds including any earnings on investments must be used for specific purposes as set forth in the trust agreement.

*Tom Rico Memorial Fund* is used to report a trust arrangement. All resources of these funds including any earnings on investments must be used for specific purposes as set forth in the trust agreement.

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## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. PH 11**

**FROM:** Ryan Smoot, City Manager

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

**MEETING DATE:** June 16, 2020

**SUBJECT:** Discussion and Consideration to Adopt Fiscal Year 2020-2021 Budget

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### **RECOMMENDATION**

Adopt the five attached resolutions for the complete implementation of the Fiscal Year 2020-2021 Budget. These resolutions include:

- 1) City of Lomita's Annual Budget for Fiscal Year 2020-2021
- 2) Annual Investment Policy Statement
- 3) Annual Appropriation Limit.
- 4) Annual Full-Time Annual Employee Compensation Plan
- 5) Annual Part-Time and Temporary Employee Compensation Plan

### **BACKGROUND**

The first resolution establishes the City of Lomita's Budget for Fiscal Year 2020-2021, and policy and authority for future modification of the City's Budget. The resolution establishes that the City Manager has authority to transfer appropriation authority between departments but not between funds. The City Council retains all authority not specifically delegated.

The second resolution establishes the Annual Investment Policy for the City of Lomita and approves the guidelines for prudent investment of the City's financial resources.

The third resolution establishes the City of Lomita's annual appropriation limit and the California per capita personal income and population percentage change factors used in determining that limit pursuant to the State Constitution.

The fourth and fifth resolution establishes the Authorized Positions and Salary Schedules for full-time and part-time employees of the City of Lomita.

At the May 12, 2020 Budget Workshop, staff presented the proposed Fiscal Year 2020-2021 Budget and the Council directed staff to proceed with the preparation of the Final Draft Fiscal Year 2020-2021 Budget.

Major Increased General Fund Expenditures:

1. Increase in Workers' Compensation and Liability Insurance by \$136,000;
2. Increase in City Clerk's Department for November Elections by \$150,000

The General Fund revenues for FY 2020-2021 are projected at \$9,403,836 and the General Fund expenditures for FY 2020-2021 are projected at \$9,545,089.

Total appropriations authorized by the Fiscal Year 2020-2021 Budget include:

\$ 9,545,089 for general fund operating budget request;  
\$ 7,440,938 for water enterprise fund budget request;  
\$ 7,019,573 for all capital improvement projects request; and  
\$ 3,269,005 for all other fund budget request

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\$27,274,605 Total Appropriations authorized by the Fiscal Year 2020-2021 Budget

**OPTIONS:**

1. Adopt the proposed 2020-2021 Budget, attached Resolutions, with all modifications made by the City Council at the May 12, 2020 Budget Workshop.
2. Do not approve the proposed 2020-2021 Budget and provide further direction to Staff.

**FISCAL IMPACT**

The fiscal impact is the adoption of the City Budget.

**ATTACHMENTS**

- 1) Resolution Adopting the City Budget for Fiscal Year 2020-2021
- 2) Resolution Adopting a Financial Investment Policy for Fiscal Year 2020-2021 and Statement of Investment Policy
- 3) Resolution Confirming the Factors Used to Calculate the Annual Appropriation Limit for Fiscal Year 2020-2021
- 4) Resolution Adopting the Annual Employee Compensation Plan for Fiscal Year 2020-2021
- 5) Resolution Adopting the Annual Part-Time and Temporary Employment Compensation Plan for Fiscal Year 2020-2021

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Ryan Smoot  
City Manager

Prepared by:



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Susan Kamada  
Administrative Services Director

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**RESOLUTION NO. 2020-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA,  
CALIFORNIA, ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021**

**WHEREAS**, the City Manager of the City of Lomita did in accordance with the provisions of Section 2-2.07(g) of the Lomita Municipal Code, recommend and submit to this Council a proposed annual budget for the fiscal year commencing on July 1, 2020 and ending June 30, 2021 (Proposed Annual Budget), which is on file with the City Clerk; and

**WHEREAS**, incorporates within it operating and capital expenditures, and

**WHEREAS**, the City Council has reviewed the Proposed Annual Budget and made recommendations and changes thereto; and

**WHEREAS**, appropriations as recommended by Council for the Fiscal Year 2020-2021 for all operating funds total \$20,255,032, and appropriations for all capital improvement projects total \$7,019,573, the result of which is a combined total for all appropriations of \$27,274,605; and

**WHEREAS**, the document "City of Lomita, 2020-2021 Annual Budget" shall set the guidelines for expending funds for Fiscal Year 2020-2021; and

**WHEREAS**, the Department Heads shall have authority to move budgeted amounts between the expenditures categories of salary and benefits, maintenance and operations and capital outlay, so long as such movement would not authorize a new capital outlay; this authority only authorizes such movement within a department, not between departments, and

**WHEREAS**, the City Manager shall have authority to move budgeted amounts between departments and to authorize new capital outlays, but not a new capital project; this authority only authorizes such movement within a fund, not between funds, and

**WHEREAS**, the City Council shall retain sole authority for budgeting new capital projects, authorizing new permanent salaried positions, movement of authorization between funds, and the use of unappropriated fund balances.

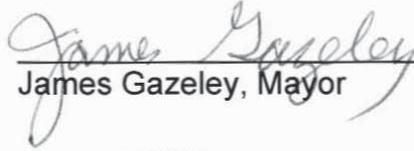
**NOW, THEREFORE**, the City Council of the City of Lomita does resolve, determine and order as follows:

Section 1. That the Annual Budget of the City of Lomita for the Fiscal Year 2020-2021 is adopted as detailed in the attached "City of Lomita, 2020-2021 Annual Budget" document and as described in the recitals listed above.

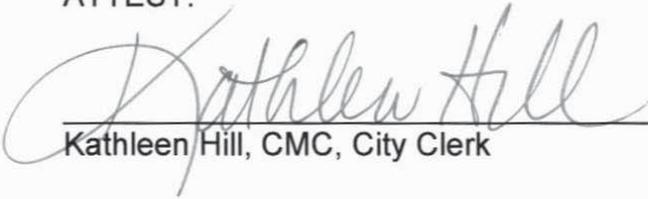
Section 2. This Resolution will become effective immediately upon adoption.

Section 3. The City Clerk shall certify the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of June 2020.

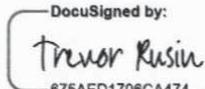
  
James Gazeley, Mayor

ATTEST:

  
Kathleen Hill, CMC, City Clerk



APPROVED AS TO FORM:

DocuSigned by:  
  
675AED1706CA474  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF LOMITA                )

I, **Kathleen Hill**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2020-18 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 16, 2020, by the following vote, to wit:

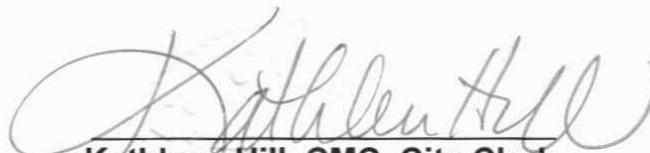
AYES:            Council Members: Sanchez, Savidan, Segawa, Mayor Pro Tem Waronek and Mayor Gazeley

NOES:           None

ABSENT:        None

RECUSE:        None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Lomita, California this 16<sup>th</sup> day of June 2020.

  
**Kathleen Hill, CMC, City Clerk  
City of Lomita, California**

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**RESOLUTION NO. 2020-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ADOPTING A FINANCIAL INVESTMENT POLICY FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**

**WHEREAS**, the City Council of the City of Lomita recognizes the importance to provide guidelines for the prudent investment of the City's temporary idle cash, and to outline procedures for maximizing the efficiency of the City's cash management system; and

**WHEREAS**, it is the policy of the City of Lomita to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands; and

**WHEREAS**, California Government Code Section 53646 allows an investment policy to be adopted by City Council on an annual basis; and

**WHEREAS**, said policy should state all investment instruments as required under California Government Code Section 53601; and

**WHEREAS**, the City of Lomita attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity; and

**WHEREAS**, the investment policy applies to all financial assets of the City of Lomita; and

**WHEREAS**, the adoption of this policy will further contribute to the City of Lomita's financial stability and well being.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Lomita as follows:

SECTION 1. That the Investment Policy attached hereto as Exhibit A is adopted for the fiscal year commencing July 1, 2020, and ending June 30, 2021.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and certify this record to be a full, true, and correct copy of the action taken.

PASSED, APPROVED, AND ADOPTED, this 16<sup>th</sup> day of June 2020.

*James Gazeley*  
James Gazeley, Mayor

ATTEST:

*Kathleen Hill*  
Kathleen Hill, CMC, City Clerk



APPROVED AS TO FORM:

DocuSigned by:  
*Trenor Rusin*  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF LOMITA                )

I, **Kathleen Hill**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2020-19 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 16, 2020, by the following vote, to wit:

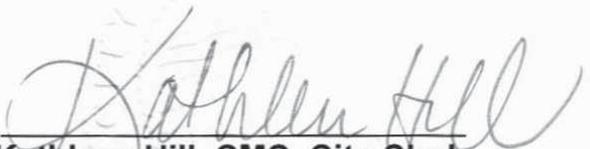
AYES:            Council Members: Sanchez, Savidan, Segawa, Mayor Pro Tem Waronek and Mayor Gazeley

NOES:            None

ABSENT:          None

RECUSE:          None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Lomita, California this 16<sup>th</sup> day of June 2020.

  
**Kathleen Hill, CMC, City Clerk**  
**City of Lomita, California**

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# CITY OF LOMITA

## FISCAL YEAR 2020-2021

### STATEMENT OF INVESTMENT POLICY

#### I. PURPOSE AND POLICY

This statement is intended to provide guidelines for the prudent investment of the City's temporary idle cash, and to outline the procedures for maximizing the efficiency of the City's cash management system.

It is the policy of the City of Lomita to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow demands and conforming to all state and local statutes governing the investment of public funds.

#### II. SCOPE

This investment policy applies to all financial assets of the City of Lomita. These funds are accounted for in the City of Lomita's **Annual Financial Report** and include the following funds:

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Fund
- E. Fiduciary Funds

#### III. PRUDENCE

Investments shall be made with judgement and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “**prudent person**” and/or “**prudent investor**” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### IV. OBJECTIVE

The City's cash management system is designed to accurately monitor and forecast revenues and expenditures, thus enabling the City to invest funds to the fullest extent possible.

In conformance with California Government Code Sec. 53600.5, the City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

Objectives for selecting investments and the order of priority are:

1. **Safety** - The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The City should select only those investments that are considered very safe. The City shall not engage in speculation.
2. **Liquidity** - This refers to the ability to "cash in" at any time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the need for unexpected funds occurs.
3. **Yield** - Yield is the potential dollar earnings an investment can provide, and sometimes is referred to as the rate of return.
4. **Public Trust** – While managing the city's portfolio, the treasurer and their staff will avoid any transactions that might impair public confidence in the local agency.

## **V. INVESTMENT PROCEDURES**

The City Manager shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Manager.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Lomita.

## **VII. DELEGATION OF AUTHORITY**

Authority to manage the City of Lomita's investment program is derived from City Council Resolution. Management responsibility for the investment program is hereby delegated to the City Manager who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and their procedures in the absence of the City Manager.

## **VIII. SAFEKEEPING AND CUSTODY**

Deposits of surplus funds must be made in State or National banks, State or Federal savings associations or State or Federal credit unions within the State of California. The deposits cannot exceed the amount of the institution's paid-up capital and surplus.

Eligible securities shall have a market value of at least 10% in excess of the total amount of the deposit. United States treasury notes, bonds, bills, or certificates of indebtedness must have a market value of at least 50% of the total amount of the deposits. Letters of credit drawn on the Federal Home Loan Bank shall have a market value of at least 5% in excess of the total amount of deposits secured by those eligible securities. {Sec. 53652}

The City Manager may waive collateral for that portion of a deposit which is insured pursuant to Federal law. Currently, the first \$250,000 of a deposit is federally insured. Deposits in excess of \$250,000 are collateralized as previously indicated.

All security transactions entered in to by the City of Lomita shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts.

## **IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The City Manager or his delegate will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Manager with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, and certification of having read entity's investment policy and depository contracts.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the City Manager. Also, a current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City of Lomita invests.

## **X. AUTHORIZED AND SUITABLE INVESTMENTS**

The following investments are authorized by the California Government Code:

- Local Agency Investment Fund {Sec. 16429.1}
- County Treasurer demand deposits {Sec. 53684}
- Passbook savings demand deposits {Sec. 53631}
- Certificates of Deposit (5-year maximum) {Sec. 53601 & 53635}
- Bonds issued by the City of Lomita {Sec. 53601 (a)}
- Treasury notes and bonds of the U.S. Government, or its agencies {Sec. 53601 (b)& (e)}

- Treasury notes and bonds of the State of California {Sec. 53601 (c)}
- Enterprise obligations of the U.S. Government , or its agencies {Sec. 53601 (f)}
- Bankers' acceptances (40% maximum) {Sec. 53601 (g)}
- Commercial paper (25% maximum) {Sec. 53601 (h)}
- Negotiable certificates of deposit (50% maximum) {Sec. 53601.8 (j)}
- Repurchase agreements (1-year term maximum) (102% of underlying collateral maximum) {Sec. 53601 (j)(1)(2)}
- Reverse repurchase agreements (92-days maximum, 20% maximum) {Sec. 53601 (j)(3)(B)(C)}
- Medium term notes of corporations or licensed depository institutions (5-year maximum) (30% maximum) {Sec. 53601(k)}
- Mutual funds that invest only in State of California authorized investments (20% maximum combined with 53601(k)(5) below {Sec. 53601 (k)(5)}
- SEC-registered money market mutual funds (20% maximum combined with Sec.53601 (k)(5) above {Sec. 53601 (k)(5)}
- Asset-backed and mortgage-backed securities (20% maximum) {Sec.53601 (5),(o), Sec. 53651 & Sec. 53652}
- Shares of beneficial interest issued by a joint powers authority that invests only in State of California authorized investments {Sec. 53601 (p)}

However, the City of Lomita limits its investments to the following vehicles:

- Securities of the U.S. Government, or its agencies (US T-Bills, US T-Notes, Federal Agency Issues such as FICB's, FFCB's, FLB's, FHLB's, FNMA's, SBA's, GNMA's, TVA's, and SALLIE MAE's)
- Certificates of deposit
- Negotiable certificates of deposit
- Commercial Paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record
- Banker's Acceptances
- Local Agency Investment Fund (LAIF)
- Passbook savings demand deposits
- Mutual funds that invest only in State of California authorized investments
- SEC-registered money market mutual funds
- The Investment Trust of California (CalTRUST), a joint powers authority that invests only in State of California authorized investments

Any newly developed derivative of an allowable investment that is not specifically mentioned in this policy must be recommended by the City Manager for inclusion in the policy. Any amendments to the policy must be submitted to the City Council for review and approval.

## **XI. INVESTMENT POOLS AND MUTUAL FUNDS**

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- A determination of whether reserves, retained earnings, etc. are utilized by the pool.
- A fee schedule and when and how it is assessed.
- A determination of whether the pool is eligible for bond proceeds and/or will it accept such proceeds.

**XII. PROHIBITED INVESTMENTS**

Pursuant to Government Code Section 53601.6, local agencies are prohibited from making investments in the following vehicles:

- Inverse floaters
- Range notes
- Mortgage-derived interest-only strips
- Zero-interest coupon securities

The City further limits investments by expressly prohibiting direct investments in the following:

- Stocks
- Futures and options
- Medium term corporate notes
- Asset-backed and mortgage backed securities
- Repurchase agreements
- Reverse repurchase agreements
- Leveraged investments of any kind
- Derivative securities

**XIII. DIVERSIFICATION**

The City of Lomita will diversify its investments by security type and institution. Securities purchases and holdings are maintained within statutory limits imposed by the California Government Code. The City further limits its investments as follows (as a percentage of the overall portfolio):

Savings Account	No limit
U.S. Treasury Bills	60%
U.S. Treasury Notes	40%
Federal Agency Securities	20%
The Local Agency Investment Fund	\$40,000,000
Negotiable CDs	50%
Non-Negotiable CDs	30%

Bankers' Acceptances	40%
Commercial Paper	25%

**XIV. MAXIMUM MATURITIES**

To the extent possible, the City of Lomita will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, and with prior City Council approval, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

**XV. REVIEWING AND MONITORING OF THE PORTFOLIO**

The City Manager shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

**XVI. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The City's investment strategy is passive. Given this strategy, the basis used by the City Manager to determine whether market yields are being achieved shall be to compare to the Average Federal Funds Rate.

**XVII. REPORTING**

The City Manager shall render a monthly investment report to the City Council. The report shall include the types of investment, issuer names, dates of maturity, par amounts, dollar amounts, market values, and such other data as may be required by the City Council. The report shall also include a statement denoting the ability of the City to meet its expenditure requirements for the ensuing six (6) months, and a statement that the City's investment portfolio is in compliance with the City's Investment Policy. {Sec. 53646 (b)}

**XVIII. INVESTMENT POLICY ADOPTION**

The City's investment policy shall be adopted by resolution of the City Council of the City of Lomita. The policy shall be reviewed annually by the City Council and any modifications made thereto must be approved by the City Council.

## APPENDIX A: INVESTMENT POLICY TERMINOLOGY

Authorized Financial Dealers and Institutions: Security brokers and financial institutions authorized to provide investment services to local government.

Collateralization: Process by which a borrower pledges securities, property, or other deposits for the purpose of securing repayment of a loan and/or security.

Diversification: Dividing investment funds among a variety of security types by sector, maturity, credit rating, and structure. This reduces exposure to risk by combining a variety of investments, which are unlikely to move in the same direction.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Internal Controls: The system used to ensure that the local government assets are protected from loss, theft, or misuse. Examples include separation of duties, delegation of authority, and documentation.

Investment Parameters: Specified restrictions on investments to limit the amount of risk in a portfolio.

Investment Types: A list of investment the local agency has been given authority in which to invest as listed under California Government Code Section 53601.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Maximum Maturities: California law states local governments cannot make investments with terms in excess of 5 years unless receiving authority from their legislative body.

Portfolio: Collection of securities held by an investor.

Reporting Methods: Ways that investment outcomes are reported including listing of instrument values, dollar value returns, percentage yields, etc.

Safekeeping and Custody: Rules derived to ensure the safety of an investment and within whose control the investment resides.

Securities & Exchange Commission (Sec): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Yield: The rate of annual income returns on investment, expressed as a percentage.

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**RESOLUTION NO. 2020-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, CONFIRMING THE FACTORS USED FOR CALCULATING THE ANNUAL APPROPRIATION LIMIT FOR FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**

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

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

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

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

**WHEREAS**, the City of Lomita has complied with all the provisions of Article XIII B and Government Code section 7900 et seq. in determining the Appropriations limit for the Fiscal Year 2020-2021; and

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

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

SECTION 1. That the appropriations limit for the City of Lomita for the Fiscal Year 2020-2021 shall be \$30,362,482.

SECTION 2. That the change in cost of living factor being used to calculate the Fiscal Year 2020-2021 appropriations limit is the change in California per capita personal income.

SECTION 3. That the change in population factor being used to calculate the Fiscal Year 2020-2021 appropriations limit is the population percentage change for the City of Lomita.

SECTION 4. This Resolution will become effective immediately upon adoption.

SECTION 5. That the City Clerk shall certify to the adoption of this resolution.

**PASSED, APPROVED, AND ADOPTED**, this 16<sup>th</sup> day of June 2020.

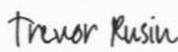
  
James Gazeley., Mayor

ATTEST:

  
Kathleen Hill, City Clerk



APPROVED AS TO FORM:

DocuSigned by:  
  
675AED1708GA474...  
Trevor Rusin  
City Attorney

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF LOMITA                )

I, **Kathleen Hill**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2020-20 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 16, 2020, by the following vote, to wit:

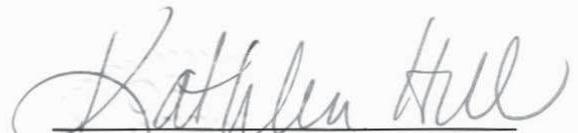
AYES:           Council Members: Sanchez, Savidan, Segawa, Mayor Pro Tem Waronek and Mayor Gazeley

NOES:           None

ABSENT:        None

RECUSE:        None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Lomita, California this 16<sup>th</sup> day of June 2020.

  
**Kathleen Hill, CMC, City Clerk  
City of Lomita, California**

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**RESOLUTION NO. 2020-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING RESOLUTION NO. 81-56, AND ESTABLISHING A COMPENSATION PLAN FOR EMPLOYEES FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021**

**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

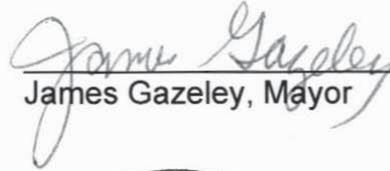
**WHEREAS**, Resolution 81-56, as amended, sets forth the Rules and Regulations regarding the payment of salaries, sick leaves, vacations, leaves of absence and other regulations related to full-time employees of the City.

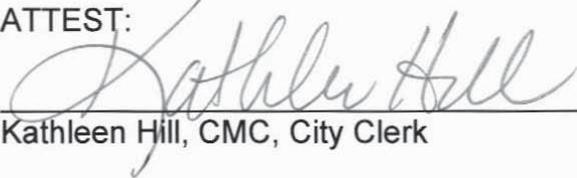
**NOW, THEREFORE**, the City Council of the City of Lomita does resolve, determine and order as follows:

SECTION 1. The salary schedule listed in Section III and the authorized positions and salary range schedule listed in Section IV of Resolution 81-56 is hereby amended as indicated on the attached Exhibit A for the fiscal year commencing on July 1, 2020, and ending on June 30, 2021.

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.

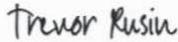
**PASSED, APPROVED, AND ADOPTED** this 16<sup>th</sup> day of June 2020.

  
James Gazeley, Mayor

ATTEST:  
  
Kathleen Hill, CMC, City Clerk



APPROVED AS TO FORM:

DocuSigned by:  
  
875A5D17D6CA474  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF LOMITA                )

I, **Kathleen Hill**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2020-21 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 16, 2020, by the following vote, to wit:

AYES:            Council Members: Sanchez, Savidan, Segawa, Mayor Pro Tem Waronek and Mayor Gazeley

NOES:           None

ABSENT:        None

RECUSE:        None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Lomita, California this 16<sup>th</sup> day of June 2020.

  
**Kathleen Hill, CMC, City Clerk  
City of Lomita, California**

**CITY OF LOMITA - FISCAL YEAR 2020-2021  
SECTION III - SALARY SCHEDULE - LCEA**

<b>SCHED. NO.</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
53	3,236	3,444	3,605	3,802	4,013
54	3,319	3,514	3,701	3,903	4,121
55	3,410	3,605	3,802	4,013	4,235
56	3,514	3,701	3,903	4,121	4,354
57	3,605	3,802	4,013	4,236	4,470
58	3,701	3,903	4,121	4,354	4,599
59	3,802	4,013	4,235	4,470	4,719
60	3,903	4,121	4,354	4,599	4,842
61	4,013	4,236	4,470	4,719	4,980
62	4,121	4,354	4,599	4,842	5,114
63	4,235	4,470	4,719	4,980	5,263
64	4,354	4,599	4,842	5,114	5,404
65	4,470	4,719	4,980	5,264	5,555
66	4,599	4,842	5,114	5,404	5,702
67	4,719	4,980	5,263	5,555	5,857
68	4,842	5,114	5,404	5,702	6,023
69	4,980	5,263	5,555	5,857	6,182
70	5,114	5,404	5,702	6,023	6,353
71	5,264	5,555	5,857	6,183	6,525
72	5,404	5,702	6,023	6,353	6,699
73	5,555	5,857	6,183	6,525	6,877
74	5,702	6,023	6,353	6,699	7,069
75	5,857	6,183	6,525	6,877	7,258
76	6,023	6,353	6,699	7,069	7,459
77	6,182	6,525	6,877	7,258	7,655
78	6,354	6,700	7,070	7,459	7,869
79	6,525	6,877	7,258	7,655	8,079
80	6,700	7,070	7,459	7,869	8,301
81	6,877	7,258	7,655	8,079	8,521
82	7,069	7,459	7,869	8,300	8,752
83	7,258	7,655	8,079	8,521	8,991
84	7,459	7,869	8,300	8,752	9,235
85	7,655	8,079	8,521	8,991	9,489
86	7,869	8,301	8,753	9,237	9,744
87	8,079	8,521	8,991	9,489	10,006
88	8,300	8,752	9,235	9,742	10,279
89	8,521	8,991	9,489	10,006	10,558
90	8,752	9,235	9,742	10,279	10,838
91	8,991	9,489	10,006	10,558	11,139
92	9,235	9,742	10,279	10,838	11,438
93	9,489	10,006	10,558	11,139	11,752
94	9,742	10,279	10,838	11,438	12,068
95	10,006	10,558	11,139	11,752	12,398

**CITY OF LOMITA - FISCAL YEAR 2020-2021 SECTION  
III - SALARY SCHEDULE - UNREPRESENTED**

<b>SCHED. NO.</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
53	3,236	3,444	3,605	3,802	4,013
54	3,319	3,514	3,701	3,903	4,121
55	3,410	3,605	3,802	4,013	4,235
56	3,514	3,701	3,903	4,121	4,354
57	3,605	3,802	4,013	4,236	4,470
58	3,701	3,903	4,121	4,354	4,599
59	3,802	4,013	4,235	4,470	4,719
60	3,903	4,121	4,354	4,599	4,842
61	4,013	4,236	4,470	4,719	4,980
62	4,121	4,354	4,599	4,842	5,114
63	4,235	4,470	4,719	4,980	5,263
64	4,354	4,599	4,842	5,114	5,404
65	4,470	4,719	4,980	5,264	5,555
66	4,599	4,842	5,114	5,404	5,702
67	4,719	4,980	5,263	5,555	5,857
68	4,842	5,114	5,404	5,702	6,023
69	4,931	5,212	5,500	5,799	6,122
70	5,114	5,404	5,702	6,023	6,353
71	5,264	5,555	5,857	6,183	6,525
72	5,404	5,702	6,023	6,353	6,699
73	5,555	5,857	6,183	6,525	6,877
74	5,702	6,023	6,353	6,699	7,069
75	5,857	6,183	6,525	6,877	7,258
76	6,023	6,353	6,699	7,069	7,459
77	6,122	6,460	6,809	7,186	7,579
78	6,291	6,634	7,000	7,385	7,791
79	6,525	6,877	7,258	7,655	8,079
80	6,634	7,000	7,385	7,791	8,219
81	6,877	7,258	7,655	8,079	8,521
82	7,069	7,459	7,869	8,300	8,752
83	7,258	7,655	8,079	8,521	8,991
84	7,459	7,869	8,300	8,752	9,235
85	7,579	7,999	8,439	8,902	9,396
86	7,869	8,301	8,753	9,237	9,744
87	8,079	8,521	8,991	9,489	10,006
88	8,300	8,752	9,235	9,742	10,279
89	8,439	8,902	9,396	9,908	10,454
90	8,752	9,235	9,742	10,279	10,838
91	8,991	9,489	10,006	10,558	11,139
92	9,235	9,742	10,279	10,838	11,438
93	9,489	10,006	10,558	11,139	11,752
94	9,742	10,279	10,838	11,438	12,068
95	10,006	10,558	11,139	11,752	12,398
S78	7,629	8,050	8,463	8,930	9,452
M73	5,744	6,062	6,400	6,751	7,114
M80	6,933	7,350	7,716	8,139	8,589
M83	7,510	7,923	8,359	8,819	9,303
M84	7,716	8,139	8,589	9,057	9,559
M87	8,359	8,815	9,305	9,820	10,457
M88	8,574	9,058	9,559	10,080	10,637
M89	8,815	9,305	9,820	10,356	10,924
M90	9,058	9,559	10,080	10,637	11,216
M91	9,305	9,820	10,356	10,924	11,526
M92	9,559	10,080	10,637	11,216	11,832
M93	9,820	10,356	10,924	11,526	12,159
M94	10,080	10,637	11,216	11,832	12,483
M95	10,338	10,920	11,508	12,138	12,807
Assistant City Manager				Flat Rate	13,678

**CITY OF LOMITA - FISCAL YEAR 2020-2021**  
**SECTION IV - AUTHORIZED FULL TIME POSITIONS AND SALARY SCHEDULES**

<b>Department</b>	<b>Position Title</b>	<b>Salary Schedule</b>	<b>F/T</b>
<b>City Manager's Dept.</b>	City Councilmembers	N/A	N/A
	City Manager	N/A	1
	Assistant City Manager	N/A	1
	City Clerk	89	1
	Recreation & Facilities Manager	85	1
	Management Analyst	80	2
	Human Resources Analyst	77	1
	Recreation Supervisor	72	2
	Deputy City Clerk/Executive Assistant	69	1
	Administrative Analyst	69	1
	Administrative Clerk III (City Clerk's)	59	1
	Maintenance Worker II	59	1
	Administrative Clerk II (Recreation) - Frozen	56	1
	Maintenance Worker I	55	1
	<b>Total Department</b>		
<b>Administrative Services</b>	Administrative Services Director	M93	1
	Finance Supervisor	79	1
	Senior Accountant	78	1
	Junior Accountant	67	1
	Administrative Clerk III	59	1
	Account Clerk	59	1
	<b>Total Department</b>		
<b>Community Development</b>	Community & Economic Dev. Director	M93	1
	Assistant Planner	70	1
	Neighborhood Pres. Officer	68	1
	<b>Total Department</b>		
<b>Public Works</b>	Public Works Director	M95	1
	Senior Civil Engineer	87	1
	Chief Water Operations Manager	85	1
	PW Superintendent - Streets/Trees/Park	85	1
	Assistant Engineer	70	1
	PW Lead Worker Streets & Trees	70	1
	PW Lead Worker Park Maintenance - Frozen	70	1
	Water Treatment Plant Operator	68	1
	Water Service Technician II (underfill of WTP)	62	1
	Maintenance Worker III	62	2
	Maintenance Worker II - One Position Frozen	59	3
	Administrative Clerk III	59	1
	Water Service Technician I	58	3
	Maintenance Worker I - One Position Frozen	55	3
<b>Total Department</b>			<b>21</b>
<b>Total City</b>			<b>45</b>

**RESOLUTION NO. 2020-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, AMENDING THE PART-TIME AND TEMPORARY EMPLOYMENT POLICY AND COMPENSATION PLAN, ADOPTED IN RESOLUTION NO. 2015-34, AND ESTABLISHING AUTHORIZED POSITIONS AND A SALARY SCHEDULE FOR PART-TIME AND TEMPORARY EMPLOYEES FOR FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021**

**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**, Lomita Municipal Code Title II, Administration, Chapter 14 Personnel System does not include part-time and temporary employees in the competitive service; 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 part-time and temporary employees of the City as well as other regulations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:**

SECTION 1. That these part-time and temporary classes as set forth in this Resolution, shall be designated as non-competitive classes, and shall not be eligible to participate in any benefit programs of the City unless otherwise indicated in this Resolution.

SECTION 2. That the Employment Policy for part-time and temporary employees as established by this Resolution shall be in effect immediately upon adoption.

SECTION 3. DEFINITION OF TERMS.

- A. Part-time shall mean those positions assigned a schedule of less than 1,000 hours per fiscal year on a re-occurring basis.
- B. Temporary shall mean a temporary appointment to a temporary assignment for a set period of time, not to exceed one year. A temporary assignment shall have a pre-determined beginning and end date, with prior approval by the City Manager or his/her designee. Employees on a temporary assignment may be allowed to work up to 80 hours in a pay period, with prior approval and authorization from the City Manager or his/her designee. In no case shall a temporary employee work in excess of 1,000 hours in a fiscal year.

- C. Dual Classification shall mean when an employee is working part-time in two different classifications. Employees working in two different classifications are limited to a combined total of less than 1,000 hours in a fiscal year. If two different departments are involved, both departments must mutually agree. It is the responsibility of the employee to inform each department of other City employment.

SECTION 4. WAGE INCREASES. Part-time employees are eligible for wage increases within the pay range for the class to which the employee is appointed. Wage increases shall not exceed the maximum pay rate as set forth in the pay range for the class and shall be based upon any of the following:

- A. Completion of one year of work for the City and satisfactory performance as documented in the employee's annual performance review and thereafter on an annual basis subject to satisfactory performance reviews;
- B. A significant increase in the employee's duties and responsibilities justified and documented by the department head and approved by the City Manager or his/her designee.
- C. Under unusual circumstances, justified and documented by the department head and approved by the City Manager or his/her designee.

SECTION 5. OVERTIME. For those employees working in a classification eligible under the Fair Labor Standards Act (FLSA), work performed in excess of 40 straight-time hours in a work period shall be deemed overtime and paid at the overtime rate of 1.5 times the employee's regular rate of pay. Notwithstanding emergency situations or special occurrences, it shall be the general policy to discourage overtime work by part-time and temporary employees. All overtime must be approved by the City Manager.

SECTION 6. SAFETY EQUIPMENT AND UNIFORMS. Safety equipment and uniforms required by the City to be used or worn by part-time and temporary employees shall be provided or paid for by the City.

SECTION 7. RETIREMENT PLAN. Upon hire, the employee shall be enrolled in the International City Management Association – Retirement Corporation (ICMA-RC) PTS deferred compensation plan, the retirement plan for part-time and temporary employees. A 7.5% mandatory employee contribution will be deducted from the employee's pay check.

SECTION 8. HOURLY SALARY SCHEDULE. The salary schedule and authorized part-time and temporary positions are hereby approved as indicated in Attachment A.

SECTION 9. PAID SICK LEAVE. Beginning on July 1, 2015, part-time and temporary employees who work 30 days or more within a year of beginning employment and annually thereafter shall be eligible to accrue and take paid sick

leave. Part-time employees shall adhere to the existing Sick Leave Policy within the Lomita Personnel Rules, with the exception of the policies listed below:

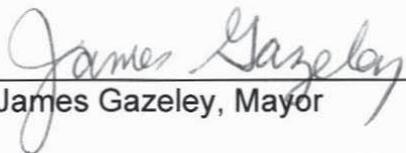
A. Employees shall accrue sick leave at the rate of one hour of paid sick leave for every 30 hours worked.

B. Accumulated sick leave shall be capped at 48 hours.

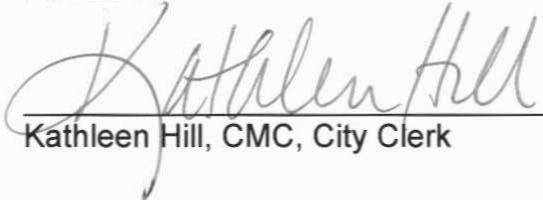
SECTION 10. This resolution will become effective immediately upon adoption.

SECTION 11. 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 16<sup>th</sup> day of June 2020.

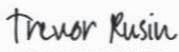
  
James Gazeley, Mayor

ATTEST:

  
Kathleen Hill, CMC, City Clerk



APPROVED AS TO FORM:

DocuSigned by:  
  
Trevor Rusin  
City Attorney

STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS  
CITY OF LOMITA                )

I, **Kathleen Hill**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2020-22 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 16, 2020, by the following vote, to wit:

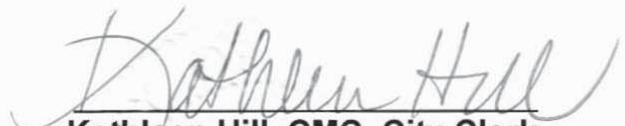
AYES:            Council Members: Sanchez, Savidan, Segawa, Mayor Pro Tem Waronek  
                    and Mayor Gazeley

NOES:           None

ABSENT:        None

RECUSE:       None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Lomita, California this 16<sup>th</sup> day of June 2020.

  
**Kathleen Hill, CMC, City Clerk**  
**City of Lomita, California**

**ATTACHMENT A: CITY OF LOMITA - FISCAL YEAR 2020-2021  
PART-TIME AND TEMPORARY EMPLOYEE HOURLY SALARY SCHEDULE**

<b>Schedule No.</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
PT20	13.00	14.00	15.00		
PT25	13.25	14.25	15.25		
PT30	13.41	14.08	14.78	15.52	16.30
PT35	13.69	14.37	15.09	15.84	16.63
PT40	14.00	14.70	15.44	16.21	17.02
PT50	15.00	15.75	16.54	17.37	18.24
PT60	16.21	17.02	17.87	18.76	19.70
PT70	17.50	18.38	19.30	20.27	21.28
PT85	22.68	23.81	25.00	26.25	27.56

**AUTHORIZED PART-TIME AND TEMPORARY POSITIONS**

<b>Department</b>	<b>Position Title</b>	<b>Salary Schedule</b>
<b>Admin. Services Dept.</b>	Finance Intern	PT35
<b>City Manager's Dept.</b>	Parking Enforcement Officer	PT50
	Video Technician	PT85
<b>Community Development</b>	Planning Intern	PT35
<b>CM - Facilities &amp; Recreation</b>	Asst. Recreation Coordinator	PT30
	PT Maintenance Worker	PT40
	Recreation Leader	PT20
	Senior Recreation Leader	PT25
<b>Public Works</b>	Engineering Intern	PT35
	PT Maintenance Worker	PT40

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## CITY COUNCIL

JIM GAZELEY  
MARK WARONEK  
HENRY SANCHEZ JR  
MICHAEL SAVIDAN  
CINDY SEGAWA



## ADMINISTRATION

RYAN SMOOT  
CITY MANAGER

## CITY OF LOMITA

June 16, 2020

### **Subject: City Manager's FY 2020-2021 Budget Message**

Dear Honorable Mayor, City Council and Citizens of Lomita:

I am pleased to submit the Fiscal Year 2020-21 Annual Operating and Capital Improvement Budget for the City of Lomita. In recent years, the City Council has rightly set a high standard for services to our community, and I am proud to say this budget focuses on the goals set forth by the City Council and continues to provide quality public services, promote pride in our community, and encourage economic growth while being fiscally responsible with the limited resources available.

The Fiscal Year 2020-21 Proposed Budget has a deficit of \$541,253 before transfers in, this is mainly due to the Covid-19 Pandemic. The deficit has been balanced with transfers from other funds and General Fund Reserves. Revenues are conservatively projected to decrease by \$424,469 (not including transfers from other funds); however, expenditures continue to rise over time. This year, General Fund revenues are projected to be \$9,403,836 including transfers in, and expenditures are projected at 9,545,089, and has been balanced using the City's Reserves and transfers from other funds. As in recent years, expenditure forecasts continue to outpace revenue projections and going forward the City will continue to face challenges without added revenues in coming years.

We're proud that Lomita has been able to maintain public safety while protecting city services even during harsh economic times. As our city, along with the rest of the state and the country, faces serious health and economic challenges due to the COVID-19 pandemic, Lomita is working tirelessly to provide the services our residents need to get through this extraordinarily tough time.

Our top priority is to keep Lomita residents safe and protect their quality of life. We are taking proactive measures to ensure the safety and well-being of all families residing in Lomita. We are giving priority to the services that our residents need the most – such as quick emergency response, senior support, as well as adhering to the county's strict health protocols that will help our residents stay safe during this health crisis. It appears likely that the State of California will reduce sources of local funding, and other revenues may diminish, depending on the scale of the COVID-19 economic recession. Lomita may need to consider additional stable sources of local funding that can't be taken by the State in order to prevent budget cuts that would reduce vital local services to residents.

Below is a general overview of the major revenue sources and expenditures with comparisons to previous years:

## **General Fund Overview of Fiscal Year 2020-2021 Budget**

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other funds are accounted for in this fund. Expenditures of this fund include the general operating expenses which are not paid through other funds.

On March 4, 2020, Los Angeles County declared a Level Three local emergency. On March 17, 2020, the City declared a local state of emergency due to the Coronavirus Pandemic, Covid-19. To reduce the likelihood of community spread and to protect the vulnerable members of the community, the City has closed all city facilities including parks, playgrounds, the gym, and City Hall among others, and cancelled all non-essential meetings, events, and programs. On March 19, 2020, the Public Health Office for the County of Los Angeles issued a Mandatory Safer at Home order requiring all non-essential business activities to cease and implementing other restrictions.

On April 2, 2020, the State of California, Governor Newsom announced a new relief effort that gives all businesses with less than \$5 million in annual taxable sales the ability to defer payment on up to \$50,000 in sales and use tax liability without incurring any penalties or interest and provided a three-month extension for a tax return or payment to any businesses filing a return for less than \$1 million in tax.

Conservative revenue projections have been included in the budget proposal, though without additional revenue in coming years reductions to essential services may need to be considered. In years past, the Council, foreseeing coming increases to CalPERS costs, saw fit to establish a Pension Stabilization Fund, and as presented, the proposed Fiscal Year 2020-21 budget has been balanced using \$200,000 from that Fund to offset costs related to annual payments to CalPERS.

## **General Fund Revenues**

General fund revenues for FY 2020-21 are projected at \$9,403,836, a decrease of \$424,690 (not including transfers from other funds) from FY 2019-20 Adopted Budget. The overall decrease is due in large part to the Covid-19 Pandemic and possible recession.

Some of the most significant changes in funding for FY 2020-21 are listed below:

- Sales tax revenue is projected at \$1.77 million, a net decrease of \$89,792 from FY 2019-20 Adopted Budget and represents 19% of total general fund revenues.
- Motor Vehicle In-Lieu revenue is projected at \$2.2 million, no change from FY 2019-20 Adopted Budget and represents 26% of total general fund revenues.
- Property tax revenue is projected at \$1.7 million, a net increase of \$12,352 from FY 2019-20 Adopted Budget and represents 18% of total general fund revenues.
- Business License Fees are projected at \$600,000, a net decrease of \$70,000 over FY 2019-20 Adopted Budget and represents 6% of total general fund revenues.
- Building Department Fees are projected at \$500,000, a net decrease of \$100,000 over FY 2019-20 Adopted Budget and represents 5% of total general fund revenues.

## **General Fund Expenditures**

Preliminary projections for the coming years were developed in early 2020, and based on those projections, each department was instructed to prepare a conservative budget, with a focus on maintaining essential services and finding long term savings while pushing forward with the Council's adopted goals and priorities.

General Fund expenditures have been reduced for FY 2020-21 and are projected at \$9,545,089 - a decrease of \$83,437 from FY 2019-20 Adopted Budget.

The proposed budget includes significant planned investments to the City's water system including the construction of the Granular Activated Carbon Secondary Filtration System at the Cypress Water Production Facility. These projects rely on investment and partnership with outside agencies and may also require internal investment from the Water Enterprise Fund and the City's General Fund.

The largest increased expenditure this year comes from the regularly scheduled November City Council Election and an increase in the City's Workers' Compensation and Liability insurance. Rising pension costs will continue to be a concern in the coming years, but investments made in recent years to pay down the obligation – such as the pay-off of the City's Side Fund in FY 2018-19 and the commitment of much of the City's staff to contribute over and above the employee share of pension costs, as well as many other benefit amendments and reductions in recent years – will help to mitigate the severity of future increases, and help to secure the retirement future for our employees.

## **General Fund Reserve**

As proposed, the Fiscal Year 2020-21 Budget continues to maintain a general fund reserve of \$4,000,000.

## **Summary Conclusions**

The Proposed Fiscal Year 2020-21 Budget focuses on service delivery while living within our means. It maintains critical services and keeps our enterprise fund in strong financial shape while continuing to invest in long term infrastructure improvements to enhance the quality of life of our residents. The General Fund has a deficit due to revenue shortfalls and increased expenditures due to the pandemic. This budget reflects the difficulties of a weakening revenue outlook and projected increases in the costs to maintain service levels. The Budget also includes departmental and operational adjustments to better align with the City Council's priorities and shape our organization to continue to meet the future needs of the community. Of course, we will continue to tighten our belts and operate conservatively, as we always have. However, given the challenges ahead in coming years, the City will need to creatively improve our ongoing revenue sources as well as continue to closely monitor and contain our expenditures.

In summary, the Fiscal Year 2020-21 Operating and Capital Improvement Budget provides a spending plan that maintains fiscal responsibility while highlighting some of the challenges the City faces in coming years in pursuing its long-term goals and objectives.

I would like to recognize the efforts of the City's outstanding finance team for all their efforts in the preparation of this budget, as well as our Department Heads in preparing and managing a concise, transparent, and informative budget document. I would also like to recognize the City's staff for their hard work and continued willingness to assist the City in addressing our long-term challenges. I would like to thank the City Council for their continued support and for providing a long-term vision to make the City of Lomita the City of the future and beyond. It is the tireless dedication of our City Council and our staff that will allow the City to continue to thrive.

Sincerely,

A handwritten signature in black ink that reads "Ryan Smoot". The signature is written in a cursive, flowing style.

Ryan Smoot  
City Manager



## Fiscal Year 2020/21 Annual Budget City of Lomita Projected Fund Balance

	Audited Beginning Balance as of July 1, 2019	Projected Beginning Balance as of July 1, 2020	Adopted Revenues	Adopted Expenditures	Projected Ending Balance as of June 30, 2021
<b>General</b>	<b>\$ 5,022,867</b>	<b>\$ 5,022,867</b>	<b>\$ 9,403,836</b>	<b>\$ 9,545,089</b>	<b>\$ 4,881,614</b>
Capital Improvement	71,363	71,563	1,500	-	73,063
Equipment Replacement	147,369	53,869	500	-	54,369
Facilities Improvement	145,094	115,094	-	-	115,094
OPEB Trust	146,081	146,581	2,500	-	149,081
Park Equipment Replacement	296,256	296,256	-	-	296,256
Pension Stabilization	985,739	785,739	5,000	200,000	590,739
Economic Development	557,016	547,016	-	340,000	207,016
Stephenson Center	85,744	85,744	-	-	85,744
Street Improvement	766,385	759,160	5,000	425,000	339,160
Park Facilities Fee	135,841	142,241	7,500	-	149,741
State Gas Tax	337,740	597,858	878,642	961,296	515,204
Measure R Local Return	712,961	803,256	282,284	824,680	260,860
Measure R Highway	(10,268)	(10,268)	10,268	-	-
Measure M	195,899	398,409	309,557	358,557	349,409
CDBG	11	11	147,439	147,439	11
Lomita Housing Authority	936	(5,818)	45,204	39,355	31
Prop A Local Return	273,315	383,290	467,637	391,703	459,224
Prop C Local Return	868,642	1,216,906	378,008	350,000	1,244,914
South Coast AQMD	53,452	29,900	27,000	31,500	25,400
Landscape Maint District #1	10,376	10,376	11,738	22,114	-
Park Athletic	58,687	79,835	37,800	29,148	88,487
Park Grant Fund	81,721	81,721	-	-	81,721
Lomita Manor Development	428,200	439,422	461,048	439,170	461,300
Cleep	6,016	6,016	100	-	6,116
Railroad Museum Foundation	20,597	20,597	15,000	15,000	20,597
Tom Rico Memorial	6,485	4,985	1,000	2,500	3,485
<b>Special Revenues</b>	<b>3,180,611</b>	<b>4,198,737</b>	<b>3,080,225</b>	<b>3,612,462</b>	<b>3,666,500</b>
<b>Water Operations</b>	<b>1,640,885</b>	<b>2,343,624</b>	<b>6,630,000</b>	<b>7,410,750</b>	<b>1,562,874</b>
<b>Water Capital</b>	<b>3,564,176</b>	<b>2,727,950</b>	<b>3,862,916</b>	<b>5,741,304</b>	<b>849,562</b>
<b>Rate Stabilization</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>Total Fund Balance</b>	<b>\$ 16,734,586</b>	<b>\$ 17,279,200</b>	<b>\$ 22,991,477</b>	<b>\$ 27,274,605</b>	<b>\$ 12,996,072</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Revenue Summary by Fund

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>General Fund</b>				
Property Taxes	1,657,387	1,639,059	1,707,620	1,719,972
Development Tax	36,000	18,000	20,000	20,000
Sales and Use Tax	1,769,925	2,011,963	1,864,792	1,775,000
Business License Tax	617,755	652,617	670,000	600,000
PEG Fees	15,760	36,910	40,000	35,000
Franchise Tax	345,511	347,479	350,000	350,000
Refuse Tax - Residential	108,809	114,531	115,000	125,000
Refuse Tax - Commercial	149,966	152,970	155,000	165,000
TOT	180,278	185,632	175,000	100,000
Special Permit Fees	8,637	8,830	10,000	10,000
Technology Fees	1,620	1,637	1,500	1,800
Planning and Zoning Fees	134,935	77,492	95,000	100,000
Encroachment Permit Fees	98,936	55,027	75,000	75,000
Tow and Storage Fees	14,100	19,100	14,000	19,000
Museum Admission Fees	14,043	20,110	15,000	15,000
Parks & Rec Fees	171,445	149,510	180,550	80,000
Animal Care and Control	28,844	23,914	30,000	25,000
Building and Safety Fees	583,307	1,311,359	600,000	500,000
Other Fees	20,770	23,530	20,000	20,000
Parkway Tree Fees	4,950	5,775	5,000	6,000
Court Fines	120,934	113,279	125,000	125,000
Parking Fines	265,845	328,412	260,000	250,000
Miscellaneous Fines	-	3,850	2,000	3,000
Administrative Citations	57,800	17,750	10,000	5,000
Park Rentals	58,191	54,931	50,000	30,000
Lease and Rental	184,477	190,266	190,000	190,000
Interest	(41,606)	159,182	75,000	75,000
Franchise Administrative Fee	60,000	60,000	60,000	60,000
Business License Fee	35,904	36,323	35,000	33,000
CASP Fee	2,437	4,900	4,000	4,000
Law Enforcement Grant	139,416	148,747	150,000	160,000
Motor Vehicle in Lieu	2,142,009	2,263,193	2,261,064	2,261,064
Miscellaneous Revenues	32,348	91,759	25,000	30,000
Souvenir Sales - City	765	1,534	1,000	1,000
Special Events - Donations	-	-	35,000	35,000
Property Damage Claims	-	22,912	2,000	-
Funds Transferred In	1	14,836	200,000	400,000
<b>Total General Fund Revenues</b>	<b>9,021,499</b>	<b>10,367,319</b>	<b>9,628,526</b>	<b>9,403,836</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Revenue Summary by Fund

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>Other Fund Revenues</b>				
OPEB Trust	16,484	3,801	500	2,500
Pension Stabilization	25,000	155,894	-	5,000
Economic Development	72,500	400,000	50,000	-
State Gas Tax	832,943	1,008,842	885,253	878,642
Measure R Local Return	236,736	271,899	260,776	282,284
Measure R Hwy	261,331	1,136,630	-	10,268
Measure M	213,433	294,835	295,475	309,557
CDBG	115,861	135,165	282,082	147,439
Lomita Housing Authority	41,243	30,000	32,999	45,204
Proposition A	404,783	445,437	439,156	467,637
Proposition C	316,301	358,330	348,264	378,008
Air Quality MD AB2766	26,231	28,222	49,050	27,000
Landscape Maint. Dist. #1	14,511	11,823	12,817	11,738
Park Facilities Fee	87,488	7,133	6,400	7,500
Park Athletic	71,465	76,050	62,800	37,800
Park Grant	294,737	-	-	-
Lomita Manor Development	509,763	584,254	397,842	461,048
Cleep	22	157	-	100
Mayor's Golf Classic	26,912	6,560	-	-
Founder's Day	30,363	31,756	-	-
Capital Improvement	20,194	1,857	200	1,500
Streets Improvement	22,910	117,767	1,000	5,000
Water Operations	5,430,460	5,759,451	6,620,500	6,630,000
Water Capital	894,117	859,286	3,818,235	3,862,916
Equipment Replacement	635	4,426	500	500
Park Equipment Replacement	72,500	200,000	-	-
Railroad Museum Foundation	68,261	14,180	-	15,000
Tom Rico Memorial	2,000	950	1,000	1,000
<b>Total Other Fund Revenues</b>	<b>10,109,184</b>	<b>11,944,705</b>	<b>13,564,849</b>	<b>13,587,641</b>
<b>Total All City Funds Revenues</b>	<b>19,130,683</b>	<b>22,312,024</b>	<b>23,193,375</b>	<b>22,991,477</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Expenditure Summary by Fund

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>General Fund</b>				
<b>Expenditures by Dept.:</b>				
City Council	83,743	43,957	41,365	44,171
City Attorney	130,134	157,904	137,000	157,000
City Manager	386,019	551,978	715,272	791,128
City Clerk	248,364	237,299	221,506	343,813
Administrative Services	524,084	479,859	500,941	553,311
Human Resources	266,970	1,026,502	689,612	556,354
Law Enforcement	3,183,042	3,289,894	3,653,262	3,686,667
Emergency Operations	9,246	6,927	15,000	15,000
Safety Enforcement	322,942	280,005	249,207	284,608
Animal Control	62,336	55,401	50,000	50,000
Planning	644,196	492,201	530,834	559,617
Neighborhood Preserv	98,690	96,433	102,842	104,603
Economic Development	99,839	67,075	31,500	31,500
Information Technology	175,633	267,364	205,679	185,737
Public Works Administration	220,088	212,177	280,577	288,234
Public Works - Streets	-	-	205,095	216,312
Safety Compliance	33,270	34,471	-	-
Recreation & Facilities Admin	339,885	201,034	653,222	541,535
Recreation	775,708	718,401	760,337	650,056
Lomita Presents	15,649	17,448	74,841	68,813
Park Maintenance	1,335,392	1,038,266	443,951	333,407
Railroad Museum	63,054	63,320	62,405	43,143
Transfers to Other Funds	543,617	1,029,400	4,078	40,080
<b>Total General Fund Expenditures</b>	<b>9,561,901</b>	<b>10,367,316</b>	<b>9,628,526</b>	<b>9,545,089</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Expenditure Summary by Fund

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>Other Fund Expenditures</b>				
Pension Stabilization	-	-	200,000	200,000
Economic Development	14,884	600	140,000	340,000
Gas Tax	596,455	790,724	1,118,102	961,296
Measure R Local Return	23,389	64,680	787,680	824,680
Measure R Hwy	721,494	641,311	-	-
Measure M	-	312,370	276,500	358,557
CDBG	115,855	135,162	282,082	147,439
Lomita Housing Authority	35,979	35,918	39,753	39,355
Proposition A	354,203	380,481	329,181	391,703
Proposition C	706,186	-	-	350,000
Air Quality MD AB2766	20,498	34,167	72,602	31,500
Landscape Maint. Dist. #1	11,856	6,892	12,817	22,114
Park Athletic	82,902	42,026	41,652	29,148
Lomita Manor Development	416,878	484,650	386,620	439,170
Museum Expansion	48,949	-	-	-
Mayor's Golf Classic	31,701	50,203	-	-
Founder's Day	30,363	31,755	-	-
Capital Improvement	13,818	-	-	-
Streets Improvement	159,988	28,655	405,000	425,000
Facilities Improvement	4,340	-	30,000	-
Stephenson Center	-	3,599	-	-
Water Operations	4,858,095	5,063,716	5,917,761	7,410,750
Water Capital	957,933	962,254	4,806,461	5,741,304
Equipment Replacement	11,316	11,316	94,000	-
Railroad Museum Foundation	54,316	161,391	25,000	15,000
Tom Rico Memorial	1,894	1,000	2,500	2,500
<b>Total Other Fund Expenditures</b>	<b>9,273,292</b>	<b>9,242,870</b>	<b>14,967,711</b>	<b>17,729,516</b>
<b>Total All City Funds Expenditures</b>	<b>18,835,193</b>	<b>19,610,186</b>	<b>24,596,237</b>	<b>27,274,605</b>

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# **CITY OF LOMITA FY 2019-2020 ACCOMPLISHMENTS**

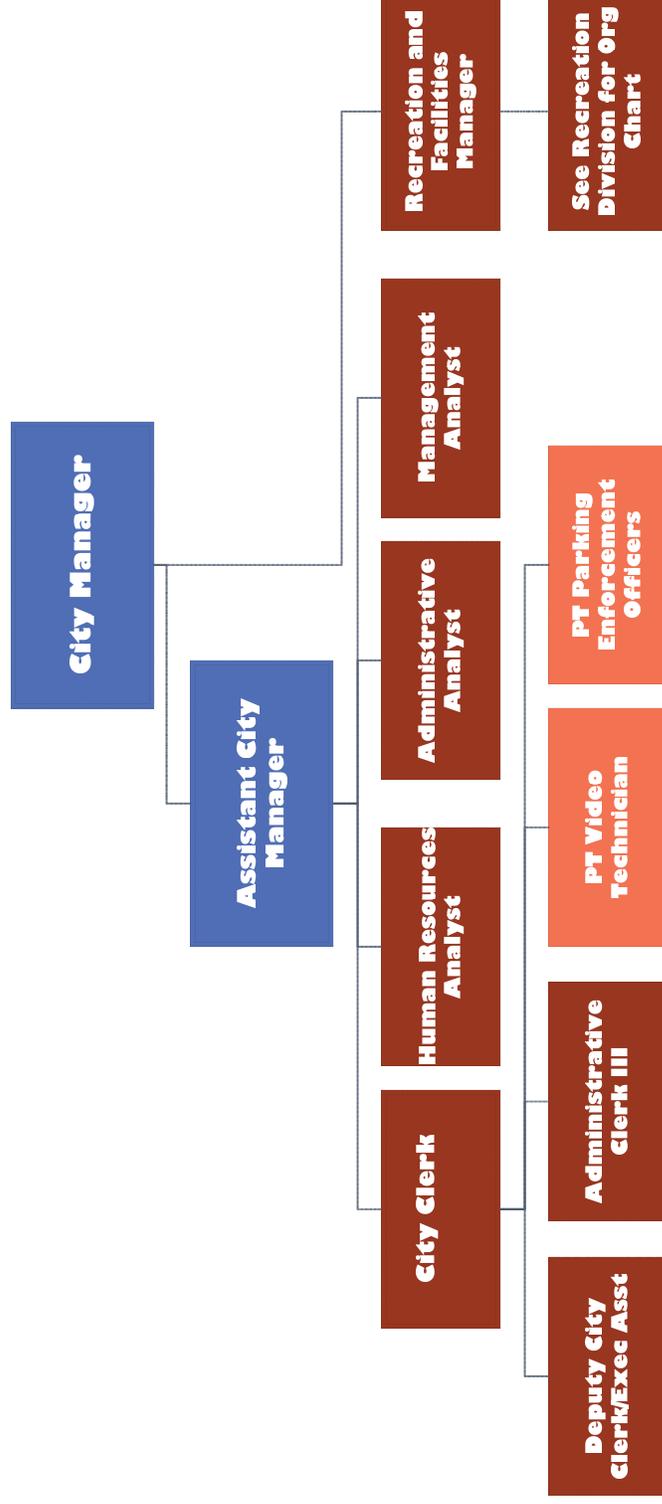
## **CITY MANAGER'S DEPARTMENT**

In FY 19-20 the City Manager's Department consisted of the City Council and City Attorney, and offices of City Manager, City Clerk (which includes Parking Enforcement, Dial-A-Ride, and oversight of the Crossing Guards contract), Information Services, Human Resources, and Economic Development. The City Council is the legislative body and addresses the current and future needs of the City and its residents by adopting policies which promote the best interest of the community. The City Council, together with the offices of the City Manager, City Clerk and City Attorney has accomplished the following for FY 2019-20:

- The City Council appointed a new Mayor and Mayor Pro Tem in December 2018. Mayor Pro Tem Sanchez was appointed Mayor for a one-year term and Councilmember Gazeley was appointed Mayor Pro Tem.
- Presented and adopted the annual budget for FY 2019-20 in June 2019 and completed a mid-year budget review for FY 2019-20 with the City Council on February 25, 2020.
- The City Council, in coordination with the City Manager's Office, continued to communicate formal positions on proposed bills to our state and federal representatives, based on the Council's Legislative Platform.
- Presented the 2019 State of the City Program at Lomita Park highlighting recent and upcoming projects across the City.
- Implemented a citywide reorganization that will improve operational efficiency and save the City approximately \$150,000 in FY 19-20.
- Successfully negotiated an agreement with CalMet Services for a new 8 year contract.
- Conducted a Prop 218 hearing to implement a new 5 year solid waste rate structure.
- Began significant IT infrastructure improvements including server replacement.
- Began planning for citywide conversion to Windows 10, Microsoft Office 365 and replacement of nearly all of the City's existing desktop and laptop computers.
- Continued to increase the City's social media presence on Facebook and Instagram.
- Created and distributed a monthly e-newsletter with updates on Council actions, City projects, and City programs.
- Created a five-minute promotional video based on the topics of the 2019 State of the City address for use on the City's website and social media platforms.

- A local emergency was proclaimed in the City of Lomita in response to the COVID-19 pandemic and the Emergency Operations Center was activated to monitor the situation and coordinate resources, information, and communication with essential agency representatives in response to the public health threat. Initiated the process to request reimbursement of remediation activities and emergency protective measures.
- Established an alert and warning notification system with 12 other cities known as Alert South Bay. Began implementation of the Everbridge Mass Notification System as part of the South Bay Multijurisdictional Notification System Pilot Program.
- Submitted three sub-applications to the California Office of Emergency Services (CalOES) under the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) requesting funding for three projects: 1) 246<sup>th</sup> Street, 247<sup>th</sup> Street, and 247<sup>th</sup> Place Water Main Replacement; 2) Installation of a backup generator at Lomita Park; and 3) Update the General Plan Safety Element, including a seismic evaluation of all City facilities. FEMA approved the Safety Element Update in the amount of \$63,525.65, the Lomita Park Backup Generator application was not selected by CalOES for final submission to FEMA, and the 247<sup>th</sup> Street Area Water Main Replacement Project is pending FEMA consideration.
- Implemented Automated External Defibrillator (AED) Program
- Implemented Heat Illness Prevention Plan
- Hired a Public Works Superintendent
- Organized a successful Employee Health Benefits Fair
- Successfully negotiated Lomita Employee Association MOU
- Hired interns for Public Works, Planning, and Finance departments
- Recruitment: qualified candidate's employment applications have increased substantially due to the City's investment in Neogov software
- Workers Compensation: claims have decreased by 50%
- Risk Management: claims have decreased by 40%
- Training: several employees have completed training in workplace harassment, CPR/first-aid, driver safety, and customer service
- Successfully administered a work-from-home program during the COVID-19 pandemic
- Successfully launched a giving-back-to-the-community program for City employees to donate needed supplies to seniors and disabled citizens during the pandemic
- Successfully organized a "Buddy Bench" bottle top program for City employees & the community to donate plastic bottle caps

# City Manager's Department Organization Chart



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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Council

The City Council is a five member, non-partisan board. Councilmembers are elected to serve a four year term, while the Mayor and Mayor Pro Tem are appointed to serve a one year term. The City Council holds regular meetings to conduct the official business of the City and to assess community issues and concerns, appoints the City Manager, City Attorney and members of all advisory boards, commissions and committees; provides representation on regional organizations and associations and works with neighboring cities to address areas of mutual and regional concern; advocates the City's position on legislative issues that affect the community on the local, state and federal level; adopts the City's Annual Operating and Capital Improvement Project Budget, enacts laws and establishes policies to provide for the general welfare of the community; acts as the Board of Directors for the Lomita Housing Authority. The City Council makes all policy decisions, and adopts laws for the City. The City Council meets formally on the first and third Tuesday of each month.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	74,791	24,744	24,294	24,491
Operating & Maintenance	16,565	21,863	19,689	22,366
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>91,356</b>	<b>46,607</b>	<b>43,983</b>	<b>46,857</b>

#### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Councilmembers	5	-	5
<b>Department Total</b>	<b>5</b>	<b>-</b>	<b>5</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Council

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-110-5105.000	Regular Salaries	21,870	21,507	21,060	21,060
100-110-5207.000	Medicare	302	312	316	316
100-110-5210.000	Workers' Compensation	680	451	489	666
100-110-5215.000	PERS Tier 1 (2.5%@55)	44,460	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>67,312</b>	<b>22,270</b>	<b>21,865</b>	<b>22,042</b>
Other Expenses					
100-110-5415.000	Communications	1,905	2,231	2,000	2,200
100-110-5430.000	Conferences and Meetings	12,331	16,883	15,000	17,000
100-110-5460.000	Insurance - Liability and Vehicle	1,203	1,581	1,700	2,129
<b>Total Other Expenses</b>		<b>15,439</b>	<b>20,695</b>	<b>18,700</b>	<b>21,329</b>
Supplies					
100-110-5505.000	Office Supplies and Expense	152	376	200	200
<b>Total Supplies</b>		<b>152</b>	<b>376</b>	<b>200</b>	<b>200</b>
Other Expenditures					
100-110-5755.000	Special Department Supplies	840	616	600	600
<b>Total Other Expenditures</b>		<b>840</b>	<b>616</b>	<b>600</b>	<b>600</b>
<b>Total City Council - General Fund</b>		<b>83,743</b>	<b>43,957</b>	<b>41,365</b>	<b>44,171</b>
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-110-5105.000	Regular Salaries	2,430	2,390	2,340	2,340
510-110-5207.000	Medicare	33	35	35	35
510-110-5210.000	Workers' Compensation	76	50	54	74
510-110-5215.000	PERS Tier 1 (2.5%@55)	4,940	-	-	-
<b>Total Salaries &amp; Benefits</b>		<b>7,479</b>	<b>2,474</b>	<b>2,429</b>	<b>2,449</b>
Other Expenses					
510-110-5460.000	Insurance - Liability and Vehicle	134	176	189	237
<b>Total Other Expenses</b>		<b>134</b>	<b>176</b>	<b>189</b>	<b>237</b>
<b>Total City Council - Water Operations Fund</b>		<b>7,613</b>	<b>2,650</b>	<b>2,618</b>	<b>2,686</b>
<b>Total City Council General &amp; Water Funds</b>		<b>91,356</b>	<b>46,607</b>	<b>43,983</b>	<b>46,857</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *City Council*

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<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for 5 Councilmembers.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.

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#### **Budget Comment (Operations & Maintenance)**

<b>5415</b>	Communications expense.
<b>5430</b>	Travel and conference expense.
<b>5435</b>	Employee training.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5505</b>	Business cards and other office expenses.
<b>5755</b>	Special department expenses.

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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

## City Attorney

The City of Lomita contracts with the firm of Best Best & Krieger for City Attorney services, with Christi Hugin serving as the primary City Attorney. This allows Lomita access to a full range of legal services that would not be otherwise available to a city the size of Lomita. The City Attorney, as chief legal advisor to the City, renders advice to the City Council, Commissions and Committees, and to City officers and employees. The City Attorney attends all City Council meetings and handles all lawsuits, matters and proceedings in which the City has a legal interest. The Attorney also prepares opinions, ordinances, resolutions, motions, contracts and other legal documents.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	146,382	177,919	180,000	200,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>146,382</b>	<b>177,919</b>	<b>180,000</b>	<b>200,000</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *City Attorney*

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2019/20
<b>100-General Fund</b>				
Contract Services				
100-120-5305.000 Attorneys	130,134	157,904	137,000	157,000
Total Contract Services	130,134	157,904	137,000	157,000
<b>Total City Attorney - General Fund</b>	<b>130,134</b>	<b>157,904</b>	<b>137,000</b>	<b>157,000</b>
 <b>510-Water Operations Fund</b>				
Contract Services				
510-120-5305.000 Attorneys	16,248	20,015	43,000	43,000
Total Contract Services	16,248	20,015	43,000	43,000
<b>Total City Attorney - Water Operations Fund</b>	<b>16,248</b>	<b>20,015</b>	<b>43,000</b>	<b>43,000</b>
<b>Total City Attorney General &amp; Water Funds</b>	<b>146,382</b>	<b>177,919</b>	<b>180,000</b>	<b>200,000</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *City Attorney*

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**Object No.****Budget Comment (Operations & Maintenance)****5305**

Expenses related to legal counsel services for the City Council, City Manager, and City Departments, representation of the City in litigation, expenses for lawsuits, settlements and audit findings, legal services related to code enforcement, and legal services related to the water treatment and distribution system.

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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Manager

The City Manager serves as the chief executive officer for the City; assists the City Council in formulating and implementing policies and programs that are responsive to the needs of the community; manages human and financial resources; promotes economic stability; and acts as the Executive Director for the Lomita Housing Authority. The City Manager is responsible for the daily operations of City functions and staff. The City Manager's Office coordinates the fulfillment of policy and programs established by the City Council, and provides overall direction to departments that administer City programs and services; develops and implements strategic plans based on Council direction; and coordinates economic development, intergovernmental relations and public information efforts.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	369,684	602,975	655,505	674,249
Operating & Maintenance	71,919	92,547	92,700	254,559
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>441,603</b>	<b>695,522</b>	<b>748,205</b>	<b>928,808</b>

#### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
City Manager	1.00	-	1.00
Assistant City Manager	0.90	-	0.90
Management Analyst	1.00	-	1.00
Administrative Analyst	0.90	-	0.90
<b>Department Total</b>	<b>3.80</b>	<b>-</b>	<b>3.80</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Manager

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-125-5105.000	Regular Salaries	227,734	362,834	402,448	410,402
100-125-5205.000	Health Insurance	25,560	37,971	40,748	50,316
100-125-5207.000	Medicare	2,776	4,787	6,104	6,224
100-125-5210.000	Workers' Compensation	7,946	7,955	9,353	12,846
100-125-5215.000	PERS Tier 1 (2.5% @ 55)	33,938	16,902	22,529	21,722
100-125-5216.000	PERS Tier 2 (2% @ 60)	9,676	11,106	11,515	12,531
100-125-5217.000	PERS Tier 3 (2% @ 62)	4,242	4,063	4,392	5,162
100-125-5218.000	Auto Allowance	4,688	4,313	4,500	4,500
100-125-5222.000	PERS Tier 1 Unfunded Liability	-	17,064	28,067	21,225
100-125-5223.000	PERS Tier 2 Unfunded Liability	-	53	168	836
100-125-5224.000	PERS Tier 3 Unfunded Liability	-	66	560	588
Total Salaries & Benefits		316,560	467,113	530,384	546,352
Contract Services					
100-125-5345.000	Contractual Services	-	525	100,000	150,000
Total Contract Services		-	525	100,000	150,000
Other Expenses					
100-125-5415.000	Communications	262	839	500	800
100-125-5425.000	Dues and Memberships	26,838	27,752	28,000	28,000
100-125-5430.000	Conferences and Meetings	4,948	6,158	5,400	6,400
100-125-5435.000	Training and Education	25	25	500	500
100-125-5460.000	Insurance - Liability and Vehicle	14,061	27,926	32,488	41,076
Total Other Expenses		46,134	62,700	66,888	76,776
Other Expenditures					
100-125-5755.000	Special Department Supplies	23,325	21,640	18,000	18,000
Total Other Expenditures		23,325	21,640	18,000	18,000
<b>Total City Manager - General Fund</b>		<b>386,019</b>	<b>551,978</b>	<b>715,272</b>	<b>791,128</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *City Manager*

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-125-5105.000	Regular Salaries	44,653	106,730	96,777	97,745
510-125-5205.000	Health Insurance	3,275	10,549	8,504	11,070
510-125-5207.000	Medicare	580	1,462	1,452	1,466
510-125-5210.000	Workers' Compensation	1,390	2,338	2,249	3,059
510-125-5215.000	PERS Tier 1 (2.5% @ 55)	-	6,209	5,633	5,212
510-125-5216.000	PERS Tier 2 (2% @ 60)	3,226	3,640	3,838	4,177
510-125-5222.000	PERS Tier 1 Unfunded Liability	-	4,918	6,628	4,972
510-125-5223.000	PERS Tier 2 Unfunded Liability	-	15	40	196
Total Salaries & Benefits		53,124	135,862	125,121	127,897
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	2,460	8,207	7,812	9,783
Total Other Expenses		2,460	8,207	7,812	9,783
<b>Total City Manager - Water Operations Fund</b>		<b>55,584</b>	<b>144,069</b>	<b>132,933</b>	<b>137,680</b>
<b>Total City Manager - General &amp; Water Funds</b>		<b>441,603</b>	<b>696,047</b>	<b>848,205</b>	<b>928,808</b>



# Fiscal Year 2018/19 Annual Budget

## City of Lomita

### City Manager

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
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	Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5218	Auto Allowance for City Manager.
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
5345	Professional services as needed.
5415	Communications expense.
5425	Membership - ICMA (Intl City Management Association), League of California Cities; Contract Cities Assn; California City Management Foundation; SBCCOG; SCAG; Municipal Management Association of Southern California; and LAFCO.
5430	Travel and conference expense.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5755	Special department expenses.



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Human Resources

The Human Resources Division oversees the City's personnel system; administers the City's Personnel Ordinance and Personnel Rules; prepares and maintains the position classification, coordinates employee recruitment and the hiring process. Facilitates the City Safety Committee and schedules required employee training. Maintains employee personnel files and records related to Employee Benefits, Risk Management and Workers' Compensation programs.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	225,466	1,111,824	829,531	672,851
Operating & Maintenance	121,727	84,941	72,348	54,218
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>347,193</b>	<b>1,196,765</b>	<b>901,879</b>	<b>727,069</b>

### Personnel Allocation

	Authorized 2019/20	Change	Authorized 2020/21
Human Resources Analyst	1.00	-	1.00
<b>Department Total</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Human Resources

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-230-5105.000	Regular Salaries	19,231	28,443	40,854	43,547
100-230-5117.000	Leave Payout	50,379	112,924	90,000	60,000
100-230-5205.000	Health Insurance	3,840	3,753	6,348	7,080
100-230-5206.000	Health Insurance Retirees	105,425	102,691	120,000	120,000
100-230-5207.000	Medicare	938	1,992	613	653
100-230-5210.000	Workers' Compensation	750	790	949	1,363
100-230-5215.000	PERS Tier 1 (2.5%@55)	14,823	1,213	-	-
100-230-5216.000	PERS Tier 2 (2%@60)	374	362	-	-
100-230-5217.000	PERS Tier 3 (2%@62)	842	2,811	2,854	3,334
100-230-5220.000	Unemployment Insurance	2,175	2,916	1,000	4,247
100-230-5221.000	PERS Side Fund Payoff	-	365,149	-	-
100-230-5222.000	PERS Tier 1 Unfunded Liability	-	344,954	384,305	285,814
100-230-5223.000	PERS Tier 2 Unfunded Liability	-	335	451	1,629
100-230-5224.000	PERS Tier 3 Unfunded Liability	-	70	440	828
Total Salaries & Benefits		198,779	968,402	647,814	528,495
Contract Services					
100-230-5305.000	Attorneys	17,168	10,897	25,000	10,000
100-230-5340.000	Professional Services	43,099	32,179	5,000	5,000
100-230-5345.000	Contractual Services	3,438	3,216	3,000	3,000
Total Contract Services		63,704	46,291	33,000	18,000
Other Expenses					
100-230-5410.000	Advertising	2,195	3,136	2,500	2,500
100-230-5425.000	Dues and Memberships	-	-	1,000	1,000
100-230-5430.000	Conferences and Meetings	-	204	1,000	1,000
100-230-5460.000	Insurance - Liability and Vehicle	1,328	3,760	3,298	4,359
Total Other Expenses		3,523	7,100	7,798	8,859
Other Expenditures					
100-230-5755.000	Special Department Supplies	963	4,708	1,000	1,000
Total Other Expenditures		963	4,708	1,000	1,000
<b>Total Human Resources - General Fund</b>		<b>266,970</b>	<b>1,026,502</b>	<b>689,612</b>	<b>556,354</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Human Resources

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-230-5105.000	Regular Salaries	9,650	28,443	40,854	43,547
510-230-5117.000	Leave Payout	-	-	15,000	-
510-230-5205.000	Health Insurance	2,469	2,770	6,348	6,929
510-230-5207.000	Medicare	122	415	613	653
510-230-5210.000	Workers' Compensation	750	790	949	1,363
510-230-5215.000	PERS 1ST TIER (2.5%@55)	13,696	-	-	-
510-230-5217.000	PERS Tier 3 (2%@62)	-	1,928	2,854	3,334
510-230-5220.000	State Unemployment Insurance	-	-	-	2,342
510-230-5221.000	PERS Side Fund Payoff	-	109,070	-	-
510-230-5222.000	PERS Tier 1 Unfunded Liability	-	-	114,792	85,373
510-230-5223.000	PERS Tier 2 Unfunded Liability	-	5	135	487
510-230-5224.000	PERS Tier 3 Unfunded Liability	-	-	172	328
Total Salaries & Benefits		26,687	143,421	181,717	144,356
Contract Services					
510-230-5305.000	Attorneys	10,115	9,824	20,000	10,000
510-230-5340.000	Professional Services	41,321	13,474	5,000	10,000
510-230-5345.000	Contractual Services	772	772	2,252	2,000
Total Contract Services		52,208	24,069	27,252	22,000
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	1,328	2,772	3,298	4,359
Total Other Expenses		1,328	2,772	3,298	4,359
<b>Total Human Resources - Water Operations Fund</b>		<b>80,223</b>	<b>170,262</b>	<b>212,267</b>	<b>170,715</b>
<b>Total Human Resources - General &amp; Water Funds</b>		<b>347,193</b>	<b>1,196,765</b>	<b>901,879</b>	<b>727,069</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *Human Resources*

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
5105	Salaries for full-time personnel.
5117	Leave payouts for vacation, executive and administrative leave for all employees.
5205	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
5206	Annual costs associated with health care benefits of retired City employees.
5207	Medicare insurance benefits.
5210	Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5220	Unemployment insurance for all city departments.
5221	PERS Side Fund Payoff.
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

<b>Budget Comment (Operations &amp; Maintenance)</b>	
5305	Legal services related to complex personnel matters. LEA Negotiations.
5340	NEOGOV human resource management software.
5345	ICMA membership for part-time employees (paid quarterly); Department of Justice Fingerprinting services; Employment physicals administered by Concerta Medical Group; First aid treatment for employees.
5410	Personnel recruitment advertising for all departments.
5425	Dues for trade organization memberships.
5430	Travel and conference expense.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5755	Employee Recognition Program awards; recruitment and interview panel related expenses.



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# City Clerk

The City Clerk's Department is responsible for the preparation and distribution of City Council and Housing Authority agendas; maintains accurate records and legislative history of the City Council, Commissions and Committees actions; maintains the Municipal Code, conducts municipal elections; acts as filing officer for FPPC and provides safekeeping and storage of the City's official records and archives and provides record retrieval for all City departments as well as the public and performs all functions of the City Clerk's office in accordance with law.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	217,203	198,650	211,219	225,059
Operating & Maintenance	83,173	85,713	60,783	172,366
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>300,376</b>	<b>284,363</b>	<b>272,002</b>	<b>397,425</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
City Clerk	0.87	-	0.87
Deputy City Clerk	0.90	-	0.90
Administrative Clerk III	0.13	-	0.13
<b>Department Total</b>	<b>1.90</b>	<b>-</b>	<b>1.90</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Clerk

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-130-5105.000	Regular Salaries	117,032	124,373	128,172	135,462
100-130-5115.000	Overtime	66	109	1,500	1,500
100-130-5205.000	Health Insurance	14,931	16,618	19,138	20,393
100-130-5207.000	Medicare	1,529	1,668	1,945	2,054
100-130-5210.000	Workers' Compensation	4,373	3,164	3,014	4,287
100-130-5215.000	PERS Tier 1 (2.5%@55)	22,091	-	-	-
100-130-5216.000	PERS Tier 2 (2%@60)	-	772	4,274	4,652
100-130-5217.000	PERS Tier 3 (2%@62)	7,192	7,734	5,258	6,280
100-130-5223.000	PERS Tier 2 Unfunded Liability	-	20	55	279
100-130-5224.000	PERS Tier 3 Unfunded Liability	-	24	182	196
Total Salaries & Benefits		167,215	154,482	163,538	175,103
Contract Services					
100-130-5345.000	Contractual Services	31,020	-	-	-
Total Contract Services		31,020	-	-	-
Other Expenses					
100-130-5410.000	Advertising	2,836	1,927	2,500	2,500
100-130-5420.000	Mileage Reimbursement	-	115	300	300
100-130-5425.000	Dues and Memberships	1,137	730	1,200	1,200
100-130-5430.000	Conferences and Meetings	75	4,429	1,500	3,500
100-130-5435.000	Training and Education	3,504	1,750	1,000	2,500
100-130-5445.000	Elections	80	29,717	-	100,000
100-130-5460.000	Insurance - Liability and Vehicle	7,738	11,105	10,468	13,710
Total Other Expenses		15,370	49,774	16,968	123,710
Supplies					
100-130-5505.000	Office Supplies and Expense	10,557	10,134	12,000	12,000
Total Supplies		10,557	10,134	12,000	12,000
Repairs & Maintenance					
100-130-5710.000	Equipment Maintenance	2,092	554	2,000	2,000
Total Repairs & Maintenance		2,092	554	2,000	2,000
Other Expenditures					
100-130-5750.000	Contributions to Agencies	1,500	3,500	6,000	6,000
100-130-5755.000	Special Department Supplies	20,611	18,855	21,000	25,000
Total Other Expenditures		22,111	22,355	27,000	31,000
<b>Total City Clerk - General Fund</b>		<b>248,364</b>	<b>237,299</b>	<b>221,506</b>	<b>343,813</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### City Clerk

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-130-5105.000	Regular Salaries	30,713	33,190	34,877	36,525
510-130-5205.000	Health Insurance	4,438	5,405	5,981	6,391
510-130-5207.000	Medicare	409	454	523	548
510-130-5210.000	Workers' Compensation	1,143	825	811	1,143
510-130-5215.000	PERS Tier 1 (2.5%@55)	12,114	761	825	910
510-130-5216.000	PERS Tier 2 (2%@60)	-	193	1,069	1,163
510-130-5217.000	PERS Tier 3 (2%@62)	1,171	1,634	1,008	1,204
510-130-5222.000	PERS Tier 1 Unfunded Liability	-	1,694	2,522	1,942
510-130-5223.000	PERS Tier 2 Unfunded Liability	-	5	15	76
510-130-5224.000	PERS Tier 3 Unfunded Liability	-	7	50	54
Total Salaries & Benefits		49,988	44,168	47,681	49,956
Other Expenses					
510-130-5460.000	Insurance - Liability and Vehicle	2,023	2,896	2,815	3,656
Total Other Expenses		2,023	2,896	2,815	3,656
<b>Total City Clerk - Water Operations Fund</b>		<b>52,011</b>	<b>47,064</b>	<b>50,496</b>	<b>53,612</b>
<b>Total City Clerk - General &amp; Water Funds</b>		<b>300,376</b>	<b>284,363</b>	<b>272,002</b>	<b>397,425</b>



# Fiscal Year 2019/20 Annual Budget

## City of Lomita

### City Clerk

Object No.	Budget Comment (Personnel)
5105	Salaries for full-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	Annual Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

#### Budget Comment (Operations & Maintenance)

5410	Advertising of Ordinances and Public Notices.
5415	Communications expense.
5420	Mileage Reimbursement.
5425	Membership - CCAC (City Clerks Assn. Calif.) & IIMC (Intl Institute of Municipal Clerks).
5430	Travel and conference expense.
5435	Employee training.
5445	Cost for municipal elections.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5505	Office supplies; postage.
5710	Postage machine rental and maintenance.
5750	\$1,500 for Lomita Sister City Association, \$1,000 for Lomita Little League, \$1,000 for Torrance - Lomita Meals on Wheels, and \$2,500 for the Lomita Chamber of Commerce.
5755	Includes the Newsletter; souvenir inventory; engraving; codification; availability of code on website; service/attendance awards; Employee appreciation luncheon; newspaper subscriptions; and coffee and supplies.



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# Law Enforcement

The City contracts for law enforcement with the Los Angeles County Sheriff's Department. The Sheriff's Department is responsible for providing for the safety, well being, and physical protection of local residents, businesses, visitors and property rights, on a daily basis, in addition to assuming a leading role in disaster and emergency response.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	3,212,896	3,289,894	3,690,742	3,725,871
Capital Outlay	28,453	-	-	-
<b>Total Expenditures</b>	<b>3,241,349</b>	<b>3,289,894</b>	<b>3,690,742</b>	<b>3,725,871</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Law Enforcement

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Contract Services					
100-330-5320.000	Sheriff Contract	2,669,754	2,791,040	3,087,378	3,086,730
100-330-5321.000	Core Deputy	188,709	187,275	201,597	219,323
100-330-5323.000	Liability Trust Fund	294,321	311,240	361,787	378,114
Total Contract Services		<u>3,152,784</u>	<u>3,289,555</u>	<u>3,650,762</u>	<u>3,684,167</u>
Repairs & Maintenance					
100-330-5710.000	Equipment Maintenance	1,639	25	2,000	2,000
Total Repairs & Maintenance		<u>1,639</u>	<u>25</u>	<u>2,000</u>	<u>2,000</u>
Other Expenditures					
100-330-5755.000	Special Department Supplies	166	314	500	500
Total Other Expenditures		<u>166</u>	<u>314</u>	<u>500</u>	<u>500</u>
Capital Outlay					
100-330-5825.000	Equipment Over \$5k	28,453	-	-	-
Total Capital Outlay		<u>28,453</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Law Enforcement - General Fund</b>		<b><u>3,183,043</u></b>	<b><u>3,289,894</u></b>	<b><u>3,653,262</u></b>	<b><u>3,686,667</u></b>
<b>235-Air Quality MD AB2766</b>					
Repairs & Maintenance					
235-330-5710.000	Equipment Maintenance	-	-	3,000	3,000
Total Repairs & Maintenance		<u>-</u>	<u>-</u>	<u>3,000</u>	<u>3,000</u>
<b>Total Law Enforcement - Air Quality MD AB2766</b>		<b><u>-</u></b>	<b><u>-</u></b>	<b><u>3,000</u></b>	<b><u>3,000</u></b>
<b>510-Water Operations Fund</b>					
Contract Services					
510-330-5320.000	Sheriff Contract	29,853	-	34,480	36,204
Total Contract Services		<u>29,853</u>	<u>-</u>	<u>34,480</u>	<u>36,204</u>
<b>Total Law Enforcement - Water Operations Fund</b>		<b><u>29,853</u></b>	<b><u>-</u></b>	<b><u>34,480</u></b>	<b><u>36,204</u></b>
<b>Total Law Enforcement - General, AQMD &amp; Water Fun</b>		<b><u>3,212,896</u></b>	<b><u>3,289,894</u></b>	<b><u>3,690,742</u></b>	<b><u>3,725,871</u></b>



## Fiscal Year 2019/20 Annual Budget *City of Lomita* *Law Enforcement*

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5320</b>	Contract Sheriff services. Increase of 5.97% in contract cost for FY 19/20, includes 11% for the Liability Trust Fund.
<b>5321</b>	Community Resources (CORE) Deputy, compensated with COPS funding, JAG funding (when available), and General Fund.
<b>5323</b>	Liability Trust Fund
<b>5710</b>	Radar repair (radars need to be calibrated regularly - General Fund); maintenance of patrol bicycles (AQMD Fund).
<b>5755</b>	Printing charges; Booking charges; County Jail & District Attorney Costs; Sheriff Arrests.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Emergency Operations

To provide emergency management compliance with the National Incident Management Response (NIMS) reporting system. Coordinate efforts to equip the Emergency Operations Center (EOC).

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	9,246	6,927	15,000	15,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>9,246</b>	<b>6,927</b>	<b>15,000</b>	<b>15,000</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Emergency Operations

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Contract Services					
100-333-5340.000	Professional Services	5,760	5,512	11,000	11,000
100-333-5340.139	Covid-19 Professional Services	-	-	-	-
Total Contract Services		5,760	5,512	11,000	11,000
Supplies					
100-333-5520.139	Covid-19 Supplies	-	-	-	-
Total Supplies		-	-	-	-
Other Expenditures					
100-333-5755.000	Special Department Supplies	3,486	1,415	4,000	4,000
Total Other Expenditures		3,486	1,415	4,000	4,000
<b>Total Emergency Operations - General Fund</b>		<b>9,246</b>	<b>6,927</b>	<b>15,000</b>	<b>15,000</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *Emergency Operations*

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5340</b>	City's share of compensation to Area G Disaster Management Area Coordinator (DMAC); Consulting services for Local Hazard Mitigation Plan and Emergency Operations Plan updates. For participation in the Multi-Jurisdictional Notification System South Bay Pilot Program with Everbridge, Inc.
<b>5755</b>	Funds for CERT Team materials and supplies; live scan costs for CERT volunteers.

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## Fiscal Year 2020/21 Annual Budget City of Lomita

# Safety Enforcement

Parking enforcement provides enforcement of municipal parking regulations, including regulations related to the street sweeping program.

Crossing guards are provided at four intersections serving both Lomita Magnet and Eshelman Elementary Schools.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	134,229	80,697	78,809	92,303
Operating & Maintenance	188,712	199,308	170,398	192,305
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>322,942</b>	<b>280,005</b>	<b>249,207</b>	<b>284,608</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Administrative Clerk III	0.57	-	0.57
Part-time Salaries (Parking Enforcement Officers)	1.09	-	1.09
<b>Department Total</b>	<b>1.66</b>	<b>-</b>	<b>1.66</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Safety Enforcement

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-335-5105.000	Regular Salaries	32,778	31,327	31,642	32,601
100-335-5110.000	Part-Time Salaries	36,856	32,656	29,407	39,987
100-335-5115.000	Overtime	-	268	-	-
100-335-5205.000	Health Insurance	11,713	8,356	7,661	8,760
100-335-5207.000	Medicare	729	742	916	1,089
100-335-5210.000	Workers' Compensation	3,534	1,298	1,419	2,285
100-335-5215.000	PERS Tier 1 (2.5%@55)	48,620	3,337	3,617	3,990
100-335-5222.000	PERS Tier 1 Unfunded Liability	-	2,712	4,147	3,591
Total Salaries & Benefits		134,229	80,697	78,809	92,303
Contract Services					
100-335-5345.000	Contractual Services	102,165	89,091	105,470	110,000
Total Contract Services		102,165	89,091	105,470	110,000
Other Expenses					
100-335-5460.000	Insurance - Liability and Vehicle	6,254	4,557	4,928	7,305
100-335-5465.000	Court Fees	67,724	100,254	55,000	70,000
Total Other Expenses		73,978	104,811	59,928	77,305
Supplies					
100-335-5505.000	Office Supplies and Expense	1,086	185	500	500
100-335-5515.000	Uniform Expense	286	563	500	500
Total Supplies		1,372	748	1,000	1,000
Repairs & Maintenance					
100-335-5710.000	Equipment Maintenance	2,841	3,480	2,000	2,000
100-335-5720.000	Fuel	2,207	1,126	2,000	2,000
Total Repairs & Maintenance		5,048	4,606	4,000	4,000
Other Expenditures					
100-335-5755.000	Special Department Supplies	6,150	53	-	-
Total Other Expenditures		6,150	53	-	-
<b>Total Safety Enforcement - General Fund</b>		<b>322,942</b>	<b>280,005</b>	<b>249,207</b>	<b>284,608</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *Safety Enforcement*

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for Parking Enforcement Officers.
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.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
5345	Annual cost of Parking Ticket System services. Crossing Guard Contract with All City Management Services.
5420	Mileage reimbursement.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5465	Parking citation portion of fines remitted to South Bay Municipal Court, currently at \$12.50 per violation.
5505	Printing supplies and cartridges.
5515	Safety clothing for crossing guards and parking enforcement.
5710	Maintenance on parking enforcement vehicles.
5720	Fuel for parking enforcement vehicles: one standard fuel, one alternative fuel.

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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Information Technology

The Special Projects Coordinator/IT Manager manages the computer consulting firm for configuration, installation, and operation of network and computer workstations; repair of hardware and software for desktop and notebook computers, network servers, and telephone related equipment. Evaluates and purchases computer related capital equipment for various departments. Orders and maintains toner supply inventory for laser printers within City Hall.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	137,242	56,808	2,078	2,114
Operating & Maintenance	155,994	335,495	228,661	237,703
Capital Outlay	-	-	40,000	30,000
<b>Total Expenditures</b>	<b>293,236</b>	<b>392,303</b>	<b>270,739</b>	<b>269,817</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
PT Video Technician	0.04	-	0.04
<b>Department Total</b>	<b>0.04</b>	<b>-</b>	<b>0.04</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Information Technology

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-440-5105.000	Regular Salaries	40,171	20,097	-	-
100-440-5110.000	Part-Time Salaries	749	888	1,500	1,500
100-440-5205.000	Health Insurance	4,492	2,688	-	-
100-440-5207.000	Medicare	540	287	23	38
100-440-5210.000	Workers' Compensation	1,308	885	35	47
100-440-5215.000	PERS Tier 1 (2.5%@55)	21,667	2,134	-	-
100-440-5222.000	PERS Tier 1 Unfunded Liability	-	1,900	-	-
Total Salaries & Benefits		68,926	28,879	1,558	1,585
Contract Services					
100-440-5345.000	Contractual Services	34,260	61,092	100,000	75,000
Total Contract Services		34,260	61,092	100,000	75,000
Other Expenses					
100-440-5415.000	Communications	15,100	17,404	25,000	30,000
100-440-5430.000	Conferences and Meetings	1,256	461	-	-
100-440-5435.000	Training and Education	-	-	5,000	5,000
100-440-5460.000	Insurance - Liability and Vehicle	2,315	3,108	121	152
Total Other Expenses		18,671	20,972	30,121	35,152
Supplies					
100-440-5505.000	Office Supplies and Expense	-	438	-	-
100-440-5520.000	Supplies	33	313	1,000	1,000
100-440-5525.000	Equipment Under \$5k	8,027	32,535	12,000	12,000
Total Supplies		8,060	33,286	13,000	13,000
Rentals					
100-440-5605.000	Rents and Leases	16,700	18,793	16,000	16,000
Total Rentals		16,700	18,793	16,000	16,000
Repairs & Maintenance					
100-440-5710.000	Equipment Maintenance	10,043	32,014	15,000	15,000
Total Repairs & Maintenance		10,043	32,014	15,000	15,000
Capital Outlay					
100-440-5825.000	Equipment Over \$5k	18,974	72,328	30,000	30,000
Total Capital Outlay		18,974	72,328	30,000	30,000
<b>Total Information Technology - General Fund</b>		<b>175,633</b>	<b>267,364</b>	<b>205,679</b>	<b>185,737</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Information Technology

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-440-5105.000	Regular Salaries	39,751	20,097	-	-
510-440-5110.000	Part-Time Salaries	636	55	500	500
510-440-5205.000	Health Insurance	4,497	2,688	-	-
510-440-5207.000	Medicare	538	273	8	13
510-440-5210.000	Workers' Compensation	1,274	864	12	16
510-440-5215.000	PERS Tier 1 (2.5%@55)	21,620	2,089	-	-
510-440-5222.000	PERS Tier 1 Unfunded Liability	-	1,862	-	-
Total Salaries & Benefits		68,316	27,929	520	529
Contract Services					
510-440-5345.000	Contractual Services	40,547	63,978	40,000	50,000
Total Contract Services		40,547	63,978	40,000	50,000
Other Expenses					
510-440-5415.000	Communications	-	-	-	20,000
510-440-5435.000	Training and Education	-	-	1,000	-
510-440-5460.000	Insurance - Liability and Vehicle	2,254	3,033	40	51
Total Other Expenses		2,254	3,033	1,040	20,051
Supplies					
510-440-5520.000	Supplies	82	219	500	500
510-440-5525.000	Equipment Under \$5k	2,962	7,762	8,000	8,000
Total Supplies		3,044	7,981	8,500	8,500
Repairs & Maintenance					
510-440-5710.000	Equipment Maintenance	3,443	22,019	5,000	5,000
Total Repairs & Maintenance		3,443	22,019	5,000	5,000
Capital Outlay					
510-440-5826.000	Equipment - Computers	-	-	10,000	-
Total Capital Outlay		-	-	10,000	-
<b>Total Information Technology - Water Operations Fund</b>		<b>117,603</b>	<b>124,939</b>	<b>65,060</b>	<b>84,080</b>
<b>Total Information Technology - General &amp; Water Funds</b>		<b>293,236</b>	<b>392,303</b>	<b>270,739</b>	<b>269,817</b>



## Fiscal Year 2019/20 Annual Budget City of Lomita Information Technology

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel to videotape all City Council meetings.
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).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
5345	Annual contractual IT-related services including webcast maintenance contract (Granicus), cost of annual maintenance to the City's website, monthly IT service (NUMA Technology), email hosting (PV on the Net), internet services, anti-virus annual maintenance (VM Ware) and LaserFiche (ECS Imaging).
5415	Citywide telephone charges.
5430	Travel and conference expenses.
5435	Training for staff citywide.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5505	Office supplies.
5520	Replacement monitors, cables, network boards, printers and non-capital equipment under \$500.
5525	Equipment \$5K or under.
5605	Annual cost of leasing copier.
5710	Computer maintenance; annual telephone maintenance contract (Broad Based Communications); miscellaneous unforeseen IT-related items.
<b>Budget Comment (Capital Outlay)</b>	
5825, 5826	Equipment Over \$5K; Includes Disaster Recovery of servers, some files and programs; includes first time set up and first year maintenance, Financial software Incode 10 Upgrade.



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# Animal Control

The department oversees the Animal Control contract with the County of Los Angeles Animal Care and Control.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	62,336	55,401	50,000	50,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>62,336</b>	<b>55,401</b>	<b>50,000</b>	<b>50,000</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Animal Control

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
<b>100-General Fund</b>				
Contract Services				
100-336-5325.000     Animal Control Contract	62,336	55,401	50,000	50,000
Total Contract Services	62,336	55,401	50,000	50,000
<b>Total Animal Control - General Fund</b>	<b>62,336</b>	<b>55,401</b>	<b>50,000</b>	<b>50,000</b>



**Fiscal Year 2019/20 Annual Budget**  
***City of Lomita***  
***Animal Control***

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5325</b>	County animal control contract cost.

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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### Community Development Block Grant

The Community Development Department Administration administers the City's Community Development Block Grant (CDBG) programs, which offer financial assistance for the rehabilitation of owner-occupied single-family dwellings and mobile homes, and financial assistance to eligible residents to receive a Personal Response System alert device for emergency response. Job Creation & Business Incentive Loan Program will provide loans to businesses for the purpose of creating permanent jobs that will be made available for low income individuals, and assistance to current and new business owners with business expansion plans.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	42,761	88,132	201,241	94,487
Capital Outlay	73,094	47,030	80,841	52,952
<b>Total Expenditures</b>	<b>115,855</b>	<b>135,162</b>	<b>282,082</b>	<b>147,439</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Community Development Block Grant

		Actual FY 2017/18	Actual FY 2018/19	Adopted 2019/20	Adopted 2020/21
<b>215-Community Development Block Grant</b>					
Contract Services					
215-540-5340.000	Professional Services	20,585	12,733	22,084	20,000
Total Contract Services		20,585	12,733	22,084	20,000
Capital Outlay					
215-540-5845.000	CDBG Grant Construction/Imp	73,094	47,030	80,841	52,952
Total Supplies		73,094	47,030	80,841	52,952
<b>Total CDBG - Rehabilitation</b>		<b>93,679</b>	<b>59,763</b>	<b>102,925</b>	<b>72,952</b>
Contract Services					
215-550-5340.000	Professional Services	1,695	1,980	6,000	10,000
215-550-5345.000	Contractual Services	8,183	8,473	12,189	19,487
Total Contract Services		9,878	10,453	18,189	29,487
<b>Total CDBG - Lifeline</b>		<b>9,878</b>	<b>10,453</b>	<b>18,189</b>	<b>29,487</b>
Contract Services					
215-560-5340.000	Professional Services	-	-	160,968	45,000
Total Contract Services		-	-	160,968	45,000
<b>Total CDBG - Job Creation &amp; Business Incentive Loan Program</b>		<b>-</b>	<b>-</b>	<b>160,968</b>	<b>45,000</b>
Contract Services					
215-565-5340.000	Professional Services	12,299	64,946	-	-
Total Contract Services		12,299	64,946	-	-
<b>Total CDBG - Business Assistance Program</b>		<b>12,299</b>	<b>64,946</b>	<b>-</b>	<b>-</b>
<b>Total Community Development Block Grant</b>		<b>115,855</b>	<b>135,162</b>	<b>282,082</b>	<b>147,439</b>



## Fiscal Year 2019/20 Annual Budget City of Lomita Community Development Block Grant

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5330</b>	Provide loans to businesses for the purpose of creating permanent jobs that will be made available to low income individuals.
<b>5340</b>	Consulting services (Michael Baker International) are contracted to operate the CDBG program. Restaurant consultant to provide current and new business owners assistance with business expansion plans.
<b>5345</b>	The City contracts with JFS Care (or other service provider) to provide Emergency Response services and to install the Lifeline units.

<b>Object No.</b>	<b>Budget Comment (Capital Outlay)</b>
<b>5845</b>	Construction fund for capital outlay for rehabilitation projects.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Lomita Housing Authority

The Lomita Housing Authority (LHA) works with Beacon Communities (property management company) to administer the Public Housing program at Lomita Manor, a 78-unit senior housing development.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	29,675	28,932	30,864	31,946
Operating & Maintenance	6,304	6,985	8,889	7,409
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>35,979</b>	<b>35,917</b>	<b>39,753</b>	<b>39,355</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Assistant City Manager	0.10	-	0.10
Administrative Analyst	0.10	-	0.10
<b>Department Total</b>	<b>0.20</b>	<b>-</b>	<b>0.20</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Lomita Housing Authority

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>217-Housing Authority</b>					
Salaries & Benefits					
217-510-5105.000	Regular Salaries	23,636	22,993	23,400	24,070
217-510-5205.000	Health Insurance	-	1,870	2,539	2,882
217-510-5207.000	Medicare	315	328	351	361
217-510-5210.000	Workers' Compensation	715	497	544	753
217-510-5215.000	PERS Tier 1 (2.5% @ 55)	5,008	1,727	1,876	2,029
217-510-5217.000	PERS Tier 3 (2% @ 62)	-	452	488	574
217-510-5222.000	PERS Tier 1 Unfunded Liability	-	1,062	1,633	1,243
217-510-5224.000	PERS Tier 3 Unfunded Liability	-	4	33	34
<b>Total Salaries &amp; Benefits</b>		<b>29,675</b>	<b>28,932</b>	<b>30,864</b>	<b>31,946</b>
Contract Services					
217-510-5345.000	Contractual Services	5,040	4,665	7,000	5,000
<b>Total Contract Services</b>		<b>5,040</b>	<b>4,665</b>	<b>7,000</b>	<b>5,000</b>
Other Expenses					
217-510-5460.000	Insurance - Liability and Vehicle	1,264	1,744	1,889	2,409
<b>Total Other Expenses</b>		<b>1,264</b>	<b>1,744</b>	<b>1,889</b>	<b>2,409</b>
Supplies					
217-510-5505.000	Office Supplies and Expense	-	576	-	-
<b>Total Supplies</b>		<b>-</b>	<b>576</b>	<b>-</b>	<b>-</b>
<b>Total Housing Authority Fund</b>		<b>35,979</b>	<b>35,917</b>	<b>39,753</b>	<b>39,355</b>



# Fiscal Year 2019/20 Annual Budget

## City of Lomita

### Lomita Housing Authority

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

<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5345</b>	Consultant costs for various actions relating to Operating Subsidy and/or Capital Fund Program funding reductions.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Expenses related to mailings for Housing Authority business; express mail to HUD when required.

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# Fiscal Year 2020/21 Annual Budget City of Lomita

## Dial-A-Ride

Proposition A Local Return funding from the Los Angeles County Metropolitan Transportation Authority (MTA) is applied to the paratransit program, which includes the Dial-A-Ride program, as well as bus stop bench maintenance.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	38,819	49,188	52,161	54,781
Operating & Maintenance	315,384	331,292	277,020	336,922
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>354,203</b>	<b>380,480</b>	<b>329,181</b>	<b>391,703</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
City Clerk	0.13	-	0.13
Deputy City Clerk	0.10	-	0.10
Administrative Clerk III	0.30	-	0.30
<b>Department Total</b>	<b>0.53</b>	<b>-</b>	<b>0.53</b>



## Fiscal Year 2020/21 Annual Budget

### *City of Lomita*

### *Dial-A-Ride*

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>220-Prop A Fund</b>					
Salaries & Benefits					
220-340-5105.000	Regular Salaries	37,089	37,161	37,406	39,188
220-340-5205.000	Health Insurance	-	5,615	7,061	7,641
220-340-5207.000	Medicare	483	501	561	588
220-340-5210.000	Workers' Compensation	1,247	874	869	1,227
220-340-5215.000	PERS Tier 1 (2.5%@55)	-	1,757	1,904	2,100
220-340-5216.000	PERS Tier 2 (2%@60)	-	107	594	646
220-340-5217.000	PERS Tier 3 (2%@62)	-	1,276	936	1,118
220-340-5222.000	PERS Tier 1 Unfunded Liability	-	1,885	2,758	2,130
220-340-5223.000	PERS Tier 2 Unfunded Liability	-	-	17	84
220-340-5224.000	PERS Tier 3 Unfunded Liability	-	13	55	59
Total Salaries & Benefits		38,819	49,188	52,161	54,781
Contract Services					
220-340-5345.000	Contractual Services	313,178	328,225	270,000	330,000
220-340-5345.339	Teen Program - Bus	-	-	4,000	3,000
Total Contract Services		313,178	328,225	274,000	333,000
Other Expenses					
220-340-5460.000	Insurance - Liability and Vehicle	2,206	3,067	3,020	3,922
Total Other Expenses		2,206	3,067	3,020	3,922
<b>Total Prop A Fund</b>		<b>354,203</b>	<b>380,480</b>	<b>329,181</b>	<b>391,703</b>



# Fiscal Year 2019/20 Annual Budget

## City of Lomita

### Dial-A-Ride

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

#### **Budget Comment (Operations & Maintenance)**

5345	Dial-A-Ride (handicapped) service, using "swipe card" system.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.

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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Air Quality MD AB2766

**Provides overall and project-based program administration and program development of Air Quality Management District Funds.**

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	20,498	34,167	45,602	28,500
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>20,498</b>	<b>34,167</b>	<b>45,602</b>	<b>28,500</b>



**Fiscal Year 2020/21 Annual Budget**  
**City of Lomita**  
**Air Quality MD AB2766**

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	2019/20	2020/21
<b>235-Air Quality MD AB2766</b>					
Contract Services					
235-350-5345.000	Contractual Services	17,500	17,500	15,602	17,500
Total Contract Services		17,500	17,500	15,602	17,500
Supplies					
235-350-5525.000	Equipment/5K or Under	-	4,939	-	-
Total Supplies		-	4,939	-	-
Rentals					
235-350-5605.000	Rents and Leases	2,998	10,565	-	11,000
Total Rentals		2,998	10,565	-	11,000
Capital Outlay					
235-350-5825.000	Equipment Over \$5k	-	1,163	30,000	-
Total Capital Outlay		-	1,163	30,000	-
<b>Total Air Quality MD AB2766 Fund</b>		<b>20,498</b>	<b>34,167</b>	<b>45,602</b>	<b>28,500</b>



**Fiscal Year 2019/20 Annual Budget**  
***City of Lomita***  
***Air Quality MD AB2766***

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5345</b>	AQMD funds applied to the cost differential between diesel street sweepers and the CNG alternative fuel street sweepers.
<b>5605</b>	Electric vehicle lease (2).

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	<b>Budget Comment (Capital Outlay)</b>
<b>5825</b>	AQMD funds for yet to be determined projects.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Lomita Manor Development

The Lomita Housing Authority (LHA) contracts with a property management company, Beacon Communities to administer the local U.S. Department of Housing and Urban Development (HUD) Public Housing program. The LHA oversees activities through the management and administration of the City-owned senior housing complex, Lomita Manor. The Operating Subsidy that finances a portion of the overall operating budget is funded by HUD. The Capital Fund program, designed for funding modernization projects, is also funded by HUD.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2018/19	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	416,878	484,650	386,620	439,170
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>416,878</b>	<b>484,650</b>	<b>386,620</b>	<b>439,170</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita *Lomita Manor Development*

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<hr/>				
<b>260-Lomita Manor Development Fund</b>				
Other Expenditures				
260-518-5750.000 Contributions to Agencies	416,878	484,650	386,620	439,170
Total Other Expenditures	416,878	484,650	386,620	439,170
<b>Total Lomita Manor Development Fund</b>	<b>416,878</b>	<b>484,650</b>	<b>386,620</b>	<b>439,170</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### *Lomita Manor Development*

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5750</b>	Total Public Housing operating budget for Lomita Manor from HUD, excluding modernization costs (funded through different HUD fund).

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# CITY OF LOMITA

## FY 2019-2020 ACCOMPLISHMENTS

### ADMINISTRATIVE SERVICES DEPARTMENT

The mission of the Administrative Services Department is to provide timely, accurate financial information to help support the efficient and effective delivery of municipal services to the City organization and public. Primary responsibilities of the Administrative Services Department include cash and investment management, financial reporting, budget preparation, payroll, accounts receivable and payable, financial oversight, business licensing, purchasing and administration of all City funds and accounts. The Administrative Services Department has accomplished the following during FY 2019-2020:

#### **Finance/Accounting:**

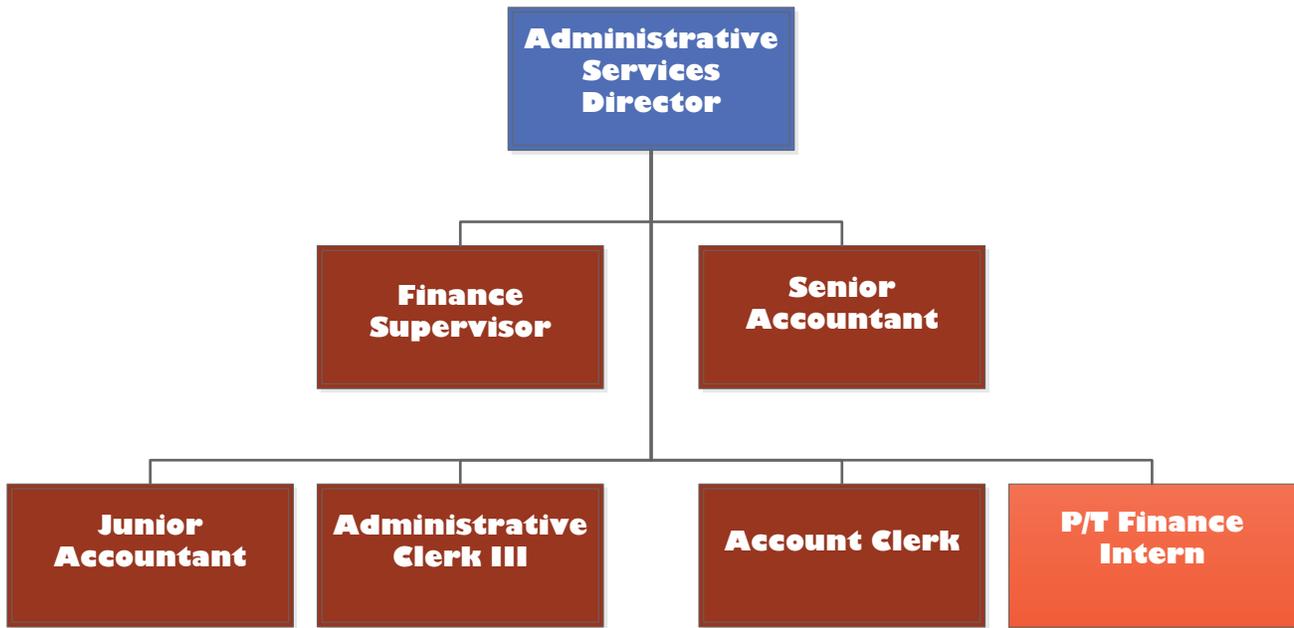
- Presented a structurally balanced budget to City Council for adoption.
- Established and maintain an accounting system of funds, accounts, and internal controls in accordance with Governmental Accounting Standards Board standards and Generally Accepted Accounting Principles.
- Prepared year-end closing entries, balanced and reconciled all funds, and accounts, coordinated and communicated with the City's independent auditors, and prepared the Comprehensive Annual Financial Report for FY 2018-19.
- Prepared and submitted fiscal reports, including compliance audits of grant funds, State Controller's Report, and various reports to State and Federal agencies, in an accurate and timely manner.
- Provide financial analysis and fiscal information to department users, management, and the City Council as needed.
- Manage and provide oversight of the City's long-term debt and investment portfolio.
- Issued 1099s for calendar year 2019.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending 2018-19.

#### **Payroll:**

- Completed annual reporting for the Affordable Care Act (ACA) for 2019.
- Completed the State Controller's Compensation Report.
- Coordinated open enrollment for employee insurance plans.

- Processed payments to the Public Employees Retirement System (PERS) and reconciled to reports and payroll withholdings.
- Maintained the payroll system to reflect annual changes in tax tables, employee contracts, dues, or other items for paycheck accuracy.
- Performed electronic fund transfers for direct deposits, PERS, deferred compensation, and taxes.
- Made tax payments and filed quarterly tax reports.
- Issued W-2s for calendar year 2019.
- Established and maintain time & attendance system to eliminate paper timesheets, automated the timesheet preparation and approval process to create more efficiency.

# Administrative Services Department Organization Chart



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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### Administrative Services

The Financial Services Division is comprised of several areas of responsibility. Administration oversees preparation of the Annual Operating Budget, Comprehensive Annual Financial Report (CAFR), and investment of funds in accordance with the City's investment policy. Accounting directs all financial reporting activities in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines. Business License collects fees for annual licenses, facilitates hearing boards and assures compliance with code enforcement regulations; this section also collects and records all revenue received by the City. Purchasing ensures that all procurements are made in accordance with the City's Purchasing Ordinance. Payroll processes paychecks, tax forms (1099s and W2s) and required payroll reports. Accounts Payable ensures payment of invoices and monitors all departments' compliance with the approved budget.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	697,509	637,455	677,856	727,361
Operating & Maintenance	213,706	237,801	274,755	297,229
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>911,215</b>	<b>875,255</b>	<b>952,611</b>	<b>1,024,590</b>

#### Personnel Allocation

	Authorized 2019/20	Change	Authorized 2020/21
Admin. Services Director	1.00	-	1.00
Finance Supervisor	1.00	-	1.00
Senior Accountant	1.00	-	1.00
Junior Accountant	1.00	-	1.00
Administrative Clerk III	1.00	-	1.00
Account Clerk	1.00	-	1.00
Finance Intern	-	0.48	0.48
<b>Department Total</b>	<b>6.00</b>	<b>0.48</b>	<b>6.48</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Administrative Services

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-210-5105.000	Regular Salaries	254,044	275,228	284,874	296,757
100-210-5110.000	Part-Time Salaries	-	-	-	15,066
100-210-5205.000	Health Insurance	38,001	43,391	43,644	48,416
100-210-5207.000	Medicare	2,072	2,470	4,273	4,677
100-210-5210.000	Workers' Compensation	8,817	5,939	6,621	9,765
100-210-5215.000	PERS Tier 1 (2.5% @ 55)	109,713	13,452	14,600	16,103
100-210-5216.000	PERS Tier 2 (2% @ 60)	7,923	8,674	9,681	10,938
100-210-5217.000	PERS Tier 3 (2% @ 62)	84	2,358	2,610	3,029
100-210-5222.000	PERS Tier 1 Unfunded Liability	-	13,105	20,485	16,410
100-210-5223.000	PERS Tier 2 Unfunded Liability	-	41	123	646
100-210-5224.000	PERS Tier 3 Unfunded Liability	-	51	408	454
Total Salaries & Benefits		420,654	364,709	387,319	422,261
Contract Services					
100-210-5310.000	Auditors	12,329	16,015	15,000	16,000
100-210-5340.000	Professional Services	17,135	13,765	7,000	10,000
100-210-5345.000	Contractual Services	30,433	34,617	40,000	40,000
Total Contract Services		59,897	64,397	62,000	66,000
Other Expenses					
100-210-5420.000	Mileage Reimbursement	46	175	100	100
100-210-5425.000	Dues and Memberships	513	445	525	525
100-210-5430.000	Conferences and Meetings	200	420	200	400
100-210-5435.000	Training and Education	450	370	800	800
100-210-5460.000	Insurance - Liability and Vehicle	15,611	20,849	22,997	31,225
Total Other Expenses		16,820	22,259	24,622	33,050
Supplies					
100-210-5505.000	Office Supplies and Expense	4,981	3,941	5,000	5,000
Total Supplies		4,981	3,941	5,000	5,000
Repairs & Maintenance					
100-210-5710.000	Equipment Maintenance	19,751	24,323	20,000	25,000
Total Repairs & Maintenance		19,751	24,323	20,000	25,000
Other Expenditures					
100-210-5755.000	Special Department Supplies	1,983	231	2,000	2,000
Total Other Expenditures		1,983	231	2,000	2,000
<b>Total Financial Services - General Fund</b>		<b>524,086</b>	<b>479,859</b>	<b>500,941</b>	<b>553,311</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Administrative Services

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-220-5105.000	Regular Salaries	193,777	206,298	214,207	223,888
510-220-5115.000	Overtime	-	-	200	200
510-220-5205.000	Health Insurance	31,024	33,256	34,284	37,911
510-220-5207.000	Medicare	2,303	2,572	3,216	3,361
510-220-5210.000	Workers' Compensation	6,386	4,456	5,005	7,014
510-220-5215.000	PERS Tier 1 (2.5% @ 55)	32,571	3,817	4,183	4,569
510-220-5216.000	PERS Tier 2 (2% @ 60)	7,336	8,025	8,965	10,115
510-220-5217.000	PERS Tier 3 (2% @ 62)	3,458	4,438	4,657	5,388
510-220-5221.000	PERS Tier 1 Unfunded Liability	-	9,815	15,420	11,859
510-220-5222.000	PERS Tier 2 Unfunded Liability	-	31	93	467
510-220-5223.000	PERS Tier 3 Unfunded Liability	-	38	307	328
Total Salaries & Benefits		276,855	272,746	290,537	305,100
Contract Services					
510-220-5310.000	Auditors	10,084	13,770	11,500	11,500
510-220-5340.000	Professional Services	-	-	-	-
510-220-5345.000	Contractual Services	20,233	25,472	40,000	40,000
Total Contract Services		30,317	39,242	51,500	51,500
Other Expenses					
510-220-5420.000	Mileage Reimbursement	-	-	300	300
510-220-5425.000	Dues and Memberships	138	55	150	150
510-220-5460.000	Insurance - Liability and Vehicle	11,301	15,643	17,383	22,429
Total Other Expenses		11,439	15,698	17,833	22,879
Supplies					
510-220-5505.000	Office Supplies and Expense	21,967	18,013	30,000	30,000
510-220-5525.000	Equipment Under \$5k	-	-	-	-
Total Supplies		21,967	18,013	30,000	30,000
Rentals					
510-220-5605.000	Rents and Leases	26,800	26,800	26,800	26,800
Total Rentals		26,800	26,800	26,800	26,800
Repairs & Maintenance					
510-220-5710.000	Equipment Maintenance	19,751	22,897	35,000	35,000
Total Repairs & Maintenance		19,751	22,897	35,000	35,000
<b>Total Administrative Services - Water Operations Fund</b>		<b>387,129</b>	<b>395,396</b>	<b>451,670</b>	<b>471,279</b>
<b>Total Administrative Services - General &amp; Water Funds</b>		<b>911,215</b>	<b>875,255</b>	<b>952,611</b>	<b>1,024,590</b>



# Fiscal Year 2019/20 Annual Budget

## City of Lomita

### Administrative Services

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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
5310	Annual contract services for independent auditor for completion of Comprehensive Annual Financial Report (CAFR); Preparation of State Controller's Report; CAFR research services.
5340	Sales tax audit services and enhanced services contract.
5345	Banking Service fees; Payroll contract services; Credit card processing fees, Water Utility Administration Fees.
5420	Mileage reimbursement.
5425	Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO).
5430	Travel and conference expense.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies, forms for business license, payroll, cash receipts, and accounts payable; Business License mailing services; Comprehensive Annual Financial Report (CAFR) award application fee; Water Utility bill mailing services.
5605	Lease charges attributed to water-related office activities (\$2,233.33/month).
5710	Financial software maintenance contract; annual software maintenance for Online Bill Pay, Business License; Forms Overlay; Laserfiche and CRM Suite; Interface, Laserfiche Financial Suite Interface, Secure Signatures; Annual Hardware Maintenance for Receipt Printer, Cash Drawer, and Barcode Scanner.
5755	Annual Budget and CAFR printing costs.

# CITY OF LOMITA

## FY 2019-2020 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.

In addition to the functions listed above, the department promotes environmental sustainability including energy and water conservation and green building, manages the City's green website [www.gogreenlomita.com](http://www.gogreenlomita.com), oversees the solid waste functions which includes coordination with CalRecycle and CalMet (the City's solid waste hauler), and grant management. The department enforces the City's rules on the use of commercial, industrial and residential properties in order to promote public health, safety and welfare.

The department's accomplishments during FY 2019-20 include:

#### **Economic Development:**

- Completed the Downtown Design Guidelines, and presented it to City Council at a public hearing where it was formally adopted.
- Completed the engineering plans for the redevelopment of the vacant lot at 24329 Narbonne Ave., secured a building permit, and began the Request for Proposals process.
- Completed and began implementation of the branding plan for the Downtown.
- Successfully executed a forgivable loan through the CDBG funded Job Creation and Business Incentive Program.
- Passed an ordinance modifying the permitted uses within the Downtown Commercial zone pursuant to the recommendations within the Downtown Vision.
- Prepared and facilitated through City Council adoption the Downtown Design Guidelines.
- Facilitated adding businesses to the City's Christmas Tree Lighting special event.
- Secured a \$160,000 planning grant from the State of California to assist in housing permit facilitation.

#### **Planning:**

- Conducted 9 Planning Commission meetings. Processed applications for 2 Time Extensions, 6 Site Plan Reviews, 4 Conditional Use Permits 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.
- Continued to manage the City's green website: [www.gogreenlomita.com](http://www.gogreenlomita.com).
- Processed 283 permit applications through April 22, 2020.
- Approved 8 Accessory Dwelling Unit Applications.
- Administratively approved 3 Certificates of Compliance, 1 Nonconforming Dwelling Addition, and 2 Height Variation Permits.
- Issued 58 Business Zone Clearance permits, and 44 Home Occupation Zone Clearance permits.
- Continued to manage the battery recycling program at City Hall and also 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 (AB 341) and monitor compliance.
- 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](http://lomitaca.viewpointcloud.com)
- Completed 112 Residential Property Reports.
- On-going coordination with City residents and CalMet, the City's solid waste hauler, regarding waste refuse collection issues and reviewed and prepared customer exemption request letters for commercial and residential collection services.

### **Neighborhood Preservation**

- Worked with property owners and LA County Sheriff's Department to locate and remove multiple homeless encampments at locations on Pacific Coast Highway and Lomita Blvd.
- Worked closely with Deputy John Despot to provide surveillance and alert a property owner of an illegal cannabis business working out of a commercial unit.
- Successfully abated two poorly maintained residences detrimental to neighboring property values on Oak Street and 249<sup>th</sup> Street.
- Issued two Special Entertainment Permits to local businesses holding live entertainment. Conditions include hours, security staffing, and noise containment.

- Notified 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, and Appian Way development.
- Successfully abated overgrown vegetation on six residential properties where owners were uncooperative or unresponsive.
- Worked with property and business owners throughout the City to resolve upwards of 42 instances of properties maintained in poor condition, 22 instances of work being done without a permit, 47 cases of overgrown and/or hazardous vegetation, 11 cases of improperly stored operative/inoperative vehicles and 6 cases of businesses operating without a current license.
- Continued to work with CalMet to remove numerous instances of illegally dumped items.
- Worked with CalMet to inform residents on new bulky-item pickup procedures.
- Continued to work with local and nearby business owners to remove numerous instances of shopping carts dumped in the public right-of-way.
- Maintained surveillance for graffiti and removed or covered multiple locations 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 residential noise concerns, living in vans and motorhomes on public streets, and residential family safety concerns.

# Community & Economic Development Department Organization Chart





# Fiscal Year 2020/21 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.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	472,517	246,693	291,767	302,765
Operating & Maintenance	271,869	277,751	239,067	256,852
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>744,386</b>	<b>524,444</b>	<b>530,834</b>	<b>559,617</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Comm. & ED Director	1.00	-	1.00
Assistant Planner	1.00	-	1.00
PT Planning Intern	0.48	-	0.48
<b>Department Total</b>	<b>2.48</b>	<b>-</b>	<b>2.48</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Planning

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-410-5105.000	Regular Salaries	230,949	157,025	205,836	213,045
100-410-5110.000	Part-Time Salaries	16,552	13,976	15,090	15,090
100-410-5115.000	Overtime	199	-	1,020	1,020
100-410-5205.000	Health Insurance	23,253	16,538	25,392	28,346
100-410-5207.000	Medicare	3,297	2,332	3,329	3,437
100-410-5210.000	Workers' Compensation	8,144	3,916	5,158	7,178
100-410-5215.000	PERS Tier 1 (2.5% @ 55)	89,423	9,871	14,986	16,650
100-410-5217.000	PERS Tier 3 (2% @ 62)	4,063	4,335	5,221	5,895
100-410-5222.000	PERS Tier 1 Unfunded Liability	-	8,300	15,427	11,778
100-410-5224.000	PERS Tier 3 Unfunded Liability	-	32	308	326
Total Salaries & Benefits		375,880	216,325	291,767	302,765
Contract Services					
100-410-5315.000	Engineers	-	241,014	5,000	70,000
100-410-5340.000	Professional Services	246,892	6,918	10,000	5,000
100-410-5345.000	Contractual Services	-	6,439	199,250	150,000
Total Contract Services		246,892	254,371	214,250	225,000
Other Expenses					
100-410-5410.000	Advertising	3,926	1,467	3,200	3,200
100-410-5420.000	Mileage Reimbursement	22	-	100	100
100-410-5425.000	Dues and Memberships	1,594	378	1,100	1,100
100-410-5430.000	Conferences and Meetings	438	1,208	1,000	3,000
100-410-5435.000	Training and Education	-	30	-	-
100-410-5460.000	Insurance - Liability and Vehicle	14,410	13,746	17,917	22,952
Total Other Expenses		20,390	16,829	23,317	30,352
Supplies					
100-410-5505.000	Office Supplies and Expense	1,035	4,677	1,500	1,500
Total Supplies		1,035	4,677	1,500	1,500
<b>Total Planning - General Fund</b>		<b>644,197</b>	<b>492,202</b>	<b>530,834</b>	<b>559,617</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Planning

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-410-5105.000	Regular Salaries	62,360	23,587	-	-
510-410-5205.000	Health Insurance	5,328	2,533	-	-
510-410-5207.000	Medicare	842	329	-	-
510-410-5210.000	Workers' Compensation	2,007	534	-	-
510-410-5215.000	PERS Tier 1 (2.5% @ 55)	25,649	1,742	-	-
510-410-5217.000	PERS Tier 3 (2% @ 62)	451	482	-	-
510-410-5222.000	PERS Tier 1 Unfunded Liability	-	1,157	-	-
510-410-5224.000	PERS Tier 3 Unfunded Liability	-	4	-	-
	<b>Total Salaries &amp; Benefits</b>	96,637	30,368	-	-
Other Expenses					
510-410-5460.000	Insurance - Liability and Vehicle	3,552	1,874	-	-
	<b>Total Other Expenses</b>	3,552	1,874	-	-
	<b>Total Planning - Water Operations Fund</b>	<b>100,189</b>	<b>32,242</b>	-	-
	<b>Total Planning - General &amp; Water Funds</b>	<b>744,386</b>	<b>524,444</b>	<b>530,834</b>	<b>559,617</b>



# Fiscal Year 2020/21 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.
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.
5410	Newspaper ads for public hearings for planning matters.
5420	Mileage reimbursement for inspections and local off-site meetings.
5425	American Planning Association memberships, Livable Communities and other planning organization memberships.
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.



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Neighborhood Preservation

The Neighborhood Preservation Division 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 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	82,955	74,873	88,084	85,917
Operating & Maintenance	28,435	33,059	28,790	32,530
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>111,390</b>	<b>107,932</b>	<b>116,874</b>	<b>118,447</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Neighborhood Preservation Officer	1.00	-	1.00
<b>Department Total</b>	<b>1.00</b>	<b>-</b>	<b>1.00</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Neighborhood Preservation

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-420-5105.000	Regular Salaries	51,898	47,207	57,552	54,178
100-420-5115.000	Overtime	183	-	-	-
100-420-5205.000	Health Insurance	12,925	11,324	11,016	12,113
100-420-5207.000	Medicare	632	593	863	813
100-420-5210.000	Workers' Compensation	1,635	1,173	1,338	1,696
100-420-5217.000	PERS Tier 3 (2% @ 62)	3,491	3,791	4,020	4,148
100-420-5224.000	PERS Tier 3 Unfunded Liability	-	12	83	82
Total Salaries & Benefits		70,764	64,100	74,872	73,030
Contract Services					
100-420-5340.000	Professional Services	3,970	4,939	3,500	3,500
100-420-5341.000	Property Nuisance Abatement	2,200	1,984	10,000	10,000
100-420-5345.000	Contractual Services	16,950	19,150	7,574	10,000
Total Contract Services		23,120	26,073	21,074	23,500
Other Expenses					
100-420-5415.000	Communications	291	405	300	400
100-420-5420.000	Mileage Reimbursement	25	26	50	50
100-420-5425.000	Dues and Memberships	-	95	-	100
100-420-5435.000	Training and Education	430	-	300	500
100-420-5460.000	Insurance - Liability and Vehicle	2,893	4,119	4,646	5,423
Total Other Expenses		3,639	4,645	5,296	6,473
Supplies					
100-420-5505.000	Office Supplies and Expense	192	607	400	400
100-420-5515.000	Uniform Expense	215	197	100	100
Total Supplies		407	804	500	500
Other Expenditures					
100-420-5710.000	Equipment Maintenance	-	-	500	500
100-420-5755.000	Special Department Supplies	759	810	600	600
Total Other Expenditures		759	810	1,100	1,100
<b>Total Neighborhood Preservation - General Fund</b>		<b>98,689</b>	<b>96,432</b>	<b>102,842</b>	<b>104,603</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Neighborhood Preservation

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-420-5105.000	Regular Salaries	9,290	8,422	10,156	9,561
510-420-5205.000	Health Insurance	1,959	1,998	1,944	2,138
510-420-5207.000	Medicare	121	115	152	143
510-420-5210.000	Workers' Compensation	289	207	236	299
510-420-5217.000	PERS Tier 3 (2% @ 62)	532	22	709	732
510-420-5224.000	PERS Tier 3 Unfunded Liability	-	9	15	14
Total Salaries & Benefits		12,191	10,773	13,212	12,887
Other Expenses					
510-420-5460.000	Insurance - Liability and Vehicle	510	727	820	957
Total Other Expenses		510	727	820	957
<b>Total Neighborhood Preservation - Water Operations Fund</b>		<b>12,701</b>	<b>11,500</b>	<b>14,032</b>	<b>13,844</b>
<b>Total Neighborhood Preservation - General &amp; Water Funds</b>		<b>111,390</b>	<b>107,932</b>	<b>116,874</b>	<b>118,447</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Neighborhood Preservation

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	Workers' Compensation insurance and claims.
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
Budget Comment (Operations & Maintenance)	
5340	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	Graffiti Removal Program and related supplies.
5415	Communications expense.
5420	Mileage reimbursement.
5425	Code enforcement organization membership.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Cost of office supplies.
5515	Clothing allowance for staff.
5710	Vehicle Maintenance.
5755	Temporary fencing for former Lomita Hotel property.



# Fiscal Year 2020/21 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 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	59,400	23,819	-	-
Operating & Maintenance	13,780	15,445	31,500	31,500
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>73,180</b>	<b>39,264</b>	<b>31,500</b>	<b>31,500</b>



## Fiscal Year 2020/21 Annual Budget

### *City of Lomita*

### *Economic Development*

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-430-5105.000	Regular Salaries	35,450	17,226	-	-
100-430-5205.000	Health Insurance	3,934	2,304	-	-
100-430-5207.000	Medicare	454	232	-	-
100-430-5210.000	Workers' Compensation	1,077	731	-	-
100-430-5215.000	PERS Tier 1 (2.5%@55)	18,485	1,746	-	-
100-430-5222.000	PERS Tier 1 Unfunded Liability	-	1,580	-	-
Total Salaries & Benefits		59,400	23,819	-	-
Contract Services					
100-430-5340.000	Professional Services	26,660	27,811	20,000	20,000
Total Contract Services		26,660	27,811	20,000	20,000
Other Expenses					
100-430-5410.000	Advertising	7,161	7,454	7,500	7,500
100-430-5415.000	Communications	253	61	-	-
100-430-5420.000	Mileage Reimbursement	1,078	202	-	-
100-430-5425.000	Dues and Memberships	3,250	3,625	4,000	4,000
100-430-5430.000	Training and Education	125	1,535	-	-
100-430-5460.000	Insurance - Liability and Vehicle	1,906	2,568	-	-
Total Other Expenses		13,773	15,445	11,500	11,500
Supplies					
100-430-5505.000	Office Supplies and Expense	7	-	-	-
Total Supplies		7	-	-	-
<b>Total Economic Development - General Fund</b>		<b>99,840</b>	<b>67,075</b>	<b>31,500</b>	<b>31,500</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Economic Development

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Annual Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5340</b>	Business and Economic Development Program.
<b>5410</b>	Maintenance and installation of City street banners; seasonal installation, removal and replacement of damaged articles.
<b>5415</b>	Cost for cellular phone charges.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	Economic development association, ICSC, Cal. Redev. Assoc., CALED and Tools for Business Success website.
<b>5430</b>	Economic development conferences including CALED and ICSC.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5505</b>	Office and computer supplies.
<b>5525</b>	Equipment/\$5K and under.

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# CITY OF LOMITA FY 2019-2020 ACCOMPLISHMENTS

## RECREATION & FACILITIES DEPARTMENT

The Recreation & Facilities Department is comprised of four departmental components:

- Facilities Maintenance
- Recreation & Leisure Programming
- Lomita Presents
- Railroad Museum

Each segment of the Department has contributed to the following list of accomplishments compiled during FY 2019-2020.

### **Park & Facility Maintenance:**

- Gymnasium floor was prepped, and 2 coats of finish were applied, this was performed both in September 2019 and March 2020.
- The HVAC systems at the following locations were serviced which included filters, greased fittings, cleaning, and adjustments:
  - City Hall – 1 unit
  - Lomita Park - Tom Rico Center - 3 units.
  - Stephenson Center -2 units.
  - City Yard - 1 unit.
  - Railroad Museum - 1 unit.
- The fire extinguishers were serviced at the following locations:
  - City Hall – (21) serviced / (3) new
  - Lomita Park – (6) serviced
  - Lomita Railroad Museum – (3) serviced / (1) new
- Installed (2) new Combo Smoke/CO Alarm on the first and second floor of Stephenson Center at Lomita Park.
- Purchase and installed a new 60" Full Vision Merchandise Showcase with LED Light and remote outlet in the main lobby at City Hall.
- Purchased and assembled new tables & chairs for the employee lounge on the first floor at City Hall.
- Rebuilt the plumbing & hardware to the (4) toilets in the women's restroom at Lomita Park.
- Replaced the circulating pump for the hot water supply at City Hall

- The following items were serviced semi-annually:
  - City Hall Elevator
  - City Hall Automatic Doors
  - City Hall Compressor (that runs the building thermostats)
  - City Hall – The main generator in the parking lot at City Hall was serviced. The service is a 65-point inspection to ensure that the generator is functioning properly and for the load test, they attach a load bank to the unit and run for (2) hours while simulating a load size close to that of the building to test operation
- Lomita Park - Outdoor Basketball Court – (4) 1000-watt metal halide bulbs were replaced with (4) 240-watt LED bulbs. (Went from 4000 watts to 960 watts – 76% savings in power).
- Lomita Park - Tennis Court – (8) 1000-watt metal halide bulbs were replaced with (8) 240-watt LED bulbs. (Went from 8000 watts to 1920 watts – 76% savings in power).
- Lomita Park – Exterior Security Lights – (15) 320 metal halide bulbs were replaced with (15) 125-watt LED bulbs. (Went from 4800 watts to 1875 watts – 61% savings in power).
- Lomita City Yard – Interior Lights - (82) 32-watt light bulbs were replaced with (82) 15-watt LED bulbs. (Went from 2624 watts to 1230-watts – 53% savings in power).
- Lomita Park – Playground repairs & upgrades – replace slides, steps, platforms, other miscellaneous parts. The playground rubber surfacing was also repaired in many areas. These repairs were addressed for safety and to negate further damage and future cost.
- Completed major upgrades & updates to the hardware and software within our keyless system at City Hall. These upgrades are mandatory due to the fact that our current system will no longer be supported or compatible after December 31<sup>st</sup>, 2019.
- New lighting in the Japanese Circle at City Hall:
  - Installed waterproof transformer
  - Installed (6) low voltage waterproof well lights
  - Installed new grade box and intercept lighting circuit
- Replaced the Air Conditioning Ductless Split System in the IT Room at City Hall.
- Removed old scoreboard in the gym at Lomita Park and installed a new scoreboard. This included some minor electrical and painting.
- Replace existing 50amp receptacles at two exterior locations where the receptacles were falling apart and did not have the ability to be locked out from unauthorized use.
  - Locations are at Northwest and Southwest corners of City Hall
  - Installed (2) new 50amp lockable outlets in place of existing outlets
- Purchased a new refrigerator for the upstairs lounge at City Hall.
- Staff steam cleaned the carpets on the 1<sup>st</sup> and 2<sup>nd</sup> floor of City Hall.
- Serviced the two restroom exhaust fans on the roof at City Hall.

## **Recreation & Leisure Programming:**

- The Recreation Department conducted only four traditional youth sport leagues this year: flag football, volleyball, basketball, and baseball. Youth soccer was cancelled due to the COVID-19 outbreak. Participants ranged in age from four to fourteen years old. Total participation was 835.
- For the last six years, the Lomita Teen Program has continued to hold a program for over one hundred teenagers! The daily average per activity ranged anywhere between 40 and 50 participants. The program runs for eight weeks and includes off-site field trips, two activities per week held at the park, and our most popular even: Teen Night. Last year's field trips included an Angels vs. Tigers game, Sky Space LA, Soak City, Knott's Berry Farm, and the OC Fair! The Teen Program continues to give our local teenagers a place to create friendships, learn leadership skills and enjoy their summer in a safe and structured environment.
- Adult sports leagues included soccer in the summer, softball in the spring and basketball year-round. These programs all operated at maximum capacity.
- The Department hosted the 19<sup>th</sup> annual *Lomita Park Basketball Camp*. The co-ed camps offered youth a week of intense basketball training from expert high school coaches. 139 participants attended two sessions of the camp in 2019.
- Staff enlisted contract instructors to offer several different cultural and leisure classes. Courses focused on junior golf, youth tennis, youth cheerleading outdoor youth volleyball, youth hockey, brit west soccer classes, brit west soccer camp, youth gymnastics camps, tennis camps, golf camps, flag football camps, cheerleading camps, lego camps, youth summer volleyball class and youth cake camp, and cake classes, Soo Bahk Do, dance classes, adult Zumba, yoga, gentle yoga, aerobics, cardio salsa, senior fitness and memory classes, badminton, and dog obedience training.
- The annual Easter program at Lomita Park was held the Saturday before Easter. The Easter program at Lomita Park consisted of an Easter Egg Hunt, a balloonist, face painter, and a visit from the Easter Bunny. And for the 3<sup>rd</sup> year we held Breakfast with the Bunny from 8am - 9am inside the Tom Rico center. We had an even bigger turn out and the residents enjoyed the snacks, arts and crafts, and entertainment before the actual Easter Egg Hunt. Families also took pictures with the Easter Bunny before the hunt. This was a free activity for families. The South Bay Credit Union and Coffee Bean and Tea Leaf graciously donated to this year's event.
- Along with the Easter Egg Hunt at Lomita Park, the 6th annual Summer Camp Expo was held. Several Summer Camp instructors along with four Cultural and Leisure classes were present to promote their upcoming summer classes. This year we included loco vendors to set up a booth as well. Retro Reload, South Bay Credit Union and the Lomita Library were also present to promote their organizations.
- The Halloween event at Lomita Park on October 31<sup>st</sup> included the annual costume parade, carnival games, prizes, a balloonist, DJ, and lots of candy. A hit this year during the event was "pick your pumpkin" where family members were able to pick and decorate a small sized pumpkin. Families played carnival games and danced to the DJs music provided. We had over 400 people attend this event.

- The Department worked in conjunction with local schools, Lomita Sheriff's Department and the Traffic Committee to host the annual *I'm Gang & Drug Free Walk*. The event took place on May 2nd all participants walked to Lomita Park, to listen to guest speakers and to have lunch. Pizza and cookies were served to the students after all the speeches and slogan winners were announced. All winners were asked to attend a city council meeting to present their slogan and meet our City Council. The students also got to witness what a police dog does when looking for a missing person. And the students all went home with Lomita sunglasses and a pull string backpack.
- Weekly senior muscle strengthening classes were held at the Lomita Park Gymnasium in conjunction with Torrance Memorial Medical Center. Additional senior yoga classes, gentle yoga class, and senior mind, memory, and mindfulness class were to help keep our senior community active. And our Lomita Goodtimers program, held on Thursdays, has become a popular attraction.
- The 9th Annual Tom Rico Memorial Basketball Tournament was played in August. Proceeds from the tournament support departmental youth programs.
- Year-round playground supervision and public assistance was provided at the Lomita Recreation Center facility.

### **Lomita Presents:**

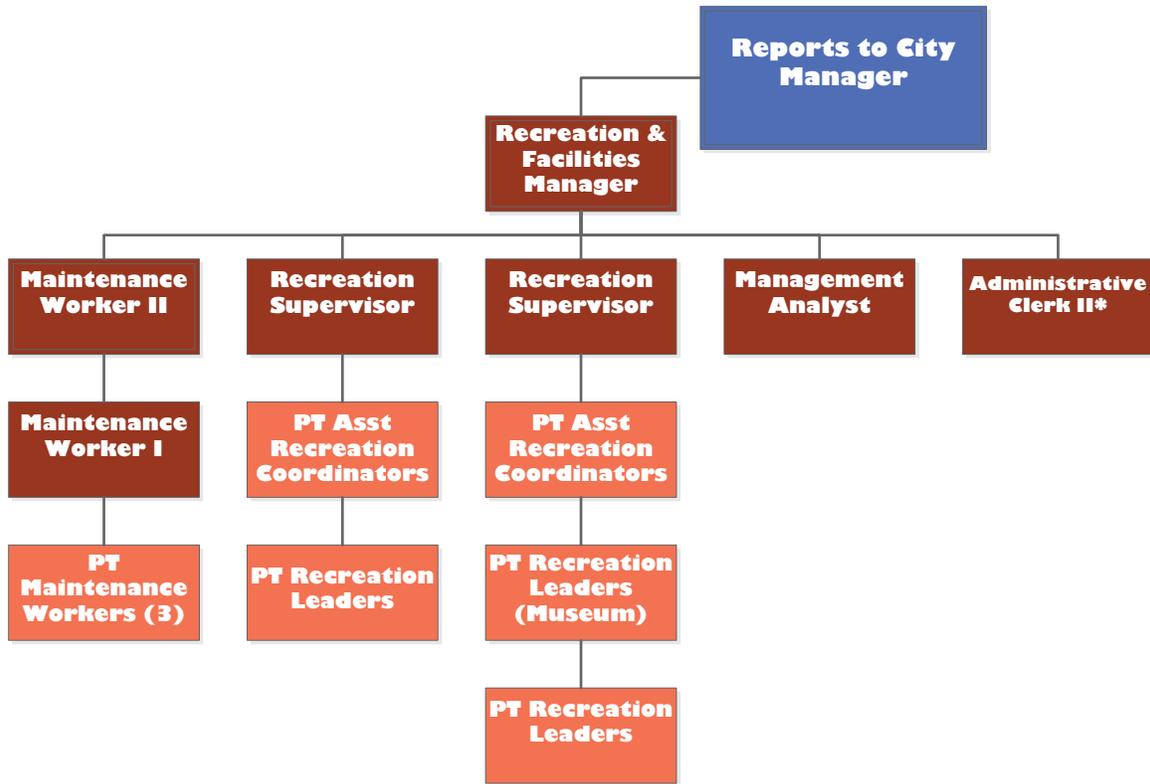
- The 2019 version of Lomita Presents included 2 nights of *Movies Under the Stars*, an outdoor movie screening series on the front lawn of City Hall. Movies shown were *Ralph Breaks the Internet* on July 13<sup>th</sup>, *The Lego Movie 2* on August 3<sup>rd</sup> and *The Incredibles 2* August 10<sup>th</sup>. During our last movie under the stars the Recreation department helped a young man propose to his now fiancé.
- The 2019 annual *Holiday Tree Lighting Celebration* was conducted on December 6<sup>th</sup> on the front lawn. The event began with a warm welcome by the Mayor and Council members. Santa arrived shortly after the Mayors speech and with the help of our guest the City Tree was lit. The event featured performances from the Alexander Fleming Middle School drill team and drum line, a holiday Marionette show from Franklin Marionette. The City's collaboration with local businesses, Rizzo's Pizza, who were invited to set up a booth to partake in the fun. Arts and crafts were organized by the Lomita Railroad Museum board members, a holiday photo booth was set up, coffee and hot chocolate dessert station was handed out to all attendances from the Lomita Parks and Recreation staff.

### **Railroad Museum:**

- Staff continues to provide year-round tours to the general public, school groups, special need agencies, senior clubs and local college students.
- Museum staff coordinates reservations for the Museum Annex Park for birthday parties and other family celebrations. This facility provides families a beautiful park setting, fully gated, as well as free admission to the Lomita Railroad Museum for all their guests. In addition, everyone at the party is given a docent or staff guided tour of the museum and Museum members receive a discount on renting out facilities.

- Since the new gallery opening, the railroad museum staff has been hard at work to continue to make improvements for its customers. This year staff, with the help of the maintenance department, were able to bring back the calliope for display. Along with an exhibit dedicated to Mrs. Irene Lewis. And every season they change out the displays to keep customers returning.
- With the assistance of our maintenance department staff was able to install a baby changing table, which brought lots of positive comments from costumers. We now have a family bathroom, for parents to change their children in private. Both restrooms were modified to be more private and more family friendly.
- On June 12<sup>th</sup>, the Lomita railroad museum assisted the Lomita Post Office in celebrating the 150-year anniversary of the Transcontinental Railroad. A small ceremony was held outside the Lomita railroad museum. The Lomita Post Office handed out snacks and sold the Commemorative Forever Stamps. The museum was open for public view as well.
- The 12<sup>th</sup> Annual Garden and Tea fundraiser event (hosted by Railroad Museum Foundation) took place April 28<sup>th</sup> at the Museum in the Irene Lewis Park. Museum staff assisted the Lomita Railroad Foundation during this event and also presented the guest with a presentation of artifacts<sup>2</sup>.
- Community Day was held August 24<sup>h</sup>. The event that was open to the community also included free tours of the museum, food trucks, and entertainment. They had paid vendors, entertainment throughout the day, food trucks and an estimate of 600+ guests attended the event.
- Halloween night the staff opened the scary caboose for tours to the public and handed out candy to the neighborhood.
- Santa and the Polar express were held on December 15<sup>th</sup> from 12 pm – 4 pm. Admission was \$20.00 for families up to 6. Admission included a picture with Santa, hot chocolate, balloon animals, arts and crafts, snacks, free museum tours, and live music. Museum received approximately 400 families during event hours.

# Recreation & Facilities Division Organization Chart



\* One Administrative Clerk II position (Frozen)



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Recreation & Facilities Administration

The Recreation and Facilities Administration Division coordinates and directs the Recreation Division, Railroad Museum, and the Facilities Maintenance Division; assesses the needs of the residents of Lomita to ensure that they are adequately receiving the recreation they need; maintain all City facilities at the highest level of safety and cleanliness possible; Staff keeps all facilities clean, graffiti free, in safe operating condition and accessible to the public; Staff monitors and maintains all irrigation systems to conserve water which includes the Reflection Fountain; and administer the department budget and all Park Grant funds available.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	322,642	175,527	433,828	356,045
Operating & Maintenance	17,242	25,509	211,194	185,490
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>339,884</b>	<b>201,036</b>	<b>645,022</b>	<b>541,535</b>

#### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Recreation & Facilities			
Manager	1.00	-	1.00
Maintenance Worker II	1.00	-	1.00
Maintenance Worker I	1.00	-	1.00
Administrative Clerk II*	1.00	-	1.00
PT Maintenance Workers	1.09	-	1.09
<b>Department Total</b>	<b>5.09</b>	<b>-</b>	<b>5.09</b>

\* Administrative Clerk position - Frozen



## Fiscal Year 2020/21 Annual Budget City of Lomita Recreation & Facilities Administration

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
<b>Salaries &amp; Benefits</b>					
100-710-5105.000	Regular Salaries	217,358	126,486	275,914	221,787
100-710-5110.000	Part-Time Salaries	-	-	37,275	37,373
100-710-5115.000	Overtime	1,627	1,054	3,300	1,300
100-710-5205.000	Health Insurance	26,293	20,060	51,048	42,639
100-710-5207.000	Medicare	2,740	1,679	4,717	3,907
100-710-5210.000	Workers' Compensation	6,806	4,622	7,190	7,996
100-710-5215.000	PERS Tier 1 (2.5% @ 55)	57,089	7,071	31,543	27,150
100-710-5216.000	PERS Tier 2 (2% @ 60)	10,729	4,631	-	-
100-710-5222.000	PERS Tier 1 Unfunded Liability	-	9,893	22,841	13,893
100-710-5223.000	PERS Tier 2 Unfunded Liability	-	31	-	-
<b>Total Salaries &amp; Benefits</b>		<b>322,642</b>	<b>175,527</b>	<b>433,828</b>	<b>356,045</b>
<b>Contract Services</b>					
100-710-5340.000	Professional Services	-	-	6,200	6,200
<b>Total Contract Services</b>		<b>-</b>	<b>-</b>	<b>6,200</b>	<b>6,200</b>
<b>Other Expenses</b>					
100-710-5405.000	Utilities	-	-	62,100	52,600
100-710-5415.000	Communications	3	531	450	450
100-710-5420.000	Mileage Reimbursement	341	286	1,250	1,250
100-710-5425.000	Dues and Memberships	410	215	500	500
100-710-5430.000	Conferences and Meetings	3,386	3,305	4,000	4,000
100-710-5460.000	Insurance - Liability and Vehicle	12,044	16,223	24,974	25,570
<b>Total Other Expenses</b>		<b>16,184</b>	<b>20,560</b>	<b>93,274</b>	<b>84,370</b>
<b>Supplies</b>					
100-710-5505.000	Office Supplies and Expense	1,058	3,160	2,500	2,500
100-710-5510.000	Small Tools	-	-	500	500
100-710-5515.000	Uniform Expense	-	1,344	2,000	2,000
100-710-5525.000	Equipment Under \$5k	-	146	500	500
<b>Total Supplies</b>		<b>1,058</b>	<b>4,650</b>	<b>5,500</b>	<b>5,500</b>
<b>Rentals</b>					
100-710-5605.000	Rents and Leases	-	-	2,000	2,000
<b>Total Rentals</b>		<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>



## Fiscal Year 2020/21 Annual Budget

### *City of Lomita*

### **Recreation & Facilities Administration**

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<hr/>					
Repairs & Maintenance					
100-710-5705.000	General Maintenance	-	-	110,000	85,000
100-710-5710.000	Equipment Maintenance	-	-	450	450
100-710-5720.000	Fuel	-	-	1,500	1,500
Total Repairs & Maintenance		-	-	111,950	86,950
Other Expenditures					
100-710-5755.000	Special Department Supplies	-	299	470	470
Total Other Expenditures		-	299	470	470
<b>Total Facilities &amp; Recreation Administration - General Fund</b>		<b>339,884</b>	<b>201,036</b>	<b>653,222</b>	<b>541,535</b>



## Fiscal Year 2019/20 Annual Budget

### *City of Lomita*

### **Recreation & Facilities Administration**

Object No.	Budget Comment (Personnel)
5105	Salaries for full-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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.

#### **Budget Comment (Operations & Maintenance)**

5340	Tremco Roof account, Rusher for A/C & Heating, ASSA Abloy for automatic doors, Amtech for elevator inspections, electrical contractors, plumbing contractors, and Mark's Lock & Safe for security cameras, and contingency.
5345	Landscape Maintenance for numerous areas throughout the city.
5405	Utilities.
5415	Communications expense.
5420	Mileage reimbursement.
5425	Membership for California Parks & Recreation Society, National Recreation and Parks Association, Southern California Municipal Athletic Federation, PAPA, L.A. County Dept. of Pesticide Regulations license renewal, and NRPA Playground Safety Inspector Certification and memberships.
5430	Travel and conference expense.
5435	Employee training.
5505	Office supplies.
5510	Purchase of small tools.
5515	Uniform and safety clothing including safety boots.
5525	Landscaping and facility maintenance equipment.
5605	Miscellaneous equipment rentals and yearly Metro Park Lease.
5705	Purchase of supplies and services to maintain and repair all City parks, restrooms, and facilities.
5710	Maintenance for office copier and equipment. Repairs to small equipment such as lawn mowers, riding mowers, landscaping equipment, custodial equipment, minor vehicle repairs, tires, etc.
5720	Vehicle fuel costs.
5730	Operating contingency.
5755	Special department expenses.
5825	Large item purchases for custodial, facility equipment, park equipment, field and irrigation equipment, and safety equipment.



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Recreation Services

The Lomita Recreation Division provides citizens leisure and recreational services. Among the offerings are youth and adult exercise programs, instructive dance classes, a martial arts school, dog obedience training, and many other classes. Teen programming, a senior club, senior exercise classes and youth services are also included. The division also maintains active memberships in the California Parks and Recreation Society (CPRS), Southern California Teen Coalition (SCTC), and the Southern California Municipal Athletic Federation (SCMAF).

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	595,367	523,574	575,964	480,742
Operating & Maintenance	180,341	194,825	184,373	169,314
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>775,708</b>	<b>718,399</b>	<b>760,337</b>	<b>650,056</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Management Analyst	1.00	-	1.00
Recreation Supervisor	1.90	-	1.90
PT Assistant Rec. Coord. & Recreation Leaders	8.46	-	8.46
<b>Department Total</b>	<b>11.36</b>	<b>-</b>	<b>11.36</b>



## Fiscal Year 2020/21 Annual Budget

### *City of Lomita*

### **Recreation Services**

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-730-5105.000	Regular Salaries	188,218	216,069	228,328	239,377
100-730-5110.000	Part-Time Salaries	203,640	215,062	233,392	120,000
100-730-5115.000	Overtime	386	1,261	3,000	3,000
100-730-5205.000	Health Insurance	30,393	33,383	37,082	43,277
100-730-5207.000	Medicare	5,351	6,031	6,971	7,242
100-730-5210.000	Workers' Compensation	13,246	8,969	10,788	15,172
100-730-5215.000	PERS Tier 1 (2.5% @ 55)	154,133	25,301	26,102	29,297
100-730-5222.000	PERS Tier 1 Unfunded Liability	-	17,498	30,301	23,377
<b>Total Salaries &amp; Benefits</b>		<b>595,367</b>	<b>523,574</b>	<b>575,964</b>	<b>480,742</b>
Contract Services					
100-730-5345.000	Contractual Services	4,388	4,665	-	-
100-730-5345.140	Karate Class	16,218	17,461	16,000	13,000
100-730-5345.141	Cake Camp	4,786	1,092	1,000	750
100-730-5345.142	Dance Classes	6,919	7,632	7,000	6,000
100-730-5345.143	Dog Obedience	22,623	22,456	25,000	20,000
100-730-5345.144	Basketball Camp	18,148	16,580	16,000	10,000
100-730-5345.145	Gymnastics	2,231	4,221	1,400	1,000
100-730-5345.146	Exercise Class	4,089	3,724	4,000	2,000
100-730-5345.147	Youth/Adult Golf & Tennis	10,909	9,435	8,000	7,000
100-730-5345.148	Cheerleading Camp	5,001	3,979	4,200	3,000
100-730-5345.149	Youth Soccer Camp	6,718	8,764	7,000	5,000
100-730-5345.150	Lego Class	2,654	5,177	3,000	1,500
100-730-5345.151	Music Class	87	-	-	-
100-730-5345.152	Zumba & Yoga Class	13,915	16,119	14,000	13,000
100-730-5345.155	Fundamentals of Volleyball	2,770	3,273	2,000	2,000
100-730-5345.181	Homework Help	-	52	-	-
100-730-5345.183	Youth Football Camp	2,363	2,179	2,000	1,500
100-730-5345.184	Youth Hockey & Volleyball	1,561	3,113	1,400	1,500
<b>Total Contract Services</b>		<b>125,380</b>	<b>129,922</b>	<b>112,000</b>	<b>87,250</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Recreation Services

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>Other Expenses</b>					
100-730-5410.000	Advertising	18,403	13,964	20,000	15,000
100-730-5415.000	Communications	3	615	300	600
100-730-5420.000	Mileage Reimbursement	659	1,291	800	850
100-730-5425.000	Dues and Memberships	824	855	1,000	1,000
100-730-5430.000	Conferences and Meetings	1,117	60	1,000	4,000
100-730-5435.000	Training and Education	125	912	500	500
100-730-5460.000	Insurance - Liability and Vehicle	23,439	31,482	37,473	48,514
<b>Total Other Expenses</b>		<b>44,570</b>	<b>49,179</b>	<b>61,073</b>	<b>70,464</b>
<b>Supplies</b>					
100-730-5505.000	Office Supplies and Expense	660	1,689	800	800
100-730-5515.000	Uniform Expense	3,627	3,881	3,500	3,800
<b>Total Supplies</b>		<b>4,287</b>	<b>5,570</b>	<b>4,300</b>	<b>4,600</b>
<b>Other Expenditures</b>					
100-730-5755.000	Special Department Supplies	6,104	10,154	7,000	7,000
<b>Total Other Expenditures</b>		<b>6,104</b>	<b>10,154</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Recreation Services - General Fund</b>		<b>775,708</b>	<b>718,399</b>	<b>760,337</b>	<b>650,056</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Recreation Services

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
5207	Medicare insurance benefits.
5210	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)	
5345	Payments to contract class instructors based on fees paid by program participants.
5345.140	Karate Class.
5345.141	Cake Camp.
5345.142	Dance Class.
5345.143	Dog Obedience Class.
5345.144	Basketball Camp.
5345.145	Gymnastics Class.
5345.146	Exercise Class.
5345.147	Youth/Adult Golf & Tennis.
5345.148	Cheerleading Camp.
5345.149	Youth Soccer Camp.
5345.150	Lego Class.
5345.151	Music Class.
5345.152	Zumba & Yoga Class.
5345.155	Fundamentals of Volleyball.
5345.181	Homework Help Classes.
5345.183	Youth Football Camp.
5345.184	Youth Hockey & Volleyball.
5410	Funds used for quarterly printing, mailings, postage, and graphic design of City Newsletter sent to all Lomita residents. Advertising materials for recreational programs.
5415	Communications expense.
5420	Mileage reimbursement.



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Recreation Services*

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#### **Budget Comment (Operations & Maintenance) Continued**

- 5425** Staff memberships for Southern California Municipal Athletic Federation, California Parks and Recreation Society, and National Parks & Recreation Association.
  - 5430** Travel and conference expense.
  - 5435** Employee training.
  - 5460** California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
  - 5505** Office supplies.
  - 5506** Maintenance and upkeep of park pole padding, gym wall padding, gymnasium seating and various
  - 5510** Purchase of small tools.
  - 5515** Uniforms for full and part-time staff.
  - 5755** Usage fees for ActiveNet registration system. First aid, safety and risk management expenditures. Special events, teen program, City Newsletter related expenses and award events. Miscellaneous general programming expenses and supplies.
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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Lomita Presents

Lomita Presents consists of a series of leisure, cultural and informational events and excursions that reflect the current interests of City residents. Events include the Mayor's Golf Classic, Founder's Day, Halloween Carnival, Easter Egg Hunt, Movies Under the Stars, Veterans and Memorial Day ceremonies, Arbor Day, and various other events.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	9,315	3,744	9,317	3,263
Operating & Maintenance	68,400	95,662	65,524	65,550
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>77,715</b>	<b>99,406</b>	<b>74,841</b>	<b>68,813</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
PT Recreation Leaders	0.19	-	0.19
<b>Department Total</b>	<b>0.19</b>	<b>-</b>	<b>0.19</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Lomita Presents

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-735-5110.000	Part-Time Salaries	5,744	2,566	6,510	2,000
100-735-5115.000	Part-Time Overtime	3,229	1,017	2,500	1,000
100-735-5207.000	Medicare	38	37	134	116
100-735-5210.000	Workers' Compensation	304	124	173	147
Total Salaries & Benefits		9,315	3,744	9,317	3,263
Contract Services					
100-735-5340.000	Professional Services	-	-	200	200
100-735-5345.000	Contractual Services	4,111	3,809	4,300	4,300
Total Contract Services		4,111	3,809	4,500	4,500
Other Expenses					
100-735-5410.000	Advertising	438	255	1,000	1,000
100-735-5415.000	Communications	3	2	50	50
100-735-5420.000	Mileage Reimbursement	-	-	100	100
100-735-5425.000	Dues and Memberships	765	1,153	1,200	1,200
100-735-5460.000	Insurance - Liability and Vehicle	537	1,166	2,174	2,700
Total Other Expenses		1,743	2,576	4,524	5,050
Other Expenditures					
100-735-5754.339	Teen Program	9,985	11,959	8,000	6,000
100-735-5754.340	Basketball Camp Scholarship	8,000	3,780	3,500	5,000
100-735-5755.000	Special Department Expense	4,823	7,279	5,000	5,000
100-735-5755.118	Founder's Day	26,022	31,755	25,000	25,000
100-735-5755.331	Mayor's Golf Classic	13,716	34,504	15,000	15,000
Total Other Expenditures		62,546	89,277	56,500	56,000
<b>Total Lomita Presents - General Fund</b>		<b>77,715</b>	<b>99,406</b>	<b>74,841</b>	<b>68,813</b>



# Fiscal Year 2019/20 Annual Budget

## *City of Lomita*

### **Lomita Presents**

Object No.	Budget Comment (Personnel)
5110	Salaries for part-time personnel.
5115	Salaries for overtime as necessary.
5207	Medicare insurance benefits.
5210	Workers' Compensation insurance and claims.

<b>Budget Comment (Operations &amp; Maintenance)</b>	
5340	All professional services including performance fees, purchase of banners, and other services from outside professionals.
5345	Contractual expenses including equipment rental, movie rentals, and licensing fees for small events and holiday ceremonies.
5410	Advertising that includes flyers, banners, mailings, and promotional ads. Costs may also include photocopies, stationary, and professional advertising services.
5415	Communications expense.
5420	Mileage reimbursement.
5425	Membership and licensing fees for The American Society of Composers, Authors, and Publishers (ASCAP); Broadcast Music, Inc. (BMI); and Society of European Stage Authors and Composers (SESAC).
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies.
5754	Teen Program expenses and Basketball Scholarships.
5755	All expenses that do not fall under professional or contractual fees. This may include, but is not limited to, event staffers, decorating expenses, and all special event related materials. Mayor's Golf Classic and Founder's Day expenditures.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Railroad Museum

The Lomita Railroad Museum was founded by Mrs. Irene Lewis and donated to the City in 1967. It is the only museum in Lomita and serves as one of the City's cultural and historical focal points. The museum's mission is dedicated to fostering a deeper understanding and appreciation of the steam locomotive. This mission is accomplished by presenting history through exhibits, interpretive displays, tours, special events, and outreach programs

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	43,004	40,844	45,934	28,100
Operating & Maintenance	20,050	22,476	16,471	15,043
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>63,054</b>	<b>63,320</b>	<b>62,405</b>	<b>43,143</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
PT Senior Recreation Leaders & Recreation Leaders	1.74	-	1.74
<b>Department Total</b>	<b>1.74</b>	<b>-</b>	<b>1.74</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Railroad Museum

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-750-5110.000	Part-Time Salaries	40,957	39,311	43,742	25,000
100-750-5115.000	Overtime	-	-	500	500
100-750-5207.000	Medicare	577	570	664	1,148
100-750-5210.000	Workers' Compensation	1,470	963	1,028	1,452
Total Salaries & Benefits		43,004	40,844	45,934	28,100
Contract Services					
100-750-5345.000	Contractual Services	1,275	7,329	1,000	800
Total Contract Services		1,275	7,329	1,000	800
Other Expenses					
100-750-5405.000	Utilities	2,485	2,426	2,500	2,500
100-750-5410.000	Advertising	300	-	500	-
100-750-5415.000	Communications	221	248	200	250
100-750-5420.000	Mileage Reimbursement	28	43	50	50
100-750-5425.000	Dues and Memberships	198	98	300	200
100-750-5460.000	Insurance - Liability and Vehicle	2,600	3,379	3,571	4,643
Total Other Expenses		5,832	6,194	7,121	7,643
Supplies					
100-750-5505.000	Office Supplies and Expense	875	1,251	700	700
100-750-5510.000	Small Tools	-	43	-	-
100-750-5515.000	Uniform Expense	876	278	650	400
100-750-5525.000	Equipment Under \$5k	-	836	-	-
Total Supplies		1,751	2,408	1,350	1,100
Repairs & Maintenance					
100-750-5705.000	General Maintenance	9,744	4,105	5,000	4,000
Total Repairs & Maintenance		9,744	4,105	5,000	4,000
Other Expenditures					
100-750-5755.000	Special Department Supplies	1,448	2,440	2,000	1,500
Total Other Expenditures		1,448	2,440	2,000	1,500
<b>Total Railroad Museum - General Fund</b>		<b>63,054</b>	<b>63,320</b>	<b>62,405</b>	<b>43,143</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Railroad Museum*

Object No.	Budget Comment (Personnel)
5110	Salaries for part-time personnel.
5115	Salaries for overtime as necessary.
5207	Medicare insurance benefits.
5210	Workers' Compensation insurance and claims.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
5345	ADT Security System Contract & Kristar Enterprises (per L.A. County requirement for drainage, filters & maintenance at Irene Lewis Park).
5405	Utilities.
5410	General advertising expenses including flyers, banners, mailings, brochures and other promotional materials.
5415	Cellular phone & internet charges.
5420	Mileage reimbursement.
5425	Membership dues for Los Angeles Tourism Board (LA, Inc.), the American Association of State and Local History (AASLH), American Railroad Museums (ARM), and California Association of Museums (CAM).
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies.
5510	Purchase of small tools.
5515	Clothing & personal Expense: uniforms and clothing for staff.
5525	Miscellaneous equipment and supplies.
5705	Museum maintenance services (museum facility upkeep, landscaping, janitorial supplies, cleaning supplies, landscaping, etc.).
5755	Marketing and promotional items, small improvement projects, supplies and inventory software (Past Perfect). Includes books, prints, posters, postcards, and railroad related items.

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## Fiscal Year 2020/21 Annual Budget City of Lomita

# Park Athletic

The Athletic Fund is used by the Recreation Department to operate the adult and youth sports programs. Expenditures paid from these accounts include costs associated to leagues, tournaments, advertising, game officials, scorekeepers, uniforms, trophies, and equipment

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	50,887	12,299	9,505	10,312
Operating & Maintenance	32,015	29,727	32,147	18,836
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>82,902</b>	<b>42,026</b>	<b>41,652</b>	<b>29,148</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Recreation Supervisor	0.10	-	0.10
<b>Department Total</b>	<b>0.10</b>	<b>-</b>	<b>0.10</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Park Athletic

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>255-Park Athletic Fund</b>					
Salaries & Benefits					
255-760-5105.000	Regular Salaries	25,361	7,845	6,708	7,300
255-760-5205.000	Health Insurance	4,247	1,766	1,270	1,380
255-760-5207.000	Medicare	343	147	101	109
255-760-5210.000	Workers' Compensation	827	567	156	228
255-760-5215.000	PERS Tier 1 (2.5% @ 55)	20,109	675	767	893
255-760-5222.000	PERS Tier 1 Unfunded Liability	-	1,299	503	402
Total Salaries & Benefits		50,887	12,299	9,505	10,312
Contract Services					
255-760-5335.163	Adult Soccer Official/Scoring	120	280	1,000	1,000
255-760-5335.165	Adult Basketball Official	3,523	1,940	4,205	4,205
255-760-5345.000	Contractual Services	4	2,229	-	-
Total Contract Services		3,647	4,449	5,205	5,205
Other Expenses					
255-760-5410.000	Advertising	-	878	1,000	500
255-760-5460.000	Insurance - Liability and Vehicle	1,464	1,991	542	731
Total Other Expenses		1,464	2,869	1,542	1,231
Supplies					
255-760-5506.000	Sport Supplies	-	529	200	200
255-760-5506.160	Flag Football Supplies	4,622	2,997	3,500	1,500
255-760-5506.161	Volleyball Supplies	2,398	2,714	3,000	1,000
255-760-5506.162	Youth Soccer League Supplies	5,370	5,162	7,000	4,000
255-760-5506.163	Adult Soccer Supplies	543	29	200	200
255-760-5506.164	Youth Basketball Supplies	7,101	3,266	5,000	2,000
255-760-5506.165	Adult Basketball Supplies	-	261	-	-
255-760-5506.166	Youth Baseball Supplies	4,191	5,755	5,000	2,000
255-760-5506.167	Adult Baseball Supplies	-	425	-	-
Total Supplies		24,225	21,138	23,900	10,900
Other Expenditures					
255-760-5735.000	Miscellaneous Expense	2,679	1,271	1,500	1,500
Total Other Expenditures		2,679	1,271	1,500	1,500
<b>Total Park Athletic Fund</b>		<b>82,902</b>	<b>42,026</b>	<b>41,652</b>	<b>29,148</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Park Athletic*

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	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)

5335	Official and scoring services for athletic events.
5335.163	Adult Soccer Official/Scoring and supplies.
5335.165	Adult Basketball Official/Scoring and supplies.
5345	Payments to various contractual agreements (officials, contract Summer camp instructors, etc.).
5410	Advertising of adult and youth athletic programs
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies.
5506	Funds for sports programming supplies such as uniforms, equipment, awards, trophies, tournaments, safety items, training materials, contract game officials, junior golf and youth camps.
5506.160	Youth Flag Football Supplies.
5506.161	Youth Volleyball Supplies.
5506.162	Youth Soccer Supplies.
5506.163	Adult Soccer League Supplies.
5506.164	Youth Basketball Supplies.
5506.166	Youth Baseball Supplies.
5735	Funds for items not covered in any other account such as buses, holiday events, recreation department holiday events, field trip purchases and miscellaneous programming expenses.

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# CITY OF LOMITA

## FY 2019-2020 ACCOMPLISHMENTS

### PUBLIC WORKS DEPARTMENT

The Public Works Department consists of the Public Works Administration, Street Maintenance, Tree Maintenance, Water System Operations and Maintenance, and Safety Compliance Divisions. The Public Works Department accomplished the following during FY 2019-2020:

#### **Public Works Administration / Capital Improvement Program**

Public Works Administration is responsible for overseeing the design, plan checking, and inspection of the City's infrastructure (water, sewer, storm drains, streets, signals, and street), and administering the traffic engineering program. In addition, the division provides project management and program management for the City's Capital Improvement Program (CIP).

- Completed the design and bid package for Slurry Seal Program for three city zones (C, F, and G) in the northern portion of Lomita. Roads that require reconstruction in these zones will be addressed in a separate project.
- In conjunction with Hazen and Sawyer and the State Division of Drinking Water, modified the initial design for additional Granular Activated Carbon filtration units at the CWPF to address benzene removal.
- Completed construction on a Measure R Highway Program project, which included intersection improvements at Western Avenue/Palos Verdes Drive North and PCH/Walnut Street. Construction has been completed and the project will close in Spring 2020.
- Completed construction on the 250<sup>th</sup> Street Water Main Replacement and Street Improvement Project. This project included 250<sup>th</sup> Street from Pennsylvania to Eshelman as well as Doria Ave. south of 250<sup>th</sup> Street. The plans and specifications for this project and the construction management were performed in-house, resulting in significant savings. This project was closed in March 2020.
- Completed construction on the Walnut Street (between PCH and 253<sup>rd</sup> Place) Water Main Replacement and Street Improvement Project. This included a restriping of lanes to improve traffic flow in this section. This project was closed in April 2020.
- Completed construction of 253<sup>rd</sup> Place Water Main Replacement project. The plans and specifications for this project and the construction management were performed in-house, resulting in significant savings. This project was closed in November 2019.
- Reviewed and approved water and other utility plans for development projects. Reviewed, approved, and inspected 70 encroachment permits.
- Conducted regular Technical Traffic Advisory Committee (TTAC) meetings and staffed the Public Safety and Traffic Commission.

- Continued partnering with Los Angeles County, City of Los Angeles, and other partner cities to administer the Coordinated Integrated Monitoring Program (CIMP) for the Dominguez Channel Watershed Management Area to meet the Los Angeles County Area-wide MS4 Permit requirements. Submitted the City's NPDES annual report to Los Angeles Regional Water Quality Control Board.
- Prepared the 2019 Consumer Confidence Report, distributed it to all water customers via electronic methods, and submitted to the State. Completed the City's first annual Water Loss Audit, pursuant to SB 555. Due to COVID-19, the due date has been extended for the Electronic Annual Report (eARS) for the water system. It is anticipated that the report will be submitted by the due date of July 1, 2020.
- The City initiated a water infrastructure tour in late 2019 conducting 16 public tours and approximately 100 attendees to educate and engage water customers. In addition, a video describing Lomita's water treatment and distribution process was developed for educational purposes. The tour program was put on hold in Spring 2020 due to COVID-19

### **Water System Operations and Maintenance Division**

The Water System Operations and Maintenance Division is responsible for all water system operations including distribution, operation of the Cypress Water Production Facility, water quality compliance monitoring and testing, water meter reading, and water system preventive maintenance.

- Performed 37 water main break and service leak repairs, and 81 water meter maintenance repairs/change-outs. A total of 11 fire hydrants were replaced.
- Executed on-going water main line valve turning and exercising program and flushed all dead-end water mains for water quality per State guidelines.
- Completed water meter reading for all billing cycles. Completed 520 water billing system service requests (verifying meter information, account information, meter re-reads, distribution of late billing notices, water shuts-offs and turn-ons).
- Operated and maintained the Cypress Water Production Facility, the Harbor Hills Storage Tank, and all import water connections, including West Basin 7 and West Basin 8. Maintained and monitored each of the four (4) water pressure zones.
- While the installation of 61 new water meters for the buildings and irrigation systems at Harbor Hills was completed in 2019, the final step of having the pipes and meters surveyed to develop easement documentation, to give the City legal access to the newly installed assets, will be completed in Spring 2020.

### **Street Maintenance Division**

The primary functions of the Street Maintenance Division include the installation, maintenance, and repair of street pavement, sidewalk, curb and gutter, street and traffic regulatory signs, curb and street marking, and graffiti removal.

- Replaced or repaired 92 (Fleming) street signs and/or posts and cleaned 173 incidents of graffiti. Performed 103 repairs to damaged sidewalks, curbs, and gutters.
- The City implemented the previously approved No Parking policy on Pacific Coast Highway and installed 56 signs.
- Installed new parking signs and curb paint throughout downtown to implement the downtown parking plan.
- Cleaned the City's approximately 260 storm drain catch basins.
- Fixed approximately 140 potholes on various streets throughout the City performing asphalt Zipper work.

### **Tree Maintenance Division**

The Tree Maintenance Division is responsible for managing the City's urban forest, through routine pruning and trimming, removal and replacement of City trees, and planting new trees, in conjunction with contracted tree services.

- Removed 51 dead trees and stumps, planted 30 replacement trees, and trimmed 79 trees with City forces.
- Oversaw the City's contractors for trimming 416 trees along City parkways.

### **Parks Maintenance Division**

The Parks Maintenance Division maintains the landscaped areas in City parks and surrounding City facilities, including irrigation, playground equipment inspection, and trash removal. The Division provides support to the Facility Maintenance Division in interior building maintenance, as well as support to the Streets, Trees, and Water Divisions.

- Prepared the downtown parking lot with improved irrigation, signage, and tree planting.
- Installed 15 bicycle racks throughout the City.
- Mowed City grounds 55 times; trimmed 38 hedges; repaired 74 sprinklers.
- Conducted 30 inspections of playground equipment.
- Conducted weeding, trimming, irrigation repair, and trash pick-up at the Landscape Maintenance District #1 18 times through the year.
- Oversaw the City's contractor for trimming 47 trees at City parks and 45 trees within Landscape Maintenance District #1.
- Cleaned City interior facilities 228 times.

# Public Works Department Organization Chart



\* One Treatment Operator is being underfilled at Water Service Tech II

\*\* One Water Service Tech I position (Frozen)

\*\*\* One Maintenance Worker II position (Frozen)

\*\*\*\* One PW Lead Worker – Park Maint (Frozen)



## Fiscal Year 2020/21 Annual Budget City of Lomita

### Public Works Administration

The Public Works Administration Division provides engineering coordination and administrative support for public works services; coordinated minor maintenance and operation of City lighting and streets; provides traffic engineering services and serves as consulting staff to the Traffic Technical Advisory Committee and the Public Safety and Traffic Commission.

#### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	124,462	84,651	174,430	177,729
Operating & Maintenance	96,075	127,525	106,147	110,505
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>220,537</b>	<b>212,176</b>	<b>280,577</b>	<b>288,234</b>

#### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Public Works Director	0.25	-	0.25
Administrative Clerk III	0.30	-	0.30
Senior Civil Engineer	0.45	-	0.45
Assistant Engineer	0.15	-	0.15
PT Engineering Intern	0.48	-	0.48
<b>Department Total</b>	<b>1.63</b>	<b>-</b>	<b>1.63</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Public Works Administration

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-605-5105.000	Regular Salaries	64,839	56,324	120,519	121,686
100-605-5110.000	Part-Time Salaries	14,901	11,551	15,090	15,090
100-605-5205.000	Health Insurance	7,209	6,132	14,600	16,624
100-605-5207.000	Medicare	1,037	949	2,034	2,052
100-605-5210.000	Workers' Compensation	2,521	1,851	3,152	4,286
100-605-5215.000	PERS Tier 1 (2.5% @ 55)	30,431	333	1,904	2,100
100-605-5216.000	PERS Tier 2 (2%@60)	-	713	3,105	3,379
100-605-5217.000	PERS Tier 3 (2% @ 62)	3,524	3,012	4,571	5,149
100-605-5222.000	PERS Tier 1 Unfunded Liability	-	3,771	9,216	6,900
100-605-5223.000	PERS Tier 2 Unfunded Liability	-	-	55	272
100-605-5224.000	PERS Tier 3 Unfunded Liability	-	15	184	191
<b>Total Salaries &amp; Benefits</b>		<b>124,462</b>	<b>84,651</b>	<b>174,430</b>	<b>177,729</b>
Contract Services					
100-605-5337.000	Coordinated Integrated Monitoring	40,000	40,000	40,000	40,000
100-605-5340.000	Professional Services	8,779	46,618	-	-
100-605-5345.000	Contractual Services	43,872	36,021	55,000	55,000
<b>Total Contract Services</b>		<b>92,651</b>	<b>122,639</b>	<b>95,000</b>	<b>95,000</b>
Other Expenses					
100-605-5420.000	Mileage Reimbursement	-	-	-	600
100-605-5425.000	Dues and Membership	-	-	-	1,000
100-605-5460.000	Insurance - Liability and Vehicle	4,462	6,496	10,947	13,705
<b>Total Other Expenses</b>		<b>4,462</b>	<b>6,496</b>	<b>10,947</b>	<b>15,305</b>
Supplies					
100-605-5505.000	Office Supplies and Expense	450	450	200	200
<b>Total Supplies</b>		<b>450</b>	<b>450</b>	<b>200</b>	<b>200</b>
City Council Expense					
100-605-5799.000	Inventory Adjustment	(1,488)	(2,060)	-	-
<b>Total City Council Expense</b>		<b>(1,488)</b>	<b>(2,060)</b>	<b>-</b>	<b>-</b>
<b>Total Public Works Administration - General Fund</b>		<b>220,537</b>	<b>212,176</b>	<b>280,577</b>	<b>288,234</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Public Works Administration*

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel.
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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

#### Budget Comment (Operations & Maintenance)

5337	City's share of the Coordinated Integrated Monitoring Program (CIMP) implementation costs for the Dominguez Channel Watershed Management Area.
5340	Costs for NPDES Inspections
5345	Costs for Traffic Advisor services, Engineering and Traffic Surveys, and Industrial Waste Inspection Fees.
5420	Mileage reimbursement.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
5505	Office supplies.

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## Fiscal Year 2020/21 Annual Budget City of Lomita

# Street Maintenance

The Street Maintenance Division provides roadway maintenance to City streets, sidewalks, curbs, and gutters; maintains, replaces and installs street and traffic signs; removes, installs and/or changes curb markings as directed by the Public Safety & Traffic Commission; removes graffiti from City property; street sweeping of City streets; annual cleaning of storm drain catch basins and inlet protection maintenance; National Pollutant Discharge Elimination System (NPDES) and Stormwater MS4 permit compliance; and establishes and maintains a cooperative working environment between street, tree and water crews.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	277,101	270,105	398,632	418,611
Operating & Maintenance	288,421	273,595	308,410	320,592
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>565,522</b>	<b>543,700</b>	<b>707,042</b>	<b>739,203</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
PW Superintendent - Streets/Trees/Park Maintenance	0.75	-	0.75
PW Lead Worker Streets & Trees*	0.80	-	0.80
Maintenance Worker III	0.80	-	0.80
Maintenance Worker I	1.60	-	1.60
PT Maintenance Worker	0.48	-	0.48
<b>Department Total</b>	<b>4.43</b>	<b>-</b>	<b>4.43</b>

\*One PW Lead Worker Position - Frozen



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Street Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-610-5105.000	Regular Salaries	-	-	142,009	146,188
100-610-5205.000	Health Insurance	-	-	24,955	27,418
100-610-5207.000	Medicare	-	-	2,130	2,193
100-610-5210.000	Workers' Compensation	-	-	3,288	4,559
100-610-5215.000	PERS Tier 1 (2.5% @ 55)	-	-	2,360	2,744
100-610-5216.000	PERS Tier 2 (2% @ 60)	-	-	-	6,476
100-610-5217.000	PERS Tier 3 (2% @ 62)	-	-	8,477	3,781
100-610-5222.000	PERS Tier 1 Unfunded Liability	-	-	10,250	7,847
100-610-5223.000	PERS Tier 2 Unfunded Liability	-	-	-	309
100-610-5224.000	PERS Tier 3 Unfunded Liability	-	-	204	217
Total Salaries & Benefits		-	-	193,673	201,732
Other Expenses					
100-610-5460.000	Insurance - Liability and Vehicle	-	-	11,422	14,580
Total Other Expenses		-	-	11,422	14,580
<b>Total Street &amp; Park Maintenance - General Fund</b>		<b>-</b>	<b>-</b>	<b>205,095</b>	<b>216,312</b>
<b>205-Gas Tax</b>					
Salaries & Benefits					
205-610-5105.000	Regular Salaries	169,246	174,201	109,230	118,818
205-610-5110.000	Part-Time Salaries	11,253	10,351	16,210	14,700
205-610-5115.000	Overtime	4,203	6,062	15,000	15,000
205-610-5116.000	Stand By	13,498	12,998	13,100	13,100
205-610-5205.000	Health Insurance	33,694	33,551	25,392	28,316
205-610-5207.000	Medicare	2,635	2,839	2,303	2,424
205-610-5210.000	Workers' Compensation	7,324	4,850	3,568	5,072
205-610-5215.000	PERS Tier 1 (2.5% @ 55)	29,913	5,880	3,834	4,467
205-610-5216.000	PERS Tier 2 (2% @ 60)	-	475	-	-
205-610-5217.000	PERS Tier 3 (2% @ 62)	5,335	7,771	5,287	6,302
205-610-5222.000	PERS Tier 1 Unfunded Liability	-	11,049	10,819	8,446
205-610-5223.000	PERS Tier 2 Unfunded Liability	-	35	-	-
205-610-5224.000	PERS Tier 3 Unfunded Liability	-	43	216	234
Total Salaries & Benefits		277,101	270,105	204,959	216,879



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Street Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>Contract Services</b>					
205-610-5335.000	Maintenance & License Agreements	53,689	39,181	29,300	29,000
205-610-5340.000	Professional Services	2,472	2,410	10,000	10,000
205-610-5346.000	Street Sweeping Contract	79,175	80,199	81,913	81,913
205-610-5347.000	Pavement - Catch Basin	-	-	1,000	1,000
<b>Total Contract Services</b>		<b>135,336</b>	<b>121,790</b>	<b>122,213</b>	<b>121,913</b>
<b>Other Expenses</b>					
205-610-5405.000	Utilities	16,185	15,196	16,000	16,000
205-610-5415.000	Communications	644	1,057	600	600
205-610-5420.000	Mileage Reimbursement	208	112	150	150
205-610-5425.000	Dues and Membership	-	250	-	-
205-610-5435.000	Training and Education	821	705	1,000	2,000
205-610-5460.000	Insurance - Liability and Vehicle	12,961	17,027	12,395	16,219
<b>Total Other Expenses</b>		<b>30,819</b>	<b>34,347</b>	<b>30,145</b>	<b>34,969</b>
<b>Supplies</b>					
205-610-5505.000	Office Supplies and Expense	813	427	750	250
205-610-5510.000	Small Tools	1,166	3,258	1,200	4,000
205-610-5515.000	Uniform Expense	3,222	3,338	3,000	2,200
205-610-5525.000	Equipment Under \$5k	1,764	2,128	2,000	2,000
<b>Total Supplies</b>		<b>6,965</b>	<b>9,151</b>	<b>6,950</b>	<b>8,450</b>
<b>Rental</b>					
205-610-5605.000	Rents and Leases	4,428	6,032	2,000	5,000
<b>Total Rentals</b>		<b>4,428</b>	<b>6,032</b>	<b>2,000</b>	<b>5,000</b>
<b>Repairs &amp; Maintenance</b>					
205-610-5705.000	General Maintenance	50,476	55,302	30,000	30,000
205-610-5710.000	Equipment Maintenance	16,713	22,494	15,000	15,000
205-610-5720.000	Fuel	9,652	11,899	10,000	10,000
<b>Total Repairs &amp; Maintenance</b>		<b>76,841</b>	<b>89,695</b>	<b>55,000</b>	<b>55,000</b>
<b>Total Street Maintenance - Gas Tax Fund</b>		<b>531,490</b>	<b>531,120</b>	<b>421,267</b>	<b>442,211</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Street Maintenance

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>207-Measure R Local Return</b>				
Contract Services				
207-610-5345.000 Contractual Services	5,680	5,680	5,680	5,680
Total Contract Services	5,680	5,680	5,680	5,680
Repairs & Maintenance				
207-610-5705.000 General Maintenance	2,893	-	10,000	10,000
207-610-5706.000 Asphalt Zipper	14,817	-	40,000	40,000
Total Repairs & Maintenance	17,710	-	50,000	50,000
<b>Total Street Maintenance - Measure R Local Return Fund</b>	<b>23,390</b>	<b>5,680</b>	<b>55,680</b>	<b>55,680</b>
<b>311-Street Improvement</b>				
Repairs & Maintenance				
311-610-5706.000 Asphalt Zipper	10,642	6,900	25,000	25,000
Total Repairs & Maintenance	10,642	6,900	25,000	25,000
<b>Total Street Maintenance - Streets Improvement Fund</b>	<b>10,642</b>	<b>6,900</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Street Maintenance - General Fund, Gas Tax, Measure R, St Imp Funds</b>	<b>565,522</b>	<b>543,700</b>	<b>707,042</b>	<b>739,203</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### **Street Maintenance**

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel.
5115	Overtime for Stand-by response time and personnel.
5116	Stand By pay.
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)

5335	Caltrans traffic signal maintenance and city-owned signal and street light maintenance.
5336	National Pollutant Discharge Elimination System (NPDES) annual permit fee; Storm drain system permit fee, Trash Total Maximum Daily Load (Trash TMDL) permit fee.
5340	Consulting services as needed for street maintenance projects. Pavement Management Program Update, inspection services.
5345	Iworq Inventory Management software.
5346	Street sweeping contractor.
5347	Pavement marking/stripping; Catch Basin cleaning.
5405	Southern California Edison (SCE) - electricity for traffic signals and streetlights.
5415	Communications expense.
5420	Mileage reimbursement.
5425	Dues for trade organization memberships: APWA, ASCE and other organizations.
5430	Travel and conference expense.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
5505	Office supplies.
5510	Replacement tools.
5515	Work clothing: safety shoes and uniforms, safety glasses, and rain gear.
5525	Cameras and monitoring equipment.
5605	Heavy equipment, tool rentals; rental of Asphalt Paving machine and other equipment.
5705	General maintenance supplies, dumping fees, asphalt, concrete, forming material, paint, graffiti removal materials, street/traffic signs and posts, etc.
5706	Annual expenses for Asphalt Zipper work.
5710	Equipment repair and maintenance including heavy equipment.
5720	Vehicle fuel costs.

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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Park Maintenance

The Park Maintenance Division maintains all City Parks, the Railroad Museum, City buildings, landscaped areas, senior walking path, tennis courts, softball fields, gymnasium, Community Building, Stephenson Center, playground equipment and the City Hall complex which includes the Rossick Plaza; and establishes and maintains a cooperative working environment between street, tree, and water crews.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	1,065,203	709,314	374,481	232,460
Operating & Maintenance	270,190	328,951	69,470	100,947
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>1,335,393</b>	<b>1,038,265</b>	<b>443,951</b>	<b>333,407</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
PW Lead Worker Park Maintenance*	0.85	-	0.85
Maintenance Worker II *	2.55	-	2.55
Maintenance Worker I	0.85	-	0.85
<b>Department Total</b>	<b>4.25</b>	<b>-</b>	<b>4.25</b>

\* One Maint Worker II & One PW Lead Worker Positions Frozen



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Park Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>100-General Fund</b>					
Salaries & Benefits					
100-740-5105.000	Regular Salaries	493,309	469,070	240,924	140,859
100-740-5110.000	Part-Time Salaries	38,599	40,260	-	-
100-740-5115.000	Overtime	2,820	2,206	8,000	8,000
100-740-5116.000	Stand By	13,498	12,998	14,000	14,000
100-740-5205.000	Health Insurance	95,451	93,672	55,447	36,937
100-740-5207.000	Medicare	4,988	4,709	3,944	2,443
100-740-5210.000	Workers' Compensation	17,289	11,672	6,111	5,104
100-740-5215.000	PERS Tier 1 (2.5% @ 55)	395,520	44,574	22,701	11,900
100-740-5216.000	PERS Tier 2 (2% @ 60)	3,729	3,645	3,422	3,799
100-740-5222.000	PERS Tier 1 Unfunded Liability	-	26,425	19,813	9,061
100-740-5223.000	PERS Tier 2 Unfunded Liability	-	83	119	357
Total Salaries & Benefits		1,065,203	709,314	374,481	232,460
Contract Services					
100-740-5340.000	Professional Services	4,776	12,605	-	-
100-740-5345.000	Contractual Services	16,641	17,225	15,000	15,000
Total Contract Services		21,417	29,830	15,000	15,000
Other Expenses					
100-740-5405.000	Utilities	76,729	81,619	-	9,500
100-740-5415.000	Communications	1,522	768	400	450
100-740-5420.000	Mileage Reimbursement	1,541	1,689	1,500	1,600
100-740-5425.000	Dues and Memberships	640	785	520	800
100-740-5430.000	Conferences and Meetings	160	475	1,500	1,500
100-740-5435.000	Training and Education	451	400	1,000	1,000
100-740-5460.000	Insurance - Liability and Vehicle	30,593	40,973	21,225	16,322
Total Other Expenses		111,636	126,709	26,145	31,172
Supplies					
100-740-5505.000	Office Supplies and Expense	682	320	400	400
100-740-5510.000	Small Tools	1,133	1,549	500	1,000
100-740-5515.000	Uniform Expense	4,437	4,352	3,500	3,500
100-740-5525.000	Equipment Under \$5k	986	9,459	1,500	1,500
Total Supplies		7,238	15,680	5,900	6,400
Rentals					
100-740-5605.000	Rents and Leases	1,467	1,396	-	450
Total Rentals		1,467	1,396	-	450



## Fiscal Year 2020/21 Annual Budget City of Lomita Park Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>Repairs &amp; Maintenance</b>					
100-740-5705.000	General Maintenance	105,193	125,163	-	25,000
100-740-5710.000	Equipment Maintenance	13,865	18,592	13,000	13,000
100-740-5720.000	Fuel	9,128	8,889	7,500	8,000
<b>Total Repairs &amp; Maintenance</b>		<b>128,186</b>	<b>152,644</b>	<b>20,500</b>	<b>46,000</b>
<b>Other Expenditures</b>					
100-740-5755.000	Special Department Supplies	246	2,692	1,925	1,925
<b>Total Other Expenditures</b>		<b>246</b>	<b>2,692</b>	<b>1,925</b>	<b>1,925</b>
<b>Total Building &amp; Park Maintenance - General Fund</b>		<b>1,335,393</b>	<b>1,038,265</b>	<b>443,951</b>	<b>333,407</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Park Maintenance

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel.
5115	Salaries for overtime as necessary.
5116	Stand By pay.
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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.

### Budget Comment (Operations & Maintenance)

5345	Landscape Maintenance for numerous areas throughout the city.
5405	Southern California Edison and Gas Company.
5415	Communications expense.
5420	Mileage reimbursement.
5425	PAPA memberships for staff. L.A. County Dept. of Pesticide Regulations license renewal. NRPA Playground Safety Inspector Certification and memberships. CPRS memberships. All other related memberships.
5430	Travel and conference expense.
5435	Pesticide training classes for maintenance staff. Various NRPA, CPRS, JPIA, and other related trainings.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Office supplies.
5510	Purchase of small tools.
5515	Uniform and safety clothing including safety boots.
5525	Landscaping and facility maintenance equipment.
5605	Miscellaneous equipment rentals and yearly Metro Park Lease.
5705	General maintenance supplies and services to maintain and repair all City park softscapes: trees, irrigation, landscaping as well as concrete pathways.
5710	Repairs to small equipment such as lawn mowers, riding mowers, landscaping equipment, custodial equipment, minor vehicle repairs, tires, etc.
5720	Vehicle fuel costs.
5730	Operating contingency.
5755	Special department expense.



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# Tree Maintenance

The Tree Maintenance Division maintains City owned street trees by properly trimming them for safety, tree health and aesthetic purposes; responds to all street tree emergencies; assists Street Maintenance crews with sidewalk and/or street repairs; and establishes and maintains a cooperative working environment between tree, street, and water crews.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	21,332	14,310	-	-
Operating & Maintenance	43,637	77,504	70,835	75,085
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>64,969</b>	<b>91,814</b>	<b>70,835</b>	<b>75,085</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Tree Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>205-Gas Tax</b>					
Salaries & Benefits					
205-620-5105.000	Regular Salaries	14,182	10,246	-	-
205-620-5205.000	Health Insurance	2,334	1,960	-	-
205-620-5207.000	Medicare	183	139	-	-
205-620-5210.000	Workers' Compensation	453	308	-	-
205-620-5215.000	PERS Tier 1 (2.5% @ 55)	3,874	678	-	-
205-620-5216.000	PERS Tier 2 (2% @ 60)	-	297	-	-
205-620-5217.000	PERS Tier 3 (2% @ 62)	306	-	-	-
205-620-5222.000	PERS Tier 1 Unfunded Liability	-	680	-	-
205-620-5223.000	PERS Tier 2 Unfunded Liability	-	2	-	-
205-620-5224.000	PERS Tier 3 Unfunded Liability	-	-	-	-
Total Salaries & Benefits		21,332	14,310	-	-
Contract Services					
205-620-5350.000	Tree Trimming Contract	28,849	52,912	54,000	54,000
Total Contract Services		28,849	52,912	54,000	54,000
Other Expenses					
205-620-5460.000	Insurance - Liability and Vehicle	801	1,079	-	-
Total Other Expenses		801	1,079	-	-
Supplies					
205-620-5505.000	Office Supplies and Expense	115	98	250	250
205-620-5510.000	Small Tools	43	31	500	500
205-620-5515.000	Uniform Expense	979	529	1,500	1,500
205-620-5525.000	Equipment Under \$5k	1,278	223	1,335	1,335
Total Supplies		2,415	881	3,585	3,585
Repairs & Maintenance					
205-620-5705.000	General Maintenance	897	5,021	4,250	5,000
205-620-5710.000	Equipment Maintenance	2,384	9,008	6,000	6,000
205-620-5720.000	Fuel	-	-	500	500
Total Repairs & Maintenance		3,281	14,029	10,750	11,500
Other Expenditures					
205-620-5752.000	Tree Planting	8,291	8,603	2,500	6,000
Total Other Expenditures		8,291	8,603	2,500	6,000
<b>Total Tree Maintenance - Gas Tax Fund</b>		<b>64,969</b>	<b>91,814</b>	<b>70,835</b>	<b>75,085</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### **Tree Maintenance**

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

#### **Budget Comment (Operations & Maintenance)**

<b>5350</b>	Tree trimming contract.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
<b>5505</b>	Office supplies.
<b>5510</b>	Replacement tools and supplies.
<b>5515</b>	Safety shoes, gloves, clothing, rain gear, and other personal protective equipment.
<b>5525</b>	Equipment and supplies.
<b>5705</b>	Dump fees for tree trimming/removals, tree-related concrete and asphalt repairs
<b>5710</b>	Equipment maintenance.
<b>5720</b>	Vehicle fuel costs for City vehicles and equipment.
<b>5752</b>	Tree planting.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Landscape Maintenance District #1

To provide contract maintenance services for the Landscape Maintenance District #1 (Palos Verdes Drive North).

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	11,856	6,892	12,817	22,114
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>11,856</b>	<b>6,892</b>	<b>12,817</b>	<b>22,114</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita *Landscape Maintenance District #1*

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>245-Landscape Maintenance District #1</b>				
Contract Services				
245-720-5345.000 Contractual Services	1,704	710	3,241	12,540
Total Contract Services	1,704	710	3,241	12,540
Other Expenses				
245-720-5405.000 Utilities	9,107	5,379	8,574	8,574
Total Other Expenses	9,107	5,379	8,574	8,574
Other Expenditures				
245-720-5755.000 Special Department Expense	1,045	803	1,002	1,000
Total Other Expenditures	1,045	803	1,002	1,000
<b>Total Landscape Maintenance District #1 Fund</b>	<b>11,856</b>	<b>6,892</b>	<b>12,817</b>	<b>22,114</b>



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Landscape Maintenance District #1

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5345</b>	Landscape maintenance for the bike path.
<b>5405</b>	Water and electrical costs for landscape maintenance.
<b>5755</b>	Supplies not included in any other account such as sprinklers, irrigation supplies, plants, etc. Includes fees charged by the County Assessor for the collection of the assessment.

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# Fiscal Year 2020/21 Annual Budget

## City of Lomita

# Water Maintenance

The Water Maintenance Division ensures the delivery of quality potable water to the citizens of Lomita; operates and maintains the water distribution and treatment systems; repairs damaged water meters; performs water meter reading to provide accurate accounts of water consumed by customers; assists customers requesting emergency water meter turn offs; manages imported water purchased from West Basin Municipal Water District (WBMWD) and groundwater production to ensure proper delivery and accurate billing; operates and maintains the Cypress Water Production Facility, including Well No. 5; performs water quality compliance monitoring; coordinates with state and federal regulatory agencies; provides engineering support of the water system; and establishes and maintains a cooperative working environment between water, street and tree crews.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	979,608	945,386	1,202,097	1,126,952
Operating & Maintenance	2,848,363	3,059,462	3,709,108	3,770,698
Transfers to Other Funds	-	-	-	1,500,000
<b>Total Expenditures</b>	<b>3,827,971</b>	<b>4,004,848</b>	<b>4,911,205</b>	<b>6,397,650</b>

### Personnel Allocation

	Authorized FY 2019/20	Change	Authorized FY 2020/21
Public Works Director	0.75	-	0.75
Senior Civil Engineer	0.55	-	0.55
Assistant Engineer	0.85	-	0.85
Administrative Clerk III	0.70	-	0.70
Chief Water Treatment Operator	1.00	-	1.00
*Water Treatment Plant Operator (2)	2.00	-	2.00
Water Service Technician II	1.00	-	1.00
Water Service Technician I (3)*	3.00	-	3.00
PW Superintendent - Streets/Trees/Park Maintenance	0.25	-	0.25
PW Lead Worker Parks Maintenance	0.15	(0.15)	-
PW Lead Worker Streets & Trees	0.20	-	0.20
Maintenance Worker III	0.20	-	0.20
Maintenance Worker II (2)	0.45	(0.15)	0.30
Maintenance Worker I (3)	0.55	-	0.55
<b>Department Total</b>	<b>11.65</b>	<b>(0.30)</b>	<b>11.35</b>

\* Water Treatment Plant Operator currently under filled with Water Service Technician II, One Water Service Tech I Position Frozen



# Fiscal Year 2020/21 Annual Budget

## City of Lomita

### Water Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Operations</b>					
Salaries & Benefits					
510-630-5105.000	Salaries	651,685	631,811	848,610	788,440
510-630-5115.000	Salaries Overtime	12,124	18,989	20,000	20,000
510-630-5116.000	Salaries Stand By	13,498	12,998	13,100	13,100
510-630-5125.000	Compensated Absences	8,383	43,112	-	-
510-630-5205.000	Health Insurance	115,304	123,623	150,253	147,960
510-630-5207.000	Medicare	8,459	8,786	13,226	12,323
510-630-5210.000	Workers' Compensation	24,232	17,182	20,492	25,725
510-630-5215.000	PERS Tier 1 (2.5% @ 55)	114,549	17,924	24,127	23,958
510-630-5216.000	PERS Tier 2 (2% @ 60)	5,235	10,138	18,551	21,871
510-630-5217.000	PERS Tier 3 (2% @ 62)	26,139	22,804	28,499	26,807
510-630-5222.000	PERS Tier 1 UAL	-	37,755	63,589	43,829
510-630-5223.000	PERS Tier 2 UAL	-	118	382	1,726
510-630-5224.000	PERS Tier 3 UAL	-	146	1,268	1,213
Total Salaries & Benefits		979,608	945,386	1,202,097	1,126,952
Contract Services					
510-630-5335.000	Maintenance & License Agreements	5,562	4,340	7,000	7,000
510-630-5336.000	Permit & Assessment Fees	72,207	47,850	65,000	65,000
510-630-5337.000	Coordinated Integrated Monitoring	48,197	46,638	46,638	46,638
510-630-5338.000	Underground Service Alert	922	1,195	700	1,500
510-630-5339.000	Water Quality - Clinical Lab	25,613	26,527	40,000	35,000
510-630-5340.000	Professional Services	62,554	71,485	99,000	99,000
510-630-5340.345	Conservation Education	-	-	5,000	5,000
510-630-5341.000	Professional Services, Reservoir	1,145	7,449	25,000	25,000
510-630-5345.000	Contractual Services	15,070	2,345	29,000	29,000
Total Contract Services		231,270	207,829	317,338	313,138
Other Expenses					
510-630-5405.000	Utilities	17,400	17,610	20,000	20,000
510-630-5410.000	Advertising	-	950	800	800
510-630-5411.000	Customer Notifications	6,310	6,087	3,000	3,000
510-630-5415.000	Communications	7,144	7,726	5,000	5,000
510-630-5420.000	Mileage Reimbursement	647	938	1,000	1,000
510-630-5425.000	Dues and Memberships	3,101	1,161	3,000	2,000
510-630-5430.000	Conferences and Meetings	1,379	-	5,200	-
510-630-5435.000	Training and Education	9,036	919	4,500	3,000
510-630-5440.000	Water Purchases - MWD	1,941,502	2,139,030	2,728,793	3,000,000
510-630-5441.000	Water Purchase - WRD	197,030	163,471	113,400	5,000
510-630-5442.000	Utilities - CWPFP	56,162	51,570	60,000	30,000



## Fiscal Year 2020/21 Annual Budget City of Lomita Water Maintenance

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
510-630-5443.000	Water Prod Supply, Reservoir	96,421	75,095	82,000	12,000
510-630-5460.000	Insurance (Liability/Vehicle)	42,879	60,314	71,177	82,260
Total Other Expenses		2,379,011	2,524,871	3,097,870	3,164,060
Supplies					
510-630-5505.000	Office Expense	2,964	3,391	3,500	3,500
510-630-5510.000	Small Tools	6,624	7,980	5,000	4,000
510-630-5515.000	Uniforma Expense	3,812	5,531	5,000	5,000
510-630-5525.000	Equipment Under \$5k	7,200	3,724	13,000	10,000
Total Supplies		20,600	20,626	26,500	22,500
Rentals					
510-630-5605.000	Rents & Leases	86,425	109,367	86,400	100,000
Total Rentals		86,425	109,367	86,400	100,000
Repairs & Maintenance					
510-630-5704.000	Meter Replacement	7,428	10,441	15,000	22,000
510-630-5705.000	General Maintenance	77,072	139,717	105,000	105,000
510-630-5709.000	Equipment Maintenance, Reservoir	15,816	16,906	17,000	17,000
510-630-5710.000	Equipment Maintenance	22,095	19,299	18,000	18,000
510-630-5720.000	Fuel	8,646	10,406	9,000	9,000
Total Repairs & Maintenance		131,057	196,769	164,000	171,000
Other Expenditures					
510-630-5730.000	Operating Contingency	-	-	15,000	-
510-630-5755.000	Special Department Supplies & Expen:	-	-	2,000	-
Total Other Expenditures		-	-	17,000	-
Transfers to Other Funds					
510-990-5993.000	Transfer to Water Capital	-	-	-	1,500,000
Total Transfers to Other Funds		-	-	-	1,500,000
<b>Total Water Maintenance</b>		<b>3,827,971</b>	<b>4,004,848</b>	<b>4,911,205</b>	<b>6,397,650</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### **Water Maintenance**

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5110	Salaries for part-time personnel.
5115	Salaries for overtime as necessary.
5116	Stand By pay for stand by personnel.
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).
5216	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
5217	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
5223	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
5224	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

#### **Budget Comment (Operations & Maintenance)**

5335	Meter reading device interface; AutoCad software maintenance; plotter maintenance service; O&M software and training.
5336	Water System fees payable to the State Water Resources Control Board (SWRCB); National Pollutant Discharge Elimination System (NPDES) fees payable to the SWRCB; West Basin Water Association assessment fees; West Coast Basin Watermaster fees.
5337	City's share of the Coordinated Integrated Monitoring Program (CIMP) implementation costs for the Dominguez Channel Watershed Management Area.
5338	DigAlert.
5339	Water quality compliance testing by independent laboratories.
5340	Consultant to aid city in preparing regulatory reports to the SWRCB; SCADA System upgrades, operation and maintenance support; NPDES and MS4 permit compliance activities; as-needed engineering services for distribution system.
5340.345	Conservation education expenses.
5341	Professional services as needed.
5345	Engineering services; GIS services.
5405	Utilities.
5410	Advertising cost for recruitments.
5411	Cost for customer notifications.
5415	Communication costs including mobile service, pagers, telemetry land lines.
5420	Mileage and parking reimbursement.
5425	Dues for trade organization memberships: AWWA, APWA, ASCE and other organizations.
5430	AWWA, ASCE, APWA informational conferences, seminars/activities, etc.
5435	Work & job specific training. Training for the operation of water treatment facilities, well, pumps, reservoir and tanks, sampling, water quality, customer service.
5440	Import water purchases from West Basin Municipal Water District.



## Fiscal Year 2020/21 Annual Budget *City of Lomita* *Water Maintenance*

### Budget Comment (Operations & Maintenance) Continued

<b>5441</b>	Water Replenishment District Assessment for groundwater production.
<b>5442</b>	Electricity and other utilities for CWPF.
<b>5443</b>	Water production and treatment supplies for CWPF.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
<b>5505</b>	Office supplies.
<b>5510</b>	Small tool and material replacement.
<b>5515</b>	Boots, shoes, gloves, safety glasses, dust masks, uniforms and related materials.
<b>5525</b>	Purchases of equipment under 5k, small pump, valves, and fire hydrant diffuser.
<b>5605</b>	Public Works building lease (\$6,950/month).
<b>5704</b>	Water meter maintenance including testing, repairs, and replacements.
<b>5705</b>	Dump fees, water related asphalt and concrete repair costs, valve and meter replacements, main and service pipe repairs, fire hydrant replacements.
<b>5709</b>	Equipment maintenance for CWPF.
<b>5710</b>	Equipment maintenance and repairs for water distribution system.
<b>5720</b>	Vehicle fuel costs for City vehicles and equipment.
<b>5730</b>	Contingency for water maintenance; water main breaks and associated repairs.
<b>5993</b>	Fund Transfer to Water Capital.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Water Capital Debt Service

**Bond financing for the Cypress Reservoir required City's approval and acceptance of Certificates of Participation for the repayment period to repay bond proceeds. Key objectives are to:**

- Track depreciation of bond proceeds.
- Ensure interest is accrued annually.
- Monitor the principal balance of the bond.
- Accurately track the amortization schedule for the bond.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	413,600	(1,269,744)	1,038,461	1,043,288
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>413,600</b>	<b>(1,269,744)</b>	<b>1,038,461</b>	<b>1,043,288</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Water Capital Debt Service

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>510-Water Capital</b>					
Operating Expenses					
520-910-5725.000	Depreciation	712,852	725,889	-	-
520-910-5726.000	Amortization Expense	11,552	11,552	-	-
520-910-5827.000	Capitalization	(497,381)	(40,536)	-	-
520-910-5890.000	Construction in Progress	(46,952)	(2,191,462)	-	-
520-910-7100.000	Debt Service	226,376	218,713	461,413	463,288
520-910-7105.000	COP Amortization Expense	-	-	-	-
520-910-7106.000	CO Administrative Fees	7,153	6,100	2,048	5,000
<b>Total Debt Service - Water Capital Fund</b>		<b>413,600</b>	<b>(1,269,744)</b>	<b>463,461</b>	<b>468,288</b>
Transfers to Other Funds					
520-990-5993.000	Transfer to Water Operations	-	-	575,000	575,000
Total Transfers to Other Funds		-	-	<b>575,000</b>	<b>575,000</b>
<b>Total Debt Service &amp; Transfers - Water Capital Fund</b>		<b>413,600</b>	<b>(1,269,744)</b>	<b>1,038,461</b>	<b>1,043,288</b>



**Fiscal Year 2020/21 Annual Budget**  
***City of Lomita***  
***Water Capital Debt Service***

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5993</b>	Transfer to Water Operations.
<b>7100</b>	Debt Service principle and interest.
<b>7106</b>	Certificates of Participation (COP) administration expense.

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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# Railroad Museum Foundation

**Fundraising in support of the Lomita Railroad Museum in the form of donations, corporate gifts and grants. Recruits, trains, encourages and recognizes volunteers. Promotes the museum. Plans and develops special events. Prepares annual budget for approval by Railroad Museum Foundation and City Council.**

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	54,316	161,391	25,000	15,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>54,316</b>	<b>161,391</b>	<b>25,000</b>	<b>15,000</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Railroad Museum Foundation

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>720-Railroad Museum Foundation</b>					
Other Expenses					
720-750-5345.000	Other Contractual Services	507	484	-	-
720-750-5410.000	Advertising	1,421	398	-	-
720-750-5425.000	Membership & Dues	-	-	-	-
Total Other Expenses		1,928	882	-	-
Supplies					
720-750-5513.000	Museum Gift Shop Expenses	1,584	780	-	-
720-750-5525.000	Equipment/5K or Under	879	-	-	-
Total Supplies		2,463	780	-	-
Repairs & Maintenance					
720-750-5705.000	General Maintenance	37,510	910	25,000	15,000
Total Repairs & Maintenance		37,510	910	25,000	15,000
Other Expenditures					
720-750-5735.000	Miscellaneous Expense	9,893	5,847	-	-
720-750-5755.000	Special Department Expense	2,522	274	-	-
Total Other Expenditures		12,415	6,121	-	-
Transfers to Lomita Railroad Museum Foundation					
720-750-5705.000	General Maintenance	-	152,698	-	-
Total Repairs & Maintenance		-	152,698	-	-
<b>Total Railroad Museum Foundation Fund</b>		<b>54,316</b>	<b>161,391</b>	<b>25,000</b>	<b>15,000</b>



**Fiscal Year 2020/21 Annual Budget**  
***City of Lomita***  
***Railroad Museum Foundation***

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5410</b>	Museum promotion, advertising, and newsletter.
<b>5425</b>	Membership & dues.
<b>5513</b>	Museum gift shop expenses.
<b>5705</b>	General Maintenance.
<b>5735</b>	Office and miscellaneous expenses.

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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

# Tom Rico Memorial

The Tom Rico Memorial Fund collects and disburses funds for a memorial to former Parks Commissioner Tom Rico. The fund is financed by donations and fundraisers.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Salaries & Benefits	-	-	-	-
Operating & Maintenance	1,894	1,001	2,500	2,500
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>1,894</b>	<b>1,001</b>	<b>2,500</b>	<b>2,500</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Tom Rico Memorial*

	Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<hr/>				
<b>730-Tom Rico Memorial</b>				
Other Expenses				
730-920-5755.000      Special Department Expense	1,894	1,001	2,500	2,500
Total Other Expenses	1,894	1,001	2,500	2,500
<b>Total Tom Rico Memorial Fund</b>	<b>1,894</b>	<b>1,001</b>	<b>2,500</b>	<b>2,500</b>



**Fiscal Year 2020/21 Annual Budget**  
***City of Lomita***  
***Tom Rico Memorial***

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<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5755</b>	Expenditures for Tom Rico Memorial, scholarships for needy children, equipment and supplies.

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# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

## Economic Development Fund

Promote new business growth within the City, assist new businesses through the City and County permitting process. Manage various capital improvement projects for the City including Park, City Hall, and Downtown improvement projects.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Adopted 2020/21
Operating & Maintenance	14,884	600	140,000	340,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	14,884	600	140,000	340,000



## Fiscal Year 2020/21 Annual Budget City of Lomita Economic Development Fund

	Actual FY 2018/19	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>203-Economic Development Fund</b>				
Contract Services				
203-430-5345.000 Contractual Services	14,884	600	140,000	140,000
Total Contract Services	14,884	600	140,000	140,000
Transfers to Other Funds				
203-990-5990.000 Transfer to General Fund	-	-	-	200,000
Total Transfers to Other Funds	-	-	-	200,000
<b>Total Economic Development Fund</b>	<b>14,884</b>	<b>600</b>	<b>140,000</b>	<b>340,000</b>



**Fiscal Year 2020/21 Annual Budget**  
***City of Lomita***  
***Economic Development Fund***

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<b>5345</b>	Design and Build of the Vacant Lot - Narbonne Ave.
<b>5990</b>	Fund Transfer to General Fund.

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## Fiscal Year 2020/21 Annual Budget *City of Lomita*

# Capital Improvement Projects

The City of Lomita's Capital Improvement Projects are outlined in the City's Capital Improvement Program FY 2012-2017. These improvements include playground areas and installation of park benches, tables, picnic shelters, and park fencing; building security systems; upgrades to the City's water system including water main, water meter, meter valves, and service line replacements, updates to the City's Water Master Plan, undergoing major street repairs, engineering studies, stormwater best management program and other facility improvements.

### Expenditures Summary

	Actual 2017/18	Actual 2018/19	Adopted 2019/2020	Adopted 2020/21
Salaries & Benefits	18,373	-	-	-
Operating & Maintenance	1,050	-	-	-
Capital Outlay	2,115,754	2,895,064	5,836,500	7,019,573
<b>Total Expenditures</b>	<b>2,135,177</b>	<b>2,895,064</b>	<b>5,836,500</b>	<b>7,019,573</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Capital Improvement Projects

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>205-Gas Tax Fund</b>					
Capital Outlay					
205-810-5806.351	Slurry Seal	-	-	170,000	200,000
205-810-5806.355	Walnut - PCH to 253rd Place	-	-	342,000	-
205-810-5806.361	250th Street - Pennsylvania to Eshelman	-	167,659	114,000	-
205-810-5806.367	Street Reconstruction - Zone C & F	-	-	-	244,000
Total Capital Outlay		-	167,659	626,000	444,000
<b>Total Gas Tax Fund</b>		<b>-</b>	<b>167,659</b>	<b>626,000</b>	<b>444,000</b>
<b>207-Measure R Local Return</b>					
Capital Outlay					
207-810-5806.351	Slurry Seal	-	-	260,000	350,000
207-810-5806.355	Walnut - PCH to 253rd Place	-	59,000	395,000	-
207-810-5806.367	Street Reconstruction - Zone C & F	-	-	-	419,000
207-810-5821.223	PCH Water Main Replacement Phase 2	-	-	30,000	-
207-810-5821.357	246th St., 247th Pl., 247th St. - Western	-	-	47,000	-
Total Capital Outlay		-	59,000	732,000	769,000
<b>Total Measure R Local Return Fund</b>		<b>-</b>	<b>59,000</b>	<b>732,000</b>	<b>769,000</b>
<b>208-Measure R HWY</b>					
Salaries & Benefits					
208-810-5105.000	Salaries	2,603	-	-	-
208-810-5205.000	Health Insurance	578	-	-	-
208-810-5207.000	Medicare	77	-	-	-
208-810-5210.232	Workers' Compensation	181	-	-	-
208-810-5217.000	PERS Tier 3 (2% @ 62)	380	-	-	-
Total Salaries & Benefits		3,819	-	-	-
Other Expenses					
208-810-5460.232	Insurance (Liability/Vehicle)	320	-	-	-
Total Other Expenses		320	-	-	-
Capital Outlay					
208-810-5806.232	PCH/Walnut-Western/PV	717,354	641,311	-	-
Total Capital Outlay		717,354	641,311	-	-
<b>Total Measure R HWY Fund</b>		<b>721,493</b>	<b>641,311</b>	<b>-</b>	<b>-</b>
<b>209-Measure M</b>					
Capital Outlay					
209-810-5806.355	Walnut - PCH to 253rd Place	-	18,019	276,500	-
209-810-5806.361	250th Street - Pennsylvania to Eshelman	-	287,361	-	-



## Fiscal Year 2020/21 Annual Budget City of Lomita Capital Improvement Projects

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
209-810-5806.363	248th St/Moon Ave Street Imp.	-	6,990	-	-
209-810-5806.367	Street Reconstruction - Zone C & F	-	-	-	358,557
Total Capital Outlay		-	312,370	276,500	358,557
<b>Total Measure M Local Return Fund</b>		<b>-</b>	<b>312,370</b>	<b>276,500</b>	<b>358,557</b>
<b>225-Proposition C</b>					
Salaries & Benefits					
225-810-5105.000	Salaries	12,542	-	-	-
225-810-5205.000	Health Insurance	603	-	-	-
225-810-5207.000	Medicare	176	-	-	-
225-810-5210.000	Workers' Compensation	413	-	-	-
225-810-5217.000	PERS Tier 3 (2% @ 62)	819	-	-	-
Total Salaries & Benefits		14,554	-	-	-
Other Expenses					
225-810-5460.000	Insurance (Liability/Vehicle)	730	-	-	-
Total Other Expenses		730	-	-	-
Capital Outlay					
225-810-5806.240	Bicycle Pedestrian Master Plan	8,617	-	-	-
225-810-5806.326	Pavement Management Plan	24,999	-	-	125,000
225-810-5806-351	Slurry Seal	188,506	-	-	-
225-810-5806.360	Narbonne/N of PCH/Design	468,780	-	-	-
225-810-5806-369	Lomita/Narbonne Intersection - ADA	-	-	-	225,000
Total Capital Outlay		690,902	-	-	350,000
<b>Total Proposition C Fund</b>		<b>706,186</b>	<b>-</b>	<b>-</b>	<b>350,000</b>
<b>235-Air Quality MD AB2766</b>					
Capital Outlay					
235-810-5821.355	Walnut - PCH to 253rd Place	-	-	24,000	-
Total Capital Outlay		-	-	24,000	-
<b>Total Air Quality MD AB2766 Fund</b>		<b>-</b>	<b>-</b>	<b>24,000</b>	<b>-</b>
<b>310-Capital Improvement</b>					
Capital Outlay					
310-820-5820.134	Emergency Generator	13,818	-	-	-
310-845-5807.000	Storm Drain Improvements	-	-	-	-
Total Capital Outlay		13,818	-	-	-
<b>Total Capital Improvement Fund</b>		<b>13,818</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Capital Improvement Projects

		Actual FY 2017/18	Actual FY 2018/19	Adopted FY 2019/20	Adopted FY 2020/21
<b>311-Streets Improvement</b>					
Capital Outlay					
	311-810-5806.351 Slurry Seal	149,346	21,755	380,000	-
	311-810-5806.367 Street Reconstruction - Zone C & F	-	-	-	400,000
	Total Capital Outlay	149,346	21,755	380,000	400,000
	<b>Total Streets Improvement Fund</b>	<b>149,346</b>	<b>21,755</b>	<b>380,000</b>	<b>400,000</b>
 <b>312-Facilities Improvement</b>					
Capital Outlay					
	312-820-5820.000 Building Improvement	4,340	-	30,000	-
	Total Capital Outlay	4,340	-	30,000	-
	<b>Total Facilities Improvement Fund</b>	<b>4,340</b>	<b>-</b>	<b>30,000</b>	<b>-</b>



## Fiscal Year 2020/21 Annual Budget City of Lomita Capital Improvement Projects

		Actual	Actual	Adopted	Adopted
		FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
<b>520-Water Capital</b>					
Contract Services					
520-840-5340.108	Professional Services - Cypress	287,120	16,888	25,000	-
520-840-5340.347	Water Rate Study	-	-	80,000	80,000
520-840-5340.355	Financial Analysis - Water Loss	-	-	3,000	-
Total Contract Services		287,120	16,888	108,000	80,000
Capital Outlay					
520-840-5820.134	Emergency Generator	-	-	-	103,100
520-840-5821.218	Water Master Updates	-	-	40,000	-
520-840-5821.223	PCH Water Main Replacement	57,204	-	60,000	-
520-840-5821.225	Reed Street Water Main Replacement	50,231	-	-	-
520-840-5821.226	Forrester Drive Water Main Replacement	67,580	-	-	-
520-840-5821.230	West Basin 7 & 8 Connect	-	-	-	-
520-840-5821.237	Harbor Hills Direct Metering	25,907	58,499	35,000	15,000
520-840-5821.342	Meter Replacement	-	-	-	-
520-840-5821.353	253rd Place Water Main Replacement	8,964	405,292	-	-
520-840-5821.355	Walnut - PCH to 253rd Place	10,783	485,170	805,000	-
520-840-5821.357	246th St., 247th Pl., 247th St. - Western	-	-	73,000	1,499,916
520-840-5821.361	250th St. - Pennsylvania to Eshelman	1,298	1,242,501	-	-
520-840-5821.365	Cypress Water Production Upgrade	-	-	2,577,000	3,000,000
520-840-5825.000	Equipment Over 5K	35,247	23,648	70,000	-
Total Capital Outlay		257,214	2,215,110	3,660,000	4,618,016
<b>Total Water Capital Fund</b>		<b>544,334</b>	<b>2,231,998</b>	<b>3,768,000</b>	<b>4,698,016</b>
<b>Total Capital Improvement Projects</b>		<b>2,139,517</b>	<b>2,895,064</b>	<b>4,178,000</b>	<b>5,448,016</b>



# Fiscal Year 2020/21 Annual Budget

## *City of Lomita*

### *Capital Improvement Projects*

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	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).

#### Budget Comment (Operations & Maintenance)

5340.108	Cypress Reservoir - Professional Services.
5340.347	Water Rate Study.
5340.355	Water Loss Financial Analysis.
5344.108	Reservoir Offline Testing.
5345.108	Cypress Reservoir.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.

#### Budget Comment (Capital Outlay)

5806.232	PCH - Walnut to Western/PV.
5806.326	Pavement Management Plan.
5806.351	2020-21 Slurry Seal.
5806.363	248th Street & Moon Avenue Street Improvement Project.
5806.367	Street Reconstruction - Zone C & F.
5806.369	Lomita/Narbonne Intersection - ADA.
5820.134	Emergency Generator - Appian Way. Preparation for MWD Shutdown.
5821.223	PCH Water Main Replacement.
5821.237	Harbor Hills Direct Metering.
5821.353	253rd Place Water Main Replacement.
5821.355	Walnut - PCH to 253rd Place.
5821.357	246th Street, 247th Place, 247th Street, Western Ave - Water Main Replacement.
5821.361	250th Street - Pennsylvania to Eshelman.
5821.365	Cypress Water Production Upgrade - Granular Activated Carbon Filtration Treatment.
5825.000	To replace Dump Truck and Water Operations Truck.

**CITY OF LOMITA  
FUND DEFINITIONS AND AUTHORIZED USES  
2020-2021**

<b>Fund No.</b>	<b>Fund Title</b>	<b>Definition of Types of Monies Included</b>	<b>Restricted</b>	<b>Authorized Uses</b>
100	General Fund	Property, sales, franchise & transient occupancy taxes, fines & forfeitures, investment interest, business license fees, planning fees, funds from other agencies, and other fees for service.	No	Primary City Fund for operation expenditures.
201	OPEB Trust Fund	Designated transfers from General Fund.	Yes	Reserves for Retiree Benefits.
202	Pension Stabilization Fund	Designated transfers from General Fund.	Yes	Reserves for costs increases related to employee retirement.
203	Economic Development	Designated transfers from General Fund.	Yes	Reserves for costs increases related to economic development.
205	Gas Tax Fund	Monies received from the State and County from gas sales.	Yes	Street maintenance and repairs.
206	Proposition 1B Fund	Monies received from the State for improvements of local streets and roads.	Yes	Street maintenance and repairs.
207	Measure R Fund	Funds received from the State; Measure R was approved in November 2008.	Yes	Street maintenance and repairs.
209	Measure M Fund	Funds received from the State; Measure M was approved in November 2016	Yes	Street maintenance and repairs.
210	Bike Patrol	Designated transfers from General Fund.	Yes	Salary costs for Los Angeles County Sheriff's Bicycle Patrol.
215	Community Development Block Grant Fund	Federal grant for programs benefiting low-income persons and/or families.	Yes	Housing repairs and public service programs.
217	Lomita Housing Authority Fund	Designated transfers from General Fund.	Yes	Administrative costs necessary to carry out Housing Authority activity.
220	Proposition A Fund	City's share of Proposition A Local Return Funds from county sales tax dollars.	Yes	Transportation related projects and programs.
225	Proposition C Fund	City's share of Proposition C Local Return Funds from county sales tax dollars.	Yes	Transportation related projects and programs.
230	Transportation Development Act Fund	County Transportation Development Act funds (TDA).	Yes	Approved transportation projects for pedestrian, bicycle or bicycle-related programs.
235	Air Quality Plan AB2766 Fund	Funds received from South Coast Air Quality Management District (AQMD) derived from clean air fees.	Yes	Only on approved air quality improvement projects.

**CITY OF LOMITA  
FUND DEFINITIONS AND AUTHORIZED USES  
2020-2021**

<b>Fund No.</b>	<b>Fund Title</b>	<b>Definition of Types of Monies Included</b>	<b>Restricted</b>	<b>Authorized Uses</b>
245	Landscape Maintenance Fund	Assessment funds collected on property tax bill for Landscape Maintenance District #1.	Yes	Only in designated landscape district.
250	Park Facilities Fee Fund	Park Development Tax and Quimby Act funds.	Yes	Park programs and expenditures only.
255	Park Athletic Fund	User charges for park athletic programs.	Yes	Park athlete programs.
257	Park Grant Fund	State of California Parks and Recreation Grant Fund.	Yes	Park improvement programs.
260	Lomita Manor Development Fund	Federal Housing Funds.	Yes	Capital & operating costs of Lomita Manor.
276	California Law Enforcement Equipment Program (CLEEP) Fund	Monies received from the State.	Yes	Specialized equipment and software to enhance public safety.
285	Railroad Museum Expansion Fund	Grant monies and one time settlement.	Yes	Railroad museum capital expenditures.
295	Mayor's Golf Classic Fund	Donations and entry fees for "Mayor's Golf Classic" golf tournament.	Yes	Funding for Park and Recreation Programs.
296	Founder's Day Fund	Donations for Founder's Day Celebration.	Yes	Funding for Founder's Day Celebration.
309	Stephenson Center	Designated transfer in from General Fund	Yes	Park improvement projects.
310	Capital Improvement Fund	Designated transfers from General Fund.	Yes	Capital Improvement Projects.
311	Street Improvement Fund	Designated transfers from General Fund	Yes	Street Improvement Projects.
312	Facilities Improvement Fund	Designated transfers from General Fund.	Yes	Facilities Improvement Projects.
510	Water Operating Fund	Customer water sales & fee charges, water fund investment interest.	Yes	Water operations.
520	Water Capital & Facilities Fund	Waterworks District tax, capital improvement fees, water capital investment interest.	Yes	Capital projects for Water Division only.
530	Rate Stabilization Fund	Designated transfer from Water Capital & Facilities Fund required for Cypress Reservoir Bond.	Yes	Water operations and Water capital projects.
610	Equipment Replacement Fund	Internal Service Fund established to bill departments for equipment replacement on a scheduled basis.	Yes	Major equipment with a multi-year life expectancy and depreciation value.
611	Park Equipment Replacement Fund	Internal Service Fund established for park equipment replacement .	Yes	Major equipment with a multi-year life expectancy and depreciation value.
720	Railroad Museum Foundation Fund	Trust Fund donations for a community center.	Yes	Railroad museum activities.

**CITY OF LOMITA  
FUND DEFINITIONS AND AUTHORIZED USES  
2020-2021**

<b>Fund No.</b>	<b>Fund Title</b>	<b>Definition of Types of Monies Included</b>	<b>Restricted</b>	<b>Authorized Uses</b>
730	Tom Rico Memorial Fund	Trust fund donations for park program scholarships.	Yes	Park programming activities including scholarships, supplies and equipment.

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**CITY OF LOMITA  
ACRONYMS LIST  
2020-2021**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
AASLH	American Association of State and Local History
AC	Air Conditioning
ADA	Americans with Disabilities Act
ALPR	Automatic License Plate Recognition
APWA	American Public Works Association
AQMD	Air Quality Management District
ARRA	American Recovery and Reinvestment Act
ASCAP	American Society of Composers, Authors and Publishers
ASCE	American Society of Civil Engineers
AWWA	American Water Works Association
BMI	Broadcast Music, Inc.
CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees Retirement System
CalTrans	California State Department of Transportation
CAM	California Association of Museums
CCAC	City Clerks Association California
CCHE	California Cultural Historical Endowment
CDAB	Community Development Advisory Board
CDAR	Continuing Disclosure Annual Report
CDBG	Community Development Block Grant
CDC	Community Development Commission
CEQA	California Environmental Quality Act
CERT	Community Emergency Response Team
CIP	Capital Improvement Program
CIWMB	California Integrated Waste Management Board
CJPIA	California Joint Powers Insurance Authority
CLEEP	California Law Enforcement Equipment Program
COG	South Bay Cities Council of Governments
COPS	Citizen's Option for Public Safety
CORE	Community Resources (Deputy)
CPR	Cardio-Pulmonary Resuscitation
CPRS	California Parks and Recreation Society
CRA	California Redevelopment Association
CSMFO	California Society of Municipal Finance Officers
CSTI	California Specialized Training Institute
CVC	California Vehicle Code
DMAC	Area G Disaster Management Area Coordinator
DOJ	U.S. Department of Justice
DSL	Digital Subscriber Line
DUI	Driving Under the Influence
EAC	Environmental Action Committee
EAP	Employee Assistance Program
E&T	Engineers & Traffic

**CITY OF LOMITA  
ACRONYMS LIST  
2020-2021**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FPCC	Fair Political Practices Commission
GAAP	Generally Accepted Accounting Principles
GAP	Gang Alternative Program
GASB	Governmental Accounting Standards Board
GEM	Global Electric Motorcars
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HACoLA	Housing Authority of the County of Los Angeles
HCD	Housing & Community Development
HCV	Housing Choice Voucher
HHW	Household Hazardous Waste
HUD	Housing and Urban Development
HVAC	Heating, Ventilation & Air Conditioning
ICMA	International City Management Association
ICSC	International Council of Shopping Centers
IIMC	International Institute of Municipal Clerks
IT	Information Technology
IWG	Infrastructure Working Group
JAG	Justice Assistance Grant
LACPWD	Los Angeles County Public Works Department
LAFCO	Local Agency Formation Commission
LAN	Local Area Network
LARCIS	Los Angeles Regional Crime Information System
LAUSD	Los Angeles Unified School District
LED	Light-Emitting Diode (Lighting)
LHA	Lomita Housing Authority
LUCA	Local Update of Census Addresses
MAX	Municipal Area Express
MMASC	Municipal Management Assistants of Southern California
MOU	Memorandum of Understanding
MTA	L.A. County Metropolitan Transportation Authority
MWD	Metropolitan Water District
NIMS	National Incident Management System
NPDES	National Pollution Discharge Elimination System
OARRS	Operational Area Response and Recovery System
OSHA	Occupational Safety and Health Administration
OTS	Office of Traffic Safety
PAPA	Pesticide Applicators Professional Association
PCH	Pacific Coast Highway
PDF	Portable Document Format
PERS	Public Employees Retirement System

**CITY OF LOMITA  
ACRONYMS LIST  
2020-2021**

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
PHA	Public Housing Agency
PMS	Pavement Management System
PTS	Parking Ticket System
RFP	Request for Proposal
SBCCOG	South Bay Cities Council of Governments
SCADA	Supervisory Control and Data Acquisition
SCAG	Southern California Association of Government
SCE	Southern California Edison
SCMAF	Southern California Municipal Athletic Federation
SCTC	Southern California Teen Coalition
SCWUA	Southern California Water Utilities Association
SESAC	Society of European Stage Authors and Composers
SSMP	Sewer System Management Plan
SWANA	Solid Waste Association of North America
SWAPC	Southwest Area Planning Council
SWRCB	State Water Resources Control Board
STP-L	(Prop A & Prop C) Surface Transportation Program – Local
TDA	Transportation Development Act
TMDL	Total Maximum Daily Load
TTAC	Technical Traffic Advisory Committee
VOP	Volunteers on Patrol
WBMWD	West Basin Municipal Water District
WBUA	West Basin Utility Association
WCA	West Coast Arborists
WRD	Water Replenishment District

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## GLOSSARY

**Account Number** - A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information.

**Allocate** - To distribute a lump-sum appropriation; that is designated for expenditure by specific organization units and/or for specific purposes, activities, or objects.

**Appropriation** - An authorization made by the Council which permits the City to incur obligations and to make expenditures of resources.

**Audit** - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

**Budget** - A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services.

**Budget Message** - Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important

aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Manager.

**Capital Improvement Program (CIP)** - A program to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones.

**Capital Outlay** - Expenditures for the acquisition of capital assets.

**Contractual Services** - Services rendered to City activities by private firms, individuals or other governmental agencies. Examples of these services include traffic engineering, law enforcement, and city attorney services.

**Department** - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

**Encumbrance** - The legal commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**Expenditure** - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

**Fiscal Year** - The beginning and ending period for recording financial

## GLOSSARY

transactions. The City has specified July 1 to June 30 as its fiscal year.

**Fixed Assets** - Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of five years and an acquisition cost in excess of \$500.

**Franchise Fee** - A franchise fee is charged for the privilege of using public rights-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television, utilities, and trash collection contractors.

**Fund** - An accounting entity that records all financial transactions for specific activities or government functions. The generic fund types used by the City.

**Fund Balance** - The excess of current assets over current liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**Infrastructure** - The physical assets of the City, i.e., streets, water and sewer lines, public buildings, and parks, and the support structures within a development.

**Line-Item Budget** - A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a

program rather than line-item budget, although detail line-item accounts are maintained and recorded for financial reporting and control purposes.

**Operating Budget** - The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

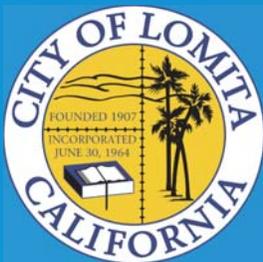
**Program Budget** - A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

**Revenue** - Funds that the government receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenue, and interest income.

**Subventions** - Revenues collected by the State (or other level of government) which are allocated to the City on formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu, cigarette taxes in-lieu, and gasoline taxes.

**User Fees** - The payment of a fee for direct receipt of service by the party benefiting from the service.





**LOMITA CITY HALL**  
**24300 Narbonne Ave.**  
**Lomita, CA U.S.A. 90717**  
**PH: 310.325.7110**  
**[www.lomita.com/cityhall](http://www.lomita.com/cityhall)**