



Adopted Annual Operating & Capital Improvement Budgets

Fiscal Year 2021-2022

#LiftUpLomita



FISCAL YEAR 2021/22 ANNUAL BUDGET TABLE OF CONTENTS

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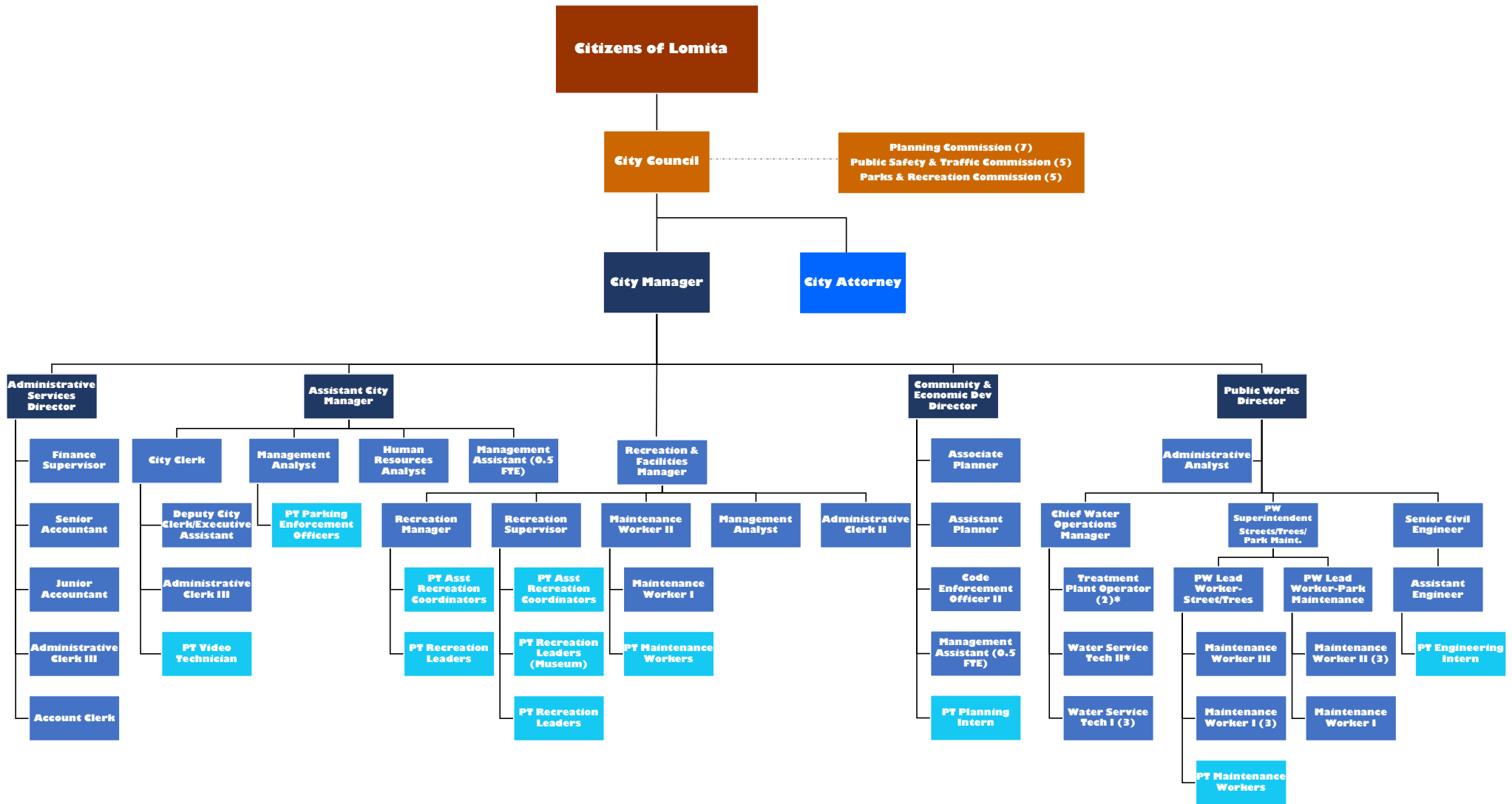
**CITY OF LOMITA
LIST OF CITY OFFICIALS**

ELECTED OFFICIALS

Mayor	Mark Waronek
Mayor Pro Tem	Cindy Segawa
Council Member	James Gazeley
Council Member	William Uphoff
Council Member	Barry Waite

CITY STAFF

City Manager	Ryan Smoot
Assistant City Manager	Gary Sugano
City Attorney	Trevor Rusin, Best & Krieger
Administrative Services Director	Susan Kamada
Community & Economic Development Director	Greg Kapovich
Public Works Director	Carla Dillon



CM and Directors (5)
Full-Time Employees (43)
Part-Time Employees

New Positions
Associate Planner
Management Assistant (CM/Com Dev)
Maintenance Worker I (PW-Streets/Trees)

Reclassification Position
Code Enforcement Officer II (from Neighborhood Preservation Officer)

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

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. In 1907, the Lomita Subdivision covered seven square miles. 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 1st 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 which includes Measure L, 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.

Measure W Fund is used to fund projects dedicated to increase local water supply, improve water quality, and protect public health.

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

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.

BUDGET USER'S GUIDE

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

Transportation Development Act Article 3 (TDA 3) Fund is used to account for funds from MTA that must be used for pedestrian, bicycle, or bicycle-related projects or programs.

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.

American Rescue Plan 2021 Funding provides emergency funding for local governments to remedy the mismatch between rising costs and falling revenues. Funding will help cover the costs incurred due to responding to the public health emergency and provide support for recovery – including assistance to households, small businesses and nonprofits, aid to impacted industries, and support for essential workers. Funding provides resources to invest in infrastructure, including water, sewer, and broadband services.

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

BUDGET USER'S GUIDE

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.

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 9**

FROM: Ryan Smoot, City Manager

PREPARED BY: Susan Kamada, Administrative Services Director

MEETING DATE: June 15, 2021

SUBJECT: Discussion and Consideration to Adopt the Fiscal Year 2021-2022 Budget

RECOMMENDATION

Conduct public hearing and after discussion, consider adopting the five attached resolutions for the complete implementation of the Fiscal Year 2021-2022 Budget. These resolutions include:

- 1) City of Lomita's Annual Budget for Fiscal Year 2021-2022
- 2) Annual Investment Policy Statement
- 3) Annual Appropriation Limit.
- 4) Annual Full-Time 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 appropriations 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 resolutions establish the Authorized Positions and Salary Schedules for full-time and part-time employees of the City of Lomita.

Adjustments Since Budget Workshop:

At the May 10, 2021 Budget Workshop, staff presented the proposed Fiscal Year 2021-2022 Budget and the Council directed staff to proceed with the preparation of the Final Draft Fiscal Year 2021-2022 Budget. Since that meeting, the State has sent revised allocations for the State's Gas Tax program and Lomita's estimated revenue was reduced by approximately \$140,000 which is reflected in the proposed revenue budget. Staff is recommending adopting the revenue as proposed and will address the shortfall between revenues and expenditures as part of the Mid-Year Budget Review. This is the only adjustment to the proposed budget made since the May 10 Budget Workshop.

The General Fund revenues for FY 2021-2022 are projected at \$11,446,567 and the General Fund expenditures for FY 2021-2022 are projected at \$11,446,567.

Total appropriations authorized by the Fiscal Year 2021-2022 Budget include:

\$ 11,446,567 for general fund operating budget request;
\$ 6,932,710 for water enterprise fund budget request;
\$ 11,263,577 for all capital improvement projects request; and
\$ 1,888,387 for all other fund budget request
<hr/>
\$ 31,531,241 Total Appropriations authorized by the Fiscal Year 2021-2022 Budget

OPTIONS:

1. Adopt the proposed 2021-2022 Budget, attached Resolutions, with all modifications made by the City Council at the May 10, 2021 Budget Workshop.
2. Do not approve the proposed 2021-2022 Budget and provide further direction to Staff. The final budget needs to be adopted prior to July 1, 2021

FISCAL IMPACT

The approval of the 2021-22 budget provides the basis for revenues and expenditures throughout the fiscal year and may be amended from time to time as approved by the City Council.

ATTACHMENTS

- 1) Resolution Adopting the City Budget for Fiscal Year 2021-2022
- 2) Resolution Adopting a Financial Investment Policy for Fiscal Year 2021-2022 and Statement of Investment Policy
- 3) Resolution Confirming the Factors Used to Calculate the Annual Appropriation Limit for Fiscal Year 2021-2022

- 4) Resolution Adopting the Annual Employee Compensation Plan for Fiscal Year 2021-2022
- 5) Resolution Adopting the Annual Part-Time and Temporary Employment Compensation Plan for Fiscal Year 2021-2022

Reviewed by:



Gary Y. Sugano
Assistant City Manager

Approved by:



Ryan Smoot
City Manager

Prepared by:



Susan Kamada
Administrative Services Director

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RESOLUTION NO. 2021-20

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA,
CALIFORNIA, ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR
COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022**

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, 2021, and ending June 30, 2022, (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 2021-2022 for all operating funds total \$20,267,664, and appropriations for all capital improvement projects total \$11,263,577, the result of which is a combined total for all appropriations of \$31,531,241; and

WHEREAS, the document "City of Lomita, 2021-2022 Annual Budget" shall set the guidelines for expending funds for Fiscal Year 2021-2022; 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 2021-2022 is adopted as detailed in the attached "City of Lomita, 2021-2022 Annual Budget" document and as described in the recitals listed above.

Resolution No. 2021-20

Page 2 of 2

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 15th day of June 2021.

Mark Waronek

Mark A. Waronek, Mayor

ATTEST:

Kathleen Horn Gregory

Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

Trevor Rusin

Trevor Rusin, City Attorney

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

I, **Kathleen Horn Gregory**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2021-20 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 15, 2021, by the following vote, to wit:

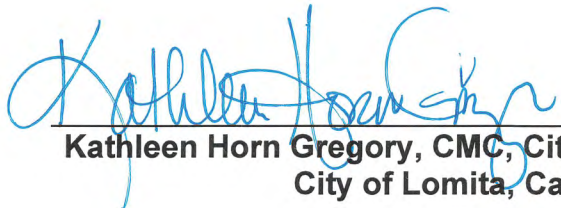
AYES: Council Members: Gazeley, Uphoff, Waite, and Mayor Pro Tem Segawa
 and Mayor Waronek

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 15th day of June 2021.



Kathleen Horn Gregory, CMC, City Clerk
City of Lomita, California

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RESOLUTION NO. 2021-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ADOPTING A FINANCIAL INVESTMENT POLICY FOR FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022

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, 2021, and ending June 30, 2022.

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.

Resolution No.
Page 2 of 2

PASSED, APPROVED AND ADOPTED, this 15th day of June 2021.

Mark Waronek

Mark A. Waronek, Mayor

ATTEST:

Kathleen Horn Gregory

Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

Trevor Rusin

Trevor Rusin, City Attorney

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

I, **Kathleen Horn Gregory**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2021-21 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 15, 2021, by the following vote, to wit:

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

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 15th day of June 2021.



Kathleen Horn Gregory, CMC, City Clerk
City of Lomita, California

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CITY OF LOMITA

FISCAL YEAR 2021-2022

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 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. 2021-22

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, 2021, AND ENDING JUNE 30, 2022

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 2021-2022; 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 2021-2022 shall be \$31,867,906.

SECTION 2. That the change in cost of living factor being used to calculate the Fiscal Year 2021-2022 appropriations limit is the change in California per capita personal income.

Resolution No. 2021-22
Page 2 of 2

SECTION 3. That the change in population factor being used to calculate the Fiscal Year 2021-2022 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 15th day of June 2021.

Mark Waronek

Mark A. Waronek., Mayor

ATTEST:

Kathleen Horn Gregory

Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

Trevor Rusin

Trevor Rusin, City Attorney

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

I, **Kathleen Horn Gregory**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2021-22 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 15, 2021, by the following vote, to wit:

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

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 15th day of June 2021.



Kathleen Horn Gregory, CMC, City Clerk
City of Lomita, California

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RESOLUTION NO. 2021-23

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, 2021, AND ENDING JUNE 30, 2022

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, 2021 and ending on June 30, 2022.

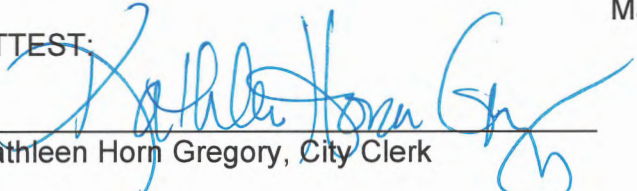
SECTION 2. The City Clerk shall attest and certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force and effect in accordance with its terms.

PASSED, APPROVED AND ADOPTED this 15th day of June 2021.

Mark Waronek

Mark A. Waronek, Mayor

ATTEST:



Kathleen Horn Gregory, City Clerk

APPROVED AS TO FORM:

Trevor Rusin

Trevor Rusin, City Attorney

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

I, **Kathleen Horn Gregory**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2021-23 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 15, 2021, by the following vote, to wit:

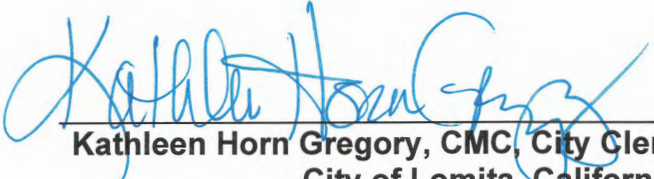
AYES: Council Members: Gazeley, Uphoff, Waite, and Mayor Pro Tem Segawa
 and Mayor Waronek

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 15th day of June 2021.



Kathleen Horn Gregory, CMC, City Clerk
City of Lomita, California

CITY OF LOMITA - FISCAL YEAR 2021-2022

Department	Position Title	Salary Schedule	F/T
City Manager's Dept.	City Councilmembers	N/A	N/A
	City Manager	N/A	1
	Assistant City Manager	N/A	1
	City Clerk	89	1
	Recreation & Facilities Manager	85	1
	Recreation Manager	82	1
	Management Analyst	80	2
	Human Resources Analyst	77	1
	Recreation Supervisor	72	1
	Deputy City Clerk/Executive Assistant	69	1
	Administrative Analyst	69	1
	Management Assistant	60	0.5
	Administrative Clerk III (City Clerk's)	59	1
	Maintenance Worker II	59	1
	Administrative Clerk II (Recreation)	56	1
	Maintenance Worker I	55	1
	Total Department		15.5
Administrative Services	Administrative Services Director	M95	1
	Finance Supervisor	79	1
	Senior Accountant	78	1
	Junior Accountant	67	1
	Administrative Clerk III	59	1
	Account Clerk	59	1
	Total Department		6
Community Development	Community & Economic Dev. Director	M95	1
	Associate Planner	74	1
	Code Enforcement Officer II	74	1
	Assistant Planner	70	1
	Management Assistant	60	0.5
	Total Department		4.5
Public Works	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	70	1
	Water Treatment Plant Operator	68	1
	Water Service Technician II (underfill of WTPO)	62	1
	Maintenance Worker III (1 underfill of WST II)	62	2
	Maintenance Worker II	59	3
	Administrative Analyst	69	1
	Water Service Technician I	58	3
	Maintenance Worker I	55	4
	Total Department		22
Total City			48

CITY OF LOMITA - FISCAL YEAR 2021-2022 SECTION III - SALARY SCHEDULE

SCHED. NO.	I	II	III	IV	V
53	3,268	3,513	3,641	3,840	4,053
54	3,352	3,549	3,738	3,942	4,162
55	3,444	3,641	3,840	4,053	4,277
56	3,549	3,738	3,942	4,162	4,398
57	3,641	3,840	4,053	4,278	4,515
58	3,738	3,942	4,162	4,398	4,645
59	3,840	4,053	4,277	4,515	4,766
60	3,942	4,162	4,398	4,645	4,890
61	4,053	4,278	4,515	4,766	5,030
62	4,162	4,398	4,645	4,890	5,165
63	4,277	4,515	4,766	5,030	5,316
64	4,398	4,645	4,890	5,165	5,458
65	4,515	4,766	5,030	5,317	5,611
66	4,645	4,890	5,165	5,458	5,759
67	4,766	5,030	5,316	5,611	5,916
68	4,890	5,165	5,458	5,759	6,083
69	5,030	5,316	5,611	5,916	6,244
70	5,165	5,458	5,759	6,083	6,417
71	5,317	5,611	5,916	6,245	6,590
72	5,458	5,759	6,083	6,417	6,766
73	5,611	5,916	6,245	6,590	6,946
74	5,759	6,083	6,417	6,766	7,140
75	5,916	6,245	6,590	6,946	7,331
76	6,083	6,417	6,766	7,140	7,534
77	6,244	6,590	6,946	7,331	7,732
78	6,418	6,767	7,141	7,534	7,948
79	6,590	6,946	7,331	7,732	8,160
80	6,767	7,141	7,534	7,948	8,384
81	6,946	7,331	7,732	8,160	8,606
82	7,210	7,608	8,026	8,466	8,927
83	7,331	7,732	8,160	8,606	9,081
84	7,534	7,948	8,383	8,840	9,327
85	7,732	8,160	8,606	9,081	9,584
86	7,948	8,384	8,841	9,329	9,841
87	8,160	8,606	9,081	9,584	10,106
88	8,383	8,840	9,327	9,839	10,382
89	8,606	9,081	9,584	10,106	10,664
90	8,840	9,327	9,839	10,382	10,946
91	9,081	9,584	10,106	10,664	11,250
92	9,327	9,839	10,382	10,946	11,552
93	9,584	10,106	10,664	11,250	11,870
94	9,839	10,382	10,946	11,552	12,189
95	10,106	10,664	11,250	11,870	12,522
S78	7,782	8,211	8,632	9,109	9,641
M73	5,859	6,183	6,528	6,886	7,256
M80	7,072	7,497	7,870	8,302	8,761
M83	7,660	8,081	8,526	8,995	9,489
M84	7,870	8,302	8,761	9,238	9,750
M87	8,526	8,991	9,491	10,016	10,666
M88	8,745	9,239	9,750	10,282	10,850
M89	8,991	9,491	10,016	10,563	11,142
M90	9,239	9,750	10,282	10,850	11,440
M91	9,491	10,016	10,563	11,142	11,757
M92	9,750	10,282	10,850	11,440	12,069
M93	10,016	10,563	11,142	11,757	12,402
M94	10,282	10,850	11,440	12,069	12,733
M95	10,545	11,138	11,738	12,381	13,063
Assistant City Manager				Flat Rate	13,952

CITY OF LOMITA - FISCAL YEAR 2021-2022
SECTION IV - AUTHORIZED FULL TIME POSITIONS AND SALARY SCHEDULES

Department	Position Title	Salary Schedule	F/T
City Manager's Dept.	City Councilmembers	N/A	N/A
	City Manager	N/A	1
	Assistant City Manager	N/A	1
	City Clerk	89	1
	Recreation & Facilities Manager	85	1
	Recreation Manager	82	1
	Management Analyst	80	2
	Human Resources Analyst	77	1
	Recreation Supervisor	72	1
	Deputy City Clerk/Executive Assistant	69	1
	Administrative Analyst	69	1
	Management Assistant	60	0.5
	Administrative Clerk III (City Clerk's)	59	1
	Maintenance Worker II	59	1
	Administrative Clerk II (Recreation)	56	1
	Maintenance Worker I	55	1
	Total Department		15.5
	Administrative Services	Administrative Services Director	M95
Finance Supervisor		79	1
Senior Accountant		78	1
Junior Accountant		67	1
Administrative Clerk III		59	1
Account Clerk		59	1
Total Department		6	
Community Development	Community & Economic Dev. Director	M95	1
	Associate Planner	74	1
	Code Enforcement Officer II	74	1
	Assistant Planner	70	1
	Management Assistant	60	0.5
	Total Department		4.5
Public Works	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	70	1
	Water Treatment Plant Operator	68	1
	Water Service Technician II (underfill of WTPO)	62	1
	Maintenance Worker III (1 underfill of WST II)	62	2
	Maintenance Worker II	59	3
	Administrative Analyst	69	1
	Water Service Technician I	58	3
	Maintenance Worker I	55	4
	Total Department		22
	Total City		3948

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RESOLUTION NO. 2021-24

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, 2021, AND ENDING JUNE 30, 2022

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.

Resolution No. 2021- 24

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- 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

Resolution No. 2021- 24
Page 3 of 3

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 15th day of June 2021.

Mark Waronek

Mark A. Waronek, Mayor

ATTEST:

Kathleen Horn Gregory

Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

Trevor Rusin

Trevor Rusin, City Attorney

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

I, **Kathleen Horn Gregory**, City Clerk of the City of Lomita, California, do hereby certify that the foregoing Resolution No. 2021-24 was duly passed, approved, and adopted by the City Council of the City of Lomita at its regular meeting held on June 15, 2021, by the following vote, to wit:


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

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 15th day of June 2021.



Kathleen Horn Gregory, CMC, City Clerk
City of Lomita, California

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

Schedule No.	I	II	III	IV	V
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

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

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CITY COUNCIL

MARK A. WARONEK
CINDY SEGAWA
JAMES GAZELEY
BILL UPHOFF
BARRY WAITE



ADMINISTRATION

RYAN SMOOT
CITY MANAGER

CITY OF LOMITA

June 15, 2021

Subject: City Manager's FY 2021-2022 Budget Message

Dear Honorable Mayor, City Council and Citizens of Lomita:

It is my pleasure to submit the Fiscal Year 2021-22 Annual Operating and Capital Improvement Budget for the City of Lomita. The City Council has continued to set a high standard for services to our community, especially in the face of the COVID-19 pandemic, and this budget has been targeted to accomplish the goals set forth by the City Council at its recent Strategic Planning Session. While the COVID-19 Pandemic has and will continue to have lasting effects on the ways in which we meet the needs of the community, I am proud of our organization and the resilience and compassion with which we have carried Lomita forward. The FY21-22 Budget builds on the many lessons learned from the pandemic and sets lofty goals for our team to accomplish; we look forward to taking these lessons and continuing to improve Lomita for generations to come.

The Fiscal Year 2021-22 Proposed Budget is balanced without the use of any carryover funds, and benefits from additional revenues committed through the approval of Measure L while representing a total investment of more than \$31 Million into the Lomita Community. Overall revenues are projected to increase by \$887,229 (not including transfers from other funds) year over year. This year, General Fund revenues are projected to be \$11,446,567 and expenditures are projected at \$11,446,567 and has been balanced without the use of the City's Reserves or transfers from other funds. In recent years, expenditure increases have outpaced revenues, but this year, thanks to overwhelming approval of Measure L, the City is able to reinvest additional revenues into the things our community cares for the most while setting the City on a strong financial footing.

The top priority of our residents, and in turn 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. Like last year's budget, we are giving priority to the services that our residents need the most – such as quick emergency response, senior support, as well as recovering from the effects of pandemic related closures and losses. But this year we are also investing heavily into the Lomita Water System with the G.A.C. upgrades to our production facility, supplementing our Public Safety and Traffic safety efforts, increasing our ongoing efforts to rebuild our streets, and building up our capacity to grow and prepare for the recovery and rebuilding of our State and local economy. Many of these efforts would simply not be possible without the support of our residents in approving Measure L.

Although the City operates thirty (30) government-type funds, which include the General Fund (and its miscellaneous fund components), Special Revenue funds, Capital Project funds, and Internal Service funds. These government funds comprise approximately 68% of the total revenue and 57% of the total expenditures for the City in the Budget, making up the majority of the City's operation.

The two (2) Enterprise funds (Water Operations and Water Capital) make up approximately 32% of the overall revenue stream and are intended to be self-supporting activities; and 43% of the total expenditures for the City in the Budget. The General Fund is the City's primary source of funding for general City operations and is the fund most directly available for appropriation by the City Council. For this reason, it is the focus of this letter, though all funds are accounted for in the proposed budget.

Below is an overview of the major General Fund revenue sources and expenditures with comparisons to previous years:

General Fund Overview of Fiscal Year 2021-2022 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.

In the November 2020 General Municipal Election, Lomita voters approved Measure L, which enacted a $\frac{3}{4}$ -cent general local sales and use tax. Based on recent projections, and as the local economy continues to recover from the effects of the pandemic, Measure L is anticipated to produce approximately \$1.3 Million in annual funding that will come directly to Lomita to meet the needs of our residents. This revenue is accounted for in our General Fund and may be used for general expenditures, though this budget proposes its use in targeted areas based on the goals set forth by the City Council.

As they have been in recent years, the revenue projections included in the budget are conservative, and reflective of the uncertainty related to recovery from the pandemic. A more detailed account is described below.

General Fund Revenues

General fund revenues for FY 2021-22 are projected at \$11,446,567, an increase of \$887,229 (not including transfers from other funds) from FY 2020-21 Adopted Budget. The overall increase is primarily due to the approval of Measure L by Lomita voters.

With an understanding that previous year revenue estimates were decreased due to the pandemic, some of the most significant year-to-year changes in funding for FY 2021-22 are listed below:

- Sales tax revenue is projected at \$3.45 million, a net increase of \$1.52 million from FY 2020-21 Adopted Budget and represents 30.15% of total general fund revenues. Measure L accounts for approximately \$1.3 Million of this total or 11% of total general fund revenues.
- Motor Vehicle In-Lieu revenue is projected at \$2.5 million, a net increase of \$238,936 from FY 2020-21 Adopted Budget and represents 21.84% of total general fund revenues.
- Property tax revenue is projected at \$1.78 million, a net increase of \$34,999 from FY 2020-21 Adopted Budget and represents 15.6% of total general fund revenues.
- Business License Fees are projected at \$650,000, no change from FY 2020-21 Adopted Budget and represent 5.6% of total general fund revenues.
- Building Department Fees are projected at \$600,000, a net decrease of \$700,000 over FY 2020-21 Adopted Budget and represent 5.25% of total general fund revenues.

It is important to note that although it is accounted for separately from the general fund in the proposed budget, the City is anticipating significant funding from the Federal Government's "American Rescue Plan Act 2021." No specific timing or guidance for receipt of these funds has yet been established, and we are awaiting specific guidance regarding allowable expenditures. Having said that, the City Council has established a committee to work with City staff, the Chamber of Commerce and our local businesses and residents to prepare for programming of that funding as guidance becomes available. As more information is received, our staff and the Council subcommittee will return to the full City Council with specific program recommendations targeted at maximizing the positive impact those funds can have for the areas of our community most in need, and the City's budget may need to be adjusted accordingly.

General Fund Expenditures

Preliminary projections for the coming years were developed in early 2021, but specific expenditure categories and programs were developed following the City Council's Strategic Planning and Goal Setting sessions in March and April. The expenditures detailed below represent our efforts to drive those goals forward.

General Fund expenditures for FY 2021-22 are projected at \$11,446,567 – an increase of \$835,811 from FY 2020-21 Adopted Budget. Adjustments to expenditures include supplementing our Public Safety and Traffic safety efforts, increasing our ongoing efforts to rebuild our streets, and building up our capacity to grow and prepare for the recovery and rebuilding of our State and local economies. They also include preparations for the City's upcoming Safety and Housing Element updates, technology, and digital infrastructure upgrades, planning for future updates to the City's General Plan and zoning codes, and increasing the City's voice in State and federal affairs - especially as it relates to local control.

Some of the major expenditure adjustments in this year's budget include the following:

- \$200,000 additional investment into the City's Street Improvement Fund over and above already planned upcoming street rehabilitation projects.
- \$182,930 to replace aging equipment for Street and Maintenance crews, some of which is more than 30 years old.
- \$100,000 set aside to prepare for future necessary updates to the General Plan (last updated in 1998)
- Additional maintenance staffing to increase maintenance and beautification of public areas and better respond to citizen requests.
- Additional Code Enforcement staffing to address backlogs in enforcement efforts and proactively address regular community concerns.
- Disaster recovery, cyber security, and broadband infrastructure upgrades
- Increase in part time staffing as Recreation programming and special events return.

Summary Conclusions

The Proposed Fiscal Year 2021-22 Budget keeps our organization moving forward and capitalizes on opportunities to grow and adjust. It maintains and builds critical services and invests in long term infrastructure improvements to enhance the quality of life of our residents.

In summary, the Fiscal Year 2021-22 Operating and Capital Improvement Budget provides a spending plan that maintains Lomita's tradition of fiscal responsibility while building and investing in the things that make Lomita strong.

I would like to recognize the efforts of our Departments on developing key strategies to accomplish the City Council's goals, and specifically our Administrative Services Department for putting together a clear, concise, and transparent budget document. I would also like to recognize the City's staff for their tireless efforts to improve our community. Our Team Lomita is what makes this organization strong, and we are proud to have them. Finally, I would like to thank the City Council for their continued support and for providing a long-term vision to drive this community into the future.

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 2021/22 Annual Budget

City of Lomita

Projected Fund Balance

	Audited Beginning Balance as of July 1, 2020	Projected Beginning Balance as of July 1, 2021	Proposed Revenues	Proposed Expenditures	Projected Ending Balance as of June 30, 2022
General	\$ 5,004,836	\$ 5,006,637	\$ 11,446,567	\$ 11,446,567	\$ 5,006,637
<i>GF After Loan to Water Capital</i>	<i>5,004,836</i>	<i>5,006,637</i>	<i>13,446,567</i>	<i>14,746,567</i>	<i>\$ 3,706,637</i>
American Rescue Plan 2021	-	-	3,700,000	-	3,700,000
Capital Improvement	73,491	74,991	1,500	40,000	36,491
Equipment Replacement	107,694	61,994	183,430	90,000	155,424
Facilities Improvement	117,744	117,744	-	-	117,744
OPEB Trust	150,438	152,938	4,000	-	156,938
Park Equipment Replacement	280,338	280,338	-	-	280,338
Pension Stabilization	774,321	779,321	5,000	-	784,321
Economic Development	549,007	382,007	-	-	382,007
General Plan Update	-	-	100,000	-	100,000
Stephenson Center	85,744	85,744	-	-	85,744
Street Improvement	781,654	886,654	215,000	625,000	476,654
Park Facilities Fee	150,502	255,002	7,500	-	262,502
State Gas Tax	572,015	733,361	806,631	1,680,419	(140,427)
Measure R Local Return	786,237	668,521	268,159	824,680	112,000
Measure R Highway	(266,124)	(106,537)	106,537	-	-
Measure M	381,577	591,134	297,580	791,833	96,881
Measure W	-	-	225,000	225,000	-
CDBG	6	6	146,098	146,098	6
Lomita Housing Authority	-	-	-	-	-
Prop A Local Return	430,847	506,781	448,976	696,189	259,568
Prop C Local Return	1,232,988	1,260,996	374,212	695,000	940,208
Transportation Development Act	19	-	68,661	68,661	-
South Coast AQMD	48,090	43,590	27,000	31,500	39,090
Landscape Maint District #1	8,840	(1,536)	11,738	10,202	-
Park Athletic	77,535	86,187	56,000	41,236	100,951
Park Grant Fund	80,722	16,473	-	-	16,473
Lomita Manor Development	508,559	530,437	461,048	446,230	545,255
Cleep	6,195	6,295	150	-	6,445
Railroad Museum Foundation	21,154	21,154	15,000	15,000	21,154
Tom Rico Memorial	4,835	3,335	1,000	5,000	(665)
Special Revenues	4,043,997	4,615,199	3,321,290	5,677,048	2,259,441
Water Operations	1,079,607	1,204,607	6,285,000	6,462,872	1,026,735
Water Capital	690,475	1,353,475	2,912,916	7,189,754	(2,923,363)
<i>Water Capital After GF Loan</i>	<i>690,475</i>	<i>1,353,475</i>	<i>6,212,916</i>	<i>7,189,754</i>	<i>376,637</i>
Rate Stabilization	125,000	125,000	-	-	125,000
Total Fund Balance	\$ 13,864,346	\$ 15,126,649	\$ 28,174,703	\$ 31,531,241	\$ 13,770,111



Fiscal Year 2021/22 Annual Budget

City of Lomita

Revenue Summary by Fund

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Proposed FY 2021/22
General Fund				
Property Taxes	1,639,059	1,776,468	1,819,972	1,864,971
Development Tax	18,000	13,000	242,000	20,000
Sales and Use Tax	2,011,963	1,884,061	1,925,000	3,451,223
Business License Tax	652,617	650,737	650,000	650,000
PEG Fees	36,910	37,165	35,000	35,000
Franchise Tax	347,479	350,249	350,000	350,000
Refuse Tax - Residential	114,531	124,103	125,000	125,000
Refuse Tax - Commercial	152,970	161,136	165,000	165,000
Transient Occupancy Tax	185,632	148,228	100,000	150,000
Special Permit Fees	8,830	7,536	10,000	10,000
Technology Fees	1,637	3,101	3,800	2,500
Planning and Zoning Fees	77,492	76,856	100,000	100,000
Encroachment Permit Fees	55,027	78,304	75,000	75,000
Tow and Storage Fees	19,100	13,300	19,000	15,000
Museum Admission Fees	20,110	12,594	-	15,000
Parks & Rec Fees	149,510	78,662	16,781	80,000
Animal Care and Control	23,914	21,739	15,000	25,000
Building and Safety Fees	1,311,359	519,605	1,300,000	600,000
Other Fees	23,530	22,056	20,000	20,000
Parkway Tree Fees	5,775	5,500	6,000	6,000
Court Fines	113,279	115,464	125,000	125,000
Parking Fines	328,412	358,427	250,000	300,000
Miscellaneous Fines	3,850	2,050	3,000	3,000
Administrative Citations	17,750	20,900	5,000	5,000
Park Rentals	54,931	38,263	-	30,000
Lease and Rental	190,266	190,161	190,000	190,000
Interest	159,182	194,694	75,000	100,000
LEAP Grant - Housing Element	-	-	150,000	-
Franchise Administrative Fee	60,000	60,000	60,000	60,000
Business License Fee	36,323	34,102	33,000	34,000
CASP Fee	4,900	4,677	4,000	5,000
Law Enforcement Grant	148,747	155,948	160,000	190,000
Motor Vehicle in Lieu	2,263,193	2,390,550	2,261,064	2,500,000
Coronavirus Relief Fund	-	-	253,721	-
Abhow	-	-	-	30,000
Miscellaneous Revenues	91,759	83,482	10,000	82,873
Souvenir Sales - City	1,534	946	2,000	2,000
Special Events - Donations	-	370	-	30,000
Property Damage Claims	22,912	1,645	-	-
Funds Transferred In	14,836	211,418	-	-
Total General Fund Revenues	10,367,319	9,847,496	10,559,338	11,446,567



Fiscal Year 2021/22 Annual Budget

City of Lomita

Revenue Summary by Fund

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Proposed FY 2021/22
Other Fund Revenues				
OPEB Trust	3,801	4,357	2,500	4,000
Pension Stabilization	155,894	-	5,000	5,000
American Rescue Plan 2021	-	-	-	3,700,000
Economic Development	400,000	-	-	-
General Plan Update	-	-	-	100,000
State Gas Tax	1,008,842	859,412	878,642	806,631
Measure R Local Return	271,899	272,093	282,284	268,159
Measure R Hwy	1,136,630	-	10,268	106,537
Measure M	294,835	290,419	309,557	297,580
Measure W	-	-	225,000	225,000
CDBG	135,165	133,205	147,439	146,098
Lomita Housing Authority	30,000	38,743	45,204	-
Proposition A	445,437	432,732	467,637	448,976
Proposition C	358,330	364,346	378,008	374,212
Transportation Dev. Act	-	14,630	12,277	68,661
Air Quality MD AB2766	28,222	33,194	27,000	27,000
Landscape Maint. Dist. #1	11,823	11,805	11,738	11,738
Park Facilities Fee	7,133	14,661	71,000	7,500
Park Athletic	76,050	53,074	37,800	56,000
Lomita Manor Development	584,254	605,441	461,048	461,048
Cleep	157	179	100	150
Capital Improvement	1,857	2,128	272,749	1,500
Streets Improvement	117,767	22,753	205,000	215,000
Water Operations	5,759,451	6,181,043	6,055,000	6,285,000
Water Capital	859,286	2,180,181	1,363,000	2,912,916
Equipment Replacement	4,426	3,931	100,500	183,430
Park Equipment Replacement	200,000	-	-	-
Railroad Museum Foundation	14,180	4,390	15,000	15,000
Tom Rico Memorial	950	850	1,000	1,000
Total Other Fund Revenues	11,944,705	11,523,567	11,384,751	16,728,136
Total All City Funds Revenues	22,312,024	21,371,063	21,944,089	28,174,703



Fiscal Year 2021/22 Annual Budget

City of Lomita

Expenditure Summary by Fund

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Proposed FY 2021/22
General Fund				
Expenditures by Dept.:				
City Council	43,957	36,139	44,171	44,115
City Attorney	157,904	151,068	157,000	155,000
City Manager	551,978	707,066	813,628	856,586
City Clerk	237,299	234,026	347,313	236,675
Administrative Services	479,859	504,987	565,356	549,533
Human Resources	1,026,502	588,946	700,454	776,140
Law Enforcement	3,289,894	3,463,239	3,686,667	3,740,089
Emergency Operations	6,927	41,659	289,295	15,000
Safety Enforcement	280,005	293,563	284,608	336,925
Animal Control	55,401	43,770	50,000	80,000
Planning	492,201	513,030	728,644	869,360
Neighborhood Preserv	96,433	89,986	104,603	-
Economic Development	67,075	52,323	31,500	31,500
Information Technology	267,364	167,075	235,737	358,005
Public Works Administration	212,177	312,346	289,234	310,754
Public Works - Streets	-	185,864	218,312	314,177
Safety Compliance	34,471	-	-	-
Recreation & Facilities Admin	201,034	607,221	576,035	668,418
Recreation	718,401	627,673	650,056	875,658
Lomita Presents	17,448	40,472	68,813	72,392
Park Maintenance	1,038,266	349,565	386,107	586,410
Railroad Museum	63,320	43,509	43,143	86,900
Transfers to Other Funds	1,029,400	812,000	340,080	482,930
Total General Fund Expenditures	10,367,316	9,865,527	10,610,756	11,446,567



Fiscal Year 2021/22 Annual Budget

City of Lomita

Expenditure Summary by Fund

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Proposed FY 2021/22
Other Fund Expenditures				
Pension Stabilization	Moved	211,418	-	-
Economic Development	600	8,009	167,000	-
Gas Tax	790,724	625,137	717,296	1,680,419
Measure R Local Return	64,680	198,817	425,680	824,680
Measure R Hwy	641,311	64,298	-	-
Measure M	312,370	104,741	-	791,833
Measure W	-	-	225,000	225,000
CDBG	135,162	133,211	147,439	146,098
Lomita Housing Authority	35,918	39,679	39,355	-
Proposition A	380,481	275,199	391,703	696,189
Proposition C	-	-	350,000	695,000
Transportation Dev. Act	-	14,611	12,296	68,661
Air Quality MD AB2766	34,167	38,556	31,500	31,500
Landscape Maint. Dist. #1	6,892	13,341	22,114	10,202
Park Facilities Fee	-	-	40,000	-
Park Athletic	42,026	34,226	29,148	41,236
Park Grant Fund	-	999	64,249	-
Lomita Manor Development	484,650	526,048	439,170	446,230
Capital Improvement	-	-	-	40,000
Streets Improvement	28,655	7,484	25,000	625,000
Facilities Improvement	-	27,350	-	-
Water Operations	5,063,716	6,742,320	5,893,796	6,462,872
Water Capital	962,254	954,122	1,063,288	7,189,754
Equipment Replacement	11,316	86,399	150,000	90,000
Park Equipment Replacement	-	15,918	-	-
Railroad Museum Foundation	161,391	3,833	15,000	15,000
Tom Rico Memorial	1,000	2,500	2,500	5,000
Total Other Fund Expenditures	9,242,870	10,128,214	10,251,534	20,084,674
Total All City Funds Expenditures	19,610,186	19,993,740	20,862,290	31,531,241

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CITY OF LOMITA

FY 2020-2021 ACCOMPLISHMENTS

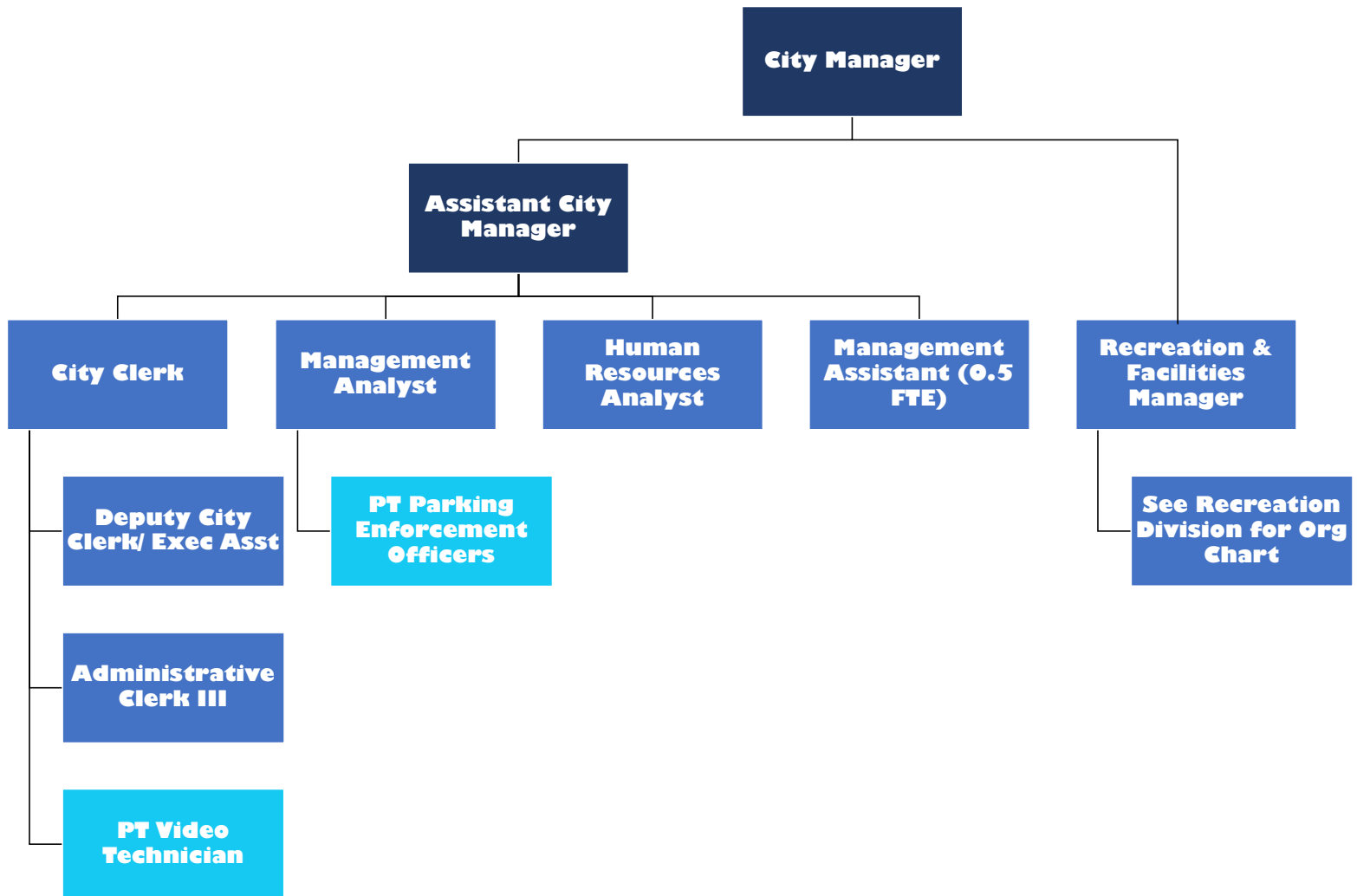
CITY MANAGER'S DEPARTMENT

In FY 20-21 the City Manager's Department consisted of the City Council and City Attorney, and offices of City Manager, City Clerk (including Dial-A-Ride), Information Technology Services, Human Resources, Economic Development, Parking Enforcement, Housing Authority, CDBG, Animal Control and Oversight of the Sheriff's Department Contract. 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 2020-21:

- The City Council appointed a new Mayor and Mayor Pro Tem in December 2020. Mark Waronek was appointed Mayor for a one-year term and Cindy Segawa was appointed Mayor Pro Tem.
- City voters elected new two Councilmembers in November 2020 – Bill Uphoff and Barry Waite.
- Successfully facilitated the passage of Measure L (a ¾ cent sales tax) that will generate an additional \$1.3 to \$1.6 million annually to stabilize the City's budget. This amounts to an approximate 15% increase to the City's current annual general fund revenues.
- Projected to receive \$3.8 million from the American Rescue Plan and beginning to develop a spending plan with the City Council.
- Received \$253,721 in CARES Act funding to offset unanticipated costs associated with the Covid-19 pandemic including providing one-time business assistance grant funding for small businesses.
- Received a grant from FEMA in the amount of \$1.1 million for the 246th Street Area Water Main Replacement project.
- Applied for grant funding through Congressperson Waters office for \$940,000 for two water-related capital improvement projects.
- Completed a Council goal-setting exercise with the assistance of Tripepi/Smith and Associates in March 2021.
- Presented and adopted the annual budget for FY 2020-21 in June 2020 and completed a mid-year budget review for FY 2020-21 with the City Council in February 2021.
- Successfully implemented an electronic onboarding process for new hires using ADP software.

- Partnered with Shuster Advisory Group, LLC and successfully negotiated reduced administration fees and improved investment selection with ICMA-RC, the City's Deferred Compensation administrator.
- Hired a new Community and Economic Development Director.
- Partnered with Keenan and Associates to conduct a virtual employee benefits fair.
- 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.
- Partnered with the Lomita Chamber of Commerce to present the 2020 State of the City Program virtually highlighting recent and upcoming projects across the City.
- Began IT infrastructure improvements to enhance cyber security.
- Continued to increase the City's social media presence on Facebook and Instagram.
- Created and distributed a bi-weekly e-newsletter with updates on Council actions, City projects, and City programs.
- Promoted the 2020 State of the City address 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.
- Continue to manage an alert and warning notification system with 12 other cities known as Alert South Bay. Continue implementation of the Everbridge Mass Notification System as part of the South Bay Multijurisdictional Notification System Pilot Program.
- Executed an agreement for consultant services for the preparation of a comprehensive Safety Element update after being awarded a FEMA Hazard Mitigation Assistance Grant in the amount of \$63,525.65.
- Hired and trained three new parking enforcement officers.
- Modified content and format of the quarterly hardcopy newsletter due to COVID-19 related cancellation of recreational classes and events.

City Manager's Department Organization Chart



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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	24,744	24,487	24,491	24,428
Operating & Maintenance	21,863	14,263	22,366	22,355
Capital Outlay	-	-	-	-
Total Expenditures	46,607	38,751	46,857	46,783

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Councilmembers	5	-	5
Department Total	5	-	5



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Council

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-110-5105.000	Regular Salaries	21,507	21,222	21,060	21,060
100-110-5207.000	Medicare	312	306	316	316
100-110-5210.000	Workers' Compensation	451	511	666	609
Total Salaries & Benefits		22,270	22,039	22,042	21,985
Other Expenses					
100-110-5415.000	Communications	2,231	2,283	2,200	2,300
100-110-5430.000	Conferences and Meetings	16,883	9,731	17,000	17,000
100-110-5460.000	Insurance - Liability and Vehicle	1,581	1,471	2,129	2,030
Total Other Expenses		20,695	13,485	21,329	21,330
Supplies					
100-110-5505.000	Office Supplies and Expense	376	163	200	200
Total Supplies		376	163	200	200
Other Expenditures					
100-110-5755.000	Special Department Supplies	616	452	600	600
Total Other Expenditures		616	452	600	600
Total City Council - General Fund		43,957	36,139	44,171	44,115
510-Water Operations Fund					
Salaries & Benefits					
510-110-5105.000	Regular Salaries	2,390	2,358	2,340	2,340
510-110-5207.000	Medicare	35	34	35	35
510-110-5210.000	Workers' Compensation	50	57	74	68
Total Salaries & Benefits		2,474	2,449	2,449	2,443
Other Expenses					
510-110-5460.000	Insurance - Liability and Vehicle	176	163	237	225
Total Other Expenses		176	163	237	225
Total City Council - Water Operations Fund		2,650	2,612	2,686	2,668
Total City Council - General & Water Funds		46,607	38,751	46,857	46,783



Fiscal Year 2021/22 Annual Budget
City of Lomita
City Council

Object No.

Budget Comment (Personnel)

5105 Salaries for 5 Councilmembers.
5207 Medicare insurance benefits.
5210 Workers' Compensation insurance and claims.

Budget Comment (Operations & Maintenance)

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

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Fiscal Year 2021/22 Annual Budget *City of Lomita*

City Attorney

The City of Lomita contracts with the firm of Best Best & Krieger for City Attorney services, with Trevor Rusin 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	177,919	168,933	200,000	198,000
Capital Outlay	-	-	-	-
Total Expenditures	177,919	168,933	200,000	198,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Attorney

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund				
Contract Services				
100-120-5305.000 Attorneys	157,904	151,068	157,000	155,000
Total Contract Services	157,904	151,068	157,000	155,000
Total City Attorney - General Fund	157,904	151,068	157,000	155,000
 510-Water Operations Fund				
Contract Services				
510-120-5305.000 Attorneys	20,015	17,865	43,000	43,000
Total Contract Services	20,015	17,865	43,000	43,000
Total City Attorney - Water Operations Fund	20,015	17,865	43,000	43,000
Total City Attorney - General & Water Funds	177,919	168,933	200,000	198,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Attorney

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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	602,975	651,368	679,749	746,671
Operating & Maintenance	93,072	187,606	271,559	248,013
Capital Outlay	-	-	-	-
Total Expenditures	696,047	838,974	951,308	994,684

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
City Manager	1.00	-	1.00
Assistant City Manager	1.00	-	1.00
Management Analyst	1.00	-	1.00
Administrative Analyst	1.00	-	1.00
Management Assistant	-	0.50	0.50
Department Total	4.00	0.50	4.50



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Manager

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-125-5105.000	Regular Salaries	362,834	404,045	415,902	459,832
100-125-5205.000	Health Insurance	37,971	48,833	50,316	62,440
100-125-5207.000	Medicare	4,787	5,347	6,224	6,965
100-125-5210.000	Workers' Compensation	7,955	9,767	12,846	13,265
100-125-5215.000	PERS Tier 1 (2.5% @ 55)	16,902	14,288	21,722	23,889
100-125-5216.000	PERS Tier 2 (2% @ 60)	11,106	16,954	12,531	12,326
100-125-5217.000	PERS Tier 3 (2% @ 62)	4,063	4,433	5,162	7,482
100-125-5218.000	Auto Allowance	4,313	4,313	4,500	4,500
100-125-5222.000	PERS Tier 1 Unfunded Liability	17,064	17,540	21,225	26,172
100-125-5223.000	PERS Tier 2 Unfunded Liability	53	163	836	742
100-125-5224.000	PERS Tier 3 Unfunded Liability	66	540	588	386
Total Salaries & Benefits		467,113	526,222	551,852	617,999
Contract Services					
100-125-5345.000	Contractual Services	525	95,927	167,000	136,000
Total Contract Services		525	95,927	167,000	136,000
Other Expenses					
100-125-5415.000	Communications	839	836	800	850
100-125-5425.000	Dues and Memberships	27,752	27,405	28,000	29,000
100-125-5430.000	Conferences and Meetings	6,158	4,549	6,400	6,500
100-125-5435.000	Training and Education	25	-	500	500
100-125-5460.000	Insurance - Liability and Vehicle	27,926	28,119	41,076	44,237
Total Other Expenses		62,700	60,909	76,776	81,087
Other Expenditures					
100-125-5755.000	Special Department Supplies	21,640	24,009	18,000	21,500
Total Other Expenditures		21,640	24,009	18,000	21,500
Total City Manager - General Fund		551,978	707,066	813,628	856,586



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Manager

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-125-5105.000	Regular Salaries	106,730	96,422	97,745	97,766
510-125-5205.000	Health Insurance	10,549	12,349	11,070	11,660
510-125-5207.000	Medicare	1,462	1,312	1,466	1,466
510-125-5210.000	Workers' Compensation	2,338	2,349	3,059	2,826
510-125-5215.000	PERS Tier 1 (2.5% @ 55)	6,209	2,884	5,212	5,240
510-125-5216.000	PERS Tier 2 (2% @ 60)	3,640	5,651	4,177	4,109
510-125-5222.000	PERS Tier 1 Unfunded Liability	4,918	4,142	4,972	5,450
510-125-5223.000	PERS Tier 2 Unfunded Liability	15	38	196	155
Total Salaries & Benefits		135,862	125,146	127,897	128,672
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	8,207	6,762	9,783	9,426
Total Other Expenses		8,207	6,762	9,783	9,426
Total City Manager - Water Operations Fund		144,069	131,908	137,680	138,098
Total City Manager - General & Water Funds		696,047	838,974	951,308	994,684



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Manager

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).
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.

Budget Comment (Operations & Maintenance)

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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	1,111,824	662,398	736,951	835,599
Operating & Maintenance	84,941	66,519	134,218	132,946
Capital Outlay	-	-	-	-
Total Expenditures	1,196,765	728,917	871,169	968,545

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Human Resources Analyst	1.00	-	1.00
Department Total	1.00	-	1.00



Fiscal Year 2021/22 Annual Budget

City of Lomita

Human Resources

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-230-5105.000	Regular Salaries	28,443	40,983	44,647	46,392
100-230-5117.000	Leave Payout	112,924	92,609	91,000	100,000
100-230-5205.000	Health Insurance	3,753	5,371	7,080	7,322
100-230-5206.000	Health Insurance Retirees	102,691	146,157	152,000	160,000
100-230-5207.000	Medicare	1,992	1,625	653	696
100-230-5210.000	Workers' Compensation	790	991	1,363	1,341
100-230-5215.000	PERS Tier 1 (2.5% @55)	1,213	1,046	-	-
100-230-5216.000	PERS Tier 2 (2% @60)	362	514	-	-
100-230-5217.000	PERS Tier 3 (2% @62)	2,811	3,685	3,334	3,521
100-230-5220.000	Unemployment Insurance	2,916	6,645	4,247	5,747
100-230-5221.000	PERS Side Fund Payoff	365,149	-	-	-
100-230-5222.000	PERS Tier 1 Unfunded Liability	344,954	240,194	285,814	341,025
100-230-5223.000	PERS Tier 2 Unfunded Liability	335	436	1,629	2,501
100-230-5224.000	PERS Tier 3 Unfunded Liability	70	425	828	2,022
Total Salaries & Benefits		968,402	540,680	592,595	670,567
Contract Services					
100-230-5305.000	Attorneys	10,897	25,466	10,000	25,000
100-230-5340.000	Professional Services	32,179	4,820	5,000	66,000
100-230-5345.000	Contractual Services	3,216	11,657	83,000	4,400
Total Contract Services		46,291	41,942	98,000	95,400
Other Expenses					
100-230-5410.000	Advertising	3,136	-	2,500	2,500
100-230-5425.000	Dues and Memberships	-	244	1,000	1,100
100-230-5430.000	Conferences and Meetings	204	50	1,000	1,100
100-230-5460.000	Insurance - Liability and Vehicle	3,760	3,843	4,359	4,473
Total Other Expenses		7,100	4,137	8,859	9,173
Other Expenditures					
100-230-5755.000	Special Department Supplies	4,708	2,188	1,000	1,000
Total Other Expenditures		4,708	2,188	1,000	1,000
Total Human Resources - General Fund		1,026,502	588,946	700,454	776,140



Fiscal Year 2021/22 Annual Budget

City of Lomita

Human Resources

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-230-5105.000	Regular Salaries	28,443	40,983	43,547	46,392
510-230-5205.000	Health Insurance	2,770	4,286	6,929	7,322
510-230-5207.000	Medicare	415	591	653	696
510-230-5210.000	Workers' Compensation	790	991	1,363	1,341
510-230-5217.000	PERS Tier 3 (2%@62)	1,928	2,826	3,334	3,521
510-230-5220.000	State Unemployment Insurance	-	-	2,342	2,517
510-230-5221.000	PERS Side Fund Payoff	109,070	-	-	-
510-230-5222.000	PERS Tier 1 Unfunded Liability	-	71,746	85,373	101,865
510-230-5223.000	PERS Tier 2 Unfunded Liability	5	130	487	747
510-230-5224.000	PERS Tier 3 Unfunded Liability	-	166	328	631
Total Salaries & Benefits		143,421	121,718	144,356	165,032
Contract Services					
510-230-5305.000	Attorneys	9,824	12,921	10,000	10,000
510-230-5340.000	Professional Services	13,474	1,839	10,000	10,000
510-230-5345.000	Contractual Services	772	638	2,000	2,900
Total Contract Services		24,069	15,397	22,000	22,900
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	2,772	2,855	4,359	4,473
Total Other Expenses		2,772	2,855	4,359	4,473
Total Human Resources - Water Operations Fund		170,262	139,971	170,715	192,405
Total Human Resources - General & Water Funds		1,196,765	728,917	871,169	968,545



Fiscal Year 2021/22 Annual Budget

City of Lomita

Human Resources

Object No.

Budget Comment (Personnel)

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.

Budget Comment (Operations & Maintenance)

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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	198,650	216,435	228,559	238,431
Operating & Maintenance	85,713	67,776	172,366	54,422
Capital Outlay	-	-	-	-
Total Expenditures	284,363	284,211	400,925	292,853

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
City Clerk	0.87	-	0.87
Deputy City Clerk	0.90	-	0.90
Administrative Clerk III	0.13	-	0.13
Department Total	1.90	-	1.90



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Clerk

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-130-5105.000	Regular Salaries	124,373	134,981	138,962	144,106
100-130-5115.000	Overtime	109	-	1,500	1,500
100-130-5205.000	Health Insurance	16,618	18,696	20,393	22,073
100-130-5207.000	Medicare	1,668	1,747	2,054	2,184
100-130-5210.000	Workers' Compensation	3,164	3,147	4,287	4,210
100-130-5215.000	PERS Tier 1 (2.5%@55)	-	155	-	-
100-130-5216.000	PERS Tier 2 (2%@60)	772	4,219	4,652	4,667
100-130-5217.000	PERS Tier 3 (2%@62)	7,734	5,512	6,280	6,843
100-130-5223.000	PERS Tier 2 Unfunded Liability	20	53	279	233
100-130-5224.000	PERS Tier 3 Unfunded Liability	24	176	196	121
Total Salaries & Benefits		154,482	168,687	178,603	185,937
Other Expenses					
100-130-5410.000	Advertising	1,927	5,692	2,500	2,500
100-130-5420.000	Mileage Reimbursement	115	341	300	300
100-130-5425.000	Dues and Memberships	730	800	1,200	1,300
100-130-5430.000	Conferences and Meetings	4,429	921	3,500	1,600
100-130-5435.000	Training and Education	1,750	2,503	2,500	1,000
100-130-5445.000	Elections	29,717	-	100,000	-
100-130-5460.000	Insurance - Liability and Vehicle	11,105	9,060	13,710	14,038
Total Other Expenses		49,774	19,316	123,710	20,738
Supplies					
100-130-5505.000	Office Supplies and Expense	10,134	11,588	12,000	12,000
Total Supplies		10,134	11,588	12,000	12,000
Repairs & Maintenance					
100-130-5710.000	Equipment Maintenance	554	1,565	2,000	2,000
Total Repairs & Maintenance		554	1,565	2,000	2,000
Other Expenditures					
100-130-5750.000	Contributions to Agencies	3,500	6,000	6,000	6,000
100-130-5755.000	Special Department Supplies	18,855	26,869	25,000	10,000
Total Other Expenditures		22,355	32,869	31,000	16,000
Total City Clerk - General Fund		237,299	234,026	347,313	236,675



Fiscal Year 2021/22 Annual Budget

City of Lomita

City Clerk

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-130-5105.000	Regular Salaries	33,190	35,952	36,525	38,287
510-130-5205.000	Health Insurance	5,405	5,884	6,391	6,822
510-130-5207.000	Medicare	454	485	548	574
510-130-5210.000	Workers' Compensation	825	846	1,143	1,105
510-130-5215.000	PERS Tier 1 (2.5% @55)	761	828	910	907
510-130-5216.000	PERS Tier 2 (2% @60)	193	1,073	1,163	1,167
510-130-5217.000	PERS Tier 3 (2% @62)	1,634	1,039	1,204	1,312
510-130-5222.000	PERS Tier 1 Unfunded Liability	1,694	1,576	1,942	2,224
510-130-5223.000	PERS Tier 2 Unfunded Liability	5	15	76	63
510-130-5224.000	PERS Tier 3 Unfunded Liability	7	49	54	33
Total Salaries & Benefits		44,168	47,748	49,956	52,494
Other Expenses					
510-130-5460.000	Insurance - Liability and Vehicle	2,896	2,437	3,656	3,684
Total Other Expenses		2,896	2,437	3,656	3,684
Total City Clerk - Water Operations Fund		47,064	50,185	53,612	56,178
Total City Clerk - General & Water Funds		284,363	284,211	400,925	292,853



Fiscal Year 2021/22 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 souvenir inventory; engraving; codification; availability of code on website; service and attendance awards; Employee appreciation luncheon; newspaper subscriptions; coffee and supplies.



Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	3,289,894	3,463,239	3,739,667	3,743,089
Capital Outlay	-	-	40,000	-
Total Expenditures	3,289,894	3,463,239	3,779,667	3,743,089



Fiscal Year 2021/22 Annual Budget

City of Lomita

Law Enforcement

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Contract Services					
100-330-5320.000	Sheriff Contract	2,791,040	2,930,003	3,086,730	3,131,488
100-330-5321.000	Core Deputy	187,275	187,904	219,323	222,504
100-330-5323.000	Liability Trust Fund	311,240	342,219	378,114	383,597
Total Contract Services		3,289,555	3,460,125	3,684,167	3,737,589
Repairs & Maintenance					
100-330-5710.000	Equipment Maintenance	25	2,866	52,000	2,000
Total Repairs & Maintenance		25	2,866	52,000	2,000
Other Expenditures					
100-330-5755.000	Special Department Supplies	314	248	500	500
Total Other Expenditures		314	248	500	500
Capital Outlay					
100-330-5825.000	Equipment Over \$5k	-	-	40,000	-
Total Capital Outlay		-	-	40,000	-
Total Law Enforcement - General Fund		3,289,894	3,463,239	3,776,667	3,740,089
235-Air Quality MD AB2766					
Repairs & Maintenance					
235-330-5710.000	Equipment Maintenance	-	-	3,000	3,000
Total Repairs & Maintenance		-	-	3,000	3,000
Total Law Enforcement - Air Quality MD AB2766		-	-	3,000	3,000
Total Law Enforcement - General & AQMD Funds		3,289,894	3,463,239	3,779,667	3,743,089



Fiscal Year 2021/22 Annual Budget

City of Lomita

Law Enforcement

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

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	6,927	41,659	289,295	15,000
Capital Outlay	-	-	-	-
Total Expenditures	6,927	41,659	289,295	15,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Emergency Operations

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
100-General Fund					
Contract Services					
100-333-5340.000	Professional Services	5,512	3,158	75,295	11,000
100-333-5340.139	Covid-19 Professional Services	-	27,130	200,000	-
Total Contract Services		5,512	30,288	275,295	11,000
Supplies					
100-333-5520.139	Covid-19 Supplies	-	9,440	10,000	-
Total Supplies		-	9,440	10,000	-
Other Expenditures					
100-333-5755.000	Special Department Supplies	1,415	1,930	4,000	4,000
Total Other Expenditures		1,415	1,930	4,000	4,000
Total Emergency Operations - General Fund		6,927	41,659	289,295	15,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Emergency Operations

Object No.	Budget Comment (Operations & Maintenance)
5340	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. Safety Element. Covid-19.
5430.139	Emergency communications and community outreach in response to Covid-19
5520.139	Supplies, in response to Covid-19.
5755	Funds for CERT Team materials and supplies; live scan costs for CERT volunteers.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	80,697	86,422	92,303	107,643
Operating & Maintenance	199,308	207,141	192,305	229,282
Capital Outlay	-	-	-	-
Total Expenditures	280,005	293,563	284,608	336,925

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Administrative Clerk III	0.57	-	0.57
Part-time Salaries (Parking Enforcement Officers)	1.09	0.36	1.45
Department Total	1.66	0.36	2.02



Fiscal Year 2021/22 Annual Budget

City of Lomita

Safety Enforcement

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
100-General Fund					
Salaries & Benefits					
100-335-5105.000	Regular Salaries	31,327	32,527	32,601	32,925
100-335-5110.000	Part-Time Salaries	32,656	37,411	39,987	53,304
100-335-5115.000	Overtime	268	89	-	-
100-335-5205.000	Health Insurance	8,356	7,882	8,760	9,100
100-335-5207.000	Medicare	742	810	1,089	1,293
100-335-5210.000	Workers' Compensation	1,298	1,482	2,285	2,484
100-335-5215.000	PERS Tier 1 (2.5% @55)	3,337	3,631	3,990	3,977
100-335-5222.000	PERS Tier 1 Unfunded Liability	2,712	2,591	3,591	4,560
Total Salaries & Benefits		80,697	86,422	92,303	107,643
Contract Services					
100-335-5345.000	Contractual Services	89,091	91,728	110,000	110,000
Total Contract Services		89,091	91,728	110,000	110,000
Other Expenses					
100-335-5460.000	Insurance - Liability and Vehicle	4,557	4,265	7,305	8,282
100-335-5465.000	Court Fees	100,254	107,977	70,000	105,000
Total Other Expenses		104,811	112,242	77,305	113,282
Supplies					
100-335-5505.000	Office Supplies and Expense	185	67	500	500
100-335-5515.000	Uniform Expense	563	549	500	500
Total Supplies		748	615	1,000	1,000
Repairs & Maintenance					
100-335-5710.000	Equipment Maintenance	3,480	1,710	2,000	3,000
100-335-5720.000	Fuel	1,126	845	2,000	2,000
Total Repairs & Maintenance		4,606	2,555	4,000	5,000
Other Expenditures					
100-335-5755.000	Special Department Supplies	53	-	-	-
Total Other Expenditures		53	-	-	-
Total Safety Enforcement - General Fund		280,005	293,563	284,608	336,925



Fiscal Year 2021/22 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.
Budget Comment (Operations & Maintenance)	
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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	56,808	2,098	2,114	-
Operating & Maintenance	263,167	216,104	287,703	339,654
Capital Outlay	72,328	27,741	30,000	101,900
Total Expenditures	392,303	245,943	319,817	441,554



Fiscal Year 2021/22 Annual Budget

City of Lomita

Information Technology

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-440-5105.000	Regular Salaries	20,097	-	-	-
100-440-5110.000	Part-Time Salaries	888	2,015	1,500	-
100-440-5205.000	Health Insurance	2,688	-	-	-
100-440-5207.000	Medicare	287	35	38	-
100-440-5210.000	Workers' Compensation	885	36	47	-
100-440-5215.000	PERS Tier 1 (2.5%@55)	2,134	-	-	-
100-440-5222.000	PERS Tier 1 Unfunded Liability	1,900	-	-	-
Total Salaries & Benefits		28,879	2,086	1,585	-
Contract Services					
100-440-5345.000	Contractual Services	61,092	80,930	125,000	151,960
Total Contract Services		61,092	80,930	125,000	151,960
Other Expenses					
100-440-5415.000	Communications	17,404	20,118	30,000	25,000
100-440-5430.000	Conferences and Meetings	461	-	-	-
100-440-5435.000	Training and Education	-	105	5,000	5,000
100-440-5460.000	Insurance - Liability and Vehicle	3,108	254	152	145
Total Other Expenses		20,972	20,477	35,152	30,145
Supplies					
100-440-5505.000	Office Supplies and Expense	438	-	-	-
100-440-5520.000	Supplies	313	11	1,000	1,000
100-440-5525.000	Equipment Under \$5k	32,535	18,603	12,000	42,000
Total Supplies		33,286	18,614	13,000	43,000
Rentals					
100-440-5605.000	Rents and Leases	18,793	17,227	16,000	16,000
Total Rentals		18,793	17,227	16,000	16,000
Repairs & Maintenance					
100-440-5710.000	Equipment Maintenance	32,014	-	15,000	15,000
Total Repairs & Maintenance		32,014	-	15,000	15,000
Capital Outlay					
100-440-5825.000	Equipment Over \$5k	72,328	27,741	30,000	101,900
Total Capital Outlay		72,328	27,741	30,000	101,900
Total Information Technology - General Fund		267,364	167,075	235,737	358,005



Fiscal Year 2021/22 Annual Budget

City of Lomita

Information Technology

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-440-5105.000	Regular Salaries	20,097	-	-	-
510-440-5110.000	Part-Time Salaries	55	-	500	-
510-440-5205.000	Health Insurance	2,688	-	-	-
510-440-5207.000	Medicare	273	-	13	-
510-440-5210.000	Workers' Compensation	864	12	16	-
510-440-5215.000	PERS Tier 1 (2.5% @ 55)	2,089	-	-	-
510-440-5222.000	PERS Tier 1 Unfunded Liability	1,862	-	-	-
Total Salaries & Benefits		27,929	12	529	-
Contract Services					
510-440-5345.000	Contractual Services	63,978	62,554	50,000	50,000
Total Contract Services		63,978	62,554	50,000	50,000
Other Expenses					
510-440-5415.000	Communications	-	12,655	20,000	20,000
510-440-5435.000	Training and Education	-	4,203	-	-
510-440-5460.000	Insurance - Liability and Vehicle	3,033	35	51	49
Total Other Expenses		3,033	16,893	20,051	20,049
Supplies					
510-440-5520.000	Supplies	219	-	500	500
510-440-5525.000	Equipment Under \$5k	7,762	209	8,000	8,000
Total Supplies		7,981	209	8,500	8,500
Repairs & Maintenance					
510-440-5710.000	Equipment Maintenance	22,019	(800)	5,000	5,000
Total Repairs & Maintenance		22,019	(800)	5,000	5,000
Total Information Technology - Water Operations Fund		124,939	78,868	84,080	83,549
Total Information Technology - General & Water Funds		392,303	245,943	319,817	441,554



Fiscal Year 2021/22 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.

Budget Comment (Operations & Maintenance)

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), LaserFiche (ECS Imaging) annual fee, Disaster Recovery and Cyber Security.
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. Includes Laserfiche Upgrade, and Business License, Permits and Parks & Recreation Modules.
5605	Annual cost of leasing copier.
5710	Computer maintenance; annual telephone maintenance contract (Broad Based Communications); miscellaneous unforeseen IT-related items.

Budget Comment (Capital Outlay)

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.
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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	55,401	43,770	50,000	80,000
Capital Outlay	-	-	-	-
Total Expenditures	55,401	43,770	50,000	80,000



Fiscal Year 2021/22 Annual Budget ***City of Lomita*** ***Animal Control***

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund				
Contract Services				
100-336-5325.000 Animal Control Contract	55,401	43,770	50,000	80,000
Total Contract Services	55,401	43,770	50,000	80,000
Total Animal Control - General Fund	55,401	43,770	50,000	80,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Animal Control

Object No.	Budget Comment (Operations & Maintenance)
5325	County animal control contract cost.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	88,132	71,438	94,487	129,487
Capital Outlay	47,030	61,773	52,952	16,611
Total Expenditures	135,162	133,211	147,439	146,098



Fiscal Year 2021/22 Annual Budget

City of Lomita

Community Development Block Grant

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
215-Community Development Block Grant					
Contract Services					
215-540-5340.000	Professional Services	12,733	8,704	20,000	10,000
Total Contract Services		12,733	8,704	20,000	10,000
Capital Outlay					
215-540-5845.000	CDBG Grant Construction/Imp	47,030	61,773	52,952	16,611
Total Supplies		47,030	61,773	52,952	16,611
Total CDBG - Rehabilitation		59,763	70,476	72,952	26,611
Contract Services					
215-550-5340.000	Professional Services	1,980	158	10,000	10,000
215-550-5345.000	Contractual Services	8,473	10,052	19,487	19,487
Total Contract Services		10,453	10,209	29,487	29,487
Total CDBG - Lifeline		10,453	10,209	29,487	29,487
Contract Services					
215-560-5340.000	Professional Services	-	52,525	45,000	90,000
Total Contract Services		-	52,525	45,000	90,000
Total CDBG - Job Creation & Business Incentive Loan Program		-	52,525	45,000	90,000
Contract Services					
215-565-5340.000	Professional Services	64,946	-	-	-
Total Contract Services		64,946	-	-	-
Total CDBG - Business Assistance Program		64,946	-	-	-
Total Community Development Block Grant		135,162	133,211	147,439	146,098



Fiscal Year 2021/22 Annual Budget
City of Lomita
Community Development Block Grant

Object No.	Budget Comment (Operations & Maintenance)
5340	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.
5345	The City contracts with JFS Care (or other service provider) to provide Emergency Response services and to install the Lifeline units.

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

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	49,189	49,714	54,781	57,164
Operating & Maintenance	331,292	225,486	336,922	336,925
Capital Outlay	-	-	-	-
Total Expenditures	380,481	275,199	391,703	394,089

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
City Clerk	0.13	-	0.13
Deputy City Clerk	0.10	-	0.10
Administrative Clerk III	0.30	-	0.30
Department Total	0.53	-	0.53



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City of Lomita

Dial-A-Ride

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
220-Prop A Fund					
Salaries & Benefits					
220-340-5105.000	Regular Salaries	37,161	36,055	39,188	40,877
220-340-5205.000	Health Insurance	5,615	7,143	7,641	8,009
220-340-5207.000	Medicare	501	523	588	613
220-340-5210.000	Workers' Compensation	874	908	1,227	1,177
220-340-5215.000	PERS Tier 1 (2.5% @55)	1,757	1,756	2,100	2,093
220-340-5216.000	PERS Tier 2 (2% @60)	107	669	646	648
220-340-5217.000	PERS Tier 3 (2% @62)	1,276	868	1,118	1,219
220-340-5222.000	PERS Tier 1 Unfunded Liability	1,885	1,724	2,130	2,423
220-340-5223.000	PERS Tier 2 Unfunded Liability	-	16	84	69
220-340-5224.000	PERS Tier 3 Unfunded Liability	13	53	59	36
Total Salaries & Benefits		49,189	49,714	54,781	57,164
Contract Services					
220-340-5345.000	Contractual Services	328,225	220,575	330,000	330,000
220-340-5345.339	Teen Program - Bus	-	2,297	3,000	3,000
Total Contract Services		328,225	222,873	333,000	333,000
Other Expenses					
220-340-5460.000	Insurance - Liability and Vehicle	3,067	2,613	3,922	3,925
Total Other Expenses		3,067	2,613	3,922	3,925
Total Prop A Fund		380,481	275,199	391,703	394,089



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City of Lomita

Dial-A-Ride

Object No.	Budget Comment (Personnel)
5105	Salaries for full-time personnel.
5205	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
5207	Medicare insurance benefits.
5210	Annual Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
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. Recreational transit service for teen program.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	34,167	27,746	28,500	28,500
Capital Outlay	-	-	-	-
Total Expenditures	34,167	27,746	28,500	28,500



Fiscal Year 2021/22 Annual Budget

City of Lomita

Air Quality MD AB2766

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
235-Air Quality MD AB2766					
Contract Services					
235-350-5345.000	Contractual Services	17,500	20,500	17,500	17,500
Total Contract Services		17,500	20,500	17,500	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	10,565	7,246	11,000	11,000
Total Rentals		10,565	7,246	11,000	11,000
Capital Outlay					
235-350-5825.000	Equipment Over \$5k	1,163	-	-	-
Total Capital Outlay		1,163	-	-	-
Total Air Quality MD AB2766 Fund		34,167	27,746	28,500	28,500



Fiscal Year 2021/22 Annual Budget
City of Lomita
Air Quality MD AB2766

Object No.		Budget Comment (Operations & Maintenance)
5345	AQMD funds applied to the cost differential between diesel street sweepers and the CNG alternative fuel street sweepers.	
5525	Equipment and supplies.	
5605	Electric vehicle lease (2).	

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

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Fiscal Year 2021/22 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 2018/19	Actual 2018/19	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	484,650	526,048	439,170	446,230
Capital Outlay	-	-	-	-
Total Expenditures	484,650	526,048	439,170	446,230



Fiscal Year 2021/22 Annual Budget

City of Lomita

Lomita Manor Development

	Actual FY 2018/19	Actual FY 2018/20	Adopted FY 2020/21	Adopted FY 2021/22
<hr/>				
260-Lomita Manor Development Fund				
Other Expenditures				
260-518-5750.000 Contributions to Agencies	484,650	526,048	439,170	446,230
Total Other Expenditures	484,650	526,048	439,170	446,230
Total Lomita Manor Development Fund	484,650	526,048	439,170	446,230



Fiscal Year 2021/22 Annual Budget

City of Lomita

Lomita Manor Development

Object No.	Budget Comment (Operations & Maintenance)
5750	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 2020-2021 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 2020-2021:

Finance/Accounting:

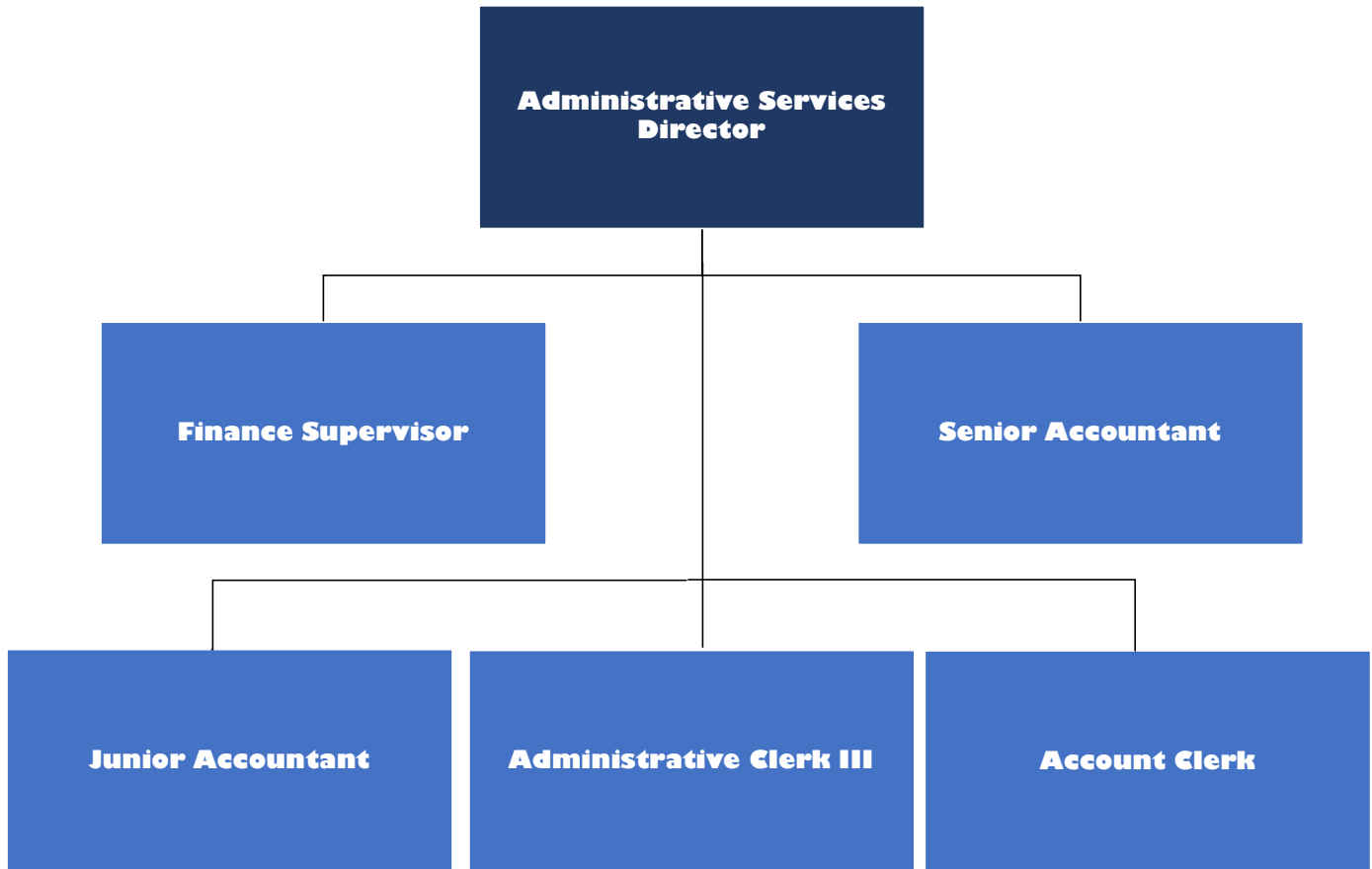
- Presented a structurally balanced budget to City Council for adoption.
- Established and maintain an accounting system of funds, accounts, and internal controls in accordance with Governmental Accounting Standards Board standards and Generally Accepted Accounting Principles.
- Prepared year-end closing 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 2019-20.
- 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 2020.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending 2019-20.

Payroll:

- Completed annual reporting for the Affordable Care Act (ACA) for 2020.
- 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 2020.
- 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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	637,455	686,139	739,406	727,523
Operating & Maintenance	237,801	238,125	297,229	302,710
Capital Outlay	-	-	-	-
Total Expenditures	875,255	924,264	1,036,635	1,030,233

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
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)	-
Department Total	6.48	(0.48)	6.00



Fiscal Year 2021/22 Annual Budget

City of Lomita

Administrative Services

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-210-5105.000	Regular Salaries	275,228	291,153	308,802	301,144
100-210-5110.000	Part-Time Salaries	-	9,629	15,066	-
100-210-5205.000	Health Insurance	43,391	45,205	48,416	50,055
100-210-5207.000	Medicare	2,470	2,700	4,677	4,517
100-210-5210.000	Workers' Compensation	5,939	6,913	9,765	8,656
100-210-5215.000	PERS Tier 1 (2.5% @ 55)	13,452	14,638	16,103	16,053
100-210-5216.000	PERS Tier 2 (2% @ 60)	8,674	9,741	10,938	10,905
100-210-5217.000	PERS Tier 3 (2% @ 62)	2,358	2,564	3,029	3,170
100-210-5222.000	PERS Tier 1 Unfunded Liability	13,105	12,803	16,410	17,488
100-210-5223.000	PERS Tier 2 Unfunded Liability	41	119	646	496
100-210-5224.000	PERS Tier 3 Unfunded Liability	51	396	454	258
Total Salaries & Benefits		364,709	395,861	434,306	412,742
Contract Services					
100-210-5310.000	Auditors	16,015	12,004	16,000	17,000
100-210-5340.000	Professional Services	13,765	10,287	10,000	11,000
100-210-5345.000	Contractual Services	34,617	42,991	40,000	41,000
Total Contract Services		64,397	65,281	66,000	69,000
Other Expenses					
100-210-5420.000	Mileage Reimbursement	175	12	100	100
100-210-5425.000	Dues and Memberships	445	390	525	525
100-210-5430.000	Conferences and Meetings	420	-	400	500
100-210-5435.000	Training and Education	370	160	800	800
100-210-5460.000	Insurance - Liability and Vehicle	20,849	19,904	31,225	28,866
Total Other Expenses		22,259	20,466	33,050	30,791
Supplies					
100-210-5505.000	Office Supplies and Expense	3,941	3,241	5,000	5,000
Total Supplies		3,941	3,241	5,000	5,000
Repairs & Maintenance					
100-210-5710.000	Equipment Maintenance	24,323	19,759	25,000	30,000
Total Repairs & Maintenance		24,323	19,759	25,000	30,000
Other Expenditures					
100-210-5755.000	Special Department Supplies	231	380	2,000	2,000
Total Other Expenditures		231	380	2,000	2,000
Total Financial Services - General Fund		479,859	504,987	565,356	549,533



Fiscal Year 2021/22 Annual Budget

City of Lomita

Administrative Services

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations Fund					
Salaries & Benefits					
510-220-5105.000	Regular Salaries	206,298	220,072	223,888	230,827
510-220-5115.000	Overtime	-	-	200	200
510-220-5205.000	Health Insurance	33,256	34,304	37,911	39,286
510-220-5207.000	Medicare	2,572	2,727	3,361	3,465
510-220-5210.000	Workers' Compensation	4,456	5,226	7,014	6,648
510-220-5215.000	PERS Tier 1 (2.5% @ 55)	3,817	4,153	4,569	4,555
510-220-5216.000	PERS Tier 2 (2% @ 60)	8,025	9,016	10,115	10,492
510-220-5217.000	PERS Tier 3 (2% @ 62)	4,438	4,757	5,388	5,398
510-220-5221.000	PERS Tier 1 Unfunded Liability	9,815	9,636	11,859	13,335
510-220-5222.000	PERS Tier 2 Unfunded Liability	31	89	467	378
510-220-5223.000	PERS Tier 3 Unfunded Liability	38	297	328	197
Total Salaries & Benefits		272,746	290,278	305,100	314,781
Contract Services					
510-220-5310.000	Auditors	13,770	9,759	11,500	11,500
510-220-5345.000	Contractual Services	25,472	34,143	40,000	40,000
Total Contract Services		39,242	43,902	51,500	51,500
Other Expenses					
510-220-5420.000	Mileage Reimbursement	-	-	300	300
510-220-5425.000	Dues and Memberships	55	110	150	150
510-220-5460.000	Insurance - Liability and Vehicle	15,643	15,046	22,429	22,169
Total Other Expenses		15,698	15,156	22,879	22,619
Supplies					
510-220-5505.000	Office Supplies and Expense	18,013	16,406	30,000	30,000
Total Supplies		18,013	16,406	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	22,897	26,736	35,000	35,000
Total Repairs & Maintenance		22,897	26,736	35,000	35,000
Total Administrative Services - Water Operations Fund		395,396	419,277	471,279	480,700
Total Administrative Services - General & Water Funds		875,255	924,264	1,036,635	1,030,233



Fiscal Year 2021/22 Annual Budget

City of Lomita

Administrative Services

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).
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)	
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 2020-2021 ACCOMPLISHMENTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

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

The department also staffs the Planning Commission.

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

Economic Development:

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

Planning:

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

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

Neighborhood Preservation

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

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

Community & Economic Development Department Organization Chart





Fiscal Year 2021/22 Annual Budget *City of Lomita*

Planning

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

Expenditures Summary

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

Personnel Allocation

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



Fiscal Year 2021/22 Annual Budget

City of Lomita

Planning

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



Fiscal Year 2021/22 Annual Budget

City of Lomita

Planning

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



Fiscal Year 2021/22 Annual Budget

City of Lomita

Planning

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

Budget Comment (Operations & Maintenance)

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



Fiscal Year 2021/22 Annual Budget *City of Lomita*

Economic Development

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

Expenditures Summary

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



Fiscal Year 2021/22 Annual Budget

City of Lomita

Economic Development

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



Fiscal Year 2021/22 Annual Budget

City of Lomita

Economic Development

Object No.**Budget Comment (Personnel)**

5105	Salaries for full-time personnel.
5205	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
5207	Medicare insurance benefits.
5210	Annual Workers' Compensation insurance and claims.
5215	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
5222	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.

Budget Comment (Operations & Maintenance)

5410	Maintenance and installation of City street banners; seasonal installation, removal and replacement of damaged articles.
5415	Cost for cellular phone charges.
5416	Business and Economic Development Program.
5420	Mileage reimbursement.
5425	Economic development association, ICSC, Cal. Redev. Assoc., CALED and Tools for Business Success website.
5430	Economic development conferences including CALED and ICSC.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
5505	Office and computer supplies.
5525	Equipment/\$5K and under.

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CITY OF LOMITA FY 2020-2021 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 2020-2021.

Park & Facility Maintenance:

- Security Cameras and DVR upgrades at City Hall.
- Installed new HD DVR for the security cameras at City Hall
- Purchased and installed (4) wide angle motorized HD security cameras on the roof of City Hall
- New conduit and wire were ran to all security cameras
- Upgraded software and hardware to the HVAC system at City Hall
- Upgraded electrical in front of City Hall for Special Events, Farmers Market, etc.

Recreation & Leisure Programming:

- Zoom classes have been offer to Lomita residents to continue to stay active during the COVID19 pandemic.
- Lomita teen program staff filmed craft videos that were posted on social media for families to view and do at home during the COVID19 pandemic.
- Upgraded software were completed at Lomita Park.
- Recreation staff has been operating the Lomita City booth at Farmers Market every Sunday, to help answer any City related questions.
- A new Tuff Shed was purchased to help protect and store all youth and adult sports equipment and supplies.

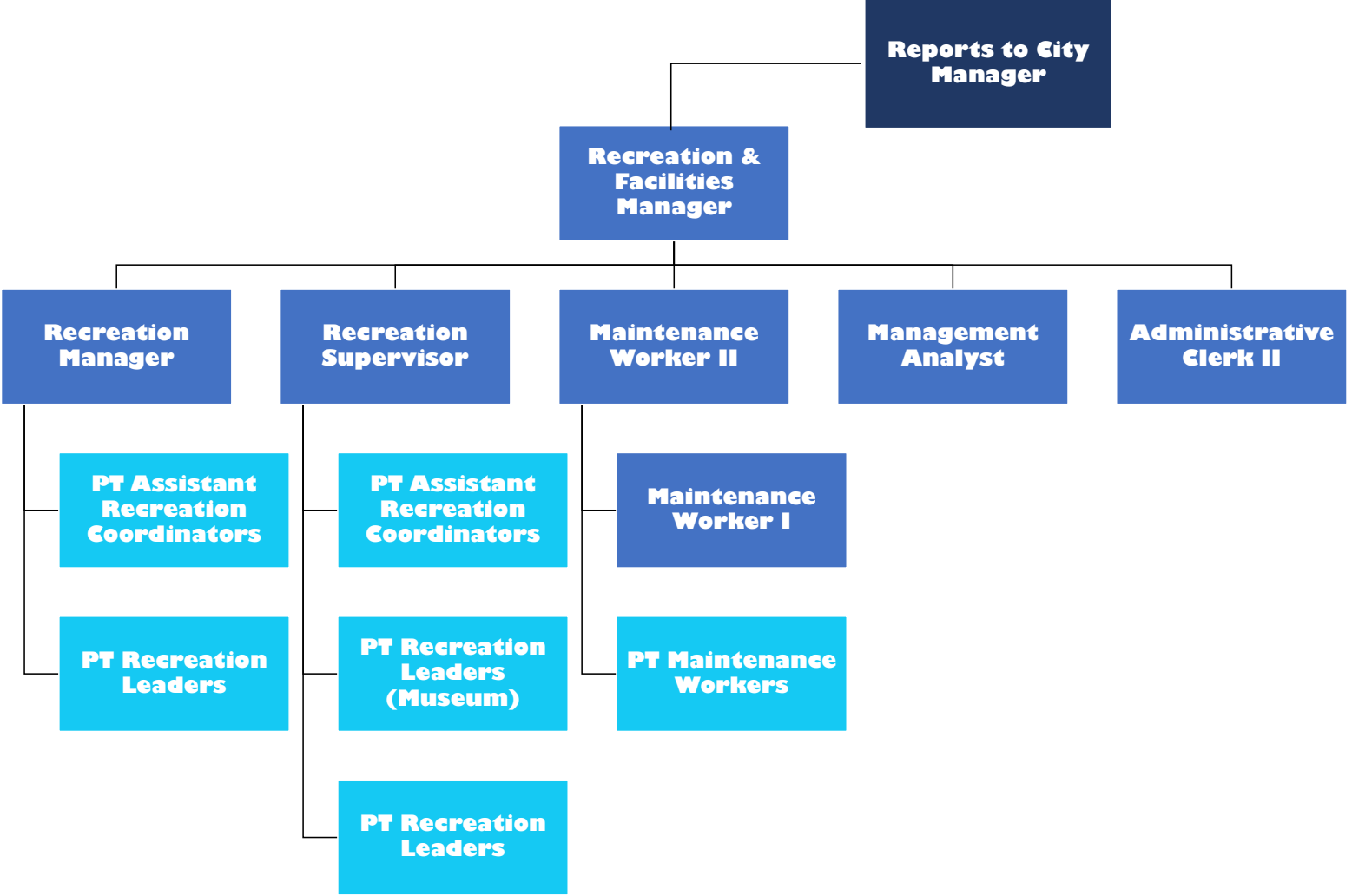
Lomita Presents:

- The City Congratulated the Class of 2020 with a nice big photo opt display, which was located on the outside stage of the City Hall front lawn.
- Recreation staff held many family-based Halloween activities:
 - The Lomita City booth at Farmers Market, held a costume trick or treat event on October 25th.
 - Lomita Park coaches delivered Halloween bags to children in Lomita. This was a part of our Lift up Lomita campaign from October 26th – October 30th.
 - On Halloween Day, Recreation staff held a drive-thru candy parade at Lomita Park.
- The Annual Tree Lighting was held on December 4th. It consisted of a virtual countdown and the lighting of our City tree.
- Staff transformed the outside lawn at City Hall for the month of December with 3 holiday photo opt displays. Families were able to take pictures and get into the holiday spirit.

Railroad Museum:

- A new donation wall was installed on the North West side of the Museum off Woodward Ave to honor donors of the Lomita Railroad Foundation.
- Upgraded software were completed at Lomita Railroad Museum.

Recreation & Facilities Division Organization Chart



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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	175,526	385,070	380,545	440,609
Operating & Maintenance	25,508	222,150	195,490	227,809
Capital Outlay	-	-	-	-
Total Expenditures	201,034	607,221	576,035	668,418

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
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
Department Total	5.09	-	5.09



Fiscal Year 2021/22 Annual Budget

City of Lomita

Recreation & Facilities Administration

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
100-General Fund					
Salaries & Benefits					
100-710-5105.000	Regular Salaries	126,486	255,701	246,287	277,812
100-710-5110.000	Part-Time Salaries	-	31,707	37,373	38,928
100-710-5115.000	Overtime	1,054	2,516	1,300	1,300
100-710-5205.000	Health Insurance	20,060	42,281	42,639	58,293
100-710-5207.000	Medicare	1,679	2,464	3,907	4,771
100-710-5210.000	Workers' Compensation	4,622	7,508	7,996	8,993
100-710-5215.000	PERS Tier 1 (2.5% @ 55)	7,071	28,620	27,150	27,932
100-710-5217.000	PERS Tier 3 (2% @ 62)	4,631	-	-	3,590
100-710-5222.000	PERS Tier 1 Unfunded Liability	9,893	14,274	13,893	18,714
100-710-5224.000	PERS Tier 3 Unfunded Liability	31	-	-	276
Total Salaries & Benefits		175,526	385,070	380,545	440,609
Contract Services					
100-710-5340.000	Professional Services	-	6,325	6,200	6,300
Total Contract Services		-	6,325	6,200	6,300
Other Expenses					
100-710-5405.000	Utilities	-	69,353	52,600	65,000
100-710-5415.000	Communications	531	822	450	550
100-710-5420.000	Mileage Reimbursement	286	583	1,250	1,250
100-710-5425.000	Dues and Memberships	215	175	500	500
100-710-5430.000	Conferences and Meetings	3,305	1,447	4,000	4,100
100-710-5460.000	Insurance - Liability and Vehicle	16,223	21,616	25,570	29,989
Total Other Expenses		20,560	93,997	84,370	101,389
Supplies					
100-710-5505.000	Office Supplies and Expense	3,160	3,577	2,500	2,600
100-710-5510.000	Small Tools	-	270	500	500
100-710-5515.000	Uniform Expense	1,344	1,207	2,000	2,100
100-710-5525.000	Equipment Under \$5k	146	521	500	500
Total Supplies		4,650	5,575	5,500	5,700
Rentals					
100-710-5605.000	Rents and Leases	-	2,820	2,000	2,000
Total Rentals		-	2,820	2,000	2,000
Repairs & Maintenance					
100-710-5705.000	General Maintenance	-	110,717	95,000	110,000
100-710-5710.000	Equipment Maintenance	-	1,667	450	450
100-710-5720.000	Fuel	-	543	1,500	1,500
Total Repairs & Maintenance		-	112,927	96,950	111,950
Other Expenditures					
100-710-5755.000	Special Department Supplies	299	506	470	470
Total Other Expenditures		299	506	470	470
Total Recreation & Facilities Administration - General Fund		201,034	607,221	576,035	668,418



Fiscal Year 2021/22 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.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	523,574	480,527	480,742	648,862
Operating & Maintenance	194,826	147,146	169,314	226,796
Capital Outlay	-	-	-	-
Total Expenditures	718,401	627,673	650,056	875,658

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Recreation Manager	1.00	-	1.00
Management Analyst	1.00	-	1.00
Recreation Supervisor	0.90	-	0.90
PT Assistant Rec. Coord. & Recreation Leaders	8.94	-	8.94
Department Total	11.84	-	11.84



Fiscal Year 2021/22 Annual Budget

City of Lomita

Recreation Services

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-730-5105.000	Regular Salaries	216,069	221,148	239,377	247,623
100-730-5110.000	Part-Time Salaries	215,062	161,498	120,000	275,321
100-730-5115.000	Overtime	1,261	757	3,000	3,000
100-730-5205.000	Health Insurance	33,383	34,635	43,277	44,723
100-730-5207.000	Medicare	6,031	5,280	7,242	7,889
100-730-5210.000	Workers' Compensation	8,969	11,265	15,172	15,172
100-730-5215.000	PERS Tier 1 (2.5% @ 55)	25,301	27,009	29,297	22,546
100-730-5217.000	PERS Tier 3 (2% @ 62)	-	-	-	4,721
100-730-5222.000	PERS Tier 1 Unfunded Liability	17,498	18,936	23,377	27,462
100-730-5224.000	PERS Tier 3 Unfunded Liability	-	-	-	405
Total Salaries & Benefits		523,574	480,527	480,742	648,862
Contract Services					
100-730-5345.000	Contractual Services	4,665	4,838	-	-
100-730-5345.140	Karate Class	17,461	14,722	13,000	18,000
100-730-5345.141	Cake Camp	1,092	-	750	1,200
100-730-5345.142	Dance Classes	7,632	2,047	6,000	8,000
100-730-5345.143	Dog Obedience	22,456	15,807	20,000	26,000
100-730-5345.144	Basketball Camp	16,580	10,382	10,000	17,000
100-730-5345.145	Gymnastics	4,221	2,194	1,000	2,500
100-730-5345.146	Exercise Class	3,724	1,772	2,000	4,000
100-730-5345.147	Youth/Adult Golf & Tennis	9,435	5,155	7,000	9,500
100-730-5345.148	Cheerleading Camp	3,979	1,590	3,000	4,200
100-730-5345.149	Youth Soccer Camp	8,764	5,549	5,000	8,000
100-730-5345.150	Lego Class	5,177	995	1,500	4,000
100-730-5345.152	Zumba & Yoga Class	16,119	9,931	13,000	16,500
100-730-5345.155	Fundamentals of Volleyball	3,273	2,157	2,000	3,000
100-730-5345.181	Homework Help	52	-	-	-
100-730-5345.183	Youth Football Camp	2,179	1,903	1,500	2,200
100-730-5345.184	Youth Hockey & Volleyball	3,113	2,503	1,500	1,600
Total Contract Services		129,922	81,544	87,250	125,700
Other Expenses					
100-730-5410.000	Advertising	13,964	20,816	15,000	35,000
100-730-5415.000	Communications	615	960	600	300
100-730-5420.000	Mileage Reimbursement	1,291	348	850	900
100-730-5425.000	Dues and Memberships	855	810	1,000	1,000
100-730-5430.000	Conferences and Meetings	60	-	4,000	1,000
100-730-5435.000	Training and Education	912	2,485	500	500



Fiscal Year 2021/22 Annual Budget

City of Lomita

Recreation Services

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-730-5460.000	Insurance - Liability and Vehicle	31,482	32,433	48,514	50,596
Total Other Expenses		49,180	57,852	70,464	89,296
Supplies					
100-730-5505.000	Office Supplies and Expense	1,689	516	800	800
100-730-5515.000	Uniform Expense	3,881	3,089	3,800	4,000
Total Supplies		5,570	3,605	4,600	4,800
Other Expenditures					
100-730-5755.000	Special Department Supplies	10,154	4,145	7,000	7,000
Total Other Expenditures		10,154	4,145	7,000	7,000
Total Recreation Services - General Fund		718,401	627,673	650,056	875,658



Fiscal Year 2021/22 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).
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)	
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.
5345.152	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 2021/22 Annual Budget

City of Lomita

Recreation Services

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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	3,744	4,973	3,263	5,810
Operating & Maintenance	13,704	35,499	65,550	66,582
Capital Outlay	-	-	-	-
Total Expenditures	17,448	40,472	68,813	72,392

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
PT Recreation Leaders	0.19	(0.03)	0.16
Department Total	0.19	(0.03)	0.16



Fiscal Year 2021/22 Annual Budget

City of Lomita

Lomita Presents

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-735-5110.000	Part-Time Salaries	2,566	2,476	2,000	4,513
100-735-5115.000	Part-Time Overtime	1,017	2,332	1,000	1,000
100-735-5207.000	Medicare	37	38	116	138
100-735-5210.000	Workers' Compensation	124	127	147	159
Total Salaries & Benefits		3,744	4,973	3,263	5,810
Contract Services					
100-735-5340.000	Professional Services	-	-	200	200
100-735-5345.000	Contractual Services	3,809	4,330	4,300	4,300
Total Contract Services		3,809	4,330	4,500	4,500
Other Expenses					
100-735-5410.000	Advertising	255	1,555	1,000	1,000
100-735-5415.000	Communications	2	0	50	50
100-735-5420.000	Mileage Reimbursement	-	-	100	100
100-735-5425.000	Dues and Memberships	1,153	1,187	1,200	1,200
100-735-5460.000	Insurance - Liability and Vehicle	1,166	2,705	2,700	3,232
Total Other Expenses		2,576	5,447	5,050	5,582
Other Expenditures					
100-735-5754.339	Teen Program	40	5,311	6,000	8,000
100-735-5754.340	Basketball Camp Scholarship	-	3,250	5,000	3,500
100-735-5755.000	Special Department Expense	7,279	5,805	5,000	5,000
100-735-5755.118	Founder's Day	-	10,962	25,000	25,000
100-735-5755.331	Mayor's Golf Classic	-	393	15,000	15,000
Total Other Expenditures		7,319	25,722	56,000	56,500
Total Lomita Presents - General Fund		17,448	40,472	68,813	72,392



Fiscal Year 2021/22 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.
Budget Comment (Operations & Maintenance)	
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.
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 stuffers, decorating expenses, and all special event related materials. Mayor's Golf Classic and Founder's Day expenditures.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	40,844	31,979	28,100	53,643
Operating & Maintenance	22,477	11,530	15,043	33,257
Capital Outlay	-	-	-	-
Total Expenditures	63,320	43,509	43,143	86,900

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
PT Assistant Rec. Coordinators &	0.29	-	0.29
Recreation Leaders	1.94	(0.09)	1.85
Department Total	2.23	(0.09)	2.14



Fiscal Year 2021/22 Annual Budget

City of Lomita

Railroad Museum

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-750-5110.000	Part-Time Salaries	39,311	30,463	25,000	50,399
100-750-5115.000	Overtime	-	-	500	500
100-750-5207.000	Medicare	570	442	1,148	1,272
100-750-5210.000	Workers' Compensation	963	1,074	1,452	1,472
Total Salaries & Benefits		40,844	31,979	28,100	53,643
Contract Services					
100-750-5345.000	Contractual Services	7,329	1,348	800	1,000
Total Contract Services		7,329	1,348	800	1,000
Other Expenses					
100-750-5405.000	Utilities	2,426	2,380	2,500	2,600
100-750-5410.000	Advertising	-	-	-	500
100-750-5415.000	Communications	248	531	250	300
100-750-5420.000	Mileage Reimbursement	43	34	50	50
100-750-5425.000	Dues and Memberships	98	-	200	300
100-750-5460.000	Insurance - Liability and Vehicle	3,379	3,091	4,643	4,907
Total Other Expenses		6,195	6,036	7,643	8,657
Supplies					
100-750-5505.000	Office Supplies and Expense	1,251	242	700	800
100-750-5510.000	Small Tools	43	-	-	-
100-750-5515.000	Uniform Expense	278	-	400	700
100-750-5525.000	Equipment Under \$5k	836	-	-	-
Total Supplies		2,408	242	1,100	1,500
Repairs & Maintenance					
100-750-5705.000	General Maintenance	4,105	2,187	4,000	20,000
Total Repairs & Maintenance		4,105	2,187	4,000	20,000
Other Expenditures					
100-750-5755.000	Special Department Supplies	2,440	1,717	1,500	2,100
Total Other Expenditures		2,440	1,717	1,500	2,100
Total Railroad Museum - General Fund		63,320	43,509	43,143	86,900



Fiscal Year 2021/22 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.
Budget Comment (Operations & Maintenance)	
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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	12,299	9,510	10,312	9,266
Operating & Maintenance	29,727	24,716	18,836	31,970
Capital Outlay	-	-	-	-
Total Expenditures	42,026	34,226	29,148	41,236

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Recreation Supervisor	0.10	-	0.10
Department Total	0.10	-	0.10



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City of Lomita

Park Athletic

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
255-Park Athletic Fund					
Salaries & Benefits					
255-760-5105.000	Regular Salaries	7,845	6,951	7,300	6,980
255-760-5205.000	Health Insurance	1,766	1,209	1,380	1,377
255-760-5207.000	Medicare	147	98	109	105
255-760-5210.000	Workers' Compensation	567	163	228	200
255-760-5215.000	PERS Tier 1 (2.5% @ 55)	675	775	893	-
255-760-5217.000	PERS Tier 3 (2% @ 62)	-	-	-	598
255-760-5222.000	PERS Tier 1 Unfunded Liability	1,299	314	402	-
255-760-5224.000	PERS Tier 3 Unfunded Liability	-	-	-	6
Total Salaries & Benefits		12,299	9,510	10,312	9,266
Contract Services					
255-760-5335.163	Adult Soccer Official/Scoring	280	29	1,000	3,000
255-760-5335.165	Adult Basketball Official	1,940	975	4,205	-
255-760-5335.167	Adult Softball Official	-	470	-	-
255-760-5345.000	Contractual Services	2,229	4,287	-	6,000
Total Contract Services		4,449	5,761	5,205	9,000
Other Expenses					
255-760-5410.000	Advertising	878	888	500	-
255-760-5460.000	Insurance - Liability and Vehicle	1,991	468	731	666
Total Other Expenses		2,869	1,356	1,231	666
Supplies					
255-760-5505.000	Office Expense	-	-	-	104
255-760-5506.000	Sport Supplies	529	-	200	200
255-760-5506.160	Flag Football Supplies	2,997	3,500	1,500	3,500
255-760-5506.161	Volleyball Supplies	2,714	2,172	1,000	2,500
255-760-5506.162	Youth Soccer League Supplies	5,162	3,370	4,000	3,500
255-760-5506.163	Adult Soccer Supplies	29	-	200	200
255-760-5506.164	Youth Basketball Supplies	3,266	4,815	2,000	5,000
255-760-5506.165	Adult Basketball Supplies	261	290	-	300
255-760-5506.166	Youth Baseball Supplies	5,755	2,740	2,000	3,000
255-760-5506.167	Adult Softballball Supplies	425	-	-	-
Total Supplies		21,138	16,887	10,900	18,304
Other Expenditures					
255-760-5735.000	Miscellaneous Expense	1,271	712	1,500	4,000
Total Other Expenditures		1,271	712	1,500	4,000
Total Park Athletic Fund		42,026	34,226	29,148	41,236



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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).
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)	
5335.163	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 2020-2021 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 2020-2021:

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 of the Slurry Seal Program for three city zones (C, F, and G) in the northern portion of Lomita.
- Awarded a design contract for reconstruction of streets in city zones C and F.
- Bid, awarded, and began construction on the Cypress Water Production Facility (CWPF) Upgrade project for additional Granular Activated Carbon filtration units at the CWPF to address benzene removal and aesthetic improvements.
- Bid, awarded, and began construction of the Narbonne Avenue Vacant Lot Activation.
- Bid construction of the Hathaway Park Restroom Upgrade (Sewer Connection) project.
- Reviewed and approved water and other utility plans for development projects. Reviewed, approved, and inspected 115 encroachment permits.
- Conducted regular Technical Traffic Advisory Committee (TTAC) meetings and staffed the Public Safety and Traffic Commission. The TTAC received and evaluated 29-related traffic concerns.
- 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 2020 Consumer Confidence Report, distributed it to all water customers via electronic methods, and submitted to the State.
- Completed the City's annual Water Loss Audit, pursuant to SB 555.
- Completed the Electronic Annual Report (eARS) for the water system.

- Prepared the City's 2020 Urban Water Management Plan.

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.

- Mowed City grounds 47 times; trimmed hedges 122 times; fertilized turf 13 times.
- Repaired sprinklers/irrigation components 367 times.
- Conducted 48 inspections of playground equipment.
- Conducted weeding, trimming, irrigation repair, and trash pick-up at the Landscape Maintenance District #1 throughout the year.

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 145 street signs and/or posts.
- Cleaned 194 incidents of graffiti.
- Performed 134 repairs to damaged sidewalks, curbs, and gutters.
- Cleaned the City's approximately 260 storm drain catch basins.
- Fixed approximately 134 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.

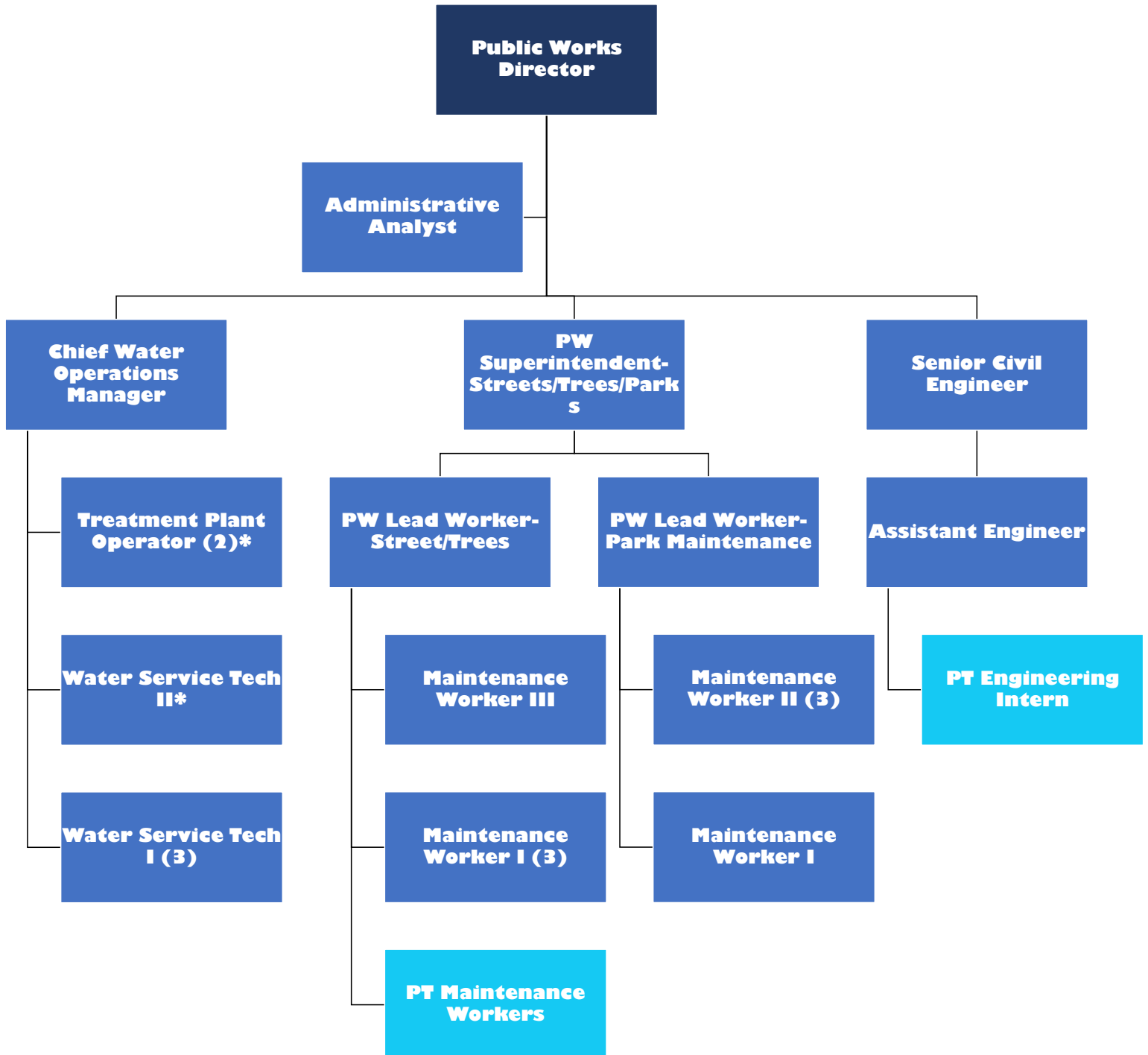
- Removed 28 dead trees and stumps, planted 39 replacement trees, and trimmed 280 trees with City forces.
- Requested proposals for a tree trimming contractor and oversaw contractor for trimming trees along City parkways.

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 35 water main break and service leak repairs, and 100 water meter maintenance repairs/change-outs.
- 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 750 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 Harbor Hills Storage Tank, all import water connections, including West Basin 7 and West Basin 8, and the Cypress Water Production Facility (maintenance only). Maintained and monitored each of the four (4) water pressure zones.

Public Works Department Organization Chart



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



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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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	84,651	166,608	178,729	223,536
Operating & Maintenance	127,526	145,738	110,505	87,218
Capital Outlay	-	-	-	-
Total Expenditures	212,177	312,346	289,234	310,754

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Public Works Director	0.25	-	0.25
Administrative Clerk III	0.30	(0.30)	-
Administrative Analyst	-	0.50	0.50
Senior Civil Engineer	0.45	0.15	0.60
Assistant Engineer	0.15	0.65	0.80
PT Engineering Intern	0.48	-	0.48
Department Total	1.63	1.00	2.63



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City of Lomita

Public Works Administration

		Actual FY 2018/19	Actual FY 2018/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-605-5105.000	Regular Salaries	56,324	119,822	122,686	160,761
100-605-5110.000	Part-Time Salaries	11,551	12,474	15,090	16,960
100-605-5205.000	Health Insurance	6,132	14,102	16,624	24,397
100-605-5207.000	Medicare	949	1,841	2,052	2,666
100-605-5210.000	Workers' Compensation	1,851	3,293	4,286	5,103
100-605-5215.000	PERS Tier 1 (2.5% @ 55)	333	1,193	2,100	-
100-605-5216.000	PERS Tier 2 (2% @ 60)	713	3,035	3,379	6,149
100-605-5217.000	PERS Tier 3 (2% @ 62)	3,012	4,855	5,149	7,074
100-605-5222.000	PERS Tier 1 Unfunded Liability	3,771	5,762	6,900	-
100-605-5223.000	PERS Tier 2 Unfunded Liability	-	53	272	280
100-605-5224.000	PERS Tier 3 Unfunded Liability	15	177	191	146
Total Salaries & Benefits		84,651	166,608	178,729	223,536
Contract Services					
100-605-5337.000	Coordinated Integrated Monitoring	40,000	40,000	40,000	-
100-605-5340.000	Professional Services	46,618	-	-	10,000
100-605-5345.000	Contractual Services	36,021	97,785	55,000	60,000
Total Contract Services		122,640	137,785	95,000	70,000
Other Expenses					
100-605-5420.000	Mileage Reimbursement	-	26	600	-
100-605-5425.000	Dues and Membership	-	-	1,000	-
100-605-5460.000	Insurance - Liability and Vehicle	6,496	9,480	13,705	17,018
Total Other Expenses		6,496	9,506	15,305	17,018
Supplies					
100-605-5505.000	Office Supplies and Expense	450	564	200	200
Total Supplies		450	564	200	200
City Council Expense					
100-605-5799.000	Inventory Adjustment	(2,060)	(2,117)	-	-
Total City Council Expense		(2,060)	(2,117)	-	-
Total Public Works Administration - General Fund		212,177	312,346	289,234	310,754



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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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	270,105	358,630	420,611	515,628
Operating & Maintenance	273,595	273,483	320,592	334,482
Capital Outlay	-	-	-	-
Total Expenditures	543,700	632,113	741,203	850,110

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
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 II	-	1.00	1.00
Maintenance Worker I	1.60	-	1.60
PT Maintenance Worker	0.48	-	0.48
Department Total	4.43	1.00	5.43



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City of Lomita

Street Maintenance

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
100-General Fund					
Salaries & Benefits					
100-610-5105.000	Regular Salaries	-	130,861	148,188	208,952
100-610-5205.000	Health Insurance	-	22,576	27,418	42,737
100-610-5207.000	Medicare	-	1,892	2,193	3,134
100-610-5210.000	Workers' Compensation	-	3,434	4,559	5,988
100-610-5215.000	PERS Tier 1 (2.5% @ 55)	-	2,326	2,744	2,882
100-610-5216.000	PERS Tier 2 (2% @ 60)	-	5,108	6,476	6,700
100-610-5217.000	PERS Tier 3 (2% @ 62)	-	3,177	3,781	8,696
100-610-5222.000	PERS Tier 1 Unfunded Liability	-	6,406	7,847	12,384
100-610-5223.000	PERS Tier 2 Unfunded Liability	-	-	309	351
100-610-5224.000	PERS Tier 3 Unfunded Liability	-	197	217	183
Total Salaries & Benefits		-	175,978	203,732	292,007
Other Expenses					
100-610-5430.000	Travel & Conference	-	-	-	2,200
100-610-5460.000	Insurance - Liability and Vehicle	-	9,886	14,580	19,970
Total Other Expenses		-	9,886	14,580	22,170
Total Street & Park Maintenance - General Fund		-	185,864	218,312	314,177
205-Gas Tax					
Salaries & Benefits					
205-610-5105.000	Regular Salaries	174,201	112,298	118,818	122,024
205-610-5110.000	Part-Time Salaries	10,351	7,203	14,700	16,550
205-610-5115.000	Overtime	6,062	5,763	15,000	15,000
205-610-5116.000	Stand By	12,998	13,098	13,100	13,100
205-610-5205.000	Health Insurance	33,551	22,585	28,316	29,088
205-610-5207.000	Medicare	2,839	1,837	2,424	2,500
205-610-5210.000	Workers' Compensation	4,850	3,726	5,072	4,784
205-610-5215.000	PERS Tier 1 (2.5% @ 55)	5,880	3,877	4,467	4,697
205-610-5216.000	PERS Tier 2 (2% @ 60)	475	-	-	-
205-610-5217.000	PERS Tier 3 (2% @ 62)	7,771	5,295	6,302	6,248
205-610-5222.000	PERS Tier 1 Unfunded Liability	11,049	6,761	8,446	9,490
205-610-5223.000	PERS Tier 2 Unfunded Liability	35	-	-	-
205-610-5224.000	PERS Tier 3 Unfunded Liability	43	208	234	140
Total Salaries & Benefits		270,105	182,652	216,879	223,621



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City of Lomita

Street Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
Contract Services					
205-610-5335.000	Maintenance & License Agreements	39,181	52,008	29,000	39,181
205-610-5340.000	Professional Services	2,410	3,000	10,000	2,410
205-610-5346.000	Street Sweeping Contract	80,199	80,199	81,913	80,199
205-610-5347.000	Pavement - Catch Basin	-	-	1,000	-
Total Contract Services		121,790	135,207	121,913	121,790
Other Expenses					
205-610-5405.000	Utilities	15,196	15,698	16,000	15,196
205-610-5415.000	Communications	1,057	1,814	600	1,057
205-610-5420.000	Mileage Reimbursement	112	15	150	112
205-610-5425.000	Dues and Membership	250	105	-	250
205-610-5435.000	Training and Education	705	-	2,000	705
205-610-5460.000	Insurance - Liability and Vehicle	17,027	10,728	16,219	15,953
Total Other Expenses		34,347	28,360	34,969	33,273
Supplies					
205-610-5505.000	Office Supplies and Expense	427	189	250	427
205-610-5510.000	Small Tools	3,258	1,775	4,000	3,258
205-610-5515.000	Uniform Expense	3,338	2,794	2,200	3,338
205-610-5525.000	Equipment Under \$5k	2,128	-	2,000	2,128
Total Supplies		9,151	4,758	8,450	9,151
Rental					
205-610-5605.000	Rents and Leases	6,032	-	5,000	6,032
Total Rentals		6,032	-	5,000	6,032
Repairs & Maintenance					
205-610-5705.000	General Maintenance	55,302	55,693	30,000	30,000
205-610-5710.000	Equipment Maintenance	22,494	9,588	15,000	19,487
205-610-5720.000	Fuel	11,899	9,116	10,000	11,899
Total Repairs & Maintenance		89,695	74,396	55,000	61,386
Total Street Maintenance - Gas Tax Fund		531,120	425,373	442,211	455,253



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City of Lomita

Street Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
207-Measure R Local Return					
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	-	-	10,000	10,000
207-610-5706.000	Asphalt Zipper	-	7,712	40,000	40,000
Total Repairs & Maintenance		-	7,712	50,000	50,000
Total Street Maintenance - Measure R Local Return Fund		5,680	13,392	55,680	55,680
311-Street Improvement					
Repairs & Maintenance					
311-610-5706.000	Asphalt Zipper	6,900	7,484	25,000	25,000
Total Repairs & Maintenance		6,900	7,484	25,000	25,000
Total Street Maintenance - Streets Improvement Fund		6,900	7,484	25,000	25,000
Total Street Maintenance - General Fund, Gas Tax, Measure R, Street Improvement Funds		543,700	632,113	741,203	850,110



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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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2020/21
Salaries & Benefits	709,314	265,677	285,160	417,745
Operating & Maintenance	328,951	83,888	100,947	168,665
Capital Outlay	-	-	-	-
Total Expenditures	1,038,265	349,565	386,107	586,410

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
PW Lead Worker Park Maintenance	0.85	-	0.85
Maintenance Worker II	2.55	-	2.55
Maintenance Worker I	0.85	1.00	1.85
PT Maintenance Worker	-	0.96	0.96
Department Total	4.25	1.96	6.21



Fiscal Year 2021/22 Annual Budget

City of Lomita

Park Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
100-General Fund					
Salaries & Benefits					
100-740-5105.000	Regular Salaries	469,070	171,923	193,559	243,331
100-740-5110.000	Part-Time Salaries	40,260	-	-	33,100
100-740-5115.000	Overtime	2,206	2,826	8,000	8,000
100-740-5116.000	Stand By	12,998	13,098	14,000	13,100
100-740-5205.000	Health Insurance	93,672	39,218	36,937	64,800
100-740-5207.000	Medicare	4,709	2,069	2,443	4,476
100-740-5210.000	Workers' Compensation	11,672	6,381	5,104	8,558
100-740-5215.000	PERS Tier 1 (2.5% @ 55)	44,574	14,221	11,900	11,862
100-740-5216.000	PERS Tier 2 (2% @ 60)	3,645	3,443	3,799	8,855
100-740-5217.000	PERS Tier 3 (2% @ 62)	-	-	-	3,137
100-740-5222.000	PERS Tier 1 Unfunded Liability	26,425	12,382	9,061	17,760
100-740-5223.000	PERS Tier 2 Unfunded Liability	83	115	357	504
100-740-5224.000	PERS Tier 3 Unfunded Liability	-	-	-	262
Total Salaries & Benefits		709,314	265,677	285,160	417,745
Contract Services					
100-740-5340.000	Professional Services	12,605	-	-	-
100-740-5345.000	Contractual Services	17,225	9,432	15,000	15,000
100-740-5350.000	Tree Trimming Contract				50,000
Total Contract Services		29,830	9,432	15,000	65,000
Other Expenses					
100-740-5405.000	Utilities	81,619	49	9,500	9,500
100-740-5415.000	Communications	768	975	450	500
100-740-5420.000	Mileage Reimbursement	1,689	52	1,600	1,700
100-740-5425.000	Dues and Memberships	785	1,500	800	800
100-740-5430.000	Conferences and Meetings	475	-	1,500	3,700
100-740-5435.000	Training and Education	400	331	1,000	1,000
100-740-5460.000	Insurance - Liability and Vehicle	40,973	18,370	16,322	28,540
Total Other Expenses		126,709	21,277	31,172	45,740
Supplies					
100-740-5505.000	Office Supplies and Expense	320	241	400	400
100-740-5510.000	Small Tools	1,549	100	1,000	1,100
100-740-5515.000	Uniform Expense	4,352	2,284	3,500	4,400
100-740-5525.000	Equipment Under \$5k	9,459	427	1,500	1,500
Total Supplies		15,680	3,052	6,400	7,400



Fiscal Year 2021/22 Annual Budget

City of Lomita

Park Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
Rentals					
100-740-5605.000	Rents and Leases	1,396	550	450	-
Total Rentals		1,396	550	450	-
Repairs & Maintenance					
100-740-5705.000	General Maintenance	125,163	35,781	25,000	25,000
100-740-5710.000	Equipment Maintenance	18,592	7,929	13,000	15,000
100-740-5720.000	Fuel	8,889	5,793	8,000	8,600
Total Repairs & Maintenance		152,644	49,504	46,000	48,600
Other Expenditures					
100-740-5755.000	Special Department Supplies	2,692	74	1,925	1,925
Total Other Expenditures		2,692	74	1,925	1,925
Total Building & Park Maintenance - General Fund		1,038,265	349,565	386,107	586,410



Fiscal Year 2021/22 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.
5350	Tree Trimming Contract
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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	14,310	-	-	-
Operating & Maintenance	77,504	61,195	75,085	75,999
Capital Outlay	-	-	-	-
Total Expenditures	91,814	61,195	75,085	75,999



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City of Lomita

Tree Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
205-Gas Tax					
Salaries & Benefits					
205-620-5105.000	Regular Salaries	10,246	-	-	-
205-620-5205.000	Health Insurance	1,960	-	-	-
205-620-5207.000	Medicare	139	-	-	-
205-620-5210.000	Workers' Compensation	308	-	-	-
205-620-5215.000	PERS Tier 1 (2.5% @ 55)	678	-	-	-
205-620-5216.000	PERS Tier 2 (2% @ 60)	297	-	-	-
205-620-5217.000	PERS Tier 3 (2% @ 62)	-	-	-	-
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		14,310	-	-	-
Contract Services					
205-620-5350.000	Tree Trimming Contract	52,912	40,197	54,000	55,414
Total Contract Services		52,912	40,197	54,000	55,414
Other Expenses					
205-620-5460.000	Insurance - Liability and Vehicle	1,079	-	-	-
Total Other Expenses		1,079	-	-	-
Supplies					
205-620-5505.000	Office Supplies and Expense	98	-	250	250
205-620-5510.000	Small Tools	31	153	500	500
205-620-5515.000	Uniform Expense	529	715	1,500	1,500
205-620-5525.000	Equipment Under \$5k	223	1,215	1,335	1,335
Total Supplies		881	2,084	3,585	3,585
Rental					
205-620-5605.000	Rents and Leases	-	-	-	-
Total Rentals		-	-	-	-
Repairs & Maintenance					
205-620-5705.000	General Maintenance	5,021	1,490	5,000	5,000
205-620-5710.000	Equipment Maintenance	9,008	16,779	6,000	6,000
205-620-5720.000	Fuel	-	-	500	-
Total Repairs & Maintenance		14,029	18,269	11,500	11,000
Other Expenditures					
205-620-5752.000	Tree Planting	8,603	645	6,000	6,000
Total Other Expenditures		8,603	645	6,000	6,000
Total Tree Maintenance - Gas Tax Fund		91,814	61,195	75,085	75,999



Fiscal Year 2021/22 Annual Budget

City of Lomita

Tree Maintenance

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).
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)

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

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Fiscal Year 2021/22 Annual Budget *City of Lomita*

Safe Clean Water Program

Safe Clean Water Program is dedicated funding to increase local water supply, improve water quality and protect public health.

Expenditures Summary

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	-	-	225,000	97,100
Capital Outlay	-	-	-	-
Total Expenditures	-	-	225,000	97,100



Fiscal Year 2021/22 Annual Budget

City of Lomita

Safe Clean Water Program

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
<hr/>				
211 - Measure W Safe Clean Water Program				
Contract Services				
211-347-5340.000 Professional Services	-	-	225,000	97,100
Total Contract Services	-	-	225,000	97,100
Total Measure W Safe Clean Water Program	-	-	225,000	97,100



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City of Lomita

Safe Clean Water Program

Object No.	Budget Comment (Operations & Maintenance)
5340	City's share of the Coordinated Integrated Monitoring Program (CIMP) implementation costs for the Dominguez Channel Watershed Management Area.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	6,892	13,341	22,114	10,202
Capital Outlay	-	-	-	-
Total Expenditures	6,892	13,341	22,114	10,202



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City of Lomita

Landscape Maintenance District #1

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
245-Landscape Maintenance District #1					
Contract Services					
245-720-5345.000	Contractual Services	710	-	12,540	628
Total Contract Services		710	-	12,540	628
Other Expenses					
245-720-5405.000	Utilities	5,379	5,341	8,574	8,574
Total Other Expenses		5,379	5,341	8,574	8,574
Other Expenditures					
245-720-5755.000	Special Department Supplies	803	8,000	1,000	1,000
Total Other Expenditures		803	8,000	1,000	1,000
Total Landscape Maintenance District #1 Fund		6,892	13,341	22,114	10,202



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City of Lomita
Landscape Maintenance District #1

Object No.	Budget Comment (Operations & Maintenance)
5345	Landscape maintenance for the bike path.
5405	Water and electrical costs for landscape maintenance.
5755	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 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	945,386	1,077,934	1,146,202	1,205,465
Operating & Maintenance	3,059,462	3,544,746	3,770,698	3,760,809
Transfers to Other Funds	-	500,000	-	500,000
Total Expenditures	4,004,848	5,122,680	4,916,900	5,466,274

Personnel Allocation

	Authorized 2020/21	Change	Authorized 2021/22
Public Works Director	0.75	-	0.75
Senior Civil Engineer	0.55	(0.15)	0.40
Assistant Engineer	0.85	(0.65)	0.20
Administrative Clerk III	0.70	(0.70)	-
Administrative Analyst	-	0.50	0.50
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 (3)	0.45	-	0.45
Maintenance Worker I (3)	0.55	-	0.55
Department Total	11.65	(1.00)	10.65

* Water Treatment Plant Operator currently under filled with Water Service Technician II



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City of Lomita

Water Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Operations					
Salaries & Benefits					
510-630-5105.000	Salaries	631,811	724,031	807,690	844,062
510-630-5115.000	Salaries Overtime	18,989	18,202	20,000	20,000
510-630-5116.000	Salaries Stand By	12,998	13,098	13,100	13,100
510-630-5125.000	Compensated Absences	43,112	62,781	-	-
510-630-5205.000	Health Insurance	123,623	126,952	147,960	161,936
510-630-5207.000	Medicare	8,786	9,904	12,323	13,157
510-630-5210.000	Workers' Compensation	17,182	21,408	25,725	25,192
510-630-5215.000	PERS Tier 1 (2.5% @ 55)	17,924	20,270	23,958	22,283
510-630-5216.000	PERS Tier 2 (2% @ 60)	10,138	20,073	21,871	23,914
510-630-5217.000	PERS Tier 3 (2% @ 62)	22,804	19,866	26,807	28,513
510-630-5222.000	PERS Tier 1 UAL	37,755	39,755	43,829	51,105
510-630-5223.000	PERS Tier 2 UAL	118	369	1,726	1,449
510-630-5224.000	PERS Tier 3 UAL	146	1,224	1,213	754
Total Salaries & Benefits		945,386	1,077,934	1,146,202	1,205,465
Contract Services					
510-630-5335.000	Maintenance & License Agreements	4,340	4,400	7,000	7,000
510-630-5336.000	Permit & Assessment Fees	47,850	78,767	65,000	65,000
510-630-5337.000	Coordinated Integrated Monitoring	46,638	40,607	46,638	-
510-630-5338.000	Underground Service Alert	1,195	1,041	1,500	1,500
510-630-5339.000	Water Quality - Clinical Lab	26,527	32,965	35,000	35,000
510-630-5340.000	Professional Services	71,485	94,752	99,000	99,000
510-630-5340.345	Conservation Education	-	254	5,000	5,000
510-630-5341.000	Professional Services, Reservoir	7,449	2,875	25,000	25,000
510-630-5345.000	Contractual Services	2,345	22,103	29,000	29,000
Total Contract Services		207,829	277,765	313,138	266,500
Other Expenses					
510-630-5405.000	Utilities	17,610	19,682	20,000	20,000
510-630-5410.000	Advertising	950	-	800	800
510-630-5411.000	Customer Notifications	6,087	3,436	3,000	3,000
510-630-5415.000	Communications	7,726	5,653	5,000	5,000
510-630-5420.000	Mileage Reimbursement	938	96	1,000	1,000
510-630-5425.000	Dues and Memberships	1,161	1,048	2,000	2,000
510-630-5430.000	Conferences and Meetings	-	314	-	-
510-630-5435.000	Training and Education	919	2,089	3,000	3,000
510-630-5440.000	Water Purchases - MWD	2,139,030	2,875,483	3,000,000	3,000,000
510-630-5441.000	Water Purchase - WRD	163,471	730	5,000	5,000
510-630-5442.000	Utilities - CWPf	51,570	11,680	30,000	30,000
510-630-5443.000	Water Prod Supply, Reservoir	75,095	158	12,000	12,000
510-630-5460.000	Insurance (Liability/Vehicle)	60,314	61,635	82,260	84,009



Fiscal Year 2021/22 Annual Budget

City of Lomita

Water Maintenance

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
Total Other Expenses		2,524,871	2,982,004	3,164,060	3,165,809
Supplies					
510-630-5505.000	Office Expense	3,391	2,086	3,500	3,500
510-630-5510.000	Small Tools	7,980	3,079	4,000	4,000
510-630-5515.000	Uniforma Expense	5,531	3,251	5,000	5,000
510-630-5525.000	Equipment Under \$5k	3,724	4,937	10,000	20,000
Total Supplies		20,626	13,353	22,500	32,500
Rentals					
510-630-5605.000	Rents & Leases	109,367	95,907	100,000	100,000
Total Rentals		109,367	95,907	100,000	100,000
Repairs & Maintenance					
510-630-5704.000	Meter Replacement	10,441	14,398	22,000	22,000
510-630-5705.000	General Maintenance	139,717	129,963	105,000	105,000
510-630-5709.000	Equipment Maintenance, Reservoir	16,906	7,874	17,000	17,000
510-630-5710.000	Equipment Maintenance	19,299	14,754	18,000	18,000
510-630-5720.000	Fuel	10,406	8,325	9,000	9,000
Total Repairs & Maintenance		196,769	175,315	171,000	171,000
Other Expenditures					
510-630-5755.000	Special Dept. Supplies & Expense	-	403	-	25,000
Total Other Expenditures		-	403	-	25,000
Transfers to Other Funds					
510-990-5993.000	Transfer to Water Capital	-	500,000	-	500,000
Total Transfers to Other Funds		-	500,000	-	500,000
Total Water Maintenance		4,004,848	5,122,680	4,916,900	5,466,274



Fiscal Year 2021/22 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 2021/22 Annual Budget

City of Lomita

Water Maintenance

Budget Comment (Operations & Maintenance) Continued

5441	Water Replenishment District Assessment for groundwater production.
5442	Electricity and other utilities for CWPF.
5443	Water production and treatment supplies for CWPF.
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
5505	Office supplies.
5510	Small tool and material replacement.
5515	Boots, shoes, gloves, safety glasses, dust masks, uniforms and related materials.
5525	Purchases of equipment under 5k, small pump, valves, and fire hydrant diffuser.
5605	Public Works building lease (\$6,950/month).
5704	Water meter maintenance including testing, repairs, and replacements.
5705	Dump fees, water related asphalt and concrete repair costs, valve and meter replacements, main and service pipe repairs, fire hydrant replacements.
5709	Equipment maintenance for CWPF.
5710	Equipment maintenance and repairs for water distribution system.
5720	Vehicle fuel costs for City vehicles and equipment.
5755	Meter reading software & equipment.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	(1,269,744)	5,837	468,288	469,838
Capital Outlay	-	-	-	-
Total Expenditures	(1,269,744)	5,837	468,288	469,838



Fiscal Year 2021/22 Annual Budget

City of Lomita

Water Capital Debt Service

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
510-Water Capital					
Operating Expenses					
520-910-5725.000	Depreciation	725,889	740,785	-	-
520-910-5726.000	Amortization Expense	11,552	-	-	-
520-910-5827.000	Capitalization	(40,536)	(934,317)	-	-
520-910-5890.000	Construction in Progress	(2,191,462)	(13,972)	-	-
520-910-7100.000	Debt Service	218,713	210,735	463,288	464,838
520-910-7105.000	COP Amortization Expense	-	-	-	-
520-910-7106.000	COP Administrative Fees	6,100	2,605	5,000	5,000
Total Debt Service - Water Capital Fund		(1,269,744)	5,837	468,288	469,838
Transfers to Other Funds					
520-990-5993.000	Transfer to Water Operations	-	-	-	-
Total Transfers to Other Funds		-	-	-	-
Total Debt Service & Transfers - Water Capital Fund		(1,269,744)	5,837	468,288	469,838



Fiscal Year 2021/22 Annual Budget
City of Lomita
Water Capital Debt Service

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

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Fiscal Year 2021/22 Annual Budget *City of Lomita*

Equipment Replacement

This Internal Service Fund was established to bill departments for equipment replacement on a scheduled basis. Equipment is defined as major equipment having a multi-year life expectancy and a depreciation value.

Expenditures Summary

	Actual 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	-	66,339	-	90,000
Capital Outlay	-	-	-	-
Total Expenditures	-	66,339	-	90,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Equipment Replacement

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
<hr/>				
610-Equipment Replacement				
Repairs & Maintenance				
610-910-5825.000 Equipment Over 5K	-	66,339	-	90,000
Total Repairs & Maintenance	-	66,339	-	90,000
Total Equipment Replacement Fund	-	66,339	-	90,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Equipment Replacement

Object No.	Budget Comment (Operations & Maintenance)
5825	To purchase, upgrade or replace equipment over \$5,000.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	161,391	3,833	15,000	15,000
Capital Outlay	-	-	-	-
Total Expenditures	161,391	3,833	15,000	15,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Railroad Museum Foundation

	Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
720-Railroad Museum Foundation				
Other Expenses				
720-750-5345.000 Other Contractual Services	484	218	-	-
720-750-5410.000 Advertising	398	-	-	-
Total Other Expenses	882	218	-	-
Supplies				
720-750-5513.000 Museum Gift Shop Expenses	780	-	-	-
Total Supplies	780	-	-	-
Repairs & Maintenance				
720-750-5705.000 General Maintenance	910	-	15,000	15,000
Total Repairs & Maintenance	910	-	15,000	15,000
Other Expenditures				
720-750-5735.000 Miscellaneous Expense	5,847	-	-	-
720-750-5755.000 Special Department Expense	274	-	-	-
Total Other Expenditures	6,121	-	-	-
Transfers to Lomita Railroad Museum Foundation				
720-990-5998.000 Transfers to Museum Foundation	152,698	3,615	-	-
Total Transfers to Lomita Railroad Museum Foundation	152,698	3,615	-	-
Total Railroad Museum Foundation Fund	161,391	3,833	15,000	15,000



Fiscal Year 2021/22 Annual Budget
City of Lomita
Railroad Museum Foundation

Object No.	Budget Comment (Operations & Maintenance)
5345	Other Contractual Services
5410	Museum promotion, advertising, and newsletter.
5513	Museum gift shop expenses.
5705	General Maintenance.
5735	Office and miscellaneous expenses.
5755	Special department expenses.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/20	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	1,001	2,500	2,500	5,000
Capital Outlay	-	-	-	-
Total Expenditures	1,001	2,500	2,500	5,000



Fiscal Year 2021/22 Annual Budget
City of Lomita
Tom Rico Memorial

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
<hr/>					
730-Tom Rico Memorial					
Other Expenses					
730-920-5755.000	Special Department Expense	1,001	2,500	2,500	5,000
Total Other Expenses		1,001	2,500	2,500	5,000
Total Tom Rico Memorial Fund		1,001	2,500	2,500	5,000



Fiscal Year 2021/22 Annual Budget

City of Lomita

Tom Rico Memorial

Object No.	Budget Comment (Operations & Maintenance)
5755	Expenditures for Tom Rico Memorial, scholarships for needy children, equipment and supplies.

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Fiscal Year 2021/22 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 2018/19	Actual 2019/2020	Adopted 2020/21	Adopted 2021/22
Salaries & Benefits	-	-	-	-
Operating & Maintenance	16,888	55,709	80,019	78,661
Capital Outlay	3,417,205	1,438,379	7,243,099	11,184,916
Total Expenditures	3,434,093	1,494,088	7,323,118	11,263,577



Fiscal Year 2021/22 Annual Budget

City of Lomita

Capital Improvement Projects

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
205-Gas Tax Fund					
Capital Outlay					
205-810-5806.351	Slurry Seal	-	-	200,000	-
205-810-5806.355	Walnut - PCH to 253rd Place	-	107,602	-	-
205-810-5806.361	250th Street - Pennsylvania to Eshelman	167,659	30,966	-	-
205-810-5806.367	Street Reconstruction - Zone C F	-	-	244,000	489,167
205-810-5806.369	Lomita/Narbonne Intersection - ADA	-	-	-	330,000
205-810-5806.366	ADA Projects	-	-	-	30,000
205-810-5806.368	Street Reconstruction - Zone G	-	-	-	300,000
Total Capital Outlay		167,659	138,568	444,000	1,149,167
Total Gas Tax Fund		167,659	138,568	444,000	1,149,167
207-Measure R Local Return					
Capital Outlay					
207-810-5806.351	Slurry Seal	-	-	350,000	-
207-810-5806.355	Walnut - PCH to 253rd Place	59,000	185,425	-	-
207-810-5806.367	Street Reconstruction - Zone C F	-	-	419,000	719,000
207-810-5806.366	ADA Projects	-	-	-	30,000
207-810-5806.369	Lomita/Narbonne Intersection - ADA	-	-	20,000	20,000
Total Capital Outlay		59,000	185,425	789,000	769,000
Total Measure R Local Return Fund		59,000	185,425	789,000	769,000
208-Measure R HWY					
Capital Outlay					
208-810-5806.232	PCH/Walnut-Western/PV	641,311	64,298	-	-
Total Capital Outlay		641,311	64,298	-	-
Total Measure R HWY Fund		641,311	64,298	-	-
209-Measure M					
Capital Outlay					
209-810-5806.355	Walnut - PCH to 253rd Place	18,019	104,741	-	-
209-810-5806.361	250th Street - Pennsylvania to Eshelman	287,361	-	-	-
209-810-5806.363	248th St/Moon Ave Street Imp.	6,990	-	-	-
209-810-5806.367	Street Reconstruction - Zone C F	-	-	358,557	791,833
Total Capital Outlay		312,370	104,741	358,557	791,833
Total Measure M Local Return Fund		312,370	104,741	358,557	791,833



Fiscal Year 2021/22 Annual Budget

City of Lomita

Capital Improvement Projects

		Actual FY 2018/19	Actual FY 2019/20	Adopted FY 2020/21	Adopted FY 2021/22
211-Measure W Safe Clean Water Program					
Capital Outlay					
211-810-5806.369	Lomita/Narbonne Intersection - ADA	-	-	-	127,900
Total Capital Outlay		-	-	-	127,900
Total Measure W Safe Clean Water Fund		-	-	-	127,900
220-Proposition A					
Capital Outlay					
220-810-5806.369	Lomita/Narbonne Intersection - ADA	-	-	-	302,100
Total Capital Outlay		-	-	-	302,100
Total Proposition A Fund		-	-	-	302,100
225-Proposition C					
Capital Outlay					
225-810-5806.326	Pavement Management Plan	-	-	125,000	-
225-810-5806.367	Street Reconstruction - Zone C F	-	-	-	-
225-810-5806.369	Lomita/Narbonne Intersection -ADA	-	-	225,000	650,000
225-810-5806.366	ADA Projects	-	-	-	25,000
225-810-5806.370	CIP Master Plan	-	-	-	20,000
Total Capital Outlay		-	-	350,000	695,000
Total Proposition C Fund		-	-	350,000	695,000
230 - Transportation Development Act					
Contract Services					
230-348-5345.000	Contractual Services	-	14,611	-	68,661
230-348-5755.000	Special Department Supplies & Expense	-	-	19	-
Total Contract Services		-	14,611	19	68,661
Capital Outlay					
230-810-5821.355	Street Reconstruction - Zone C F G	-	-	12,277	-
Total Capital Outlay		-	-	12,277	-
Total Transportation Development Act Fund		-	14,611	12,296	68,661
235-Air Quality MD AB2766					
Capital Outlay					
235-810-5821.355	Walnut - PCH to 253rd Place	-	10,810	-	-
Total Capital Outlay		-	10,810	-	-
Total Air Quality MD AB2766 Fund		-	10,810	-	-



Fiscal Year 2021/22 Annual Budget

City of Lomita

Capital Improvement Projects

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
310-Capital Improvement					
Capital Outlay					
310-820-5825.000	Equipment Over \$5k	-	-	-	40,000
310-820-5820.371	Narbonne Ave Vacant Lot	-	-	271,249	-
Total Capital Outlay		-	-	271,249	40,000
Total Capital Improvement Fund		-	-	271,249	40,000
311-Streets Improvement					
Capital Outlay					
311-810-5806.351	Slurry Seal	21,755	-	-	-
311-810-5806.367	Street Reconstruction - Zone C F	-	-	400,000	600,000
Total Capital Outlay		21,755	-	400,000	600,000
Total Streets Improvement Fund		21,755	-	400,000	600,000
312-Facilities Improvement					
Capital Outlay					
312-820-5820.000	Building Improvement	-	27,350	-	-
Total Capital Outlay		-	27,350	-	-
Total Facilities Improvement Fund		-	27,350	-	-



Fiscal Year 2021/22 Annual Budget

City of Lomita

Capital Improvement Projects

		Actual	Actual	Adopted	Adopted
		FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
520-Water Capital					
Contract Services					
520-840-5340.108	Professional Services - Cypress	16,888	41,098	-	-
520-840-5340.347	Water Rate Study	-		80,000	-
520-840-5340.370	CIP Master Plan	-	-	-	10,000
Total Contract Services		16,888	41,098	80,000	10,000
Capital Outlay					
520-840-5820.134	Emergency Generator	-		103,100	125,000
520-840-5821.218	Water Master Plan	-		-	85,000
520-840-5821.237	Harbor Hills Direct Metering	58,499	13,972	15,000	-
520-840-5821.353	253rd Place Water Main Replacement	405,292	18,959	-	-
520-840-5821.355	Walnut - PCH to 253rd Place	485,170	752,959	-	-
520-840-5821.357	246th St., 247th Pl., 247th St. - Western	-		1,499,916	1,499,916
520-840-5821.361	250th St. - Pennsylvania to Eshelman	1,242,501	57,509	-	-
520-840-5821.365	Cypress Water Production Upgrade	-	5,470	3,000,000	5,000,000
520-840-5825.000	Equipment Over 5K	23,648	58,318	-	-
Total Capital Outlay		2,215,110	907,187	4,618,016	6,709,916
Total Water Capital Fund		2,231,998	948,285	4,698,016	6,719,916
Total Capital Improvement Projects		3,434,093	1,494,088	7,323,118	11,263,577



Fiscal Year 2021/22 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.
5340.370	CIP Master Plan
5345	Contractual Services
5460	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
Budget Comment (Capital Outlay)	
5806.134	Emergency Generator - Cypress.
5806.218	Water Master Plan.
5806.326	Pavement Management Plan.
5806.366	ADA Projects.
5806.367	Street Reconstruction - Zone C F.
5806.368	Street Reconstruction - Zone G.
5806.369	Lomita/Narbonne Intersection - ADA.
5806.370	CIP Master Plan.
5821.237	Harbor Hills Direct Metering.
5821.353	253rd Place Water Main Replacement.
5821.357	246th St., 247th Pl., 247th St. - Western.
5821.365	Cypress Water Production Upgrade - Granular Activated Carbon Filtration Treatment.
5825.000	Digital Marquee for City Hall.

CITY OF LOMITA
FUND DEFINITIONS AND AUTHORIZED USES
2021-2022

Fund No.	Fund Title	Definition of Types of Monies Included	Restricted	Authorized Uses
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.
211	Measure W	City's share of Measure W, Safe Clean Water Program from county of Los Angeles.	Yes	Increase, improve local water supply, & protect public health.
215	Community Development Block Grant Fund	Federal grant for programs benefiting low-income persons and/or families.	Yes	Housing repairs and public service programs.
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
2021-2022

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

CITY OF LOMITA

ACRONYMS LIST

2021-2022

<u>ACRONYM</u>	<u>DEFINITION</u>
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

2021-2022

<u>ACRONYM</u>	<u>DEFINITION</u>
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

2021-2022

<u>ACRONYM</u>	<u>DEFINITION</u>
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

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.

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.

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LOMITA CITY HALL

24300 Narbonne Ave.

Lomita, CA U.S.A. 90717

PH: 310.325.7110

www.lomita.com/cityhall