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



# LOMITA CITY HALL COUNCIL CHAMBERS

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

#### CALL AND NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that pursuant to Government Code Section 54956, by delivery of this written notice as provided by law, the Mayor has called a special meeting of the Lomita City Council.

AGENDA
SPECIAL MEETING
LOMITA CITY COUNCIL
THURSDAY, MARCH 7, 2024
4:00 P.M.
UPSTAIRS ASSEMBLY ROOM

THE CITY COUNCIL HAS RESUMED IN-PERSON PUBLIC MEETINGS. AS A COURTESY, THE CITY WILL ATTEMPT TO ALSO ALLOW PUBLIC PARTICIPATION DURING THE MEETING VIA A COMPUTER OR SMART DEVICE USING THE FOLLOWING ZOOM LINK:

https://us02web.zoom.us/j/81948905426

Telephone Option: (669) 900-6833 Meeting ID: 819 4890 5426

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

Council Member Gazeley will participate via Zoom at the following address: 25225 Doria Avenue, Lomita CA, 90717

#### 1. OPENING CEREMONIES

- a. Call Meeting to Order
- b. Roll Call

#### 2. PUBLIC COMMENTS

Persons wishing to speak on agenda items are requested to do so at this time. Government Code Section 54954.2 prohibits the Council from discussing or taking action on a specific item unless it appears on a posted agenda.

#### 3. SCHEDULED ITEMS

#### a. FISCAL YEAR 2023-2024 MID-YEAR BUDGET REVIEW

Presented by Susan Kamada, Administrative Services Director

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

#### 4. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 24 hours prior to the meeting at the following locations: Lomita City Hall, Lomita Park, and uploaded to the City of Lomita website <a href="http://www.lomita.com/cityhall/city\_agendas/">http://www.lomita.com/cityhall/city\_agendas/</a>.

Date Posted: March 5, 2024

Kathleen Horn Gregory, MMC, City Clerk



### CITY OF LOMITA CITY COUNCIL REPORT

TO: City Council Item No. SCH 3a

**FROM:** Joe Hoefgen, Interim City Manager

PREPARED BY: Susan Kamada, Administrative Services Director

**MEETING DATE:** March 7, 2024

**SUBJECT:** Fiscal Year 2023-2024 Mid-Year Budget Review

#### **RECOMMENDATION**

Approve the recommendations contained in Attachment 1 and direct staff to make necessary expenditure and revenue budget adjustments to implement the recommendations.

#### **BACKGROUND**

Staff develops the annual budget based upon estimated revenues and expenditures. Upon completion of the annual financial statements and final audit, staff analyzes the impact of the closing information, current revenue and expenditure trends, and economic data, and recommends adjustments to be approved by the City Council during the midyear budget review process. Revenues are adjusted based on this analysis and other sources to provide revised projections for the fiscal year. The City's accounting staff continually monitors actual revenues received and compares them to the projected revenues approved in the annual budget; this information is then used to develop revised revenue projections to more accurately reflect the impacts of the current economic climate and any uncertainties and delays in receiving revenues.

#### Fiscal Year 2023/2024 Adopted Budget

In June 2022 the City Council adopted the annual operating and capital improvement budgets. The adopted budget contains general fund revenues and expenditures of \$14,200,427 and \$14,156,877 respectively for Fiscal Year 2023-2024, reflecting a balanced budget in the general fund. This budget continues to provide the service levels that the Lomita community expects. In addition, the budget contains financial data for all the City's operating and capital funds. Attachment 1 is a summary of the revenue and expenditure adjustments, which are described in more detail below.

#### **Revenue Adjustments**

Staff reviewed the status of the City's major revenue sources to identify potential anomalies between budgeted and actual revenues, and to make recommendations for revenue budget adjustments. The City's primary revenue sources include property, sales, and motor vehicle in lieu taxes. The other major revenue source is development related revenue. Property and motor vehicle in lieu taxes are not expected to exceed the original projected revenue. A review of other revenues found several variances in the budget versus actual amounts at mid-year. As a result, the following revenue account adjustments are being recommended:

#### **General Fund:**

Property Tax	100,000
Sales & Use Tax	(200,000)
Business License Tax	27,000
Franchise Tax	50,000
Parking Fines	50,000
Administrative Citations	5,000
Technology Fees	4,000
Planning & Zoning Fees	10,000
Teen Program Registration	1,000
Interest	110,000
LEAP Grant	30,000
Vehicle License Fee	65,000
State Mandated Reimbursements	70,000
Property Damage Claims	5,000
Transfer From Other Funds	(710,555)

#### Other Funds:

Street Improvement	(191,089)
Facility Improvement	2,079
Equipment Replacement	(100,000)
Sewer Replacement	100,000

#### **Expenditure Adjustments**

Staff reviewed the status of the City's expenditures to identify potential anomalies between budgeted and actual expenditures, and to make recommendations for expenditure budget adjustments. A review of the expenditures found several variances in the budget versus actual amounts at mid-year. As a result, the following expenditure account adjustments are being recommended:

Ge	ne	ral	Fι	ın	d:

City Council	\$	4,977
Legal Services		20,000
City Manager		(5,214)
City Clerk		(2,404)
Administrative Services		(4,485)
Human Resources		(2,919)
Safety Enforcement		2,446
Planning		(1,929)
Economic Development	(1	24,930)
Information Technology		(55,000)
Public Works		5,394
Parks & Recreation		(22,131)
Transfers to Other Funds	(6	91,089)

#### Other Funds:

State Gas Tax	\$ (1,447,000)
Measure R	(800,000)
Measure M	(758,623)
Prop C	(250,000)
Park Grant	58,200
Street Improvement	(340,000)
Water Capital	1,281,865

The information provided in this report was shared with the Finance Sub-Committee (Mayor Uphoff and Mayor Pro Tem Waronek) at the meeting on February 26, 2024.

#### **OPTIONS**

- 1. Approve staff's recommendation.
- 2. Amend staff's recommendation.
- 3. Provide further direction to staff.

#### FISCAL IMPACT

The adjustments identified will decrease estimated revenues by \$502,565 and decrease expenditures by \$5,696,572.

### **ATTACHMENTS**

1. Fiscal Year 2023/2024 Mid-Year Budget Amendments

Reviewed by: Lary Sugano

Gary Y. Sugano Assistant City Manager Approved by:

Joe Hoefgen

Joe Hoefgen Interim City Manager

Prepared by:

Susan Kamada

Administrative Services Director



			Amended					
			Budget as of		Budget	Percent	Budget	Revised
Revenues		Budget	06/06/2023	Year to Date	Balance	Remaining	Adjustment	Budget
Fund: 100 - General	Fund							
100-000-4125.000	Property Taxes	1,857,084	1,857,084	1,012,954	(844,130)	45.45%	100,000	1,957,084
100-000-4210.000	Sales and Use Tax	4,820,721	5,200,000	1,943,585	(3,256,415)	62.62%	(200,000)	5,000,000
100-000-4215.000	Business License Tax	669,646	669,646	513,126	(156,520)	23.37%	27,000	696,646
100-000-4220.000	Franchise Tax	365,000	365,000	74,654	(290,346)	79.55%	35,000	400,000
100-000-4221.000	Franchise Tax - Residential Trash	135,000	135,000	103,640	(31,360)	23.23%	15,000	150,000
100-000-4310.000	Parking Fines	385,000	385,000	241,449	(143,551)	37.29%	50,000	435,000
100-000-4320.000	Administrative Citations	5,000	5,000	8,900	3,900	-78.00%	5,000	10,000
100-000-4416.000	Technology Fees	6,000	25,000	23,346	(1,654)	6.61%	4,000	29,000
100-000-4420.000	Planning and Zoning Fees	120,000	150,000	138,761	(11,239)	7.49%	10,000	160,000
100-000-4460.339	Teen Program Registration	-	-	595	595	0.00%	1,000	1,000
100-000-4525.000	Interest	100,000	200,000	1,968,388	1,768,388	-884.19%	110,000	310,000
100-000-4607.339	LEAP Grant - Housing Element	-	-	28,935	28,935	0.00%	30,000	30,000
100-000-4629.000	Property Tax in Lieu of Vehicle Lice	2,700,000	2,700,000	1,459,267	(1,240,733)	45.95%	65,000	2,765,000
100-000-4640.000	State Mandated Reimbursements	-	-	67,465	67,465	0.00%	70,000	70,000
100-000-4936.000	Property Damage Claims	-	-	3,040	3,040	0.00%	5,000	5,000
100-000-4952.000	Transfer from Special Revenue	538,476	788,476	-	(788,476)	100.00%	(710,555)	77,921
<b>General Fund Reven</b>	ue Total:	14,200,427	15,003,706	8,804,056	(6,199,650)		(383,555)	14,620,151



			Amended Budget as of		Budget	Percent	Budget	Revised
Revenues		Budget	•	Year to Date	Balance	Remaining	Adjustment	Budget
Fund: 311 - Street In	nprovement							
311-000-4525.000	Interest	5,000	5,000	-	(5,000)	100.00%		5,000
311-000-4951.000	Transfer from General Fund	750,000	391,089	-	(391,089)	100.00%	(191,089)	200,000
Street Improvement	: Revenue Total:	755,000	396,089	-	(396,089)		(191,089)	205,000
Fund: 312 - Facility I	mprovement							
312-000-4951.000	Transfer from General Fund	100,000	100,000	-	(100,000)	100.00%	(100,000)	-
312-000-4958.000	Transfer from ARPA	750,000	1,086,976	-	(1,086,976)	100.00%	172,079	1,259,055
Facility Improvemen	t Revenue Total:	850,000	1,186,976	-	(1,186,976)		72,079	1,259,055
Fund: 610 - Equipme	ent Replacement							
610-000-4520.000	Proceeds from Sale of Property	-	-	343	343	0.00%		-
610-000-4525.000	Interest	500	500	-	(500)	100.00%		500
610-000-4951.000	Transfer from General Fund	300,000	300,000	-	(300,000)	100.00%	(100,000)	200,000
<b>Equipment Replacer</b>	nent Revenue Total:	300,500	300,500	343	(300,157)		(100,000)	200,500
Fund: 612 - Sewer Ro	eplacement						-	
612-000-4951.000	Transfer from General Fund	100,000	-	-	-	0.00%	100,000	100,000
Sewer Replacement	Revenue Total:	100,000	-	-	-		100,000	100,000
Total Proposed Reve	enue Amendments						(502,565)	



			Amended Budget as of		Budget	Percent	Budget	Revised
Expenditures		Budget	06/06/2023	Year to Date	Balance	Remaining	Adjustment	Budget
Fund: 100 - General	Fund							
100-110-5224.000	PERS Tier 3 Unfunded Liability	23	23	-	23	100.00%	(23)	-
100-110-5430.000	Conferences and Meetings	25,000	30,000	22,408	7,592	25.31%	5,000	35,000
100-120-5305.000	Legal Services	165,000	165,000	132,240	32,760	19.85%	20,000	185,000
100-125-5222.000	PERS Tier 1 Unfunded Liability	29,317	29,855	26,218	3,637	12.18%	(3,637)	26,218
100-125-5223.000	PERS Tier 2 Unfunded Liability	922	951	-	951	100.00%	(951)	-
100-125-5224.000	PERS Tier 3 Unfunded Liability	598	626	-	626	100.00%	(626)	-
100-130-5210.000	Workers' Compensation	4,143	4,143	3,673	470	11.34%	(470)	3,673
100-130-5222.000	PERS Tier 1 Unfunded Liability	11,513	10,976	9,639	1,337	12.18%	(1,337)	9,639
100-130-5223.000	PERS Tier 2 Unfunded Liability	362	362	-	362	100.00%	(362)	-
100-130-5224.000	PERS Tier 3 Unfunded Liability	235	235	-	235	100.00%	(235)	-
100-210-5210.000	Workers' Compensation	7,101	7,101	5,925	1,176	16.56%	(1,176)	5,925
100-210-5222.000	PERS Tier 1 Unfunded Liability	20,417	18,468	16,218	2,250	12.18%	(2,250)	16,218
100-210-5223.000	PERS Tier 2 Unfunded Liability	642	642	-	642	100.00%	(642)	-
100-210-5224.000	PERS Tier 3 Unfunded Liability	417	417	-	417	100.00%	(417)	-
100-230-5117.000	Leave Payout	150,000	150,000	125,350	24,650	16.43%	10,000	160,000
100-230-5207.000	Medicare	802	802	2,195	(1,393)	-173.65%	1,500	2,302
100-230-5222.000	PERS Tier 1 Unfunded Liability	434,074	434,074	381,183	52,891	12.18%	(52,891)	381,183
100-230-5223.000	PERS Tier 2 Unfunded Liability	1,501	1,501	-	1,501	100.00%	(1,501)	-
100-230-5224.000	PERS Tier 3 Unfunded Liability	2,365	2,365	-	2,365	100.00%	(2,365)	-
100-230-5340.000	Professional Services	8,000	8,000	15,407	(7,407)	-92.59%	10,000	18,000
100-230-5345.000	Contractual Services	3,700	23,700	19,305	4,395	18.54%	30,000	53,700
100-230-5460.000	Insurance - Liability and Vehicle	4,251	4,344	6,682	(2,338)	-53.81%	2,338	6,682
100-335-5223.000	PERS Tier 2 Unfunded Liability	221	334	-	334	100.00%	(334)	-
100-335-5224.000	PERS Tier 3 Unfunded Liability	-	220	-	220	100.00%	(220)	-
100-335-5505.000	Office Supplies and Expense	500	500	260	240	47.90%	1,000	1,500
100-335-5515.000	Uniform Expense	500	500	80	420	84.00%	1,000	1,500
100-335-5710.000	Equipment Maintenance	4,000	4,000	6,572	(2,572)	-64.31%	3,000	7,000
100-335-5720.000	Fuel	2,000	2,000	-	2,000	100.00%	(2,000)	-
100-410-5210.000	Workers' Compensation	10,361	10,361	8,687	1,674	16.16%	(1,674)	8,687



			Amended					
			Budget as of		Budget	Percent	Budget	Revised
Expenditures		Budget	06/06/2023	Year to Date	Balance	Remaining	Adjustment	Budget
100-410-5224.000	PERS Tier 3 Unfunded Liability	583	583	-	583	100.00%	(583)	-
100-410-5460.000	Insurance - Liability and Vehicle	37,604	37,604	37,432	172	0.46%	(172)	37,432
100-410-5720.000	Fuel	500	500	639	(139)	-27.83%	500	1,000
100-430-5416.000	Economic Development Incentive	20,000	220,000	23,000	197,000	89.55%	(124,930)	95,070
100-440-5435.000	Training and Education	5,000	5,000	-	5,000	100.00%	(5,000)	-
100-440-5825.000	Equipment Over \$5k	70,000	70,000	-	70,000	100.00%	(50,000)	20,000
100-605-5222.000	PERS Tier 1 Unfunded Liability	-	17,991	15,799	2,192	12.18%	(2,192)	15,799
100-605-5223.000	PERS Tier 2 Unfunded Liability	446	573	-	573	100.00%	(573)	-
100-605-5224.000	PERS Tier 3 Unfunded Liability	290	377	-	377	100.00%	(377)	-
100-605-5420.000	Mileage Reimbursement	-	-	343	(343)	0.00%	500	500
100-605-5430.000	Conferences and Meetings	-	-	-	-	0.00%	2,000	2,000
100-605-5505.000	Office Supplies and Expense	200	200	1,079	(879)	-439.66%	1,000	1,200
100-610-5223.000	PERS Tier 2 Unfunded Liability	439	439	-	439	100.00%	(439)	-
100-610-5224.000	PERS Tier 3 Unfunded Liability	285	285	-	285	100.00%	(285)	-
100-710-5210.000	Workers' Compensation	7,523	7,523	6,494	1,029	13.68%	(1,029)	6,494
100-710-5222.000	PERS Tier 1 Unfunded Liability	22,123	20,714	18,190	2,524	12.18%	(2,524)	18,190
100-710-5224.000	PERS Tier 3 Unfunded Liability	452	452	-	452	100.00%	(452)	-
100-710-5420.000	Mileage Reimbursement	1,250	1,250	-	1,250	100.00%	(1,250)	-
100-710-5710.000	Equipment Maintenance	450	450	1,895	(1,445)	-321.04%	1,000	1,450
100-730-5222.000	PERS Tier 1 Unfunded Liability	30,976	23,185	20,360	2,825	12.18%	(2,825)	20,360
100-730-5224.000	PERS Tier 3 Unfunded Liability	632	632	-	632	100.00%	(632)	-
100-730-5415.000	Communications	300	300	1,564	(1,264)	-421.23%	1,500	1,800
100-735-5460.000	Insurance - Liability and Vehicle	18,596	18,596	2,727	15,869	85.34%	(15,869)	2,727
100-740-5216.000	PERS Tier 2 (2%@60)	4,115	4,856	8,029	(3,173)	-65.34%	5,000	9,856
100-740-5222.000	PERS Tier 1 Unfunded Liability	20,631	17,811	15,641	2,170	12.18%	(2,170)	15,641
100-740-5223.000	PERS Tier 2 Unfunded Liability	649	649	-	649	100.00%	(649)	-
100-740-5224.000	PERS Tier 3 Unfunded Liability	421	421	-	421	100.00%	(421)	-
100-740-5515.000	Uniform Expense	4,000	4,000	7,630	(3,630)	-90.74%	4,000	8,000
100-750-5210.000	Workers' Compensation	998	998	861	137	13.73%	(137)	861
100-750-5460.000	Insurance - Liability and Vehicle	3,621	3,621	3,708	(87)	-2.40%	87	3,708



			Amended					
			<b>Budget</b> as of		Budget	Percent	Budget	Revised
Expenditures		Budget	06/06/2023	Year to Date	Balance	Remaining	Adjustment	Budget
100-990-5992.000	Transfer to Improvement Funds	950,000	591,089	-	591,089	100.00%	(391,089)	200,000
100-990-5994.000	Transfer to Internal Service Funds_	700,000	500,000	=	500,000	100.00%	(300,000)	200,000
<b>General Fund Expen</b>	se Total:	14,156,877	15,497,435	7,422,757	8,074,678		(877,284)	14,620,151
Fund: 205 - State Ga	s Tax							
205-810-5806.368	Street Reconstruction-Zone G	400,000	1,347,000	-	1,347,000	100.00%	(1,247,000)	100,000
205-810-5806.374	Narbonne South Pipe Replacemer_	300,000	300,000	6,827	293,173	97.72%	(200,000)	100,000
State Gas Tax Expen	se Total:	1,241,059	2,214,572	274,086	1,940,486		(1,447,000)	200,000
Fund: 207 - Measure							/·	
207-810-5806.368	Street Reconstruction-Zone G	300,000	900,000	-	900,000	100.00%	(800,000)	100,000
Measure R Local Ret	urn Expense Total:	355,680	955,680	-	955,680		(800,000)	100,000
Fund: 209 - Measure	. 5.4							
		200.000	1 050 633	C 027	1 051 700	00.36%	(758,623)	300,000
209-810-5806.374	Narbonne South Pipe Replacemer_	300,000	1,058,623	6,827	1,051,796	99.36%	(1,558,623)	400,000
Measure M Expense	iotai:	300,000	1,058,623	6,827	1,051,796		(1,556,025)	400,000
Fund: 212 - America	n Rescue Plan							
212-990-5990.000	Transfer to General Fund	538,476	250,000	_	250,000	100.00%	(172,079)	77,921
212-990-5992.000	Transfer to Improvement Funds	750,000	1,086,976		1,086,976	100.00%	172,079	1,259,055
American Rescue Pla	•	1,288,476	1,336,976	-	1,336,976		-	1,336,976
Fund: 225 - Proposit	ion C Local Return							
225-810-5806.326	Pavement Management Plan	-	29,503	12,084	17,419	59.04%		
225-810-5806.366	ADA Projects	250,000	250,000	-	250,000	100.00%	(250,000)	
Proposition C Local Return Expense Total:		250,000	279,503	12,084	267,419		(250,000)	-



**Total Proposed Expenditure Amendments** 

# Fiscal Year 2023-2024 Mid-Year Budget Review City of Lomita

(4,937,949)

			Amended Budget as of		Budget	Percent	Budget	Revised
Expenditures		Budget	06/06/2023	Year to Date	Balance	Remaining	Adjustment	Budget
Fund: 257 - Park Gra	ınt							
257-830-5345.379	Contractual Services	-	-	32,520	(32,520)	0.00%	58,200	58,200
Park Grant Expense	Total:	-	-	32,520	(32,520)		58,200	58,200
Fund: 311 - Street In	-							
311-610-5706.000	Street Repairs	25,000	25,000	=	25,000	100.00%		
<u>311-810-5806.368</u>	Street Reconstruction Zone G	500,000	500,000	58,202	441,798	88.36%	(400,000)	100,000
<u>311-810-5806.373</u>	Traffic Calming	-	-	57,139	(57,139)	0.00%	60,000	60,000
311-810-5806.380	Sidewalk Improvement Program _	250,000	250,000	16,274	233,726	93.49%		
Street Improvement	t Expense Total:	775,000	775,000	131,615	643,385		(340,000)	160,000
Fund: 520 - Water C	apital							
520-840-5820.134	Emergency Generator	-	406,385	186,126	220,259	54.20%		406,385
520-840-5821.239	Appian Way Roof	-	63,674	21,553	42,121	66.15%		63,674
520-840-5821.357	246th-247th-247th Pl - Western	_	1,864,916	347,409	1,517,507	81.37%		1,864,916
520-840-5821.365	CWPF Upgrades Project	_	300,000	42,914	257,086	85.70%		300,000
520-840-5821.372	Annual Aged Pipeline R&R	-	1,136,100	6,720	1,129,380	99.41%		1,136,100
520-840-5821.374	Narbonne South Pipe Replacemer	1,445,000	1,445,000	36,001	1,408,999	97.51%	(1,345,000)	100,000
520-840-5821.375	Pipe Replacement - Other	250,000	250,000	46,845	203,155	81.26%		250,000
520-840-5821.377	Second Well Evaluation	· -	· -	5,904	(5,904)	#DIV/0!	63,135	63,135
520-840-5825.000	Equipment Over \$5k	_	150,000	132,454	17,546	11.70%		150,000
520-910-7100.000	Debt Service - Principal & Interest	461,034	461,034	233,534	227,500	49.35%		461,034
520-910-7106.000	COP Administration Fees	5,000	5,000	<i>.</i> -	5,000	100.00%		5,000
Water Capital Exper	nse Total:	2,161,034	6,082,109	1,059,459	5,022,650		(1,281,865)	4,800,244
		•	•	•	•		• • •	•