

# Lomita ANNIVERSARY



**City of Lomita Founder's Day**  
**Downtown Lomita, June 29th-30th**  
Fireworks show begins Saturday at 9pm



## Adopted Biennial Operating & Capital Improvement Budget

Fiscal Year 2024-2026





# FISCAL YEAR 2024 - 26 BIENNIAL BUDGET

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**CITY OF LOMITA  
LIST OF CITY OFFICIALS**

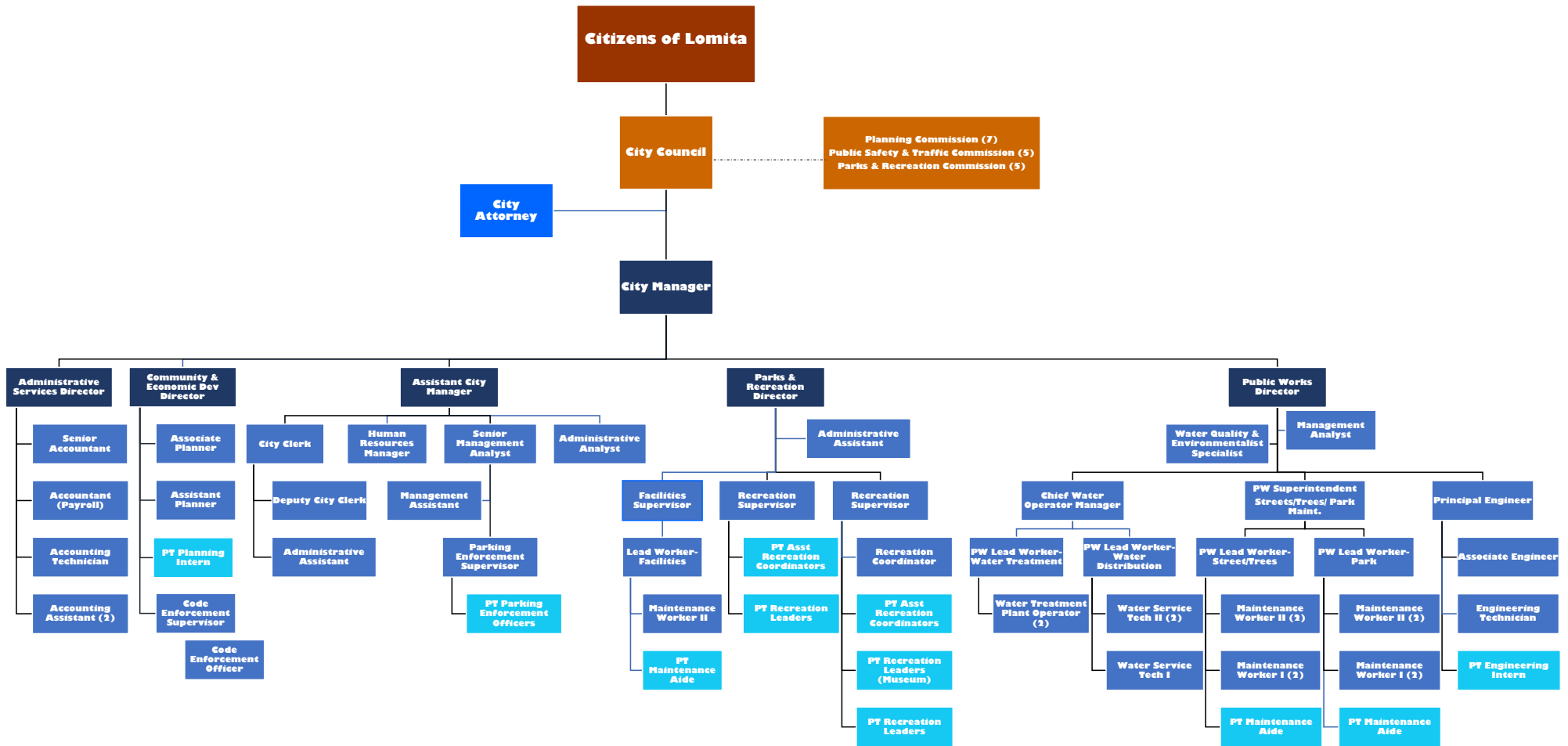
**ELECTED OFFICIALS**

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

**CITY STAFF**

City Manager	Andrew Vialpando
Assistant City Manager	Gary Sugano
City Attorney	Trevor Rusin, Best Best & Krieger
Administrative Services Director	Susan Kamada
Community & Economic Development Director	Brianna Rindge
Parks & Recreation Director	Emma Kelley
Public Works Director	Carla Dillon





CM and Directors (6)
Full-Time Employees (47)
Part-Time Employees

## **PROFILE OF LOMITA**

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

The City of Lomita "began" as a residential tract (Lomita Subdivision) in the early 1900s. 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	20,921	100
Under 20	4,836	23.11
20 to 29	2,509	11.99
30 to 44	4,019	19.21
45 to 64	5,749	27.48
65 and older	3,808	18.20
Males	10,230	48.90
Females	10,691	51.10
Median Age	40.5	
One Race	17,600	84.1
American Indian and Alaska Native	251	1.20
Asian	3,524	16.84
African American	1,209	5.78
Native Hawaiian and Other Pacific Islander	156	0.75
White	8,637	41.28
Other Race	3,823	18.27
Two or More Races	3,321	15.87
Hispanic (any race)	7,691	36.76
Total Housing Units	8,593	
Occupied Housing Units	8,273	96.28
Total vacant housing units	320	3.72
Occupancy		
Owner	3,830	46.30
Renter	4,443	53.70
Average persons per:		
Household	2.49	
Family	3.22	

*Facts derived from the 2020 U.S.Census*



# BUDGET USER'S GUIDE

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

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

- Salaries & Benefits
- Operating Expenditures
- Capital Outlay.

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

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

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

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

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

## BUDGET PROCESS

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

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

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

# BUDGET USER'S GUIDE

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

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

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

## BASIC ACCOUNTING

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

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

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

# BUDGET USER'S GUIDE

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

## CLASSIFICATION OF FUNDS

### **GOVERNMENTAL FUND TYPES:**

#### **General Fund**

*The General Fund* is used to account for resources traditionally associated with general government which are not required to be accounted for in a separate fund including: sales tax 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.

On July 1, 2021, the City refunded the Series 2016 Water Revenue Refunding Bonds and re-issued the City of Lomita 2021 Water Revenue Refunding Bonds through a Private Placement Agreement with Capital One Public Financing in the amount of \$6,081,000. The purpose of the refunding was to secure a lower fixed interest rate of 2.20%. 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.

*The Park Equipment Replacement Fund* is used to bill departments for park equipment replacement on a scheduled basis. Equipment is defined as major equipment, having a multi-year life expectancy and a depreciation value.

*The Sewer Replacement Fund* is used to account for sanitary sewer-related projects as needed: Projects such as pipeline upgrades, regulatory requirements, and planning documents.

### **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.

## **BUDGET USER'S GUIDE**

*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.





## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. 9a**

**FROM:** Andrew Vialpando, City Manager

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

**MEETING DATE:** June 18, 2024

**SUBJECT:** Discussion and Consideration of Fiscal Year 2024-2026 Biennial Budget

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### **RECOMMENDATION**

Conduct a Public Hearing and after discussion, consider adopting the five attached Resolutions for the complete implementation of the Fiscal Year 2024-2026 Biennial Budget. The resolutions are as follows:

- 1) City of Lomita's Annual Budget for Fiscal Year 2024-2026
- 2) Annual Investment Policy Statement
- 3) Annual Appropriation Limit.
- 4) Annual Full-Time Annual Employee Compensation Plan
- 5) Annual Part-Time and Temporary Employee Compensation Plan

### **BACKGROUND**

The first resolution establishes the City of Lomita's Budget for Fiscal Year 2024-2026, and policy and authority for future modification of the City's Budget. The resolution authorizes the City Manager 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. The City's full-time employees are grouped into three categories for purposes of salary and benefits. The three categories include direct City Council appointees, the non-represented employee group, and the represented employee group. Per the Lomita Municipal Code, the City Manager and the City Attorney are the only two positions directly appointed by the City Council. The City Clerk is ratified by the City Council but is recommended by the City Manager and its benefits and compensation are listed with the non-represented employee group. The non-represented employee group includes department heads, managers/supervisors, and confidential employees. The represented employee group includes all other employees.

At the City Council Budget Workshop on May 7, 2024, staff presented the proposed Fiscal Year 2024-2026 Biennial Budget. The City Council directed staff to proceed with the preparation of the Final Draft Fiscal Year 2024-2026 Biennial Budget with the recommendation of additional funding for two (2) Planning Commissioners to attend the Planning Conference. The only other modification includes the Permanent Local Housing Allocation Program that is funded through the Los Angeles County Development Authority Community Development Division for an expenditure total of \$230,863 over the next two years.

Additional revisions since the Budget Workshop include additional funding for the Sheriff's Law Enforcement contract, since the budget workshop, we have received our annual draft form 575.

The General Fund revenues for FY 2024-2025 are projected at \$14,990,643 and the General Fund expenditures for FY 2024-2025 are projected at \$14,990,643.

Total appropriations authorized by the Fiscal Year 2024-2025 Budget include:

\$ 14,990,643 for general fund operating budget request;
\$ 8,740,379 for water enterprise fund budget request;
\$ 14,442,580 for all capital improvement projects request; and
\$ 4,035,743 for all other fund budget request
<hr/>
\$ 42,209,325 Total Appropriations authorized by the Fiscal Year 2024-2025 Budget

The General Fund revenues for FY 2025-2026 are projected at \$15,143,184 and the General Fund expenditures for FY 2025-2026 are projected at \$15,143,184.

Total appropriations authorized by the Fiscal Year 2025-2026 Budget include:

\$ 15,143,184 for general fund operating budget request;
\$ 8,118,327 for water enterprise fund budget request;
\$ 6,238,380 for all capital improvement projects request; and
\$ 3,505,409 for all other fund budget request
<hr/>
\$32,068,930 Total Appropriations authorized by the Fiscal Year 2025-2026 Budget

## **FISCAL IMPACT**

The fiscal impact is the adoption of the City Budget.

## **OPTIONS**

1. Adopt the proposed 2024-2026 Biennial Budget, the attached resolutions and new job classification as recommended.
2. Provide staff further direction.

## **ATTACHMENTS**

- 1) Resolution Adopting the City Budget for Fiscal Year 2024-2026
- 2) Resolution Adopting a Financial Investment Policy for Fiscal Year 2024-2026 and Statement of Investment Policy
- 3) Resolution Confirming the Factors Used to Calculate the Annual Appropriation Limit for Fiscal Year 2024-2025
- 4) Resolution Adopting the Annual Employee Compensation Plan for Fiscal Year 2024-2026
- 5) Resolution Adopting the Annual Part-Time and Temporary Employment Compensation Plan for Fiscal Year 2024-2026
- 6) Job Classification

Reviewed by:

Approved by:



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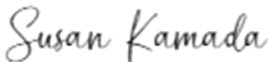
Gary Y. Sugano  
Assistant City Manager



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Andrew Vialpando  
City Manager

Prepared by:



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Susan Kamada  
Administrative Services Director



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## **RESOLUTION NO. 2024-22**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA, ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2026**

**THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA RESOLVES, DECLARES, DETERMINES AND ORDERS AS FOLLOWS:**

#### **SECTION 1. Findings:**

1. 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 biennial budget for the fiscal year commencing on July 1, 2024, and ending June 30, 2026 (Proposed Biennial Budget), which is on file with the City Clerk.
2. The City Manager has submitted the PROPOSED BIENNIAL BUDGET for Fiscal Year 2024-2026, which incorporates within it operating and capital expenditures.
3. The City Council has reviewed the Proposed Biennial Budget and made recommendations and changes thereto.
4. Appropriations as recommended by Council for the Fiscal Year 2024-2025 for all operating funds total \$27,615,164, and appropriations for all capital improvement projects total \$14,442,580, the result of which is a combined total for all appropriations of \$42,057,744.
5. Appropriations as recommended by Council for the Fiscal Year 2025-2026 for all operating funds total \$25,751,267, and appropriations for all capital improvement projects total \$6,238,380, the result of which is a combined total for all appropriations of \$31,989,647.
6. The document "City of Lomita, 2024-2026 Biennial Budget" shall set the guidelines for expending funds for Fiscal Year 2024-2026.
7. 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.
8. 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.

9. 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.


**SECTION 2.** The Biennial Budget of the City of Lomita for the Fiscal Year 2024-2026 is adopted as detailed in the attached "City of Lomita, 2024-2026 Biennial Budget" document and as described in the recitals listed above.

**SECTION 3.** This Resolution is effective immediately upon adoption.

**SECTION 4.** To the extent any provision of this Resolution is incompatible with or at variance with any prior adopted resolution, the provisions of this Resolution take precedence, and all previous resolution will be interpreted to harmonize with and not the provisions of this Resolution.

**SECTION 5.** The City Clerk shall certify the adoption of this resolution and certify this record to be a full, true, and correct copy of the action taken.

**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of June 2024.


  
Bill Uphoff, Mayor

ATTEST:

  
Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

  
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. 2024-22 was duly passed, approved, and adopted by the City Council of the City of Lomita at a regular meeting held on June 18, 2024, by the following vote, to wit:


**AYES:** Councilmembers: Gazeley, Segawa, Waite, Mayor Pro Tem Waronek, and Mayor Uphoff

**NOES:** None

**RECUSE:** None

**ABSENT:** None

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Lomita, California, on this 18<sup>th</sup> day of June 2024.

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



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**RESOLUTION NO. 2024-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOMITA,  
CALIFORNIA, ADOPTING A FINANCIAL INVESTMENT POLICY FOR  
FISCAL YEARS COMMENCING JULY 1, 2024, AND ENDING JUNE 30,  
2026**

**THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA RESOLVES,  
DECLARES, DETERMINES AND ORDERS AS FOLLOWS:**

**SECTION 1. Recitals:**

1. 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.
2. 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.
3. California Government Code Section 53646 allows an investment policy to be adopted by City Council on an annual basis.
4. Said policy should state all investment instruments as required under California Government Code Section 53601.
5. The City of Lomita attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.
6. The investment policy applies to all financial assets of the City of Lomita.
7. The adoption of this policy will further contribute to the City of Lomita's financial stability and wellbeing.

**SECTION 2.** The City's Investment Policy, attached hereto as **Exhibit A**, is adopted for the fiscal years commencing July 1, 2024, and ending June 30, 2026.

**SECTION 3.** This Resolution is effective immediately upon adoption.

**SECTION 4.** To the extent any provision of this Resolution is incompatible with or at variance with any prior adopted resolution, the provisions of this Resolution take precedence, and all previous resolution will be interpreted to harmonize with and not the provisions of this Resolution.

**SECTION 5.** The City Clerk shall certify the adoption of this resolution and certify this record to be a full, true, and correct copy of the action taken.

**PASSED, APPROVED AND ADOPTED**, this 18<sup>th</sup> day of June 2024.

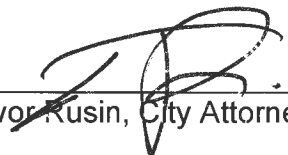
  
\_\_\_\_\_  
Bill Uphoff, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk



**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
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. 2024-23 was duly passed, approved, and adopted by the City Council of the City of Lomita at a regular meeting held on June 18, 2024, by the following vote, to wit:

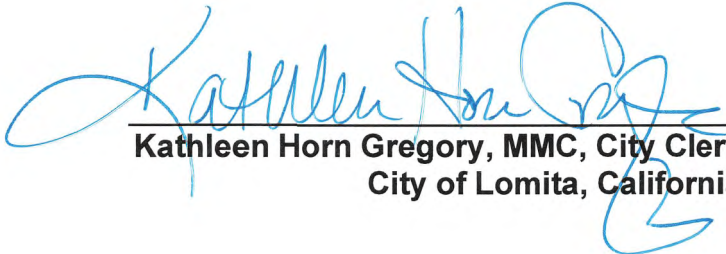
**AYES:**           Councilmembers: Gazeley, Segawa, Waite, Mayor Pro Tem Waronek, and Mayor Uphoff

**NOES:**           None

**RECUSE:**       None

**ABSENT:**       None

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the City of Lomita, California, on this 18<sup>th</sup> day of June 2024.

  
**Kathleen Horn Gregory, MMC, City Clerk**  
**City of Lomita, California**



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# CITY OF LOMITA

## FISCAL YEAR 2024-2026

### 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 Comprehensive 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 into 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
- Corporate Medium-Term Notes
- 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, and 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
- 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 investments 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. 2024-24**

**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, 2024, AND ENDING JUNE 30, 2025**

**THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA RESOLVES, DECLARES, DETERMINES AND ORDERS AS FOLLOWS:**

**SECTION 1. Recitals:**

1. 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.
2. 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.
3. 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.
  - b. In population between the percentage change in (1) the City's own population change or (2) the entire county's population; and
4. 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 2024-2025.
5. 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.

**SECTION 2.** The appropriations limit for the City of Lomita for the Fiscal Year 2024-2025 is hereby set to be \$36,189,634.

**SECTION 3.** The change in cost of living factor being used to calculate the Fiscal Year 2024-2025 appropriations limit is hereby set to be the change in California per capita personal income.


**SECTION 4.** That the change in population factor being used to calculate the Fiscal Year 2024-2025 appropriations limit is hereby set to be the population percentage change for the City of Lomita.

**SECTION 5.** This Resolution is effective immediately upon adoption.

**SECTION 6.** To the extent any provision of this Resolution is incompatible with or at variance with any prior adopted resolution, the provisions of this Resolution take precedence, and all previous resolution will be interpreted to harmonize with and not the provisions of this Resolution.

**SECTION 7.** The City Clerk shall certify the adoption of this resolution and certify this record to be a full, true, and correct copy of the action taken.

**PASSED, APPROVED AND ADOPTED**, this 18<sup>th</sup> day of June 2024.


  
\_\_\_\_\_  
Bill Uphoff, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Trevor Rusin, City Attorney







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**RESOLUTION NO. 2024-25**

**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, 2024, AND ENDING JUNE 30, 2026.**

**THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA RESOLVES, DECLARES, DETERMINES AND ORDERS AS FOLLOWS:**

**SECTION 1. Recitals:**

1. 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.
2. 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.
3. 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.
4. 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.

**SECTION 2.** The salary schedule 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, 2024, and ending on June 30, 2026.

**SECTION 3.** This Resolution is effective immediately upon adoption.

**SECTION 4.** To the extent any provision of this Resolution is incompatible with or at variance with any prior adopted resolution, the provisions of this Resolution take precedence, and all previous resolution will be interpreted to harmonize with and not the provisions of this Resolution.

**SECTION 5.** The City Clerk shall certify the adoption of this resolution and certify this record to be a full, true, and correct copy of the action taken.

**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of June 2024.

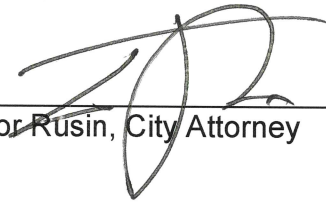
  
\_\_\_\_\_  
Bill Uphoff, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Trevor Rusin, City Attorney





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**CITY OF LOMITA - FISCAL YEAR 2024-2026**  
**SECTION IV - AUTHORIZED FULL TIME POSITIONS AND SALARY SCHEDULES**

Department	Position Title	Salary Schedule	F/T
<b>City Manager's Dept.</b>	City Councilmembers	N/A	N/A
	City Manager	N/A	1
	Assistant City Manager	74	1
	Human Resources Manager	57	1
	City Clerk	52	1
	Senior Management Analyst	45	1
	Deputy City Clerk	37	1
	Parking Enforcement Supervisor	34	1
	Administrative Analyst	33	1
	Management Assistant	28	1
	Administrative Assistant	24	1
	<b>Total Department</b>		<b>10</b>
<b>Administrative Services</b>	Administrative Services Director	69	1
	Senior Accountant	48	1
	Payroll Accountant	42	1
	Accounting Technician	27	1
	Accounting Assistant	24	2
	<b>Total Department</b>		<b>6</b>
<b>Community Development</b>	Community & Economic Dev. Director	68	1
	Associate Planner	44	1
	Assistant Planner	36	1
	Code Enforcement Supervisor	41	1
	Code Enforcement Officer	33	1
	<b>Total Department</b>		<b>5</b>
<b>Parks &amp; Recreation</b>	Parks & Recreation Director	66	1
	Facilities Supervisor	52	1
	Recreation Supervisor	39	2
	Lead Worker Facilities	36	1
	Recreation Coordinator	30	1
	Maintenance Worker II	24	1
	Administrative Assistant	24	1
	<b>Total Department</b>		<b>8</b>
<b>Public Works</b>	Public Works Director	70	1
	Principal Engineer	61	1
	Chief Water Operator Manager	52	1
	PW Superintendent - Streets/Trees/Park	52	1
	Associate Engineer	49	1
	Water Quality & Environmental Specialist	39	1
	Management Analyst	39	1
	Engineering Technician	33	1
	PW Lead Worker Streets & Trees	36	1
	PW Lead Worker Park Maintenance	36	1
	PW Lead Worker Water Treatment	36	1
	PW Lead Worker Water Distribution	36	1
	Water Treatment Plant Operator	35	2
	Water Service Technician II	27	2
	Maintenance Worker II	24	4
	Water Service Technician I	23	1
	Maintenance Worker I	20	4
	<b>Total Department</b>		<b>25</b>
	<b>Total City</b>		<b>54</b>

**CITY OF LOMITA - FISCAL YEAR 2024-2026 SECTION III  
SALARY SCHEDULE**

<b>SCHED. NO.</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
6	2,800	2,940	3,087	3,241	3,403
7	2,870	3,013	3,164	3,322	3,488
8	2,942	3,089	3,243	3,405	3,576
9	3,015	3,166	3,324	3,490	3,665
10	3,091	3,245	3,407	3,578	3,757
11	3,168	3,326	3,493	3,667	3,851
12	3,247	3,409	3,580	3,759	3,947
13	3,328	3,495	3,669	3,853	4,045
14	3,411	3,582	3,761	3,949	4,147
15	3,497	3,672	3,855	4,048	4,250
16	3,584	3,763	3,951	4,149	4,357
17	3,674	3,857	4,050	4,253	4,465
18	3,766	3,954	4,152	4,359	4,577
19	3,860	4,053	4,255	4,468	4,691
20	3,956	4,154	4,362	4,580	4,809
21	4,055	4,258	4,471	4,694	4,929
22	4,156	4,364	4,583	4,812	5,052
23	4,260	4,473	4,697	4,932	5,179
24	4,367	4,585	4,814	5,055	5,308
25	4,476	4,700	4,935	5,182	5,441
26	4,588	4,817	5,058	5,311	5,577
27	4,703	4,938	5,185	5,444	5,716
28	4,820	5,061	5,314	5,580	5,859
29	4,941	5,188	5,447	5,720	6,005
30	5,064	5,317	5,583	5,863	6,156
31	5,191	5,450	5,723	6,009	6,310
32	5,321	5,587	5,866	6,159	6,467
33	5,454	5,726	6,013	6,313	6,629
34	5,590	5,869	6,163	6,471	6,795
35	5,730	6,016	6,317	6,633	6,965
36	5,873	6,167	6,475	6,799	7,139
37	6,020	6,321	6,637	6,969	7,317
38	6,170	6,479	6,803	7,143	7,500
39	6,325	6,641	6,973	7,321	7,688
40	6,483	6,807	7,147	7,505	7,880
41	6,645	6,977	7,326	7,692	8,077
42	6,811	7,151	7,509	7,884	8,279
43	6,981	7,330	7,697	8,082	8,486
44	7,156	7,513	7,889	8,284	8,698
45	7,335	7,701	8,086	8,491	8,915
46	7,518	7,894	8,288	8,703	9,138
47	7,706	8,091	8,496	8,920	9,367
48	7,899	8,293	8,708	9,144	9,601
49	8,096	8,501	8,926	9,372	9,841
50	8,298	8,713	9,149	9,606	10,087



**CITY OF LOMITA - FISCAL YEAR 2024-2026 SECTION III  
SALARY SCHEDULE**

<b>SCHED. NO.</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
51	8,506	8,931	9,378	9,847	10,339
52	8,718	9,154	9,612	10,093	10,597
53	8,936	9,383	9,852	10,345	10,862
54	9,160	9,618	10,099	10,604	11,134
55	9,389	9,858	10,351	10,869	11,412
56	9,624	10,105	10,610	11,140	11,697
57	9,864	10,357	10,875	11,419	11,990
58	10,111	10,616	11,147	11,704	12,290
59	10,364	10,882	11,426	11,997	12,597
60	10,623	11,154	11,711	12,297	12,912
61	10,888	11,433	12,004	12,604	13,235
62	11,160	11,718	12,304	12,920	13,566
63	11,439	12,011	12,612	13,243	13,905
64	11,725	12,312	12,927	13,574	14,252
65	12,019	12,619	13,250	13,913	14,609
66	12,319	12,935	13,582	14,261	14,974
67	12,627	13,258	13,921	14,617	15,348
68	12,943	13,590	14,269	14,983	15,732
69	13,266	13,929	14,626	15,357	16,125
70	13,598	14,278	14,992	15,741	16,528
71	13,938	14,635	15,366	16,135	16,941
72	14,286	15,001	15,751	16,538	17,365
73	14,643	15,376	16,144	16,952	17,799
74	15,009	15,760	16,548	17,375	18,244
75	15,385	16,154	16,962	17,810	18,700
76	15,769	16,558	17,386	18,255	19,168
77	16,164	16,972	17,820	18,711	19,647
78	16,568	17,396	18,266	19,179	20,138
79	16,982	17,831	18,722	19,659	20,642
80	17,406	18,277	19,191	20,150	21,158
81	17,842	18,734	19,670	20,654	21,687
82	18,288	19,202	20,162	21,170	22,229
83	18,745	19,682	20,666	21,699	22,784
84	19,213	20,174	21,183	22,242	23,354
85	19,694	20,678	21,712	22,798	23,938
86	20,186	21,195	22,255	23,368	24,536
87	20,691	21,725	22,812	23,952	25,150
88	21,208	22,268	23,382	24,551	25,778
89	21,738	22,825	23,966	25,165	26,423
90	22,282	23,396	24,566	25,794	27,083



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## RESOLUTION NO. 2024-26

**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, 2024 AND ENDING JUNE 30, 2026**

THE CITY COUNCIL OF THE CITY OF LOMITA, CALIFORNIA RESOLVES, DECLARES, DETERMINES AND ORDERS AS FOLLOWS:

### SECTION 1. Recitals:

1. 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.
2. Lomita Municipal Code Title II, Administration, Chapter 14 Personnel System does not include part-time and temporary employees in the competitive service.
3. 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.

SECTION 2. The 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.

### AUTHORIZED PART-TIME AND TEMPORARY POSITIONS

Department	Position Title	Salary Schedule
City Manager	Parking Enforcement Officer	119
Community Development	Planning Intern	101
Parks & Recreation	Recreation Leader	101
	Maintenance Aide	107
	Assistant Recreation Coordinator	109
Public Works	Engineering Intern	101
	Maintenance Aide	107
Various	PT Positions Not Listed	Varies

SECTION 3. The Employment Policy for part-time and temporary employees as established by this Resolution shall be in effect immediately upon adoption.

SECTION 4. DEFINITION OF TERMS.

- A. Part-time shall mean those positions assigned a schedule of less than 1,000 hours per fiscal year on a re-occurring basis.
- B. Temporary shall mean a temporary appointment to a temporary assignment for a set period of time, not to exceed one year. A temporary assignment shall have a pre-determined beginning and end date, with prior approval by the City Manager or his/her designee. Employees on a temporary assignment may be allowed to work up to 80 hours in a pay period, with prior approval and authorization from the City Manager or his/her designee. In no case shall a temporary employee work in excess of 1,000 hours in a fiscal year.
- C. Dual Classification shall mean when an employee is working part-time in two different classifications. Employees working in two different classifications are limited to a combined total of less than 1,000 hours in a fiscal year. If two different departments are involved, both departments must mutually agree. It is the responsibility of the employee to inform each department of other City employment.

SECTION 5. 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 6. 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 7. 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 8. 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 9. HOURLY SALARY SCHEDULE. The salary schedule and authorized part-time and temporary positions are hereby approved as indicated in Attachment A.

SECTION 10. PAID SICK LEAVE. Beginning on July 1, 2015, part-time and temporary employees who work 30 days or more within a year of beginning employment and annually thereafter shall be eligible to accrue and take paid sick leave. Part-time employees shall adhere to the existing Sick Leave Policy within the Lomita Personnel Rules, with the exception of the policies listed below:

- A. Employees shall accrue sick leave at the rate of one hour of paid sick leave for every 30 hours worked.
- B. Accumulated sick leave shall be capped at 80 hours.

SECTION 11. This resolution will become effective immediately upon adoption.

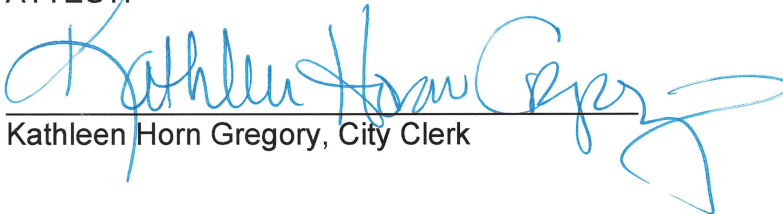
SECTION 12. The City Clerk shall attest and certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force and effect in accordance with its terms.

[signatures on following page]

**PASSED, APPROVED AND ADOPTED** this 18<sup>th</sup> day of June 2024.

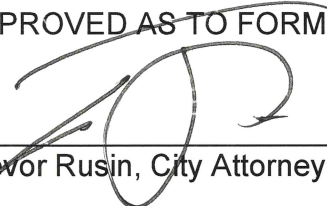
  
\_\_\_\_\_  
Bill Uphoff, Mayor

ATTEST:

  
\_\_\_\_\_  
Kathleen Horn Gregory, City Clerk



APPROVED AS TO FORM:

  
\_\_\_\_\_  
Trevor Rusin, City Attorney



**CITY OF LOMITA - FISCAL YEAR 2022-2024**  
**PART-TIME AND TEMPORARY EMPLOYEE HOURLY SALARY SCHEDULE**

<b>Schedule No.</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
101	16.00	16.80	17.64	18.52	19.45
102	16.00	16.80	17.64	18.52	19.45
103	16.00	16.80	17.64	18.52	19.45
104	16.15	16.96	17.81	18.70	19.63
105	16.56	17.39	18.26	19.17	20.13
106	16.97	17.82	18.71	19.64	20.63
107	17.40	18.27	19.18	20.14	21.15
108	17.83	18.72	19.66	20.64	21.67
109	18.28	19.19	20.15	21.16	22.21
110	18.73	19.67	20.65	21.69	22.77
111	19.20	20.16	21.17	22.23	23.34
112	19.68	20.67	21.70	22.78	23.92
113	20.17	21.18	22.24	23.35	24.52
114	20.68	21.71	22.80	23.94	25.13
115	21.19	22.25	23.37	24.54	25.76
116	21.72	22.81	23.95	25.15	26.41
117	22.27	23.38	24.55	25.78	27.07
118	22.82	23.97	25.16	26.42	27.74
119	23.39	24.56	25.79	27.08	28.43
120	23.97	25.17	26.43	27.75	29.14
121	24.57	25.80	27.09	28.45	29.87
122	25.19	26.45	27.77	29.16	30.62
123	25.82	27.11	28.46	29.89	31.38

**AUTHORIZED PART-TIME AND TEMPORARY POSITIONS**

<b>Department</b>	<b>Position Title</b>	<b>Salary Schedule</b>
<b>City Manager</b>	Parking Enforcement Officer	119
<b>Community Development</b>	Planning Intern	101
<b>Parks &amp; Recreation</b>	Recreation Leader	101
	Maintenance Aide	107
	Assistant Recreation Coordinator	109
<b>Public Works</b>	Engineering Intern	101
	Maintenance Aide	107
<b>Various</b>	PT Positions Not Listed	Varies



## CITY COUNCIL

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



## ADMINISTRATION

CITY MANAGER  
ANDREW VIALPANDO

## CITY OF LOMITA

June 18, 2024

### **Subject: City Manager's FY 2024-2026 Budget Message**

Dear Honorable Mayor, City Council, and Residents of Lomita:

It is my pleasure to submit to you the Fiscal Year Biennial 2024-2026 Operating and Capital Improvement Budget for the City of Lomita for your consideration and adoption. The City Council is committed to setting a high standard for service delivery, and this budget reflects the goals and vision established by the City Council at its last Strategic Planning Session. With the uncertainty from the once in a lifetime COVID-19 Pandemic mostly in our rearview, the City continues to persevere and to meet the needs of the community. I am proud of our organization and its dedicated staff who serve this community with unwavering resilience and compassion to carry Lomita forward. The Fiscal Year 2024-26 Biennial Budget builds on the many lessons learned from the Pandemic and sets lofty goals for the Lomita team to accomplish. I look forward to working with each of you, and our small but mighty staff, to carry out your vision with the utmost prudence and fiduciary responsibility.

The Biennial Budget enables the City to better plan for revenues and expenditures over the intermediate term and provides the public with a clear plan for investments in the community beyond one single fiscal year. The Fiscal Year 2024-26 Biennial 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 \$74 Million over the next two years into the Lomita community.

While the budget plan reflects significant investments in the future of the community, we remain prepared for potential upcoming challenges while prudently monitoring the balancing of revenues and expenditures. With revenues still in the process of returning to pre-pandemic levels, one-time federal funding helped the City bridge revenue challenges experienced in FY 2022-23 and FY 2023-24 budget so that essential programs and services continued to be delivered without interruption. Moreover, the City Council's sound policymaking and vision enabled the City to make strategic investments to core services and programs that create opportunities for residents and business to thrive, despite cost increases outpacing revenues. The City Council's commitment to fiscal prudence and modernization of our revenue structure will keep us on the road to recovery and long-range stability.

Keeping Lomita a safe community to live, work, and play remains the City's top priority. Similar to the previous Biennial Budget, priority is given to the services that maintain the exceptional quality of life in Lomita, such as comprehensive public safety resources and programs for fast emergency response, supporting seniors, and safe and reliable infrastructure. Among the notable investments featured in the Fiscal Year 2024-26 Biennial Budget is the expected completion of the Lomita Water System's granular activated carbon (GAC) filtration upgrades at the City's water production facility, which will ensure a continued a safe and healthy water system for many years. Additional public

safety and traffic safety efforts are also included with additional patrol deputies through our partnership with the Los Angeles County Sheriff's Department.

The City operates with 35 governmental funds, including the General Fund (and its miscellaneous fund components), Special Revenue funds, Capital Project funds, and Internal Service funds. The City's General Fund comprises approximately 46% of the total revenue and 42% of the total expenditures for the City in the Budget, accounting for the majority of the City's fiscal operation. 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.

Two Enterprise funds (Water Operations and Water Capital) contribute to approximately 35% of the City's overall revenue stream and make up 32% of its total expenditures and are intended to be self-supporting.

Overall revenues are projected to increase by almost \$3 million. Within the City's General Fund, the primary funding source for governmentwide obligations, revenues are projected to be \$14,990,643 and \$15,143,186 for Fiscal Years 2024-25 and 2025-26, respectively, with planned expenditures of \$14,990,643 and \$15,143,186. The overall budget in each fiscal year has been balanced without the use of the City's Reserves or transfers from other funds.

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

### **General Fund Overview of Fiscal Year 2024-2026 Biennial 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.

Although the economy has continued to pull itself out of the pandemic-induced recession, City staff is monitoring indications that the economy may be on a pre-recessionary path due to high inflation, shortages, and other economic indicators. In light of this, the revenue projections included in the budget continue to be conservative, and reflective of the uncertainty related to the economic recovery. A more detailed account is described below.

### **General Fund Revenues**

General fund revenues for FY 2024-25 are projected at \$14,990,643, an increase of \$370,492 from FY 2023-24 Amended Adopted Budget. General fund revenues for FY 2025-26 are projected at \$15,143,186, an increase of \$152,543 from FY 2024-25.

Some of the most significant year-to-year changes in funding for FY 2024-25 is listed below:

- Sales tax revenue (Bradley-Burns and Measure L revenues combined) is projected at \$5.12 million, a net decrease of \$72,857 from FY 2023-24 Amended Adopted Budget and represents 34% of total general fund revenues.

- Motor Vehicle In-Lieu revenue is projected at \$2.97 million, a net increase of \$270,000 from FY 2023-24 Amended Adopted Budget and represents 20% of total general fund revenues.
- Property tax revenue is projected at \$2.1 million, a net increase of \$142,916 from FY 2023-24 Amended Adopted Budget and represents 14% of total general fund revenues.
- Business License Fees are projected at \$700,000, a slight increase from FY 2023-24 Amended Adopted Budget and represent 5% of total general fund revenues.
- Building Department Fees are projected at \$850,000, an increase of \$150,000 from FY 2023-24 Amended Adopted Budget and represent 6% of total general fund revenues.

## **General Fund Expenditures**

Preliminary projections for the coming years were developed in early 2024, but specific expenditure categories and programs were developed following the City Council's Strategic Planning and Goal Setting sessions. The expenditures detailed below represent our efforts to drive those goals forward.

General fund expenditures for FY 2024-25 are projected at \$14,990,643 – an increase of \$168,042 from FY 2023-24 Amended Adopted Budget. General fund expenditures for FY 2025-26 are projected at \$15,143,186 – an increase of \$152,543 from the FY 2024-25 Proposed Budget. Adjustments to expenditures include augmenting 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 continued implementation of the General Plan Updates, technology, and digital infrastructure upgrades, 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 the budget includes the following:

- Investing an additional \$200,000 for each Fiscal Year into the City's Street Improvement Fund above what has already been programmed for upcoming street rehabilitation projects.
- Investing \$200,000 in FY 2024-25 for City Hall Upgrades.
- Adding engineering staff to expedite delivery of Capital Improvement Projects and Water Operations staff in anticipation of the completion of the GAC upgrades to the Cypress Water Production Facility.
- Programming resources to enhance our disaster recovery efforts, cybersecurity, and broadband infrastructure upgrades.

## **Summary Conclusions**

The Fiscal Year Biennial 2024-26 Operating and Capital Improvement 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 Biennial 2024-26 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 each City Department for collaborating to develop key strategies to realize the City Council's vision and goals, as well as our Administrative Services Department for coordinating efforts to assemble this vital and transparent budget plan. I would also like to recognize the City's staff for their dedication to improving our community. Our "Team Lomita" mindset is what makes this organization strong, and I am proud to serve along with 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, appearing to read "Andrew Vialpando". The signature is fluid and cursive, with the first name "Andrew" and last name "Vialpando" clearly distinguishable.

Andrew Vialpando  
City Manager



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# FY 2024/25 Biennial Budget

## City of Lomita

### Projected Fund Balance

	Audited Beginning Balance as of July 1, 2023	Projected Beginning Balance as of July 1, 2024	Adopted Revenues	Adopted Expenditures	Proposed Ending Balance as of June 30, 2025
<b>General</b>	<b>\$ 8,054,389</b>	<b>\$ 8,054,389</b>	<b>\$ 14,990,643</b>	<b>\$ 14,990,643</b>	<b>\$ 8,054,389</b>
<b>American Rescue Plan</b>	<b>\$ 1,336,976</b>	<b>\$ 1,259,055</b>	<b>\$ -</b>	<b>\$ 1,259,055</b>	<b>-</b>
Capital Improvement	188,430	119,930	1,500	-	121,430
Equipment Replacement	1,451,395	1,366,895	500	200,000	1,167,395
Sewer Replacement	608,480	570,936	-	60,000	510,936
Facilities Improvement	367,744	517,744	1,313,055	1,830,799	-
OPEB Trust	256,548	257,548	1,000	-	258,548
Park Equipment Replacement	759,531	759,531	-	-	759,531
Pension Stabilization	1,346,646	1,348,646	2,000	-	1,350,646
Economic Stabilization	500,000	500,000	-	-	500,000
Economic Development	746,507	746,507	-	7,000	739,507
General Plan Update	804,754	671,131	-	490,469	180,662
Stephenson Center	85,744	85,744	-	-	85,744
Street Improvement	2,108,288	2,378,288	319,304	1,610,679	1,086,913
Park Facilities Fee	578,348	584,348	6,000	200,000	390,348
State Gas Tax	1,232,872	1,765,453	1,497,216	2,677,710	584,959
Measure R Local Return	678,408	1,054,379	356,564	1,405,680	5,263
Measure R Highway	(106,537)	(106,537)	-	-	(106,537)
Measure M	719,769	1,122,203	400,440	700,000	822,643
Measure W	505,112	705,112	225,000	866,711	63,401
CDBG	2	2	334,368	334,368	2
Prop A Local Return	598,535	1,066,624	594,120	370,052	1,290,692
Prop C Local Return	2,435,946	2,906,071	473,752	330,000	3,049,823
Transportation Development Ac	-	-	50,000	50,000	-
South Coast AQMD	61,412	52,912	26,500	53,000	26,412
Landscape Maint District #1	10,566	10,566	11,838	16,500	5,904
Park Athletic	103,265	105,691	58,000	64,142	99,549
Park Grant Fund	40,200	(18,000)	756,000	738,000	-
Lomita Manor Development	946,480	998,217	548,458	536,927	1,009,748
Cleep	6,351	6,501	150	-	6,651
Railroad Museum Foundation	20,695	20,695	15,000	15,000	20,695
Tom Rico Memorial	-	1,000	1,000	1,000	1,000
<b>Special Revenues</b>	<b>7,831,424</b>	<b>10,275,237</b>	<b>5,354,406</b>	<b>8,359,090</b>	<b>7,270,553</b>
<b>Water Operations</b>	<b>3,153,545</b>	<b>2,994,625</b>	<b>6,838,407</b>	<b>7,978,427</b>	<b>1,854,605</b>
<b>Water Capital</b>	<b>3,235,533</b>	<b>3,867,045</b>	<b>4,854,846</b>	<b>5,423,163</b>	<b>3,298,728</b>
<b>Rate Stabilization</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>Total Fund Balance</b>	<b>\$ 32,960,934</b>	<b>\$ 35,898,251</b>	<b>\$ 33,675,661</b>	<b>\$ 42,209,325</b>	<b>\$ 27,364,587</b>



# Fiscal Year 2025/26 Biennial Budget

## City of Lomita

### *Projected Fund Balance*

	Projected Beginning Balance as of July 1, 2024	Projected Beginning Balance as of July 1, 2025	Adopted Revenues	Adopted Expenditures	Proposed Ending Balance as of June 30, 2026
<b>General</b>	<b>\$ 8,054,389</b>	<b>\$ 8,054,389</b>	<b>\$ 15,143,186</b>	<b>\$ 15,143,186</b>	<b>\$ 8,054,389</b>
<b>American Rescue Plan</b>	<b>\$ 1,259,055</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Capital Improvement	119,930	121,430	1,500	-	122,930
Equipment Replacement	1,366,895	1,167,395	500	200,000	967,895
Sewer Replacement	570,936	510,936	-	4,200	506,736
Facilities Improvement	517,744	-	-	-	-
OPEB Trust	257,548	258,548	1,000	-	259,548
Park Equipment Replacement	759,531	759,531	-	-	759,531
Pension Stabilization	1,348,646	1,350,646	2,000	-	1,352,646
Economic Stabilization	500,000	500,000	-	-	500,000
Economic Development	746,507	739,507	-	7,000	732,507
General Plan Update	671,131	180,662	-	-	180,662
Stephenson Center	85,744	85,744	-	-	85,744
Street Improvement	2,378,288	1,086,913	127,678	1,025,000	189,591
Park Facilities Fee	584,348	390,348	6,000	-	396,348
State Gas Tax	1,765,453	584,959	1,204,800	1,579,357	210,402
Measure R Local Return	1,054,379	5,263	371,163	55,680	320,746
Measure R Highway	(106,537)	(106,537)	-	-	(106,537)
Measure M	1,122,203	822,643	416,986	1,000,000	239,629
Measure W	705,112	63,401	225,000	273,500	14,901
CDBG	2	2	262,068	262,068	2
Prop A Local Return	1,066,624	1,290,692	617,587	371,040	1,537,239
Prop C Local Return	2,906,071	3,049,823	493,217	360,000	3,183,040
Transportation Development Ac	-	-	20,000	20,000	-
South Coast AQMD	52,912	26,412	26,500	13,000	39,912
Landscape Maint District #1	10,566	5,904	11,838	16,500	1,242
Park Athletic	105,691	99,549	58,000	67,145	90,404
Park Grant Fund	(18,000)	-	-	-	-
Lomita Manor Development	998,217	1,009,748	548,458	536,927	1,021,279
Cleep	6,501	6,651	150	-	6,801
Railroad Museum Foundation	20,695	20,695	15,000	15,000	20,695
Tom Rico Memorial	1,000	1,000	1,000	1,000	1,000
<b>Special Revenues</b>	<b>10,275,237</b>	<b>7,270,553</b>	<b>4,277,767</b>	<b>4,571,217</b>	<b>6,977,103</b>
<b>Water Operations</b>	<b>2,994,625</b>	<b>1,854,605</b>	<b>7,041,655</b>	<b>8,355,664</b>	<b>540,596</b>
<b>Water Capital</b>	<b>3,867,045</b>	<b>3,298,728</b>	<b>3,740,000</b>	<b>2,762,663</b>	<b>4,276,065</b>
<b>Rate Stabilization</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>Total Fund Balance</b>	<b>\$ 35,898,251</b>	<b>\$ 27,364,587</b>	<b>\$ 30,335,286</b>	<b>\$ 32,068,930</b>	<b>\$ 25,630,943</b>





## FY 2024/25 & FY 2025/26 Biennial Budget

### City of Lomita

### Revenue Summary by Fund

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>General Fund</b>				
Property Taxes	2,112,199	1,957,084	2,100,000	2,100,000
Development Tax	10,000	100,000	100,000	100,000
Sales and Use Tax	4,944,221	5,200,000	5,127,143	5,229,686
Business License Tax	678,225	669,646	700,000	700,000
PEG Fees	35,942	38,000	38,000	38,000
Franchise Tax	410,506	365,000	400,000	400,000
Refuse Tax - Residential	167,043	135,000	155,000	155,000
Refuse Tax - Commercial	179,555	175,000	180,000	180,000
Transient Occupancy Tax	230,035	190,000	200,000	210,000
Special Permit Fees	4,917	5,000	5,000	5,000
Technology Fees	22,415	25,000	29,000	29,000
Planning and Zoning Fees	220,148	150,000	175,000	175,000
Encroachment Permit Fees	427,324	155,000	160,000	160,000
Tow and Storage Fees	8,700	20,000	10,000	10,000
Museum Admission Fees	1,479	-	-	-
Parks & Rec Fees	161,326	160,000	161,000	161,000
Animal Care and Control	12,521	25,000	15,000	15,000
Building and Safety Fees	1,114,776	700,000	850,000	950,000
Other Fees	29,536	24,000	24,000	24,000
Parkway Tree Fees	275	6,000	6,000	6,000
Court Fines	170,689	150,000	150,000	150,000
Parking Fines	556,525	385,000	475,000	475,000
Miscellaneous Fines	4,600	3,000	3,000	3,000
Administrative Citations	86,750	5,000	5,000	5,000
Park Rentals	61,359	70,000	70,000	70,000
Lease and Rental	180,949	190,000	190,000	190,000
Interest	183,670	200,000	150,000	150,000
Lease Interest	1,494	-	-	-
Cal OES - Hazard Mitigation	11,886	-	60,000	-
Franchise Administrative Fee	60,000	60,000	60,000	60,000
Business License Fee	52,913	50,000	55,000	55,000
CASP Fee	4,167	5,000	5,000	5,000
Law Enforcement Grant	165,271	190,000	190,000	190,000
Prop A Exchange	700,000	-	-	-
Motor Vehicle in Lieu	2,789,586	2,700,000	2,970,000	2,970,000
State Mandated Reimbursements	-	-	20,000	20,000
HumanGood	30,000	30,000	30,000	30,000
Miscellaneous Revenues	296,477	45,000	45,000	45,000
Souvenir Sales - City	2,604	2,500	2,500	2,500
Special Events - Donations	63,712	30,000	70,000	70,000
Property Damage Claims	500	-	5,000	5,000
Funds Transferred In	332,860	788,476	-	-
<b>Total General Fund Revenues</b>	<b>16,527,155</b>	<b>15,003,706</b>	<b>14,990,643</b>	<b>15,143,186</b>





# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Revenue Summary by Fund

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>Other Fund Revenues</b>				
OPEB Trust	5,252	1,000	1,000	1,000
Pension Stabilization	27,568	2,000	2,000	2,000
American Rescue Plan 2021	2,430,488	-	-	-
General Plan Update	683,623	866,377	-	-
State Gas Tax	1,028,859	1,120,153	1,497,215	1,204,800
Measure R Local Return	345,989	375,971	356,564	371,163
Measure M	390,400	422,434	400,440	416,986
Measure W	530,577	575,000	225,000	225,000
CDBG	50,809	140,077	334,368	262,068
Proposition A	559,193	610,316	594,120	617,587
Proposition C	491,262	499,628	473,752	493,217
Transportation Dev. Act	20,621	13,843	50,000	20,000
Air Quality MD AB2766	28,363	26,500	26,500	26,500
Landscape Maint. Dist. #1	11,779	11,738	11,838	11,838
Park Facilities Fee	126,554	6,000	6,000	6,000
Park Athletic	58,212	55,000	58,000	58,000
Park Grant	50,000	-	756,000	-
Lomita Manor Development	744,548	548,339	548,458	548,458
Cleep	130	150	150	150
Capital Improvement	3,857	1,500	1,500	1,500
Streets Improvement	1,028,571	396,089	319,304	127,678
Facilities Improvement	50,000	1,186,976	1,313,055	-
Water Operations	5,745,971	6,641,080	6,838,407	7,041,655
Water Capital	3,510,448	1,835,000	4,854,846	3,740,000
Equipment Replacement	543,968	300,500	500	500
Park Equipment Replacement	100,000	-	-	-
Sewer Replacement	108,480	-	-	-
Railroad Museum Foundation	8,900	15,000	15,000	15,000
Tom Rico Memorial	-	1,000	1,000	1,000
<b>Total Other Fund Revenues</b>	<b>18,684,422</b>	<b>15,651,671</b>	<b>18,685,017</b>	<b>15,192,100</b>
<b>Total All City Funds Revenues</b>	<b>35,211,577</b>	<b>30,655,377</b>	<b>33,675,660</b>	<b>30,335,286</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Expenditure Summary by Fund*

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>General Fund</b>				
<b>Expenditures by Dept.:</b>				
City Council	59,204	65,856	86,312	101,078
City Attorney	260,405	185,000	250,000	250,000
City Manager	847,124	1,068,691	1,109,780	1,147,713
City Clerk	360,750	345,360	541,597	348,575
Administrative Services	551,451	617,175	741,730	694,392
Human Resources	758,659	934,005	1,020,892	991,666
Law Enforcement	4,027,894	4,339,560	4,620,410	4,918,009
Emergency Operations	24,894	94,949	75,000	15,000
Safety Enforcement	518,765	563,176	476,253	490,566
Animal Control	70,833	90,000	90,000	90,000
Planning	973,340	1,071,241	826,251	873,639
Economic Development	151,064	110,570	26,725	26,750
Information Technology	441,793	327,000	391,200	491,200
Public Works Administration	310,911	855,376	881,220	765,895
Public Works - Streets	258,733	312,362	328,562	352,313
Facilities	725,567	824,029	873,090	909,164
Recreation	789,698	811,607	1,109,621	1,162,046
Lomita Presents	219,010	222,712	460,108	461,106
Park Maintenance	602,858	651,507	688,948	718,767
Railroad Museum	61,227	66,048	62,640	62,629
GASB 87 - Lease	224,235	-	-	-
Transfers to Other Funds	2,492,103	1,266,377	330,304	272,678
<b>Total General Fund Expenditures</b>	<b>14,730,518</b>	<b>14,822,601</b>	<b>14,990,643</b>	<b>15,143,186</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### *Expenditure Summary by Fund*

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>Other Fund Expenditures</b>				
Economic Development	-	-	7,000	7,000
Gas Tax	582,866	767,572	2,677,710	1,579,357
Measure R Local Return	110,159	155,680	1,405,680	55,680
Measure M	114,335	300,000	700,000	1,000,000
Measure W	132,343	736,000	866,711	273,500
General Plan Update	78,869	1,000,000	490,469	-
American Rescue Plan	2,063,348	1,336,976	1,259,055	-
CDBG	50,808	140,077	334,368	262,068
Lomita Housing Authority	-	-	-	-
Proposition A	1,121,844	142,227	370,052	371,040
Proposition C	10,560	29,503	330,000	360,000
Transportation Dev. Act	14,643	13,843	50,000	20,000
Air Quality MD AB2766	20,000	35,000	53,000	13,000
Landscape Maint. Dist. #1	6,212	11,738	16,500	16,500
Park Facilities Fee	-	-	200,000	-
Park Athletic	43,403	52,574	64,142	67,145
Park Grant Fund	9,800	-	738,000	-
Lomita Manor Development	559,604	496,602	536,927	536,927
Capital Improvement	-	70,000	-	-
Streets Improvement	288,548	435,000	1,610,679	1,025,000
Facilities Improvement	-	1,504,720	1,830,799	-
Water Operations	4,950,569	7,277,836	7,978,427	8,355,664
Water Capital	917,568	4,800,244	5,423,163	2,762,663
Equipment Replacement	42,597	285,000	200,000	200,000
Park Equipment Replacement	20,807	515,000	-	-
Sewer Replacement	-	137,544	60,000	4,200
Railroad Museum Foundation	8,885	15,000	15,000	15,000
Tom Rico Memorial	1,590	1,000	1,000	1,000
<b>Total Other Fund Expenditures</b>	<b>11,149,358</b>	<b>20,259,136</b>	<b>27,218,682</b>	<b>16,925,744</b>
<b>Total All City Funds Expenditures</b>	<b>25,879,876</b>	<b>35,081,737</b>	<b>42,209,325</b>	<b>32,068,930</b>



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## **CITY OF LOMITA FY 2022-2024 ACCOMPLISHMENTS CITY MANAGER'S DEPARTMENT**

In Fiscal Years 22-24 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 2022-24:

- 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.
- Management of the grant from FEMA in the amount of \$1.1 million for the 246<sup>th</sup> Street Area Water Main Replacement project. Submitted quarterly reports, reimbursements requests, updates, two time-extension requests, and other information to remain in compliance.
- Applied for grant funding through Congressperson Waters office for \$940,000 for two water-related capital improvement projects.
- Hired FM3 to conduct a new resident satisfaction survey to update the city's data concerning residents' priorities and satisfaction and in preparation for the upcoming budget. Presented the results to the City Council along with a review of the current goals and accomplishments on February 26, 2024.
- 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, most recently updated, and adopted February 6, 2024
- Established agreements with Gonsalves & Son and Kiley & Associates to continue legislative advocacy efforts,
- Partnered with the Lomita Chamber of Commerce to present the 2022 and 2023 State of the City Program in person highlighting recent and upcoming projects across the City.
- Implemented a citywide reorganization that will improve operational efficiency, consistency with the Lead positions across departments, provide opportunities to move up the ranks and fill career gaps for internal growth to recruit and retain talent, bring focus back to the Recreation Department, and prioritize engineering/CIP and code enforcement efforts.
- Successfully transferred solid waste collection services from Cal Met Services to Athens Services, included regulations for implementation of SB 1383, and negotiated an agreement with Athens Services for a 7-year street sweeping contract.
- Conducted a Prop 218 hearing to implement a new 5-year solid waste rate structure.
- Began significant IT infrastructure improvements including server replacement.
- Began planning for citywide conversion to Windows 10, Microsoft Office 365, and replacement of nearly all the City's existing desktop and laptop computers.
- Continued to increase the City's social media presence on Facebook and Instagram.
- Increased the number of e-newsletter subscribers to over 8,000 and continued bi-weekly updates on Council actions, city projects, and programs.
- Promoted the 2021, 2022, 2023 State of the City address on the City's website and social media platforms.
- Followed procedures to end the local emergency proclaimed in the City of Lomita in response to the COVID-19 pandemic and the deactivated the Emergency Operations Center

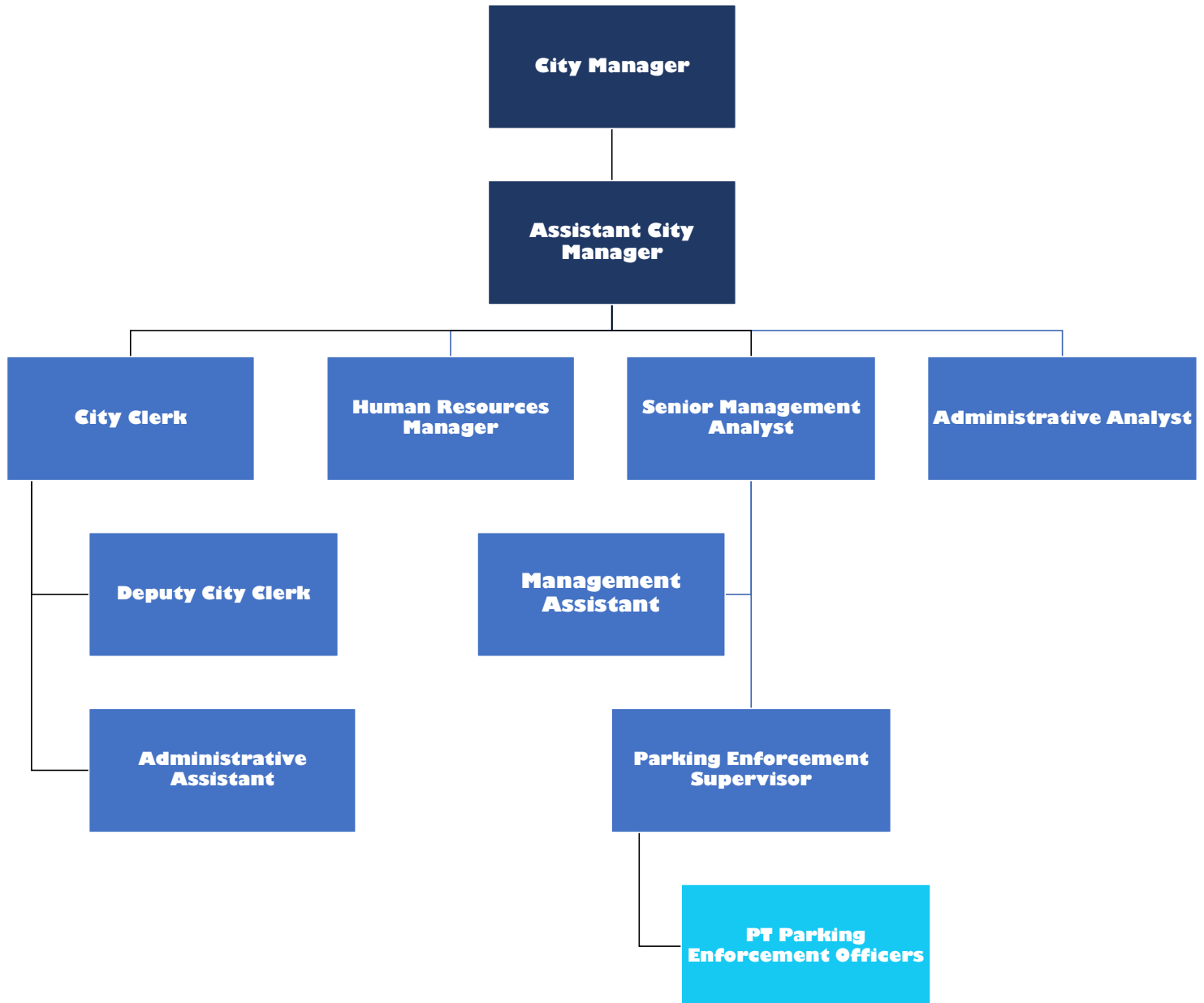
- Extended the agreement establishing an alert and warning notification system with 12 other cities known as Alert South Bay. Began implementation of the Everbridge Mass Notification System as part of the South Bay Multijurisdictional Notification System Pilot Program.
- Adopted a comprehensive Safety Element update and closed out the FEMA Hazard Mitigation Assistance Grant in the amount of \$63,525.65.
- Hired and trained new parking enforcement officers.
- Hired a new Full-Time Parking Enforcement Supervisor.
- Hired a new Administrative Analyst for the City Manager's office.
- Modified content and format of the quarterly hardcopy newsletter in anticipation of the numerous special events planned for Lomita's 60<sup>th</sup> anniversary celebrations.
- Implemented Automated External Defibrillator (AED) Program
- Implemented Heat Illness Prevention Plan
- Hired a Public Works Superintendent
- Organized a successful Employee Health Benefits Fair
- Successfully negotiated Lomita Employee Association MOU
- Hired interns for Public Works, and Planning departments
- Recruitment: qualified candidate's employment applications have increased substantially due to the City's investment in Neogov software
- Workers Compensation: claims have decreased by 50%
- Risk Management: claims have decreased by 40%
- Training: several employees have completed training in workplace harassment, CPR/first-aid, driver safety, and customer service
- Successfully administered a work-from-home program during the COVID-19 pandemic
- Successfully launched a giving-back-to-the-community program for City employees to donate needed supplies to seniors and disabled citizens during the pandemic

- Successfully organized a “Buddy Bench” bottle top program for City employees & the community to donate plastic bottle caps
- Successfully appointed Interim City Manager Joe Hoefgen and recruited a new City Manager Andrew Vialpando.
- Received a grant from FEMA in the amount of \$72,680 to update the Local Hazard Mitigation Plan and \$3,622 to cover grant management costs. Executed an agreement for consultant services for the preparation of the update.
- Renewed the Facilities Use Agreement with American Red Cross to use the Tom Rico Center as an Emergency Shelter
- Held a blood drive and a free smoke alarm installation event as part of our continued emergency preparedness efforts in partnership with the American Red Cross.
- Presented an update to Council on the city’s emergency response efforts.
- Participated in a panel with other cities to select a new Captain for the Lomita Sheriff Station.
- Extended the contract with Data Ticket for parking citation management system and included Code Enforcement administrative citations.
- Set up the citation processing center link on City Hall lobby computer for public access.
- Extended the contract with All City Management Services for crossing guard services.
- Adopted an ordinance to change City Council meeting public participation from 5 to 3 minutes.
- Adopted an ordinance to define the distance a parked vehicle must move after being marked and warned for 72-hours.
- Adopted an ordinance to permit the collection of delinquent solid waste rates on the property tax rolls.
- Conducted a multi-phase citywide staff reorganization to create opportunities for career enhancement to recruit and retain talent, provide consistency with Lead positions, and bring focus and support back to the Recreation Department to ensure continuity in service and operations across departments.



- Hired California Consulting for services relating to grant writing services and administration of grants received, with focus on grant funding for Capital Improvement Projects.
- Acquired a second fully electric vehicle for the parking enforcement division.
- Assisted with strategizing and implementation of street sweeping changes.
- Participated in the SBCCOG General Assembly in 2023 and 2024.
- Consolidated and extended agreement with Tripepi Smith to provide general communications support
- Consolidated various city subscribers lists into one for the bi-weekly electronic newsletter. Information is sent to over 8,000 emails through this medium.
- Active participation and project management related to the city's 60<sup>th</sup> anniversary celebration and special events. Created, organized, and promoted a video advertising the 60<sup>th</sup> anniversary, art contest, commemorative calendar, fun facts, merchandise among other support for the Recreation Department.
- Coordinated a photo shoot of recreation and community events for 60<sup>th</sup> anniversary promotion and stock photos.
- Launch of the PEG Channel and regular content updates.
- Regularly monitoring and content updates.
- Established increased fines for violation of the city's regulations regarding firework use and approved a targeted firework suppression service through Los Angeles County Sheriff's Department.
- Removed the outdated Automated License Plate Reader (ALPR) camera system from the city's parking enforcement vehicle and traded it in for credit toward the purchase of two ALPR camera systems that were installed on Los Angeles County Sheriff's Department vehicles.
- Recognized as a finalist for Business-Friendly City in Los Angeles County Award by the Los Angeles County Economic Development Corporation.
- Coordinate agreement for Lomita Chamber of Commerce to use office space in the Council Chambers Annex

# City Manager's Department Organization Chart





# FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	25,522	26,261	41,128	56,239
Operating & Maintenance	36,375	42,588	48,930	49,547
Capital Outlay	-	-	-	-
Total Expenditures	61,897	68,849	90,058	105,786

### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Councilmembers	5	-	5
Department Total	5	-	5



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### City Council

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-110-5105.000	Regular Salaries	21,149	21,060	28,350	35,640
100-110-5207.000	Medicare	257	316	515	715
100-110-5210.000	Workers' Compensation	444	461	498	624
100-110-5217.000	PERS Tier 3 (2%@62)	1,146	1,617	2,231	2,816
100-110-5218.000	Transportation Allowance	-	-	6,000	12,000
100-110-5224.000	PERS Tier 3 Unfunded Liability	20	-	31	40
Total Salaries & Benefits		23,016	23,454	37,625	51,835
Other Expenses					
100-110-5415.000	Communications	1,176	2,500	2,500	2,500
100-110-5430.000	Conferences and Meetings	29,189	35,000	40,000	40,000
100-110-5460.000	Insurance - Liability and Vehicle	1,680	1,702	2,187	2,743
Total Other Expenses		32,045	39,202	44,687	45,243
Supplies					
100-110-5505.000	Office Supplies and Expense	1,049	200	1,000	1,000
Total Supplies		1,049	200	1,000	1,000
Other Expenditures					
100-110-5755.000	Special Department Supplies	3,094	3,000	3,000	3,000
Total Other Expenditures		3,094	3,000	3,000	3,000
<b>Total City Council - General Fund</b>		<b>59,204</b>	<b>65,856</b>	<b>86,312</b>	<b>101,078</b>
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-110-5105.000	Regular Salaries	2,349	2,340	3,150	3,960
510-110-5207.000	Medicare	30	35	47	59
510-110-5210.000	Workers' Compensation	49	51	55	69
510-110-5217.000	PERS Tier 3 (2%@62)	76	176	248	313
510-110-5224.000	PERS Tier 3 Unfunded Liability	2	3	3	3
Total Salaries & Benefits		2,506	2,807	3,503	4,404
Other Expenses					
510-110-5460.000	Insurance - Liability and Vehicle	187	186	243	304
Total Other Expenses		187	186	243	304
<b>Total City Council - Water Operations Fund</b>		<b>2,693</b>	<b>2,993</b>	<b>3,746</b>	<b>4,708</b>
<b>Total City Council - General &amp; Water Funds</b>		<b>61,897</b>	<b>68,849</b>	<b>90,058</b>	<b>105,786</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***City Council***

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

<b>5105</b>	Salaries for 5 Councilmembers.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5218</b>	Transportation Allowance.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

**Budget Comment (Operations & Maintenance)**

<b>5415</b>	Communications expense.
<b>5430</b>	Travel and conference expense.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5505</b>	Office supplies.
<b>5755</b>	Special department expenses.



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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### City Attorney

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

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	278,976	205,000	270,000	270,000
Capital Outlay	-	-	-	-
Total Expenditures	278,976	205,000	270,000	270,000



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *City Attorney*

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>				
Contract Services				
100-120-5305.000 Attorneys	260,405	185,000	250,000	250,000
Total Contract Services	260,405	185,000	250,000	250,000
<b>Total City Attorney - General Fund</b>	<b>260,405</b>	<b>185,000</b>	<b>250,000</b>	<b>250,000</b>
 <b>510-Water Operations Fund</b>				
Contract Services				
510-120-5305.000 Attorneys	18,571	20,000	20,000	20,000
Total Contract Services	18,571	20,000	20,000	20,000
<b>Total City Attorney - Water Operations Fund</b>	<b>18,571</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total City Attorney - General &amp; Water Funds</b>	<b>278,976</b>	<b>205,000</b>	<b>270,000</b>	<b>270,000</b>





**FY 2024/25 & FY 2025/26 Biennial 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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# FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	775,048	892,975	988,014	1,024,382
Operating & Maintenance	231,424	349,806	295,758	300,874
Capital Outlay	-	-	-	-
Total Expenditures	1,006,472	1,242,781	1,283,772	1,325,256

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
City Manager	1.00	-	1.00
Assistant City Manager	1.00	-	1.00
Sr. Management Analyst	1.00	-	1.00
Administrative Analyst	1.00	-	1.00
Management Assistant	1.00	-	1.00
Department Total	5.00	-	5.00



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *City Manager*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-125-5105.000	Regular Salaries	461,774	548,906	617,243	641,347
100-125-5110.000	Overtime	-	-	500	500
100-125-5205.000	Health Insurance	69,034	74,063	87,340	93,276
100-125-5207.000	Medicare	6,507	7,769	8,986	9,335
100-125-5210.000	Workers' Compensation	9,470	10,222	10,432	10,820
100-125-5215.000	PERS Tier 1 (2.5% @ 55)	18,234	27,077	33,186	35,113
100-125-5216.000	PERS Tier 2 (2% @ 60)	19,210	20,642	20,744	20,846
100-125-5217.000	PERS Tier 3 (2% @ 62)	7,755	9,590	10,421	11,203
100-125-5218.000	Transportation Allowance	4,594	4,500	4,800	4,800
100-125-5219.000	Cell Phone Allowance	-	-	900	900
100-125-5222.000	PERS Tier 1 Unfunded Liability	26,597	26,218	27,333	26,792
100-125-5223.000	PERS Tier 2 Unfunded Liability	824	-	1,214	1,187
100-125-5224.000	PERS Tier 3 Unfunded Liability	501	-	655	641
Total Salaries & Benefits		624,500	728,987	823,754	856,760
Contract Services					
100-125-5345.000	Contractual Services	131,053	226,000	171,733	174,953
Total Contract Services		131,053	226,000	171,733	174,953
Other Expenses					
100-125-5415.000	Communications	938	950	950	950
100-125-5420.000	Mileage & Parking Reimbursement	67	-	-	-
100-125-5425.000	Dues and Memberships	30,857	31,000	37,000	37,000
100-125-5430.000	Conferences and Meetings	12,651	9,000	7,500	7,500
100-125-5435.000	Training and Education	945	1,000	500	500
100-125-5460.000	Insurance - Liability and Vehicle	35,804	41,504	45,843	47,550
Total Other Expenses		81,262	83,454	91,793	93,500
Other Expenditures					
100-125-5755.000	Special Department Supplies	10,309	30,250	22,500	22,500
Total Other Expenditures		10,309	30,250	22,500	22,500
<b>Total City Manager - General Fund</b>		<b>847,124</b>	<b>1,068,691</b>	<b>1,109,780</b>	<b>1,147,713</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *City Manager*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-125-5105.000	Regular Salaries	112,009	125,006	126,145	128,905
510-125-5205.000	Health Insurance	18,297	13,647	14,258	14,586
510-125-5207.000	Medicare	1,568	1,875	1,892	1,934
510-125-5210.000	Workers' Compensation	2,328	2,467	2,214	2,257
510-125-5215.000	PERS Tier 1 (2.5% @ 55)	3,164	6,959	7,134	7,506
510-125-5216.000	PERS Tier 2 (2% @ 60)	6,823	6,881	6,915	6,949
510-125-5222.000	PERS Tier 1 Unfunded Liability	6,168	6,932	5,460	5,252
510-125-5223.000	PERS Tier 2 Unfunded Liability	191	221	242	233
Total Salaries & Benefits		150,548	163,988	164,260	167,622
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	8,800	10,102	9,732	9,921
Total Other Expenses		8,800	10,102	9,732	9,921
<b>Total City Manager - Water Operations Fund</b>		<b>159,348</b>	<b>174,090</b>	<b>173,992</b>	<b>177,543</b>
<b>Total City Manager - General &amp; Water Funds</b>		<b>1,006,472</b>	<b>1,242,781</b>	<b>1,283,772</b>	<b>1,325,256</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***City Manager***

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

<b>5105</b>	Salaries for full-time personnel.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5218</b>	Transportation Allowance for City Manager.
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

**Budget Comment (Operations & Maintenance)**

<b>5345</b>	Professional services as needed.
<b>5415</b>	Communications expense.
<b>5425</b>	Membership - ICMA (Intl City Management Association), League of California Cities; Contract Cities Assn; California City Management Foundation; SBCCOG; SCAG; National League of Cities; and LAFCO.
<b>5430</b>	Travel and conference expense.
<b>5435</b>	Employee training.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5755</b>	Special department expenses.



# **FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	900,651	1,029,818	1,143,698	1,156,494
Operating & Maintenance	50,149	133,233	123,436	88,044
Capital Outlay	-	-	-	-
Total Expenditures	950,800	1,163,051	1,267,134	1,244,538

### **Personnel Allocation**

	Authorized 2024/25	Change	Authorized 2025/26
Human Resources Manager	1.00	-	1.00
Department Total	1.00	-	1.00



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Human Resources*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-230-5105.000	Regular Salaries	50,361	58,020	62,142	66,558
100-230-5117.000	Leave Payout	94,226	160,000	150,000	150,000
100-230-5205.000	Health Insurance	6,067	8,593	9,879	11,124
100-230-5206.000	Health Insurance Retirees	169,983	200,000	180,000	180,000
100-230-5207.000	Medicare	1,760	2,302	932	998
100-230-5210.000	Workers' Compensation	1,054	1,171	1,091	1,166
100-230-5217.000	PERS Tier 3 (2%@62)	3,685	4,456	4,891	5,258
100-230-5220.000	Unemployment Insurance	-	6,298	7,140	7,465
100-230-5222.000	PERS Tier 1 Unfunded Liability	391,016	381,183	493,088	493,088
100-230-5223.000	PERS Tier 2 Unfunded Liability	2,241	-	1,254	1,254
100-230-5224.000	PERS Tier 3 Unfunded Liability	1,955	-	2,333	2,333
Total Salaries & Benefits		722,348	822,023	912,750	919,244
Contract Services					
100-230-5305.000	Legal Services	8,764	20,000	50,000	15,000
100-230-5340.000	Professional Services	5,894	18,000	16,400	16,400
100-230-5345.000	Contractual Services	3,757	53,700	3,700	3,700
Total Contract Services		18,415	91,700	70,100	35,100
Other Expenses					
100-230-5410.000	Advertising	-	1,000	2,000	2,000
100-230-5425.000	Dues and Memberships	294	1,300	1,300	1,300
100-230-5430.000	Conferences and Meetings	192	1,300	1,300	1,300
100-230-5460.000	Insurance - Liability and Vehicle	6,167	6,682	8,442	7,722
Total Other Expenses		6,653	10,282	13,042	12,322
Other Expenditures					
100-230-5755.000	Special Department Supplies	11,243	10,000	25,000	25,000
Total Other Expenditures		11,243	10,000	25,000	25,000
<b>Total Human Resources - General Fund</b>		<b>758,659</b>	<b>934,005</b>	<b>1,020,892</b>	<b>991,666</b>





# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Human Resources*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-230-5105.000	Regular Salaries	50,289	58,910	62,142	66,558
510-230-5205.000	Health Insurance	4,325	8,593	9,879	11,124
510-230-5207.000	Medicare	723	802	932	998
510-230-5210.000	Workers' Compensation	1,054	1,171	1,091	1,166
510-230-5217.000	PERS Tier 3 (2%@62)	3,824	4,456	4,891	5,258
510-230-5220.000	State Unemployment Insurance	-	3,003	3,610	3,742
510-230-5222.000	PERS Tier 1 Unfunded Liability	116,797	129,659	147,286	147,286
510-230-5223.000	PERS Tier 2 Unfunded Liability	669	448	375	375
510-230-5224.000	PERS Tier 3 Unfunded Liability	622	753	742	743
Total Salaries & Benefits		178,303	207,795	230,948	237,250
Contract Services					
510-230-5305.000	Legal Services	5,992	10,000	5,000	5,000
510-230-5340.000	Professional Services	2,323	5,000	5,000	5,000
510-230-5345.000	Contractual Services	500	2,000	500	500
Total Contract Services		8,815	17,000	10,500	10,500
Other Expenses					
510-125-5460.000	Insurance - Liability and Vehicle	5,023	4,251	4,794	5,122
Total Other Expenses		5,023	4,251	4,794	5,122
<b>Total Human Resources - Water Operations Fund</b>		<b>192,141</b>	<b>229,046</b>	<b>246,242</b>	<b>252,872</b>
<b>Total Human Resources - General &amp; Water Funds</b>		<b>950,800</b>	<b>1,163,051</b>	<b>1,267,134</b>	<b>1,244,538</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Human Resources***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5117</b>	Leave payouts for vacation, executive and administrative leave for all employees.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5206</b>	Annual costs associated with health care benefits of retired City employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5220</b>	Unemployment insurance for all city departments.
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5305</b>	Legal services related to complex personnel matters. LEA Negotiations.
<b>5340</b>	NEOGOV human resource management software.
<b>5345</b>	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.
<b>5410</b>	Personnel recruitment advertising for all departments.
<b>5425</b>	Dues for trade organization memberships.
<b>5430</b>	Travel and conference expense.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5755</b>	Employee Recognition Program awards; recruitment and interview panel related expenses.



# FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	330,882	334,313	349,741	358,367
Operating & Maintenance	85,725	90,527	272,808	73,153
Capital Outlay	-	-	-	-
Total Expenditures	416,607	424,840	622,549	431,520

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
City Clerk	0.95	-	0.95
Deputy City Clerk	0.90	-	0.90
Administrative Assistant	0.85	-	0.85
Department Total	2.70	-	2.70



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### City Clerk

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-130-5105.000	Regular Salaries	208,848	194,345	198,238	202,217
100-130-5115.000	Overtime	-	1,500	1,500	1,500
100-130-5205.000	Health Insurance	31,899	28,180	37,558	40,057
100-130-5207.000	Medicare	3,047	2,938	2,996	3,056
100-130-5210.000	Workers' Compensation	4,742	3,673	3,506	3,568
100-130-5215.000	PERS Tier 1 (2.5% @55)	4,210	5,707	5,850	5,954
100-130-5216.000	PERS Tier 2 (2% @60)	5,883	6,086	6,238	6,395
100-130-5217.000	PERS Tier 3 (2% @62)	8,019	7,181	7,506	7,686
100-130-5222.000	PERS Tier 1 Unfunded Liability	10,870	9,639	9,075	8,766
100-130-5223.000	PERS Tier 2 Unfunded Liability	402	-	403	388
100-130-5224.000	PERS Tier 3 Unfunded Liability	244	-	218	210
Total Salaries & Benefits		278,164	259,249	273,088	279,797
Other Expenses					
100-130-5340.000	Professional Services	-	-	100,000	-
100-130-5410.000	Advertising	7,291	6,000	7,000	7,000
100-130-5420.000	Mileage Reimbursement	196	300	500	500
100-130-5425.000	Dues and Memberships	958	1,500	1,700	1,700
100-130-5430.000	Conferences and Meetings	2,866	3,400	4,400	4,400
100-130-5435.000	Training and Education	65	1,000	1,500	1,500
100-130-5445.000	Elections	(75)	-	100,000	-
100-130-5460.000	Insurance - Liability and Vehicle	17,927	15,827	15,409	15,678
Total Other Expenses		29,228	28,027	230,509	30,778
Supplies					
100-130-5505.000	Office Supplies and Expense	12,460	12,000	12,000	12,000
Total Supplies		12,460	12,000	12,000	12,000
Repairs & Maintenance					
100-130-5710.000	Equipment Maintenance	1,260	2,000	2,000	2,000
Total Repairs & Maintenance		1,260	2,000	2,000	2,000
Other Expenditures					
100-130-5750.000	Contributions to Agencies	11,000	11,250	12,000	12,000
100-130-5755.000	Special Department Supplies	28,638	32,834	12,000	12,000
Total Other Expenditures		39,638	44,084	24,000	24,000
<b>Total City Clerk - General Fund</b>		<b>360,750</b>	<b>345,360</b>	<b>541,597</b>	<b>348,575</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *City Clerk*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-130-5105.000	Regular Salaries	39,770	54,638	55,733	56,851
510-130-5205.000	Health Insurance	5,612	9,829	10,800	11,531
510-130-5207.000	Medicare	551	820	836	853
510-130-5210.000	Workers' Compensation	830	1,025	978	996
510-130-5215.000	PERS Tier 1 (2.5% @55)	913	1,756	1,800	1,832
510-130-5216.000	PERS Tier 2 (2% @60)	1,290	1,739	1,782	1,827
510-130-5217.000	PERS Tier 3 (2% @62)	1,307	1,915	2,002	2,050
510-130-5222.000	PERS Tier 1 Unfunded Liability	2,329	3,174	2,548	2,462
510-130-5223.000	PERS Tier 2 Unfunded Liability	72	101	113	109
510-130-5224.000	PERS Tier 3 Unfunded Liability	44	67	61	59
Total Salaries & Benefits		52,718	75,064	76,653	78,570
Other Expenses					
510-130-5460.000	Insurance - Liability and Vehicle	3,139	4,416	4,299	4,375
Total Other Expenses		3,139	4,416	4,299	4,375
<b>Total City Clerk - Water Operations Fund</b>		<b>55,857</b>	<b>79,480</b>	<b>80,952</b>	<b>82,945</b>
<b>Total City Clerk - General &amp; Water Funds</b>		<b>416,607</b>	<b>424,840</b>	<b>622,549</b>	<b>431,520</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***City Clerk***

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

<b>5105</b>	Salaries for full-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Annual Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

**Budget Comment (Operations & Maintenance)**

<b>5410</b>	Advertising of Ordinances and Public Notices.
<b>5415</b>	Communications expense.
<b>5420</b>	Mileage Reimbursement.
<b>5425</b>	Membership - CCAC (City Clerks Assn. Calif.) & IIMC (Intl Institute of Municipal Clerks).
<b>5430</b>	Travel and conference expense.
<b>5435</b>	Employee training.
<b>5445</b>	Cost for municipal elections.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5505</b>	Office supplies; postage.
<b>5710</b>	Postage machine rental and maintenance.
<b>5750</b>	\$1,500 for Lomita Sister City Association, \$1,000 for Lomita Little League, \$1,000 for Torrance - Lomita Meals on Wheels, \$5,000 for Lemonade Day, and \$2,750 for the Lomita Chamber of Commerce.
<b>5755</b>	Includes the souvenir inventory; engraving; codification; availability of code on website; newspaper subscriptions; coffee and supplies.



## FY 2024/25 & FY 2025/26 Biennial 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, wellbeing, 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	4,064,097	4,342,560	4,623,410	4,921,009
Capital Outlay	-	-	-	-
Total Expenditures	4,064,097	4,342,560	4,623,410	4,921,009



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Law Enforcement*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Contract Services					
100-330-5320.000	Sheriff Contract	3,420,021	3,417,766	3,600,359	3,816,381
100-330-5321.000	Core Deputy	211,257	454,667	504,450	534,717
100-330-5323.000	Liability Trust Fund	396,345	464,627	513,101	564,411
Total Contract Services		4,027,623	4,337,060	4,617,910	4,915,509
Repairs & Maintenance					
100-330-5710.000	Equipment Maintenance	270	2,000	2,000	2,000
Total Repairs & Maintenance		270	2,000	2,000	2,000
Other Expenditures					
100-330-5755.000	Special Department Supplies	-	500	500	500
Total Other Expenditures		-	500	500	500
Capital Outlay					
100-330-5825.000	Equipment Over \$5k	-	-	-	-
Total Capital Outlay		-	-	-	-
<b>Total Law Enforcement - General Fund</b>		<b>4,027,893</b>	<b>4,339,560</b>	<b>4,620,410</b>	<b>4,918,009</b>
<b>235-Air Quality MD AB2766</b>					
Repairs & Maintenance					
235-330-5710.000	Equipment Maintenance	-	3,000	3,000	3,000
Total Repairs & Maintenance		-	3,000	3,000	3,000
<b>Total Law Enforcement - Air Quality MD AB2766</b>		<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Law Enforcement - General &amp; AQMD Funds</b>		<b>4,064,097</b>	<b>4,342,560</b>	<b>4,623,410</b>	<b>4,921,009</b>





## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Law Enforcement***

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



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Operating & Maintenance	24,893	94,949	75,000	15,000
Total Expenditures	24,893	94,949	75,000	15,000



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Emergency Operations**

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Contract Services					
100-333-5340.000	Professional Services	17,742	90,949	71,000	11,000
100-333-5340.139	Covid-19 Professional Services	3,739	-	-	-
Total Contract Services		21,481	90,949	71,000	11,000
Supplies					
100-333-5520.139	Covid-19 Supplies	904	-	-	-
Total Supplies		904	-	-	-
Other Expenditures					
100-333-5755.000	Special Department Supplies	2,508	4,000	4,000	4,000
Total Other Expenditures		2,508	4,000	4,000	4,000
<b>Total Emergency Operations - General Fund</b>		<b>24,893</b>	<b>94,949</b>	<b>75,000</b>	<b>15,000</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***Emergency Operations***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5340</b>	City's share of compensation to Area G Disaster Management Area Coordinator (DMAC); Consulting services for Local Hazard Mitigation Plan and Emergency Operations Plan updates. For participation in the Multi-Jurisdictional Notification System South Bay Pilot Program with Everbridge, Inc. Safety Element. Covid-19.
<b>5430.139</b>	Emergency communications and community outreach in response to Covid-19
<b>5520.139</b>	Supplies, in response to Covid-19.
<b>5755</b>	Funds for CERT Team materials and supplies; live scan costs for CERT volunteers.



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# FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	144,255	237,697	174,093	182,116
Operating & Maintenance	374,511	325,479	302,160	308,450
Capital Outlay	-	-	-	-
Total Expenditures	518,766	563,176	476,253	490,566

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Parking Enforcement Supervisor	1.00	-	1.00
Part-time Salaries (Parking Enforcement Officers)	1.45	-	1.45
Department Total	2.45	-	2.45



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### ***Safety Enforcement***

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-335-5105.000	Regular Salaries	51,580	118,200	70,428	75,432
100-335-5110.000	Part-Time Salaries	77,980	74,147	73,343	73,343
100-335-5205.000	Health Insurance	8,211	26,462	19,954	22,404
100-335-5207.000	Medicare	1,666	2,873	2,157	2,232
100-335-5210.000	Workers' Compensation	2,570	3,592	2,524	2,605
100-335-5216.000	PERS Tier 2 (2%@60)	2,051	7,373	-	-
100-335-5217.000	PERS Tier 3 (2%@62)	-	5,050	5,543	5,959
100-335-5223.000	PERS Tier 2 Unfunded Liability	197	-	-	-
100-335-5224.000	PERS Tier 3 Unfunded Liability	-	-	144	141
Total Salaries & Benefits		144,255	237,697	174,093	182,116
Contract Services					
100-335-5345.000	Contractual Services	158,438	140,000	104,069	110,000
Total Contract Services		158,438	140,000	104,069	110,000
Other Expenses					
100-335-5460.000	Insurance - Liability and Vehicle	9,716	15,479	11,091	11,450
100-335-5465.000	Court Fees	200,464	160,000	180,000	180,000
Total Other Expenses		210,180	175,479	191,091	191,450
Supplies					
100-335-5505.000	Office Supplies and Expense	586	1,500	500	500
100-335-5515.000	Uniform Expense	252	1,500	2,500	2,500
Total Supplies		838	3,000	3,000	3,000
Repairs & Maintenance					
100-335-5710.000	Equipment Maintenance	3,500	7,000	4,000	4,000
100-335-5720.000	Fuel	1,555	-	-	-
Total Repairs & Maintenance		5,055	7,000	4,000	4,000
<b>Total Safety Enforcement - General Fund</b>		<b>518,766</b>	<b>563,176</b>	<b>476,253</b>	<b>490,566</b>





## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Safety Enforcement***

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

<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for Parking Enforcement Officers.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Annual Workers' Compensation insurance and claims.
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

**Budget Comment (Operations & Maintenance)**

<b>5345</b>	Annual cost of Parking Ticket System services. Crossing Guard Contract with All City Management Services.
<b>5420</b>	Mileage reimbursement.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5465</b>	Parking citation portion of fines remitted to South Bay Municipal Court, currently at \$12.50 per violation.
<b>5505</b>	Office supplies.
<b>5515</b>	Safety clothing for crossing guards and parking enforcement.
<b>5710</b>	Maintenance on parking enforcement vehicles.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	386,932	390,500	508,475	518,475
Capital Outlay	153,107	20,000	30,000	130,000
Total Expenditures	540,039	410,500	538,475	648,475



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Information Technology*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Contract Services					
100-440-5345.000	Contractual Services	232,751	210,000	219,200	219,200
Total Contract Services		232,751	210,000	219,200	219,200
Other Expenses					
100-440-5415.000	Communications	20,781	25,000	25,000	25,000
100-440-5435.000	Training and Education	-	-	5,000	5,000
Total Other Expenses		20,781	25,000	30,000	30,000
Supplies					
100-440-5520.000	Supplies	-	1,000	1,000	1,000
100-440-5525.000	Equipment Under \$5k	8,987	40,000	80,000	80,000
Total Supplies		8,987	41,000	81,000	81,000
Rentals					
100-440-5605.000	Rents and Leases	16,882	16,000	16,000	16,000
Total Rentals		16,882	16,000	16,000	16,000
Repairs & Maintenance					
100-440-5710.000	Equipment Maintenance	9,286	15,000	15,000	15,000
Total Repairs & Maintenance		9,286	15,000	15,000	15,000
Capital Outlay					
100-440-5825.000	Equipment Over \$5k	153,107	20,000	30,000	130,000
Total Capital Outlay		153,107	20,000	30,000	130,000
<b>Total Information Technology - General Fund</b>		<b>441,794</b>	<b>327,000</b>	<b>391,200</b>	<b>491,200</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Information Technology*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>510-Water Operations Fund</b>					
Contract Services					
510-440-5345.000	Contractual Services	79,617	50,000	113,775	123,775
Total Contract Services		79,617	50,000	113,775	123,775
Other Expenses					
510-440-5415.000	Communications	12,965	20,000	20,000	20,000
Total Other Expenses		12,965	20,000	20,000	20,000
Supplies					
510-440-5520.000	Supplies	-	500	500	500
510-440-5525.000	Equipment Under \$5k	1,414	8,000	8,000	8,000
Total Supplies		1,414	8,500	8,500	8,500
Repairs & Maintenance					
510-440-5710.000	Equipment Maintenance	4,249	5,000	5,000	5,000
Total Repairs & Maintenance		4,249	5,000	5,000	5,000
<b>Total Information Technology - Water Operations Fund</b>		<b>98,245</b>	<b>83,500</b>	<b>147,275</b>	<b>157,275</b>
<b>Total Information Technology - General &amp; Water Funds</b>		<b>540,039</b>	<b>410,500</b>	<b>538,475</b>	<b>648,475</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Information Technology***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for part-time personnel to videotape all City Council meetings.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5345</b>	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, internet services, anti-virus annual maintenance (VM Ware), LaserFiche (ECS Imaging) annual fee, Disaster Recovery and Cyber Security.
<b>5415</b>	Citywide telephone charges.
<b>5435</b>	Employee training.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.
<b>5505</b>	Office supplies.
<b>5520</b>	Replacement monitors, cables, network boards, printers and non-capital equipment under \$500.
<b>5525</b>	Equipment \$5K or under.
<b>5605</b>	Annual cost of leasing copier.
<b>5710</b>	Computer maintenance; annual telephone maintenance contract (Broad Based Communications); miscellaneous unforeseen IT-related items.
<b>Budget Comment (Capital Outlay)</b>	
<b>5825, 5826</b>	Equipment Over \$5K; Includes Disaster Recovery of servers, some files and programs; includes first time set up and first year maintenance, Laserfiche Upgrades, Council Chamber Audio/Visual Upgrades.



## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	70,833	90,000	90,000	90,000
Capital Outlay	-	-	-	-
Total Expenditures	70,833	90,000	90,000	90,000



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Animal Control*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>100-General Fund</b>					
Contract Services					
100-336-5325.000	Animal Control Contract	70,833	90,000	90,000	90,000
Total Contract Services		70,833	90,000	90,000	90,000
<b>Total Animal Control - General Fund</b>		<b>70,833</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>





**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Animal Control***

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



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Operating & Maintenance	20,808	112,877	279,368	207,068
Capital Outlay	30,000	27,200	55,000	55,000
Total Expenditures	50,808	140,077	334,368	262,068



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Community Development Block Grant**

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>215-Community Development Block Grant</b>					
Contract Services					
215-540-5340.000	Professional Services	5,940	10,000	20,000	20,000
Total Contract Services		5,940	10,000	20,000	20,000
Capital Outlay					
215-540-5845.000	CDBG Grant Construction/Imp	30,000	27,200	55,000	55,000
Total Supplies		30,000	27,200	55,000	55,000
<b>Total CDBG - Rehabilitation</b>		<b>35,940</b>	<b>37,200</b>	<b>75,000</b>	<b>75,000</b>
Contract Services					
215-550-5340.000	Professional Services	5,888	10,000	10,000	10,000
215-550-5345.000	Contractual Services	8,980	18,015	10,787	10,787
Total Contract Services		14,868	28,015	20,787	20,787
<b>Total CDBG - Lifeline</b>		<b>14,868</b>	<b>28,015</b>	<b>20,787</b>	<b>20,787</b>
Contract Services					
215-560-5340.000	Professional Services	-	74,862	87,000	87,000
Total Contract Services		-	74,862	87,000	87,000
<b>Total CDBG - Job Creation &amp; Business Incentive Loan Program</b>		<b>-</b>	<b>74,862</b>	<b>87,000</b>	<b>87,000</b>
Contract Services					
215-570-5340.000	Professional Services	-	-	151,581	79,281
Total Contract Services		-	-	151,581	79,281
<b>Total CDBG - Permanent Local Housing Allocation</b>		<b>-</b>	<b>-</b>	<b>151,581</b>	<b>79,281</b>
<b>Total Community Development Block Grant</b>		<b>50,808</b>	<b>140,077</b>	<b>334,368</b>	<b>262,068</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***Community Development Block Grant***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5340</b>	Consulting services (Michael Baker International) are contracted to operate the CDBG program. Restaurant consultant to provide current and new business owners assistance with business expansion plans.
<b>5345</b>	The City contracts with JFS Care (or other service provider) to provide Emergency Response services and to install the Lifeline units.

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



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	20,600	34,271	35,147	36,101
Operating & Maintenance	1,101,244	107,956	334,905	334,939
Capital Outlay	-	-	-	-
Total Expenditures	1,121,844	142,227	370,052	371,040

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
City Clerk	0.05	-	0.05
Deputy City Clerk	0.10	-	0.10
Administrative Assistant	0.15	-	0.15
Department Total	0.30	-	0.30



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Dial-A-Ride

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>220-Prop A Fund</b>					
Salaries & Benefits					
220-340-5105.000	Regular Salaries	16,600	24,208	24,693	25,188
220-340-5205.000	Health Insurance	-	5,055	5,661	6,085
220-340-5207.000	Medicare	-	363	370	378
220-340-5210.000	Workers' Compensation	-	454	433	441
220-340-5215.000	PERS Tier 1 (2.5% @55)	1,900	1,317	1,350	1,374
220-340-5216.000	PERS Tier 2 (2% @60)	-	869	891	914
220-340-5217.000	PERS Tier 3 (2% @62)	-	479	500	512
220-340-5222.000	PERS Tier 1 Unfunded Liability	2,100	1,450	1,169	1,132
220-340-5223.000	PERS Tier 2 Unfunded Liability	-	46	52	50
220-340-5224.000	PERS Tier 3 Unfunded Liability	-	30	28	27
Total Salaries & Benefits		20,600	34,271	35,147	36,101
Contract Services					
220-340-5345.000	Contractual Services	101,244	103,000	330,000	330,000
220-340-5345.339	Teen Program - Bus	-	3,000	3,000	3,000
220-341-5345.000	Prop A Exchange	1,000,000	-	-	-
Total Contract Services		1,101,244	106,000	333,000	333,000
Other Expenses					
220-340-5460.000	Insurance - Liability and Vehicle	-	1,956	1,905	1,939
Total Other Expenses		-	1,956	1,905	1,939
<b>Total Prop A Fund</b>		<b>1,121,844</b>	<b>142,227</b>	<b>370,052</b>	<b>371,040</b>





# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***Dial-A-Ride***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Annual Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

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

<b>5345</b>	Dial-A-Ride (handicapped) service, using "swipe card" system. Recreational transit service for teen program.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle coverage.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	20,000	32,000	50,000	10,000
Capital Outlay	-	-	-	-
Total Expenditures	20,000	32,000	50,000	10,000



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### ***Air Quality MD AB2766***

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<hr/>					
<b>235-Air Quality MD AB2766</b>					
Contract Services					
235-350-5345.000	Contractual Services	20,000	32,000	10,000	10,000
Total Contract Services		20,000	32,000	10,000	10,000
Capital Outlay					
235-350-5825.000	Equipment Over \$5k	-	-	40,000	-
Total Capital Outlay		-	-	40,000	-
<b>Total Air Quality MD AB2766 Fund</b>		<b>20,000</b>	<b>32,000</b>	<b>50,000</b>	<b>10,000</b>



**FY 2024/25 & FY 2025/26 Biennial 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. OpenGov.
5825	Purchase electric vehicle.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	559,604	496,602	536,927	536,927
Capital Outlay	-	-	-	-
Total Expenditures	559,604	496,602	536,927	536,927



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Lomita Manor Development***

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<hr/>				
<b>260-Lomita Manor Development Fund</b>				
Other Expenditures				
260-518-5750.000 Contributions to Agencies	559,604	496,602	536,927	536,927
Total Other Expenditures	559,604	496,602	536,927	536,927
<b>Total Lomita Manor Development Fund</b>	<b>559,604</b>	<b>496,602</b>	<b>536,927</b>	<b>536,927</b>





**FY 2024/25 & FY 2025/26 Biennial 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 2023-2024 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 2023-2024:

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

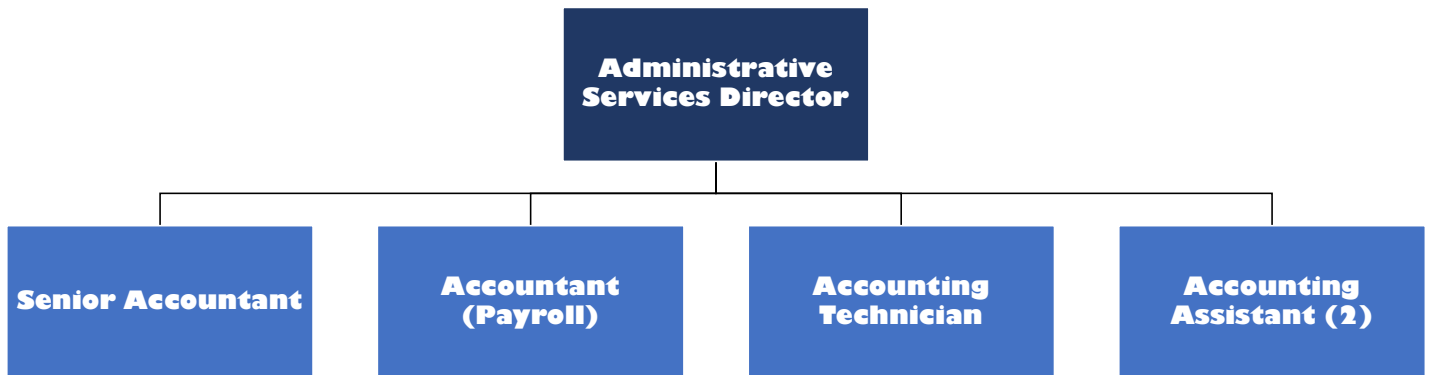
- Presented a structurally balanced biennial budget to City Council for adoption.
- Established and maintained an accounting system of funds, accounts, and internal controls in accordance with Governmental Accounting Standards Board standards and Generally Accepted Accounting Principles.
- Prepared year-end 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 2022-23.
- 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 2023.
- Received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending 2022-23.

#### **Payroll:**

- Completed annual reporting for the Affordable Care Act (ACA) for 2023.
- 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 2023.
- Established and maintained 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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# FY 2024/25 & FY 2025/26 Biennial 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, Annual Comprehensive Financial Report (ACFR), 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	707,438	793,492	817,921	847,757
Operating & Maintenance	322,677	339,657	467,072	402,468
Capital Outlay	-	-	-	-
Total Expenditures	1,030,115	1,133,149	1,284,993	1,250,225

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Admin. Services Director	1.00	-	1.00
Senior Accountant	1.00	-	1.00
Accountant	1.00	-	1.00
Accounting Technician	1.00	-	1.00
Accounting Assistant	2.00	-	2.00
Department Total	6.00	-	6.00



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Administrative Services

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-210-5105.000	Regular Salaries	283,428	324,720	327,458	336,619
100-210-5205.000	Health Insurance	47,250	58,343	65,821	73,352
100-210-5207.000	Medicare	2,978	4,864	4,912	5,049
100-210-5210.000	Workers' Compensation	6,619	5,925	5,748	5,895
100-210-5215.000	PERS Tier 1 (2.5% @ 55)	11,220	7,486	7,523	7,507
100-210-5216.000	PERS Tier 2 (2% @ 60)	12,542	21,810	15,667	16,059
100-210-5217.000	PERS Tier 3 (2% @ 62)	3,507	3,597	11,076	11,724
100-210-5222.000	PERS Tier 1 Unfunded Liability	18,515	16,218	15,102	14,792
100-210-5223.000	PERS Tier 2 Unfunded Liability	573	-	670	655
100-210-5224.000	PERS Tier 3 Unfunded Liability	347	-	362	354
Total Salaries & Benefits		386,979	442,963	454,339	472,006
Contract Services					
100-210-5310.000	Auditors	16,883	19,000	16,500	16,797
100-210-5340.000	Professional Services	12,896	13,000	15,000	17,000
100-210-5345.000	Contractual Services	38,537	43,000	43,000	8,000
Total Contract Services		68,316	75,000	74,500	41,797
Other Expenses					
100-210-5420.000	Mileage Reimbursement	-	100	100	100
100-210-5425.000	Dues and Memberships	430	525	525	525
100-210-5430.000	Conferences and Meetings	365	700	800	800
100-210-5435.000	Training and Education	315	800	800	800
100-210-5460.000	Insurance - Liability and Vehicle	25,026	25,537	25,262	25,906
Total Other Expenses		26,136	27,662	27,487	28,131
Supplies					
100-210-5505.000	Office Supplies and Expense	3,682	5,000	5,500	5,500
Total Supplies		3,682	5,000	5,500	5,500
Repairs & Maintenance					
100-210-5710.000	Equipment Maintenance	62,374	65,000	176,904	143,958
Total Repairs & Maintenance		62,374	65,000	176,904	143,958
Other Expenditures					
100-210-5755.000	Special Department Supplies	3,964	2,000	3,000	3,000
Total Other Expenditures		3,964	2,000	3,000	3,000
<b>Total Financial Services - General Fund</b>		<b>551,451</b>	<b>617,625</b>	<b>741,730</b>	<b>694,392</b>





# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Administrative Services

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>510-Water Operations Fund</b>					
Salaries & Benefits					
510-220-5105.000	Regular Salaries	238,110	255,470	263,985	269,829
510-220-5115.000	Overtime	-	200	200	200
510-220-5205.000	Health Insurance	38,230	45,903	52,199	58,018
510-220-5207.000	Medicare	3,093	3,835	3,963	4,050
510-220-5210.000	Workers' Compensation	5,167	4,802	4,638	4,729
510-220-5215.000	PERS Tier 1 (2.5% @ 55)	3,315	2,495	2,508	2,502
510-220-5216.000	PERS Tier 2 (2% @ 60)	11,647	16,168	16,912	17,429
510-220-5217.000	PERS Tier 3 (2% @ 62)	5,846	5,995	6,266	6,416
510-220-5221.000	PERS Tier 1 Unfunded Liability	14,337	14,833	12,084	11,774
510-220-5222.000	PERS Tier 2 Unfunded Liability	444	502	537	522
510-220-5223.000	PERS Tier 3 Unfunded Liability	270	326	290	282
Total Salaries & Benefits		320,459	350,529	363,582	375,751
Contract Services					
510-220-5310.000	Auditors	14,388	12,000	14,500	14,500
510-220-5345.000	Contractual Services	47,520	40,000	73,000	73,000
Total Contract Services		61,908	52,000	87,500	87,500
Other Expenses					
510-220-5420.000	Mileage Reimbursement	-	300	-	-
510-220-5425.000	Dues and Memberships	-	200	-	-
510-220-5460.000	Insurance - Liability and Vehicle	19,535	20,695	20,381	20,782
Total Other Expenses		19,535	21,195	20,381	20,782
Supplies					
510-220-5505.000	Office Supplies and Expense	23,301	30,000	5,000	5,000
Total Supplies		23,301	30,000	5,000	5,000
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	26,661	35,000	40,000	40,000
Total Repairs & Maintenance		26,661	35,000	40,000	40,000
<b>Total Administrative Services - Water Operations Fund</b>		<b>478,664</b>	<b>515,524</b>	<b>543,263</b>	<b>555,833</b>
<b>Total Administrative Services - General &amp; Water Funds</b>		<b>1,030,115</b>	<b>1,133,149</b>	<b>1,284,993</b>	<b>1,250,225</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Administrative Services**

#### **Object No.**

#### **Budget Comment (Personnel)**

<b>5105</b>	Salaries for full-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

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

<b>5310</b>	Annual contract services for independent auditor for completion of Annual Comprehensive Financial Report (ACFR); Preparation of State Controller's Report; ACFR research services.
<b>5340</b>	Sales tax audit services and enhanced services contract.
<b>5345</b>	Banking Service fees; Payroll contract services; Credit card processing fees, Water Utility Administration Fees.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO).
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Office supplies, forms for business license, payroll, cash receipts, and accounts payable; Business License mailing services; Annual Comprehensive Financial Report (ACFR) award application fee; Water Utility bill mailing services.
<b>5605</b>	Lease charges attributed to water-related office activities (\$2,233.33/month).
<b>5710</b>	Financial software maintenance contract; annual software maintenance for Online Bill Pay, OpenGov; NeoGov HRIS/Payroll.
<b>5755</b>	Annual Budget and ACFR printing costs.

# **CITY OF LOMITA**

## **FY 2023-2024 ACCOMPLISHMENTS**

### **COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

The Community and Economic Development Department includes the Divisions of Planning, Code Enforcement, and Economic Development and oversees the contract with Los Angeles County Building and Safety. The department also staffs the Planning Commission and City Council meetings. The department accomplished the following projects during FY 2023-2024.

#### **Economic Development:**

- Adopted several business-encouraging ordinances ordinance including the allowance of outdoor dining, designated parking, time-limited parking, wayfinding signage, and indoor recreation.
- Initiated citywide signage/branding update.
- Launched Graffiti Abatement Campaign, including: (1) articles and visual information on tips for deterring graffiti and existing City laws marketed in the City's newsletters; (2) creation of a new landing page for all graffiti-related resources; (3) elementary school graffiti education and mural contest resulting in the first City-sponsored professional mural at Lomita Park; (4) setting up a framework for annual mural projects and a Downtown Lomita kick-starter murals project; (5) significant decrease of fees related to City mural review; and (6) implementation of permissive removal fee and process.
- Developed plan to expand entrepreneurship and improve business ownership with Lomita through winning selection for the USC Sunstone Business Improvement Program.
- Proactively promoted private investment in Lomita including a handout advertising opportunities presented by the upcoming General Plan Update, recent properties for sale, and the USC/Sunstone team's economic development recommendations for business ownership in Lomita
- Marketed quarterly update of upcoming businesses & developments, including the city's first Target and Grocery Outlet stores.
- Continued to award businesses through the ARPA-funded Façade Improvement Program and Job Creation Program, depleting the fund.

## **Planning:**

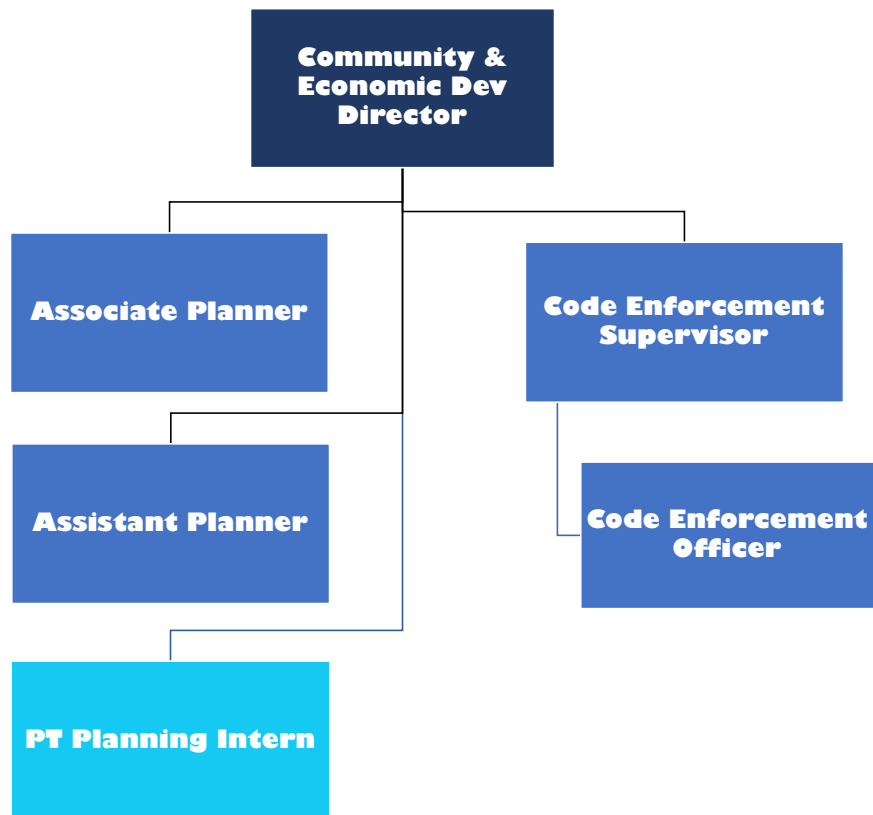
- Adopted several housing-related ordinances, including for accessory dwelling units, affordable housing incentives for 4 or fewer residential units within the Downtown-Commercial District, allowance of two-story accessory dwelling units on certain types of properties through a conditional use permit, updating lot design standards, and expanding zoning districts where the keeping of chickens is allowed.
- General Plan Update: completed the Existing Conditions Report, implemented a comprehensive public engagement strategy, selected a Preferred Future Land Use Plan, hosted the Draft Environmental Impact Report Scoping Meeting, culminated eight meetings of a General Plan Advisory Committee, and finalized the General Plan Update's goals and policies by element (land use, circulation, economic development, resource management, and noise) in accordance with all public input. The City is on track for the rezoning to be completed by the October 15, 2024 State deadline.
- Conducted an inclusionary housing feasibility analysis.
- Fully implemented online permitting system for all application types and continuously made improvements to the system for both staff and public experience/functionality.
- Revised and streamlined project review process across governmental entities including comprehensive inspection process coordination with Los Angeles County Building & Safety.
- Initiated expense of GIS software, first for internal process improvements and data availability with extensive plans for future implementation for public transparency.
- Developed new "Additional Housing Resources" webpage with information on accessory dwelling units, accessibility regulations and standards, Section 8 housing, Homebuyer Assistance Programs, Fair Housing, and energy conservation, which was also shared in the City's newsletter and social media outlets.
- Conducted over 30 public meetings including Planning Commission meetings, General Plan Update public workshops, and Advisory Committee meetings.
- Met with countless property owners and processed applications for site plan review, special event permit, conditional use permit, zone variance, parcel map, tract map, solar, wireless facilities, and zone text amendment including reports for City Council and Planning Commission consideration.
- Processed 1,200+ building permit applications.
- Produced 90+ residential property reports to advise new homebuyers of existing permits and code violations.
- Issued 500+ business and home occupation zone clearances.

- Reevaluated application fees twice to ensure fees cover necessary work but are not discouraging.
- Continued monitoring and communicating formal positions on proposed bills and providing feedback on bill effectiveness to State and Federal representatives.
- Dedicated time every month to grant research and development.
- Reviewed adjacent jurisdictions' discretionary projects for impacts on Lomita.

### **Code Enforcement:**

- Hired code enforcement officer and promoted code enforcement supervisor.
- Addressed 650+ code complaints.
- Achieved code compliance at 400+ properties.
- Removed 700+ instances of graffiti & dumping.
- Adopted ordinances to update code enforcement citation appeals process and to update massage business regulations.
- Fully implemented digital citations process to encourage compliance by collecting upon code enforcement citations.
- Worked closely with the Los Angeles County Sheriff's Department to identify and resolve homeless encampments, abandoned property, graffiti locations, and other illegal and high-risk activity occurring within the City.
- Enacted special focus projects including business license enforcement, signage of closed businesses, abandoned newspaper stands, public nuisances, homeless counting, and implementation of permissive removal for graffiti.
- Code enforcement staff opened cases on dwellings constructed or converted without building permits and secured several vacant unsecured buildings to reduce risk of fire related to unsafe structures or hazardous conditions related to vegetation or outdoor storage. Collaborated with planning department to identify, list, and act on illegal units. Maintained running list of those units for future Code Enforcement action.
- Tended to the tragedy at 2110 Palos Verdes Drive North including inspections, enforcing Red-Tagged unit access, attempts to assist in securing the building, manning the City's booth at the Resource Center on Friday, April 5, and advising property owners regarding steps to move forward with demolition and/or reconstruction.

# **Community & Economic Development Department Organization Chart**





## FY 2024/25 & FY 2025/26 Biennial 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.

The Code Enforcement Division ensures compliance with the Municipal Code; enforces property maintenance ordinances; seeks solutions to non-compliance; inspects property locations and investigates land use complaints.

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Proposed 2024/25	Proposed 2025/26
Salaries & Benefits	507,253	624,969	694,734	739,796
Operating & Maintenance	466,086	446,272	131,517	133,843
Capital Outlay	-	-	-	-
Total Expenditures	973,339	1,071,241	826,251	873,639

#### Personnel Allocation

	Authorized 2023/24	Change	Authorized 2024/25
Comm. & ED Director	1.00	-	1.00
Associate Planner	1.00	-	1.00
Code Enforcement Superv	1.00	-	1.00
Code Enforcement Officer	1.00	-	1.00
Assistant Planner	1.00	-	1.00
PT Planning Intern	0.48	-	0.48
Department Total	5.48	-	5.48



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Planning

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-410-5105.000	Regular Salaries	347,944	473,310	518,208	549,708
100-410-5110.000	Part-Time Salaries	62,243	17,360	17,000	17,000
100-410-5115.000	Overtime	2,062	1,020	1,020	1,020
100-410-5205.000	Health Insurance	53,350	82,192	99,694	109,610
100-410-5207.000	Medicare	5,441	7,097	8,043	8,516
100-410-5210.000	Workers' Compensation	9,411	8,687	9,413	9,942
100-410-5217.000	PERS Tier 3 (2% @ 62)	26,324	35,303	40,783	43,427
100-410-5224.000	PERS Tier 3 Unfunded Liability	478	-	573	573
Total Salaries & Benefits		507,253	624,969	694,734	739,796
Contract Services					
100-410-5315.000	Engineers	3,920	15,000	-	-
100-410-5340.000	Professional Services	55,760	72,450	800	800
100-410-5341.000	Property Nuisance Abatement	-	85,640	50,000	50,000
100-410-5345.000	Contractual Services	351,144	220,000	5,200	5,200
Total Contract Services		410,824	393,090	56,000	56,000
Other Expenses					
100-410-5410.000	Advertising	4,652	3,200	5,300	5,300
100-420-5415.000	Communications	2,416	450	2,000	2,000
100-410-5420.000	Mileage Reimbursement	87	100	500	500
100-410-5425.000	Dues and Memberships	1,852	3,000	2,700	2,700
100-410-5430.000	Conferences and Meetings	6,301	5,000	13,250	13,250
100-410-5435.000	Training and Education	398	300	3,300	3,300
100-410-5460.000	Insurance - Liability and Vehicle	35,578	37,432	41,367	43,693
Total Other Expenses		51,284	49,482	68,417	70,743
Supplies					
100-410-5505.000	Office Supplies and Expense	2,024	1,500	3,000	3,000
100-410-5515.000	Uniform Expense	171	100	500	500
Total Supplies		2,195	1,600	3,500	3,500
Other Expenditures					
100-410-5710.000	Equipment Maintenance	116	500	1,000	1,000
100-410-5720.000	Fuel	1,048	1,000	1,500	1,500
100-410-5755.000	Special Department Supplies	619	600	1,100	1,100
Total Other Expenditures		1,783	2,100	3,600	3,600
<b>Total Planning - General Fund</b>		<b>973,339</b>	<b>1,071,241</b>	<b>826,251</b>	<b>873,639</b>





## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita Planning***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for part-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5340</b>	DataTree, property information services.
<b>5341</b>	Nuisance abatement.
<b>5345</b>	Environmental review, special planning studies as needed. Engineering services. Hearing officer. Data Ticket, Code enforcement citation collections. Los Angeles County Contract Services (Building and safety, subdivision map processing). Planning services provided by consultants including GIS
<b>5410</b>	Newspaper ads for public hearings for planning matters.
<b>5415</b>	Communications expense.
<b>5420</b>	Mileage reimbursement for inspections and local off-site meetings.
<b>5425</b>	American Planning Association memberships, AICP memberships, CACEO memberships.
<b>5430</b>	League of California Cities Planners Institute, American Planning Association Conferences and expense associated with South Bay Planning Director's Meetings.
<b>5435</b>	Employee training.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Office supplies.
<b>5515</b>	Uniform expense.
<b>5710</b>	Equipment maintenace.
<b>5720</b>	Vehicle fuel costs.
<b>5755</b>	Special department expense.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	151,064	110,570	26,725	26,750
Capital Outlay	-	-	-	-
Total Expenditures	151,064	110,570	26,725	26,750



# **FY 2024/25 & FY 2025/26 Biennial Budget** **City of Lomita** ***Economic Development***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>100-General Fund</b>					
Other Expenses					
100-430-5410.000	Advertising	-	7,500	500	500
100-430-5416.000	Economic Develop. Incentive Prog.	148,564	95,070	20,000	20,000
100-430-5425.000	Dues and Memberships	2,500	4,000	1,125	1,150
100-430-5430.000	Conferences and Meetings	-	4,000	5,100	5,100
Total Other Expenses		151,064	110,570	26,725	26,750
<b>Total Economic Development - General Fund</b>		<b>151,064</b>	<b>110,570</b>	<b>26,725</b>	<b>26,750</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***Economic Development***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5410</b>	Advertising.
<b>5416</b>	Business and Economic Development Program.
<b>5425</b>	Economic development association, ICSC, Cal. Redev. Assoc., CALED and Tools for Business Success website.
<b>5430</b>	Economic development conferences including CALED and ICSC.



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# **CITY OF LOMITA**

## **FY 2022-2023 & 2023-2024 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 2022-2023 and 2023-24:

#### **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), management of the City's geographical information system (GIS), and all water utility reporting.

- Completed the reconstruction of streets in city zones C and F.
- Continued 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.
- Completed the design and began construction of the 247<sup>th</sup> Area Water Main Replacement Project.
- Began the design of the Narbonne Avenue Water Replacement and Street Rehabilitation Project.
- Completed a feasibility study for a New Groundwater Well.
- Completed the design for the reconstruction of streets in city zone G.
- Began the design for Water Main Replacements in Zone G, including Walnut St (253<sup>rd</sup> to Lomita Blvd., 247<sup>th</sup> Place, and Ebony Lane).
- Completed design and installation of an emergency generator at Appian Way Pump Station.
- Completed the design of a new roof at Appian Way Pump Station.
- Began the design for restroom upgrades and roof replacement for the Stephenson Center.

- Began the design for roof replacements of the Tom Rico Center Gymnasium and the Railroad Museum.
- Began the design for the Downtown Lomita Multi-Benefit Stormwater Project.
- Completed the Sewer Master Plan study.
- Completed the 2024 Pavement Management System Update.
- Initiated the Citywide School Loading Zone Study to address traffic and safety during drop-off and pick up times around schools.
- Completed a Traffic Calming Evaluation and Toolkit.
- Reviewed and approved water and other utility plans for development projects. Reviewed and approved 170 encroachment permits.
- Conducted regular Technical Traffic Advisory Committee (TTAC) meetings and staffed the Public Safety and Traffic Commission. The TTAC received and evaluated 46 traffic-related concerns.
- Coordinated acquisition of GIS licensing and creation of an on-line GIS portal for future online public access. Staff continued to update existing maps and create new City data maps.
- 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 reports to Los Angeles Regional Water Quality Control Board. In 2023, a new Watershed Management mid-year report was required and submitted.
- Prepared the 2022 and 2023 Consumer Confidence Reports, distributed them to all water customers via electronic methods, and submitted them to the State.
- Completed the City's 2021 and 2022 annual Water Loss Audits, pursuant to SB 555.
- Completed the 2022 and 2023 Electronic Annual Reports (eARS) for the water system, in conjunction with the City's first Annual Inventory Report, as required by the State.
- Prepared and submitted the City's first Annual Water Use Report in 2023, pursuant to SB 606 and AB 1668 requiring urban water suppliers to report on progress towards meeting urban water use objectives.
- Prepared and submitted the 2023 and 2024 Annual Water Shortage and Drought Assessment to the State



- Submitted all monthly spill reports. During the two-year period, there were two private lateral spills reported to the State. A revised Sewer System Management Plan (SSMP) was submitted in accordance with requirements for the State Waste Discharge Requirement Order WQ 2022-0103-DWQ. The newly required Annual Report was prepared and submitted in 2024.
- The Public Works Team worked on five grant/funding applications, and three were awarded.
- Completed two Annual reports for Citywide fleet vehicles and smog inspections to the Bureau of Automotive Repairs.
- In 2023, completed reporting of emissions for the emergency generator located at Cypress Water Production Facility.

### **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 588 times; trimmed hedges 634 times; fertilized turf 133 times.
- Repaired sprinklers/irrigation components 541 times.
- Conducted 280 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 1,232 street signs and/or posts.
- Cleaned 1,706 incidents of graffiti.
- Performed 3,128 repairs to damaged sidewalks, curbs, and gutters.
- Cleaned the City's approximately 1,094 storm drain catch basins.
- Fixed approximately 1,516 potholes on various streets throughout the City.

## **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.

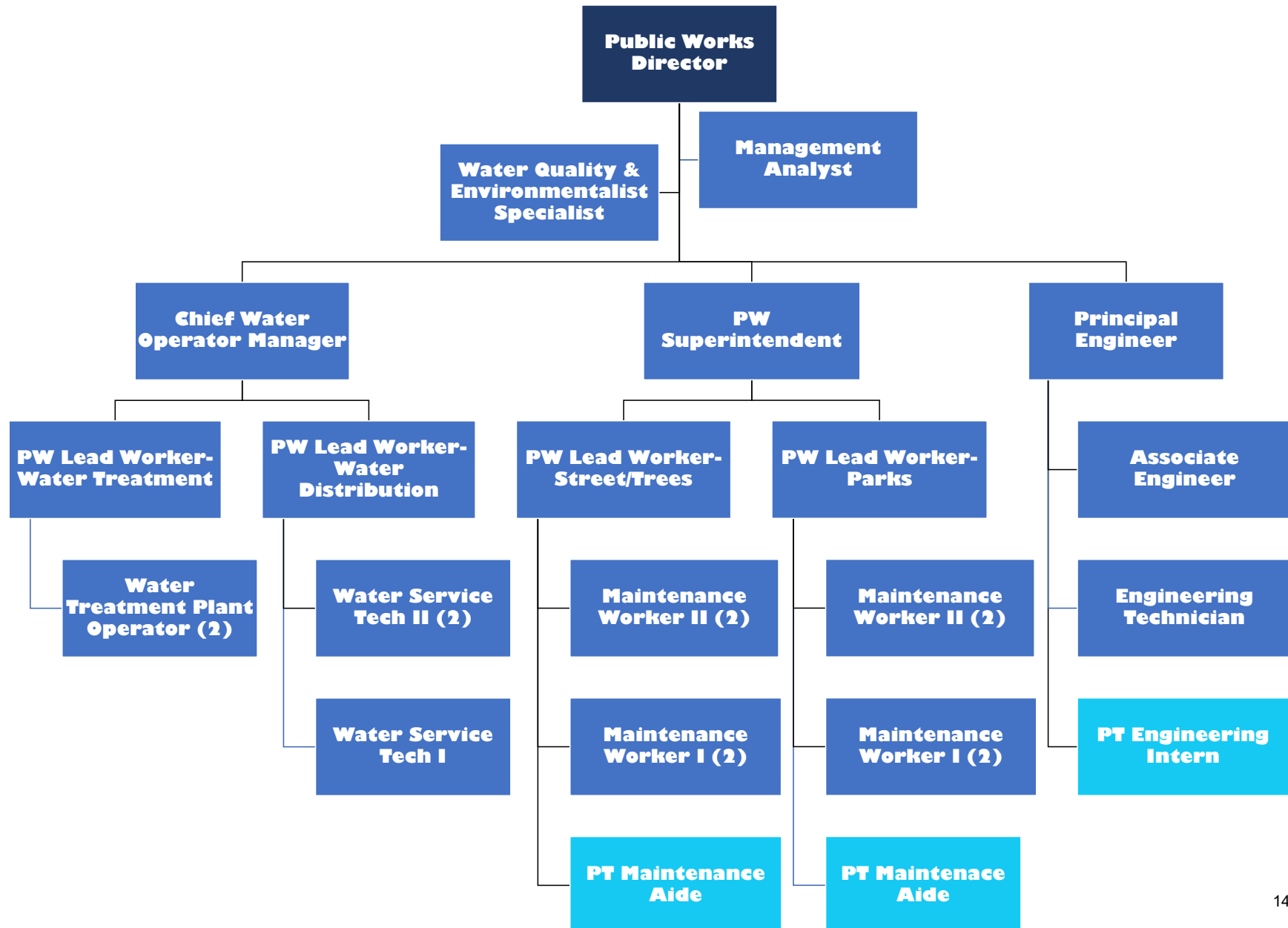
- Removed 43 dead trees and stumps, planted 25 replacement trees, and trimmed 754 trees with City forces.
- Oversaw tree trimming contractor for trimming trees along City parkways and planting replacement trees.

## **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 74 water main break and service leak repairs, and 96 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 1,364 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.
- Water system customers completed 100% of required backflow testing for 2022 and 2023.
- Performed approximately 6,489 water quality samples and submitted comprehensive water quality reports to the State every month.
- Prepared and submitted monthly drought and conservation water reports in compliance with new reporting requirements from the State.

# Public Works Department Organization Chart





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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Public Works Administration

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

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	223,098	421,206	409,564	422,067
Operating & Maintenance	87,813	434,170	471,656	343,828
Capital Outlay	-	-	-	-
Total Expenditures	310,911	855,376	881,220	765,895

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Public Works Director	0.25	-	0.25
Principal Engineer	0.45	-	0.45
Management Analyst	0.75	-	0.75
Administrative Analyst	0.50	(0.50)	-
Associate Engineer	0.45	-	0.45
Engineering Technician	0.45	-	0.45
PT Engineering Intern	0.48	-	0.48
Department Total	3.33	(0.50)	2.83



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Public Works Administration

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-605-5105.000	Regular Salaries	167,862	298,638	282,121	287,914
100-605-5110.000	Part-Time Salaries	12,837	16,540	17,000	17,000
100-605-5205.000	Health Insurance	21,127	51,906	58,107	64,525
100-605-5207.000	Medicare	2,557	3,542	4,487	4,574
100-605-5210.000	Workers' Compensation	4,735	5,911	5,251	5,340
100-605-5215.000	PERS Tier 1 (2.5% @ 55)	-	10,609	10,662	10,639
100-605-5216.000	PERS Tier 2 (2% @ 60)	3,728	4,676	5,033	5,159
100-605-5217.000	PERS Tier 3 (2% @ 62)	9,620	13,585	12,362	12,789
100-605-5222.000	PERS Tier 1 Unfunded Liability	-	15,799	13,611	13,225
100-605-5223.000	PERS Tier 2 Unfunded Liability	393	-	604	586
100-605-5224.000	PERS Tier 3 Unfunded Liability	239	-	326	316
Total Salaries & Benefits		223,098	421,206	409,564	422,067
Contract Services					
100-605-5340.000	Professional Services	-	335,000	366,000	226,800
100-605-5345.000	Contractual Services	62,899	70,000	65,450	81,780
Total Contract Services		62,899	405,000	431,450	308,580
Other Expenses					
100-605-5420.000	Mileage Reimbursement	172	500	750	750
100-605-5425.000	Dues and Membership	20	-	1,405	1,406
100-605-5430.000	Conferences and Meetings	-	2,000	7,925	7,925
100-605-5460.000	Insurance - Liability and Vehicle	17,903	25,470	23,076	23,467
Total Other Expenses		18,095	27,970	33,156	33,548
Supplies					
100-605-5505.000	Office Supplies and Expense	847	1,200	7,050	1,700
Total Supplies		847	1,200	7,050	1,700
City Council Expense					
100-605-5799.000	Inventory Adjustment	5,972	-	-	-
Total City Council Expense		5,972	-	-	-
<b>Total Public Works Administration - General Fund</b>		<b>310,911</b>	<b>855,376</b>	<b>881,220</b>	<b>765,895</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
**City of Lomita**  
**Public Works Administration**

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for part-time personnel.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

**Budget Comment (Operations & Maintenance)**

<b>5340</b>	Costs for NPDES Inspections
<b>5345</b>	Costs for Traffic Advisor services, Engineering and Traffic Surveys, and Industrial Waste Inspection Fees.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	Dues and memberships.
<b>5430</b>	Travel and conference expense.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability and vehicle insurance.
<b>5505</b>	Office supplies.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	447,906	528,462	557,865	591,374
Operating & Maintenance	269,708	356,153	397,588	328,977
Capital Outlay	-	-	-	-
Total Expenditures	717,614	884,615	955,453	920,351

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
PW Superintendent - Streets/Trees/Park Maintenance	0.75	-	0.75
PW Lead Worker Streets & Trees	0.80	-	0.80
Maintenance Worker II	1.80	-	1.80
Maintenance Worker I	1.60	-	1.60
PT Maintenance Aide	0.96	-	0.96
Department Total	5.91	-	5.91



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Street Maintenance

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-610-5105.000	Regular Salaries	187,378	216,617	226,125	239,877
100-610-5205.000	Health Insurance	35,313	49,906	57,081	64,299
100-610-5207.000	Medicare	2,702	3,249	3,392	3,598
100-610-5210.000	Workers' Compensation	4,258	4,732	3,960	4,192
100-610-5216.000	PERS Tier 2 (2% @ 60)	7,032	8,566	9,220	9,924
100-610-5217.000	PERS Tier 3 (2% @ 62)	5,341	9,916	10,647	11,264
100-610-5223.000	PERS Tier 2 Unfunded Liability	380	-	475	479
100-610-5224.000	PERS Tier 3 Unfunded Liability	231	-	257	259
Total Salaries & Benefits		242,635	292,986	311,157	333,892
Other Expenses					
100-610-5430.000	Conferences and Meetings	-	2,200	-	-
100-610-5460.000	Insurance - Liability and Vehicle	16,098	17,176	17,405	18,421
Total Other Expenses		16,098	19,376	17,405	18,421
<b>Total Street &amp; Park Maintenance - General Fund</b>		<b>258,733</b>	<b>312,362</b>	<b>328,562</b>	<b>352,313</b>
<b>205-Gas Tax</b>					
Salaries & Benefits					
205-610-5105.000	Regular Salaries	119,521	122,526	128,334	133,638
205-610-5110.000	Part-Time Salaries	21,392	34,800	34,800	34,800
205-610-5115.000	Overtime	9,313	15,000	15,000	15,000
205-610-5116.000	Stand By	13,037	13,100	13,100	13,100
205-610-5205.000	Health Insurance	27,417	34,087	38,944	43,797
205-610-5207.000	Medicare	2,137	2,781	2,869	2,948
205-610-5210.000	Workers' Compensation	3,245	3,554	3,357	3,442
205-610-5217.000	PERS Tier 3 (2% @ 62)	9,040	9,410	10,100	10,557
205-610-5224.000	PERS Tier 3 Unfunded Liability	169	218	204	200
Total Salaries & Benefits		205,271	235,476	246,708	257,482



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Street Maintenance**

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
Contract Services					
205-610-5335.000	Maintenance & License Agreements	44,084	30,000	78,000	78,000
205-610-5340.000	Professional Services	3,195	10,000	10,000	10,000
205-610-5346.000	Street Sweeping Contract	84,204	81,913	120,000	-
205-610-5347.000	Pavement - Catch Basin	-	1,000	1,000	1,000
Total Contract Services		131,483	122,913	209,000	89,000
Other Expenses					
205-610-5405.000	Utilities	25,864	25,000	27,000	27,000
205-610-5415.000	Communications	1,101	600	1,000	1,000
205-610-5420.000	Mileage Reimbursement	-	150	300	300
205-610-5435.000	Training and Education	485	1,000	5,500	5,500
205-610-5460.000	Insurance - Liability and Vehicle	12,267	14,984	14,753	15,126
Total Other Expenses		39,717	41,734	48,553	48,926
Supplies					
205-610-5505.000	Office Supplies and Expense	366	750	750	750
205-610-5510.000	Small Tools	819	1,200	1,200	1,200
205-610-5515.000	Uniform Expense	3,695	4,500	4,500	4,500
205-610-5525.000	Equipment Under \$5k	-	5,000	5,000	5,000
Total Supplies		4,880	11,450	11,450	11,450
Rental					
205-610-5605.000	Rents and Leases	4,100	5,000	5,000	5,000
Total Rentals		4,100	5,000	5,000	5,000
Repairs & Maintenance					
205-610-5705.000	General Maintenance	25,803	50,000	50,000	50,000
205-610-5710.000	Equipment Maintenance	19,480	15,000	15,000	15,000
205-610-5720.000	Fuel	18,467	10,000	10,500	10,500
Total Repairs & Maintenance		63,750	75,000	75,500	75,500
<b>Total Street Maintenance - Gas Tax Fund</b>		<b>449,201</b>	<b>491,573</b>	<b>596,211</b>	<b>487,358</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget** **City of Lomita** **Street Maintenance**

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>207-Measure R Local Return</b>					
Contract Services					
207-610-5345.000	Contractual Services	5,680	5,680	5,680	5,680
Total Contract Services		5,680	5,680	5,680	5,680
Repairs & Maintenance					
207-610-5705.000	General Maintenance	-	10,000	-	10,000
207-610-5706.000	Street Repairs	-	40,000	-	40,000
Total Repairs & Maintenance		-	50,000	-	50,000
<b>Total Street Maintenance - Measure R Local Return Fund</b>		<b>5,680</b>	<b>55,680</b>	<b>5,680</b>	<b>55,680</b>
<b>311-Street Improvement</b>					
Repairs & Maintenance					
311-610-5706.000	Street Repairs	4,000	25,000	25,000	25,000
Total Repairs & Maintenance		4,000	25,000	25,000	25,000
<b>Total Street Maintenance - Streets Improvement Fund</b>		<b>4,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Street Maintenance - General Fund, Gas Tax, Measure R, Street Improvement Funds</b>		<b>717,614</b>	<b>884,615</b>	<b>955,453</b>	<b>920,351</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Street Maintenance**

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

<b>Budget Comment (Operations &amp; Maintenance)</b>	
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 street repair.
5710	Equipment repair and maintenance including heavy equipment.
5720	Vehicle fuel costs.



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# FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	364,434	431,346	445,160	473,757
Operating & Maintenance	238,424	220,161	243,788	245,010
Capital Outlay	-	-	-	-
Total Expenditures	602,858	651,507	688,948	718,767

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
PW Lead Worker Park Maintenance	0.85	-	0.85
Maintenance Worker II	1.70	-	1.70
Maintenance Worker I	1.85	-	1.85
PT Maintenance Aide	0.48	-	0.48
Department Total	4.88	-	4.88



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Park Maintenance

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-740-5105.000	Regular Salaries	219,900	261,557	268,951	285,574
100-740-5110.000	Part-Time Salaries	13,044	17,400	17,400	17,400
100-740-5115.000	Overtime	4,850	8,000	8,000	8,000
100-740-5116.000	Stand By	13,037	13,100	13,100	13,100
100-740-5205.000	Health Insurance	61,884	75,601	85,186	94,893
100-740-5207.000	Medicare	3,284	4,801	4,625	4,875
100-740-5210.000	Workers' Compensation	6,418	5,491	5,413	5,691
100-740-5215.000	PERS Tier 1 (2.5% @ 55)	6,983	9,104	9,799	10,473
100-740-5216.000	PERS Tier 2 (2% @ 60)	8,933	9,856	4,979	5,103
100-740-5217.000	PERS Tier 3 (2% @ 62)	6,804	10,795	11,848	12,740
100-740-5222.000	PERS Tier 1 Unfunded Liability	18,382	15,641	14,844	14,892
100-740-5223.000	PERS Tier 2 Unfunded Liability	569	-	659	660
100-740-5224.000	PERS Tier 3 Unfunded Liability	346	-	356	356
Total Salaries & Benefits		364,434	431,346	445,160	473,757
Contract Services					
100-740-5345.000	Contractual Services	39,690	15,000	15,000	15,000
100-740-5350.000	Tree Trimming Contract	34,384	50,000	50,000	50,000
Total Contract Services		74,074	65,000	65,000	65,000
Other Expenses					
100-740-5405.000	Utilities	41,983	30,000	42,000	42,000
100-740-5415.000	Communications	858	600	1,000	1,000
100-740-5420.000	Mileage Reimbursement	64	500	500	500
100-740-5425.000	Dues and Memberships	180	800	800	800
100-740-5430.000	Conferences and Meetings	-	3,700	500	500
100-740-5435.000	Training and Education	3,439	3,000	4,200	4,200
100-740-5460.000	Insurance - Liability and Vehicle	24,264	23,661	23,788	25,010
Total Other Expenses		70,788	62,261	72,788	74,010
Supplies					
100-740-5505.000	Office Supplies and Expense	883	900	800	800
100-740-5510.000	Small Tools	3,630	2,000	4,200	4,200
100-740-5515.000	Uniform Expense	8,525	8,000	10,000	10,000
Total Supplies		13,038	10,900	15,000	15,000





## FY 2024/25 & FY 2025/26 Biennial Budget

### *City of Lomita*

### *Park Maintenance*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Rentals					
100-740-5605.000	Rents and Leases	25	-	-	-
Total Rentals		25	-	-	-
Repairs & Maintenance					
100-740-5705.000	General Maintenance	52,619	50,000	60,000	60,000
100-740-5710.000	Equipment Maintenance	13,791	17,000	17,000	17,000
100-740-5720.000	Fuel	14,089	15,000	14,000	14,000
Total Repairs & Maintenance		80,499	82,000	91,000	91,000
<b>Total Building &amp; Park Maintenance - General Fund</b>		<b>602,858</b>	<b>651,507</b>	<b>688,948</b>	<b>718,767</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Park Maintenance***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for part-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5116</b>	Stand By pay.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5216</b>	Retirement benefit costs for PERS Tier 2 employees (2% @ 60).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5223</b>	Unfunded Accrued Liability costs for Tier 2 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.

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

<b>5345</b>	Landscape Maintenance for numerous areas throughout the city.
<b>5350</b>	Tree Trimming Contract
<b>5405</b>	Southern California Edison and Gas Company.
<b>5415</b>	Communications expense.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	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.
<b>5430</b>	Travel and conference expense.
<b>5435</b>	Pesticide training classes for maintenance staff. Various NRPA, CPRS, JPIA, and other related trainings.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Office supplies.
<b>5510</b>	Purchase of small tools.
<b>5515</b>	Uniform and safety clothing including safety boots.
<b>5525</b>	Landscaping and facility maintenance equipment.
<b>5605</b>	Miscellaneous equipment rentals and yearly Metro Park Lease.
<b>5705</b>	General maintenance supplies and services to maintain and repair all City park softscapes: trees, irrigation, landscaping as well as concrete pathways.
<b>5710</b>	Repairs to small equipment such as lawn mowers, riding mowers, landscaping equipment, custodial equipment, minor vehicle repairs, tires, etc.
<b>5720</b>	Vehicle fuel costs.
<b>5755</b>	Special department expense.



## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	55,187	75,999	91,999	91,999
Capital Outlay	-	-	-	-
Total Expenditures	55,187	75,999	91,999	91,999



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### ***Tree Maintenance***

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>205-Gas Tax</b>					
Contract Services					
205-620-5350.000	Tree Trimming Contract	48,536	55,414	70,414	70,414
Total Contract Services		48,536	55,414	70,414	70,414
Supplies					
205-620-5505.000	Office Supplies and Expense	162	250	250	250
205-620-5510.000	Small Tools	93	500	500	500
205-620-5515.000	Uniform Expense	472	1,500	1,500	1,500
205-620-5525.000	Equipment Under \$5k	-	1,335	1,335	1,335
Total Supplies		727	3,585	3,585	3,585
Repairs & Maintenance					
205-620-5705.000	General Maintenance	4,951	5,000	5,000	5,000
205-620-5710.000	Equipment Maintenance	230	6,000	6,000	6,000
Total Repairs & Maintenance		5,181	11,000	11,000	11,000
Other Expenditures					
205-620-5752.000	Tree Planting	743	6,000	7,000	7,000
Total Other Expenditures		743	6,000	7,000	7,000
<b>Total Tree Maintenance - Gas Tax Fund</b>		<b>55,187</b>	<b>75,999</b>	<b>91,999</b>	<b>91,999</b>



# **FY 2024/25 & FY 2025/26 Biennial Budget**

## ***City of Lomita***

### ***Tree Maintenance***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5350</b>	Tree trimming contract.
<b>5505</b>	Office supplies.
<b>5510</b>	Replacement tools and supplies.
<b>5515</b>	Safety shoes, gloves, clothing, rain gear, and other personal protective equipment.
<b>5525</b>	Equipment and supplies.
<b>5705</b>	Dump fees for tree trimming/removals, tree-related concrete and asphalt repairs
<b>5710</b>	Equipment maintenance.
<b>5720</b>	Vehicle fuel costs for City vehicles and equipment.
<b>5752</b>	Tree planting.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	131,938	162,000	99,500	99,500
Capital Outlay	-	-	-	-
Total Expenditures	131,938	162,000	99,500	99,500



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### ***Safe Clean Water Program***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>211 - Measure W Safe Clean Water Program</b>					
Contract Services					
211-347-5340.000	Professional Services	27,931	55,000	9,500	9,500
211-347-5771.000	Infrastructure Projects Planning	1,403	10,000	-	-
211-347-5773.000	EWMP/CIMP Imp - SBCCOG	99,076	85,000	90,000	90,000
211-347-5775.000	Catch Basins	3,528	12,000	-	-
Total Contract Services		131,938	162,000	99,500	99,500
<b>Total Measure W Safe Clean Water Program</b>		<b>131,938</b>	<b>162,000</b>	<b>99,500</b>	<b>99,500</b>





**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Safe Clean Water Program***

Object No.	Budget Comment (Operations & Maintenance)
5340	Professional services.
5773	City's share of the Coordinated Integrated Monitoring Program (CIMP) implementation costs for the Dominguez Channel Watershed Management Area.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	6,212	11,738	16,500	16,500
Capital Outlay	-	-	-	-
Total Expenditures	6,212	11,738	16,500	16,500



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Landscape Maintenance District #1***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>245-Landscape Maintenance District #1</b>					
Contract Services					
245-720-5345.000	Contractual Services	-	3,000	2,500	2,500
Total Contract Services		-	3,000	2,500	2,500
Other Expenses					
245-720-5405.000	Utilities	5,520	7,738	13,000	13,000
Total Other Expenses		5,520	7,738	13,000	13,000
Other Expenditures					
245-720-5755.000	Special Department Supplies	692	1,000	1,000	1,000
Total Other Expenditures		692	1,000	1,000	1,000
<b>Total Landscape Maintenance District #1 Fund</b>		<b>6,212</b>	<b>11,738</b>	<b>16,500</b>	<b>16,500</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Landscape Maintenance District #1***

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



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	1,226,131	1,556,691	1,707,266	1,887,885
Operating & Maintenance	3,412,520	3,916,512	4,355,691	4,516,603
Transfers to Other Funds	700,000	700,000	700,000	700,000
Total Expenditures	5,338,651	6,173,203	6,762,957	7,104,488

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Public Works Director	0.75	-	0.75
Principal Engineer	0.55	-	0.55
Associate Engineer	0.55	-	0.55
Engineering Technician	0.55	-	0.55
Administrative Analyst	0.50	(0.50)	-
Water Quality & Cons Spec	-	1.00	1.00
Management Analyst	0.25	-	0.25
Chief Water Operator Manager	1.00	-	1.00
Lead Worker Water Distribution	1.00	-	1.00
Lead Worker Water Treatment	1.00	-	1.00
Water Treatment Plant Operator	2.00	-	2.00
Water Service Technician II	2.00	-	2.00
Water Service Technician I	1.00	-	1.00
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 II	0.50	-	0.50
Maintenance Worker I	0.55	-	0.55
Department Total	12.80	0.50	13.30



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Water Maintenance

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>510-Water Operations</b>					
Salaries & Benefits					
510-630-5105.000	Salaries	844,625	1,086,859	1,193,538	1,307,675
510-630-5115.000	Salaries Overtime	24,342	20,000	20,000	20,000
510-630-5116.000	Salaries Stand By	13,037	13,100	13,100	13,100
510-630-5125.000	Compensated Absences	29,164	-	-	-
510-630-5205.000	Health Insurance	143,805	229,103	268,850	319,695
510-630-5207.000	Medicare	12,007	16,799	18,400	20,112
510-630-5210.000	Workers' Compensation	21,508	20,759	21,378	23,265
510-630-5215.000	PERS Tier 1 (2.5% @ 55)	16,121	24,053	24,667	25,127
510-630-5216.000	PERS Tier 2 (2% @ 60)	25,891	30,331	38,832	39,955
510-630-5217.000	PERS Tier 3 (2% @ 62)	31,569	46,270	47,841	55,720
510-630-5222.000	PERS Tier 1 Unfunded Liability	61,023	65,877	56,778	59,198
510-630-5223.000	PERS Tier 2 Unfunded Liability	1,890	2,147	2,521	2,622
510-630-5224.000	PERS Tier 3 Unfunded Liability	1,149	1,393	1,361	1,416
Total Salaries & Benefits		1,226,131	1,556,691	1,707,266	1,887,885
Contract Services					
510-630-5335.000	Maintenance & License Agreements	(659)	7,000	7,000	7,000
510-630-5336.000	Permit & Assessment Fees	31,272	78,000	78,000	228,000
510-630-5338.000	Underground Service Alert	1,090	1,500	1,500	1,500
510-630-5339.000	Water Quality - Clinical Lab	20,235	38,520	30,000	38,520
510-630-5340.000	Professional Services	40,801	99,000	129,000	159,000
510-630-5340.345	Conservation Education	-	5,000	5,000	5,000
510-630-5341.000	Professional Services, Reservoir	-	25,000	25,000	25,000
510-630-5345.000	Contractual Services	3,609	29,000	29,000	29,000
Total Contract Services		96,348	283,020	304,500	493,020
Other Expenses					
510-630-5405.000	Utilities	2,457	10,000	10,000	10,000
510-630-5410.000	Advertising	-	800	800	800
510-630-5411.000	Customer Notifications	3,175	8,000	8,000	8,000
510-630-5415.000	Communications	3,638	5,000	5,000	5,000
510-630-5420.000	Mileage Reimbursement	-	1,000	500	500
510-630-5425.000	Dues and Memberships	120	2,000	2,500	2,500
510-630-5435.000	Training and Education	2,432	3,000	5,000	5,000
510-630-5440.000	Water Purchases - MWD	2,936,699	2,452,192	3,121,000	3,057,000
510-630-5441.000	Water Purchase - WRD	4,191	305,000	4,400	4,500
510-630-5442.000	Utilities - CWPf	5,743	99,000	65,000	93,000
510-630-5443.000	Water Prod Supply, Reservoir	6,173	324,546	324,546	324,546
510-630-5460.000	Insurance (Liability/Vehicle)	81,314	89,454	93,945	102,237
Total Other Expenses		3,045,942	3,299,992	3,640,691	3,613,083





# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Water Maintenance

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
Supplies					
510-630-5505.000	Office Expense	1,409	3,500	3,500	3,500
510-630-5510.000	Small Tools	1,550	4,000	4,000	4,000
510-630-5515.000	Uniform Expense	4,161	6,000	6,000	6,000
510-630-5525.000	Equipment Under \$5k	8,610	20,000	20,000	20,000
Total Supplies		15,730	33,500	33,500	33,500
Rentals					
510-630-5605.000	Rents & Leases	90,017	100,000	100,000	100,000
Total Rentals		90,017	100,000	100,000	100,000
Repairs & Maintenance					
510-630-5704.000	Meter Replacement	-	22,000	22,000	22,000
510-630-5705.000	General Maintenance	134,895	105,000	180,000	180,000
510-630-5709.000	Equipment Maintenance, Reservoir	4,067	17,000	17,000	17,000
510-630-5710.000	Equipment Maintenance	11,345	22,000	22,000	22,000
510-630-5719.000	Generator, Resv Fuel	-	-	-	-
510-630-5720.000	Fuel	12,469	9,000	11,000	11,000
Total Repairs & Maintenance		162,776	175,000	252,000	252,000
Other Expenditures					
510-630-5755.000	Special Dept. Supplies & Expense	1,707	25,000	25,000	25,000
Total Other Expenditures		1,707	25,000	25,000	25,000
Transfers to Other Funds					
510-990-5993.000	Transfer to Water Capital	700,000	700,000	700,000	700,000
Total Transfers to Other Funds		700,000	700,000	700,000	700,000
<b>Total Water Maintenance</b>		<b>5,338,651</b>	<b>6,173,203</b>	<b>6,762,957</b>	<b>7,104,488</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Water Maintenance**

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
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.



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Water Maintenance***

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

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



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# **CITY OF LOMITA**

## **FY 2023-2024 ACCOMPLISHMENTS**

### **RECREATION 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 2023-2024.

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

- All staff assisted in preparing and running the 2023 Founder's Day event.
- Installed new partitions in the women's restrooms on the 1<sup>st</sup> and 2<sup>nd</sup> floor of City Hall. This replaces the original partition of the 70's (we will begin replacing the men's restrooms next month).
- Installed new partitions in the men's restrooms on the 1<sup>st</sup> and 2<sup>nd</sup> floors at City Hall. This replaces the original partition of the 70's.
- Replaced the countertop, sinks and faucets in the women's restroom at City Hall 1<sup>st</sup> floor.
- Purchased and installed various new office furniture for the following offices at City Hall. The Human Resources Analyst, Management Assistant and Public Works offices upstairs.
- Installed additional security cameras on the Stephenson Center at Lomita Park.
- Installed 50amp 240volt outlet for charger electric vehicles in the large bay at the City Yard.
- Troubleshooting the interior wall behind the stage in the Marc Fosnaugh Gymnasium to repair and paint.
- The exterior in ground door closures to the two glass doors to the Historic Room at City Hall were replaced.
- Installed the newest version of Atrium software for door access cards throughout city facilities.
- Replaced the interior metal door and all hardware to the door between the Recreation Office and large room, on the 1<sup>st</sup> floor of the Stephenson Center at Lomita Park.
- The HVAC units at Lomita Park were evaluated (pictures. Age. condition) and fully serviced.
  - Top Rico Center (2)
  - Stephenson Center (2)
  - City Yard (1)
- The Historical Room at City Hall had a few modifications and upgrades.

- Installed (3) additional electrical outlets.
- Installed (3) additional ethernet connections.
- Drywall and painting

### **Recreation & Leisure Programming:**

- The Recreation Department conducted its five traditional youth sport leagues: flag football, volleyball, basketball, soccer, and baseball. Participants ranged in age from four to fourteen years old. Youth basketball and soccer brought in the most participants since the pandemic.
- Adult basketball was held on Monday, Wednesday, and Thursday evenings. With staff working on bringing back the adult men and women's soccer leagues. We are also looking to start an adult open gym volleyball program in the Fall on Tuesday nights.
- Staff enlisted contract instructors to offer several different cultural and leisure classes. Courses focused on martial arts, tennis, soccer training, gymnastics, adult fitness, art class, senior fitness, cardio salsa dance, and dog obedience training.
- Country line dancing class has quickly become a Lomita favorite with 3 course offerings.
- Lomita Park offered Lego Camp, Tennis Camp, Brit West Soccer Camp, and the famous Lomita Park Basketball Camp in the Summer.
- Lomita Summer Teen Program returned in 2023, since the pandemic for ages 11 – 14 years old. Activities included Tuesday night themed teen nights that took place in the Lomita Park Gymnasium from 6pm – 9pm. Numerous summer excursions also took place such as the Dodgers game, Dave N Busters, Knott's Soak City, and Planet Escape.

### **Lomita Presents:**

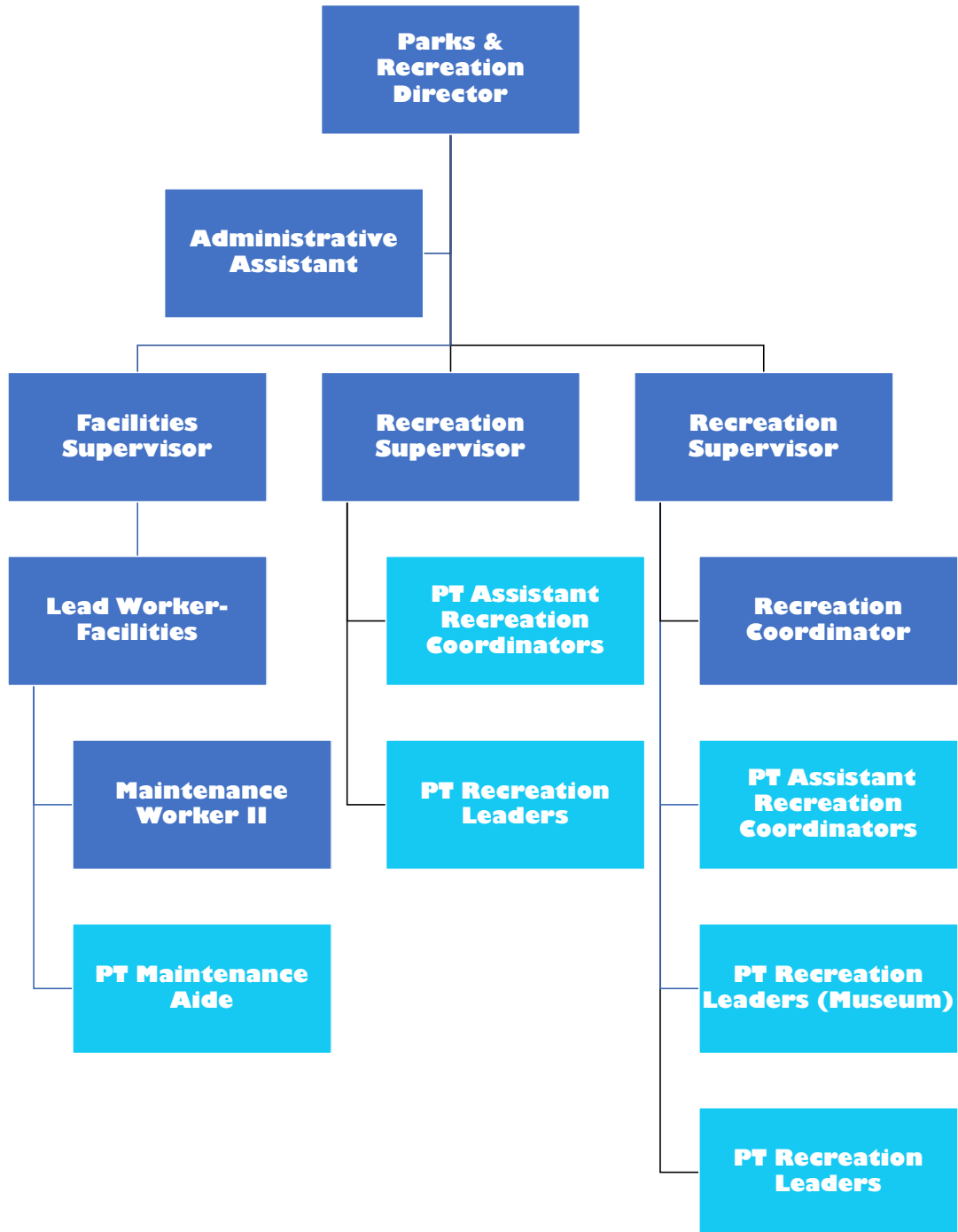
- Several family-based community events were held throughout the city:
  - The annual Eggstravaganza returned to Lomita Park, for ages 2 & under to 12 years old with themed crafts and over 8,000 eggs.
  - 'Movies Under the Stars' returned to the front lawn of city hall. Movies featured in the Summer were:
    - Minions: The Rise of Gru.
    - Puss in boots: The Last Wish.
  - National Nights out was held Aug 1st on the City Hall Front Lawn, for residents to meet and interact with other residents, Lomita Sheriff's Department, and various vendors providing resources to residents.

- The annual Halloween festival was held Lomita Park with local Lomita vendors, the Fantastic Cafe food truck, a DJ, carnival games, a costume parade, and lots of candy to go around.
- The Annual City of Lomita Founders Day was held on June 24<sup>th</sup> – 25<sup>th</sup> in downtown Lomita. Narbonne Ave was closed between 241<sup>st</sup> and Lomita Blvd for the weekend festivities. Food trucks, live music, vendors, carnival rides, a petting zoo, and carnival games lined the streets for residents. The annual Saturday night firework show was once again launched from the Lomita Park softball field. Guests could watch the show from Downtown Lomita, Lomita Park, or the comfort of their own home. Cinewav and Fireworks American joined forces to help us provide choreographed music to the firework show for those watching from home.
- The Annual Tree Lighting was held on December 1<sup>st</sup>. This year various Lomita vendors, musical performances from our local schools, food trucks, and crafts for the youth provided by the Lomita Railroad Foundation. Santa also visited and was escorted by the Lomita Sheriff's station. This year's snowbank for families to sled and play in the snow was donated by The Harbor Church.

### **Railroad Museum:**

- The Lomita Railroad Museum admission is FREE but happily accepts donations. These donations go to the Lomita Railroad Foundation.
- The Lomita Railroad staff assisted the Lomita Railroad Foundation during their annual special events that consist of:
  - Afternoon Tea on April 30<sup>th</sup> at the Lomita Kiwanis Hall
  - Community Day, September 30<sup>th</sup> on the Irene Lewis.
  - Santa Event, December 10<sup>th</sup> at the Railroad Museum.
- Railroad Museum guided tours to local school groups and groups continue to grow with popularity.
- Lomita Railroad Museum's part time Recreation Coordinator and staff created the 1<sup>st</sup> annual A Night at the Museum which was held June 2<sup>nd</sup>. The evening took guests back in time during 1900-1950. Guests were encouraged to dress up and enjoy historical vehicles, live music, and demonstrations of equipment.
- With the assistance of Lomita Railroad staff, the Lomita Railroad Foundation has established the return of the summer speaker series.
- Museum staff created a new exhibit for museum guests to enjoy. The display is decided to the Pacific Electric Red Cars.

# Recreation Department Organization Chart







## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Recreation Services

The Lomita Recreation Division provides citizens leisure and recreational services. Assesses the needs of the residents of Lomita to ensure that they are adequately receiving the recreation they need. 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	589,331	585,263	870,653	914,357
Operating & Maintenance	200,367	226,344	238,968	247,689
Capital Outlay	-	-	-	-
Total Expenditures	789,698	811,607	1,109,621	1,162,046

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Parks & Rec Director	1.00	-	1.00
Recreation Supervisor	1.90	-	1.90
Recreation Coordinator	0.90	-	0.90
Administrative Assistant	1.00	-	1.00
PT Assistant Rec. Coord. & Recreation Leaders	8.94	-	8.94
Department Total	13.74	-	13.74



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Recreation Services**

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-730-5105.000	Regular Salaries	258,011	211,767	411,682	440,866
100-730-5110.000	Part-Time Salaries	216,380	267,751	261,693	261,693
100-730-5115.000	Overtime	331	3,000	3,000	3,000
100-730-5205.000	Health Insurance	39,505	43,950	96,355	106,967
100-730-5207.000	Medicare	6,449	6,791	10,101	10,538
100-730-5210.000	Workers' Compensation	11,109	8,480	11,803	12,286
100-730-5215.000	PERS Tier 1 (2.5% @ 55)	24,692	15,206	20,962	22,398
100-730-5217.000	PERS Tier 3 (2% @ 62)	4,277	7,958	25,508	27,352
100-730-5222.000	PERS Tier 1 Unfunded Liability	28,049	20,360	28,857	28,574
100-730-5224.000	PERS Tier 3 Unfunded Liability	528	-	692	683
Total Salaries & Benefits		589,331	585,263	870,653	914,357
Contract Services					
100-730-5345.000	Contractual Services	112,318	137,300	130,000	130,000
Total Contract Services		112,318	137,300	130,000	130,000
Other Expenses					
100-730-5410.000	Advertising	34,838	35,000	37,000	39,000
100-730-5415.000	Communications	1,879	1,800	300	300
100-730-5420.000	Mileage Reimbursement	220	1,000	1,000	1,000
100-730-5425.000	Dues and Memberships	962	1,000	1,200	1,400
100-730-5430.000	Conferences and Meetings	-	1,000	3,500	6,500
100-730-5435.000	Training and Education	65	500	500	500
100-730-5460.000	Insurance - Liability and Vehicle	41,998	36,544	51,868	53,989
Total Other Expenses		79,962	76,844	95,368	102,689
Supplies					
100-730-5505.000	Office Supplies and Expense	1,643	800	1,000	1,200
100-730-5515.000	Uniform Expense	4,171	4,400	4,600	4,800
Total Supplies		5,814	5,200	5,600	6,000
Other Expenditures					
100-730-5755.000	Special Department Supplies	2,273	7,000	8,000	9,000
Total Other Expenditures		2,273	7,000	8,000	9,000
<b>Total Recreation Services - General Fund</b>		<b>789,698</b>	<b>811,607</b>	<b>1,109,621</b>	<b>1,162,046</b>



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### **Recreation Services**

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5110</b>	Salaries for part-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5345</b>	Payments to contract class instructors based on fees paid by program participants.
<b>5410</b>	Funds used for quarterly printing, mailings, postage, and graphic design of City Newsletter sent to all Lomita residents. Advertising materials for recreational programs.
<b>5415</b>	Communications expense.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	Staff memberships for Southern California Municipal Athletic Federation, California Parks and Recreation Society, and National Parks & Recreation Association.
<b>5430</b>	Travel and conference expense.
<b>5435</b>	Employee training.
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Office supplies.
<b>5515</b>	Uniforms for full and part-time staff.
<b>5755</b>	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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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Facilities Administration

The Facilities Division coordinates the maintenance of 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	438,880	525,376	562,601	596,873
Operating & Maintenance	286,688	298,653	310,489	312,291
Capital Outlay	-	-	-	-
Total Expenditures	725,568	824,029	873,090	909,164

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Facilities Supervisor	1.00	-	1.00
Lead Worker Facilities	1.00	-	1.00
Maintenance Worker II	1.00	-	1.00
PT Maintenance Aide	1.09	-	1.09
Department Total	4.09	-	4.09



# FY 2024/25 & FY 2025/26 Biennial Budget

## City of Lomita

### Facilities Administration

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-710-5105.000	Regular Salaries	289,029	334,724	397,029	421,823
100-710-5110.000	Part-Time Salaries	29,781	46,929	46,929	46,929
100-710-5115.000	Overtime	6,694	6,500	1,300	1,300
100-710-5205.000	Health Insurance	54,116	68,219	60,000	67,448
100-710-5207.000	Medicare	2,750	5,238	6,679	7,051
100-710-5210.000	Workers' Compensation	6,975	6,494	7,696	8,106
100-710-5215.000	PERS Tier 1 (2.5% @ 55)	21,528	29,595	9,450	9,619
100-710-5217.000	PERS Tier 3 (2% @ 62)	7,675	9,487	14,349	15,427
100-710-5222.000	PERS Tier 1 Unfunded Liability	19,956	18,190	18,720	18,722
100-710-5224.000	PERS Tier 3 Unfunded Liability	376	-	449	448
Total Salaries & Benefits		438,880	525,376	562,601	596,873
Contract Services					
100-710-5340.000	Professional Services	2,961	6,500	6,500	6,500
Total Contract Services		2,961	6,500	6,500	6,500
Other Expenses					
100-710-5405.000	Utilities	91,471	95,000	95,000	95,000
100-710-5415.000	Communications	752	650	650	650
100-710-5420.000	Mileage Reimbursement	211	-	600	600
100-710-5425.000	Dues and Memberships	-	500	-	-
100-710-5430.000	Conferences and Meetings	-	4,300	2,000	2,000
100-710-5460.000	Insurance - Liability and Vehicle	26,371	27,983	33,819	35,621
Total Other Expenses		118,805	128,433	132,069	133,871
Supplies					
100-710-5505.000	Office Supplies and Expense	404	2,800	1,000	1,000
100-710-5510.000	Small Tools	952	500	500	500
100-710-5515.000	Uniform Expense	1,813	3,000	3,000	3,000
100-710-5525.000	Equipment Under \$5k	-	500	500	500
Total Supplies		3,169	6,800	5,000	5,000
Rentals					
100-710-5605.000	Rents and Leases	-	2,000	2,000	2,000
Total Rentals		-	2,000	2,000	2,000
Repairs & Maintenance					
100-710-5705.000	General Maintenance	159,559	150,000	160,000	160,000
100-710-5710.000	Equipment Maintenance	819	1,450	1,450	1,450
100-710-5720.000	Fuel	1,087	3,000	3,000	3,000
Total Repairs & Maintenance		161,465	154,450	164,450	164,450
Other Expenditures					
100-710-5755.000	Special Department Supplies	288	470	470	470
Total Other Expenditures		288	470	470	470
<b>Total Recreation &amp; Facilities Administration - General Fund</b>		<b>725,568</b>	<b>824,029</b>	<b>873,090</b>	<b>909,164</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### **City of Lomita**

### **Facilities Administration**

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5115</b>	Salaries for overtime as necessary.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5215</b>	Retirement benefit costs for PERS Tier 1 employees (2.5% @ 55).
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5222</b>	Unfunded Accrued Liability costs for Tier 1 employees retirement benefit.
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5340</b>	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.
<b>5345</b>	Landscape Maintenance for numerous areas throughout the city.
<b>5405</b>	Utilities.
<b>5415</b>	Communications expense.
<b>5420</b>	Mileage reimbursement.
<b>5425</b>	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.
<b>5430</b>	Travel and conference expense.
<b>5505</b>	Office supplies.
<b>5510</b>	Purchase of small tools.
<b>5515</b>	Uniform and safety clothing including safety boots.
<b>5525</b>	Landscaping and facility maintenance equipment.
<b>5605</b>	Miscellaneous equipment rentals and yearly Metro Park Lease.
<b>5705</b>	Purchase of supplies and services to maintain and repair all City parks, restrooms, and facilities.
<b>5710</b>	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.
<b>5720</b>	Vehicle fuel costs.
<b>5730</b>	Operating contingency.
<b>5755</b>	Special department expenses.



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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Special Events

**Special Events** 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	15,085	10,852	6,722	6,722
Operating & Maintenance	203,924	211,860	453,386	454,384
Capital Outlay	-	-	-	-
Total Expenditures	219,009	222,712	460,108	461,106

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
PT Recreation Leaders	0.16	-	0.16
Department Total	0.16	-	0.16



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Special Events*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-735-5110.000	Part-Time Salaries	7,729	4,499	3,510	3,510
100-735-5115.000	Overtime	7,105	6,000	3,000	3,000
100-735-5207.000	Medicare	96	189	98	98
100-735-5210.000	Workers' Compensation	155	164	114	114
Total Salaries & Benefits		15,085	10,852	6,722	6,722
Contract Services					
100-735-5340.000	Professional Services	-	200	5,200	6,200
100-735-5345.000	Contractual Services	12,948	20,083	62,183	62,183
Total Contract Services		12,948	20,283	67,383	68,383
Other Expenses					
100-735-5410.000	Advertising	732	1,000	20,500	20,500
100-735-5415.000	Communications	-	50	50	50
100-735-5420.000	Mileage Reimbursement	-	100	100	100
100-735-5425.000	Dues and Memberships	1,394	1,200	1,450	1,450
100-735-5460.000	Insurance - Liability and Vehicle	4,325	2,727	5,503	5,501
Total Other Expenses		6,451	5,077	27,603	27,601
Other Expenditures					
100-735-5754.339	Teen Program	7,179	8,000	9,000	9,000
100-735-5754.340	Basketball Camp Scholarship	3,500	3,500	3,500	3,500
100-735-5755.000	Special Department Expense	14,603	10,000	95,900	95,900
100-735-5755.118	Founder's Day	149,843	150,000	230,000	230,000
100-735-5755.331	Mayor's Golf Classic	9,400	15,000	20,000	20,000
Total Other Expenditures		184,525	186,500	358,400	358,400
<b>Total Special Events - General Fund</b>		<b>219,009</b>	<b>222,712</b>	<b>460,108</b>	<b>461,106</b>



## FY 2024/25 & FY 2025/26 Biennial Budget

### *City of Lomita*

### *Special Events*

**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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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	46,600	47,890	49,213	49,211
Operating & Maintenance	14,627	18,158	13,427	13,418
Capital Outlay	-	-	-	-
Total Expenditures	61,227	66,048	62,640	62,629

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
PT Assistant Rec. Coordinators	0.29	-	0.29
PT Recreation Leaders	1.85	-	1.85
Department Total	2.14	-	2.14



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Railroad Museum*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>100-General Fund</b>					
Salaries & Benefits					
100-750-5110.000	Part-Time Salaries	44,968	45,390	47,161	47,161
100-750-5115.000	Overtime	-	500	500	500
100-750-5207.000	Medicare	696	1,139	715	715
100-750-5210.000	Workers' Compensation	936	861	837	835
Total Salaries & Benefits		46,600	47,890	49,213	49,211
Contract Services					
100-750-5345.000	Contractual Services	1,067	1,000	1,000	1,000
Total Contract Services		1,067	1,000	1,000	1,000
Other Expenses					
100-750-5405.000	Utilities	2,748	2,800	2,800	2,800
100-750-5410.000	Advertising	623	500	700	700
100-750-5415.000	Communications	293	400	400	400
100-750-5420.000	Mileage Reimbursement	-	50	50	50
100-750-5425.000	Dues and Memberships	-	300	300	300
100-750-5460.000	Insurance - Liability and Vehicle	3,537	3,708	3,677	3,668
Total Other Expenses		7,201	7,758	7,927	7,918
Supplies					
100-750-5505.000	Office Supplies and Expense	587	1,000	1,200	1,200
100-750-5515.000	Uniform Expense	809	800	800	800
Total Supplies		1,396	1,800	2,000	2,000
Repairs & Maintenance					
100-750-5705.000	General Maintenance	3,714	5,300	-	-
Total Repairs & Maintenance		3,714	5,300	-	-
Other Expenditures					
100-750-5755.000	Special Department Supplies	1,249	2,300	2,500	2,500
Total Other Expenditures		1,249	2,300	2,500	2,500
<b>Total Railroad Museum - General Fund</b>		<b>61,227</b>	<b>66,048</b>	<b>62,640</b>	<b>62,629</b>



## **FY 2024/25 & FY 2025/26 Biennial 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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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	8,114	10,830	19,809	21,436
Operating & Maintenance	35,288	41,744	44,333	45,709
Capital Outlay	-	-	-	-
Total Expenditures	43,402	52,574	64,142	67,145

#### Personnel Allocation

	Authorized 2024/25	Change	Authorized 2025/26
Recreation Supervisor	0.10	-	0.10
Recreation Coordinator	0.10	-	0.10
Department Total	0.20	-	0.20



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Park Athletic*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>255-Park Athletic Fund</b>					
Salaries & Benefits					
255-760-5105.000	Regular Salaries	6,221	8,203	14,350	15,370
255-760-5205.000	Health Insurance	1,167	1,694	3,847	4,336
255-760-5207.000	Medicare	90	123	215	231
255-760-5210.000	Workers' Compensation	153	170	252	269
255-760-5217.000	PERS Tier 3 (2%@60)	475	630	1,129	1,214
255-760-5224.000	PERS Tier 3 Unfunded Liability	8	10	16	16
Total Salaries & Benefits		8,114	10,830	19,809	21,436
Contract Services					
255-760-5335.163	Adult Soccer Official/Scoring	-	5,206	5,206	5,206
255-760-5345.000	Contractual Services	3,562	11,040	11,040	11,040
Total Contract Services		3,562	16,246	16,246	16,246
Other Expenses					
255-760-5460.000	Insurance - Liability and Vehicle	579	618	1,107	1,183
Total Other Expenses		579	618	1,107	1,183
Supplies					
255-760-5505.000	Office Supplies and Expense	44	104	204	204
255-760-5506.000	Sport Supplies	30,041	21,576	23,076	24,076
Total Supplies		30,085	21,680	23,280	24,280
Other Expenditures					
255-760-5735.000	Miscellaneous Expense	1,062	3,200	3,700	4,000
Total Other Expenditures		1,062	3,200	3,700	4,000
<b>Total Park Athletic Fund</b>		<b>43,402</b>	<b>52,574</b>	<b>64,142</b>	<b>67,145</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Park Athletic***

<b>Object No.</b>	<b>Budget Comment (Personnel)</b>
<b>5105</b>	Salaries for full-time personnel.
<b>5205</b>	Annual health care, vision, dental, life insurance, long-term care benefits and EAP services for employees.
<b>5207</b>	Medicare insurance benefits.
<b>5210</b>	Workers' Compensation insurance and claims.
<b>5217</b>	Retirement benefit costs for PERS Tier 3 employees (2% @ 62).
<b>5224</b>	Unfunded Accrued Liability costs for Tier 3 employees retirement benefit.
<b>Budget Comment (Operations &amp; Maintenance)</b>	
<b>5335.163</b>	Adult Soccer Official/Scoring and supplies.
<b>5345</b>	Payments to various contractual agreements (officials, contract Summer camp instructors, etc.).
<b>5460</b>	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
<b>5505</b>	Office supplies.
<b>5506</b>	Funds for sports programming supplies such as uniforms, equipment, awards, trophies, tournaments, safety items, training materials, contract game officials, junior golf and youth camps.
<b>5735</b>	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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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	136,347	466,034	461,952	462,663
Capital Outlay	-	-	-	-
Total Expenditures	136,347	466,034	461,952	462,663



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Water Capital Debt Service***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>510-Water Capital</b>					
Operating Expenses					
520-910-7100.000	Debt Service	136,347	461,034	461,952	462,663
520-910-7106.000	COP Administrative Fees	-	5,000	-	-
Total Debt Service - Water Capital Fund		<b>136,347</b>	<b>466,034</b>	<b>461,952</b>	<b>462,663</b>
<b>Total Debt Service &amp; Transfers - Water Capital Fund</b>		<b>136,347</b>	<b>466,034</b>	<b>461,952</b>	<b>462,663</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Water Capital Debt Service***

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



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## 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Economic Development Fund

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

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Operating & Maintenance	-	-	7,000	7,000
Transfers to Other Funds	-	-	-	-
Total Expenditures	-	-	7,000	7,000



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Economic Development Fund***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<hr/>					
<b>203-Economic Development Fund</b>					
Contract Services					
203-430-5345.000	Contractual Services	-	-	7,000	7,000
Total Contract Services		-	-	7,000	7,000
<b>Total Economic Development Fund</b>		-	-	<b>7,000</b>	<b>7,000</b>



**FY 2022/23 & FY 2023/24 Biennial Budget**  
***City of Lomita***  
***Economic Development Fund***

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**5345**

Contractual services.

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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### General Plan Update

This Internal Service Fund was established to update the General Plan, which was last updated in 1998. The focus of the Update is to respond to changes in the community and in circumstances that affect the future direction of Lomita. The updates will be based upon the results of a comprehensive visioning process and public engagement program to ensure that all facets of the community participate and are fully represented in shaping Lomita's future.

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	78,869	1,000,000	490,469	-
Capital Outlay	-	-	-	-
Total Expenditures	78,869	1,000,000	490,469	-



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *General Plan Update*

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<hr/>				
<b>204-General Plan Update</b>				
Contract Services				
204-430-5345.000 Contractual Services	78,869	1,000,000	490,469	-
Total Contract Services	78,869	1,000,000	490,469	-
<hr/>				
<b>Total General Plan Update</b>	<b>78,869</b>	<b>1,000,000</b>	<b>490,469</b>	<b>-</b>
<hr/>				



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***General Plan Update***

**Object No.**

**Budget Comment (Operations & Maintenance)**

**5345**

General Plan Update.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	270,310	285,000	200,000	200,000
Capital Outlay	-	-	-	-
Total Expenditures	270,310	285,000	200,000	200,000



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Equipment Replacement*

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>610-Equipment Replacement</b>					
Contract Services					
610-910-5345.000	Contractual Services	7,500	-	-	-
Total Contract Services		7,500	-	-	-
Repairs & Maintenance					
610-910-5825.000	Equipment Over 5K	262,810	285,000	200,000	200,000
Total Repairs & Maintenance		262,810	285,000	200,000	200,000
<b>Total Equipment Replacement Fund</b>		<b>270,310</b>	<b>285,000</b>	<b>200,000</b>	<b>200,000</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Equipment Replacement***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5825</b>	To purchase, upgrade or replace equipment over \$5,000.



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## FY 2024/25 & FY 2025/26 Biennial Budget *City of Lomita*

### Sewer Replacement

This Internal Service Fund was established to fund sanitary sewer-related projects as needed for pipeline upgrades, regulatory requirements, and planning documents.

#### Expenditures Summary

	Actual 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	-	137,544	60,000	4,200
Capital Outlay	-	-	-	-
Total Expenditures	-	137,544	60,000	4,200



# FY 2024/25 & FY 2025/26 Biennial Budget

## *City of Lomita*

### *Sewer Replacement*

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<hr/>				
<b>612-Sewer Replacement</b>				
Contract Services				
612-910-5345.000 Contractual Services	-	137,544	60,000	4,200
Total Contract Services	-	137,544	60,000	4,200
<b>Total Sewer Replacement</b>	-	<b>137,544</b>	<b>60,000</b>	<b>4,200</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Sewer Replacement***

**Object No.**

**Budget Comment (Operations & Maintenance)**

**5345**

Sewer System Master Plan and Sewer System Management Plan Update and Audit.



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	8,885	15,000	15,000	15,000
Capital Outlay	-	-	-	-
Total Expenditures	8,885	15,000	15,000	15,000



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Railroad Museum Foundation***

	Actual	Amended	Adopted	Adopted
	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>720-Railroad Museum Foundation</b>				
Other Expenditures				
720-750-5735.000    Miscellaneous Expense	-	-	-	-
720-750-5755.000    Special Department Expense	2,290	-	-	-
Total Other Expenditures	2,290	-	-	-
Transfers to Lomita Railroad Museum Foundation				
720-990-5998.000    Transfers to Lomita Railroad Museum Foundation	6,595	15,000	15,000	15,000
Total Transfers to Lomita Railroad Museum Foundation	6,595	15,000	15,000	15,000
<b>Total Railroad Museum Foundation Fund</b>	<b>8,885</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Railroad Museum Foundation***

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



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## FY 2024/25 & FY 2025/26 Biennial 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Salaries & Benefits	-	-	-	-
Operating & Maintenance	1,590	1,000	1,000	1,000
Capital Outlay	-	-	-	-
Total Expenditures	1,590	1,000	1,000	1,000



**FY 2024/25 & FY 2025/26 Biennial Budget**  
***City of Lomita***  
***Tom Rico Memorial***

		Actual	Amended	Adopted	Adopted
		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<hr/>					
<b>730-Tom Rico Memorial</b>					
Other Expenses					
730-920-5755.000	Special Department Expense	1,590	1,000	1,000	1,000
Total Other Expenses		1,590	1,000	1,000	1,000
<b>Total Tom Rico Memorial Fund</b>		<b>1,590</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>



**FY 2024/25 & FY 2025/26 Biennial 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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## FY 2024/25 & FY 2025/26 Biennial 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 2022-2027. 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 2022/23	Amended 2023/24	Adopted 2024/25	Adopted 2025/26
Operating & Maintenance	27,695	13,843	50,000	20,000
Capital Outlay	1,758,094	7,522,433	14,302,400	5,834,000
Total Expenditures	1,785,789	7,536,276	14,352,400	5,854,000



## FY 2024/25 & FY 2025/26 Biennial Budget

### City of Lomita

### Capital Improvement Projects

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>205-Gas Tax Fund</b>					
Capital Outlay					
205-810-5806.352	School Traffic Circulation	-	-	289,500	-
205-810-5806.367	Street Reconstruction - Zone C F	69,576	-	-	-
205-810-5806.368	Street Reconstruction - Zone G	-	100,000	1,000,000	1,000,000
205-810-5806.374	Narbonne South St. Reconstruction	8,898	100,000	700,000	-
Total Capital Outlay		78,474	200,000	1,989,500	1,000,000
<b>Total Gas Tax Fund</b>		<b>78,474</b>	<b>200,000</b>	<b>1,989,500</b>	<b>1,000,000</b>
<b>207-Measure R Local Return</b>					
Capital Outlay					
207-810-5806.367	Street Reconstruction - Zone C F	97,039	-	-	-
207-810-5806.366	ADA Projects	7,440	-	-	-
207-810-5806.368	Street Reconstruction - Zone G	-	100,000	1,400,000	-
Total Capital Outlay		104,479	100,000	1,400,000	-
<b>Total Measure R Local Return Fund</b>		<b>104,479</b>	<b>100,000</b>	<b>1,400,000</b>	<b>-</b>
<b>209-Measure M</b>					
Capital Outlay					
209-810-5806.367	Street Reconstruction - Zone C F	105,437	-	-	-
209-810-5806.368	Street Reconstruction - Zone G	-	-	-	1,000,000
209-810-5806.374	Narbonne South St. Reconstruction	8,898	300,000	700,000	-
Total Capital Outlay		114,335	300,000	700,000	1,000,000
<b>Total Measure M Local Return Fund</b>		<b>114,335</b>	<b>300,000</b>	<b>700,000</b>	<b>1,000,000</b>
<b>211-Measure W Safe Clean Water Program</b>					
Capital Outlay					
211-810-5806.369	Downtown Lomita Stormwater Project	405	574,000	767,211	174,000
Total Capital Outlay		405	574,000	767,211	174,000
<b>Total Measure W Safe Clean Water Fund</b>		<b>405</b>	<b>574,000</b>	<b>767,211</b>	<b>174,000</b>
<b>225-Proposition C</b>					
Capital Outlay					
225-810-5806.326	Pavement Management Plan	-	29,503	-	-
225-810-5806.369	Lomita Blvd. Corridor Planning	-	-	330,000	330,000
225-810-5806.366	ADA Projects	4,680	-	-	-
225-810-5806.370	CIP Master Plan	5,880	-	-	30,000
Total Capital Outlay		10,560	29,503	330,000	360,000
<b>Total Proposition C Fund</b>		<b>10,560</b>	<b>29,503</b>	<b>330,000</b>	<b>360,000</b>



## FY 2024/25 & FY 2025/26 Biennial Budget

### City of Lomita

### Capital Improvement Projects

	Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>230 - Transportation Development Act</b>				
Contract Services				
230-348-5345.000 Contractual Services	14,643	13,843	50,000	20,000
Total Contract Services	14,643	13,843	50,000	20,000
<b>Total Transportation Development Act Fund</b>	<b>14,643</b>	<b>13,843</b>	<b>50,000</b>	<b>20,000</b>
<b>257-Park Grant</b>				
Capital Outlay				
257-830-5345.130 Stephenson Maintenance Project	9,800	-	738,000	-
Total Capital Outlay	9,800	-	738,000	-
<b>Total Park Grant Fund</b>	<b>9,800</b>	<b>-</b>	<b>738,000</b>	<b>-</b>
<b>310-Capital Improvement</b>				
Capital Outlay				
310-820-5820.376 Railroad Museum Improvements	-	70,000	-	-
Total Capital Outlay	-	70,000	-	-
<b>Total Capital Improvement Fund</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>
<b>311-Streets Improvement</b>				
Capital Outlay				
311-810-5806.373 Traffic Calming	28,877	60,000	-	-
311-810-5806.351 Zone D Street Improvements	-	-	200,000	-
311-810-5806.380 Sidewalk Improvement Program	40,426	250,000	250,000	250,000
311-810-5806.367 Street Reconstruction - Zone C F	106,793	-	-	-
311-810-5806.368 Street Reconstruction - Zone G	108,453	100,000	1,000,000	750,000
311-810-5806.374 Narbonne South St. Reconstruction	-	-	84,101	-
311-810-5806.352 School Traffic Circulation	-	-	51,578	-
Total Capital Outlay	284,549	410,000	1,585,679	1,000,000
<b>Total Streets Improvement Fund</b>	<b>284,549</b>	<b>410,000</b>	<b>1,585,679</b>	<b>1,000,000</b>
<b>312-Facilities Improvement</b>				
Capital Outlay				
312-820-5820.000 Building Improvement	-	1,504,720	1,830,799	-
Total Capital Outlay	-	1,504,720	1,830,799	-
<b>Total Facilities Improvement Fund</b>	<b>-</b>	<b>1,504,720</b>	<b>1,830,799</b>	<b>-</b>



## FY 2024/25 & FY 2025/26 Biennial Budget

### City of Lomita

### *Capital Improvement Projects*

		Actual FY 2022/23	Amended FY 2023/24	Adopted FY 2024/25	Adopted FY 2025/26
<b>520-Water Capital</b>					
Contract Services					
520-840-5340.347	Water Rate Study	13,052	-	-	-
Total Contract Services		13,052	-	-	-
Capital Outlay					
520-840-5820.134	Emergency Generator	58,245	406,385	-	-
520-840-5821.239	Appian Way Roof	46,095	63,674	410,000	-
520-840-5821.333	Zone G Pipe Replacement	-	-	794,585	500,000
520-840-5821.334	Water System Studies	-	-	150,000	-
520-840-5821.335	Water Pipe Upgrades	-	-	250,000	-
520-840-5821.357	246th St., 247th Pl., 247th St. - Western	43,174	1,864,916	1,494,888	-
520-840-5821.362	PCH Pipeline Upsizing	-	250,000	-	-
520-840-5821.365	Cypress Water Production Upgrade	880,877	300,000	961,738	-
520-840-5821.372	Annual Aged Pipeline R&R	17,880	1,136,100	-	1,500,000
520-840-5821.374	Narbonne South Pipe Replacement	33,530	100,000	600,000	-
520-840-5821.377	Second Potable Well Evaluation	44,147	63,135	-	-
520-840-5825.000	Equipment Over 5K	31,544	150,000	300,000	300,000
Total Capital Outlay		1,155,492	4,334,210	4,961,211	2,300,000
<b>Total Water Capital Fund</b>		<b>1,168,544</b>	<b>4,334,210</b>	<b>4,961,211</b>	<b>2,300,000</b>
<b>Total Capital Improvement Projects</b>		<b>1,785,789</b>	<b>7,536,276</b>	<b>14,352,400</b>	<b>5,854,000</b>



## **FY 2024/25 & FY 2025/26 Biennial Budget**

### ***City of Lomita***

### ***Capital Improvement Projects***

<b>Object No.</b>	<b>Budget Comment (Operations &amp; Maintenance)</b>
<b>5340.108</b>	Cypress Reservoir - Professional Services.
<b>5340.347</b>	Water Rate Study.
<b>5345</b>	Contractual Services.

<b>Budget Comment (Capital Outlay)</b>	
<b>5345.130</b>	Stephenson Maintenance Project.
<b>5806.326</b>	Pavement Management Plan.
<b>5806.351</b>	Zone D Street Improvements.
<b>5806.352</b>	School Traffic Circulation.
<b>5806.364</b>	Lomita Blvd. Corridor Planning.
<b>5806.366</b>	ADA Projects - Various Locations.
<b>5806.367</b>	Street Reconstruction - Zone C F.
<b>5806.368</b>	Street Reconstruction - Zone G
<b>5806.369</b>	Downtown Lomita Multi-Benefit Stormwater Project.
<b>5806.370</b>	CIP Master Plan.
<b>5806.373</b>	Traffic Calming.
<b>5806.374</b>	Narbonne South Street Reconstruction.
<b>5820.000</b>	Railroad Museum Improvements. Building Improvements.
<b>5820.134</b>	Emergency Generator.
<b>5821.239</b>	Appian Way Roof Replacement.
<b>5821.333</b>	Zone G Pipe Replacement.
<b>5821.334</b>	Water System Studies.
<b>5821.335</b>	Water Pipe Upgrades
<b>5821.357</b>	246th St., 247th Pl., 247th St. - Western.
<b>5821.362</b>	PCH Pipeline Upsizing.
<b>5821.372</b>	Annual Aged Pipeline Repair & Replacement.
<b>5821.374</b>	Narbonne South Pipe Replacement.
<b>5821.377</b>	Second Potable Well Evaluation.
<b>5821.365</b>	Cypress Water Production Upgrade - Granular Activated Carbon Filtration Treatment.
<b>5825.000</b>	Vehicle and equipment replacement.



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**CITY OF LOMITA**  
**FUND DEFINITIONS AND AUTHORIZED USES**  
**2024-2026**

<b>Fund No.</b>	<b>Fund Title</b>	<b>Definition of Types of Monies Included</b>	<b>Restricted</b>	<b>Authorized Uses</b>
100	General Fund	Property, sales, franchise & transient occupancy taxes, fines & forfeitures, investment interest, business license fees, planning fees, funds from other agencies, and other fees for service.	No	Primary City Fund for operation expenditures.
201	OPEB Trust Fund	Designated transfers from General Fund.	Yes	Reserves for Retiree Benefits.
202	Pension Stabilization Fund	Designated transfers from General Fund.	Yes	Reserves for costs increases related to employee retirement.
203	Economic Development	Designated transfers from General Fund.	Yes	Reserves for costs increases related to economic development.
205	Gas Tax Fund	Monies received from the State and County from gas sales.	Yes	Street maintenance and repairs.
206	Proposition 1B Fund	Monies received from the State for improvements of local streets and roads.	Yes	Street maintenance and repairs.
207	Measure R Fund	Funds received from the State; Measure R was approved in November 2008.	Yes	Street maintenance and repairs.
209	Measure M Fund	Funds received from the State; Measure M was approved in November 2016	Yes	Street maintenance and repairs.
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.
212	American Rescue Plan	The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.	Yes	Response to and recovery from the COVID-19 public health emergency.
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.

**CITY OF LOMITA**  
**FUND DEFINITIONS AND AUTHORIZED USES**  
**2024-2026**

<b>Fund No.</b>	<b>Fund Title</b>	<b>Definition of Types of Monies Included</b>	<b>Restricted</b>	<b>Authorized Uses</b>
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.
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.
612	Sewer Replacement Fund	Internal Service Fund established to fund sanitary sewer-related projects.	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

### 2024-2026

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
AASLH	American Association of State and Local History
AC	Air Conditioning
ADA	Americans with Disabilities Act
ALPR	Automatic License Plate Recognition
APWA	American Public Works Association
AQMD	Air Quality Management District
ARPA	American Rescue Plan Act
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

# CITY OF LOMITA

## ACRONYMS LIST

### 2024-2026

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
E&T	Engineers & Traffic
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FPPC	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

# CITY OF LOMITA

## ACRONYMS LIST

### 2024-2026

<b><u>ACRONYM</u></b>	<b><u>DEFINITION</u></b>
PERS	Public Employees Retirement System
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
SLFRF	State and Local Fiscal Recovery Funds
SSMP	Sewer System Management Plan
SWANA	Solid Waste Association of North America
SWAPC	Southwest Area Planning Council
SWRCB	State Water Resources Control Board
STP-L	(Prop A & Prop C) Surface Transportation Program – Local
TDA	Transportation Development Act
TMDL	Total Maximum Daily Load
TTAC	Technical Traffic Advisory Committee
VOP	Volunteers on Patrol
WBMWD	West Basin Municipal Water District
WBUA	West Basin Utility Association
WCA	West Coast Arborists
WRD	Water Replenishment District



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## **GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **GLOSSARY**

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

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

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

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

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

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

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

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

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

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

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

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

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





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