

CITY OF LOMITA

FY 2017-2018 ACCOMPLISHMENTS

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

The Community Development Department includes the Divisions of Planning including GIS, Neighborhood Preservation, Animal Control, Lomita Housing Authority (Lomita Manor), and Community Development Block Grant (CDBG) Administration including the Residential Rehabilitation and Lifeline programs.

The department also staffs the Planning Commission.

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

The department's accomplishments during FY 2017-18 include:

Administration:

- Facilitated process to acquire the former Lomita Hotel property located at 24329 Narbonne Avenue.
- Provided film, special event, Waterwise Garden program and the Narbonne banner permit process approvals and reviews for various activities throughout the year.
- Participated with the City's CERT Committee to research for the purchase of new radios, and coordinated with the LA County Fire Department for new CERT training classes.

Planning:

- Conducted 12 Planning Commission meetings. Processed applications for 9 Site Plan Reviews, 6 Conditional Use Permits, 3 parcel/tract maps, and 6 Zone Text Amendments/Code Amendments for City Council and Planning Commission consideration.
- Continued enforcement of the City's Massage Registration Certificate, and operational and facility requirements for massage establishments within the City.
- Continued to manage the City's green website: www.gogreenlomita.com.
- Processed 342 permit applications.
- Prepared an ordinance amendment to the city's accessory dwelling unit ordinance to bring it into compliance with newly enacted state laws.

- Continued to manage the battery recycling program at City Hall and also worked with LA County to host a hazardous waste drop off event in the City Hall parking lot.
- Continued to implement an outreach and monitoring program to inform businesses and multi-family property owners of the mandatory recycling requirements (AB 341) and monitor compliance.
- Coordinated with LA County Building & Safety for final inspections of commercial and residential construction projects.
- Continued to manage the City's on-line permitting system and code enforcement portal: lomitaca.viewpointcloud.com
- Initiated process of integrating Public Works' record management system (iWorq) with Community Development's record management system (ViewPoint).
- Completed 75 Residential Property Reports through March 30, 2018.
- On-going coordination with City residents and CalMet; the City's solid waste hauler, regarding waste refuse collection issues and reviewed and prepared customer exemption request letters for commercial and residential collection services.
- Oversaw the preparation and adoption of a Bicycle and Pedestrian Master Plan.

Neighborhood Preservation

- Successfully caused the shutdown of 4 illegal cannabis dispensaries on Pacific Coast Highway and Lomita Boulevard.
- Managed the abatement of overgrown and hazardous vegetation at a residential property on Esther View Drive
- Worked with property owners and LA County Sheriff's Department to locate and remove multiple homeless encampments and street gang hideouts at locations on Narbonne Avenue, Pacific Coast Highway, and 247th Street
- Worked with property and business owners throughout the City to resolve 39 instances of overgrown and/or hazardous vegetation, 23 cases of improperly stored operative/inoperative vehicles, 23 instances of work being done without a permit and 8 cases of businesses operating without a license
- Assisted Parking Enforcement by working with property owners to ensure required handicap parking signage was placed at various commercial properties on Lomita Boulevard and Pacific Coast Highway
- Revised an ordinance to increase penalties for municipal code violations discovered at massage establishments
- Collected \$54,200 in administrative citations issued to various property and business owners for repeated failure to comply with the municipal code

- Maintained surveillance for graffiti and removed or covered multiple locations on private and public property within two business days.

Housing Authority (Lomita Manor)

- Continued to work with HumanGood (formerly Beacon Communities – an ABHOW company) for the administrative and management duties associated and included in Property Management Services for the city-owned, 78-unit Lomita Manor senior housing development inclusive of satisfying all reporting requirements of HUD.
- Facilitated Lomita Manor management with Beacon Communities including:
 - Successfully hired a new administrator for Lomita Manor.
 - Planned, researched and submitted an annual budget, operating subsidy, Section 3 report, and Capital Fund Program.
 - Reviewed and tracked payment procedures.
 - Reviewed and tracked payroll.
- Worked with the Human Rights Center on a Fair Housing Assessment per HUD's AFFH Rule.

CDBG

- In the Residential Rehabilitation program, staff completed approximately 13 grants, totaling approximately \$107,000 of funding on construction repairs.
- In the Lifeline program, there are 24 participants the City is supporting.
- Completed submittal and approval of the 2017-18 CDBG Program Roster.

Animal Control

- Conducted an animal vaccination clinic in July 2017, assisting residents in the licensing and vaccination of their pets.

AQMD

- Completed and submitted annual performance report for Air Quality Management District.

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
ORGANIZATION CHART**





Fiscal Year 2018/19 Annual Budget

City of Lomita

Planning

The Planning Division provides information and assistance to the public on the City's planning process and development requirements; administers the General Plan and Zoning ordinances; conducts Environmental Review pursuant to CEQA; coordinates with Los Angeles County for building services, subdivision review and engineering plan check; processes Zoning and Subdivision applications for General Plan Amendments, Zone Changes Conditional Use Permits, Tract and Parcel Maps, Variances, Site Plan Review, and Height Variation Permits.

Expenditures Summary

	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Adopted 2018/19
Salaries & Benefits	340,215	382,241	484,716	272,398
Operating & Maintenance	367,096	279,834	276,892	271,715
Capital Outlay	-	-	-	-
Total Expenditures	707,311	662,074	761,608	544,113

Personnel Allocation

	Authorized FY 2017/18	Change	Authorized FY 2018/19
Comm. & ED Director	1.00	-	1.00
Assistant City Manager	0.80	(0.80)	-
Assistant Planner	1.00	-	1.00
PT Planning Intern	0.48	-	0.48
Department Total	3.28	(0.80)	2.48



Fiscal Year 2018/19 Annual Budget

City of Lomita Planning

		Actual FY 2015/16	Actual FY 2016/17	Adopted FY 2017/18	Adopted FY 2018/19
100-General Fund					
Salaries & Benefits					
100-410-5105.000	Salaries	183,120	206,303	234,927	165,388
100-410-5110.000	Salaries Part-Time	9,361	14,377	16,235	16,630
100-410-5115.000	Salaries Overtime	-	200	1,020	1,020
100-410-5205.000	Health Insurance	17,645	22,067	31,111	23,900
100-410-5207.000	Medicare	2,516	3,282	3,657	2,654
100-410-5210.000	Workers' Compensation	6,641	5,771	8,144	3,852
100-410-5215.000	PERS Tier 1 (2.5% @ 55)	42,943	48,228	87,705	10,700
100-410-5217.000	PERS Tier 3 (2% @ 62)	4,239	3,126	3,927	4,450
100-410-5222.000	PERS Tier 1 UAL	-	-	-	10,596
100-410-5224.000	PERS Tier 3 UAL	-	-	-	37
Total Salaries & Benefits		266,465	303,355	386,726	239,227
Contract Services					
100-410-5315.000	Engineers	304,933	228,827	225,000	225,000
100-410-5340.000	Professional Services	27,514	150	12,697	12,697
100-410-5345.000	Contractual Services	9,019	6,275	4,250	4,250
Total Contract Services		341,466	235,252	241,947	241,947
Other Expenses					
100-410-5410.000	Advertising	3,372	4,256	3,200	3,200
100-410-5420.000	Mileage & Parking Reimbursement	97	28	400	400
100-410-5425.000	Membership & Dues	860	959	1,100	1,100
100-410-5430.000	Travel & Conference	1,441	2,346	1,800	1,800
100-410-5435.000	Employee Training	205	145	700	700
100-410-5460.000	Insurance (Liability/Vehicle)	11,365	28,308	16,159	12,289
Total Other Expenses		17,340	36,042	23,359	19,489
Supplies					
100-410-5505.000	Office Expense	1,887	1,198	2,300	2,300
100-410-5525.000	Equipment/5K or Under	68	-	-	-
Total Supplies		1,955	1,198	2,300	2,300
Total Planning - General Fund		627,226	575,846	654,332	502,963



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City of Lomita Planning

		Actual	Actual	Adopted	Adopted
		FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
510-Water Operations Fund					
Salaries & Benefits					
510-410-5105.000	Salaries	54,626	58,699	62,160	24,956
510-410-5205.000	Health Insurance	4,134	5,150	6,874	3,472
510-410-5207.000	Medicare	761	896	901	362
510-410-5210.000	Workers' Compensation	1,885	1,497	2,007	525
510-410-5215.000	PERS Tier 1 (2.5% @ 55)	11,818	11,862	25,612	1,888
510-410-5217.000	PERS Tier 3 (2% @ 62)	526	782	436	494
510-410-5222.000	PERS Tier 1 UAL	-	-	-	1,469
510-410-5224.000	PERS Tier 3 UAL	-	-	-	5
Total Salaries & Benefits		73,750	78,886	97,990	33,171
Contract Services					
510-410-5340.000	Professional Services	2,006	-	2,303	2,303
510-410-5345.000	Contractual Services	1,104	-	3,000	4,000
Total Contract Services		3,110	-	5,303	6,303
Other Expenses					
510-410-5460.000	Insurance (Liability/Vehicle)	3,225	7,342	3,983	1,676
Total Other Expenses		3,225	7,342	3,983	1,676
Total Planning - Water Operations Fund		80,085	86,228	107,276	41,150
Total Planning - General & Water Funds		707,311	662,074	761,608	544,113



Fiscal Year 2018/19 Annual Budget

City of Lomita Planning

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

Budget Comment (Operations & Maintenance)

5315	Los Angeles County Contract Services (Building and safety, subdivision map processing, industrial waste inspections, etc.).
5340	Environmental review, special planning studies as needed, and Housing consultant to assist in overseeing Lomita Housing Authority functions.
5345	Planning services provided by consultants including GIS mapping services.
5410	Newspaper ads for public hearings for planning matters.
5420	Mileage reimbursement for inspections and local off-site meetings.
5425	American Planning Association memberships, Livable Communities and other planning organization memberships.
5430	League of California Cities Planners Institute, American Planning Association Conferences and expense associated with South Bay Planning Director's Meetings.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Cost for office supplies.



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City of Lomita

Neighborhood Preservation

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

Expenditures Summary

	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Adopted 2018/19
Salaries & Benefits	58,922	48,320	79,135	84,275
Operating & Maintenance	30,472	23,092	26,991	27,506
Capital Outlay	-	-	-	-
Total Expenditures	89,394	71,413	106,126	111,781

Personnel Allocation

	Authorized FY 2017/18	Change	Authorized FY 2018/19
Neighborhood Preservation Officer	1.00	-	1.00
Department Total	1.00	-	1.00



Fiscal Year 2018/19 Annual Budget City of Lomita Neighborhood Preservation

		Actual	Actual	Adopted	Adopted
		FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
100-General Fund					
Salaries & Benefits					
100-420-5105.000	Salaries	39,236	28,011	50,633	54,843
100-420-5115.000	Salaries Overtime	407	101	-	-
100-420-5205.000	Health Insurance	4,115	7,193	10,927	11,050
100-420-5207.000	Medicare	584	436	734	795
100-420-5210.000	Workers' Compensation	1,368	1,148	1,635	1,154
100-420-5217.000	PERS Tier 3 (2% @ 62)	180	1,844	3,328	3,773
100-420-5224.000	PERS Tier 3 UAL	-	-	-	12
Total Salaries & Benefits		45,890	38,733	67,257	71,627
Contract Services					
100-420-5340.000	Professional Services	5,172	3,500	3,500	3,500
100-420-5341.000	Property Nuisance Abatement	5,183	-	10,000	10,000
100-420-5345.000	Contractual Services	15,880	10,585	7,574	7,574
Total Contract Services		26,235	14,085	21,074	21,074
Other Expenses					
100-420-5415.000	Communications	5	5	-	-
100-420-5420.000	Mileage & Parking Reimbursement	33	13	250	250
100-420-5425.000	Membership & Dues	-	-	100	100
100-420-5435.000	Employee Training	-	-	300	300
100-420-5460.000	Insurance (Liability/Vehicle)	2,341	5,633	3,244	3,682
Total Other Expenses		2,379	5,651	3,894	4,332
Supplies					
100-420-5505.000	Office Expense	815	1,047	750	750
100-420-5515.000	Clothing & Personal Expense	-	218	100	100
Total Supplies		815	1,265	850	850
Other Expenditures					
100-420-5755.000	Special Department Expense	399	684	600	600
Total Other Expenditures		399	684	600	600
Total Neighborhood Preservation - General Fund		75,718	60,418	93,675	98,483



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City of Lomita
Neighborhood Preservation

		Actual	Actual	Adopted	Adopted
		FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
510-Water Operations Fund					
Salaries & Benefits					
510-420-5105.000	Salaries	10,900	7,028	8,935	9,678
510-420-5205.000	Health Insurance	941	1,701	1,937	1,958
510-420-5207.000	Medicare	155	111	130	140
510-420-5210.000	Workers' Compensation	376	287	289	204
510-420-5217.000	PERS Tier 3 (2% @ 62)	660	461	587	666
510-420-5224.000	PERS Tier 3 UAL	-	-	-	2
Total Salaries & Benefits		13,032	9,587	11,878	12,648
Other Expenses					
510-420-5460.000	Insurance (Liability/Vehicle)	644	1,408	573	650
Total Other Expenses		644	1,408	573	650
Total Neighborhood Preservation - Water Operations Fund		13,676	10,995	12,451	13,298
Total Neighborhood Preservation - General & Water Funds		89,394	71,413	106,126	111,781



Fiscal Year 2018/19 Annual Budget City of Lomita Neighborhood Preservation

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

Budget Comment (Operations & Maintenance)

5340	Special researching or contracting for miscellaneous enforcement cases and annual licensing fee for code enforcement software manager.
5341	Funds needed to complete nuisance abatement process for dilapidated properties citywide. Liens or similar instruments will be placed on properties following the abatement process.
5345	Graffiti Removal Program and related supplies.
5420	Mileage reimbursement for inspections and field work.
5425	Code enforcement organization membership.
5435	Employee training.
5460	California Joint Powers Insurance Authority (CJPIA) liability & vehicle insurance.
5505	Cost of office supplies.
5515	Clothing allowance for Community Development staff.
5755	Temporary fencing for former Lomita Hotel property.



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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 2015/16	Actual 2016/17	Adopted 2017/18	Adopted 2018/19
Salaries & Benefits	80,300	76,182	57,294	45,085
Operating & Maintenance	16,037	32,997	47,537	47,695
Capital Outlay	-	-	-	-
Total Expenditures	96,337	109,178	104,831	92,780

Personnel Allocation

	Authorized FY 2017/18	Change	Authorized FY 2018/19
Special Projects Coordinator/IT Manager	0.30	-	0.30
Department Total	0.30	-	0.30



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City of Lomita

Economic Development

		Actual	Actual	Adopted	Adopted
		FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
100-General Fund					
Salaries & Benefits					
100-430-5105.000	Salaries	57,734	52,463	33,354	34,190
100-430-5205.000	Health Insurance	4,672	6,427	4,007	4,049
100-430-5207.000	Medicare	757	775	484	496
100-430-5210.000	Workers' Compensation	1,992	1,321	1,077	719
100-430-5215.000	PERS Tier 1 (2.5% @55)	15,145	15,196	18,372	3,634
100-430-5222.000	PERS Tier 1 UAL	-	-	-	1,997
Total Salaries & Benefits		80,300	76,182	57,294	45,085
Other Expenses					
100-430-5410.000	Advertising	6,225	6,098	7,500	7,500
100-430-5415.000	Communications	95	77	400	400
100-430-5416.000	Business Assistance Program	-	15,089	30,000	30,000
100-430-5420.000	Mileage & Parking Reimbursement	672	349	1,000	1,000
100-430-5425.000	Membership & Dues	4,225	4,600	5,000	5,000
100-430-5430.000	Travel & Conference	1,078	209	1,000	1,000
100-430-5460.000	Insurance (Liability/Vehicle)	3,409	6,478	2,137	2,295
Total Other Expenses		15,704	32,900	47,037	47,195
Supplies					
100-430-5505.000	Office Expense	333	97	500	500
Total Supplies		333	97	500	500
Total Economic Development - General Fund		96,337	109,178	104,831	92,780



Fiscal Year 2018/19 Annual Budget City of Lomita Economic Development

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

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