



## CITY OF LOMITA CITY COUNCIL REPORT

**TO:** City Council **Item No. {{section.number}}e**

**FROM:** Andrew Vialpando, City Manager

**PREPARED BY:** Gary Sugano, Assistant City Manager

**MEETING DATE:** December 17, 2024

**SUBJECT:** Monthly Report for the City Manager's Department

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### **RECOMMENDATION**

Receive and file the report.

### **INFORMATION TECHNOLOGY**

Numa Networks is currently on-site one day per week to provide as-needed IT support. During the month of November, Numa Networks assisted with a total of 87 trouble tickets. City staff and Numa have begun the first phase of our Citywide PC Replacement project (last completed in 2018) that was approved as part of the FY 24-26 budget. Over the next 12 months, multiple servers and desktop PCs for all users will be replaced to allow these new PCs to stay up-to-date with various current and future software upgrades/needs.

### **HUMAN RESOURCES/RISK MANAGEMENT**

The City currently has no recruitments open. Panel interviews for the Associate Planner position in the Community and Economic Development Department were conducted on November 7, 2024, panel interviews for Part-time Parking Enforcement Officer in the City Manager's Department were conducted on November 19, 2024, panel interviews for the Water Systems Superintendent position in the Public Works Department/Water Division were conducted on November 21, 2024, panel interviews for the Maintenance Worker I position in the Public Works Department were conducted on November 26, 2024, and panel interviews for Senior Management Analyst position in the City Manager's Department were conducted on December 4, 2024.

Bryan Martinez accepted the position of Associate Planner in the Community and Economic Development Department and began work on November 26, 2024. Lonisone

Marshall accepted the position of Part-time Parking Enforcement Officer and began work on December 16, 2024. The Water Systems Superintendent in the Public Works Department/Water Division will begin work on January 6, 2025. Luis Pelayo accepted the position of Maintenance Worker I in the Public Works Department and will begin work on January 6, 2025. Second interviews for the Senior Management Analyst position in the City Manager's Department are currently being conducted.

Staff attended the California Public Employer Labor Relations Association (CALPELRA) conference from November 12, 2024, through November 15, 2024. The conference was held in Monterey, California.

## **EMERGENCY MANAGEMENT**

The Lomita Community Emergency Response Team (CERT) held a meeting on December 9, 2024, to discuss various action items in preparation for 2025. The CERT team is preparing to host a training in March that will serve for the certification of new members and a refresher for current members.

## **LOMITA MANOR**

The Lomita Manor property management company, HumanGood, continues providing several activities to residents. These activities include Exercise/Chair class, Coloring class, and Seasonal Holiday activities such as the St Patrick's Celebration, Easter Egg Craft, and Fourth of July BBQ. Additional activities that have been added include Bingo, Walking Group, Art Class, Bi-Monthly Celebrations of residents' birthdays with cake, scrapbooking, and community potlucks. Lomita Manor has also been hosting monthly town halls for their residents to pose any questions and discuss house rules for the manor as well.

## **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

On January 16, 2024, the Community Development Advisory Board (CDAB) approved the CDBG roster (budget) for FY 24-25 in the amount of \$182,787 to fund Residential Rehabilitation, Lifeline and the Job Creation and Business Incentive Loan Programs. Ongoing updates regarding the CDBG programs will be mentioned below.

*Residential Rehabilitation:* For Fiscal Year 2024-25, a total of two projects are scheduled to be completed.

*Lifeline:* The Lifeline program provides emergency response service for a total of 19 subscribers currently enrolled. The program is accepting applications from Lomita residents who are at least 55 years old or disabled.

## **CITY CLERK'S OFFICE**

- The City Clerk received certification documents from the LA County Registrar-Recorder/County Clerk's office with official canvass for the November 5, 2024, election
- The City Clerk attended the Cal Cities Annual City Clerk's New Law Conference, December 11-13
- Staff continues to work on remapping the files in the City's Laserfiche repository

Administrative staff continues to provide customer service and support related to processing water payments, parking tickets, Dial-a-Ride, planning counter appointments and business licenses.

## **CITY CLERK ACTIVITY FOR THE MONTH**

Council Meeting Agenda & Minutes Prepared	3/3
Council Resolutions Adopted & Processed	2
Housing Authority Agenda & Minutes Prepared	1/1
Contracts/Agreements Processed	4
Ordinances Adopted & Published	2
Certificates Prepared	28
Public Records Requests Processed	14
Dial-a-Ride New Cards Issued	11
Dial-a-Ride Payments Processed	36
Dial-a-Ride Assistance-Phone/Counter	69
Administrative Parking Appeals Reviewed & Processed	22
Parking Citations Issued & Processed	597
Parking Citations Assistance – Phone/Counter	59
Planning Commission Meeting Agenda & Minutes Prepared	1/1
Planning Commission Resolutions Processed	2
Public Safety & Traffic Commission Agenda & Minutes Prepared	1/1
Technical Traffic Advisory Committee Agenda & Minutes Prepared	0
Scanned & Indexed Documents	33
Water Billing Payments and Assistance- Phone/Counter	99

## **FISCAL IMPACT**

None. Information only. Receive and file.

## **OPTIONS**

Information only. Receive and file.

**ATTACHMENTS**

None.

Reviewed by:



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Gary Y. Sugano  
Assistant City Manager

Approved by:



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Andrew Vialpando  
City Manager