



CITY OF LOMITA CITY COUNCIL REPORT

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

FROM: Andrew Vialpando, City Manager

PREPARED BY: Susan Kamada, Administrative Services Director

MEETING DATE: December 17, 2024

SUBJECT: Monthly Report for the Administrative Services Department

RECOMMENDATION

Receive and file the report.

BACKGROUND

Human Resources:

Effective December 2024, the Human Resources Division tasks and assignments will be overseen by the Administrative Services Department. A formal organizational change will take place during the Mid-Year Budget process. This action is to spread work out with the impending retirement of the Assistant City Manager Gary Saguno.

Accounting Activities:

- Staff attended the CALPELRA Conference
- HdL 2nd Quarter 2024 Sales Tax Review meeting
- Staff attended the State of the City
- Staff attended the Annual Governmental GAAP Update webinar
- Staff completed the LACMTA Annual Audit

Department activity levels for the month of November 2024 are provided below:

Journal Entries/Adjustments	5
Payroll Updates/Maintenance Changes	16 / 2 New Hires
Purchase Orders Issued	5
Purchase Orders Paid	31

Invoices Processed for Payment	233
Checks Processed (Demands & Manual)	175
Payroll Checks Processed	280
Business Licenses Issued (New/Renewals)	29 / 40
Water Utility Bills Mailed/Late Notices Issued	Water Utility Bills Mailed 3919
Service Orders Issued (for Water Accounts)	68

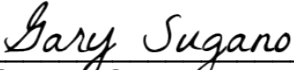
OPTIONS:

None. Information only. Receive and file.

FISCAL IMPACT

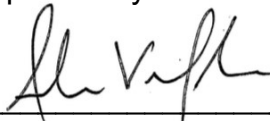
None. Information only. Receive and file.

Reviewed by:



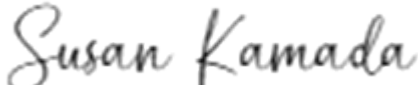
 Gary Y. Sugano
 Assistant City Manager

Approved by:



 Andrew Vialpando
 City Manager

Prepared by:



 Susan Kamada
 Administrative Services Director