

**Regular Meeting of the Artesia City Council
City Council Chambers
18747 Clarkdale Avenue
Artesia, CA 90701
(562) 865-6262**

**You may view this meeting live over the internet at
<https://ca-artesia2.civicplus.com/241/City-Council-Meetings-Video>**

**Monday, January 13, 2024
7:00 p.m.**

1. CALL TO ORDER

1A. Call to Order

2. ROLL CALL

2A. Roll Call

3. INVOCATION

3A. Invocation

4. PLEDGE OF ALLEGIANCE

4A. Pledge of Allegiance

5. PUBLIC COMMENTS

This is the portion of the meeting set aside to invite public comments regarding any matter within the subject matter jurisdiction of the City Council. Public comments may also be submitted by email at publiccomments@cityofartesia.us before 12:00 p.m. on the date of the meeting. Public comments are limited to no more than three minutes each. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item and prior to the City Council vote. Under the provisions of the Brown Act, the City Council is prohibited from taking action on items that are not listed on the agenda, but may refer the matter to staff or to a subsequent meeting. Those wishing to speak are asked to add your information at the digital public kiosk located at the entrance of the Council Chamber.

5A. Public Comments

6. COUNCILMEMBER COMMENTS

6A. Councilmember Comments

7. CEREMONIAL PRESENTATIONS-NONE

8. BUSINESS PRESENTATIONS-NONE

9. CONSENT CALENDAR

It is recommended that Items (9A) through (9H) be acted on simultaneously in one vote unless a member of the City Council requests separate discussion and/or action on the item. In the event a member of the City Council requests separate discussion on a Consent Calendar item, or the item is removed from the Consent Calendar to allow for public comments on the item to be read. The City Council will consider that item immediately following approval of the rest of the Consent Calendar.

9A. Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

— Recommended Action: Waive Reading, by Title Only, of all Ordinances and Resolutions. Said Ordinances and Resolutions Which Appear on the Public Agenda Shall Be Determined to Have Been Read by Title and Further Reading Waived.

9B. City Council Meeting Minutes

— Recommended Action: Approve Minutes as Presented for November 18, 2024 - Regular Meeting.

9C. Accounts Payable Check Register - December 2024

— Recommended Action: Receive and File.

9D. City Financial Report - October and November 2024

— Recommended Action: Receive and File.

9E. Second Reading of an Ordinance Regarding Smoke Shops

— Recommended Action: Adopt Ordinance No. 24-961, Adding Article 47 to Chapter 2 to Title 9 Regarding Smoke Shops, and Finding the Ordinance to be Exempt from CEQA pursuant to State CEQA Guidelines Sections 15301, 15060(c)(2), 15060(c)(3), and 15061(b)(3).

9F. Second Reading of an Ordinance Amending the Requirements for Fireworks Stand Permits

— Recommended Action: Adopt Ordinance No. 24-965, Amending Sections 103 and 104 of Chapter 2 of Title 4 of the Artesia Municipal Code Regarding Permits for Fireworks Stands; and
— Make a Determination of Exemption from CEQA Guidelines Sections 15060, subd. (c)(2), (3) and Section 15378.

9G. Mayor's 2024 Appointments to Internal and External Committees

— Recommended Action: Receive and file.

9H. Appointments for Beautification and Maintenance , Parks and Recreation, Planning , Public Safety Commissions, and Measure M Citizens' Oversight Committee

— Recommended Action: Receive and file.

10. PUBLIC HEARING-NONE

11. DISCUSSION

11A. Resolution Approving Revised Fiscal Year 2024-25 Citywide Salary Schedule

— Recommended Action: Adopt Resolution No. 24-3027, Repealing Resolution No. 24-2894, and Approving and Adopting a City-Wide Salary Schedule as Required by the California Public Employees' Retirement System (CalPERS) For, Respectively, Unrepresented Management Employees, Employees of the Managers and Supervisors Unit, and Employees of the General Unit

11B. Resolution to Amend Unrepresented Management Employees Deferred Compensation Benefit
— Recommended Action: Adopt Resolution No. 25-3023, Amending Resolution No. 22-2902,
Regarding Unrepresented Management Employees Deferred Compensation Benefits.

12. CITY MANAGER INFORMATIONAL REPORTING

12A. City Manager Reporting

13. COUNCILMEMBER COMMENTS

This is the time for Councilmembers to report on external boards and committee meetings attended and meetings attended at public expense. Additional general comments, announcements, and requests of staff and/or other issues of concern to Councilmembers may also be presented at this time.

13A. Councilmember Comments

14. ADJOURNMENT

14A. Adjournment

The City of Artesia complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's office at 562-865-6262 at least 72 hours prior to the meeting. Copies of Staff Reports are on file in the Office of the City Clerk and are available for inspection.

Date Posted: January 9, 2025



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9A.

TO: Mayor and Members of the City Council

SUBJECT: Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council waive reading, by title only, of all ordinances and resolutions. Said ordinances and resolutions which appear on the public agenda shall be determined to have been read by title and further reading waived.

BACKGROUND:

California Government Code 36934 allows the legislative body to waive the requirement to read ordinances and titles by the action.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9B.

TO: Mayor and Members of the City Council

SUBJECT: City Council Meeting Minutes

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council approve minutes as presented for the following City Council meetings:
November 18, 2024 - Regular Meeting

BACKGROUND:

The attached action minutes serve as the official record of the City Council meetings, recording the legislative body's decisions, recorded in its motions, actions, and votes, as mandated by Government Code 36814 and 40801.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.

Attachments

[11-18-24 Regular Meeting Minutes.pdf](#)

Artesia City Council Regular Meeting Minutes
Monday, November 18, 2024 – 7:00 p.m.
City Council Chambers
18747 Clarkdale Avenue, Artesia, CA 90701

1. CALL TO ORDER REGULAR MEETING

Mayor Lima called the meeting to order at 7:22 p.m.

2. ROLL CALL

Present: Mayor Lima, Mayor Pro Tem Taj, Councilmembers Manalo, Ramoso, and Trevino.

Staff Present: City Manager Avalos, Deputy City Manager Burke, Finance Manager Murguia, City Attorney Nguyen, City Clerk Alderete. Public Works Manager Sanchez, Community Development Director Dor, Parks and Recreation Manager Guerra, Special Projects Manager Lee

3. INVOCATION

Pastor Bob DeLeon from Calvary Chapel Artesia delivered the invocation.

4. PLEDGE OF ALLEGIANCE

Commissioner Paul De Medeiros led the pledge of allegiance.

5. PUBLIC COMMENTS

5A. Public Comments Public comments could be provided, in person or submitted by email to publiccomments@cityofartesia.us by 12:00 p.m. on the date of the meeting. Margaret Saito and Teddy Lloyd provided public comments for items not listed on the agenda.

6. COUNCILMEMBER COMMENTS

Mayor Lima, Mayor Pro Tem Taj, Councilmembers Trevino, Ramoso, and Manalo asked questions and/or provided comments.

7. CEREMONIAL PRESENTATIONS

7A. Certificates of Recognition were accepted by Paul de Medeiros, Commissioner Ashika Patel, Commissioner Carl Fonseca, Commissioner Manu Patel, Commissioner Zeel Ahir, and Suguru Kitahara

7B. Donation from Strong Towns Artesia to the City
Lorelei Bailey presented donated bird houses to the City.

7C. America Recycles Day Proclamation
A proclamation for America Recycles Day was accepted by Julie Barreda from CR&R.

8. BUSINESS PRESENTATIONS

8A. CR&R Residential Organics Recycling and Food Waste Updates
CR&R Senior Regional Vice President Julie Barreda provided updates. Mayor Lima and Councilmember Ramoso asked questions and/or provided comments.

9. CONSENT CALENDAR

Taj moved, seconded by Trevino, to approve consent calendar items 9A-9G (excluding item 9F)

Motion carried, 5-0

9A. Waive Reading of All Ordinance and Resolutions Adoptions on the Agenda and Read by Title Only

Recommended Action: Waive Reading, by Title Only, of all Ordinances and Resolutions. Said Ordinances and Resolutions Which Appear on the Public Agenda Shall Be Determined to Have Been Read by Title and Further Reading Waived.

9B. City Council Meeting Minutes

Recommended Action: Approve Minutes as Presented for October 14, 2024 - Regular & Special Meetings.

9C. Accounts Payable Check Register - October 2024

Recommended Action: Receive and File.

9D. City Financial Report - September 2024

Recommended Action: Receive and File.

9E. Professional Services Agreement Amendment for Acquisition Services

Recommended Action: Approve Amendment No. 4 to the Professional Services Agreement with Overland, Pacific, & Cutler, Inc. to Extend the Term Until December 31, 2026, Increase the Compensation to \$190,825 for the A.J. Padelford Park Expansion Project, and Authorize the City Manager to Execute on the Council's Behalf.

9G. Addition of Regular December Council Meeting

Recommended Action: Approve the Addition of December 16, 2024 Regular Meeting at 7 p.m.

ITEM(S) PULLED FROM THE CONSENT CALENDAR (9F)

9F. Introduction of An Ordinance Relating to Time, Date, and Location of the Placement of Solid Waste Collection Containers

Recommended Action: Waive Full Reading and Introduce Ordinance No. 24-964, an Ordinance of the City Council of the City of Artesia, California, Amending Section 6-2.114 of Chapter 2 (Solid Waste and Recycling) of Article 1 (Garbage, Rubbish, and Waste Materials) of Title 6 (Sanitation and Health) of the City of Artesia Municipal Code Relating to the Time, Date, and Location of the Placement of Containers for Waste

Collection and Finding the Action Exempt from CEQA under Title 14 of the California Code of Regulations § 15061(B)(3).

Community Development Director Dor provided staff report. City Attorney Nguyen and City Manager Avalos provided input. Mayor Lima, Councilmembers Trevino, Ramoso, and Manalo asked questions and or provided comments. Council approved the item, and advised the ad hoc committee to discuss distance, timing, and other variables.

Manalo moved, seconded by Ramoso, to approve agenda item 9F, as recommended. Motion carried, 5-0.

10. PUBLIC HEARING

10A. Introduction of an Ordinance Granting Golden State Water Company a Franchise Agreement

Recommended Action: Waive full reading and introduce Ordinance No. 24-957, An Ordinance of the City Council of the City of Artesia, California, Granting to Golden State Water Company, A California Corporation, the Right, Privilege and Franchise to Lay and Use Pipes and Appurtenances for Transmitting and Distributing Water For Any and All Purposes Under, Along, Across, or Upon the Public Streets, Ways, Alleys, and Places as the Same or Now or May Hereafter Exist, Within Said Municipality

Special Projects Manager Lee provided staff report. Mayor Lima opened the public hearing. No public comments were provided. Mayor Lima closed the public hearing.

Taj moved, seconded by Trevino, to approve agenda item 10A, as recommended. Motion carried, 5-0.

10B. Introduction of an Ordinance Prohibiting Short-Term Rentals

Recommended Action: Waive full reading and Introduce Ordinance No. 24-960: An Ordinance of the City Of Artesia, California Adding Article 46 to the Artesia Municipal Code to Prohibit Short-Term Rentals Throughout the City and Finding the Action Exempt from CEQA Pursuant to State CEQA guidelines sections 15060(c)(2) and 15060(c)(2) and 15060(c)(3).

Community Development Director Dor provided staff report. Deputy City Manager Burke provided input. Mayor Lima opened the public hearing. No public comments were provided. Mayor Lima closed the public hearing. Mayor Lima, Mayor Pro Tem Taj, Councilmembers Trevino, and Ramoso asked questions and/or provided comments.

Taj moved, seconded by Ramoso, to approve agenda item 10B, as recommended. Motion carried, 5-0.

10C. Introduction of an Ordinance Regarding Smoke Shops

Recommended Action: Waive Full Reading and Introduce Ordinance No. 24-961, An Ordinance of the City of Artesia Recommending that the City Council Adopt a Zoning Ordinance, Adding Article 47 to Chapter 2 to Title 9 Regarding Smoke Shops, and Finding the Ordinance to be Exempt from CEQA pursuant to State CEQA Guidelines Sections 15301, 15060(c)(2), 15060(c)(3), and 15061(b)(3).

Community Development Director Dor provided staff report. City Manager Avalos and City Attorney Nguyen provided input. Mayor Lima opened the public hearing. No public comments were provided. Mayor Lima left the public hearing open. Mayor Lima, Mayor Pro Tem Taj, Councilmembers Trevino, Ramoso, and Manalo asked questions and/or provided comments. City Attorney Nguyen recommended continuing the item so staff can verify facts and needed information.

Taj moved, seconded by Trevino, to leave the public hearing open and continue agenda item 10C. Motion carried, 5-0.

10D. Adoption of an Urgency Ordinance No. 24-962U Amending the Artesia Municipal Code relating to Accessory Dwelling Units

Recommended Action: Waive Full Reading and Introduce Ordinance No. 24-962U, An Urgency Ordinance of the City Council of the City of Artesia, California, Amending Title 9, Chapter 2, Article 45, of the City of Artesia Municipal Code relating to Accessory Dwelling Units and Junior Accessory Dwelling Units, and Finding the Action to be Statutorily Exempt from CEQA Under Public Resources Code § 21080.17.

Community Development Director Dor provided staff report. City Manager Avalos provided input. Mayor Lima opened the public hearing. No public comments were provided. Mayor Lima closed the public hearing. Mayor Pro Tem Taj asked questions and/or provided comments.

Manalo moved, seconded by Ramoso, to approve agenda item 10D, as recommended. Motion carried, 5-0.

11. DISCUSSION

11A. Discussion Regarding Amending the Artesia Municipal Code Regarding Permits for Fireworks Sales

Recommended Action: Discuss and Provide Direction to Staff Regarding Drafting a Code Amendment Making Changes to the Criteria in the Artesia Municipal Code Related to How Organizations Can Receive Permits for the Sale of Safe and Sane Fireworks in the City.

City Manager Avalos provided staff report. City Attorney Nguyen provided input. Mayor Lima, Mayor Pro Tem Taj, Councilmembers Trevino, Ramoso, and Manalo asked questions and/or provided comments.

Trevino moved, seconded by Manalo, to direct staff to come back at the next meeting with a hierarchy system of which groups qualify and which ones do not, giving Artesia groups the preference whether it's a 501c3 or a community group in Artesia or a local school that way council can amend this process. Motion carried, 5-0.

12. CITY MANAGER INFORMATIONAL REPORTING

City Manager Avalos provided updates.

13. COUNCILMEMBER COMMENTS

Councilmember Ramoso attended The White House for Filipino American History Month and toured the White House at public expense. Councilmember Ramoso attended the Greater Los Angeles County Vector Control District Meeting.

Councilmember Manalo did not attend public meetings at public expense.

Councilmember Trevino did not attend public meetings at public expense. Councilmember Trevino attended the SELACO personnel commission meeting.

Mayor Pro Tem Taj did not attend public meetings at public expense.

Mayor Lima did not attend public meetings at public expense.

14. ADJOURNMENT

The meeting was adjourned at 11:05 p.m.



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9C.

TO: Mayor and Members of the City Council

SUBJECT: Accounts Payable Check Register - December 2024

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

The attached demands summary (accounts payable checks) is a list of all checks issued by the City of Artesia from December 1, 2024 through December 31, 2024.

Prior to printing each check, payment requests are approved by the department manager, Finance Manager, and City Manager. Once payment requests have been approved, a batch for disbursement is processed by the Senior Accountant, and approved by the Finance Manager. Each check is printed with its invoice detail, then signed by the City Manager and Mayor.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.

RECOMMENDED COUNCIL ACTION:

It is recommended that the City Council receive and file this report.

Attachments

[2024 December Demand Check Register.pdf](#)

City of Artesia

December 2024 Check Register

Date	Transaction # Description	Transaction Type	Post Date Due Date	Transaction Payment # Amount	Payment Date	Amount Paid
Adit LLC dba Rodeway Inn						
12/10/2024	12032024	Invoice	12/10/2024	\$15.00 85780	12/11/2024	\$15.00
	Refund for Overpayment of		12/10/2024			
	Totals for Adit LLC dba Rodeway Inn:			\$15.00		\$15.00
AFSCME DISTRICT COUNCIL 36						
12/18/2024	12132024	Invoice	12/18/2024	\$728.38 85801	12/18/2024	\$728.38
	Union Dues, Payroll		12/18/2024			
	Totals for AFSCME DISTRICT COUNCIL 36:			\$728.38		\$728.38
AKESO OCCUPATIONAL HEALTH						
12/03/2024	1440-81853	Invoice	12/03/2024	\$65.00 85759	12/04/2024	\$65.00
	Pre Employment Physical		12/03/2024			
12/03/2024	1440-83080	Invoice	12/03/2024	\$100.00 85759	12/04/2024	\$100.00
	Pre Employment Physical		12/03/2024			
12/10/2024	1440-82157	Invoice	12/10/2024	\$100.00 85781	12/11/2024	\$100.00
	Pre Employment Physical		12/10/2024			
	Totals for AKESO OCCUPATIONAL HEALTH:			\$265.00		\$265.00
ALBANO'S PLUMBING INC.						
12/03/2024	55157	Invoice	12/03/2024	\$225.00 85760	12/04/2024	\$225.00
	Artesia Park Urinal Repair		12/03/2024			
	Totals for ALBANO'S PLUMBING INC.:			\$225.00		\$225.00
ALL CITY MANAGEMENT SERVICES						
12/10/2024	97255	Invoice	12/10/2024	\$11,721.60 85782	12/11/2024	\$11,721.60
	11/10- 11/23/24 Crossing		12/10/2024			
12/23/2024	97583	Invoice	12/23/2024	\$6,512.00 85838	12/23/2024	\$6,512.00
	11/24- 12/7/24 Crossing		12/23/2024			
	Totals for ALL CITY MANAGEMENT SERVICES:			\$18,233.60		\$18,233.60
AMERITAS LIFE INSURANCE GROUP						
12/05/2024	DEC2024	Invoice	12/05/2024	\$370.07 41082	12/11/2024	\$370.07
	24/12 HMO Dental		12/05/2024			
12/05/2024	DEC2024	Invoice	12/05/2024	\$3,354.24 41082	12/11/2024	\$3,354.24
	24/12 PPO Dental		12/05/2024			
	Totals for AMERITAS LIFE INSURANCE GROUP:			\$3,724.31		\$3,724.31
ARTESIA TROPHY						
12/18/2024	1344	Invoice	12/18/2024	\$3,702.20 85802	12/18/2024	\$3,702.20
	2024 Summer Youth		12/18/2024			
	Totals for ARTESIA TROPHY:			\$3,702.20		\$3,702.20
BEST BEST & KRIEGER LLP						
12/10/2024	1014382	Invoice	12/10/2024	\$306.00 85783	12/11/2024	\$306.00
	24/11 Successor Agency		12/10/2024			
12/10/2024	1014376	Invoice	12/10/2024	\$269.50 85783	12/11/2024	\$269.50
	24/11 Parks & Recreation		12/10/2024			
12/10/2024	1014383	Invoice	12/10/2024	\$230.00 85783	12/11/2024	\$230.00
	24/11 Catalyst - Artesia LLC -		12/10/2024			
12/10/2024	1014379	Invoice	12/10/2024	\$136.00 85783	12/11/2024	\$136.00
	24/11 Finance		12/10/2024			
12/10/2024	1014378	Invoice	12/10/2024	\$98.00 85783	12/11/2024	\$98.00
	24/11 Utilities		12/10/2024			
12/10/2024	1014386	Invoice	12/10/2024	\$44.00 85783	12/11/2024	\$44.00
	24/11 BBK West Covina		12/10/2024			
12/10/2024	1014380	Invoice	12/10/2024	\$34.00 85783	12/11/2024	\$34.00
	24/11 Artesia Towne Center		12/10/2024			
12/10/2024	1014373	Invoice	12/10/2024	\$24.50 85783	12/11/2024	\$24.50
	24/11 Administration		12/10/2024			
12/10/2024	1014389	Invoice	12/10/2024	\$544.00 85783	12/11/2024	\$544.00
	24/11 Economic		12/10/2024			
12/10/2024	1014388	Invoice	12/10/2024	\$850.00 85783	12/11/2024	\$850.00
	24/11 ADU Ordinance		12/10/2024			
12/10/2024	1014392	Invoice	12/10/2024	\$906.30 85783	12/11/2024	\$906.30
	24/11 Reimbursable - 11540		12/10/2024			

	187th St/Clear Channel					
12/10/2024	1014384	Invoice	12/10/2024	\$922.00 85783	12/11/2024	\$922.00
	24/11 Motel 6		12/10/2024			
12/10/2024	1014393	Invoice	12/10/2024	\$1,131.30 85783	12/11/2024	\$1,131.30
	24/11 Builders Remedy		12/10/2024			
12/10/2024	1014375	Invoice	12/10/2024	\$1,185.50 85783	12/11/2024	\$1,185.50
	24/11 City Clerk		12/10/2024			
12/10/2024	1014372	Invoice	12/10/2024	\$1,313.50 85783	12/11/2024	\$1,313.50
	24/11 City Manager		12/10/2024			
12/10/2024	1014387	Invoice	12/10/2024	\$2,856.00 85784	12/11/2024	\$2,856.00
	24/11 HCD Notice		12/10/2024			
12/10/2024	1014374	Invoice	12/10/2024	\$3,407.50 85784	12/11/2024	\$3,407.50
	24/11 Planning		12/10/2024			
12/10/2024	1014371	Invoice	12/10/2024	\$3,724.00 85784	12/11/2024	\$3,724.00
	24/11 City Council Project		12/10/2024			
12/10/2024	1014390	Invoice	12/10/2024	\$4,454.00 85784	12/11/2024	\$4,454.00
	24/11 Eminent Domain RE		12/10/2024			
12/10/2024	1014391	Invoice	12/10/2024	\$4,738.72 85784	12/11/2024	\$4,738.72
	24/11 Code Enforcement		12/10/2024			
12/10/2024	1014381	Invoice	12/10/2024	\$6,044.00 85784	12/11/2024	\$6,044.00
	24/11 Labor/Employment		12/10/2024			
12/10/2024	1014394	Invoice	12/10/2024	\$7,160.00 85784	12/11/2024	\$7,160.00
	24/11 Public Records Act		12/10/2024			
		<i>Totals for BEST BEST & KRIEGER LLP:</i>		<u>\$40,378.82</u>		<u>\$40,378.82</u>
BLAINE CAMERON DEAN						
12/03/2024	112624	Invoice	12/03/2024	\$400.00 85761	12/04/2024	\$400.00
	Photography for the 2024		12/03/2024			
		<i>Totals for BLAINE CAMERON DEAN:</i>		<u>\$400.00</u>		<u>\$400.00</u>
BOOT WORLD #20						
12/03/2024	101953	Invoice	12/03/2024	\$125.00 85762	12/04/2024	\$125.00
	Boot Allowance (S. Choi)		12/03/2024			
12/18/2024	102630	Invoice	12/18/2024	\$1,053.64 85803	12/18/2024	\$1,053.64
	Public Safety, Parking &		12/18/2024			
		<i>Totals for BOOT WORLD #20:</i>		<u>\$1,178.64</u>		<u>\$1,178.64</u>
CALE AMERICA INC.						
12/03/2024	182802	Invoice	12/03/2024	(\$1,526.16) 181524	12/03/2024	(\$1,526.16)
	24/10 Parking Meter IT		12/03/2024			
12/03/2024	183248	Invoice	12/03/2024	\$1,526.16 85763	12/04/2024	\$1,526.16
	24/11 Parking Meter IT		12/03/2024			
12/03/2024	182414	Invoice	12/03/2024	\$1,526.16 85763	12/04/2024	\$1,526.16
	24/09 Parking Meter IT		12/03/2024			
		<i>Totals for CALE AMERICA INC.:</i>		<u>\$3,052.32</u>		<u>\$3,052.32</u>
CALIFORNIA CLERK ADMINISTRATION SERVICES, LLC						
12/03/2024	A-006	Invoice	12/03/2024	\$150.00 85764	12/04/2024	\$150.00
	Transcription of minutes		12/03/2024			
		<i>Totals for CALIFORNIA CLERK ADMINISTRATION SERVICES, LLC:</i>		<u>\$150.00</u>		<u>\$150.00</u>
CALIFORNIA PEST MANAGEMENT						
12/18/2024	12/18/2024	Invoice	12/18/2024	\$134.00 85804	12/18/2024	\$134.00
	24/12 Pest Control		12/18/2024			
		<i>Totals for CALIFORNIA PEST MANAGEMENT:</i>		<u>\$134.00</u>		<u>\$134.00</u>
CalPers						
12/06/2024	4203484552-12/2024	Invoice	12/06/2024	\$64,221.39 41092	12/23/2024	\$64,221.39
	24/12 Health Premium		12/06/2024			
		<i>Totals for CalPers:</i>		<u>\$64,221.39</u>		<u>\$64,221.39</u>
CELL BUSINESS EQUIPMENT						
12/23/2024	5032415770	Invoice	12/23/2024	\$653.71 85839	12/23/2024	\$653.71
	12/20-1/19/25 Sharp		12/23/2024			
		<i>Totals for CELL BUSINESS EQUIPMENT:</i>		<u>\$653.71</u>		<u>\$653.71</u>
CHANSON WALKER						
12/03/2024	120224	Invoice	12/03/2024	\$416.00 85765	12/04/2024	\$416.00
	Day Camp T-shirts		12/03/2024			
		<i>Totals for CHANSON WALKER:</i>		<u>\$416.00</u>		<u>\$416.00</u>
CHEE SALETTE ARCHITECTURE OFFICE						
12/10/2024	2024-08-03	Invoice	12/10/2024	\$67,450.00 85785	12/11/2024	\$67,450.00
	24/11 Design Services		12/10/2024			

			Totals for CHEE SALETTE ARCHITECTURE OFFICE:		\$67,450.00			\$67,450.00
CINTAS CORP								
12/23/2024	4210539365	Invoice	12/23/2024	\$144.63	85840	12/23/2024		\$144.63
	24/11 AJ Park Janitorial		12/23/2024					
12/23/2024	4212046713	Invoice	12/23/2024	\$627.23	85840	12/23/2024		\$627.23
	24/11 Artesia Park Janitorial		12/23/2024					
Totals for CINTAS CORP:				\$771.86				\$771.86
CITY OF BREA								
12/18/2024	ASIT001465	Invoice	12/18/2024	\$4,232.80	85805	12/18/2024		\$4,232.80
	24/11 IT service and onsite		12/18/2024					
Totals for CITY OF BREA:				\$4,232.80				\$4,232.80
COLONIAL LIFE								
12/10/2024	70687031201008	Invoice	12/10/2024	\$2,822.93	41083	12/11/2024		\$2,822.93
	24/12 Supplemental Ins.		12/10/2024					
Totals for COLONIAL LIFE:				\$2,822.93				\$2,822.93
David Devito								
12/10/2024	122024	Invoice	12/10/2024	\$400.00	85786	12/11/2024		\$400.00
	Community Holiday Party		12/10/2024					
Totals for David Devito:				\$400.00				\$400.00
DOROTHY HOEKSTRA								
12/23/2024	JAN2025	Invoice	12/23/2024	\$221.12	85841	12/23/2024		\$221.12
	25/01 Medical Premium		12/23/2024					
Totals for DOROTHY HOEKSTRA:				\$221.12				\$221.12
DUNN-EDWARDS CORPORATION								
12/18/2024	2074A25166	Invoice	12/18/2024	\$1,742.58	85806	12/18/2024		\$1,742.58
	Graffiti Removal Supplies		12/18/2024					
Totals for DUNN-EDWARDS CORPORATION:				\$1,742.58				\$1,742.58
DUPRE ENTERPRISES								
12/18/2024	113655	Invoice	12/18/2024	\$780.00	85807	12/18/2024		\$780.00
	Troubleshooting and Reprogramming Water		12/18/2024					
12/18/2024	113636	Invoice	12/18/2024	\$520.00	85807	12/18/2024		\$520.00
	Water Tower Lights		12/18/2024					
Totals for DUPRE ENTERPRISES:				\$1,300.00				\$1,300.00
Enterprise FM Trust								
12/17/2024	480414A-120524	Invoice	12/17/2024	\$3,574.95	41089	12/18/2024		\$3,574.95
	24/11 Electric Vehicle Lease		12/17/2024					
Totals for Enterprise FM Trust:				\$3,574.95				\$3,574.95
ERNESTO OLIVARES								
12/23/2024	JAN2025	Invoice	12/23/2024	\$221.12	85842	12/23/2024		\$221.12
	25/01 Medical Premium		12/23/2024					
Totals for ERNESTO OLIVARES:				\$221.12				\$221.12
FIDELITY SECURITY LIFE INSURANCE CO.								
12/05/2024	166557795	Invoice	12/05/2024	\$690.36	41084	12/11/2024		\$690.36
	24/12 Vision Coverage		12/05/2024					
Totals for FIDELITY SECURITY LIFE INSURANCE CO.:				\$690.36				\$690.36
FIESTA COOPERATIVE INC.								
12/18/2024	241104	Invoice	12/18/2024	\$7,829.82	85808	12/18/2024		\$7,829.82
	24/11 Dial-a-Ride Services		12/18/2024					
Totals for FIESTA COOPERATIVE INC.:				\$7,829.82				\$7,829.82
FOSTER & FOSTER INC								
12/18/2024	34052	Invoice	12/18/2024	\$1,500.00	85809	12/18/2024		\$1,500.00
	FY 23-24 GASB 75		12/18/2024					
Totals for FOSTER & FOSTER INC:				\$1,500.00				\$1,500.00
FRANCHISE TAX BOARD								
12/03/2024	112924	Invoice	12/03/2024	\$80.00	85766	12/04/2024		\$80.00
	Ericka Jackson, 11/29/2024		12/03/2024					
12/18/2024	12132024	Invoice	12/18/2024	\$80.00	85810	12/18/2024		\$80.00
	Ericka Jackson, 12/13/2024		12/18/2024					
Totals for FRANCHISE TAX BOARD:				\$160.00				\$160.00
G2 CONSTRUCTION INC								
12/18/2024	241211-A1	Invoice	12/18/2024	\$14,944.00	85811	12/18/2024		\$14,944.00
	Stormwater Trash Capture		12/18/2024					
Totals for G2 CONSTRUCTION INC:				\$14,944.00				\$14,944.00
GATEWAY CITIES COUNCIL OF GOVERNMENTS								

12/10/2024	001	Invoice	12/10/2024	\$7,500.00	85787	12/11/2024	\$7,500.00
	Artesia-Gateway Cities		12/10/2024				
	Affordable Housing Trust						
	Totals for GATEWAY CITIES COUNCIL OF GOVERNMENTS:			\$7,500.00			\$7,500.00
	GOLDEN STATE WATER COMPANY						
12/18/2024	00552386989-121224	Invoice	12/18/2024	\$380.03	41090	12/18/2024	\$380.03
	24/11 11938 South St.		12/18/2024				
12/18/2024	28650044382-120524	Invoice	12/18/2024	\$233.31	41090	12/18/2024	\$233.31
	24/11 18609 IRR Pioneer		12/18/2024				
12/18/2024	49058935782-121324	Invoice	12/18/2024	\$186.95	41090	12/18/2024	\$186.95
	24/11 18530 Corby Ave.		12/18/2024				
12/18/2024	13732300002-121624	Invoice	12/18/2024	\$285.93	41090	12/18/2024	\$285.93
	24/11 11504 Artesia Blvd		12/18/2024				
12/18/2024	80727400006-120524	Invoice	12/18/2024	\$432.65	41090	12/18/2024	\$432.65
	24/11 11710 South St IRR		12/18/2024				
12/18/2024	43024400004-120524	Invoice	12/18/2024	\$329.92	41090	12/18/2024	\$329.92
	24/11 11734 IRR Artesia		12/18/2024				
12/18/2024	42732300001-121724	Invoice	12/18/2024	\$249.23	41090	12/18/2024	\$249.23
	24/11 12034 Artesia IRR		12/18/2024				
12/18/2024	11131392257-121624	Invoice	12/18/2024	\$410.62	41090	12/18/2024	\$410.62
	24/11 17189 IRR Baber Ave.		12/18/2024				
12/18/2024	97259400006-121624	Invoice	12/18/2024	\$60.25	41090	12/18/2024	\$60.25
	24/11 17202 Alburtis		12/18/2024				
12/18/2024	82177200001-121624	Invoice	12/18/2024	\$161.86	41090	12/18/2024	\$161.86
	24/11 17203 Corby Ave.		12/18/2024				
12/18/2024	87564300009-121724	Invoice	12/18/2024	\$652.73	41090	12/18/2024	\$652.73
	24/11 17512 IRR Norwalk		12/18/2024				
12/18/2024	79020300004-121624	Invoice	12/18/2024	\$1,569.71	41090	12/18/2024	\$1,569.71
	24/11 17815 Pioneer Blvd		12/18/2024				
12/18/2024	87836872074-121224	Invoice	12/18/2024	\$233.31	41090	12/18/2024	\$233.31
	24/11 18506 IRR Pioneer		12/18/2024				
12/18/2024	29424300001-120524	Invoice	12/18/2024	\$148.28	41090	12/18/2024	\$148.28
	24/11 18641 Corby		12/18/2024				
12/18/2024	22743000006-120524	Invoice	12/18/2024	\$253.33	41090	12/18/2024	\$253.33
	24/11 18644 Alburtis Ave.		12/18/2024				
12/18/2024	91743000001-120524	Invoice	12/18/2024	\$386.63	41090	12/18/2024	\$386.63
	24/11 18747 Clarkdale Ave.		12/18/2024				
12/18/2024	02743000008-120524	Invoice	12/18/2024	\$26.18	41090	12/18/2024	\$26.18
	24/11 18747 Fp Clarkdale		12/18/2024				
12/18/2024	12743000007-120524	Invoice	12/18/2024	\$388.62	41090	12/18/2024	\$388.62
	24/11 18750 Clarkdale		12/18/2024				
12/18/2024	85147443411-121224	Invoice	12/18/2024	\$342.61	41090	12/18/2024	\$342.61
	24/11 18803 Elaine Ave.		12/18/2024				
12/18/2024	63500932239-121224	Invoice	12/18/2024	\$306.67	41090	12/18/2024	\$306.67
	24/11 Norwalk & South St.		12/18/2024				
12/18/2024	55342200007-120524	Invoice	12/18/2024	\$249.23	41090	12/18/2024	\$249.23
	24/11 Norwalk Blvd So of		12/18/2024				
12/18/2024	91385393847-120524	Invoice	12/18/2024	\$1,157.65	41090	12/18/2024	\$1,157.65
	24/11 17514 Norwalk Blvd		12/18/2024				
12/18/2024	53533876818-120524	Invoice	12/18/2024	\$328.68	41090	12/18/2024	\$328.68
	24/11 Droxford St Norwalk		12/18/2024				
12/18/2024	76772389227-121324	Invoice	12/18/2024	\$154.52	41090	12/18/2024	\$154.52
	24/11 11504 178th St.		12/18/2024				
	Totals for GOLDEN STATE WATER COMPANY:			\$8,928.90			\$8,928.90
	HEDSSON JIMENEZ						
12/10/2024	NOV/DEC2024	Invoice	12/10/2024	\$1,315.60	85788	12/11/2024	\$1,315.60
	Nov/Dec '24 Karate Class		12/10/2024				
12/23/2024	DEC2024	Invoice	12/23/2024	\$462.80	85843	12/23/2024	\$462.80
	Dec '24 Karate Class		12/23/2024				
	Totals for HEDSSON JIMENEZ:			\$1,778.40			\$1,778.40
	HINDERLITER DE LLAMAS & ASSOCIATES						
12/03/2024	SIN044930	Invoice	12/03/2024	\$1,504.90	85767	12/04/2024	\$1,504.90
	Oct/Dec '24 Sales Tax Audit		12/03/2024				
12/18/2024	sin045527	Invoice	12/18/2024	\$6,700.00	85812	12/18/2024	\$6,700.00
	24/11 Cannabis Program		12/18/2024				
	Totals for HINDERLITER DE LLAMAS & ASSOCIATES:			\$8,204.90			\$8,204.90

HUGO GAMEZ

12/18/2024	2024 MDR	Invoice	12/18/2024	\$500.00	85813	12/18/2024	\$500.00
	Medical Deductible		12/18/2024				
			Totals for HUGO GAMEZ:	\$500.00			\$500.00

JHM Supply

12/18/2024	373296	Invoice	12/18/2024	\$1,038.59	85814	12/18/2024	\$1,038.59
	Fertilizer for Artesia Park		12/18/2024				
			Totals for JHM Supply:	\$1,038.59			\$1,038.59

JOSE ASCENCIO

12/23/2024	JAN2025	Invoice	12/23/2024	\$221.12 85844	12/23/2024	\$221.12
	25/01 Medical Premium		12/23/2024			
		<i>Totals for JOSE ASCENCIO:</i>		<u>\$221.12</u>		<u>\$221.12</u>

JULIE KOGA

12/23/2024	OCT/DEC2024	Invoice	12/23/2024	\$422.50 85845	12/23/2024	\$422.50
	Oct/Dec '24 Taiko		12/23/2024			
			<i>Totals for JULIE KOGA:</i>	<u>\$422.50</u>		<u>\$422.50</u>

KAREN GONZALEZ

12/10/2024	103124 Artesia	Invoice	12/10/2024	\$780.00	85789	12/11/2024	\$780.00
	Veteran Banners		12/10/2024				
12/10/2024	102824 Artesia	Invoice	12/10/2024	\$900.00	85789	12/11/2024	\$900.00
	ISDFD Media		12/10/2024				
12/10/2024	120524 Artesia	Invoice	12/10/2024	\$6,990.00	85789	12/11/2024	\$6,990.00
	Winter 2024 Artesian		12/10/2024				
		Totals for KAREN GONZALEZ:		\$8,670.00			\$8,670.00

KAREN HEATH

12/23/2024	JAN2025	Invoice	12/23/2024	\$225.36 85846	12/23/2024	\$225.36
	25/01 Medical Premium		12/23/2024			
			<i>Totals for KAREN HEATH:</i>	<u>\$225.36</u>		<u>\$225.36</u>

KARLA GARCIA

12/10/2024	12052024	Invoice	12/10/2024	\$500.00	85790	12/11/2024	\$500.00
	Deductible	Reimbursement	12/10/2024				
			Totals for KARLA GARCIA:	\$500.00			\$500.00

KIMLEY HORN AND ASSOCIATES INC

12/23/2024	29751028	Invoice	12/23/2024	\$2,090.00	85847	12/23/2024	\$2,090.00
	24/11 EV Charging Facility		12/23/2024				
	<i>Totals for KIMLEY HORN AND ASSOCIATES INC:</i>			<u>\$2,090.00</u>			<u>\$2,090.00</u>

Kristin Keiser

12/10/2024	121124	Invoice	12/10/2024	\$400.00	85791	12/11/2024	\$400.00
	Headshots for Council		12/10/2024				
			Totals for Kristin Keiser:	\$400.00			\$400.00

LA COUNTY ASSESSOR OFFICE

12/18/2024	25ASRE071	Invoice	12/18/2024	\$6.00	85815	12/18/2024	\$6.00
	24/11 City Map		12/18/2024				
		<i>Totals for LA COUNTY ASSESSOR OFFICE:</i>			\$6.00		\$6.00

LA COUNTY SHERIFF'S DEPARTMENT

12/10/2024	251222MR	Invoice	12/10/2024	\$1,194.08	85792	12/11/2024	\$1,194.08
	24/10 Traffic Enforcement		12/10/2024				
12/10/2024	251220MR	Invoice	12/10/2024	\$4,486.50	85792	12/11/2024	\$4,486.50
	24/10 Foot Patrol		12/10/2024				
12/10/2024	251223MR	Invoice	12/10/2024	\$4,611.24	85792	12/11/2024	\$4,611.24
	24/10 La Miraga Event		12/10/2024				
12/10/2024	251219MR	Invoice	12/10/2024	\$13,228.38	85792	12/11/2024	\$13,228.38
	24/10 Gang Suppression		12/10/2024				
12/10/2024	251221MR	Invoice	12/10/2024	\$25,796.67	85792	12/11/2024	\$25,796.67
	24/10 SAO Backfill		12/10/2024				
12/10/2024	251008TZ	Invoice	12/10/2024	\$369,930.26	85792	12/11/2024	\$369,930.26
	24/10 General Law		12/10/2024				
12/10/2024	251224MR	Invoice	12/10/2024	\$1,311.84	85792	12/11/2024	\$1,311.84
	24/10 Diversity Street		12/10/2024				
Totals for LA COUNTY SHERIFF'S DEPARTMENT:				\$420,558.97			\$420,558.97

LAKEMAN BROTHERS

12/18/2024	LB 11.25.2024	Invoice	12/18/2024	\$7,560.00	85816	12/18/2024	\$7,560.00
	Exterior Painting at Artesia		12/18/2024				
		<i>Totals for LAKEMAN BROTHERS:</i>		<u>\$7,560.00</u>			<u>\$7,560.00</u>

LEGAL SHIELD

12/18/2024	12152024	Invoice	12/18/2024	\$184.60	85817	12/18/2024	\$184.60
	24/12 Supplemental Ins.		12/18/2024				
			Totals for LEGAL SHIELD:	\$184.60			\$184.60
LETICIA MORRIS							
12/23/2024	NOV/DEC2024	Invoice	12/23/2024	\$163.80	85848	12/23/2024	\$163.80
	Nov/Dec '24 Zumba PM		12/23/2024				
			Totals for LETICIA MORRIS:	\$163.80			\$163.80
LIBERTY UTILITIES							
12/03/2024	200006718171-112224	Invoice	12/03/2024	\$1,090.69	85768	12/04/2024	\$1,090.69
	9/17-11/16/24 - 16712		12/03/2024				
			Totals for LIBERTY UTILITIES:	\$1,090.69			\$1,090.69
LINCOLN NATIONAL LIFE INSURANCE							
12/10/2024	4770687700	Invoice	12/10/2024	\$1,720.64	41085	12/11/2024	\$1,720.64
	24/12 Life & Disability Ins.		12/10/2024				
			Totals for LINCOLN NATIONAL LIFE INSURANCE:	\$1,720.64			\$1,720.64
LOS ANGELES COUNTY PUBLIC WORKS							
12/03/2024	IN850000342	Invoice	12/03/2024	\$28,704.64	85769	12/04/2024	\$28,704.64
	24/09 Building & Safety		12/03/2024				
			Totals for LOS ANGELES COUNTY PUBLIC WORKS:	\$28,704.64			\$28,704.64
LOS CERRITOS COMMUNITY NEWS							
12/03/2024	37189	Invoice	12/03/2024	\$1,409.40	85770	12/04/2024	\$1,409.40
	Legal Notice 11/22/24		12/03/2024				
			Totals for LOS CERRITOS COMMUNITY NEWS:	\$1,409.40			\$1,409.40
LOWELL CONSTANTINO							
12/18/2024	17768	Invoice	12/18/2024	\$3,000.00	85818	12/18/2024	\$3,000.00
	Engineering Deposit Refund -		12/18/2024				
			Totals for LOWELL CONSTANTINO:	\$3,000.00			\$3,000.00
MARICEL BAYRO							
12/23/2024	12192024	Invoice	12/23/2024	\$2,000.00	85849	12/23/2024	\$2,000.00
	Constr. & Demolition		12/23/2024				
	Recycling Deposit Refund						
			Totals for MARICEL BAYRO:	\$2,000.00			\$2,000.00
MARIPOSA LANDSCAPES INC							
12/23/2024	111066	Invoice	12/23/2024	\$8,903.00	85850	12/23/2024	\$8,903.00
	24/11 Landscape		12/23/2024				
			Totals for MARIPOSA LANDSCAPES INC:	\$8,903.00			\$8,903.00
MARTIN GAMEZ							
12/23/2024	JAN2025	Invoice	12/23/2024	\$221.12	85851	12/23/2024	\$221.12
	25/01 Medical Premium		12/23/2024				
			Totals for MARTIN GAMEZ:	\$221.12			\$221.12
MELVYN CABOGOS							
12/18/2024	77515519	Invoice	12/18/2024	\$50.00	85819	12/18/2024	\$50.00
	Refund for Fall Ball		12/18/2024				
			Totals for MELVYN CABOGOS:	\$50.00			\$50.00
MissionSquare Retirement							
12/10/2024	M18817	Invoice	12/10/2024	\$947.21	85793	12/11/2024	\$947.21
	Q3 2024 Administrative		12/10/2024				
			Totals for MissionSquare Retirement:	\$947.21			\$947.21
MONJARAS & WISMEYER GROUP INC							
12/18/2024	26879	Invoice	12/18/2024	\$1,207.50	85820	12/18/2024	\$1,207.50
	Work Accommodation		12/18/2024				
			Totals for MONJARAS & WISMEYER GROUP INC:	\$1,207.50			\$1,207.50
MUKESH JOLLY							
10/15/2024	78682720	Invoice	10/15/2024	\$150.00	85821	12/18/2024	\$150.00
	Street Fair Deposit Refund		10/15/2024				
			Totals for MUKESH JOLLY:	\$150.00			\$150.00
NANCY KE							
12/03/2024	80231770	Invoice	12/03/2024	\$75.00	85771	12/04/2024	\$75.00
	Security Deposit Refund		12/03/2024				
			Totals for NANCY KE:	\$75.00			\$75.00
NATALIE HERRERA							
12/23/2024	JAN2025	Invoice	12/23/2024	\$221.12	85852	12/23/2024	\$221.12
	25/01 Medical Premium		12/23/2024				
			Totals for NATALIE HERRERA:	\$221.12			\$221.12
NATIONAL ENVIRONMENTAL SERVICES							

12/10/2024	34362	Invoice	12/10/2024	\$15,000.00	85794	12/11/2024	\$15,000.00
	24/11 Street Sweeping		12/10/2024				
			Totals for NATIONAL ENVIRONMENTAL SERVICES:	\$15,000.00			\$15,000.00
NATIONAL TRENCH SAFETY							
12/03/2024	910510	Invoice	12/03/2024	\$2,790.18	85772	12/04/2024	\$2,790.18
	Perma-Patch Cold Mix Pallet		12/03/2024				
			Totals for NATIONAL TRENCH SAFETY:	\$2,790.18			\$2,790.18
NORWALK PRINTING							
12/18/2024	21650	Invoice	12/18/2024	\$635.04	85822	12/18/2024	\$635.04
	Business cards for Mayor, MPT, and New Council		12/18/2024				
			Totals for NORWALK PRINTING:	\$635.04			\$635.04
ODP BUSINESS SOLUTIONS, LLC							
12/03/2024	394729468001	Invoice	12/03/2024	\$57.71	85773	12/04/2024	\$57.71
	General Office Supplies		12/03/2024				
12/18/2024	396764308001	Invoice	12/18/2024	\$75.74	85823	12/18/2024	\$75.74
	Office Supplies		12/18/2024				
12/18/2024	397019128001	Invoice	12/18/2024	\$754.96	85823	12/18/2024	\$754.96
	Office Supplies		12/18/2024				
			Totals for ODP BUSINESS SOLUTIONS, LLC:	\$888.41			\$888.41
ONLINE STRIPING SERVICE							
12/23/2024	1323	Invoice	12/23/2024	\$31,080.00	85853	12/23/2024	\$31,080.00
	Remove and replace damaged concrete - various		12/23/2024				
			Totals for ONLINE STRIPING SERVICE:	\$31,080.00			\$31,080.00
PLACEWORKS INC.							
12/18/2024	ART-02.0-5	Invoice	12/18/2024	\$2,365.45	85824	12/18/2024	\$2,365.45
	24/11 ADSP TOD SIP		12/18/2024				
12/18/2024	ART-02.0-4	Invoice	12/18/2024	\$3,403.30	85824	12/18/2024	\$3,403.30
	24/11 ADSP TOD Portion		12/18/2024				
12/18/2024	ART-02.0-6	Invoice	12/18/2024	\$4,531.25	85824	12/18/2024	\$4,531.25
	24/11 ADSP-SEGL Enviro		12/18/2024				
			Totals for PLACEWORKS INC.:	\$10,300.00			\$10,300.00
RAMIREZ PRODUCTIONS							
12/04/2024	1540	Invoice	12/04/2024	\$1,992.29	85779	12/04/2024	\$1,992.29
	Equipment Rental for		12/04/2024				
			Totals for RAMIREZ PRODUCTIONS:	\$1,992.29			\$1,992.29
RAMSEY GANT							
12/18/2024	IR-3223	Invoice	12/18/2024	\$250.00	85825	12/18/2024	\$250.00
	Alarm Rebate		12/18/2024				
			Totals for RAMSEY GANT:	\$250.00			\$250.00
RingCentral							
12/03/2024	CD_000946348	Invoice	12/03/2024	\$992.81	85774	12/04/2024	\$992.81
	2024/10 Phone Service		12/03/2024				
12/03/2024	CD_000922020	Invoice	12/03/2024	\$991.18	85774	12/04/2024	\$991.18
	2024/09 Phone Service		12/03/2024				
12/18/2024	CD_000970396	Invoice	12/18/2024	\$1,009.84	85826	12/18/2024	\$1,009.84
	24/11 Phone Service		12/18/2024				
			Totals for RingCentral:	\$2,993.83			\$2,993.83
ROBERT HALF							
12/03/2024	64357513	Invoice	12/03/2024	\$1,074.48	85775	12/04/2024	\$1,074.48
	Planning Temp Admin		12/03/2024				
12/18/2024	64408060	Invoice	12/18/2024	\$1,432.64	85827	12/18/2024	\$1,432.64
	Planning Temp Admin		12/18/2024				
			Totals for ROBERT HALF:	\$2,507.12			\$2,507.12
RON IBARRA ENGINEERING							
12/03/2024	2024-10	Invoice	12/03/2024	\$2,775.00	85776	12/04/2024	\$2,775.00
	24/10 Encroachment Permits		12/03/2024				
			Totals for RON IBARRA ENGINEERING:	\$2,775.00			\$2,775.00
SEUNG YOUNG JEUNG							
12/23/2024	NOV/DEC2024	Invoice	12/23/2024	\$101.40	85854	12/23/2024	\$101.40
	Nov/Dec '24 Guitar Class		12/23/2024				
			Totals for SEUNG YOUNG JEUNG:	\$101.40			\$101.40
SHUSTER ADVISORY GROUP							
12/18/2024	7163	Invoice	12/18/2024	\$250.00	85828	12/18/2024	\$250.00

24/11 Advisory Fee			12/18/2024			
			Totals for SHUSTER ADVISORY GROUP:	\$250.00		\$250.00
SMART & FINAL CORPORATION						
12/18/2024	3576030037701	Invoice	12/18/2024	\$332.65 85829	12/18/2024	\$332.65
	AJ Park Thanksgiving Feast		12/18/2024			
			Totals for SMART & FINAL CORPORATION:	\$332.65		\$332.65
Southern California Edison Company						
12/05/2024	700454958639-112324	Invoice	12/05/2024	\$29.20 41086	12/11/2024	\$29.20
	24/11 18510 Corby Ave.		12/05/2024			
12/05/2024	700483004874-112524	Invoice	12/05/2024	\$5,299.24 41086	12/11/2024	\$5,299.24
	24/11 Various Locations		12/05/2024			
12/05/2024	700485859203-112324	Invoice	12/05/2024	\$3,243.99 41086	12/11/2024	\$3,243.99
	24/11 Various Traffic Signals		12/05/2024			
12/05/2024	700492283835-111824	Invoice	12/05/2024	\$274.47 41086	12/11/2024	\$274.47
	24/11 Various Locations TC-		12/05/2024			
12/05/2024	700492421150-111824	Invoice	12/05/2024	\$163.33 41086	12/11/2024	\$163.33
	24/11 Artesia/Gridley		12/05/2024			
12/05/2024	700498964105-111824	Invoice	12/05/2024	\$1,729.24 41086	12/11/2024	\$1,729.24
	24/11 18750 Clarkdale EV		12/05/2024			
12/05/2024	700560422190-111824	Invoice	12/05/2024	\$82.09 41086	12/11/2024	\$82.09
	24/11 18600 1/2 S Norwalk		12/05/2024			
12/05/2024	700562509108-111824	Invoice	12/05/2024	\$73.64 41086	12/11/2024	\$73.64
	24/11 12001 Artesia Blvd		12/05/2024			
12/05/2024	700405333439-112524	Invoice	12/05/2024	\$1,189.32 41086	12/11/2024	\$1,189.32
	24/11 Various Locations		12/05/2024			
12/05/2024	700491366274-120224	Invoice	12/05/2024	\$17,611.66 41086	12/11/2024	\$17,611.66
	24/11 Various Locations		12/05/2024			
			Totals for Southern California Edison Company:	\$29,696.18		\$29,696.18
Southern California Gas Company						
12/18/2024	17950623003-120524	Invoice	12/18/2024	\$249.01 41093	12/23/2024	\$249.01
	24/12 18750 Clarkdale Ave.		12/18/2024			
12/18/2024	17949759637-121624	Invoice	12/18/2024	\$80.00 41093	12/23/2024	\$80.00
	24/12 18644 Alburtis Ave.		12/18/2024			
12/18/2024	04530693599-121824	Invoice	12/18/2024	\$232.17 41093	12/23/2024	\$232.17
	24/12 11870 169th St.		12/18/2024			
12/18/2024	12280628004-120424	Invoice	12/18/2024	\$7.52 41093	12/23/2024	\$7.52
	24/12 11931 South St		12/18/2024			
12/18/2024	12690659565-111424	Invoice	12/18/2024	\$16.48 41093	12/23/2024	\$16.48
	24/12 18641 Corby Ave.		12/18/2024			
12/18/2024	17740623008-120524	Invoice	12/18/2024	\$114.09 41093	12/23/2024	\$114.09
	24/12 18747 Clarkdale Ave.		12/18/2024			
			Totals for Southern California Gas Company:	\$699.27		\$699.27
SOUTHERN CALIFORNIA NEWS GROUP						
12/23/2024	605164	Invoice	12/23/2024	\$1,648.26 85855	12/23/2024	\$1,648.26
	Legal Notice Ord 24- 962U		12/23/2024			
			Totals for SOUTHERN CALIFORNIA NEWS GROUP:	\$1,648.26		\$1,648.26
SOUTHERN CALIFORNIA SECURITY CENTERS						
12/10/2024	106456	Invoice	12/10/2024	\$520.00 85795	12/11/2024	\$520.00
	Locksmith - Warrant 11944		12/10/2024			
			Totals for SOUTHERN CALIFORNIA SECURITY CENTERS:	\$520.00		\$520.00
Sterling Administration						
12/13/2024	828623	Invoice	12/13/2024	\$658.32 41091	12/18/2024	\$658.32
	24/12 FSA/DCA		12/13/2024			
12/09/2024	828032	Invoice	12/09/2024	\$1,401.67 41091	12/18/2024	\$1,401.67
	25/01 FSA/DCA		12/09/2024			
			Totals for Sterling Administration:	\$2,059.99		\$2,059.99
SUSAN MCCORMICK						
12/23/2024	DEC2024	Invoice	12/23/2024	\$1,097.20 85856	12/23/2024	\$1,097.20
	Dec '24 Guitar & Ukulele		12/23/2024			
			Totals for SUSAN MCCORMICK:	\$1,097.20		\$1,097.20
SWRCB						
12/10/2024	SW-0298310	Invoice	12/10/2024	\$10,902.00 85796	12/11/2024	\$10,902.00
	FY24/25 Annual Storm		12/10/2024			
12/18/2024	WD-0280398	Invoice	12/18/2024	\$3,945.00 85830	12/18/2024	\$3,945.00
	FY24/25 Resources Control		12/18/2024			
			Totals for SWRCB:	\$14,847.00		\$14,847.00

TERRA REALTY ADVISORS INC.							
12/18/2024	2024-01892	Invoice	12/18/2024	\$4,695.30	85831	12/18/2024	\$4,695.30
	Review Potential City Sign		12/18/2024				
		<i>Totals for TERRA REALTY ADVISORS INC.:</i>		\$4,695.30			\$4,695.30
THE WALKING MAN, INC.							
12/18/2024	F4139	Invoice	12/18/2024	\$975.00	85832	12/18/2024	\$975.00
	Winter Artesian Distribution		12/18/2024				
		<i>Totals for THE WALKING MAN, INC.:</i>		\$975.00			\$975.00
TIMOTHY KOH							
12/10/2024	241112	Invoice	12/10/2024	\$2,600.00	85797	12/11/2024	\$2,600.00
	Botanical Garden Topo		12/10/2024				
		<i>Totals for TIMOTHY KOH:</i>		\$2,600.00			\$2,600.00
TPX COMMUNICATIONS							
12/18/2024	183498578-0	Invoice	12/18/2024	\$337.05	85833	12/18/2024	\$337.05
	24/12 Telephone Service		12/18/2024				
		<i>Totals for TPX COMMUNICATIONS:</i>		\$337.05			\$337.05
TURF STAR, INC.							
12/18/2024	FIN010397	Invoice	12/18/2024	(\$29.02)	6991726- 99-	12/18/2024	(\$29.02)
	Overdue Charge 11/30/2024		12/18/2024				
12/18/2024	INV058913	Invoice	12/18/2024	\$1,967.92	85834	12/18/2024	\$1,967.92
	Groundsmanager 328- Fuse		12/18/2024				
	Credit Memo	SXCM8738	12/18/2024	(\$1,387.73)	SXCM8738	12/18/2024	(\$1,387.73)
	Credit Memo	6991726- 99-8739	12/18/2024	(\$274.65)	6991726- 99-	12/18/2024	(\$274.65)
		<i>Totals for TURF STAR, INC.:</i>		\$276.52			\$276.52
U.S. BANK CORPORATE PAYMENT SYSTEMS							
12/10/2024	7883-24/11	Invoice	12/10/2024	\$30,030.25	41087	12/11/2024	\$30,030.25
	24/11 Credit Card Purchases		12/10/2024				
		<i>Totals for U.S. BANK CORPORATE PAYMENT SYSTEMS:</i>		\$30,030.25			\$30,030.25
USA FRAGRANCES INC							
12/10/2024	17691	Invoice	12/10/2024	\$379.14	85798	12/11/2024	\$379.14
	Building Permit Cancelled		12/10/2024				
	11738 187th - 84% Refund						
		<i>Totals for USA FRAGRANCES INC:</i>		\$379.14			\$379.14
VALIANCE CAPITAL LLC							
12/03/2024	515013 - DT	Invoice	12/03/2024	\$195.00	85777	12/04/2024	\$195.00
	Additional game		12/03/2024				
	flaq football season						
		<i>Totals for VALIANCE CAPITAL LLC:</i>		\$195.00			\$195.00
WATER REPLENISHMENT DISTRICT OF SO. CALIF.							
12/10/2024	0160-10312024	Invoice	12/10/2024	\$109.25	85799	12/11/2024	\$109.25
	24/10 Groundwater		12/10/2024				
		<i>Totals for WATER REPLENISHMENT DISTRICT OF SO. CALIF.:</i>		\$109.25			\$109.25
WEST COAST ARBORISTS INC							
12/18/2024	222692	Invoice	12/18/2024	\$1,801.80	85835	12/18/2024	\$1,801.80
	Installed X-Mas Lights at		12/18/2024				
		<i>Totals for WEST COAST ARBORISTS INC:</i>		\$1,801.80			\$1,801.80
WESTERN AUDIO VISUAL							
12/11/2024	22084	Invoice	12/11/2024	\$6,227.95	85836	12/18/2024	\$6,227.95
	Change Order #4 Council		12/11/2024				
		<i>Totals for WESTERN AUDIO VISUAL:</i>		\$6,227.95			\$6,227.95
WESTERN EXTERMINATOR COMPANY							
12/18/2024	71233240	Invoice	12/18/2024	\$162.40	85837	12/18/2024	\$162.40
	24/12 18750 Clarkdale Ave		12/18/2024				
12/18/2024	71230214	Invoice	12/18/2024	\$127.12	85837	12/18/2024	\$127.12
	24/12 18747 Clarkdale Ave.		12/18/2024				
12/18/2024	71231593	Invoice	12/18/2024	\$115.53	85837	12/18/2024	\$115.53
	24/12 17203 Corby Ave		12/18/2024				
12/18/2024	71230108	Invoice	12/18/2024	\$97.16	85837	12/18/2024	\$97.16
	24/12 18641 Corby Ave		12/18/2024				
12/18/2024	71230107	Invoice	12/18/2024	\$97.16	85837	12/18/2024	\$97.16
	24/12 18644 Alburtis		12/18/2024				
		<i>Totals for WESTERN EXTERMINATOR COMPANY:</i>		\$599.37			\$599.37
Wex Bank							
12/10/2024	101482806	Invoice	12/10/2024	\$1,479.06	41088	12/11/2024	\$1,479.06
	24/11 Gas Card		12/10/2024				

Purchases							
			Totals for Wex Bank:	<u>\$1,479.06</u>			<u>\$1,479.06</u>
Whittier Fertilizer Company							
12/03/2024	417661	Invoice	12/03/2024	\$267.91 85778	12/04/2024		\$267.91
	Reseed Artesia Park		12/03/2024				
			Totals for Whittier Fertilizer Company:	<u>\$267.91</u>			<u>\$267.91</u>
WILLDAN FINANCIAL SERVICES							
12/10/2024	00714310	Invoice	12/10/2024	\$15,500.00 85800	12/11/2024		\$15,500.00
	24/10 Housing Element		12/10/2024				
12/10/2024	00714331	Invoice	12/10/2024	\$15,840.00 85800	12/11/2024		\$15,840.00
	24/10 Associate Planner		12/10/2024				
			Totals for WILLDAN FINANCIAL SERVICES:	<u>\$31,340.00</u>			<u>\$31,340.00</u>
YUNEX LLC							
12/23/2024	90003300	Invoice	12/23/2024	\$1,989.00 85857	12/23/2024		\$1,989.00
	24/11 Traffic Signal		12/23/2024				
12/23/2024	5610003785	Invoice	12/23/2024	\$5,056.86 85857	12/23/2024		\$5,056.86
	24/10 Artesia/Elaine Traffic		12/23/2024				
			Totals for YUNEX LLC:	<u>\$7,045.86</u>			<u>\$7,045.86</u>
			GRAND TOTALS:	\$974,816.65			\$974,816.65
A total of 193 transaction(s) listed							

Payroll	12/13/2024	\$113,928.27
	12/27/2024	\$189,025.77
Total Payroll		\$302,954.04
Total Disbursement		\$1,277,770.69



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9D.

TO: Mayor and Members of the City Council

SUBJECT: City Financial Report - October and November 2024

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council receive and file the reports.

BACKGROUND:

In accordance with Artesia Municipal Code (AMC) 2-4.705 (f), the attached Finance Reports detail the activity and balance for all City accounts and funds as of October 31, 2024, and November 30, 2024. Reports are reconciled for cash on hand (bank) to cash recorded in the general ledger through the period ending October 31, 2024, and November 30, 2024.

Activity for Money Market, Checking, Revolving, Cafeteria, Local Agency Investment Fund, CDBG, and Petty Cash are provided for review. Fund Balances compare the cash to each fund's obligation. The balance of the individual accounts and funds should be read with the understanding that cash on hand, is not cash available for unplanned expenditures. The cash balance encompasses the City's contingency reserves, operating expenditures, and monies kept in restricted use funds including Trust and Agency. The City of Artesia is debt-free; therefore, the finance report does not include any debt activity.

ANALYSIS:

The City is the recipient of several reimbursable grants. This means that, while the City has been awarded funding projects, the City must front the cost of those projects with General Fund revenue, and request reimbursement from the respective grantor as each project progresses. Towards that end, the balance of individual accounts and funds reflected in these Reports will vary from month to month as expenses are made and reimbursements are received.

FISCAL IMPACT:

There is no fiscal impact associated with the receipt and file of these reports.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council receive and file the reports.

Attachments

[Treasurer Report 103124.pdf](#)

[Treasurer Report 113024.pdf](#)

**City of Artesia
Treasurer's Report
10/31/24**

	MONEY MARKET ACCOUNT	CHECKING ACCOUNT	LOCAL AGENCY INVESTMENT ACCOUNT
Beginning Balance - 10/1/24	197,026.21	286,687.84	7,261,860.57
State/County/Misc Monthly Wires	597,584.54	-	-
Deposits	890,542.79	-	-
Civic Plus Credit deposits	-	8,502.00	-
Credit Transactions	-	4,448.90	-
PayGov Credit Deposits	-	30,465.81	-
Transfer from Money Market	-	1,893,000.00	-
Transfer from LAIF Account	550,000.00	600,000.00	550,000.00
Interest Income	12.45	-	103,743.33
Transfer to Checking Account	(1,893,000.00)	-	(600,000.00)
Transfer to LAIF Account	-	-	-
Transfer to CAMP/CLASS Account	-	-	-
Disbursements	-	(2,216,198.74)	-
Benefits Wires	-	(24,710.85)	-
PERS Health	-	(66,903.12)	-
PERS Retirement	-	(35,040.89)	-
Payroll	-	(281,865.59)	-
Payroll Tax Wire (EDD/IRS)	-	(60,359.22)	-
Bank Fees/Paid Parking Fees	(1,426.47)	(1,320.22)	-
Ending Balance - 10/31/2024	340,739.52	136,705.92	7,315,603.90
	CAMP ACCOUNT	CLASS ACCOUNT	CAFETERIA ACCOUNT
Beginning Balance - 10/1/24	9,355,797.15	8,632,816.39	1,324.56
Transfer from Checking Account	-	-	-
Deposits	39,878.11	36,588.42	-
Checks Written during the month	-	-	-
Ending Balance - 10/31/2024	9,395,675.26	8,669,404.81	1,324.56
	CDBG FIX-UP PROGRAM	PETTY CASH	REVOLVING ACCOUNT
Beginning Balance - 10/1/24	1,716.19	500.00	1,362.14
Deposits	-	-	-
Disbursements	-	-	-
Ending Balance - 10/31/2024	1,716.19	500.00	1,362.14
			TOTAL ALL ACCOUNTS
Beginning Balance - 10/1/24			25,739,091.05
Deposits			4,754,766.35
Disbursements			(4,630,825.10)
Ending Balance - 10/31/2024			25,863,032.30

City of Artesia
Comparison of Cash Balances to Fund Balance
10/31/24

	GENERAL FUND (100)	SUMMER LUNCH PROGRAM (150)
Cash Balance	13,730,052.47	6,919.13
Receivables	527,714.40	-
Prepaid Expenses	-	-
Investment Appreciation	-	-
Liabilities	(1,851,614.95)	-
FUND BALANCE	12,406,151.92	6,919.13

SPECIAL REVENUE FUNDS

	ARTESIA HOUSING AUTHORITY (200)	AJ PARK EXPANSION (205)	BICYCLE / PEDESTRIAN FUND (210)
Cash Balance	927,192.26	(604,850.99)	1,091.17
Receivables	-	-	-
Liabilities	(61,895.00)	-	-
FUND BALANCE	865,297.26	(604,850.99)	1,091.17

	PUBLIC EDUCATION IN GOVERNMENT (215)	BILLBOARD FUND (220)	CNRA SPECIFIED GRANT (225)
Cash Balance	(21,133.43)	640,582.83	(684,215.33)
Receivables	-	1,917,319.66	-
Liabilities	-	(1,917,319.66)	-
FUND BALANCE	(21,133.43)	640,582.83	(684,215.33)

	HOUSING URBAN DEVELOPMENT (227)	CALIFORNIA BEVERAGE RECYCLING (230)	CITIZEN OPTION FOR PUBLIC SAFETY (240)
Cash Balance	(16,142.61)	5,474.03	419,350.90
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	(16,142.61)	5,474.03	419,350.90

City of Artesia
Comparison of Cash Balances to Fund Balance
10/31/24

SPECIAL REVENUE FUNDS (continued)

	CLEAN AIR FUEL BUS GRANT (250)	COMMUNITY FACILITY DISTRICT (260)	COMMUNITY DEVELOPMENT BLOCK GRANT (270)
Cash Balance	(10,547.50)	54,519.60	(22,496.78)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	(10,547.50)	54,519.60	(22,496.78)

	CALIFORNIA STREET GRANTS (280)	FEDERAL STPL (290)	MAP 21 EXCHANGE (310)
Cash Balance	422,294.95	69,160.47	190,986.68
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	422,294.95	69,160.47	190,986.68

	MEASURE M (320)	MEASURE R (330)	TOD PLANNING GRANT (340)
Cash Balance	1,235,303.00	524,217.81	(168,744.99)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	1,235,303.00	524,217.81	(168,744.99)

	COUNTY PARK IMPROVEMENT (350)	PROPOSITION A FUND (360)	PROPOSITION C FUND (370)
Cash Balance	1,248,855.96	1,131,566.18	616,299.15
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	1,248,855.96	1,131,566.18	616,299.15

City of Artesia
Comparison of Cash Balances to Fund Balance
10/31/24

SPECIAL REVENUE FUNDS (continued)

	<u>SB1 RMRA (375)</u>	<u>SB 1383 GIVEAWAY (377)</u>	<u>SOUTH COAST AIR QUALITY MGMT DIST (390)</u>
Cash Balance	836,591.92	74,001.70	321,045.48
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>836,591.92</u>	<u>74,001.70</u>	<u>321,045.48</u>

	<u>SAFE ROUTE TO SCHOOL (400)</u>	<u>SHERIFF FORFEITURES & SEIZURES (410)</u>	<u>STATE GAS TAX (420)</u>
Cash Balance	(0.32)	447.20	(15,948.38)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(0.32)</u>	<u>447.20</u>	<u>(15,948.38)</u>

	<u>HOME STAY PROGRAM (430)</u>	<u>STREET LIGHTING MAINTENANCE FUND (440)</u>	<u>TRAFFIC CONGESTION RELIEF (450)</u>
Cash Balance	3,363.13	54,027.81	21,705.05
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>3,363.13</u>	<u>54,027.81</u>	<u>21,705.05</u>

	<u>CAL FIRE URBAN GRANT (460)</u>	<u>DEVELOPMENT IMPACT FEES (470)</u>	<u>MEASURE W (480)</u>
Cash Balance	(37,825.47)	2,045,112.08	722,409.21
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(37,825.47)</u>	<u>2,045,112.08</u>	<u>722,409.21</u>

City of Artesia
Comparison of Cash Balances to Fund Balance
10/31/24

SPECIAL REVENUE FUNDS (continued)

	RECYCLED OIL (490)
Cash Balance	3,082.21
Receivables	-
Liabilities	-
FUND BALANCE	<u><u>3,082.21</u></u>

CAPITAL PROJECTS FUNDS

	SPECIAL / CAPITAL PROJECT FUND (500)	PIONEER BOND PROJECT (510)	HISTORICAL DISTRICT BOND PROJECT (520)
Cash Balance	193,121.91	366,909.05	591,118.09
Receivables	19,533.97	-	-
Liabilities	-	-	-
FUND BALANCE	<u><u>212,655.88</u></u>	<u><u>366,909.05</u></u>	<u><u>591,118.09</u></u>

AGENCY FUNDS

	TRUST AND AGENCY (710)	SENIOR CITIZENS (720)	GEORGE NELSON MEMORIAL FUND (740)
Cash Balance	53,974.70	6,271.99	2,243.57
Receivables	-	-	-
Liabilities	(53,974.70)	(6,271.99)	(2,243.57)
FUND BALANCE	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

TOTAL ALL FUNDS

Cash Balance	24,937,385.89
Receivables	2,464,568.03
Fixed Assets, net	-
Prepaid Expenses	-
Investment Appreciation	-
Liabilities	(3,893,319.87)
FUND BALANCE	<u><u>23,508,634.05</u></u>

City of Artesia
Comparison of Cash Balances to Fund Balance
10/31/24

SUCCESSOR AGENCY FUNDS

	SUCCESSOR AGENCY ADMIN PROJECTS (800)	SUCCESSOR AGENCY TAX INCREMENT (810)	REDEVELOPMENT OBLIGATION RETIREMENT FUND (820)
Cash Balance	-	-	925,646.41
Cash with Fiscal Agent	-	484.89	-
Liabilities	-	-	(585,442.00)
Bonds Payable	-	(11,888,786.84)	-
FUND BALANCE	-	(11,888,301.95)	340,204.41

TOTAL SUCCESSOR FUNDS

Cash Balance	925,646.41
Cash with Fiscal Agent	484.89
Liabilities	(585,442.00)
Bonds Payable	(11,888,786.84)
FUND BALANCE	(11,548,097.54)

**City of Artesia
Treasurer's Report
11/30/24**

	MONEY MARKET ACCOUNT	CHECKING ACCOUNT	LOCAL AGENCY INVESTMENT ACCOUNT
Beginning Balance - 11/1/24	340,739.52	136,705.92	7,315,603.90
State/County/Misc Monthly Wires	810,169.72	-	-
Deposits	380,080.68	-	-
Civic Plus Credit deposits	-	8,535.00	-
Credit Transactions	-	3,059.50	-
PayGov Credit Deposits	-	26,638.70	-
Transfer from Money Market	-	1,380,000.00	-
Transfer from LAIF Account	-	1,055,000.00	-
Interest Income	9.04	-	-
Transfer to Checking Account	(1,380,000.00)	-	(1,055,000.00)
Transfer to LAIF Account	-	-	-
Transfer to CAMP/CLASS Account	-	-	-
Disbursements	-	(2,152,267.03)	-
Benefits Wires	-	(32,558.29)	-
PERS Health	-	(64,221.39)	-
PERS Retirement	-	(55,940.44)	-
Payroll	-	(201,942.19)	-
Payroll Tax Wire (EDD/IRS)	-	(43,567.79)	-
Bank Fees/Paid Parking Fees	(1,427.12)	(1,364.12)	-
Ending Balance - 11/30/2024	149,571.84	58,077.87	6,260,603.90
	CAMP ACCOUNT	CLASS ACCOUNT	CAFETERIA ACCOUNT
Beginning Balance - 11/1/24	9,395,675.26	8,669,404.81	1,324.56
Transfer from Checking Account	-	-	-
Deposits	37,509.58	34,302.80	-
Checks Written during the month	-	-	-
Ending Balance - 11/30/2024	9,433,184.84	8,703,707.61	1,324.56
	CDBG FIX-UP PROGRAM	PETTY CASH	REVOLVING ACCOUNT
Beginning Balance - 11/1/24	1,716.19	500.00	1,362.14
Deposits	-	-	-
Disbursements	-	-	-
Ending Balance - 11/30/2024	1,716.19	500.00	1,362.14
			TOTAL ALL ACCOUNTS
Beginning Balance - 11/1/24			25,863,032.30
Deposits			3,735,305.02
Disbursements			(4,988,288.37)
Ending Balance - 11/30/2024			24,610,048.95

City of Artesia
Comparison of Cash Balances to Fund Balance
11/30/24

	GENERAL FUND (100)	SUMMER LUNCH PROGRAM (150)
Cash Balance	13,314,272.11	6,919.13
Receivables	524,371.40	-
Prepaid Expenses	-	-
Investment Appreciation	-	-
Liabilities	(1,960,262.78)	-
FUND BALANCE	11,878,380.73	6,919.13

SPECIAL REVENUE FUNDS

	ARTESIA HOUSING AUTHORITY (200)	AJ PARK EXPANSION (205)	BICYCLE / PEDESTRIAN FUND (210)
Cash Balance	931,162.54	(604,139.99)	1,091.17
Receivables	-	-	-
Liabilities	(61,895.00)	-	-
FUND BALANCE	869,267.54	(604,139.99)	1,091.17

	PUBLIC EDUCATION IN GOVERNMENT (215)	BILLBOARD FUND (220)	CNRA SPECIFIED GRANT (225)
Cash Balance	(17,699.42)	652,054.83	(832,939.69)
Receivables	-	1,917,319.66	-
Liabilities	-	(1,917,319.66)	-
FUND BALANCE	(17,699.42)	652,054.83	(832,939.69)

	HOUSING URBAN DEVELOPMENT (227)	CALIFORNIA BEVERAGE RECYCLING (230)	CITIZEN OPTION FOR PUBLIC SAFETY (240)
Cash Balance	(16,142.61)	5,474.03	453,000.00
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	(16,142.61)	5,474.03	453,000.00

City of Artesia
Comparison of Cash Balances to Fund Balance
11/30/24

SPECIAL REVENUE FUNDS (continued)

	CLEAN AIR FUEL BUS GRANT (250)	COMMUNITY FACILITY DISTRICT (260)	COMMUNITY DEVELOPMENT BLOCK GRANT (270)
Cash Balance	(10,547.50)	54,616.38	(22,496.78)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	(10,547.50)	54,616.38	(22,496.78)

	CALIFORNIA STREET GRANTS (280)	FEDERAL STPL (290)	MAP 21 EXCHANGE (310)
Cash Balance	422,294.95	69,160.47	190,986.68
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	422,294.95	69,160.47	190,986.68

	MEASURE M (320)	MEASURE R (330)	TOD PLANNING GRANT (340)
Cash Balance	1,259,188.42	542,339.83	(89,155.90)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	1,259,188.42	542,339.83	(89,155.90)

	COUNTY PARK IMPROVEMENT (350)	PROPOSITION A FUND (360)	PROPOSITION C FUND (370)
Cash Balance	1,203,731.79	1,003,302.18	613,343.44
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	1,203,731.79	1,003,302.18	613,343.44

City of Artesia
Comparison of Cash Balances to Fund Balance
11/30/24

SPECIAL REVENUE FUNDS (continued)

	<u>SB1 RMRA (375)</u>	<u>SB 1383 GIVEAWAY (377)</u>	<u>SOUTH COAST AIR QUALITY MGMT DIST (390)</u>
Cash Balance	879,002.99	72,981.37	317,756.57
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>879,002.99</u>	<u>72,981.37</u>	<u>317,756.57</u>

	<u>SAFE ROUTE TO SCHOOL (400)</u>	<u>SHERIFF FORFEITURES & SEIZURES (410)</u>	<u>STATE GAS TAX (420)</u>
Cash Balance	(0.32)	447.20	(41,808.86)
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(0.32)</u>	<u>447.20</u>	<u>(41,808.86)</u>

	<u>HOME STAY PROGRAM (430)</u>	<u>STREET LIGHTING MAINTENANCE FUND (440)</u>	<u>TRAFFIC CONGESTION RELIEF (450)</u>
Cash Balance	3,363.13	36,027.08	21,705.05
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>3,363.13</u>	<u>36,027.08</u>	<u>21,705.05</u>

	<u>CAL FIRE URBAN GRANT (460)</u>	<u>DEVELOPMENT IMPACT FEES (470)</u>	<u>MEASURE W (480)</u>
Cash Balance	(41,003.19)	1,955,112.08	704,359.15
Receivables	-	-	-
Liabilities	-	-	-
FUND BALANCE	<u>(41,003.19)</u>	<u>1,955,112.08</u>	<u>704,359.15</u>

City of Artesia
Comparison of Cash Balances to Fund Balance
11/30/24

SPECIAL REVENUE FUNDS (continued)

	RECYCLED OIL (490)
Cash Balance	2,602.21
Receivables	-
Liabilities	-
FUND BALANCE	<u><u>2,602.21</u></u>

CAPITAL PROJECTS FUNDS

	SPECIAL / CAPITAL PROJECT FUND (500)	PIONEER BOND PROJECT (510)	HISTORICAL DISTRICT BOND PROJECT (520)
Cash Balance	(92,631.59)	365,664.61	591,118.09
Receivables	19,533.97	-	-
Liabilities	-	-	-
FUND BALANCE	<u><u>(73,097.62)</u></u>	<u><u>365,664.61</u></u>	<u><u>591,118.09</u></u>

AGENCY FUNDS

	TRUST AND AGENCY (710)	SENIOR CITIZENS (720)	GEORGE NELSON MEMORIAL FUND (740)
Cash Balance	39,037.92	6,271.99	2,243.57
Receivables	-	-	-
Liabilities	(39,037.92)	(6,271.99)	(2,243.57)
FUND BALANCE	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

TOTAL ALL FUNDS

Cash Balance	23,952,065.11
Receivables	2,461,225.03
Fixed Assets, net	-
Prepaid Expenses	-
Investment Appreciation	-
Liabilities	(3,987,030.92)
FUND BALANCE	<u><u>22,426,259.22</u></u>

City of Artesia
Comparison of Cash Balances to Fund Balance
11/30/24

SUCCESSOR AGENCY FUNDS

	SUCCESSOR AGENCY ADMIN PROJECTS (800)	SUCCESSOR AGENCY TAX INCREMENT (810)	REDEVELOPMENT OBLIGATION RETIREMENT FUND (820)
Cash Balance	(267,662.57)	-	925,646.41
Cash with Fiscal Agent	-	484.89	-
Liabilities	-	-	(585,442.00)
Bonds Payable	-	(11,888,786.84)	-
FUND BALANCE	(267,662.57)	(11,888,301.95)	340,204.41

TOTAL SUCCESSOR FUNDS

Cash Balance	657,983.84
Cash with Fiscal Agent	484.89
Liabilities	(585,442.00)
Bonds Payable	(11,888,786.84)
FUND BALANCE	(11,815,760.11)



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9E.

TO: Mayor and Members of the City Council

SUBJECT: Second Reading of an Ordinance Regarding Smoke Shops

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that City Council adopt Ordinance No. 24-961, An Ordinance of the City Of Artesia, California Adopt a Zoning Ordinance Adding Article 46 to the Artesia Municipal Code to Chapter 2 to Title 9 Regarding Smoke Shops, and Finding the Ordinance to be Exempt From CEQA Pursuant to State CEQA Guidelines Sections 15301, 15060(c)(2) and 15060(c)(2) and 15061(c)(3).

BACKGROUND:

The City Council took action to waive further reading, and introduce Ordinance No. 24-961 at the December 16, 2024.

FISCAL IMPACT:

There are no fiscal impact associated with the approval of this item.

Attachments

[Ordinance No. 24-961.pdf](#)

[10A. Staff Report.pdf](#)

ORDINANCE NO. 24-961

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA ADDING ARTICLE 47 TO CHAPTER 2 TO TITLE 9 REGARDING SMOKE SHOPS, AND FINDING THE ORDINANCE TO BE EXEMPT FROM CEQA PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15358 and 15061(b)(3)

THE CITY COUNCIL OF THE CITY OF ARTESIA FINDS AND DECLARES:

WHEREAS, the City of Artesia, California (“City”) is a municipal corporation duly organized under the California Constitution and laws of the State of California; and

WHEREAS, pursuant to the police powers delegated to it by the California Constitution, the City has the authority to enact laws which promote the public health, safety, and general welfare of its citizens, including the regulation of tobacco retailers; and

WHEREAS, cities have a legitimate governmental interest in preserving the health, safety and welfare of residents, and protecting against public nuisance activities; and

WHEREAS, the density and proximity of tobacco retailers influence smoking behaviors, including number of cigarettes smoked per day. The density of tobacco retailers near schools has been associated with increased youth smoking rates; and

WHEREAS, policies to reduce tobacco retailer density have been shown to be effective and may reduce or eliminate inequities in the location and distribution of tobacco retailers; and

WHEREAS, an express prohibition on smoke shop retailers is appropriate to protect the health, safety and welfare of the City of Artesia residents, while acknowledging the existence of two current smoke shops that operate within the City without nuisance or concern should be allowed to continue; and

WHEREAS, the Artesia Municipal Code (“AMC”) does not expressly address smoke shops in any zone. However, because smoke shops are not expressly permitted under the AMC, such uses are prohibited in the City; and

WHEREAS, in an effort to affirm its existing ban and provide further clarity on this restriction, the City Council desires to portions of the AMC to expressly prohibit the establishment of smoke shops in the City, not including one smoke shop currently operating at 17510 Pioneer Boulevard, Suite 207(the “Existing Smoke Shop”), to address the negative, secondary effects caused by those uses; and

WHEREAS, on October 15, 2024, the Planning Commission conducted and concluded a duly noticed public hearing concerning the Ordinance contained herein as required by law and following receipt of all public testimony closed the hearing on that date, and adopted Resolution No. 2024-14P; and

WHEREAS, the City Council conducted duly noticed public hearings on November

18, 2024 and December 16, 2024, at which members of the public were afforded an opportunity to comment on this Ordinance, the recommendations of staff, and other public testimony; and

WHEREAS, all legal preconditions to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby finds that the foregoing recitals are true and correct and incorporated herein as substantive findings of this Ordinance.

SECTION 2. CEQA. The City Council finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3) because it can be seen with certainty that the proposed amendment will not result in a significant effect on the environment because it prohibits the land use of smoke shops and alternatively finding the amendment is categorically exempt from CEQA under State CEQA Guidelines Sections 15301 (Class 1 Existing Facilities) and 15061(b)(3) for any existing smoke shops that relocate into another space.

SECTION 3. Findings. Government Code Sections 65860 and 65855 requires a city's zoning ordinance to be consistent with the general plan. Based on all evidence in the record for this Zoning Code Amendment and all other applicable information presented, the City Council finds that the proposed Amendment is appropriate for the following reasons:

- A. **Consistency with City's General Plan:** The proposed Zoning Code Amendment is consistent with the following goals and principles of the City's General Plan 2030: Community Goal LU 1 of the Land Use Element aims to regulate, accommodate, and evaluate retail commercial activities within the City, while protecting and serving the residents. Smoke shops encourage tobacco use, including amongst the youth, and lead to heightened tobacco use when as retailer density increases in an area. The Amendment expressly prohibits the establishment of new smoke shops, thus reducing the availability of tobacco products in the City, while still providing strict guidelines for the two (2) shops currently operating. Prohibiting smoke shops also implements Policy LU 2.3 regarding the protection of residential areas from effects of incompatible uses. Through the express prohibition of smoke shops, with the exception of two (2) existing shops in the general commercial zone only, the Amendment protects residents from the influence of smoking and tobacco use throughout the City in furtherance of this Policy.
- B. **Adoption of Zoning Code Amendment Will Not Have Adverse Effect on Health, Safety, and Welfare:** The proposed Zoning Code Amendment will not be detrimental to the public health, safety, or welfare because it maintains the current residential zoning framework without introducing new uses or conditions that could pose risks. Indeed, the express prohibition on smoke shops avoids the introduction of harmful activities in areas that could disrupt the existing community standards or impact the health and welfare of adults and minors, alike.

- C. **Adoption of Zoning Code Amendment Will Not Adversely Affect or be Detrimental to Properties Within the Zone:** The proposed Zoning Code Amendment will not adversely affect or be detrimental to properties because it retains the current commercial zoning regulations and does not introduce new or incompatible uses that could negatively impact properties within the zone. By expressly prohibiting smoke shops, with the exception of two existing ones, the Amendment ensures that properties within applicable zone continue to experience consistent use without the disruptions that smoke shop operations might cause.
- D. **Consistency with Zoning Code:** The Amendment is internally consistent with other provisions of the Zoning Code, as it reinforces existing regulations that prohibit incompatible uses in commercial zones. By explicitly prohibiting smoke shops, the amendment supports the Zoning Code's overall objective to maintain commercial area's stability, and quality.

SECTION 4. Zoning Code Amendment. Article 47 of Chapter 2 of Title 9 is hereby added to the Artesia Municipal Code to read as follows:

"Article 47 Smoke Shops Prohibited

9-2.4701 Definitions.

9-2.4702 Smoke Shops Prohibited.

9-2.4703 Exceptions.

9-2.4704 Enforcement.

9-2.4701 Definitions.

"Smoke Shop" means any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia; provided, however, that any grocery store, supermarket, convenience store or similar retail use that only sells conventional cigars, cigarettes or tobacco as an ancillary sale shall not be defined as a "smoke shop" and shall not be subject to the restrictions in this Article.

9-2.4702 Smoke Shops Prohibited.

No person shall operate a smoke shop anywhere in the City, unless explicitly permitted as provided in this Article.

9-2.4703 Exceptions.

- (a) The one smoke shop that is authorized to operate within the City, as referenced in Ordinance No. 961 (the "Existing Smoke Shop"), shall be considered a legal nonconforming use and shall be permitted to continue operating within the City subject to the provisions of this Article.

- (b) The Existing Smoke Shop shall be permitted only in the C-G general commercial zone, pursuant to the applicable regulations and standards within Article 32 of this chapter and any applicable Federal and/or State laws.
- (c) The Existing Smoke Shop shall only be granted one (1) opportunity to relocate within the C-G general commercial zone, subject to the applicable regulations and standards within Article 32 of this chapter and any applicable Federal and/or State laws. Upon its one-time relocation, the Existing Smoke Shop will maintain its legal nonconforming status. Any additional location changes shall terminate the Existing Smoke Shop's legal nonconforming use status.
- (d) As long as the Existing Smoke Shop remains in its current location, it shall be subject to the provisions of Article 21 of Chapter 2 of Title 9, "Nonconforming Uses" and subject to the provisions of this Article. If the Existing Smoke Shop exercises its right to relocate, once, it shall continue to be subject to the provisions of Article 21 of Chapter 2 of Title 9, "Nonconforming Uses" throughout its establishment at its new location.

9-2.4704 Enforcement.

The City shall be authorized to enforce this Article by all legal means, including administrative, civil, and criminal remedies."

SECTION 5. Effective Date. This Ordinance shall become effective thirty (30) days following its adoption.

SECTION 6. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council of the City of Artesia declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 7. Adoption, Certification, and Publication. The City Clerk of the City of Artesia shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law.

SECTION 8. Record of Proceedings. The documents and materials associated with this ordinance that constitute the record of proceedings on which these findings are based are located at 18747 Clarkdale Avenue, Artesia, California, 90701. The City Clerk is the custodian of the record of proceedings.

PASSED, APPROVED AND ADOPTED this 13th day of January, 2025.

ALI TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

HONGDAO NGUYEN, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: December 16, 2024

ITEM NO: 10A.

TO: Mayor and Members of the City Council

SUBJECT: Continuation of Introduction of an Ordinance Regarding Smoke Shops

FROM: Okina Dor, Community Development Director
HongDao Nguyen, City Attorney

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager
HongDao Nguyen, City Attorney
Abel Avalos, City Manager

RECOMMENDATION:

Waive full reading and introduce Ordinance No. 24-961, An Ordinance of the City Of Artesia, California Adopt a Zoning Ordinance Adding Article 46 to the Artesia Municipal Code to Chapter 2 to Title 9 Regarding Smoke Shops, and Finding the Ordinance to be Exempt From CEQA Pursuant to State CEQA Guidelines Sections 15301, 15060(c)(2) and 15061(c)(3).

BACKGROUND:

At its regular meeting on August 12, 2024, the City Council provided direction to staff to prepare a Zoning Code amendment to expressly prohibit smoke shops throughout the City, but to also allow the two existing smoke shops in the City to continue operating and relocate, if they so desire, given that those existing businesses have not generated any nuisance issues or complaints.

On October 15, 2024, the Planning Commission held a duly noticed public hearing to consider the above code amendment, adopted Planning Commission Resolution No. 2024-14P, and recommended the City Council waive full reading and introduce Ordinance No. 24-961. The Planning Commission vote was as follows: 3-0-2 (3 yes, Chair Manalo, Commissioner Fonseca and Commissioner Barcelos, 0 nos and 2 absent, Vice-Chair Diaz and Commissioner Palhinha).

At its regular meeting on November 18, 2024, the City Council considered the proposed ordinance and then continued the item to this meeting. The City Council directed staff to reach out to the operator or owner of the former smoke shop that had previously operated at 18725 Pioneer Boulevard. Because the smoke shop at 18725 Pioneer Boulevard is no longer in operation, and the former owner or operator has not responded to any correspondence by staff, it has been determined that the smoke shop is permanently closed within the City. Therefore, the proposed Ordinance was amended to only reference the one existing smoke shop at 17510 Pioneer Boulevard, Suite 207.

ANALYSIS:

The City's Municipal Code does not expressly permit smoke shops. Any use that is not expressly permitted in the Code is deemed to be prohibited. The proposed Ordinance (Attachment 2) would memorialize and affirm a prohibition on smoke shops in the City, expressly. Specifically, the Ordinance affirms that (1) all smoke shops are banned throughout the City, (2) however, the one smoke shop currently operating at 17510 Pioneer Boulevard, Suite 207, is permitted to continue as legal nonconforming uses, and (3) that one smoke shop (17510 Pioneer Boulevard, Suite 207) is prohibited in all zones, except the general commercial zone, within which it may change its location, once. Moreover, that one smoke shop must abide by applicable State and federal laws at its current and any future location.

The proposed Ordinance strikes a balance. The express prohibition on smoke shops aligns with the growing trend among California municipalities to restrict tobacco use, and protect their residents from the long-term negative health effects of smoking and tobacco use. The proposed Ordinance also recognizes and preserves businesses that are currently operating in the City that have not posed any nuisances or generated complaints.

Staff Findings

Based on the evidence for the Zoning Ordinance Amendment and all other applicable information presented, staff finds that the proposed Code Amendment is appropriate for the following reasons:

1. **Consistency with City's General Plan:** The proposed Zoning Code Amendment is consistent with the following goals and principles of the City's General Plan 2030: Community Goal LU 1 of the Land Use Element aims to regulate, accommodate, and evaluate retail commercial activities within the City, while protecting and serving the residents. Smoke shops encourage tobacco use, in particular among youth, and lead to heightened tobacco use when retailer density increases in an area. The Amendment expressly prohibits the establishment of new smoke shops, thus reducing the availability of tobacco products in the City, while still providing strict guidelines for the one (1) shop currently operating. Prohibiting smoke shops also implements Policy LU 2.3 regarding the protection of residential areas from effects of incompatible uses. Through the express prohibition of smoke shops, with the exception of one (1) existing shop in the general commercial zone only, the Amendment protects residents from the influence of smoking and tobacco use throughout the City in furtherance of this Policy.
2. **Adoption of Zoning Code Amendment Will Not Have Adverse Effect on Health, Safety, and Welfare:** The proposed Zoning Code Amendment will not be detrimental to the public health, safety, or welfare because it maintains the current residential zoning framework without introducing new uses or conditions that could pose risks. Indeed, the express prohibition on smoke shops avoids the introduction of harmful activities in areas that could disrupt the existing community standards or impact the health and welfare of adults and minors, alike.
3. **Adoption of Zoning Code Amendment Will Not Adversely Affect or be Detrimental to Properties Within the Zone:** The proposed Zoning Code Amendment will not adversely affect or be detrimental to properties because it retains the current commercial zoning regulations and does not introduce new or incompatible uses that could negatively impact properties within the zone. By expressly prohibiting smoke shops, with the exception of two existing ones, the Amendment ensures that properties within applicable zone continue to experience consistent use without the disruptions that smoke shop operations might cause.
4. **Consistency with Zoning Code:** The Amendment is internally consistent with other provisions of the Zoning Code, as it reinforces existing regulations that prohibit incompatible uses in commercial zones. By explicitly prohibiting smoke shops, the amendment supports the Zoning Code's overall objective to maintain commercial area's stability, and quality.

ENVIRONMENTAL:

The City Council has determined that the proposed Zoning Code Amendment is exempt from the requirements of the CEQA pursuant State CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3) because it can be seen with certainty that the proposed amendment will not result in a significant effect on the environment because it prohibits the land use of smoke shops and alternatively finding the amendment is categorically exempt from CEQA under State CEQA Guidelines Sections 15301 (Class 1 Existing Facilities) and 15061(b)(3) for the one existing smoke shop that may relocate into another space, one time.

PUBLIC NOTICE:

Notice of the public hearing was published in the Los Cerritos Community News on November 1, 2024.

FISCAL IMPACT:

There are no fiscal impact to the City in regards to this proposed code amendment.

RECOMMENDED COUNCIL ACTION:

Waive full reading and introduce Ordinance No. 24-961, An Ordinance of the City Of Artesia, California Adopt a Zoning Ordinance Adding Article 46 to the Artesia Municipal Code to Chapter 2 to Title 9 Regarding Smoke Shops, and Finding the Ordinance to be Exempt From CEQA Pursuant to State CEQA Guidelines Sections 15301, 15060(c)(2) and 15060(c)(2) and 15061(c)(3).

Attachments

[Artesia_Smoke Shop Ban Ordinance No. 24-961_Edited for December meeting-c1\(final\).pdf](#)

ORDINANCE NO. 24-961

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA ADDING ARTICLE 47 TO CHAPTER 2 TO TITLE 9 REGARDING SMOKE SHOPS, AND FINDING THE ORDINANCE TO BE EXEMPT FROM CEQA PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15358 and 15061(b)(3)

THE CITY COUNCIL OF THE CITY OF ARTESIA FINDS AND DECLARES:

WHEREAS, the City of Artesia, California (“City”) is a municipal corporation duly organized under the California Constitution and laws of the State of California; and

WHEREAS, pursuant to the police powers delegated to it by the California Constitution, the City has the authority to enact laws which promote the public health, safety, and general welfare of its citizens, including the regulation of tobacco retailers; and

WHEREAS, cities have a legitimate governmental interest in preserving the health, safety and welfare of residents, and protecting against public nuisance activities; and

WHEREAS, the density and proximity of tobacco retailers influence smoking behaviors, including number of cigarettes smoked per day. The density of tobacco retailers near schools has been associated with increased youth smoking rates; and

WHEREAS, policies to reduce tobacco retailer density have been shown to be effective and may reduce or eliminate inequities in the location and distribution of tobacco retailers; and

WHEREAS, an express prohibition on smoke shop retailers is appropriate to protect the health, safety and welfare of the City of Artesia residents, while acknowledging the existence of two current smoke shops that operate within the City without nuisance or concern should be allowed to continue; and

WHEREAS, the Artesia Municipal Code (“AMC”) does not expressly address smoke shops in any zone. However, because smoke shops are not expressly permitted under the AMC, such uses are prohibited in the City; and

WHEREAS, in an effort to affirm its existing ban and provide further clarity on this restriction, the City Council desires to portions of the AMC to expressly prohibit the establishment of smoke shops in the City, not including one smoke shop currently operating at 17510 Pioneer Boulevard, Suite 207(the “Existing Smoke Shop”), to address the negative, secondary effects caused by those uses; and

WHEREAS, on October 15, 2024, the Planning Commission conducted and concluded a duly noticed public hearing concerning the Ordinance contained herein as required by law and following receipt of all public testimony closed the hearing on that date, and adopted Resolution No. 2024-14P; and

WHEREAS, the City Council conducted duly noticed public hearings on November

18, 2024 and December 16, 2024, at which members of the public were afforded an opportunity to comment on this Ordinance, the recommendations of staff, and other public testimony; and

WHEREAS, all legal preconditions to the adoption of this Ordinance have occurred.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council hereby finds that the foregoing recitals are true and correct and incorporated herein as substantive findings of this Ordinance.

SECTION 2. CEQA. The City Council finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3) because it can be seen with certainty that the proposed amendment will not result in a significant effect on the environment because it prohibits the land use of smoke shops and alternatively finding the amendment is categorically exempt from CEQA under State CEQA Guidelines Sections 15301 (Class 1 Existing Facilities) and 15061(b)(3) for any existing smoke shops that relocate into another space.

SECTION 3. Findings. Government Code Sections 65860 and 65855 requires a city's zoning ordinance to be consistent with the general plan. Based on all evidence in the record for this Zoning Code Amendment and all other applicable information presented, the City Council finds that the proposed Amendment is appropriate for the following reasons:

- A. **Consistency with City's General Plan:** The proposed Zoning Code Amendment is consistent with the following goals and principles of the City's General Plan 2030: Community Goal LU 1 of the Land Use Element aims to regulate, accommodate, and evaluate retail commercial activities within the City, while protecting and serving the residents. Smoke shops encourage tobacco use, including amongst the youth, and lead to heightened tobacco use when as retailer density increases in an area. The Amendment expressly prohibits the establishment of new smoke shops, thus reducing the availability of tobacco products in the City, while still providing strict guidelines for the two (2) shops currently operating. Prohibiting smoke shops also implements Policy LU 2.3 regarding the protection of residential areas from effects of incompatible uses. Through the express prohibition of smoke shops, with the exception of two (2) existing shops in the general commercial zone only, the Amendment protects residents from the influence of smoking and tobacco use throughout the City in furtherance of this Policy.
- B. **Adoption of Zoning Code Amendment Will Not Have Adverse Effect on Health, Safety, and Welfare:** The proposed Zoning Code Amendment will not be detrimental to the public health, safety, or welfare because it maintains the current residential zoning framework without introducing new uses or conditions that could pose risks. Indeed, the express prohibition on smoke shops avoids the introduction of harmful activities in areas that could disrupt the existing community standards or impact the health and welfare of adults and minors, alike.

- C. **Adoption of Zoning Code Amendment Will Not Adversely Affect or be Detrimental to Properties Within the Zone:** The proposed Zoning Code Amendment will not adversely affect or be detrimental to properties because it retains the current commercial zoning regulations and does not introduce new or incompatible uses that could negatively impact properties within the zone. By expressly prohibiting smoke shops, with the exception of two existing ones, the Amendment ensures that properties within applicable zone continue to experience consistent use without the disruptions that smoke shop operations might cause.
- D. **Consistency with Zoning Code:** The Amendment is internally consistent with other provisions of the Zoning Code, as it reinforces existing regulations that prohibit incompatible uses in commercial zones. By explicitly prohibiting smoke shops, the amendment supports the Zoning Code's overall objective to maintain commercial area's stability, and quality.

SECTION 4. Zoning Code Amendment. Article 47 of Chapter 2 of Title 9 is hereby added to the Artesia Municipal Code to read as follows:

"Article 47 Smoke Shops Prohibited

9-2.4701 Definitions.

9-2.4702 Smoke Shops Prohibited.

9-2.4703 Exceptions.

9-2.4704 Enforcement.

9-2.4701 Definitions.

"Smoke Shop" means any premises dedicated to the display, sale, distribution, delivery, offering, furnishing, or marketing of tobacco, tobacco products, or tobacco paraphernalia; provided, however, that any grocery store, supermarket, convenience store or similar retail use that only sells conventional cigars, cigarettes or tobacco as an ancillary sale shall not be defined as a "smoke shop" and shall not be subject to the restrictions in this Article.

9-2.4702 Smoke Shops Prohibited.

No person shall operate a smoke shop anywhere in the City, unless explicitly permitted as provided in this Article.

9-2.4703 Exceptions.

- (a) The one smoke shop that is authorized to operate within the City, as referenced in Ordinance No. 961 (the "Existing Smoke Shop"), shall be considered a legal nonconforming use and shall be permitted to continue operating within the City subject to the provisions of this Article.

- (b) The Existing Smoke Shop shall be permitted only in the C-G general commercial zone, pursuant to the applicable regulations and standards within Article 32 of this chapter and any applicable Federal and/or State laws.
- (c) The Existing Smoke Shop shall only be granted one (1) opportunity to relocate within the C-G general commercial zone, subject to the applicable regulations and standards within Article 32 of this chapter and any applicable Federal and/or State laws. Upon its one-time relocation, the Existing Smoke Shop will maintain its legal nonconforming status. Any additional location changes shall terminate the Existing Smoke Shop's legal nonconforming use status.
- (d) As long as the Existing Smoke Shop remains in its current location, it shall be subject to the provisions of Article 21 of Chapter 2 of Title 9, "Nonconforming Uses" and subject to the provisions of this Article. If the Existing Smoke Shop exercises its right to relocate, once, it shall continue to be subject to the provisions of Article 21 of Chapter 2 of Title 9, "Nonconforming Uses" throughout its establishment at its new location.

9-2.4704 Enforcement.

The City shall be authorized to enforce this Article by all legal means, including administrative, civil, and criminal remedies."

SECTION 5. Effective Date. This Ordinance shall become effective thirty (30) days following its adoption.

SECTION 6. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council of the City of Artesia declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 7. Adoption, Certification, and Publication. The City Clerk of the City of Artesia shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law.

SECTION 8. Record of Proceedings. The documents and materials associated with this ordinance that constitute the record of proceedings on which these findings are based are located at 18747 Clarkdale Avenue, Artesia, California, 90701. The City Clerk is the custodian of the record of proceedings.

PASSED, APPROVED AND ADOPTED this 13th day of January, 2025.

ALI TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

HONGDAO NGUYEN, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9F.

TO: Mayor and Members of the City Council

SUBJECT: Second Reading of an Ordinance Amending the Requirements for Fireworks Stand Permits

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council adopt Ordinance No. 24-965, an ordinance of the City Council of the City of Artesia, California, amending sections 103 and 104 of Chapter 2 of Title 4 of the Artesia Municipal Code regarding permits for fireworks stands and make a determination of exemption from CEQA guidelines Sections 15060, subd. (c)(2), (3) and Section 15378.

BACKGROUND:

The City Council took action to waive further reading, and introduce Ordinance No. 24-965 at the December 16, 2024 City Council meeting.

FISCAL IMPACT:

There is no fiscal impact associated with the approval of this item.

Attachments

[9K. Staff Report.pdf](#)

[Ordinance No. 24-965.pdf](#)



CITY COUNCIL AGENDA REPORT

MEETING DATE: December 16, 2024

ITEM NO: 9K.

TO: Mayor and Members of the City Council

SUBJECT: Introduction of an Ordinance Amending the Requirements for Fireworks Stand Permits

FROM: Melissa Burke, Deputy City Manager

REVIEWED AND APPROVED BY:

Jamie Murguia, Finance Manager

HongDao Nguyen, City Attorney

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends the City Council waive full reading and introduce, by title only, Ordinance No. 24-965, An Ordinance of the City Council of the City of Artesia, California, Amending Sections 103 and 104 of Chapter 2 of Title 4 of the Artesia Municipal Code Regarding Permits for Fireworks Stands.

BACKGROUND:

The Artesia Municipal Code (AMC) sets forth rules and regulations for the issuance of permits to operate fireworks stands for the sale of safe and sane fireworks in the City. The AMC provides that a maximum of 10 permits may be issued each year for fireworks stands within the City of Artesia ("City"). The AMC also regulates how permits are issued based on priority given to groups which meet residency requirements. However, because the City has typically less applications than the number of permits which can be issued, all applicants typically receive permits. At the November 18, 2024 City Council meeting, the City Council discussed the need to update the existing codes related how permits for the operation of fireworks stands are issued to ensure that the groups receiving permits are primarily serving Artesia residents and organizations.

ANALYSIS:

Following direction from the City Council, staff reviewed the permit requirements and processes of the neighboring cities of Bellflower, Hawaiian Gardens, and Lakewood, which also permit the sale of safe and sane fireworks. As a result of the research and the unique needs of our City, staff is recommending the following changes to the City's fireworks stand permitting processes:

- Expand the definition of "resident" in reference to membership numbers to include those who live, work, own a business or other establishment in the City (similar to Bellflower and Lakewood). Staff continues to recommend that at least 20 members meet this criteria;
- Require that applicants state in their applications how they intend to utilize funds raised (similar to Bellflower and Hawaiian Gardens);
- Change the application deadline from the 2nd Tuesday of January to the 2nd Tuesday of February (all other cities have deadlines on April 1st);
- Increasing insurance requirements to industry standards of \$1,000,000;

- Provide documents required under the AMC, such as: State Board of Equalization number, State Fire Marshal license, applicable building or electrical permits, and a copy of the agreement with the property owner to use the property for consistency;
- Include a stipulation that no more than one permit shall be issued to each organization; and
- Include language that if the application is found to contain incorrect information that the City may revoke and/or not award future permits for fireworks stands to the applicant.

In addition, staff is proposing that all applicants meet at least three of the four requirements to be eligible to receive a permit:

- Have a principal meeting place within the City;
- At least 40% of members must live, work, own a business or other establishment in the City;
- Provide substantial services to organizations located in the City or to persons residing in the City, which they shall explain with a narrative explanation as part of their application; and
- Is a non-profit organization or tax exempt organization as recognized by the State of California or the Internal Revenue Code with a 501(c)(3), 501(c)(4), or 501(c)(6) designation.

Proposed Ordinance No. 24-965 incorporates all the above changes and would update the AMC related to issuing fireworks permits effective for 2025 fireworks stands.

FISCAL IMPACT:

There is no fiscal impact associated with the adoption of proposed Ordinance No. 24-965. The application fee to apply for a fireworks stand is set at \$150 and may be increased by resolution of the City Council. The fee currently covers the cost of processing the fireworks stand applications.

RECOMMENDED COUNCIL ACTION:

Staff recommends the City Council waive full reading and introduce, by title only, Ordinance No. 24-965, An Ordinance of the City Council of the City of Artesia, California, Amending Sections 103 and 104 of Chapter 2 of Title 4 of the Artesia Municipal Code Regarding Permits for Fireworks Stands.

Attachments

[Ordinance No. 24-965](#)

[Current Artesia Fireworks Code](#)

ORDINANCE NO. 24-965

AN ORDINANCE OF THE CITY COUNCIL OF ARTESIA, CALIFORNIA, AMENDING SECTIONS 103 AND 104 OF CHAPTER 2 OF TITLE 4 OF THE ARTESIA MUNICIPAL CODE REGARDING PERMITS FOR FIREWORKS STANDS

WHEREAS, the City of Artesia ("City"), in the exercise of its police power, has the authority to enact all ordinances in furtherance of the public health, safety, and welfare; and

WHEREAS, the City is statutorily authorized to regulate the permitting and selling of fireworks pursuant to Health and Safety Code sections 12541 and 12640.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Incorporation of Recitals. The recitals above are each incorporated by reference and adopted as findings by the City Council.

SECTION 2. CEQA. The City Council finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") because the Ordinance does not qualify as a "project" under CEQA and because the Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines section 15060, subd. (c)(2), (3).) Section 15378 of the State CEQA Guidelines defines a project as the whole of an action, which could potentially result in either a direct physical change, or reasonably foreseeable indirect physical change, in the environment. Here, the Ordinance will not result in any construction or development, and it will not have any other effect that would physically change the environment. The Ordinance therefore does not qualify as a project subject to CEQA.

In the alternative, even if the Ordinance did qualify as a "project" under CEQA, it would be exempt from CEQA under State CEQA Guidelines section 15061(b)(3), which exempts projects from CEQA "[w]here it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment." Thus, even if the Ordinance could result in some physical change in the environment, the Ordinance is exempt from CEQA because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. The Ordinance relates to the temporary sale of fireworks on City property, and therefore will not result in a significant effect on the environment.

SECTION 3. Code Amendment. Section 4-2.103 is hereby amended and restated in its entirety to read as follows:

"4-2.103 Permits: Applications and Accompanying Data.

- (a) Applications for the permits required by the provisions of Section 4-2.102 of this article shall be made in writing and shall:

- (1) Be filed with the City Clerk by the second Tuesday in February of each year;
- (2) Set forth the proposed location of the fireworks stands applied for;
- (3) Provide the principal and permanent meeting place of the applicant organization, the address of the meeting place and the day and time of the meeting;
- (4) Provide the details of the intended charitable use of the proceeds from the sale of fireworks;
- (5) Be accompanied by an assurance that if the permit is issued to the applicant, the applicant, shall indemnify the City and hold it harmless against any claims or damages related to the permit in a form approved by the City Attorney. Moreover, at the time of the receipt of such permit, the applicant shall deliver to the City Clerk insurance policies in the minimum amounts of \$1,000,000 for the bodily injury or death of any one person, \$1,000,000 for the bodily injury or death of two or more persons in any one occurrence, and \$1,000,000 for damages to property resulting from any one occurrence. Such policies shall designate the City an additional insured;
- (6) Include the applicants State Board of Equalization resale number;
- (7) Include the applicants retail fireworks license issued by the State Fire Marshal; and
- (8) Include the signature of an authorized representative of the applicant attesting under penalty of perjury that the information contained in the application is true and correct. If there are any errors, omissions, or misstatements made on an application, then the City may, within its sole and absolute discretion, revoke a permit or deny the issuance of any future fireworks stand permit for that group or organization.

(b) Each application must be accompanied by:

- (1) A permit application fee of \$150, or such other amount as set by the City Council by resolution;
- (2) Written approval from the landowner that the stand may operate at the selected location and a copy of the agreement with the fireworks supplier;
- (3) A diagram showing the exact location of the stand in relation to adjacent streets and any other structures on the lot or adjacent lots, and on-site traffic circulation;

- (4) An application for a miscellaneous building permit for location and erection of a temporary structure, accompanied by the requisite permit fees as determined by a separate resolution of the City Council;
- (5) An application for an electrical permit for any stand using an electrical power source other than a portable generator, accompanied by the requisite permit fees as determined by separate resolution of the City Council; and
- (6) Be accompanied by a deposit of \$150 to cover the cost of removing all litter and cleaning up the vacated location of the fireworks stand on or before 12:00 noon on July 18th. If the property is cleaned up and litter removed by then, the City will refund the deposit to the permit holder. If not, the City will cause the litter to be removed and the property to be cleaned up at the expense of the permittee. If litter removal and cleanup cost is less than the deposit, the City will refund the difference to the permittee. If the cost is greater, the permittee shall pay the difference to the City.

SECTION 4. Code Amendment. Section 4-2.104 is hereby amended and restated in its entirety to read as follows:

“§ 4-2.104. Prerequisites to Issuance of Permits.

- (a) The permits required by the provisions of Section 4-2.102 of this article may be issued or denied in the discretion of the City and subject to other reasonable conditions as the City determines is necessary to protect public health, safety, and welfare. The following qualifications must be met in addition to other requirements set forth in this chapter or in the State Fireworks Code, before a permit may be issued:
 - (1) The City Clerk may issue permits to those organizations determined to be responsible, and organized and existing primarily for veteran, patriotic, welfare, civic betterment, or charitable purposes. Each organization shall have been organized and established in the City's postal area for a minimum of one year continuously preceding the filing of the application for the permit.
 - (2) The applicant must be an organization that meets at least three of the following criteria:
 - (i) has its principal and permanent meeting place in the City;
 - (ii) has a bona fide membership with at least 40% of members who either reside in the City, are employed in the City, or are owners or operators of a business or other establishment located in the City;

- (iii) provides substantial services to organizations located in the City or to persons residing in the City.
 - (iv) is a non-profit organization or tax-exempt association as recognized by the State of California or the Internal Revenue Code with 501(c)(3), 501(c)(4), or 501(c)(6) designation.
- (b) In addition to the requirements set forth in Sections 4-2.103 and 104, applications for permits required by the provisions of Section 4-2.102 of this article shall be accompanied by:
 - (1) If applicable, a complete list of the organization's members' names, addresses and telephone numbers and other such necessary information declaring if members are employed in the City, or are owners or operators of a business or other establishment located in the City, as of the date of the application.
 - (2) Evidence of the organization providing substantial services to organizations located in the City or to persons residing in the City in the form of a narrative summary of the organizations work within the City.
 - (3) If applicable, copies of the nonprofit's Articles of Incorporation, Articles of Association, Trust Indenture, Constitution, or other enabling document. Bylaws may be considered an organizing document only if they are properly structured (includes name, purpose, signatures, and intent to form an organization).
 - (4) Any organization selected to sell fireworks at the Artesia Towne Center shall pay a commensurate amount of rent to the City as determined by the City Manager or designee for the allotted space. Such rent amount shall be paid to the City as a condition precedent to receiving a permit.
- (c) There shall be no more than one stand per permittee. Only one permit shall be issued for any parent, principal, or master group or organization unless the City Council finds in a given case, because of the circumstances of the stand location or other factors, the intent of this chapter will not be defeated by issuing more than one permit. The intent of this requirement is to limit applicants, who otherwise qualify, to one permit as to each such parent or principal group or organization and to eliminate any one principal or parent group or association from having permits issued to associate, derivative, ancillary, subsidiary or support groups or entities. Nothing in this chapter shall prohibit more than one group or organization meeting all qualifications specified in this chapter from jointly applying for a fireworks permit. In such case, however, only a single permit will be issued.
- (d) Applicants for such permits shall be notified by the City Clerk of the granting or denial of their permit applications on or before April 1st of each calendar year.

SECTION 7. Effective Date. This Ordinance shall become effective 30 days after adoption.

SECTION 8. Severability. Should any provision of this Ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Ordinance or the application of this Ordinance to any other person or circumstance, and, to that end, the provisions hereof are severable. The City Council of the City of Artesia declares that it would have adopted all the provisions of this Ordinance that remain valid if any provisions of this ordinance are declared invalid.

SECTION 9. Adoption, Certification, and Publication. The City Clerk of the City of Artesia shall certify the passage and adoption of this Ordinance and shall cause the same, or a summary thereof, to be published and/or posted in the manner required by law.

SECTION 10. Record of Proceedings. The documents and materials associated with this ordinance that constitute the record of proceedings on which these findings are based are located at 18747 Clarkdale Avenue, Artesia, California, 90701. The City Clerk is the custodian of the record of proceedings.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Artesia, California, at a regular meeting of the City Council held on the 13th day of January, 2025.

ALI SAJJAD TAJ, MAYOR

ATTEST:

JENNIFER ALDERETE, CITY CLERK

APPROVED AS TO FORM:

BEST BEST & KRIEGER, CITY ATTORNEY



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9G.

TO: Mayor and Members of the City Council

SUBJECT: Mayor's 2024 Appointments to Internal and External Committees

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council receive and file the Mayor's 2024 internal and external committee appointments, and direct Staff to update California Form 806 with the new appointments.

BACKGROUND:

On December 9, 2024, Ali Taj was elected Mayor of the City of Artesia. The Mayor appoints Councilmembers to serve as the City's representatives to internal and external boards and committees. Staff reviewed both the internal and external lists and made updates, combining committees where the subject matter was duplicative. The Business License Review Committee was rolled into the Finance Committee, the Maintenance Committee was rolled into the Public Works Committee, and Rubbish Disposal and RTA Committees were rolled into the Utilities and Franchise Committee. Staff has also recommended adding a Legislative Affairs Committee to annually review the legislative platform and make recommendations to the City Council.

Fair Political Practice Commission (FPPC) Regulation 18705.5 requires that California Form 806 be completed to report additional compensation that public officials receive upon appointment to positions on committees, boards, or commissions of a public agency, special district, or joint powers agency or authority. Service on the following external boards and committees includes compensation: Los Angeles County Sanitation District, Los Angeles Vector Control Mosquito Abatement, Southeast Los Angeles County Workforce Development Board, and Gateway Cities. The Form 806 also includes the Mayor Taj's Presidential appointment to the SCAG Energy & Environment Committee.

FISCAL IMPACT:

There is no fiscal impact related to this report.

Attachments

[2025 EXTERNAL COMMITTEE.pdf](#)

[2025 INTERNAL COMMITTEE.pdf](#)

[2025 806.pdf](#)

**CITY OF ARTESIA
MAYOR ALI SAJJAD TAJ
COMMITTEE APPOINTMENTS 2025
EXTERNAL COMMITTEES**

COMMITTEE ORGANIZATION	DATES/TIMES MEETING	2025 APPOINTEES
NATIONAL LEAGUE OF CITIES		Primary: Ramoso Alt: Manalo
LEAGUE OF CALIFORNIA CITIES		Primary: Ahir Alt: Taj
CALIFORNIA CONTRACT CITIES		Primary: Trevino Alt: Manalo
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENT (SCAG)		Primary: Mayor Alt: Mayor Pro Tem
JOINT POWERS INSURANCE AUTHORITY (JPJA)	4 th Wednesday of the month 5:30pm	Primary: Trevino Alt: Ahir
LOS ANGELES COUNTY SANITATION DISTRICT	2 nd & 4 th Wednesday of the month 1:30pm Stipend:	Primary: Taj Alt: Trevino
LOS ANGELES VECTOR CONTROL MOSQUITO ABATEMENT	2 nd Thursday of the month 6:00pm	Primary: Ramoso Alt: Ahir
CENTRAL BASIN WATER		Primary: Trevino Alt: Ramoso
LA COUNTY CITY SELECTION COMMITTEE		Primary: Mayor Alt: Mayor Pro Tem
SOUTHEAST LA COUNTY WORKFORCE DEVELOPMENT BOARD (SELACO)	3 rd Tuesday of every other month at 12:00pm	Primary: Trevino Alt: Manalo
GATEWAY CITIES COUNCIL OF GOVERNMENTS (COG)	1 st Wednesday of the month 5:30pm	Primary: Manalo Alt: Taj
GATEWAY CITIES COUNCIL OF GOVERNMENTS SOUTHEAST GATEWAY LINE CORRIDOR CITIES COMMITTEE	TBD	Primary: Taj Alt: Manalo
ABC UNIFIED SCHOOL DISTRICT		Primary: Ahir Alt: Ramoso
LOS ANGELES REGIONAL AGENCY (LARA)	3 rd Thursday of every quarter 10:00am	Primary: Ahir Alt: Ramoso
METROPOLITAN TRANSIT AUTHORITY (MTA)		Primary: Ramoso Alt: Manalo

CITY OF ARTESIA
MAYOR ALI SAJJAD TAJ
COMMITTEE APPOINTMENTS 2025
INTERNAL SUBCOMMITTEES

Committee/Organization	2025 Appointees
Finance Committee <i>(Business License Review)</i>	Liaison: Taj Liaison: Trevino
Parks and Recreation Committee	Liaison: Trevino Liaison: Ramoso
Public Works Committee <i>(Maintenance)</i>	Liaison: Ahir Liaison: Ramoso
Industrial Commercial Development Conceptual Development Committee	Liaison: Taj Liaison: Manalo
Utilities and Franchise Committee (Rubbish Disposal) <i>(RTA - Radio Television Artesia)</i>	Liaison: Ramoso Liaison: Manalo
Public Safety Committee (Fire Department/Civil Defense)	Liaison: Taj Liaison: Ahir
Homelessness Committee	Liaison: Ramoso Liaison: Ahir
Sister City Committee	Liaison: Manalo Liaison: Ahir
Chamber of Commerce	Liaison: Trevino Liaison: Manalo
Artesia Historical Society	Liaison: Trevino Liaison: Manalo
Legislative Affairs Committee	Liaison: TBD Liaison: TBD

Agency Report of: Public Official Appointments

A Public Document

1. Agency Name			California Form 806
Division, Department, or Region <i>(If Applicable)</i>			For Official Use Only
Designated Agency Contact <i>(Name, Title)</i>			
Area Code/Phone Number	E-mail	Page ____ of ____	Date Posted: <i>(Month, Day, Year)</i>

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ <i>Other</i>
	▶ Name _____ <i>(Last, First)</i> Alternate, if any _____ <i>(Last, First)</i>	▶ _____ <i>Appt Date</i> ▶ _____ <i>Length of Term</i>	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ <i>Other</i>

3. Verification

I have read and understand FPPC Regulation 18702.5. I have verified that the appointment and information identified above is true to the best of my information and belief.

Signature of Agency Head or Designee

Print Name

Title

(Month, Day, Year)

Comment:_____

**Agency Report of:
Public Official Appointments
Continuation Sheet**

Page ____ of ____

1. Agency Name

Date Posted: _____
(Month, Day, Year)

2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other
	▶ Name _____ (Last, First) Alternate, if any _____ (Last, First)	▶ _____ Appt Date ▶ _____ Length of Term	▶ Per Meeting: \$ _____ ▶ Estimated Annual: \$0-\$1,000 \$2,001-\$3,000 \$1,001-\$2,000 _____ Other



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 9H.

TO: Mayor and Members of the City Council

SUBJECT: Appointments for Beautification and Maintenance , Parks and Recreation, Planning , Public Safety Commissions, and Measure M Citizens' Oversight Committee

FROM: Jennifer Alderete, City Clerk

REVIEWED AND APPROVED BY:

Abel Avalos, City Manager

RECOMMENDATION:

It is recommended that the City Council receive and file the appointments to be made by Councilmembers Manalo and Ahir during the meeting.

BACKGROUND:

The Artesia Municipal Code (AMC) Sections 2-2.101, 2-2.103, 2-2.203-2-2.204, 2-2.303-2-2.304, and 2-2.403 states that each newly elected councilmember shall appoint or re-appoint a resident to serve a commissioner at a regular council meeting following the canvass of the general election for the four Advisory Boards: Beautification and Maintenance Commission, Parks and Recreation Commission, Planning Commission, Public Safety Commission, and Measure M Citizens' Committee.

FISCAL IMPACT:

There is no fiscal impact associated with approval of this item.



CITY COUNCIL AGENDA REPORT

MEETING DATE: January
13, 2025

ITEM NO: 11A.

TO: Mayor and Members of the City Council

SUBJECT: Resolution Approving Revised Fiscal Year 2024-25 Citywide Salary Schedule

FROM: Jamie Murguia, Finance Manager

REVIEWED AND APPROVED BY:

Melissa Burke, Deputy City Manager
HongDao Nguyen, City Attorney
Abel Avalos, City Manager

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 25-3027, Repealing Resolution No. 24-2894, and Approving and Adopting a Citywide Salary Schedule as Required by the California Public Employees' Retirement System (CalPERS) for, Respectively, Unrepresented Management Employees, Employees of the Managers and Supervisors Unit, and Employees of the General Unit.

BACKGROUND:

On January 1, 2025, the State minimum wage for hourly and full-time exempt employees increased based on the consumer price index (CPI). State minimum wage for exempt employees, those employees not subject to the payment of overtime for hours worked, increased from a base salary of \$66,560 to a base salary of \$68,640. State minimum wage for hourly workers increased from \$16.00/hour to \$16.50/hour.

A review of the City's Citywide Salary Schedule determined that the City had both full-time and part-time (hourly) positions impacted by the CPI adjustment.

ANALYSIS:

There are five positions on the Salary Schedule that are impacted by this change. Four are full time positions; with two positions being filled (Administrative Secretary and Parks and Recreation Supervisor), one position being actively recruited for (Code Enforcement Supervisor), and one position dormant (Business License Specialist/Revenue Officer). There is one position in the part-time Recreation Leader series that is impacted, and that is the Recreation Leader I position, for which there are three current part-time employees in that position. All impacted positions are listed below.

- Administrative Secretary (Exempt)
- Parks and Recreation Supervisor (Exempt)
- Code Enforcement Supervisor (Exempt)
- Business License Specialist/Revenue Officer (Exempt)
- Parks and Recreation Leader I (Non-Exempt)

Resolution No. 25-3027 updates the salary schedule for each of the full-time exempt positions so that Step A (base salary) is \$68,640. Thereafter, each step on the Salary Schedule increases incrementally by five percent, which is not a change from the original Fiscal Year 2024-25 Citywide Salary Schedule. As a matter of implementation, each full-time employee in an impacted position will stay on their current step, and receive the new salary as adjusted by the revised Citywide Salary Schedule. Resolution No. 25-3027 also updates the hourly rate for the Parks and Recreation Leader I position to \$16.50/hour. As a matter of implementation, each part-time employee in the impacted position will receive the new hourly rate as adjusted by the revised Citywide Salary Schedule.

Staff is requesting that the City Council approve Resolution No. 25-3027, retroactive to January 1, 2025, as a matter of conformance with State law. All impacted employees were paid the respected salary listed on the revised Citywide Salary Schedule, as required by law, on the City's most recent payroll date of January 10, 2024.

FISCAL IMPACT:

Staff has determined that the fiscal impact will not exceed \$15,000. As part of the process in December 2024 to assign the Fiscal Year 2023-24 General Fund surplus, Council established the Personnel/Labor Negotiations Fund Balance Account. Funds from this account will be transferred to the General Fund to offset the fiscal impact of Resolution No. 25-3027. Therefore, adoption of Resolution No. 25-3027 will have no fiscal impact on the General Fund.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council adopt Resolution No. 25-3027, Repealing Resolution No. 24-2894, and Approving and Adopting a Citywide Salary Schedule as Required by the California Public Employees' Retirement System (CalPERS) for, Respectively, Unrepresented Management Employees, Employees of the Managers and Supervisors Unit, and Employees of the General Unit.

Attachments

[Resolution No. 24-3027 with exhibit.pdf](#)

RESOLUTION NO. 25-3027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, REPEALING RESOLUTION NO. 24-2894, AND APPROVING AND ADOPTING A CITY-WIDE SALARY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) FOR, RESPECTIVELY, UNREPRESENTED MANAGEMENT EMPLOYEES, EMPLOYEES OF THE MANAGERS AND SUPERVISORS UNIT, AND EMPLOYEES OF THE GENERAL UNIT

THE CITY COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA DOES HEREBY RESOLVE:

WHEREAS, the California Public Employees' Retirement System requires by regulation, that the City Council approve and adopt a salary schedule for every employee position; and

WHEREAS, such salary schedule shall be available for public review; and

WHEREAS, posting of the salary schedule may be satisfied by listing on the employer's website; and

WHEREAS, the state minimum wage for hourly and full-time exempt employees will increase on January 1, 2025; and

WHEREAS, the adjustment to the minimum wage for hourly and full-time exempt employees is based on the consumer price index (CPI); and

WHEREAS, the City has full-time and part-time positions impacted by the CPI adjustment, and desires to bring those positions into compliance.

NOW, THEREFORE, the City Council of the City of Artesia does hereby resolve, determine and order as follows:

SECTION 1. The Salary Schedule for the Unrepresented Management, Managers and Supervisors Unit, and General Unit effective January 1, 2025 (Exhibit A) shall be posted on the City website.

SECTION 2. The Salary Schedule shall be retained and available for public inspection for not less than five years.

PASSED, APPROVED AND ADOPTED this 13th day of January 2025.

ALI SAJJAD TAJ, MAYOR

JENNIFER ALDERETE, CITY CLERK

City of Artesia Payroll Salary Schedule								
Unrepresented Management								
FY 2024-2025		*Revised January 1, 2025						
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager- Contract	E	Yearly	\$ 166,237.50	\$ 179,536.50	\$ 193,899.42	\$ 209,411.37	\$ 226,164.28	\$ 237,472.50
		Monthly	\$13,853.13	\$14,961.38	\$16,158.29	\$17,450.95	\$18,847.02	\$19,789.37
		Bi/Weekly	\$6,393.75	\$6,905.25	\$7,457.67	\$8,054.28	\$8,698.63	\$9,133.56
		Hourly	\$79.92	\$86.32	\$93.22	\$100.68	\$108.73	\$114.17
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 243,409.31	\$ 249,494.54	\$ 255,731.91	\$ 262,125.20	\$ 268,678.33	
		Monthly	\$20,284.11	\$20,791.21	\$21,310.99	\$21,843.77	\$22,389.86	
		Bi/Weekly	\$9,361.90	\$9,595.94	\$9,835.84	\$10,081.74	\$10,333.78	
		Hourly	\$117.02	\$119.95	\$122.95	\$126.02	\$129.17	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Deputy City Manager	E	Yearly	\$ 153,283.94	\$ 160,948.13	\$ 168,995.54	\$ 177,445.32	\$ 186,317.58	\$ 195,633.46
		Monthly	\$ 12,773.66	\$ 13,412.34	\$ 14,082.96	\$ 14,787.11	\$ 15,526.47	\$ 16,302.79
		Bi/Weekly	\$ 5,895.5360	\$ 6,190.3128	\$ 6,499.8284	\$ 6,824.8199	\$ 7,166.0609	\$ 7,524.3639
		Hourly	\$ 73.6942	\$ 77.3789	\$ 81.2479	\$ 85.3102	\$ 89.5758	\$ 94.0545
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 200,524.30	\$ 205,537.41	\$ 210,675.84	\$ 215,942.74	\$ 221,341.30	
		Monthly	\$ 16,710.36	\$ 17,128.12	\$ 17,556.32	\$ 17,995.23	\$ 18,445.11	
		Bi/Weekly	\$ 7,712.4730	\$ 7,905.2848	\$ 8,102.9169	\$ 8,305.4899	\$ 8,513.1271	
		Hourly	\$ 96.4059	\$ 98.8161	\$ 101.2865	\$ 103.8186	\$ 106.4141	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Finance Manager	E	Yearly	\$ 109,436.20	\$ 114,908.01	\$ 120,653.41	\$ 126,686.08	\$ 133,020.38	\$ 139,671.40
		Monthly	\$ 9,119.68	\$ 9,575.67	\$ 10,054.45	\$ 10,557.17	\$ 11,085.03	\$ 11,639.28
		Bi/Weekly	\$ 4,209.0846	\$ 4,419.5388	\$ 4,640.5157	\$ 4,872.5415	\$ 5,116.1686	\$ 5,371.9770
		Hourly	\$ 52.6136	\$ 55.2442	\$ 58.0064	\$ 60.9068	\$ 63.9521	\$ 67.1497
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 143,163.19	\$ 146,742.27	\$ 150,410.82	\$ 154,171.10	\$ 158,025.37	
		Monthly	\$ 11,930.27	\$ 12,228.52	\$ 12,534.24	\$ 12,847.59	\$ 13,168.78	
		Bi/Weekly	\$ 5,506.2765	\$ 5,643.9334	\$ 5,785.0317	\$ 5,929.6575	\$ 6,077.8989	
		Hourly	\$ 68.8285	\$ 70.5492	\$ 72.3129	\$ 74.1207	\$ 75.9737	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Human Resources Manager	E	Yearly	\$ 93,037.24	\$ 97,689.10	\$ 102,573.56	\$ 107,702.23	\$ 113,087.34	\$ 118,741.71
		Monthly	\$ 7,753.10	\$ 8,140.76	\$ 8,547.80	\$ 8,975.19	\$ 9,423.95	\$ 9,895.14
		Bi/Weekly	\$ 3,578.3553	\$ 3,757.2731	\$ 3,945.1367	\$ 4,142.3936	\$ 4,349.5133	\$ 4,566.9889
		Hourly	\$ 44.7294	\$ 46.9659	\$ 49.3142	\$ 51.7799	\$ 54.3689	\$ 57.0874
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 121,710.25	\$ 124,753.01	\$ 127,871.84	\$ 131,068.63	\$ 134,345.35	
		Monthly	\$ 10,142.52	\$ 10,396.08	\$ 10,655.99	\$ 10,922.39	\$ 11,195.45	
		Bi/Weekly	\$ 4,681.1636	\$ 4,798.1927	\$ 4,918.1476	\$ 5,041.1012	\$ 5,167.1288	
		Hourly	\$ 58.5145	\$ 59.9774	\$ 61.4768	\$ 63.0138	\$ 64.5891	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Administrative Secretary	E	Yearly	\$ 68,640.00	\$ 72,072.00	\$ 75,675.60	\$ 79,459.38	\$ 83,432.35	\$ 87,603.97
		Monthly	\$ 5,720.00	\$ 6,006.00	\$ 6,306.30	\$ 6,621.62	\$ 6,952.70	\$ 7,300.33
		Bi/Weekly	\$ 2,640.0000	\$ 2,772.0000	\$ 2,910.6000	\$ 3,056.1300	\$ 3,208.9365	\$ 3,369.3833
		Hourly	\$ 33.0000	\$ 34.6500	\$ 36.3825	\$ 38.2016	\$ 40.1117	\$ 42.1173
			Step G	Step H	Step I	Step J	Step K	
		Yearly	\$ 89,794.07	\$ 92,038.92	\$ 94,339.89	\$ 96,698.39	\$ 99,115.85	
		Monthly	\$ 7,482.84	\$ 7,669.91	\$ 7,861.66	\$ 8,058.20	\$ 8,259.65	
		Bi/Weekly	\$ 3,453.6179	\$ 3,539.9584	\$ 3,628.4573	\$ 3,719.1687	\$ 3,812.1480	
		Hourly	\$ 43.1702	\$ 44.2495	\$ 45.3557	\$ 46.4896	\$ 47.6518	

City of Artesia Payroll Salary Schedule								
Management and Supervisors Unit								
FY 2024-2025		*Revised January 1, 2025						
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Community Development Director	E	Yearly	\$ 99,239.77	\$ 104,201.76	\$ 109,411.85	\$ 114,882.44	\$ 120,626.56	\$ 126,657.89
		Monthly	\$ 8,269.98	\$ 8,683.48	\$ 9,117.65	\$ 9,573.54	\$ 10,052.21	\$ 10,554.82
		Bi/Weekly	\$ 3,816.9142	\$ 4,007.7600	\$ 4,208.1480	\$ 4,418.5554	\$ 4,639.4831	\$ 4,871.4573
		Hourly	\$ 47.7114	\$ 50.0970	\$ 52.6018	\$ 55.2319	\$ 57.9935	\$ 60.8932
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Economic Development Manager	E	Yearly	\$ 109,436.20	\$ 114,908.01	\$ 120,653.41	\$ 126,686.08	\$ 133,020.38	\$ 139,671.40
		Monthly	\$ 9,119.68	\$ 9,575.67	\$ 10,054.45	\$ 10,557.17	\$ 11,085.03	\$ 11,639.28
		Bi/Weekly	\$ 4,209.0845	\$ 4,419.5387	\$ 4,640.5156	\$ 4,872.5414	\$ 5,116.1685	\$ 5,371.9769
		Hourly	\$ 52.6136	\$ 55.2442	\$ 58.0064	\$ 60.9068	\$ 63.9521	\$ 67.1497
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Planning Manager	E	Yearly	\$ 88,069.13	\$ 92,472.59	\$ 97,096.22	\$ 101,951.03	\$ 107,048.58	\$ 112,401.01
		Monthly	\$ 7,339.09	\$ 7,706.05	\$ 8,091.35	\$ 8,495.92	\$ 8,920.72	\$ 9,366.75
		Bi/Weekly	\$ 3,387.2743	\$ 3,556.6380	\$ 3,734.4699	\$ 3,921.1934	\$ 4,117.2531	\$ 4,323.1158
		Hourly	\$ 42.3409	\$ 44.4580	\$ 46.6809	\$ 49.0149	\$ 51.4657	\$ 54.0389
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Public Works Manager	E	Yearly	\$ 99,239.77	\$ 104,201.76	\$ 109,411.85	\$ 114,882.44	\$ 120,626.56	\$ 126,657.89
		Monthly	\$ 8,269.98	\$ 8,683.48	\$ 9,117.65	\$ 9,573.54	\$ 10,052.21	\$ 10,554.82
		Bi/Weekly	\$ 3,816.9142	\$ 4,007.7600	\$ 4,208.1480	\$ 4,418.5554	\$ 4,639.4831	\$ 4,871.4573
		Hourly	\$ 47.7114	\$ 50.0970	\$ 52.6018	\$ 55.2319	\$ 57.9935	\$ 60.8932
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Clerk	E	Yearly	\$ 93,037.24	\$ 97,689.10	\$ 102,573.55	\$ 107,702.23	\$ 113,087.34	\$ 118,741.71
		Monthly	\$ 7,753.10	\$ 8,140.76	\$ 8,547.80	\$ 8,975.19	\$ 9,423.95	\$ 9,895.14
		Bi/Weekly	\$ 3,578.3553	\$ 3,757.2731	\$ 3,945.1367	\$ 4,142.3935	\$ 4,349.5132	\$ 4,566.9889
		Hourly	\$ 44.7294	\$ 46.9659	\$ 49.3142	\$ 51.7799	\$ 54.3689	\$ 57.0874
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Parks & Recreation Manager	E	Yearly	\$ 85,305.46	\$ 89,570.74	\$ 94,049.27	\$ 98,751.74	\$ 103,689.33	\$ 108,873.79
		Monthly	\$ 7,108.79	\$ 7,464.23	\$ 7,837.44	\$ 8,229.31	\$ 8,640.78	\$ 9,072.82
		Bi/Weekly	\$ 3,280.9794	\$ 3,445.0284	\$ 3,617.2798	\$ 3,798.1438	\$ 3,988.0510	\$ 4,187.4535
		Hourly	\$ 41.0122	\$ 43.0629	\$ 45.2160	\$ 47.4768	\$ 49.8506	\$ 52.3432
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Accounting Manager	E	Yearly	\$ 85,305.46	\$ 89,570.74	\$ 94,049.27	\$ 98,751.74	\$ 103,689.33	\$ 108,873.79
		Monthly	\$ 7,108.79	\$ 7,464.23	\$ 7,837.44	\$ 8,229.31	\$ 8,640.78	\$ 9,072.82
		Bi/Weekly	\$ 3,280.9794	\$ 3,445.0284	\$ 3,617.2798	\$ 3,798.1438	\$ 3,988.0510	\$ 4,187.4535
		Hourly	\$ 41.0122	\$ 43.0629	\$ 45.2160	\$ 47.4768	\$ 49.8506	\$ 52.3432
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Special Projects Manager	E	Yearly	\$ 88,069.13	\$ 92,472.59	\$ 97,096.22	\$ 101,951.03	\$ 107,048.58	\$ 112,401.01
		Monthly	\$ 7,339.09	\$ 7,706.05	\$ 8,091.35	\$ 8,495.92	\$ 8,920.72	\$ 9,366.75
		Bi/Weekly	\$ 3,387.2743	\$ 3,556.6380	\$ 3,734.4699	\$ 3,921.1934	\$ 4,117.2531	\$ 4,323.1158
		Hourly	\$ 42.3409	\$ 44.4580	\$ 46.6809	\$ 49.0149	\$ 51.4657	\$ 54.0389
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Assistant Parks and Recreation Manager	E	Yearly	\$ 77,550.48	\$ 81,428.00	\$ 85,499.40	\$ 89,774.37	\$ 94,263.09	\$ 98,976.24
		Monthly	\$ 6,462.54	\$ 6,785.67	\$ 7,124.95	\$ 7,481.20	\$ 7,855.26	\$ 8,248.02
		Bi/Weekly	\$ 2,982.7106	\$ 3,131.8462	\$ 3,288.4385	\$ 3,452.8604	\$ 3,625.5034	\$ 3,806.7786
		Hourly	\$ 37.2839	\$ 39.1481	\$ 41.1055	\$ 43.1608	\$ 45.3188	\$ 47.5847
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Management Analyst	E	Yearly	\$ 82,660.44	\$ 86,793.46	\$ 91,133.13	\$ 95,689.79	\$ 100,474.28	\$ 105,497.99
		Monthly	\$ 6,888.37	\$ 7,232.79	\$ 7,594.43	\$ 7,974.15	\$ 8,372.86	\$ 8,791.50
		Bi/Weekly	\$ 3,179.2475	\$ 3,338.2099	\$ 3,505.1204	\$ 3,680.3764	\$ 3,864.3952	\$ 4,057.6150
		Hourly	\$ 39.7406	\$ 41.7276	\$ 43.8140	\$ 46.0047	\$ 48.3049	\$ 50.7202
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Business License Specialist/Revenue Officer	E	Yearly	\$ 68,640.00	\$ 72,072.00	\$ 75,675.60	\$ 79,459.38	\$ 83,432.35	\$ 87,603.97
		Monthly	\$ 5,720.00	\$ 6,006.00	\$ 6,306.30	\$ 6,621.62	\$ 6,952.70	\$ 7,300.33
		Bi/Weekly	\$ 2,640.0000	\$ 2,772.0000	\$ 2,910.6000	\$ 3,056.1300	\$ 3,208.9365	\$ 3,369.3833
		Hourly	\$ 33.0000	\$ 34.6500	\$ 36.3825	\$ 38.2016	\$ 40.1117	\$ 42.1173
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Parks and Recreation Supervisor	E	Yearly	\$ 68,640.00	\$ 72,072.00	\$ 75,675.60	\$ 79,459.38	\$ 83,432.35	\$ 87,603.97
		Monthly	\$ 5,720.00	\$ 6,006.00	\$ 6,306.30	\$ 6,621.62	\$ 6,952.70	\$ 7,300.33
		Bi/Weekly	\$ 2,640.0000	\$ 2,772.0000	\$ 2,910.6000	\$ 3,056.1300	\$ 3,208.9365	\$ 3,369.38
		Hourly	\$ 33.0000	\$ 34.6500	\$ 36.3825	\$ 38.2016	\$ 40.1117	\$ 42.1173
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Code Compliance Supervisor	E	Yearly	\$ 68,640.00	\$ 72,072.00	\$ 75,675.60	\$ 79,459.38	\$ 83,432.35	\$ 87,603.97
		Monthly	\$ 5,720.00	\$ 6,006.00	\$ 6,306.30	\$ 6,621.62	\$ 6,952.70	\$ 7,300.33
		Bi/Weekly	\$ 2,640.0000	\$ 2,772.0000	\$ 2,910.6000	\$ 3,056.1300	\$ 3,208.9365	\$ 3,369.38
		Hourly	\$ 33.0000	\$ 34.6500	\$ 36.3825	\$ 38.2016	\$ 40.1117	\$ 42.12

City of Artesia Payroll Salary Schedule

General Unit

FY 2024-2025

***Revised January 1, 2025**

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Accounting Technician II	NE	Yearly	\$ 58,833.69	\$ 61,775.37	\$ 64,864.14	\$ 68,107.35	\$ 71,512.72
		Monthly	\$ 4,902.81	\$ 5,147.95	\$ 5,405.35	\$ 5,675.61	\$ 5,959.39
		Bi/Weekly	\$ 2,262.8341	\$ 2,375.9759	\$ 2,494.7746	\$ 2,619.5134	\$ 2,750.4890
		Hourly	\$ 28.2854	\$ 29.6997	\$ 31.1847	\$ 32.7439	\$ 34.3811
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Senior Accountant	NE	Yearly	\$ 74,496.17	\$ 78,220.98	\$ 82,132.03	\$ 86,238.63	\$ 90,550.56
		Monthly	\$ 6,208.01	\$ 6,518.42	\$ 6,844.34	\$ 7,186.55	\$ 7,545.88
		Bi/Weekly	\$ 2,865.2374	\$ 3,008.4993	\$ 3,158.9243	\$ 3,316.8705	\$ 3,482.7140
		Hourly	\$ 35.8155	\$ 37.6062	\$ 39.4866	\$ 41.4609	\$ 43.5339
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Administrative Analyst	NE	Yearly	\$ 74,496.17	\$ 78,220.98	\$ 82,132.03	\$ 86,238.63	\$ 90,550.56
		Monthly	\$ 6,208.01	\$ 6,518.42	\$ 6,844.34	\$ 7,186.55	\$ 7,545.88
		Bi/Weekly	\$ 2,865.2374	\$ 3,008.4993	\$ 3,158.9243	\$ 3,316.8705	\$ 3,482.7140
		Hourly	\$ 35.8155	\$ 37.6062	\$ 39.4866	\$ 41.4609	\$ 43.5339
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Administrative Assistant	NE	Yearly	\$ 45,422.47	\$ 47,693.59	\$ 50,078.27	\$ 52,582.19	\$ 55,211.30
		Monthly	\$ 3,785.21	\$ 3,974.47	\$ 4,173.19	\$ 4,381.85	\$ 4,600.94
		Bi/Weekly	\$ 1,747.0181	\$ 1,834.3690	\$ 1,926.0875	\$ 2,022.3919	\$ 2,123.5114
		Hourly	\$ 21.8377	\$ 22.9296	\$ 24.0761	\$ 25.2799	\$ 26.5439
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Administrative Clerk	NE	Yearly	\$ 37,523.08	\$ 39,399.23	\$ 41,369.20	\$ 43,437.66	\$ 45,609.54
		Monthly	\$ 3,126.92	\$ 3,283.27	\$ 3,447.43	\$ 3,619.80	\$ 3,800.79
		Bi/Weekly	\$ 1,443.1954	\$ 1,515.3552	\$ 1,591.1229	\$ 1,670.6791	\$ 1,754.2130
		Hourly	\$ 18.0399	\$ 18.9419	\$ 19.8890	\$ 20.8835	\$ 21.9277
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Assistant Planner	NE	Yearly	\$ 67,651.46	\$ 71,034.03	\$ 74,585.73	\$ 78,315.02	\$ 82,230.77
		Monthly	\$ 5,637.62	\$ 5,919.50	\$ 6,215.48	\$ 6,526.25	\$ 6,852.56
		Bi/Weekly	\$ 2,601.9792	\$ 2,732.0781	\$ 2,868.6820	\$ 3,012.1161	\$ 3,162.7219
		Hourly	\$ 32.5247	\$ 34.1510	\$ 35.8585	\$ 37.6515	\$ 39.5340
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Code Compliance Officer	NE	Yearly	\$ 56,906.79	\$ 59,752.13	\$ 62,739.73	\$ 65,876.72	\$ 69,170.56
		Monthly	\$ 4,742.23	\$ 4,979.34	\$ 5,228.31	\$ 5,489.73	\$ 5,764.21
		Bi/Weekly	\$ 2,188.7227	\$ 2,298.1588	\$ 2,413.0667	\$ 2,533.7201	\$ 2,660.4061
		Hourly	\$ 27.3590	\$ 28.7270	\$ 30.1633	\$ 31.6715	\$ 33.2551
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Code Compliance Officer - Part Time	NE	Yearly	\$ 24,735.06	\$ 25,971.82	\$ 27,270.41	\$ 28,633.93	\$ 30,065.62
		Monthly	\$ 2,061.26	\$ 2,164.32	\$ 2,272.53	\$ 2,386.16	\$ 2,505.47
		Bi/Weekly	\$ 951.3486	\$ 998.9160	\$ 1,048.8618	\$ 1,101.3049	\$ 1,156.3702
		Hourly	\$ 25.0355	\$ 26.2873	\$ 27.6016	\$ 28.9817	\$ 30.4308
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Maintenance Specialist I	NE	Yearly	\$ 55,605.30	\$ 58,385.56	\$ 61,304.84	\$ 64,370.08	\$ 67,588.59
		Monthly	\$ 4,633.77	\$ 4,865.46	\$ 5,108.74	\$ 5,364.17	\$ 5,632.38
		Bi/Weekly	\$ 2,138.6654	\$ 2,245.5986	\$ 2,357.8786	\$ 2,475.7725	\$ 2,599.5611
		Hourly	\$ 26.7333	\$ 28.0700	\$ 29.4735	\$ 30.9472	\$ 32.4945
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Lead Maintenance Specialist	NE	Yearly	\$ 67,234.47	\$ 70,596.19	\$ 74,126.00	\$ 77,832.30	\$ 81,723.92
		Monthly	\$ 5,602.87	\$ 5,883.02	\$ 6,177.17	\$ 6,486.03	\$ 6,810.33
		Bi/Weekly	\$ 2,585.9412	\$ 2,715.2382	\$ 2,851.0002	\$ 2,993.5502	\$ 3,143.2277
		Hourly	\$ 32.3243	\$ 33.9405	\$ 35.6375	\$ 37.4194	\$ 39.2903
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Maintenance Worker II	NE	Yearly	\$ 52,787.99	\$ 55,427.38	\$ 58,198.75	\$ 61,108.69	\$ 64,164.13
		Monthly	\$ 4,399.00	\$ 4,618.95	\$ 4,849.90	\$ 5,092.39	\$ 5,347.01
		Bi/Weekly	\$ 2,030.3071	\$ 2,131.8225	\$ 2,238.4136	\$ 2,350.3343	\$ 2,467.8510
		Hourly	\$ 25.3788	\$ 26.6478	\$ 27.9802	\$ 29.3792	\$ 30.8481
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Parking Enforcement Officer - Part Time	NE	Yearly	\$ 18,803.11	\$ 19,743.26	\$ 20,730.43	\$ 21,766.95	\$ 22,855.29
		Monthly	\$ 1,566.93	\$ 1,645.27	\$ 1,727.54	\$ 1,813.91	\$ 1,904.61
		Bi/Weekly	\$ 723.1964	\$ 759.3563	\$ 797.3241	\$ 837.1903	\$ 879.0498
		Hourly	\$ 19.0315	\$ 19.9831	\$ 20.9822	\$ 22.0313	\$ 23.1329

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Planning Aide	NE	Yearly	\$ 55,605.30	\$ 58,385.56	\$ 61,304.84	\$ 64,370.08	\$ 67,588.59
		Monthly	\$ 4,633.77	\$ 4,865.46	\$ 5,108.74	\$ 5,364.17	\$ 5,632.38
		Bi/Weekly	\$ 2,138.6654	\$ 2,245.5986	\$ 2,357.8786	\$ 2,475.7725	\$ 2,599.5611
		Hourly	\$ 26.7333	\$ 28.0700	\$ 29.4735	\$ 30.9472	\$ 32.4945
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Recreation Program Coordinator	NE	Yearly	\$ 56,906.79	\$ 59,752.13	\$ 62,739.73	\$ 65,876.72	\$ 69,170.56
		Monthly	\$ 4,742.23	\$ 4,979.34	\$ 5,228.31	\$ 5,489.73	\$ 5,764.21
		Bi/Weekly	\$ 2,188.7227	\$ 2,298.1588	\$ 2,413.0667	\$ 2,533.7201	\$ 2,660.4061
		Hourly	\$ 27.3590	\$ 28.7270	\$ 30.1633	\$ 31.6715	\$ 33.2551
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E
Recreation Specialist	NE	Yearly	\$ 41,852.11	\$ 43,944.72	\$ 46,141.95	\$ 48,449.05	\$ 50,871.50
		Monthly	\$ 3,487.6758	\$ 3,662.0596	\$ 3,845.1626	\$ 4,037.4207	\$ 4,239.2917
		Bi/Weekly	\$ 1,609.6965	\$ 1,690.1813	\$ 1,774.6904	\$ 1,863.4249	\$ 1,956.5962
		Hourly	\$ 20.1212	\$ 21.1273	\$ 22.1836	\$ 23.2928	\$ 24.4575
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader I	NE	Hourly	\$ 16.50				
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader II	NE	Hourly	\$ 17.50				
Classification Title	FLSA	Range	Step A				
Parks and Recreation Leader III	NE	Hourly	\$ 18.75				



CITY COUNCIL AGENDA REPORT

MEETING DATE: January 13, 2025

ITEM NO: 11B.

TO: Mayor and Members of the City Council

SUBJECT: Resolution to Amend Unrepresented Management Employees Deferred Compensation Benefit

FROM: Abel Avalos, City Manager

REVIEWED AND APPROVED BY:

HongDao Nguyen, City Attorney

RECOMMENDATION:

Staff recommends that the City Council, by motion, adopt Resolution No. 25-3023, A Resolution of the Council of the City of Artesia, California, Amending Resolution No. 22-2902, Regarding Unrepresented Management Employees Deferred Compensation Benefits.

BACKGROUND:

The City Council adopted Resolution No. 22-2902 on October 10, 2022, establishing the benefits for Unrepresented Management Employees. Resolution 22-2902 is effective until June 30, 2025. This Resolution governs among other things, the deferred compensation benefits provided to Unrepresented Management Employees.

The City has an adopted a 457(b) Deferred Compensation Plan ("457(b) Plan") under which all City employees are eligible to participate. Resolution 22-2902 also provides that the City will provide matching contributions up to the first three percent of the Unrepresented Management Employee's base salary that the employee contributes to their 457(b) Plan. Beginning in 2025, the City will also be offering a 401(a) Deferred Compensation Plan ("401(a) Plan") and is subsequently amending the Memorandums of Understanding with the City's two bargaining units through side letters to reflect the additional plan benefit. The new 401(a) Plan is where the City will contribute the three percent match instead of the 457(b) Plan. The addition of the 401(a) Plan enables the City to provide the three percent match from the City, while also permitting the employee to contribute up to the IRS set maximum to their 457(b) plan. This will enable employees to contribute more to their retirement accounts through deferred compensation, at no additional cost to the City.

Unrepresented Management Employee benefits are memorialized by resolution and may only be amended through City Council resolution.

ANALYSIS

Resolution No. 25-3023 amends Resolution No. 22-2902, Section 8. "Deferred Matching Contribution" to provide the same Deferred Matching Contribution benefit for all employees. Resolution 25-3023 provides:

"The City has adopted a 457(b) Deferred Compensation Plan ("457(b) Plan") under which all City employees are eligible to participate. The City will not make any matching contributions to the 457(b) Plan. The City will also adopt a 401(a) Deferred Compensation Plan ("401(a) Plan"). The 401(a) Plan terms will provide for a City matching contribution to be made on behalf of each employee, on a dollar for dollar basis, for the first three percent (3%) of each employee's base compensation that the employee contributed to the 457(b) Plan. Annual contributions to the 457(b) Plan and the 401(a) Plan are subject to the limits set by the IRS. Employees who are aged 50 or older at the end of the calendar year may make annual catch-up contributions to the 457(b) Plan."

No other changes are proposed to Resolution 22-2902.

FISCAL IMPACT

Adoption of Resolution No. 25-3023 has no additional fiscal impact to the City.

RECOMMENDED COUNCIL ACTION:

Staff recommends that the City Council, by motion, adopt Resolution No. 25-3023, A Resolution of the Council of the City of Artesia, California, Amending Resolution No. 22-2902, Regarding Unrepresented Management Employees Deferred Compensation Benefits.

Attachments

[Resolution No. 25-3023.pdf](#)

[Resolution No. 22-2902.pdf](#)

RESOLUTION NO. 25-3023

A RESOLUTION OF THE COUNCIL OF THE CITY OF ARTESIA, CALIFORNIA, AMENDING RESOLUTION NO. 22-2902, REGARDING UNREPRESENTED MANAGEMENT EMPLOYEES REGARDING DEFERRED COMPENSATION BENEFITS

WHEREAS, the City Council adopted Resolution No. 22-2902 on October 10, 2022, establishing and presenting the rights and benefits for Unrepresented Management Employees.

WHEREAS, Resolution No. 22-2902 is effective from October 1, 2022 through June 30, 2025.

WHEREAS, the City Council wishes to amend the Deferred Compensation Benefits for all employees to offer 457(b) and 401(a) Deferred Compensation Plans.

WHEREAS, the City Council and Unrepresented Management Employees agree to modify Resolution No. 22-2902, regarding Deferred Matching Contribution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA, DOES HEREBY FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and corrected and incorporated herein by reference.

SECTION 2. Notwithstanding the provisions in Resolution No. 22-2902, Section 7, Deferred Matching Contribution, the City has adopted a 457(b) Deferred Compensation Plan ("457(b) Plan") under which all City employees are eligible to participate. The City will not make any matching contributions to the 457(b) Plan. The City will also adopt a 401(a) Deferred Compensation Plan ("401(a) Plan"). The 401(a) Plan terms will provide for a City matching contribution to be made on behalf of each employee, on a dollar for dollar basis, for the first three percent (3%) of each employee's base compensation that the employee contributed to the 457(b) Plan. Annual contributions to the 457(b) Plan and the 401(a) Plan are subject to the limits set by the IRS. Employees who are aged 50 or older at the end of the calendar year may make annual catch-up contributions to the 457(b) Plan.

SECTION 3. Term. This Resolution shall be in effect from January 1, 2025 through June 30, 2025.

SECTION 4. The City Manager, or their designee, is authorized to implement the terms and conditions of the Resolution and enter into any agreements deemed necessary subject to the terms and conditions set forth herein.

SECTION 18. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

SECTION 19. Effective Date. This Resolution shall become effective immediately upon passage.

PASSED, APPROVED AND ADOPTED this 13th day of January, 2025.

Ali Sajjad Taj, Mayor

Attest:

Jennifer Alderete, Acting City Clerk

Approved as to form:

Best Best & Krieger, City Attorney

RESOLUTION NO. 22-2902

A RESOLUTION OF THE COUNCIL OF THE CITY OF ARTESIA ESTABLISHING A COMPENSATION PLAN AND SALARY SCHEDULE FOR UNREPRESENTED MANAGEMENT EMPLOYEES OF THE CITY

WHEREAS, the City of Artesia desires to promote improved employer-employee relations between the City and its employees by establishing and presenting the rights and benefits for Unrepresented Management Employees.

WHEREAS, the City and Unrepresented Management Employees have negotiated terms for compensation and benefits and wish to memorialize the agreed to terms in this Resolution.

WHEREAS, this Resolution is adopted to provide reasonable and orderly procedures for the administration of employer-employee relations between the City and its Unrepresented Management Employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ARTESIA DOES HEREBY FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Definitions.

The following definitions are specific to this Resolution:

- A. "City of Artesia" or "City" shall mean the City of Artesia, a municipal corporation.
- B. "Immediate Family" shall include the employee's and the employee's spouse's or domestic partner's parent, grandparent, foster-parent, sibling, step-sibling, spouse, domestic partner, child, stepchild, or grandchild.
- C. "Leave" shall mean an absence from work.
- D. "Unrepresented Management Employees" or "Employee" shall mean the Deputy City Manager, Finance Manager, Human Resources Manager, and Administrative Secretary.

SECTION 3. Salary.

- A. Unrepresented Management Employees shall receive a salary as set forth in the Payroll Salary Schedule attached to this Resolution as Attachment "1" which is incorporated herein by reference.
- B. The City shall provide the following Cost of Living increases to Unrepresented Management Employees:
 - 1. July 1, 2022: 0.75%
 - 2. July 1, 2023: 1.00%
 - 3. July 1, 2024: 2.00%

SECTION 4. At Will Status & Severance.

- A. Unrepresented Management Employees serve at the will of the City and may be removed at any time with or without cause. Probationary periods, if any, are established only for the purpose of education reimbursement, use of vacation and other related benefits. Probationary periods do not in any way impact the at-will nature of Unrepresented Management Employee.
- B. In the event an Unrepresented Management Employee is terminated by the City at any time that the Unrepresented Management Employee has completed their probationary period, is still willing and able to perform the duties of their position, and the termination is not because the Unrepresented Management Employee (1) has engaged in acts in bad faith and to the detriment of the City; (2) refuses or fails to act in accordance with any specific direction or order of the City; (3) exhibits in regard to their employment unfitness or unavailability for service, misconduct, dishonesty, habitual neglect, or incompetence; or (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person, the Unrepresented Management Employee will be entitled to three (3) months of their base salary (minus applicable withholdings) as of the time of the termination. Any dispute between the City Manager and an Unrepresented Management Employee regarding whether the Unrepresented Management Employee's conduct disqualified them from receipt of severance benefits shall be resolved conclusively by the City Council, in its discretion, without right of appeal.

SECTION 5. Vehicle Allowance.

Unrepresented Management Employees shall receive a monthly vehicle allowance of \$150.00 per month.

SECTION 6. Deferred Matching Contribution.

The City shall match, on a dollar for dollar basis, Unrepresented Management Employee contributions to the Unrepresented Management Employee's 457 Deferred

Compensation Plan up to the first 3% of each Unrepresented Management Employee's base salary that the Unrepresented Management Employee contributes to the Plan.

SECTION 7. Wellness Benefits.

- A. The City agrees to make available to each Unrepresented Management Employee, by means of reimbursement, up to \$100 per month for use by the Unrepresented Management Employees for one or more of the following purposes:
 - 1. Membership in a health club or fitness center.
 - 2. Other formal wellness programs provided by professionals (smoking cessation, weight control, nutrition, or similar programs).
 - 3. Reimbursement for Unrepresented Management Employee's medications or medical expenses (deductibles or copayments) not covered by the Unrepresented Management Employee's health, dental or vision insurance.
- B. Reimbursement to the Unrepresented Management Employee for their expenditure for one or more of the above purposes shall be accomplished by submitting applicable receipts and a request for reimbursement to the Finance Manager.

SECTION 8. Education Reimbursement.

- A. Education reimbursement to Unrepresented Management Employees shall be up to a maximum of \$3,500.00 per fiscal year for classes related to any City position. Education reimbursement is also available to Unrepresented Management Employees up to a maximum of \$3,500.00 per fiscal year for student loan repayment on conferred degrees related to City positions, which must have been received from an accredited school. The combined maximum education reimbursement for classes and or student loans is \$3,500.00 per fiscal year.
- B. The education reimbursement shall be on a first come, first serve basis and is subject to funds available in the City budget.
- C. Unrepresented Management Employees enrolled in degree courses must achieve a minimum grade of "C." Grades shall be based upon a scale of "A" through "F." The employee must provide written evidence of having satisfactorily completed the course.
- D. Human Resources and the City Manager must have approved the course for reimbursement prior to the Unrepresented Management Employee's enrollment in the course.

- E. Receipts for books, materials, or other course costs must be provided prior to any reimbursement for the same.
- F. Veterans or other educational benefits must be exhausted before financial assistance is provided by the City.
- G. If the Unrepresented Management Employees is enrolled in a course and is subsequently separated from City employment based on misconduct or poor performance, or released during probation, prior to reimbursement, the City shall not be required to pay education reimbursement for the course.
- H. If the Unrepresented Management Employee voluntarily resigns or retires from their position before completion of the course, the Unrepresented Management Employee shall forfeit any outstanding education reimbursement benefit. Probationary Unrepresented Management Employees are not eligible for education reimbursement nor student loan repayment.

SECTION 9. Vacation & Leave.

A. Vacation

- 1. Unrepresented Management Employees are not able to take vacation time until accrued. Vacation may only be taken at times agreeable to City Manager. No vacation shall be taken for a period exceeding the maximum hours accumulated at any given time. Vacation leave only accrues when an Unrepresented Management Employee is in a paid status and not when an Unrepresented Management Employee is on a Leave of Absence for more than 30 days. Accrued vacation leave may not be used before completion of the initial six months of active service with the City of Artesia.
- 2. All Unrepresented Management Employee shall earn vacation time as follows:

Years of Eligible Service	Accruals
0	2 weeks per year
1	2 weeks + 1 day per year
2	2 weeks + 2 days per year
3	2 weeks + 3 days per year

4	2 weeks + 4 days per year
5-15	3 weeks per year
16+	4 weeks per year

3. Unrepresented Management Employees may only accrue vacation leave up to a maximum leave balance of 320 hours in a fiscal year.
4. Any accrued vacation leave above the 320 hour cap shall be paid out annually during the first pay period of December.
5. Upon separation from City employment, any accrued vacation leave will be paid out to Unrepresented Management Employee.

B. Sick Leave

1. Unrepresented Management Employee shall receive eight (8) hours of paid sick leave for each month of work when an Unrepresented Management Employee is on paid status. In accordance with the City Personnel Rules and Regulations an Unrepresented Management Employee that is unable to report to work due to personal or an Immediate Family member's illness or injury, must contact the City Manager as soon as reasonably possible.
2. Sick leave pay shall be requested only in cases of actual personal sickness or disability, medical or dental treatment, or as authorized by the Human Resources Manager under the provisions of the Pregnancy Disability Leave Act and/or the California Family Rights Act (CFRA) or California Labor Code Section 233 (use of sick leave). In accordance with the CFRA, sick leave can also be used for a serious health condition in a qualifying event.
3. An Unrepresented Management Employee contemplating being off work due to illness or injury for an extended period of 5 days or more may be required to provide a health statement as to the length of the absence from the Unrepresented Management Employee's health care provider stating any duties the Unrepresented Management Employee cannot perform and any restrictions or light duty requirements. In such events, CFRA and sick leave shall run concurrently.
4. Sick leave with pay shall not be allowed unless the Unrepresented Management Employee has met and complied with the provisions of this Resolution and the request for paid leave is approved.

5. Under Labor Code Section 233, any employer who provides sick leave for employees shall permit an employee to use, in any calendar year, the employee's accrued and available sick leave entitlement, in an amount not less than the sick leave that would be accrued during six months at the employee's then current rate of entitlement, to attend to an illness of a child, parent, spouse, or domestic partner of the employee. All conditions and restrictions placed by the employer upon the use by an employee of sick leave also shall apply to the use by an employee of sick leave to attend to an illness of his or her child, parent, spouse, or domestic partner. This section does not extend the maximum period of leave to which an employee is entitled under Section 12945.2 of the Government Code or under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2606 et seq.), regardless of whether the employee receives sick leave compensation during that leave.
6. Sick leave shall not be abused. The City reserves the right to require a satisfactory statement of a licensed physician or medical professional in the event of suspected abuse when an Unrepresented Management Employee misses work due to an illness, injury, or disability.
7. City holidays occurring during sick leave shall not be counted as days of sick leave.
8. Unrepresented Management Employees may only accrue sick leave up to a maximum of 320 hours.
9. Any accrued sick leave above the 320 hour cap shall be paid out annually during the first pay period of December.
10. Upon separation from City employment, all accrued sick leave will be paid out to Unrepresented Management Employee.

C. Administrative Leave

1. Unrepresented Management Employees shall receive eighty (80) hours of administrative leave with pay per fiscal year. Administrative leave will be provided to Unrepresented Management Employees on a prorated basis based on date of hire and annually thereafter at the beginning of the fiscal year.
2. Administrative leave does not accumulate from year to year. Administrative Leave will not be paid out upon separation from City employment.

SECTION 10. Medical Benefits.

A. Unrepresented Management Employees shall receive a monthly benefit toward the cost of family medical insurance, dental insurance, vision insurance and life insurance. The Unrepresented Management Employee may purchase only those benefit programs offered by the City.

B. City monthly contribution tiers for medical, dental, vision and life are as follows:

Employee Only:	\$800.00
Employee + 1:	\$1,530.00
Family:	\$1,800.00

C. Annual increases to City's health and wealth contributions will be based on the City's benefit plan year. Should the rates of available medical benefit plans actually selected by Unrepresented Management Employees increase on average for a given benefit plan year, the City will increase its employer health and welfare monthly contribution on the first day of that particular benefit plan year for the term of the agreement as follows:

Employee Only:	\$20.00
Employee +1:	\$30.00
Family:	\$40.00

D. If there is no increase in medical benefit plan rates, City health and welfare contributions will remain the same as the previous benefit plan year employer contribution level.

E. Unrepresented Management Employees must remain in the same medical and dental plans in which they are currently enrolled until the following open enrollment period. During open enrollment, current Unrepresented Management Employees will have the option to move from their current plans to other alternative plans, if so desired.

F. If an Unrepresented Management Employee has a need to change coverage due to a change in family situation (e.g. single to single+1 or single+1 to family) the City will contribute up to the next level in the Plan. Unrepresented Management Employees may choose another medical plan option but will also be responsible for any premium cost differentials. Proof of the qualifying event must be submitted to the Human Resources Manager for approval, prior to the change becoming effective.

G. Unrepresented Management Employees who have coverage from another family member may opt out of the City's Plan and receive a \$500.00 per

month stipend. The Unrepresented Management Employee must show proof of coverage.

SECTION 11. Life Insurance.

The City shall provide life insurance to Unrepresented Management Employees in amount of three times the Unrepresented Management Employee's salary up to \$300,000.00, whichever is less. Unrepresented Management Employees may purchase additional life insurance in \$10,000 increments at their own expense. Unrepresented Management Employees may purchase life insurance for their dependents at their own expense.

SECTION 12. Flexible Spending Account.

The City will contribute \$600 per calendar year into a Flexible Spending Account for each Unrepresented Management Employee. All laws regarding Flexible Spending Accounts will apply.

SECTION 13. Holidays.

A. The City shall observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Cesar Chavez Day
5. Memorial Day
6. Juneteenth Day
7. Independence Day
8. Labor Day
9. Veteran's Day
10. Thanksgiving Day
11. Friday after Thanksgiving Day
12. Christmas Day

All holidays as declared by the City Council.

- B. When a holiday falls on a Saturday, the preceding workday shall be observed as the holiday. When a holiday falls on Sunday, the next day shall be observed as the holiday.
- C. The City will continue the practice and return to the Unrepresented Management Employee any leave used if the Mayor and Council subsequently declare any day as a Holiday.

- D. Unrepresented Management Employees who work on a holiday or holiday declared by the City Council, shall receive compensatory time equivalent to the number of hours worked. Compensatory time must be used within the 12 months following when it is earned.
- E. Unrepresented Management Employees shall receive three (3) floating holidays each year. Unrepresented Management Employees who do not use their floating holidays will forfeit the current year's allotment on December 31st each year. Employees may not cash out floating holidays. Holiday benefits will not accrue during any leave of absence. An Unrepresented Management Employee who is on a leave of absence without pay for the day before the holiday or after the holiday shall not be paid for the holiday. If an Unrepresented Management Employee is laid off or terminated, they shall be fully paid for all floating holidays not used in the current calendar year.

SECTION 14. Disability.

- A. The City shall provide short term disability and long term disability insurance coverage to Unrepresented Management Employees.
- B. All Unrepresented Management Employees are provided non-participating Long Term Group Disability Insurance on the first day of the month following the date of hire. The amount of insurance will be 66 2/3% of monthly earnings up to age 65 not to exceed a maximum monthly benefit of \$6,000 including amounts payable by Social Security and workers' compensation benefits. Benefits will begin after a six (6) month waiting period and payment of benefits is subject to all provisions of the master policy.

SECTION 15. Retirement.

- A. Unrepresented Management Employees enrolled in CalPERS shall be responsible for payment from their salary for a portion of the employer contribution based on their membership category. This amount shall be determined as follows:
1. Classic CalPERS Members
 - Five-sixths (5/6) of the then current employer normal cost, as reflected on the actuarial valuation report for classic members, effective the first day of the first full pay period in November of 2022
 - Two-thirds (2/3) of the then current employer normal cost, as reflected on the actuarial valuation report for classic members, effective the first day of the first full pay period in July of 2023

- One-half (1/2) of the then current employer normal cost, as reflected on the actuarial valuation report for classic members, effective the first day of the first full pay period in July of 2024
- One-third (1/3) of the then current employer normal cost, as reflected on the actuarial valuation report for classic members, effective the first day of the first full pay period in July of 2025
- One-sixths (1/6) of the then current employer normal cost, as reflected on the actuarial valuation report for classic members, effective the first day of the first full pay period in July of 2026
- The cost sharing shall be eliminated effective the first day of the first full pay period in July of 2027.

2. PEPRA CalPERS Members

- Five-sixths (5/6) of the then current employer normal cost, as reflected on the actuarial valuation report for PEPRA members, effective the first day of the first full pay period in November of 2022
- Two-thirds (2/3) of the then current employer normal cost, as reflected on the actuarial valuation report for PEPRA members, effective the first day of the first full pay period in July of 2023
- One-half (1/2) of the then current employer normal cost, as reflected on the actuarial valuation report for PEPRA members, effective the first day of the first full pay period in July of 2024
- One-third (1/3) of the then current employer normal cost, as reflected on the actuarial valuation report for PEPRA members, effective the first day of the first full pay period in July of 2025
- One-sixths (1/6) of the then current employer normal cost, as reflected on the actuarial valuation report for PEPRA members, effective the first day of the first full pay period in July of 2026
- The cost sharing shall be eliminated effective the first day of the first full pay period in July of 2027.

B. Purchase of Military Service Credit as Public Service

Pursuant to Section 21024 of the Public Employee Retirement Law, an Unrepresented Management Employee may elect to purchase up to four (4) years of service credit for any continuous active military service prior to employment provided, however, the Unrepresented Management Employees must contribute

an amount equal to the contribution for current and prior service that the employee and the City would have made with respect to that period of service.

C. Retirement Formula

Tier I—2% at 60—All “classic” Unrepresented Management Employees covered under this provision of this Resolution shall have their final percentage of final compensation to be provided for each year of credited prior and current service determined in accordance with Section 21345.3 of the Public Employment Retirement Law.

Tier II—2% at 62—All “PEPRA” Unrepresented Management Employees covered under this provision of this Resolution hired on or after January 1, 2013 shall have their final percentage of final compensation to be provided each year of credited prior and current service determined in accordance with Section 7522.20 of the Public Employment Retirement Law based on Article 4 California Public Employees’ Pension Reform Act of 2013.

D. Retiree Health

1. Current retirees and their dependents will have no change to their level of coverage.
2. Current Unrepresented Management Employees who retire from the City during the term of the Resolution shall receive monthly employer contributions for medical and dental coverage that is equal to the employer contribution for then-current Unrepresented Management Employees at the same level of coverage as required by Government Code section 22892. However, if a retiree removes a dependent from medical coverage that results in a tier coverage change (e.g. Family tier reduced to Employee +1), the retiree shall receive a reduced monthly employer contribution for medical and dental coverage that is equal to the employer contribution for then-current Unrepresented Management Employees in that new tier. A retiree may never receive an increase in the City’s monthly contribution amount as a result of a change in dependents, except as required by Government code section 22892 to ensure that the employer contribution is an equal amount for both current Unrepresented Management Employees and retirees in the same tier. To the extent that a retiree’s circumstances change, resulting in the need for increased coverage (e.g. Employee +1 increased to Family tier), the retiree shall continue to receive the same employer contribution for the tier at which they retired, subject to any increases required by Government Code section 22892. The retiree shall not be entitled to receive the employer contribution for the higher tier.
 - i. Retirees must apply for Medicare upon reaching eligibility.

- ii. Dependent coverage ends based on policy age limits.
- iii. Unrepresented Management Employees must work for the City for at least ten consecutive years and retire from the City in order for the employee to be eligible for retiree medical benefits and shall receive the PEMHCA Minimum Employer Contribution pursuant to California Government Code section 22892.
- iv. All benefits end once eligible for Medicare.

SECTION 16. Term.

This Resolution shall be in effect from October 10, 2022 through June 30, 2025. The benefits provided under this Resolution shall not be retroactive from the date of execution unless explicitly provided as such.

SECTION 17. The City Manager, or their designee, is authorized to implement the terms and conditions of the Resolution and enter into any agreements deemed necessary subject to the terms and conditions set forth herein.

SECTION 18. Severability.

If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

SECTION 19. Effective Date.

This Resolution shall become effective immediately upon passage.

APPROVED and ADOPTED by the City Council and signed by the Mayor and attested by the Acting City Clerk this ____ day of _____ 2022.

Melissa Ramoso, Mayor

Attest:

Jennifer Alderete, Acting City Clerk

Approved as to form:

Best Best & Krieger, City Attorney

City of Artesia Payroll Salary Schedule

*** Revised 10/10/2022**

Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
City Manager- Contract	NE	Yearly	\$ 166,237.50	\$ 179,536.50	\$ 193,899.42	\$ 209,411.37	\$ 226,164.28	\$ 237,472.49
		Monthly	\$13,853.13	\$14,961.38	\$16,158.29	\$17,450.95	\$18,847.02	\$19,789.37
		Bi/Weekly	\$6,393.75	\$6,905.25	\$7,457.67	\$8,054.28	\$8,698.63	\$9,133.56
		Hourly	\$79.92	\$86.32	\$93.22	\$100.68	\$108.73	\$114.17
		Step G	Step H	Step I	Step J	Step K		
		Yearly	\$ 243,409.31	\$ 249,494.54	\$ 255,731.90	\$ 262,125.20	\$ 268,678.33	
		Monthly	\$20,284.11	\$20,791.21	\$21,310.99	\$21,843.77	\$22,389.86	
		Bi/Weekly	\$9,361.90	\$9,595.94	\$9,835.84	\$10,081.74	\$10,333.78	
		Hourly	\$117.02	\$119.95	\$122.95	\$126.02	\$129.17	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Deputy City Manager	E	Yearly	\$ 148,790.46	\$ 156,229.99	\$ 164,041.49	\$ 172,243.56	\$ 180,855.74	\$ 189,898.53
		Monthly	\$ 12,399.21	\$ 13,019.17	\$ 13,670.12	\$ 14,353.63	\$ 15,071.31	\$ 15,824.88
		Bi/Weekly	\$ 5,722.7102	\$ 6,008.8457	\$ 6,309.2879	\$ 6,624.7523	\$ 6,955.9900	\$ 7,303.7895
		Hourly	\$ 71.5339	\$ 75.1106	\$ 78.8661	\$ 82.8094	\$ 86.9499	\$ 91.2974
		Step G	Step H	Step I	Step J	Step K		
		Yearly	\$ 194,645.99	\$ 199,512.14	\$ 204,499.94	\$ 209,612.44	\$ 214,852.75	
		Monthly	\$ 16,220.50	\$ 16,626.01	\$ 17,041.66	\$ 17,467.70	\$ 17,904.40	
		Bi/Weekly	\$ 7,486.3842	\$ 7,673.5438	\$ 7,865.3824	\$ 8,062.0170	\$ 8,263.5674	
		Hourly	\$ 93.5798	\$ 95.9193	\$ 98.3173	\$ 100.7752	\$ 103.2946	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Finance Manager	E	Yearly	\$ 106,228.11	\$ 111,539.51	\$ 117,116.49	\$ 122,972.31	\$ 129,120.93	\$ 135,576.98
		Monthly	\$ 8,852.34	\$ 9,294.96	\$ 9,759.71	\$ 10,247.69	\$ 10,760.08	\$ 11,298.08
		Bi/Weekly	\$ 4,085.6965	\$ 4,289.9812	\$ 4,504.4804	\$ 4,729.7042	\$ 4,966.1896	\$ 5,214.4992
		Hourly	\$ 51.0712	\$ 53.6248	\$ 56.3060	\$ 59.1213	\$ 62.0774	\$ 65.1812
		Step G	Step H	Step I	Step J	Step K		
		Yearly	\$ 138,966.40	\$ 142,440.56	\$ 146,001.58	\$ 149,651.62	\$ 153,392.91	
		Monthly	\$ 11,580.53	\$ 11,870.05	\$ 12,166.80	\$ 12,470.97	\$ 12,782.74	
		Bi/Weekly	\$ 5,344.8617	\$ 5,478.4833	\$ 5,615.4453	\$ 5,755.8315	\$ 5,899.7273	
		Hourly	\$ 66.8108	\$ 68.4810	\$ 70.1931	\$ 71.9479	\$ 73.7466	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Human Resources Manager	E	Yearly	\$ 90,309.88	\$ 94,825.37	\$ 99,566.64	\$ 104,544.97	\$ 109,772.22	\$ 115,260.83
		Monthly	\$ 7,525.82	\$ 7,902.11	\$ 8,297.22	\$ 8,712.08	\$ 9,147.69	\$ 9,605.07
		Bi/Weekly	\$ 3,473.4569	\$ 3,647.1296	\$ 3,829.4862	\$ 4,020.9604	\$ 4,222.0085	\$ 4,433.1089
		Hourly	\$ 43.4182	\$ 45.5891	\$ 47.8686	\$ 50.2620	\$ 52.7751	\$ 55.4139
		Step G	Step H	Step I	Step J	Step K		
		Yearly	\$ 118,142.35	\$ 121,095.91	\$ 124,123.31	\$ 127,226.39	\$ 130,407.05	
		Monthly	\$ 9,845.20	\$ 10,091.33	\$ 10,343.61	\$ 10,602.20	\$ 10,867.25	
		Bi/Weekly	\$ 4,543.9366	\$ 4,657.5350	\$ 4,773.9734	\$ 4,893.3227	\$ 5,015.6558	
		Hourly	\$ 56.7992	\$ 58.2192	\$ 59.6747	\$ 61.1665	\$ 62.6957	
Classification Title	FLSA	Range	Step A	Step B	Step C	Step D	Step E	Step F
Administrative Secretary	E	Yearly	\$ 55,028.71	\$ 57,780.14	\$ 60,669.15	\$ 63,702.61	\$ 66,887.74	\$ 70,232.12
		Monthly	\$ 4,585.73	\$ 4,815.01	\$ 5,055.76	\$ 5,308.55	\$ 5,573.98	\$ 5,852.68
		Bi/Weekly	\$ 2,116.4887	\$ 2,222.3131	\$ 2,333.4288	\$ 2,450.1002	\$ 2,572.6052	\$ 2,701.2355
		Hourly	\$ 26.4561	\$ 27.7789	\$ 29.1679	\$ 30.6263	\$ 32.1576	\$ 33.7654
		Step G	Step H	Step I	Step J	Step K		
		Yearly	\$ 71,987.93	\$ 73,787.62	\$ 75,632.31	\$ 77,523.12	\$ 79,461.20	
		Monthly	\$ 5,998.99	\$ 6,148.97	\$ 6,302.69	\$ 6,460.26	\$ 6,621.77	
		Bi/Weekly	\$ 2,768.7664	\$ 2,837.9855	\$ 2,908.9352	\$ 2,981.6585	\$ 3,056.2000	
		Hourly	\$ 34.6096	\$ 35.4748	\$ 36.3617	\$ 37.2707	\$ 38.2025	