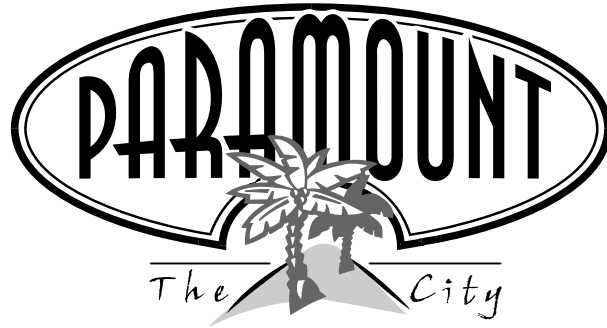


Proposed Budget

Fiscal Year 2020 | July 1, 2019 - June 30, 2020



aramount, CA



FISCAL YEAR 2020

PARAMOUNT CITY COUNCIL

- ◆ TOM HANSEN, MAYOR
- ◆ DARYL HOFMEYER, VICE MAYOR
- ◆ LAURIE GUILLEN, COUNCILMEMBER
- ◆ PEGGY LEMONS, COUNCILMEMBER
- ◆ DIANE J. MARTINEZ, COUNCILMEMBER

JOHN MORENO, CITY MANAGER

The Budget is prepared under the direction of the City Manager by the Finance Department.

In early spring of each year, operating departments are directed to submit budgetary requests to the Finance Department for verification and compilation. While expenditure requests are being prepared, projections of revenues for the year are developed. The requests and projections are presented to the City Manager.

The City Manager reviews the expenditure requests and revenue projections, makes necessary deletions and additions, and recommends a budget to the City Council.

The preparation of this budget is made possible by the efforts of the Finance staff.

CITY MANAGEMENT TEAM

KEVIN CHUN, ASSISTANT CITY MANAGER

ADRIANA FIGUEROA, PUBLIC WORKS DIRECTOR

DAVID JOHNSON, COMMUNITY SERVICES & RECREATION DIRECTOR

KARINA LIU, FINANCE DIRECTOR

ADRIANA LOPEZ, PUBLIC SAFETY DIRECTOR

The City of Paramount was incorporated January 30, 1957, under the general laws of the State of California and enjoys all the rights and privileges pertaining to "General Law" cities. The City operates under a Council-Manager form of government and is considered a "contract city" since it provides some of its municipal services through contracts with private entities or other governmental agencies.

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BUDGET MESSAGE



To: Honorable City Council

PREFACE

We are very pleased to present the Proposed Budget for Fiscal Year (FY) 2020.

While our local economy remains steady, expenditures continue to increase, outpacing revenues. As a result, funds that were previously saved up over the years are proposed to be used in order to balance the operating portion of the General Fund budget. We believe we are now at a point where we are in the first year of a structural budget deficit. Though we are not proposing to pull from the General Fund Reserve at this time, we are using other funding sources including \$680,500 from the Capital Improvement Project Reserve (CIP Reserve) and \$132,300 from the Equipment Replacement Fund (ERF) to help balance the General Fund budget. In addition, we are proposing to use \$210,150 in the Pension Reserve for the first time. Nonetheless, this budget is a solid municipal plan that carries out the objectives of the Paramount City Council.

We are predicting approximately \$48 million in revenues, which is \$3.46 million more than the current year. The bulk of the increase is related to restricted funds that have been awarded for specific projects. In contrast, the General Fund revenue forecast will be decreased by about \$201,250 to a total of \$26.9 million. As mentioned previously, expenditures are outpacing revenues as cost jumps are expected in the following areas: L.A. County Sheriff's contract (5% increase); contract increases in such areas as tree trimming, landscape maintenance, fleet maintenance, animal control, and crossing guard services; the State minimum wage law affecting our part-time personnel expenses; escalating pension costs; and a Cost of Living Adjustment (COLA) for full-time employees, necessitated by inflationary pressures.

Since the elimination of redevelopment, where we lost \$5-6 million a year, we have made cuts and adjustments to all areas of the organization without severely impacting services we provide to the public. We are now at a crucial point in our financial condition to seriously consider revenue enhancements. Hence, it is very possible that we will ask that the City Council consider placing a sales tax measure on the March 2020 ballot. Sales tax percentages of many neighboring cities are already near or at the County maximum of 10.25% (i.e. Downey, Long Beach, Lynwood, South Gate, and Pico Rivera). Currently Paramount's sales tax rate is at 9.5%. Therefore, we could raise it by $\frac{3}{4}$ of a cent. As you know, Metro did a sales tax increase measure in 2016 with a $\frac{1}{2}$ -cent increase for transportation purposes and LA County did this in 2017 with a $\frac{1}{4}$ -cent increase for homeless purposes. If the City Council decides to place a sales tax measure on the ballot and the measure passes, not only will it provide a much-needed revenue stream,

**PREFACE
(cont'd)**

it will help keep the maximum sales tax funding local before another agency such as the County takes it.

As mentioned above, this budget continues to address the needs and expectations of our community while also proposing robust capital improvement projects. These include the construction of Water Well #16, the expansion of our street paving program, the continuing effort to convert our street medians to drought-tolerant landscaping with new entryway monument signs, public park and facility upgrades, improvements to Paramount Pool, and ongoing special events for the community. This is all a continuation of our aggressive drive to preserve the quality of life in our neighborhoods. On the operations side, in addition to our routine financial and compliance audits, the City is once again voluntarily embarking on an additional Agreed Upon Procedures audit to evaluate our policies and procedures in our continual effort to protect and preserve public funds.

In any event, we will continue to retain most of the traditional services, programs, and events our residents and businesses have come to expect, appreciate, and enjoy.

**REVENUE
OVERVIEW**

During the upcoming year, we are expecting all City revenues to total \$48,056,200. There is an overall unrestricted revenue decrease of \$201,250 in the General Fund mainly related to the decrease in sales tax to the tune of \$165,000. In the restricted funds category, there is an increase of about \$3,660,050 mainly related to some one-time grants we are receiving for capital improvement projects.

Overall, including beginning balances, we are recommending a total budget of \$81,473,100 in "Sources" and \$58,085,550 in "Uses." Therefore, we estimate ending the year with a balance of \$23,387,550 for all funds combined.

When combining all the fund types, there is a decrease in the ending balance of \$2,101,450. This is largely due to our anticipated use of restricted funds accumulated from prior years.

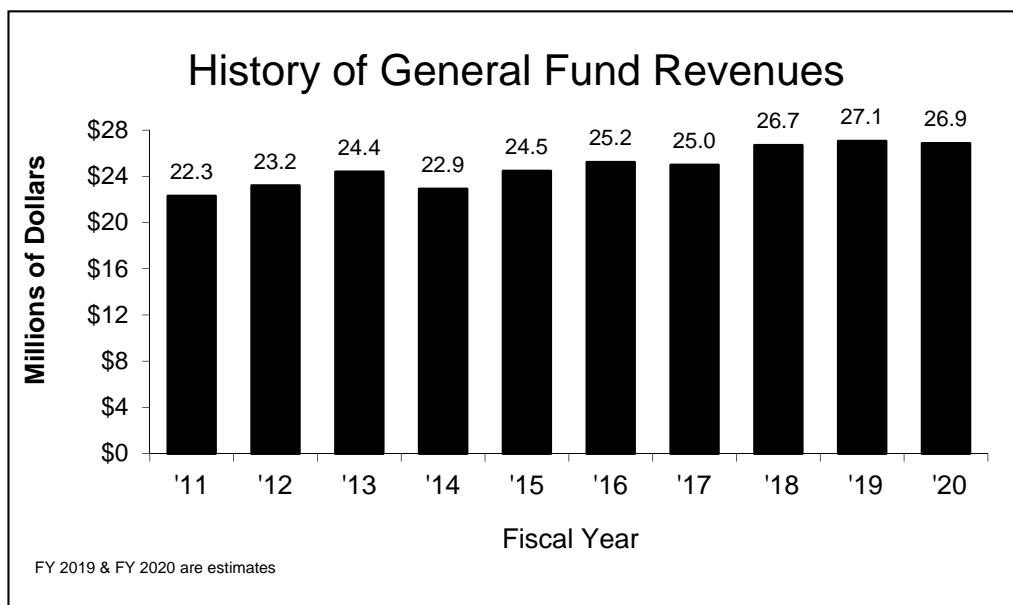
REVENUE OVERVIEW (cont'd)

The following table provides a good overall summary of the City's budget.

SUMMARY SOURCES & USES OF FUNDS					
		General	Restricted/	Water	Total All
		Fund	Assigned	Fund	Funds
SOURCES					
Beginning Fund Balance	\$	12,701,800	8,869,750	3,917,450	25,489,000
Revenues		26,857,400	13,200,800	7,998,000	48,056,200
Loan Proceeds		-	-	6,632,350	6,632,350
Depreciation		-	150,000	1,000,000	1,150,000
Principal Payments		-	-	145,550	145,550
Total Sources		39,559,200	22,220,550	19,693,350	81,473,100
USES					
Operations		26,857,400	8,156,200	9,349,250	44,362,850
Capital Improvements		-	6,990,350	6,732,350	13,722,700
Total Uses		26,857,400	15,146,550	16,081,600	58,085,550
ENDING FUND BALANCE					
	\$	12,701,800	7,074,000	3,611,750	23,387,550

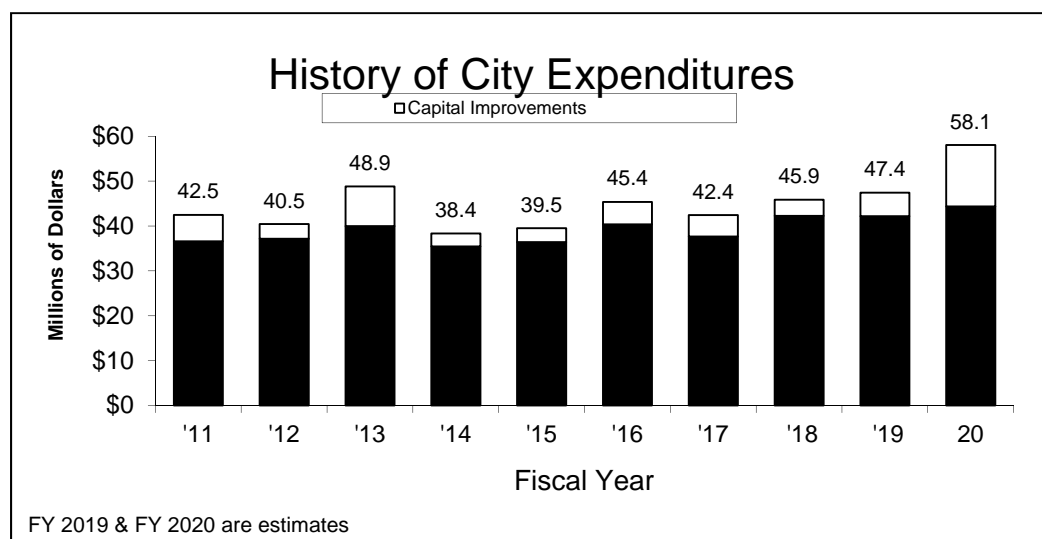
GENERAL FUND

With General Fund revenues down by \$201,250 from last year's estimate, we are projecting to have a revenue of \$26,857,400 or about 56% of our total revenues. The anticipated year-over-year decrease in sales tax is due to one-time sales tax that we received in FY 2019. The following chart shows a ten-year history of our General Fund revenues.



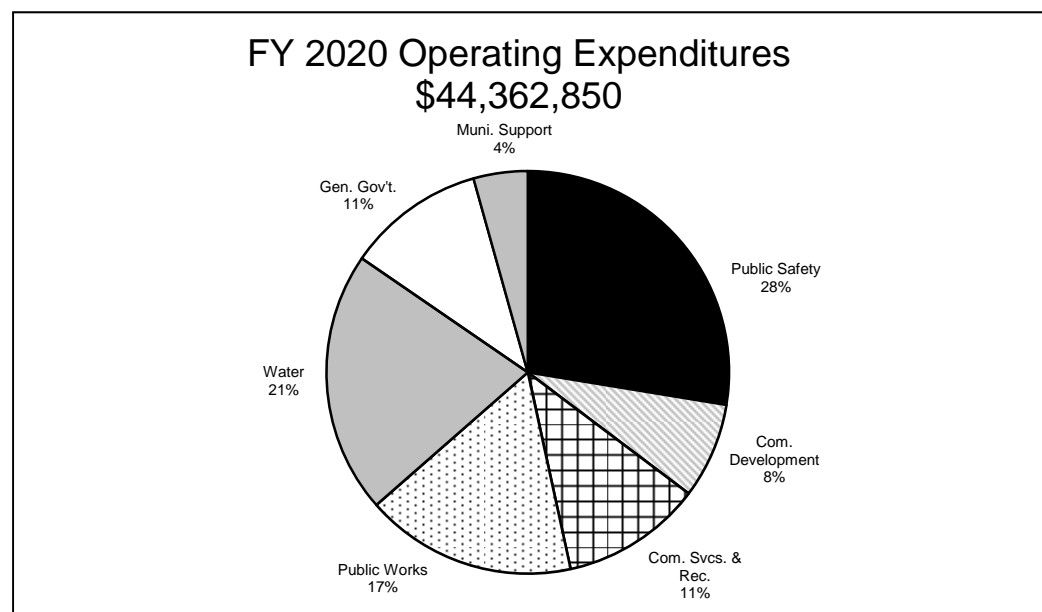
EXPENDITURE OVERVIEW

Total City expenditures, which include the General Fund, the Water Department and all restricted-use funds, are projected to be \$58,085,550. We anticipate that expenditures will exceed revenues, as we intend to spend restricted-use funds received and accumulated from prior years on one-time purchases and capital improvement projects. Expenditures are broken down into two areas: operations and capital improvements. The following chart shows a ten-year history of our total expenditures for both operations and capital improvements.



OPERATING EXPENDITURES

The operations category of the budget funds each of our seven departments that provide essential services to the community. The chart below shows the estimated expenditures for the City's operating departments.



The proposed operations budget is \$44,362,850. The following sections will describe some of the departmental highlights and provide insight into the FY 2020 operations budget.

**OPERATING
EXPENDITURES
(cont'd)****Public Safety**

Our Public Safety Department consists of Administration and four divisions: Sworn Patrol Services, Non-Sworn Services, Code Enforcement, and Support Services. Public Safety continues to be our largest operating department with a budget of \$12,243,100 (about 28% of the total operating budget), or about \$221,700 more than the current year. The increase is mainly related to the higher cost of sworn patrol from the Los Angeles County Sheriff's Department. In FY 2020, we are facing a contract increase of 5% for Deputy Sheriff Services and for a Sheriff Sergeant Service. In addition, we have an increase in the City's contribution to the Liability Trust Fund of 0.5%, bringing it to 11% of our total contract cost. Although there was a significant increase in the LASD contract, the staffing level of our deployment will remain the same.

The Sworn Patrol Services Division funds the contract for sworn personnel from the Los Angeles County Sheriff's Department for patrol units and contractual services and equipment for the day-to-day operations of the field patrol services. The budget includes funds to carry out the City's historically tough stance on crime which maintains a safe environment for the entire Paramount community via professional and sensitive law enforcement services. Consequently, no adjustments were made to our field deployment. In addition to our standard level of patrol deployment, we will continue to fully fund critical supplemental law enforcement components such as 5 Special Assignment Deputies, a 50% share of one of the School Resource Officers, a Detective Specialist, and the Community Service Officer (CSO) Program. CSOs have proven to be highly productive and cost-effective supplements to sworn patrol. They free up Sheriff's deputies for more neighborhood patrols and speedier handling of urgent calls for service, which helps to keep response times down. CSOs are responsible for completing routine reports, fingerprinting, enforcing parking restrictions, and responding to routine calls for service.

As part of the budget preparation process, Public Safety staff reviewed all agreements and reached out to service provider agencies to explore cost efficiencies. One of the most notable adjustments was with the Los Angeles County District Attorney's Office. Through an agreement with the County of Los Angeles dating back approximately 20 years, the City has contracted for a Deputy District Attorney as part of Strategies Against Gang Environments (SAGE). Additionally, the Deputy District Attorney serves as a liaison with court officials and ensures that the courts and prosecuting attorneys are aware of the City's position regarding specific cases. Lastly, the Deputy District Attorney assists the City with quality of life issues. As part of these duties, the Deputy District Attorney works with property owners to resolve issues and abate nuisances in the community.

**OPERATING
EXPENDITURES
(cont'd)**

Last year, the County informed us that they would be pulling their share of funding from this highly successful program. As a result, the City made the decision to fully fund the County's share (along with the City's share) of the Deputy DA in FY 2019. For FY 2020, we have found a way to offset the full cost of the Deputy DA. Staff reached out to the City of Bellflower to negotiate a shared cost agreement in which the Deputy District Attorney would be responsible for the supplemental services to both cities at a cost of \$144,150 per city. This is a 50% savings from last year's cost. A key element in the success of the City's crime prevention program consists of the on-going support of the Deputy DA in assisting law enforcement personnel with filing criminal cases and establishing cooperative partnerships with outside agencies. This will still be accomplished in this new cost-sharing arrangement with the City of Bellflower.

Public Safety staff also evaluated our long-standing crossing guard services contract with All City Management Services, Inc. ("ACMS"). We approached the company and asked for any efficiencies to the contract. ACMS proposed to align the service levels of our contract with the service levels of other cities. As a result, ACMS restructured our agreement that will provide 12,870 hours of crossing guard protection, which is a slight reduction of hours at each intersection. However, there will be no change in the number of crossing guards and no change in the number of intersections where crossing guards are located. By restructuring the agreement, the contract amount will decrease by \$33,300.

The Public Safety Support Services Division funds supplies and contractual services such as animal control services with the Southeast Area Animal Control Authority (SEAACA). About 20 years ago, when SEAACA's animal control services were in need of improvement, the City made the decision to contract for a dedicated animal control officer. Since then, service from SEAACA has dramatically improved and the cost for the dedicated officer has steadily increased. As a result, we re-evaluated the need for a dedicated officer. Paramount is the only member agency that has a dedicated officer. The City evaluated the Summary of Shelter Statistics provided by SEAACA and determined that the activity provided by the dedicated officer is modest and comparable to other neighboring cities without a dedicated officer. Therefore, we are recommending eliminating the dedicated officer, resulting in a savings of \$61,200.

Code Enforcement ensures that properties throughout the City are maintained in conformance with applicable zoning and property maintenance codes in order to preserve a safe and attractive living and working environment. After conducting an assessment of the newly-launched code enforcement software, and analysis of all current and active code enforcement cases, it was determined that the caseload of each Code Enforcement Officer is now manageable at slightly lower staffing levels. The software allows for better tracking and monitoring of cases, which results in better time management of each code enforcement officer. Additionally, the department will re-assign duties among staff that will bring about even greater efficiencies and add more hours to the existing part-time code

**OPERATING
EXPENDITURES
(cont'd)**

enforcement position. As a result, the department is proposing to freeze one vacant full-time Code Enforcement Officer position in FY 2020. The annual net savings is about \$60,000.

The department will continue the same funding for quality-of-life initiatives such as the Neighborhood Preservation Program (which includes our successful *Pitch In, Paramount* volunteer clean-up), the Good Neighbor Program (GNP) for residential property managers, and an active Neighborhood Watch Program. In addition, traffic enforcement operations will continue at the same deployment levels as the current year. At various community safety meetings, including Neighborhood Watch, residents have spoken about traffic issues as a significant safety concern. Our efforts have made great strides in dealing with these issues. As such, dedicated overtime hours for enforcement by deputies will remain a part of our regular deployment.

Public Works

The Public Works Department includes six non-enterprise divisions: Administration, Facility Maintenance, Landscape Maintenance, Vehicle and Equipment Maintenance, Road Maintenance, and Engineering. The proposed budget for this department is \$7,494,650, or about \$505,550 more than the current fiscal year. The increase in expenditures is mainly related to contractually obligated cost increases including tree trimming services, landscape maintenance, and fleet maintenance. The department also manages three divisions under the water enterprise fund including Water Production, Water Distribution, and Water Customer Service.

The budget continues funding at the same level for routine maintenance operations. Staffing and supply levels are comparable to the current year. Contract services, which make up a significant part of the department's service delivery capability, are at the same service levels as the current year including tree trimming and landscape maintenance. The Engineering Division budget continues to reflect on-going consulting costs for technical engineering support services, including environmental sustainability efforts.

Community Development

This department includes Administration and is responsible for three divisions: Development Services, Residential Rehabilitation, and Commercial Rehabilitation. The budget is \$3,379,550, or about \$1,142,950 greater than the current year. A bulk of the increase is related to the detailed development of two high-profile specific plan documents – (1) the Clearwater East Specific Plan and (2) the North Paramount Boulevard Specific Plan. These specific plans will replace the traditional zoning regulations in those areas and carefully guide land use, infrastructure improvements, and sustainable living for generations to come in neighborhoods near two planned light rail stations. The total cost is \$650,000.

**OPERATING
EXPENDITURES
(cont'd)**

A department reorganization is proposed in FY 2020 and will entail the promotion of the Assistant Director to Director, and the Principal Planner to Assistant Director. The Principal Planner position will then be eliminated. In addition, the name of the department will be changed from Community Development to Planning. The name change will better reflect the work of the department, as its economic development function will be moved to the Administrative Services Department. The current department director, who is also the Assistant City Manager, will retain economic development responsibilities within the Administrative Services Department.

Community Services and Recreation

This department includes Administration and nine divisions: Parks and Playgrounds, Aquatics, Sports, Instructional Classes, Facilities, the Paramount Education Partnership (PEP), the Elderly Nutrition Program, Community Transportation, and the STAR After School Program. The proposed budget is \$5,021,500, or about \$314,500 less than the current year's budget. The reduced budget amount reflects the department's shift to maintaining programs by contracting for various sports and aquatics services with the YMCA and the implementation of a new transit program. With the latter, there is a contract with Long Beach Transit for fixed-route and college-bound bus services and with Fiesta Taxi/Ride Yellow for expanded point-to-point transit services for our elderly and disabled communities.

This department provides year-round community services that include youth sports, facility management, after school care, homework help, summer day camp, swim lessons, recreational swim, instructional classes, seniors programs, transit services, and special events.

The largest of these services, the STAR After School Program, is funded by an After School Education and Safety grant from the State. FY 2020 marks 15 years of receiving the grant, totaling \$1,952,700 for the year, which includes the annual funding necessary to keep up with the State's minimum wage requirements. As a result, we are recommending salary adjustments to a few part-time positions in order to comply with the California minimum wage law.

The budget also reflects the transfer of the City's Gang Resistance is Paramount (GRIP) program to the Paramount Unified School District (PUSD). Over the program's 38-year history, gang involvement and crime has declined to historic lows. PUSD will incorporate anti-gang messaging into its current "Safe and Civil" curriculum that is taught and reinforced at all grade levels.

The budget continues to fund the Paramount Education Partnership (PEP). Over the last decade, PEP has served a critical role in providing a focus for the City, the School District, and the business sector to come together to promote education in the community. Since PEP's inception, many students have benefited through

**OPERATING
EXPENDITURES
(cont'd)**

after school tutoring, homework help, and college scholarships. With the continued support of the Paramount Unified School District and the business community, PEP will remain an important community resource.

This department is responsible for managing all public facility usage including those facilities at Paramount Park, Progress Park and Spane Park. In FY 2020, a current vacant full-time Recreation Assistant position that assists in the management of the facilities is temporarily frozen to help balance the budget. The annual savings (including salary and benefits) is approximately \$101,000. The department will continue to evaluate operations and make adjustments as necessary. In addition, the department also manages the many successful City events throughout the year which include the Halloween Carnival, Tree Lighting, Santa Train, and Breakfast with Santa. In addition to these extremely popular holiday events, this budget contains funds for continuing this year's Heritage Festival, the Haunted House & Maze at the Halloween Carnival, and Santa Photos at the Paramount Park Community Center. Also, the budget continues to contain funding for the Veterans Celebration Fair.

General Government

General government includes Administrative Services, Personnel, Finance, Municipal Support, City Manager, City Attorney, Community Promotion, and City Council and Commissions. This year's operations are budgeted at \$6,874,800, which is about \$340,350 more than the current year's budget.

In FY 2020, an allocation of \$78,850 is included for the upcoming March 2020 election. The amount provided is an estimate as the County will be launching their new vote center concept and could not provide us with the cost.

Staffing and Employment Benefits

In 2012, the City significantly restructured and downsized the organization in response to the loss of revenue from the State's elimination of redevelopment agencies and the effects of the Great Recession. Since then, the City continues to maintain about the same number of authorized full-time positions (92 including the City Attorney).

In recent months, our first comprehensive classification and compensation study was completed. The study shows that the City's workforce as a whole is 1.16% below labor market from a total compensation perspective. As a result, minor adjustments for 4 positions have been made to modify their salaries to bring them closer to the labor market. It's our goal to continue phasing in adjustments for other positions that are necessary to stay competitive in the marketplace and protect and preserve the City's greatest asset: our employees.

**OPERATING
EXPENDITURES
(cont'd)**

Pension costs continue to rise across the nation, and Paramount is not immune to its effects. In FY 2020, the total pension cost will go up to about \$2.9 million, an increase of about \$347,000. In order to reduce greater financial burdens, we are proposing that all full-time Classic employees (hired prior to 2013) start paying 2% of their portion of the pension costs. While this does not cover the full cost of the employee's share, we are making a good-faith effort to address the pension problem. Other neighboring cities (e.g., Lakewood and La Mirada), who seem to have been the last remaining cities in our region to pay the employee's share of the pension cost, have taken similar steps in recent years. PEPRAs employees hired on January 1, 2013 and after are already paying the full cost of their share. Of our 92 full-time employees, 20 are PEPRAs employees who are paying the full share of their pension.

Included in the budget is a 3% cost of living adjustment (COLA) for all full-time employees in consideration of the Consumer Price Index (CPI) increase of 2.6% over the past year. The 3% COLA will also help offset the new pension payment obligation for Classic employees. On the other hand, since PEPRAs employees are already paying the full employee's share, they will experience a full 3% increase in take home pay. In either case, the COLA will also help in keeping our pay competitive in the labor market.

As for part-time employees, a few positions will be adjusted to bring them into compliance with California's minimum wage law.

Water Operations

Water operations are budgeted at \$9,349,250, about \$260,600 more than the current year's budget. Overall, we are projecting a deficit of \$305,700. The deficit is expected, as the cost of providing water is increasing every year while our water rates are relatively low when compared to other water utility agencies. In addition, in FY 2019, we started paying debt service for the construction of the new well that has further increased the financial burden. Currently we are in the middle of conducting a comprehensive water rate study that will help develop a financial plan and rates that generate sufficient revenue to adequately and appropriately fund the operating and capital needs of the Water Utility.

The budget includes continued funding for the development of the new water well. In previous years, we completed the drilling portion of the new well and started the design phase for equipping the well. The drilling and equipment design phases were funded with bond proceeds from the former Redevelopment Agency. With the additional financing we secured at the end of FY 2018, we will now enter the construction phase of the project in FY 2020.

**CAPITAL
IMPROVEMENTS**

The capital improvement budget for FY 2020 is \$13,722,700, with \$6,732,350 by Water, \$800,000 by SB1, \$345,000 by ATP, \$1,426,350 by Proposition C, \$904,000 by Measure M, \$655,000 by Measure R, \$484,700 by Highway Bridge Repair, \$680,500 by Capital Reserve, and the rest with other restricted funds.

As always, the upcoming Capital Improvement Program provides for improvements to our arterial street corridors and neighborhood streets, continued planning for several large infrastructure projects in the coming years, and projects that will improve and maintain our parks and City facilities. Specifically on streets, we are scheduling a street repaving project on Alondra Ave. from Hunsaker Ave. to the LA River, on Downey and Orange avenues, and other neighborhood street improvements. We will continue with our annual street-by-street median landscape transformation from turf to drought-tolerant plants on Rosecrans Blvd. The budget also contains funding for the change-out of entryway monument signs.

The budget continues to include funding for the design phase of two large-scale improvement projects, the Garfield Avenue Widening Project and the Rosecrans Bridge Replacement Project. Continuing work from previous years, the design is almost complete for the widening of Garfield Avenue from the north city limit to the south city limit. The project, which is funded entirely through the I-710 Early Action grant, will include the undergrounding of utilities along the corridor, enhancements to the vehicle capacity of Garfield, and the addition of landscaped street medians at locations along the corridor. The City was also fortunate to receive a grant through the State Local Highway Bridge Program (HBP) to replace the two bridges on Rosecrans Avenue that cross the Los Angeles River. The budget provides funding for the design phase of the bridge replacement project, funded mostly through the HBP grant.

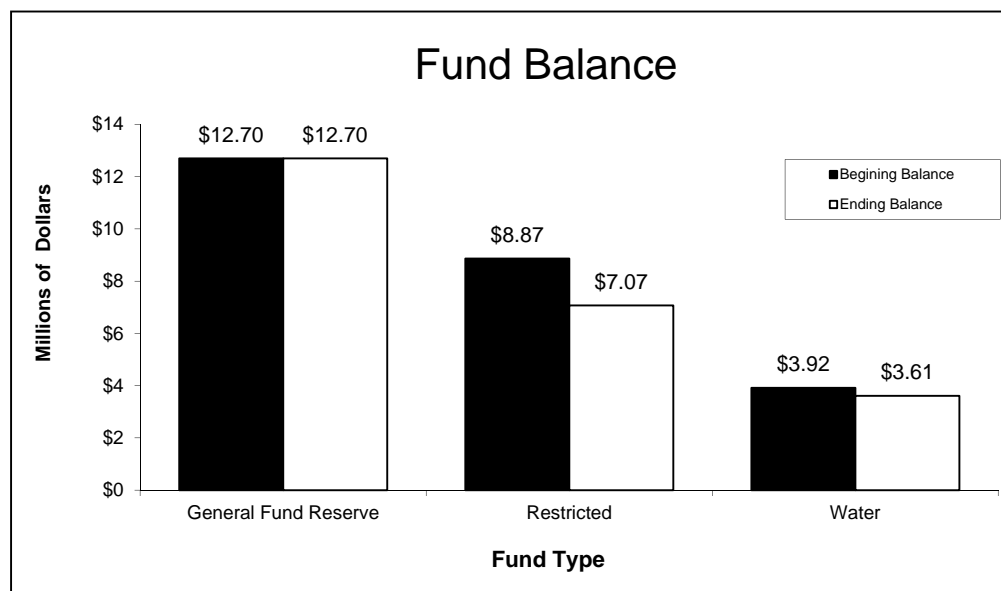
The Capital Improvement budget also continues our effort to improve our parks and public facilities and to handle vital maintenance needs. Over the course of the last few years, we have been making a series of improvements to various facilities including the Paramount Community Center and Paramount Park Gym. In FY 2020, the picnic shelter at Paramount Park will be replaced and there will be replastering, deck repairs, and lighting improvements at Paramount Pool.

**ENDING
BALANCE**

We are projecting to complete FY 2020 with a combined ending balance of \$23,387,550 for all three fund types. Our unassigned portion of the General Fund will end the year with \$12,701,805, the same as the current fiscal year; our Restricted Funds will end the year with \$7,074,000, a significant decrease due to the use of Gas Tax and Capital Reserve funds; and our Water Fund will end the year with \$3,611,750, a \$305,700 decrease from the current year.

**ENDING
BALANCE
(cont'd)**

The chart below is a summary and overall review of our balances, showing what we began the year with and how much we project to have at the end of the year.

**SUCCESSOR
AGENCY**

The former Paramount Redevelopment Agency was terminated on January 31, 2012, pursuant to ABx1 26. As a result, the Successor Agency for the Paramount Redevelopment Agency was created to wind down the affairs of the former Redevelopment Agency.

Included in this budget are the enforceable obligations on Recognized Obligation Payment Schedules and the Redevelopment Property Tax Trust Fund we expect to receive. The budget assumes that the City will continue receiving \$250,000 for administration to fulfill the requirements of making bond payments and complying with various agreements.

**HOUSING
AUTHORITY**

The Paramount Housing Authority has been inactive since the County of Los Angeles took over the administrative function for Paramount's rental assistance vouchers in 2011. With the dissolution of redevelopment, the Housing Authority received a limited amount of low-mod housing funds for future housing projects.

SUMMARY

In closing, the FY 2020 budget successfully accounts for some very real cost increases from outside agencies and other unavoidable administrative sources including the increase in pension costs and the minimum wage. In light of all this, and using conservative revenue predictions, we continue to maintain the current level of services and programs for residents, with our traditional focus on a strong public safety component.

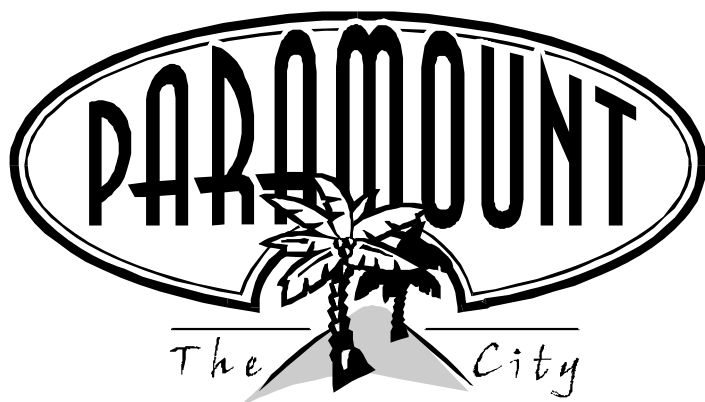
**SUMMARY
(cont'd)**

The budget we are presenting provides a solid financial outline for FY 2020. In this document you will find a blueprint to continue our municipal services and meet the needs and desires of our community.

Respectfully submitted this 4th day of June, 2019.

A handwritten signature in black ink, appearing to read "John Moreno", written in a cursive style.

John Moreno
City Manager



BUDGET SUMMARIES

This section contains summary tables and charts for Fiscal Year 2020.

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- Expenditures 4
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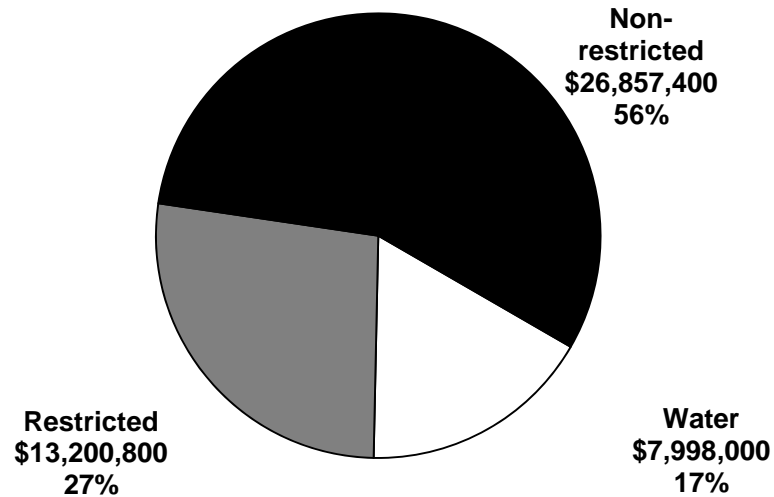
Revenue Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020

Revenue Source	FY 2019 Final Budget	% of Total	FY 2020 Proposed Budget	% of Total
Non-Restricted Revenue				
Taxes	\$ 17,046,150	38.21%	16,883,650	35.15%
Licenses and Permits	464,850	1.04%	464,600	0.97%
Fines, Forfeitures, and Penalties	852,000	1.91%	852,000	1.77%
Revenue From Use of Property	227,350	0.51%	227,350	0.47%
Revenue From Other Agencies	6,355,900	14.25%	6,345,900	13.21%
Current Charges for Services	427,400	0.96%	398,900	0.83%
Miscellaneous Revenue-Reimbursements	1,075,000	2.41%	1,075,000	2.24%
Miscellaneous Revenue-Other	610,000	1.37%	610,000	1.27%
Total Non-Restricted Revenue	27,058,650	60.66%	26,857,400	55.91%
Restricted Revenue				
Community Development Block Grant	780,250	1.75%	1,025,600	2.13%
HOME Investment Partnership Act	221,250	0.50%	217,350	0.45%
After School Education and Safety	2,030,800	4.55%	1,966,200	4.09%
Gas Tax	1,183,750	2.65%	1,460,600	3.04%
SB1-Road Mntc. & Repair Act (RMRA)	886,250	1.99%	920,850	1.92%
Traffic Safety Fines	70,000	0.16%	70,000	0.15%
AB 939 Fees	70,500	0.16%	70,500	0.15%
AB 2766 Subvention Funds	70,000	0.16%	70,000	0.15%
Disability Access and Education	5,100	0.01%	5,100	0.01%
Proposition A Transit Tax	1,136,050	2.55%	1,174,500	2.44%
Proposition C Transit Tax	921,100	2.07%	953,000	1.98%
Measure R Transit Tax	689,450	1.55%	713,400	1.48%
Measure M Transit Tax	775,700	1.74%	802,800	1.67%
Measure W	-	0.00%	500,500	1.04%
Sewer Reconstruction	6,200	0.01%	4,000	0.01%
Public Art Fees	96,500	0.22%	86,500	0.18%
Public Access Fees	36,000	0.08%	36,000	0.07%
Storm Drain Fees	22,000	0.05%	19,000	0.04%
General Plan Fees	41,000	0.09%	35,000	0.07%
Property Assessments	14,150	0.03%	14,150	0.03%
Other Grants	477,700	1.07%	3,048,750	6.34%
Equipment Replacement	7,000	0.02%	7,000	0.01%
Subtotal Restricted Revenue	9,540,750	21.41%	13,200,800	27.45%
Paramount Municipal Water	7,998,000	17.93%	7,998,000	16.64%
Total Restricted Revenue	17,538,750	39.34%	21,198,800	44.09%
Grand Total - All Revenue	\$ 44,597,400	100.00%	48,056,200	100.00%

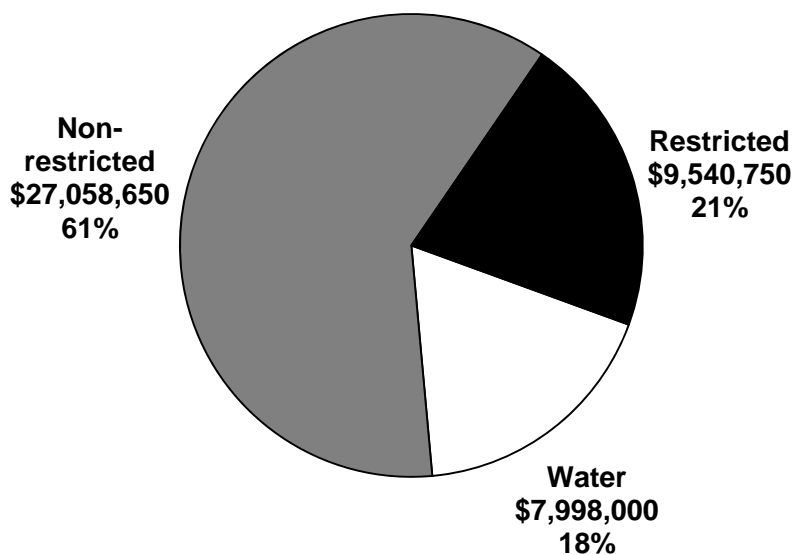
Fiscal Year 2020 Revenue Summary

\$48,056,200



Fiscal Year 2019 Revenue Summary

\$44,597,400



Expenditure Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

Department	Salary & Benefits	Maintenance & Operation	Capital Outlay	Total
General Government				
City Council/Commissions	\$ 186,300	183,650	-	369,950
City Manager/City Clerk	764,550	141,200	-	905,750
City Attorney	96,350	229,200	-	325,550
Community Promotion	-	362,000	-	362,000
Administrative Services	1,340,050	111,900	-	1,451,950
Finance	1,626,100	348,750	5,000	1,979,850
Total General Government	<u>4,013,350</u>	<u>1,376,700</u>	<u>5,000</u>	<u>5,395,050</u>
Municipal Support	-	1,930,700	43,700	1,974,400
Community Development	1,348,150	2,028,600	2,800	3,379,550
Public Safety	2,883,700	9,347,400	12,000	12,243,100
Community Services and Recreation	3,643,600	1,275,100	102,800	5,021,500
Public Works	<u>4,913,550</u>	<u>10,964,200</u>	<u>471,500</u>	<u>16,349,250</u>
Total Operating Expenditures	<u>\$ 16,802,350</u>	<u>26,922,700</u>	<u>637,800</u>	<u>44,362,850</u>
Total Capital Project Expenditures				<u>13,722,700</u>
Grand Total - All Expenditures			<u>\$</u>	<u>58,085,550</u>

Sources and Uses of Funds

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

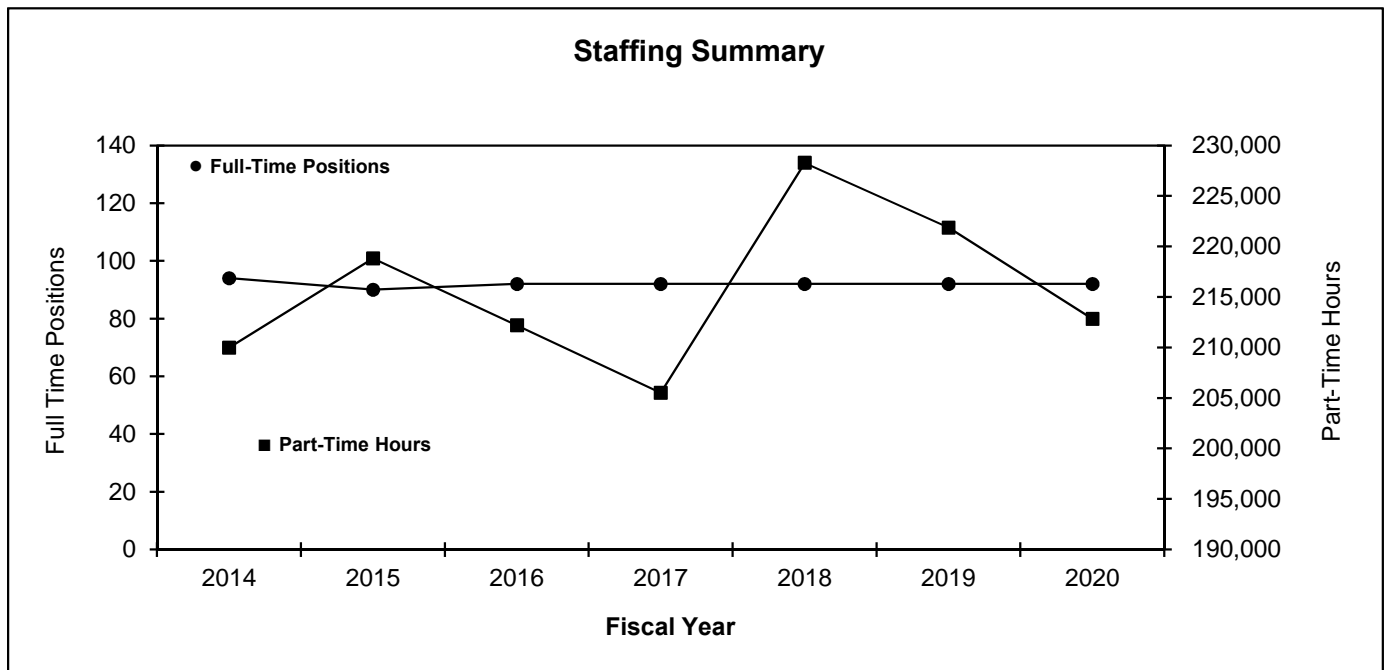
	Non- Restricted Funds	Restricted/ Assigned Funds	Water Funds	Total All Funds
Sources				
Estimated Beginning Balance *	\$ 12,701,800	8,869,750	3,917,450	25,489,000
Estimated Revenues	26,857,400	13,200,800	7,998,000	48,056,200
Loan Proceeds	-	-	6,632,350	6,632,350
Depreciation	-	150,000	1,000,000	1,150,000
Principal Payments	-	-	145,550	145,550
Estimated Funds Available	39,559,200	22,220,550	19,693,350	81,473,100
Uses - Operations				
City Council/Commissions	364,600	2,250	3,100	369,950
City Manager/City Clerk	850,850	54,900	-	905,750
City Attorney	320,550	5,000	-	325,550
Community Promotion	362,000	-	-	362,000
Administrative Services	1,345,400	106,550	-	1,451,950
Finance	2,924,400	538,300	491,550	3,954,250
Community Development	2,061,950	1,317,600	-	3,379,550
Public Safety	11,435,350	807,750	-	12,243,100
Community Services and Recreation	2,280,600	2,740,900	-	5,021,500
Public Works	4,911,700	2,582,950	8,854,600	16,349,250
Subtotal - Operations	26,857,400	8,156,200	9,349,250	44,362,850
Uses - Capital Projects				
Projects for FY 2020	-	6,990,350	6,732,350	13,722,700
Total Uses - Operations & Capital	26,857,400	15,146,550	16,081,600	58,085,550
Estimated Ending Balance	\$ 12,701,800	7,074,000	3,611,750	23,387,550

* Rounded to the nearest \$50

Staffing Summary by Department Fiscal Year 2014-2020

Department	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Full-Time Positions							
City Manager/City Clerk *	5	4	4	4	4	4	4
Administrative Services	7	6	7	7	8	8	8
Finance	9	9	9	9	9	9	9
Community Development	8	8	8	8	8	8	8
Public Safety	20	21	21	21	21	21	21
Community Services & Recreation	10	10	10	10	10	10	10
Public Works	35	32	33	33	32	32	32
Total	94	90	92	92	92	92	92
Part-Time Hours							
City Manager/City Clerk	1,300	1,300	1,300	1,300	1,300	1,300	1,300
Administrative Services	5,772	9,048	7,748	6,352	6,396	7,140	6,708
Finance	7,112	8,661	8,320	9,620	9,620	11,024	11,648
Community Development	1,300	1,300	1,820	2,600	3,900	5,200	5,200
Public Safety	9,840	10,740	11,090	12,598	13,594	13,594	13,594
Community Services & Recreation	157,640	160,742	152,807	144,857	165,271	155,397	140,859
Public Works	27,040	27,040	29,120	28,210	28,210	28,210	33,540
Total	210,004	218,831	212,205	205,537	228,291	221,865	212,849

* Includes City Attorney



REVENUE DETAIL

This section contains a detailed breakdown of revenues by source, together with a detailed three-year history.

Revenue Detail

City of Paramount (Excludes Successor Agency and Housing Authority) Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Non-Restricted Revenue						
<u>Taxes</u>						
Sales and Use Tax	\$ 7,278,424	\$ 7,712,771	\$ 8,100,000	5.0%	\$ 7,935,000	-2.0%
Utility Tax	3,679,314	3,757,406	3,541,000	-5.8%	3,541,000	0.0%
Franchise Tax	1,637,474	1,784,998	1,788,550	0.2%	1,788,550	0.0%
Property Tax	1,985,280	2,205,513	2,249,600	2.0%	2,272,100	1.0%
Real Property Transfer Tax	114,270	100,698	120,000	19.2%	100,000	-16.7%
Business License Tax	1,255,019	1,258,908	1,247,000	-0.9%	1,247,000	0.0%
Subtotal	\$ 15,949,781	\$ 16,820,293	\$ 17,046,150	1.3%	\$ 16,883,650	-1.0%
<u>Licenses and Permits</u>						
Animal Licenses	\$ 130,937	\$ 108,650	\$ 133,000	22.4%	\$ 133,000	0.0%
Construction Permits	288,187	391,636	330,000	-15.7%	330,000	0.0%
Other Licenses and Permits	7,162	2,953	1,850	-37.4%	1,600	-13.5%
Subtotal	\$ 426,285	\$ 503,239	\$ 464,850	-7.6%	\$ 464,600	-0.1%
<u>Fines, Forfeitures, and Penalties</u>						
Parking Citations	\$ 641,150	\$ 798,972	\$ 750,000	-6.1%	\$ 750,000	0.0%
Vehicle Impound Fees	49,639	51,025	50,000	-2.0%	50,000	0.0%
Vehicle Corrections	4,430	5,588	6,000	7.4%	6,000	0.0%
Municipal Court Fines	2,388	7,391	6,000	-18.8%	6,000	0.0%
Administrative Citation Fines	40,021	57,878	40,000	-30.9%	40,000	0.0%
Subtotal	\$ 737,629	\$ 920,853	\$ 852,000	-7.5%	\$ 852,000	0.0%
<u>Revenue From Use of Property</u>						
Investment Earnings	\$ 81,107	\$ 169,480	\$ 170,000	0.3%	\$ 170,000	0.0%
Rents and Leases	53,624	56,153	57,350	2.1%	57,350	0.0%
Subtotal	\$ 134,731	\$ 225,633	\$ 227,350	0.8%	\$ 227,350	0.0%
<u>Revenue From Other Agencies</u>						
Motor Vehicle License In-Lieu	\$ 5,754,039	\$ 6,038,822	\$ 6,329,000	4.8%	\$ 6,319,000	-0.2%
Motor Vehicle License	25,266	29,437	26,900	-8.6%	26,900	0.0%
Subtotal	\$ 5,779,305	\$ 6,068,259	\$ 6,355,900	4.7%	\$ 6,345,900	-0.2%
<u>Current Charges for Services</u>						
Development Fees	\$ 214,768	\$ 165,197	\$ 175,000	5.9%	\$ 175,000	0.0%
Swimming Pool Fees	86,689	37,892	28,500	-24.8%	-	-100.0%
Recreation Program Fees	194,566	169,757	147,200	-13.3%	147,200	0.0%
Industrial Waste Inspection	75,239	78,011	75,000	-3.9%	75,000	0.0%
Other Fees	3,469	2,221	1,700	-23.5%	1,700	0.0%
Subtotal	\$ 574,731	\$ 453,078	\$ 427,400	-5.7%	\$ 398,900	-6.7%

Revenue Detail

City of Paramount (Excludes Successor Agency and Housing Authority) Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Non-Restricted Revenue (Continued)						
<u>Other Revenue</u>						
Judgements and Damages	\$ 3,725	\$ 3,437	\$ 30,000	772.8%	\$ 10,000	-66.7%
Water Department Administration	850,000	850,000	850,000	0.0%	850,000	0.0%
Successor Agency Administration	233,894	212,986	225,000	5.6%	225,000	0.0%
Miscellaneous	304,655	643,806	580,000	-9.9%	600,000	3.4%
Subtotal	\$ 1,392,274	\$ 1,710,229	\$ 1,685,000	-1.5%	\$ 1,685,000	0.0%
Total Non-Restricted Revenue	\$ 24,994,736	\$ 26,701,584	\$ 27,058,650	1.3%	\$ 26,857,400	-0.7%
Restricted Revenue						
<u>Community Dev. Block Grant</u>						
Allocation	\$ 1,031,179	\$ 969,449	\$ 780,250		\$ 1,025,600	
Investment Earnings	6	-	-		-	
Program Income	1,183	1,183	-		-	
	\$ 1,032,368	\$ 970,632	\$ 780,250	-19.6%	\$ 1,025,600	31.4%
<u>HOME Investment Partnership Act</u>						
Allocation	\$ 193,166	\$ 233,876	\$ 221,250		\$ 217,350	
Investment Earnings	34	70	-		-	
Program Income	13,620	8,000	-		-	
	\$ 206,820	\$ 241,947	\$ 221,250	-8.6%	\$ 217,350	-1.8%
<u>After School Education and Safety</u>						
Allocation	\$ 1,897,500	\$ 2,072,070	\$ 2,007,800		\$ 1,952,700	
Other Revenue	14,156	14,425	19,500		10,000	
Investment Earnings	1,510	3,806	3,500		3,500	
Subtotal	\$ 1,913,166	\$ 2,090,301	\$ 2,030,800	-2.8%	\$ 1,966,200	-3.2%
<u>Gas Tax</u>						
2103 Apportionment	\$ 150,534	\$ 217,778	\$ 205,400		\$ 482,300	
2105 Apportionment	316,907	303,476	311,000		311,000	
2106 Apportionment	189,628	187,056	188,450		188,450	
2107 Apportionment	401,787	394,955	406,250		406,200	
2107.5 Apportionment	7,500	7,500	7,500		7,500	
SB1 - Loan Repayment	-	63,575	63,150		63,150	
Investment Earnings	3,739	4,618	2,000		2,000	
Subtotal	\$ 1,070,095	\$ 1,178,957	\$ 1,183,750	0.4%	\$ 1,460,600	23.4%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>SB1 - Road Mntc. & Repair Act (RMRA)</u>						
Allocation	\$ -	\$ 327,684	\$ 885,750		\$ 920,350	
Investment Earnings	-	701	500		500	
Subtotal	\$ -	\$ 328,385	\$ 886,250	169.9%	\$ 920,850	3.9%
<u>Traffic Safety Fines</u>						
Traffic Fines	\$ 83,567	\$ 106,456	\$ 70,000	-34.2%	\$ 70,000	0.0%
<u>AB 939 Fees</u>						
Fees	\$ 72,826	\$ 75,152	\$ 68,000		\$ 68,000	
Investment Earnings	1,242	2,805	2,500		2,500	
Subtotal	\$ 74,068	\$ 77,957	\$ 70,500	-9.6%	\$ 70,500	0.0%
<u>AB 2766 Subvention Funds</u>						
Fees	\$ 72,023	\$ 71,671	\$ 68,000		\$ 68,000	
Investment Earnings	1,370	2,996	2,000		2,000	
Subtotal	\$ 73,392	\$ 74,667	\$ 70,000	-6.3%	\$ 70,000	0.0%
<u>Disability Access and Education</u>						
Allocation	\$ 1,558	\$ 5,401	\$ 5,000		\$ 5,000	
Investment Earnings	37	101	100		100	
Subtotal	\$ 1,595	\$ 5,502	\$ 5,100	-7.3%	\$ 5,100	0.0%
<u>Proposition A Transit Tax</u>						
Allocation	\$ 1,009,115	\$ 1,052,044	\$ 1,094,550		\$ 1,133,000	
Shuttle Fares/Taxi Vouchers	81,171	73,521	34,000		34,000	
Program Income	-	-	-		-	
Investment Earnings	3,069	7,610	7,500		7,500	
Subtotal	\$ 1,093,355	\$ 1,133,175	\$ 1,136,050	0.3%	\$ 1,174,500	3.4%
<u>Proposition C Transit Tax</u>						
Allocation	\$ 839,906	\$ 869,729	\$ 907,900		\$ 939,800	
Program Income	31,440	-	3,200		3,200	
Investment Earnings	2,517	11,194	10,000		10,000	
Subtotal	\$ 873,863	\$ 880,923	\$ 921,100	4.6%	\$ 953,000	3.5%
<u>Measure R Transit Tax</u>						
Allocation	\$ 627,928	\$ 653,600	\$ 680,950		\$ 704,900	
Investment Earnings	1,400	7,138	8,500		8,500	
Subtotal	\$ 629,328	\$ 660,738	\$ 689,450	4.3%	\$ 713,400	3.5%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Measure M Transit Tax</u>						
Allocation	\$ -	\$ 592,311	\$ 771,700		\$ 798,800	
Investment Earnings	-	3,045	4,000		4,000	
Subtotal	\$ -	\$ 595,356	\$ 775,700	30.3%	\$ 802,800	3.5%
<u>Measure W</u>						
Allocation	\$ -	\$ -	\$ -		\$ 500,000	
Investment Earnings	-	-	-		500	
Subtotal	\$ -	\$ -	\$ -	0.0%	\$ 500,500	0.0%
<u>Storm Drain</u>						
Fees	\$ 12,392	\$ 21,837	\$ 18,000		\$ 15,000	
Investment Earnings	1,916	4,425	4,000		4,000	
Subtotal	\$ 14,308	\$ 26,262	\$ 22,000	-16.2%	\$ 19,000	-13.6%
<u>Sewer Reconstruction</u>						
Fees	\$ 1,709	\$ 11,969	\$ 3,700		\$ 1,500	
Investment Earnings	1,269	2,609	2,500		2,500	
Subtotal	\$ 2,977	\$ 14,578	\$ 6,200	-57.5%	\$ 4,000	-35.5%
<u>Public Art Fee</u>						
Fees	\$ 47,970	\$ 203,860	\$ 95,000		\$ 85,000	
Investment Earnings	1,315	3,950	1,500		1,500	
Subtotal	\$ 49,285	\$ 207,810	\$ 96,500	-53.6%	\$ 86,500	-10.4%
<u>Public Access</u>						
Public Access Fees	\$ 35,132	\$ 47,035	\$ 35,000		\$ 35,000	
Investment Earnings	1,757	2,979	1,000		1,000	
Subtotal	\$ 36,889	\$ 50,014	\$ 36,000	-28.0%	\$ 36,000	0.0%
<u>General Plan Fees</u>						
General Plan	\$ 24,784	\$ 43,674	36,000		30,000	
Investment Earnings	3,831	7,717	5,000		5,000	
Subtotal	\$ 28,615	\$ 51,391	\$ 41,000	-20.2%	\$ 35,000	-14.6%
<u>Property Assessments</u>						
Orange Ave Industrial Park	\$ 14,142	\$ 14,142	\$ 14,150	0.1%	\$ 14,150	0.0%

Revenue Detail

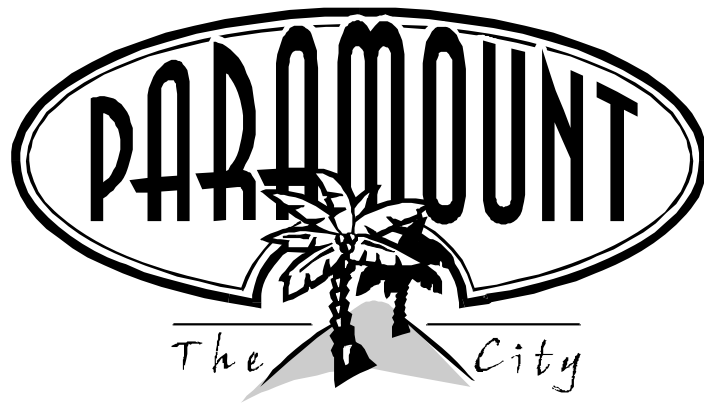
City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Other Grants</u>						
Active Transportation Grant (ATP)	\$ -	\$ -	\$ -		\$ 345,000	
Area E	800	726	800		-	
Beverage Container Recycling	-	14,127	-		-	
EIR Review Grant (West Santa Ana)	-	13,073	10,950		-	
I-710 Early Action Funds	788,525	602,983	-		50,000	
Highway Bridge Repair (HBR)	-	5,818	16,800		484,700	
Justice Administration Grant	18,808	-	29,850		10,000	
Measure A	-	-	-		250,000	
Measure H	-	50,000	650		-	
MSRC	-	-	49,700		15,000	
Narcotics Asset Seizure	(34,776)	-	-		-	
Park Maintenance - Dills	122,952	73,113	117,250		-	
Park Maintenance - Paramount	55,900	55,900	22,600		22,600	
Prop A Park Development	413,089	2,558	26,000		-	
SB2	-	-	-		240,000	
SB 821 Sidewalk/Bikeway	36,648	36,736	37,900		40,450	
SCAG Grant	-	-	-		150,000	
State COPS	129,324	100,000	148,750		100,000	
State Transportation Program-Local	-	634,663	-		1,340,000	
Used Oil	15,393	15,189	15,450		-	
Investment Earnings	1,366	2,079	1,000		1,000	
Subtotal	\$ 1,548,029	\$ 1,606,964	\$ 477,700	-70.3%	\$ 3,048,750	538.2%
<u>Equipment Replacement</u>						
Interdepartmental Charges	\$ -	\$ -	\$ -		\$ -	
Investment Earnings	5,295	8,735	7,000		7,000	
Subtotal	\$ 5,295	\$ 8,735	\$ 7,000	-19.9%	\$ 7,000	0.0%
Subtotal Grants/Other Revenue	\$ 8,751,157	\$ 10,324,892	\$ 9,540,750	-7.6%	\$ 13,200,800	38.4%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2020 Budget

Revenue Source	Actual FY 2017	Actual FY 2018	Final Budget FY 2019	% Change From Prior Yr	Proposed Budget FY 2020	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Paramount Municipal Water</u>						
Water Sales	\$ 7,598,153	\$ 7,798,536	\$ 7,751,000		\$ 7,751,000	
Reconnection Fees	47,934	47,398	50,000		50,000	
Construction/Installation Charges	214,141	148,031	150,000		150,000	
Other Revenue	788	9,299	7,000		7,000	
Investment Earnings	24,536	56,884	40,000		40,000	
Subtotal	<u>\$ 7,885,552</u>	<u>\$ 8,060,148</u>	<u>\$ 7,998,000</u>	<u>-0.8%</u>	<u>\$ 7,998,000</u>	<u>0.0%</u>
Total Restricted Revenue	<u>\$ 16,636,709</u>	<u>\$ 18,385,040</u>	<u>\$ 17,538,750</u>	<u>-4.6%</u>	<u>\$ 21,198,800</u>	<u>20.9%</u>
Grand Total - All Revenue	<u><u>\$ 41,631,445</u></u>	<u><u>\$ 45,086,624</u></u>	<u><u>\$ 44,597,400</u></u>	<u><u>-1.1%</u></u>	<u><u>\$ 48,056,200</u></u>	<u><u>7.8%</u></u>



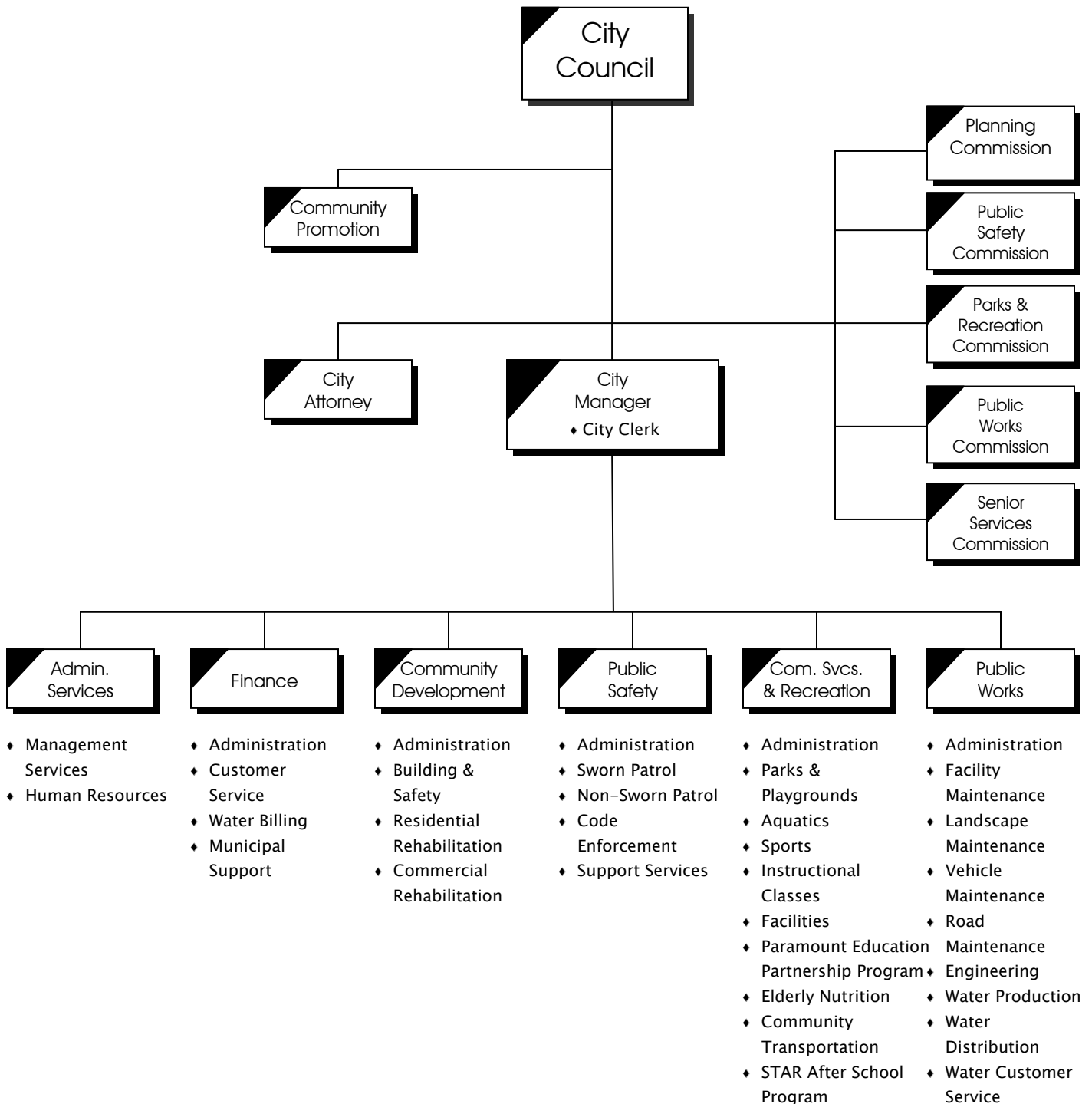
EXPENDITURE DETAIL

This section contains detailed expenditure information for each department broken down into separate activities. A list of the departments is shown below. The next page is a chart showing the way in which these activities are organized on a city-wide basis.

• City Council/Commissions	19
• Community Promotion	35
• City Attorney	39
• City Manager/City Clerk	43
• Administrative Services	47
• Finance	55
• Community Development	67
• Public Safety	79
• Community Services & Recreation	93
• Public Works	117

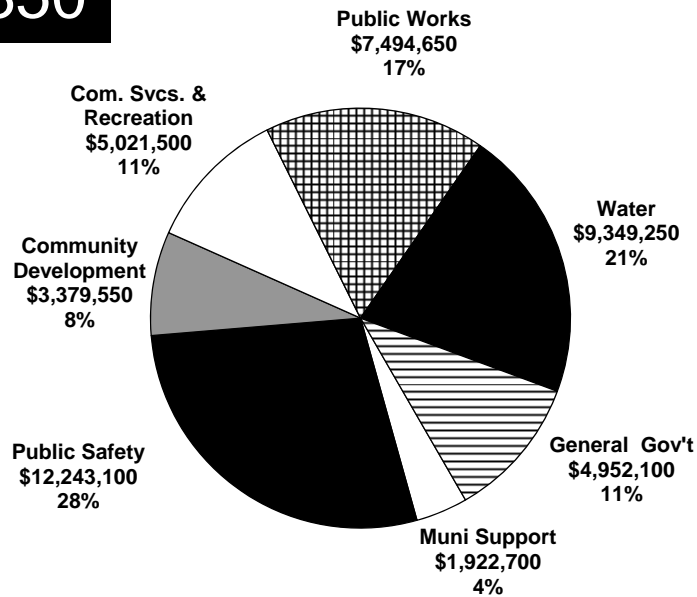
ORGANIZATIONAL CHART

CITY OF PARAMOUNT



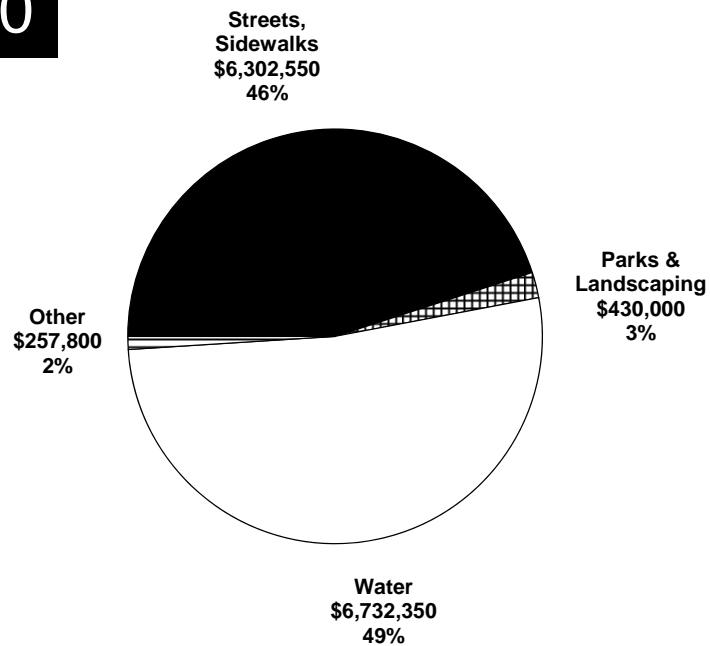
Fiscal Year 2020 Operations

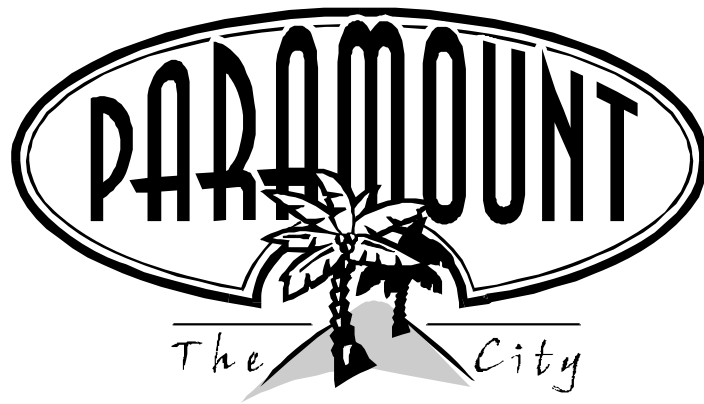
\$44,362,850



New and Carryover Capital Improvements

\$13,722,700



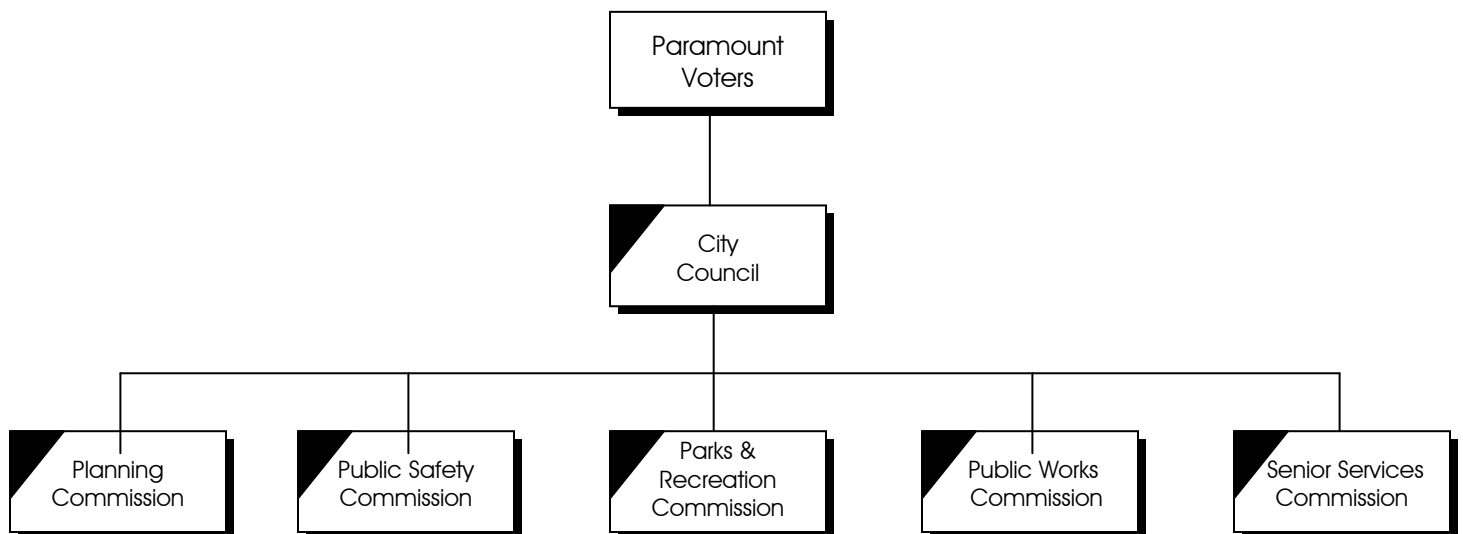


CITY COUNCIL/COMMISSIONS

The City Council is composed of five members who are elected by the voters of Paramount for four-year, overlapping terms. Each year, the City Council chooses a Mayor and a Vice Mayor from among its members whose responsibilities are to chair Council meetings, attest to the official actions of the City, and otherwise represent the City. The City Council establishes policy direction for the City; approves ordinances, resolutions, and contracts; and appoints the City Manager and City Attorney.

With the approval of the City Council, the Mayor appoints five commissions (Planning, Public Safety, Parks & Recreation, Public Works, and Senior Services) which serve as advisory bodies to the City Council. These commissions review issues within their respective areas and make recommendations for the City Council's consideration.

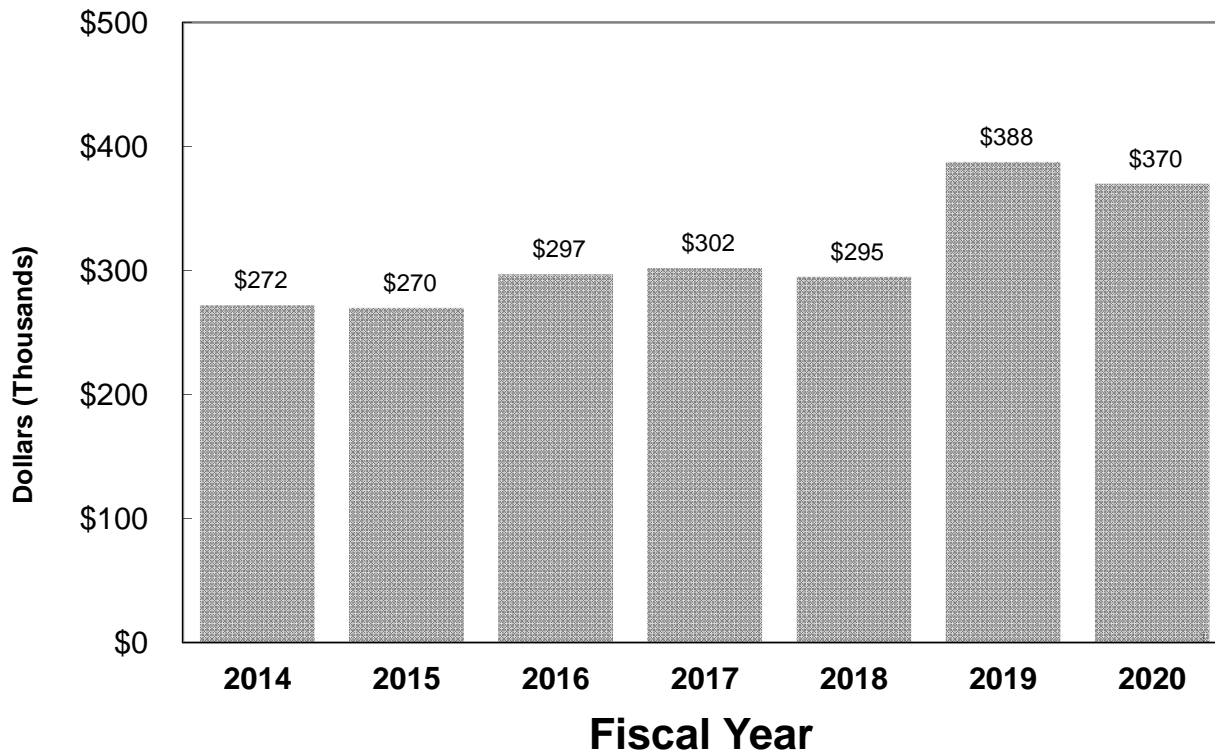
Below is a chart showing the organization of the City Council and its commissions. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



CITY COUNCIL/COMMISSIONS

2019-20 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 149,150	173,550	-	322,700
Planning Commission	15,450	9,900	-	25,350
Public Safety Commission	6,200	200	-	6,400
Parks & Rec. Commission	6,200	-	-	6,200
Public Works Commission	6,200	-	-	6,200
Senior Services Commission	3,100	-	-	3,100
Total	<u>\$ 186,300</u>	<u>183,650</u>	<u>-</u>	<u>369,950</u>

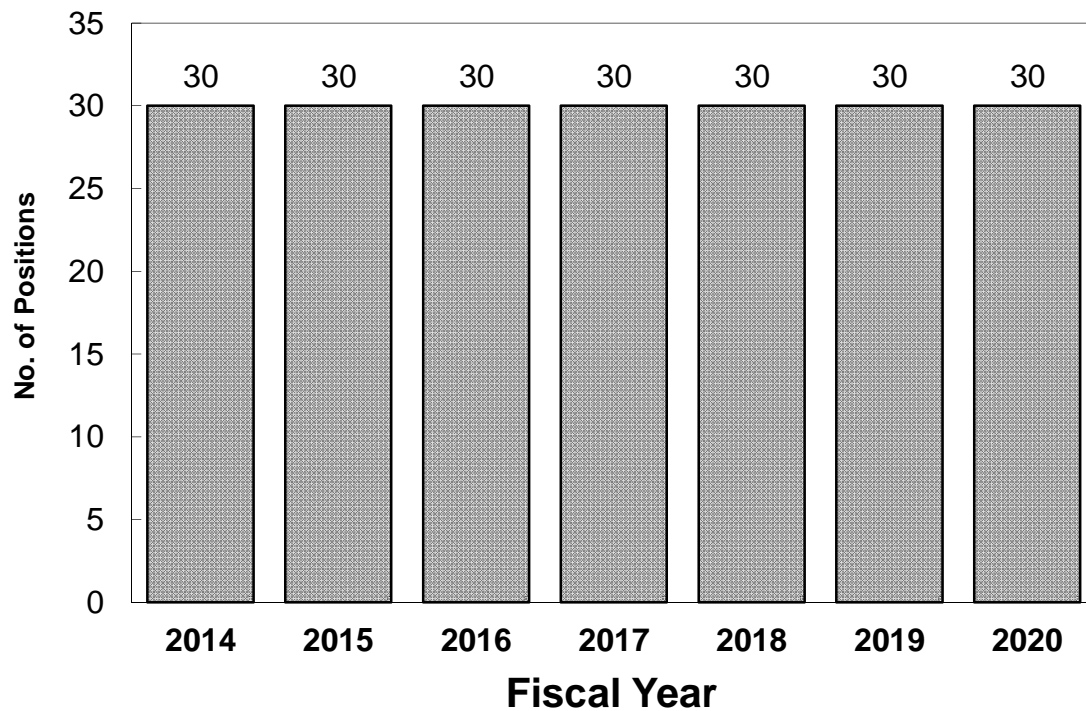
History of Expenditures



CITY COUNCIL/COMMISSIONS

2019-20 POSITION SUMMARY			
<u>Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
City Councilmembers	5	5	-
Planning Commissioners	5	5	-
Public Safety Commissioners	5	5	-
Parks and Recreation Commissioners	5	5	-
Public Works Commissioners	5	5	-
Senior Services Commissioners	5	5	-
Total Number of Positions	30	30	-

Full-Time Position Summary



City Council

The City Council is the City's policy making body. It provides direction for all City programs, such as planning and economic development, police protection, water service and delivery, street maintenance, park maintenance, and capital improvement programming.

The City Council conducts monthly public meetings for the purpose of taking formal actions. The Council approves ordinances, resolutions, contracts, and City expenditures. It provides liaison to elected representatives of the state and federal government, and represents the City at formal public events.

In addition, the City Council approves all appointments to City commissions, presents proclamations and special awards, approves specialized permit requests, appoints the City Manager and City Attorney, and approves the City's budget.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 144,500	149,150
Maintenance and Operations	196,350	173,550
Capital Outlay	-	-
Division Total	<u>\$ 340,850</u>	<u>322,700</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Mayor	1	1	-
Vice Mayor	1	1	-
Councilmember	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

City Council

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Council Pay	\$ 61,557	64,700	64,700
Health Insurance	48,536	52,050	54,950
Life Insurance	372	350	300
Disability Insurance	364	450	550
Workers' Compensation	1,194	950	1,050
Medicare	1,237	1,200	1,100
Pers	30,597	24,800	26,500
Deferred Compensation	-	-	-
Total Salaries/Benefits	<u>143,857</u>	<u>144,500</u>	<u>149,150</u>
Office Supplies	1,563	1,500	3,000
Professional/Technical	36,180	111,100	74,800
Conferences/Meetings	22,055	32,650	44,650
Memberships	<u>49,435</u>	<u>51,100</u>	<u>51,100</u>
Total Maint/Operations	<u>109,233</u>	<u>196,350</u>	<u>173,550</u>
Other Capital Equipment	-	3,000	-
Total Capital Outlay	<u>-</u>	<u>3,000</u>	<u>-</u>
- Division Total -	<u><u>\$ 253,090</u></u>	<u><u>343,850</u></u>	<u><u>322,700</u></u>

Professional/Technical

Legislative consultant	\$ 46,400
Comprehensive study	10,000
Vision-Mission-Values Exercise	10,000
Interpreting	8,400
	<u>\$ 74,800</u>

Conferences/Meetings

Car allowance/expense reimbursement	\$ 11,100
CCCA Annual Conference	7,650
Gonsalves Legislative Apprec. Dinner	3,500
CJPIA Risk Management Conference	2,000
CCCA Fall Educational Summit	2,000
CCCA Legislative Orientation Tour	2,000
LOCC Annual Conference	2,000
LOCC Legislative Action Day	2,000
LOCC Mayors/Council Exec. Forum	2,000
LOCC New Mayors & Council Academy	2,000
LOCC Mayors & Council Leadership	500
California Women's Conference	500
Miscellaneous conference / trips	6,200
Miscellaneous meetings / events	1,200
	<u>\$ 44,650</u>

Memberships

COG Annual Membership	\$ 21,000
LOCC Annual Membership	17,900
SCAG	5,650
CCCA	4,100
LOCC-L.A. County Division	1,250
L.A. County Local Agency Formation	1,200
	<u>\$ 51,100</u>

Planning Commission

The Planning Commission makes recommendations to the City Council in regards to planning and development issues.

The Commission conducts one monthly meeting during which it also serves as the City's Development Review Board and Economic Development Board.

The Commission reviews all conditional use permits, variances, land divisions, plot plans, and zoning ordinance amendments.

Approximately 60 applicants for these types of activities will be reviewed during the year.

The Development Review Board reviews exterior design of all proposed development in the City except for homes in the R-1 zone. Approximately 30 site development plans will be reviewed by the Board in the coming year.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 14,500	15,450
Maintenance and Operations	9,900	9,900
Capital Outlay	-	-
Division Total	<u>\$ 24,400</u>	<u>25,350</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Planning Commission

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Commissioners Pay	\$ 14,000	14,000	15,000
Unemployment Insurance	105	-	-
Workers' Compensation	189	250	200
Medicare	204	250	250
Total Salaries/Benefits	14,498	14,500	15,450
Conferences/Meetings	9,329	9,900	9,900
Total Maint/Operations	9,329	9,900	9,900
- Division Total -	\$ 23,827	24,400	25,350

Conferences/Meetings

CCCA Annual Conference	\$ 6,350
PC/DRB/EDB meetings	2,050
Planning Commisioners' Academy	1,500
	\$ 9,900

Public Safety Commission

The Public Safety Commission is an advisory board which makes recommendations to the City Council regarding such topics as police services, City public safety programs, and other issues which the City Council may refer to the Commission. The Public Safety Commission also acts as a forum to consider residents' concerns regarding law enforcement issues.

The Public Safety Commission conducts one regular meeting per month and also acts as the Board of Appeals for Code Enforcement cases that are appealed by residents or business owners. The Board of Appeals only meets when necessary to hear a case, usually twice per year.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 5,700	6,200
Maintenance and Operations	200	200
Capital Outlay	-	-
Division Total	<u>\$ 5,900</u>	<u>6,400</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioners	<u>3</u>	<u>3</u>	-
Total Positions	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>-</u></u>

Public Safety Commission

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Commissioners Pay	\$ 5,200	5,500	6,000
Unemployment Insurance	35	-	-
Workers' Compensation	70	100	100
Medicare	75	100	100
Total Salaries/Benefits	5,380	5,700	6,200
Conferences/Meetings	135	200	200
Total Maint/Operations	135	200	200
- Division Total -	\$ 5,515	5,900	6,400

Parks and Recreation Commission

The Parks and Recreation Commission is an advisory board which makes recommendations to the City Council regarding recreation and community service programs including evaluating funding requests from community organizations.

The Parks and Recreation Commission conducts one regular meeting per month.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 5,700	6,200
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 5,700</u>	<u>6,200</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Parks and Recreation Commission

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Commissioners Pay	\$ 5,800	5,500	6,000
Unemployment Insurance	44	-	-
Workers' Compensation	78	100	100
Medicare	84	100	100
Total Salaries/Benefits	6,006	5,700	6,200
- Division Total -	\$ 6,006	5,700	6,200

Public Works Commission

The Public Works Commission is an advisory board which makes recommendations to the City Council on topics such as traffic safety measures, including requests for stop signs and parking restrictions. The Public Works Commission also serves as a forum for considering residents' concerns regarding public works issues, such as roads, maintenance and landscaping.

The Public Works Commission conducts one regular meeting per month.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 4,600	6,200
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 4,600</u>	<u>6,200</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Public Works Commission

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Commissioners Pay	\$ 4,200	4,400	6,000
Unemployment Insurance	27	-	-
Workers' Compensation	57	100	100
Medicare	61	100	100
Total Salaries/Benefits	<u>4,345</u>	<u>4,600</u>	<u>6,200</u>
- Division Total -	<u><u>\$ 4,345</u></u>	<u><u>4,600</u></u>	<u><u>6,200</u></u>

Senior Services Commission

The Senior Services Commission is an advisory board which makes recommendations to the City Council regarding senior service programs and issues.

The Senior Services Commission conducts one regular meeting every other month.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 3,100	3,100
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 3,100</u>	<u>3,100</u>

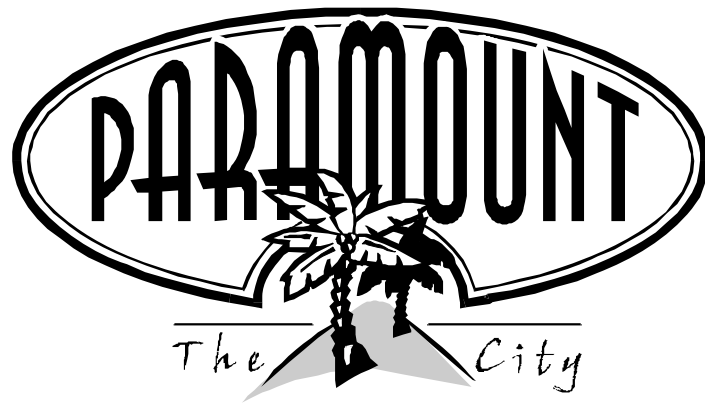
Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioner	3	3	-
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Senior Services Commission

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Commissioners Pay	\$ 2,900	3,000	3,000
Unemployment Insurance	23	-	-
Workers' Compensation	39	50	50
Medicare	42	50	50
Total Salaries/Benefits	3,004	3,100	3,100
- Division Total -	\$ 3,004	3,100	3,100

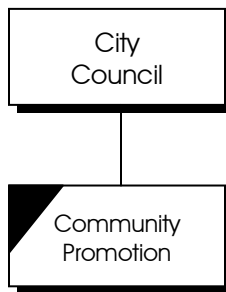


COMMUNITY PROMOTION

The Community Promotion activity provides direct support to various segments of the community by funding special activities, events, and celebrations, and supporting local athletic and community groups. Funds are also provided by the City Council for activities designed to establish effective relationships with the business, private, and public sectors of the community.

During the year, for example, the Community Promotion Program will sponsor community-oriented promotional events such as luncheons, faires, athletic events, holiday celebrations, and other events.

As shown below, the Community Promotion Program is organized into a single activity. A detailed description of this activity can be found on the following pages.



Community Promotion

The Community Promotion activity provides a positive public relations program for the City by promoting and supporting special services, programs and events, celebrations, and local sport and community groups.

During the year, the Community Promotion Program will co-sponsor a Senior Thanksgiving Dinner, in which approximately 600 senior citizens will participate, and the annual Christmas Train which will visit approximately 50,000 residents. This year's budget also includes the publication of three issues of the City Newsletter.

This program also includes funding for approximately 15-20 community groups and services.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	385,450	362,000
Capital Outlay	-	-
Division Total	<u>\$ 385,450</u>	<u>362,000</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Community Promotion

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Flowers/Donations	\$ 294	600	600
Plaques/Certificates	551	600	3,100
Senior Thanksgiving	5,271	1,750	5,050
Christmas Decorations	1,746	4,300	5,600
Christmas Train	32,913	68,350	46,350
City Publications	65,551	95,700	88,700
Pitch-in Paramount	11,125	9,500	9,500
Community Promo Events	96,108	119,150	117,600
Graffiti Rewards	-	500	500
Youth Group Funding			
PJAA	10,000	10,000	10,000
Soccer	5,000	10,000	10,000
Softball	5,000	10,000	10,000
YMCA	15,000	-	-
Special Event Funding			
"999" Kids Foundation	1,000	1,000	1,000
Traditional Artists Guild	5,000	5,000	5,000
Misc Organization Funding			
Calif Aquatic Therapy	5,000	5,000	5,000
Children's Clinic	5,000	5,000	5,000
Children's Dental Center	5,000	5,000	5,000
Comm Family Guidance	5,000	5,000	5,000
Friends of the Library	2,000	2,000	2,000
Helpline Youth Counsel	5,000	5,000	5,000
Little House	3,000	3,000	3,000
Miscellaneous	250	4,000	4,000
Pathways Hospice	5,000	5,000	5,000
St. Francis Medical Center	5,000	5,000	-
Su Casa	1,000	-	5,000
Tepic Sister City	5,000	5,000	5,000
Total Maint/Operations	300,809	385,450	362,000
- Division Total -	\$ 300,809	385,450	362,000

Christmas Train

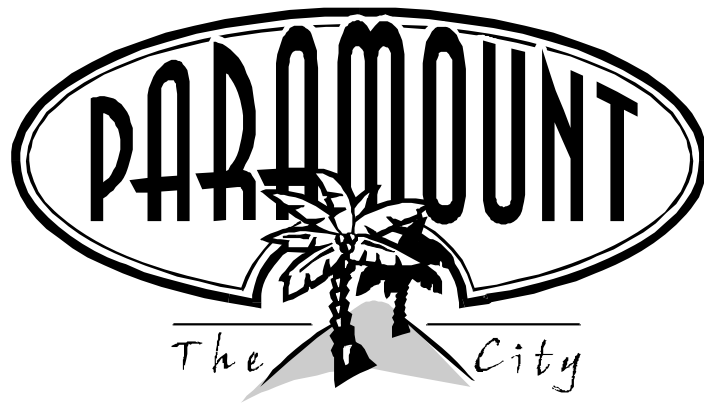
Apples/candy canes	\$ 18,000
Miscellaneous supplies / equipment	14,800
Train upgrades	5,000
Food	4,300
Gift bags	3,600
Costumes/cleaning	650
	\$ 46,350

City Publications

Around Towns	\$ 73,000
Cityscape	8,000
Social media marketing	700
Miscellaneous	7,000
	\$ 88,700

Community Promotion Events

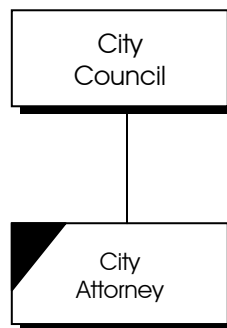
Heritage festival	\$ 34,000
Holiday tree lighting	31,600
Veterans Day	14,000
Sustainability fair	10,000
Pillars of the Community	7,000
Holiday tree lighting (traffic management)	6,000
Education Blvd. Banner	6,000
Commissioner's BBQ	4,500
Sports Hall of Fame	3,000
Teacher of the Year	1,500
	\$ 117,600



CITY ATTORNEY

The City Attorney provides legal advice to the City Council, the Successor Agency for the Paramount Redevelopment Agency, and all City commissions and departments. The City Attorney reviews all resolutions, ordinances, agreements, and other City documents for legal correctness and validity; provides advice as to the legal effect of City policies and actions; and represents the City in court litigation as necessary.

As shown below, the City Attorney function is organized into a single activity. A detailed description of the activity can be found on the following pages.



City Attorney

The City Attorney provides all legal assistance to the City Council and City departments.

The City Attorney reviews and approves all resolutions, ordinances, and agreements for legal correctness and validity; acts as legal counsel for litigation in which the City may become involved; and supplies legal advice to the Council and all City departments in regard to current and future policies and actions.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 97,000	96,350
Maintenance and Operations	229,200	229,200
Capital Outlay	-	-
Division Total	<u>\$ 326,200</u>	<u>325,550</u>

Position Summary

Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
City Attorney	1	1	-
Total Positions	<u>1</u>	<u>1</u>	<u>-</u>

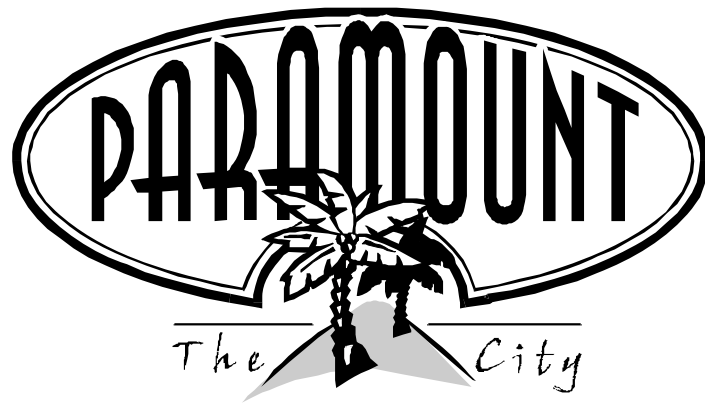
City Attorney

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Health Insurance	\$ 33,600	39,300	33,450
Pers	72,754	57,700	62,900
Total Salaries/Benefits	106,354	97,000	96,350
Publications	410	800	800
Professional/Technical	512,684	222,900	222,900
Legal/Bond Services	-	5,000	5,000
Conferences/Meetings	63	500	500
Total Maint/Operations	513,157	229,200	229,200
- Division Total -	\$ 619,511	326,200	325,550

Professional/Technical

City Attorney services

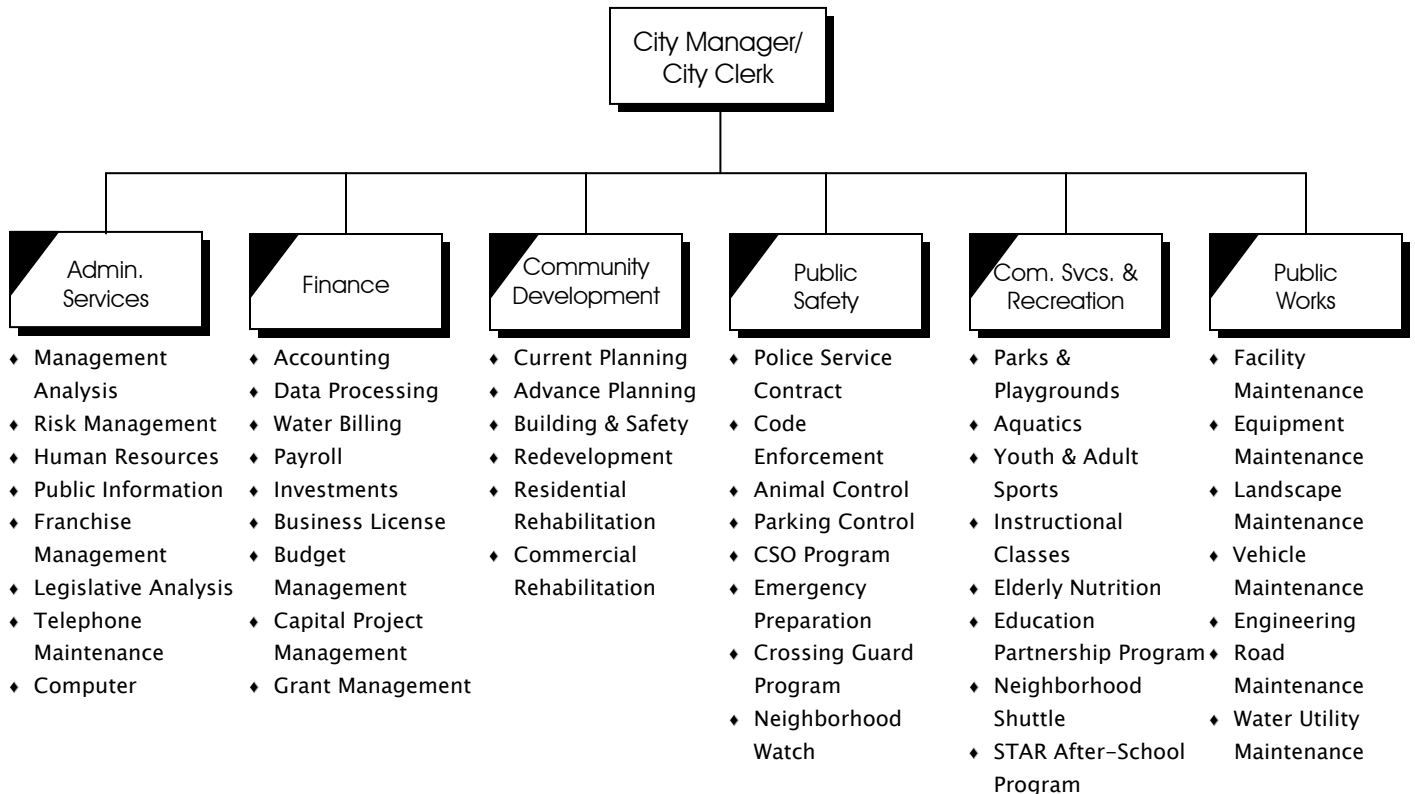


CITY MANAGER/CITY CLERK

The City Manager provides direct staff support to the City Council and is responsible for implementing City Council policy. The City Manager directs the operation of all City departments through department heads and makes recommendations to the City Council.

The City Manager prepares all of the City Council agendas and provides staff support for all City Council meetings. The City Manager prepares and recommends an annual budget to the City Council, provides reports, analyses, and other information to the City Council as necessary.

Shown below is a chart which summarizes the operations for which the City Manager/City Clerk is responsible. A detailed description of the activity can be found on the following pages.



**City Manager/
City Clerk**

The City Manager provides direct staff support to the City Council and is responsible for implementing City Council policy. The City Manager directs the operations of all City departments through department heads and makes recommendations to the City Council.

The City Manager prepares and recommends an annual budget to the City Council, and on an ongoing basis, provides reports, analyses, and other information to the City Council.

The City Clerk maintains the City's central record system which contains official files and overseas requests for public records. The City Clerk also prepares City Council minutes and attests to the validity of public City documents. In addition, the City Clerk conducts municipal elections and serves as the filing officer for campaign and conflict-of-interest disclosure statements as required by the State Political Reform Act.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 779,400	764,550
Maintenance and Operations	68,400	141,200
Capital Outlay	-	-
Division Total	<u>\$ 847,800</u>	<u>905,750</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
City Manager	1	1	-
City Clerk	1	1	-
Executive Assistant	1	1	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Office Assistant I	1,300	1,300	-
Total Part-Time Hours	<u>1,300</u>	<u>1,300</u>	<u>-</u>

City Manager/City Clerk

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 411,702	450,200	425,500
Part-Time Pay	22,685	22,700	22,200
Full Time Overtime	1,298	1,900	2,700
Health Insurance	98,793	109,750	113,950
Life Insurance	829	1,000	900
Disability Insurance	2,266	2,450	2,400
Unemployment Insurance	530	-	-
Workers' Compensation	6,526	5,250	6,050
Medicare	6,338	6,600	6,650
Pers	194,136	162,650	166,850
Deferred Compensation	16,480	16,900	17,350
Total Salaries/Benefits	761,583	779,400	764,550
Cellular Services	2,140	1,950	1,700
Document Imaging	1,588	1,700	1,700
Office Supplies	2,401	2,700	2,700
Publications	109	150	150
Published Notices	16,318	17,000	17,000
Professional/Technical	-	23,300	17,200
Election Services	10,662	500	78,850
Mileage Reimbursement	7,200	7,200	7,200
Conferences/Meetings	9,157	11,650	12,700
Memberships	2,195	2,250	2,000
Total Maint/Operations	51,770	68,400	141,200
Office Equipment/Furniture	514	-	-
Total Capital Outlay	514	-	-
- Division Total -	\$ 813,867	847,800	905,750

Professional/Technical Services

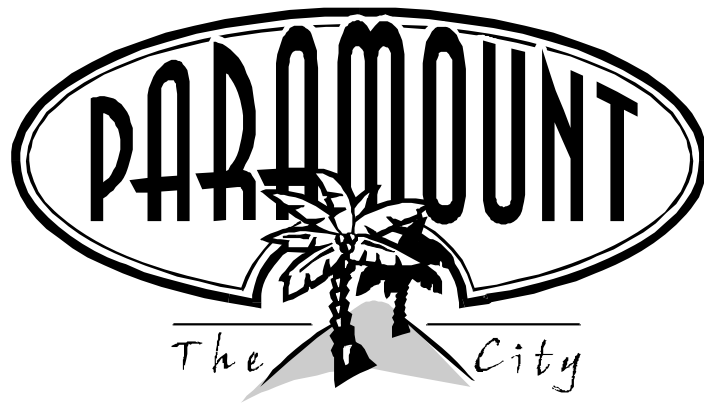
Municipal code codification	\$ 17,000
Records destruction	200
	\$ 17,200

Conferences/Meetings

ICMA Conference	\$ 2,600
CCCA Annual Municipal Seminar	1,500
LOCC City Clerks' Election & New Law Seminar	1,500
Monthly Breakfast Meetings with Captain	1,200
CCCA Legislative Orientation Tour	1,000
CJPIA Risk Management Conference	1,000
LOCC City Manager Department Meeting	1,000
Gateway Cities COG CM Lunch Meetings (every other month)	750
CCAC Annual Conference - City Clerk	500
LOCC Annual Conference	500
Miscellaneous Meetings, Events, Trips	350
Gonsalves City Manager Day	300
CCCA City Manager/Administrator Meetings	200
LOCC City Clerks' Workshop	200
LASD Annual City Manager's Education Seminar	100
	\$ 12,700

Memberships

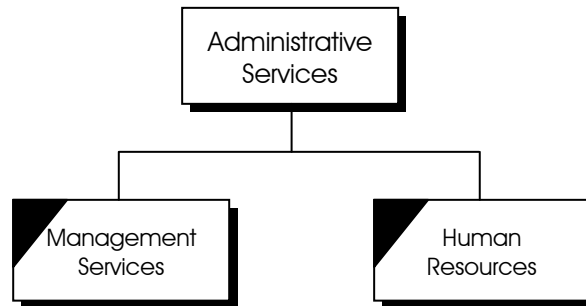
ICMA Membership	\$ 1,400
California City Management Foundation	400
City Clerks Association	200
	\$ 2,000



ADMINISTRATIVE SERVICES

The Administrative Services Department coordinates the internal day-to-day operations of the City and provides specialized staff support to the City Manager's Office and other departments. The department oversees the following operations: public information, risk management, contract and franchise management, legislative analysis, special projects, and administration of the telephone system and computer networks. The department is also responsible for recruiting, testing, selecting, and training employees as well as administering the City's personnel system.

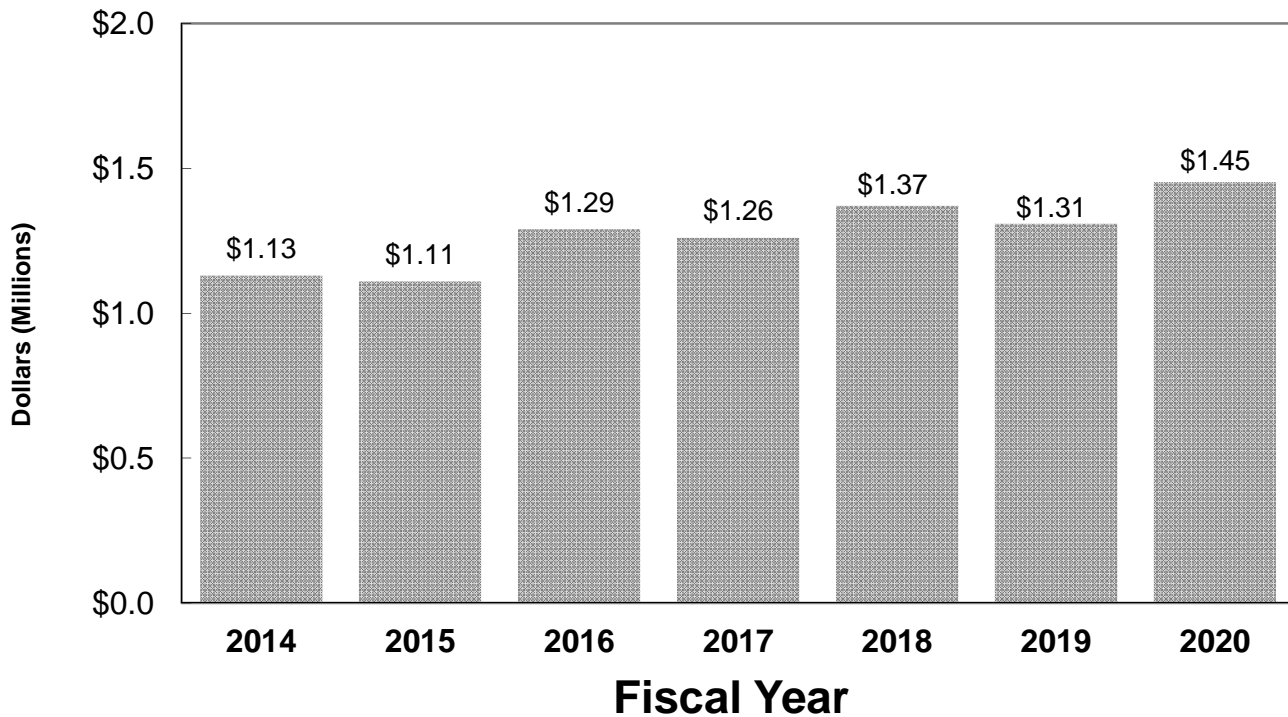
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



ADMINISTRATIVE SERVICES DEPARTMENT

2019-20 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Management Services	\$ 1,163,500	28,250	-	1,191,750
Human Resources	176,550	83,650	-	260,200
Total	<u>\$ 1,340,050</u>	<u>111,900</u>	<u>-</u>	<u>1,451,950</u>

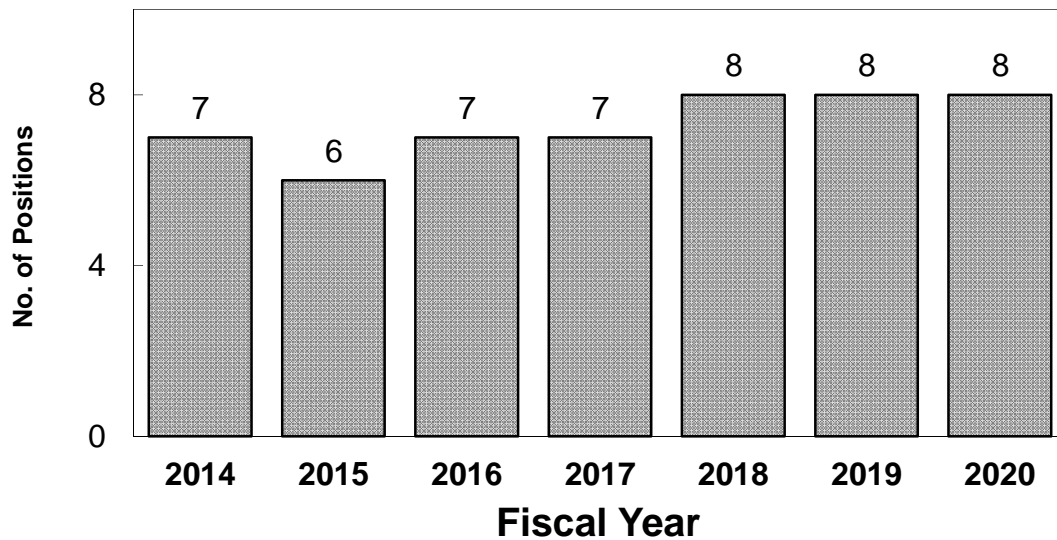
History of Expenditures



ADMINISTRATIVE SERVICES DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
Assistant City Manager	1	1	-
Human Resources Manager	1	1	-
Public Information Officer	1	1	-
Management Analyst	1	1	-
IT Manager	1	1	-
IT Analyst I	1	1	-
Graphic Artist	1	1	-
Executive Assistant	1	1	-
Total Number of Full-Time Positions	<u>8</u>	<u>8</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	7,140	6,708	(432)

Full-Time Position Summary



Management Services

The Management Services Division coordinates the City's operations and provides technical assistance and management support to all City departments.

The Division administers the City's property and liability insurance programs and monitors the activities of the State and Federal government as they may affect the City. The Division provides direct staff support to the City Manager's Office, administers the City's cable television and franchise agreement, prepares special reports and analyses as requested by the City Manager and other City departments, and manages all internal computer and communication systems including local area networks, telecommunications, and central City telephone operations.

The Division is also responsible for the development of public relations and marketing materials, serves as the Public Information Office for the City, and administers the Service is Paramount Program which surveys residents on the quality of City services.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,028,000	1,163,500
Maintenance and Operations	28,250	28,250
Capital Outlay	<u>1,600</u>	<u>-</u>
Division Total	<u>\$ 1,057,850</u>	<u>1,191,750</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Assistant City Manager	1	1	-
Public Information Officer	1	1	-
Management Analyst	1	1	-
IT Manager	1	1	-
IT Analyst I	1	1	-
Graphic Artist	1	1	-
Administrative Assistant	<u>1</u>	<u>1</u>	<u>-</u>
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
IT Specialist	1,300	1,508	208
Admin Intern	900	-	(900)
Office Assistant I	2,600	2,600	-
Social Media	<u>1,040</u>	<u>1,300</u>	<u>260</u>
Total Part-Time Hours	<u>5,840</u>	<u>5,408</u>	<u>(432)</u>

Management Services

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 552,507	555,700	626,150
Part-Time Pay	56,175	98,500	93,950
Full-Time Overtime	846	3,000	3,000
Part-Time Overtime	-	100	-
Health Insurance	147,051	148,150	173,200
Life Insurance	997	1,250	1,350
Disability Insurance	2,972	3,650	3,900
Unemployment Insurance	851	-	-
Workers' Compensation	10,188	7,000	9,600
Medicare	8,873	10,050	10,550
Pers	254,227	200,600	241,800
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,034,687	1,028,000	1,163,500
Cellular Services	3,056	3,500	3,500
Printing/Reproduction	10	150	150
Office Supplies	1,290	2,000	2,000
Publications	225	500	500
Professional/Technical	52,646	10,550	10,550
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	5,378	7,750	7,750
Gasoline/Diesel Fuel (Fleet)	65	200	200
Total Maint/Operations	66,270	28,250	28,250
Office Equipment/Furniture	-	1,600	-
Total Capital Outlay	-	1,600	-
- Division Total -	\$ 1,100,957	1,057,850	1,191,750

Professional/Technical

Communication consultant	\$ 10,000
Mayor's scrapbook	500
Smug mug subscription	50
	\$ 10,550

Conferences/Meetings

CCCA Annual Municipal seminar	\$ 2,200
MMASC conference	1,500
JPIA conference	1,000
Supervisory training workshops	500
Contract cities Sheriff's conference	200
ICSC LA conference	200
MMASC membership	100
ICSC membership	50
Miscellaneous seminars	2,000
	\$ 7,750

Human Resources

The Human Resources Division recruits, tests, selects, and provides training for all City employees and is responsible for the administration of the employee benefit program.

During the average fiscal year, the Division will recruit for approximately 125 positions by placing approximately 50 job announcements in various publications. From these announcements, over 2,000 applications are received. Each application is thoroughly reviewed and qualified applicants are invited to continue in the selection process, during which the division will administer 750 written tests and 550 oral interviews to applicants. More than 7,000 pieces of correspondence will be sent to job applicants.

The Division prepares reports and analyses of employee salaries and benefits, administers the employee medical insurance program, and is responsible for position classification studies.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 152,550	176,550
Maintenance and Operations	98,650	83,650
Capital Outlay	-	-
Division Total	<u>\$ 251,200</u>	<u>260,200</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Human Resources Manager	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
HR Assistant	1,300	1,300	-
Total Part-Time Hours	<u>1,300</u>	<u>1,300</u>	<u>-</u>

Human Resources

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 83,754	79,950	94,750
Part-Time Pay	10,399	22,200	22,000
Health Insurance	25,140	22,350	24,550
Life Insurance	164	150	250
Disability Insurance	487	450	600
Unemployment Insurance	192	-	-
Workers' Compensation	1,270	1,150	1,550
Medicare	1,336	1,500	1,700
Pers	38,535	24,800	31,150
Deferred Compensation	-	-	-
Total Salaries/Benefits	161,277	152,550	176,550
Cellular Services	625	1,000	1,000
Printing/Reproduction	35	250	250
Office Supplies	792	1,000	1,000
Publications	135	200	200
Published Notices	4,718	7,550	6,000
Professional/Technical	55,834	16,000	6,000
Personnel Services	12,184	11,300	11,300
Legal/Bond Services	9,802	13,500	10,500
Conferences/Meetings	2,078	2,400	1,950
Memberships	100	300	300
Personnel Development	4,678	30,000	30,000
Contract Class Instructors	10,975	11,250	11,250
Food	3,155	3,900	3,900
Total Maint/Operations	105,111	98,650	83,650
- Division Total -	\$ 266,388	251,200	260,200

Published Notices

Job notices/advertisements

Professional/Technical

HR consultant	\$ 5,000
Retiree healthcare trust administration	1,000
	<u>\$ 6,000</u>

Personnel Services

Employee health/background checks

Legal/Bond Services

Personnel legal services

Personnel Development

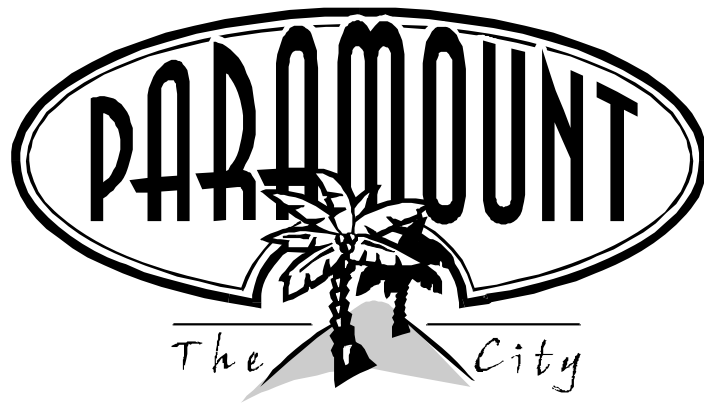
Leadership training	\$ 16,000
Employee tuition reimbursement	10,000
Personnel development	4,000
	<u>\$ 30,000</u>

Contract Class Instructors

IIPP training	\$ 7,050
Leibert, Cassidy & Whitmore consortium	3,200
Employee classes	1,000
	<u>\$ 11,250</u>

Food

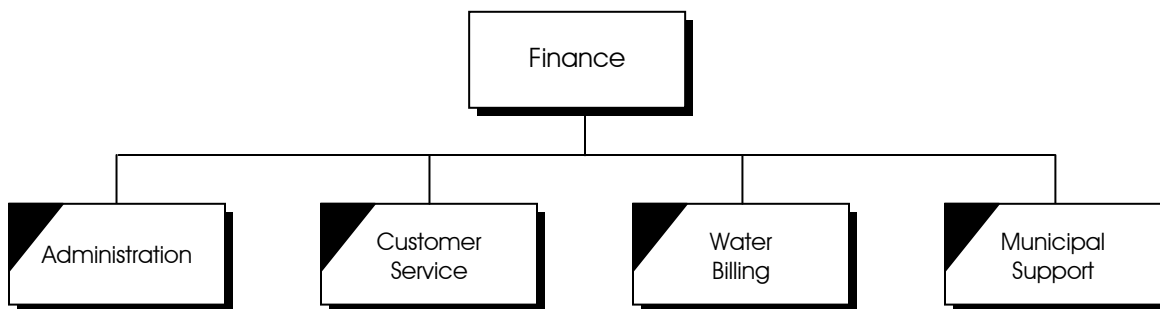
Meetings/trainings



FINANCE

The Finance Department coordinates the day-to-day financial transactions of the City and is responsible for all accounting, cashiering, financial planning, and investment activities of the City. The department administers various internal operations such as budget, contract management, grant management, and capital improvement programming. The department also processes the City's business and animal licenses, various permits, parking citations and all daily incoming and outgoing mail.

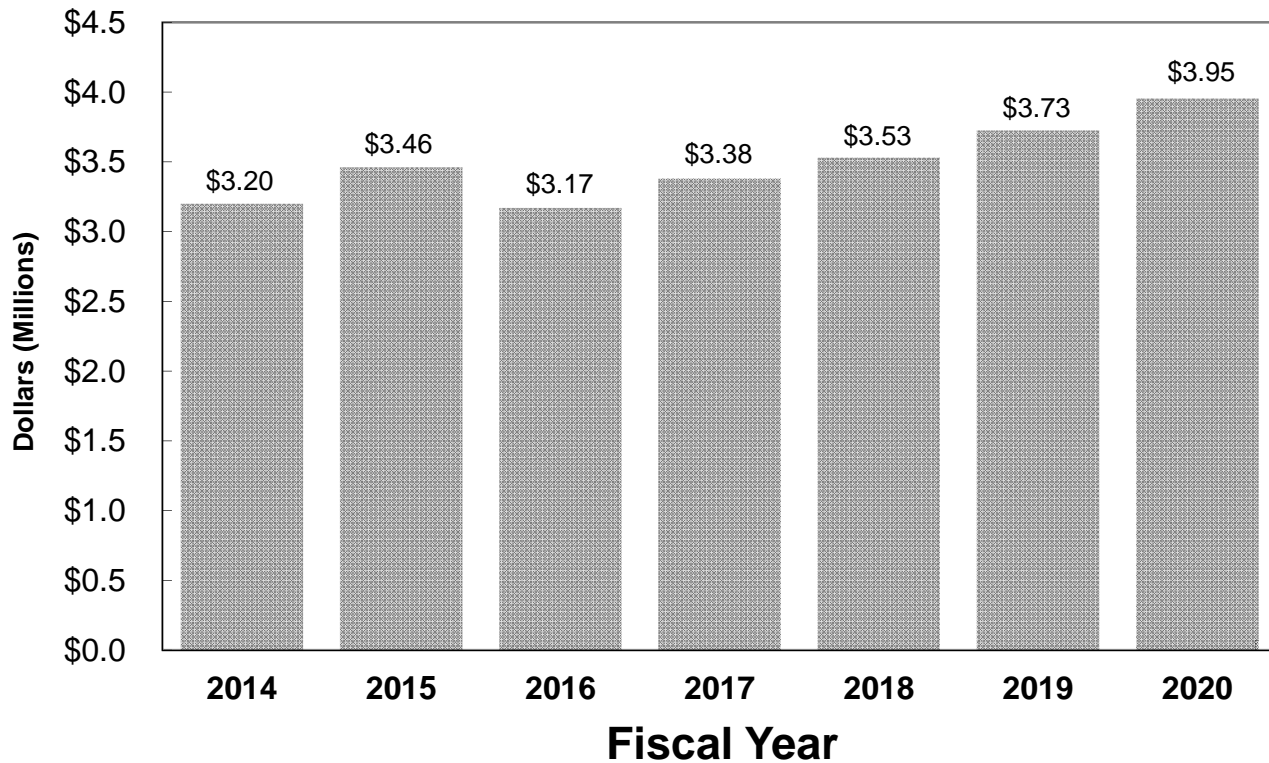
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



FINANCE DEPARTMENT

2019-20 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Finance Administration	\$ 1,108,350	276,800	5,000	1,390,150
Customer Service	147,450	2,400	-	149,850
Water Billing	370,300	69,550	-	439,850
Municipal Support	-	1,930,700	43,700	1,974,400
Total	\$ <u>1,626,100</u>	<u>2,279,450</u>	<u>48,700</u>	<u>3,954,250</u>

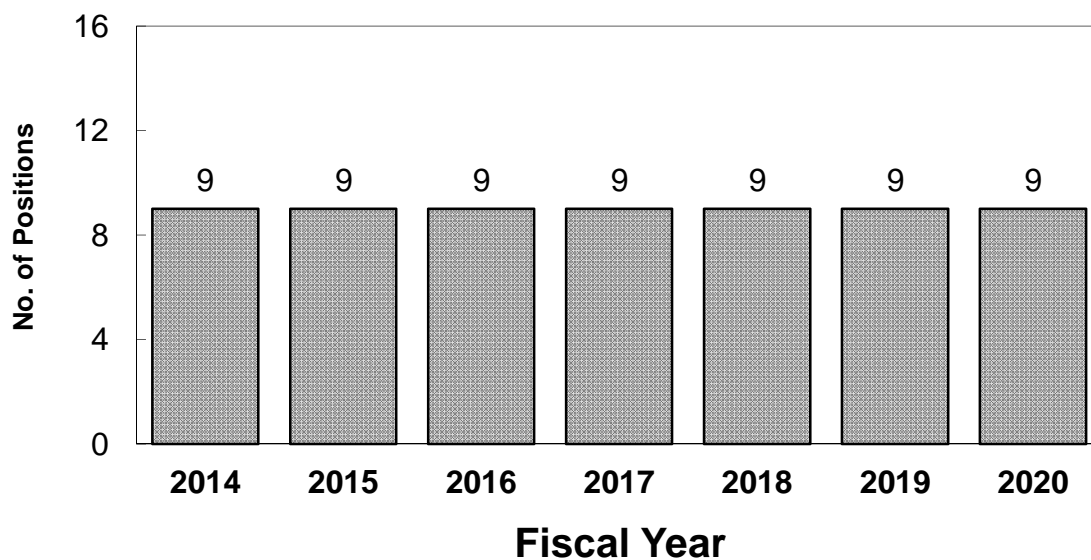
History of Expenditures



FINANCE DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
Finance Director	1	1	-
Assistant Finance Director	1	1	-
Senior Accountant	1	1	-
Finance Supervisor	1	1	-
Finance Technician	3	3	-
Payroll Technician	1	1	-
Administrative Assistant	1	1	-
Total Number of Full-Time Positions	<u>9</u>	<u>9</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	11,024	11,648	624

Full-Time Position Summary



Finance Administration

The Finance division is responsible for all accounting, cashiering, financial planning, and investment activities of the City. It accounts for all financial transactions of the City and Successor Agency, administers the City's investment portfolio, and manages all debt issues. The Division is also responsible for projecting long-term financial conditions, coordinating annual audits by various agencies, and preparing the City's budget and Comprehensive Annual Financial Report (CAFR).

With day-to-day financial transactions, this Division is responsible for accounts payable, accounts receivable, payroll and other finance subsystems. Annually, this division receives and process over 7,500 requests for payments, issues over 8,000 payroll checks, and prepares and sends out over 300 invoices. Each year, this Division provides accounting for approximately \$80 million in revenues and expenditures, and prepares over 75 reports to various state and federal agencies. In addition to overseeing over 30 different grants and restricted revenue sources, the Division also coordinates inventory management for the Water Department and the City's general fixed assets.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,078,050	1,108,350
Maintenance and Operations	300,850	276,800
Capital Outlay	5,000	5,000
Division Total	<u>\$ 1,383,900</u>	<u>1,390,150</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Senior Accountant	1	1	-
Finance Technician	1	1	-
Payroll Technician	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Accounting Specialist	2,600	2,600	-
Finance Aide	2,808	2,808	-
Finance Assistant	312	312	-
Total Part-Time Hours	<u>5,720</u>	<u>5,720</u>	<u>-</u>

Finance Administration

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 497,728	553,500	538,250
Part-Time Pay	69,967	121,400	138,900
Full-Time Overtime	711	3,000	3,000
Health Insurance	150,113	180,550	190,550
Life Insurance	918	1,150	1,150
Disability Insurance	2,746	3,100	3,350
Unemployment Insurance	1,155	-	-
Workers' Compensation	7,788	7,450	9,050
Medicare	8,207	9,800	9,950
Pers	237,577	198,100	214,150
Deferred Compensation	-	-	-
Total Salaries/Benefits	976,910	1,078,050	1,108,350
Cellular Services	1,460	2,000	2,000
Printing/Reproduction	1,786	2,000	2,000
Office Supplies	2,057	2,500	2,500
Published Notices	-	1,000	1,000
Professional/Technical	176,245	234,050	210,000
Financial Services	26,647	25,000	25,000
County Administrative Fee	21,229	22,850	22,850
Rent/Lease of Equipment	2,609	2,700	2,700
Mileage Reimbursement	3,600	3,600	3,600
Conferences/Meetings	1,137	3,000	3,000
Memberships	995	1,450	1,450
Equipment Maintenance	423	700	700
Total Maint/Operations	238,188	300,850	276,800
Computer Equipment	-	5,000	5,000
Total Capital Outlay	-	5,000	5,000
- Division Total -	\$ 1,215,098	1,383,900	1,390,150

Printing/Reproduction

CAFR, checks, W2s, 1099s, miscellaneous forms

Professional/Technical

CDBG/HOME Grant Administration	\$ 95,000
Muniservices UUT consulting svcs	20,000
Fair Housing Services	16,000
Sales tax recovery fee	15,000
OPEB valuation	12,000
State Controller's report	10,000
Cost allocation and fee study	5,000
VTD & Co. (AUP)	5,000
VTD & Co. (CAFR)	5,000
VTD & Co. (GASB 68 Consulting)	5,000
VTD & Co. (GASB 75 Consulting)	5,000
VTD & Co. (Gas Tax Street Report)	5,000
Sales tax analysis	4,800
OPEB GASB 75 Valuation Report	2,000
Eden A/R module update	2,000
CalPERS GASB 68 Valuation Report	1,200
CAFR statistical information	850
Property tax audit services	500
GFOA award application	450
Audit confirmation fees	200
	\$ 210,000

Conferences/Meetings

Miscellaneous workshops

Memberships

GFOA	\$ 800
CSMFO	450
Costco	200
	\$ 1,450

Computer Equipment

Eden TOP module

Customer Service

The Customer Service Division, which is located in the City Hall lobby, provides public information and referral service to visitors of City Hall. This Division acts as the City's primary cashiering location and collects most of the fees which are administered by the City.

The Division processes most of the City's licenses and permits which includes the issuance, renewal, and file maintenance of approximately 3,300 business licenses and 3,900 animal licenses. In addition, the Division issues approximately 650 miscellaneous permits; accepts payment for approximately 5,000 parking citations; and provides assistance to approximately 150 people each day who visit or telephone the front counter for information.

The Division handles all incoming and outgoing City mail. Approximately 95,000 pieces of incoming mail are sorted, date and time stamped, opened, and delivered to City departments.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 140,700	147,450
Maintenance and Operations	2,400	2,400
Capital Outlay	-	-
Division Total	<u>\$ 143,100</u>	<u>149,850</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Finance Technician	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Office Assistant I	1,404	1,404	-
Total Part-Time Hours	<u>1,404</u>	<u>1,404</u>	<u>-</u>

Customer Service

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 58,034	60,350	62,250
Part-Time Pay	17,564	23,950	23,950
Part-Time Overtime	336	250	250
Health Insurance	27,331	29,050	31,400
Life Insurance	103	150	150
Disability Insurance	309	350	400
Unemployment Insurance	129	-	-
Workers' Compensation	1,024	950	1,150
Medicare	1,057	1,250	1,300
Pers	28,869	24,400	26,600
Def Comp	-	-	-
Total Salaries/Benefits	<u>134,756</u>	<u>140,700</u>	<u>147,450</u>
Printing/Reproduction	1,936	1,500	1,500
Office Supplies	1,028	700	700
Conferences/Meetings	<u>138</u>	<u>200</u>	<u>200</u>
Total Maint/Operations	<u>3,102</u>	<u>2,400</u>	<u>2,400</u>
- Division Total -	<u><u>\$ 137,858</u></u>	<u><u>143,100</u></u>	<u><u>149,850</u></u>

Printing/Reproduction

Business license forms/notices/envelopes

Water Billing

The Water Billing Division is responsible for operating the customer billing system. The Division is located in the City Hall lobby and provides water customer services by issuing water bills, updating customer files, and responding to customer inquiries.

The Division maintains all billing and payment records on approximately 7,500 water service accounts, issues 45,000 water bills, and will receive more than 45,000 water payments. It is anticipated that approximately 15,000 (33%) past due notices will be mailed, 5,000 (11%) turn-off notices will be hung at the service addresses, and 450 water accounts will be turned off due to non-payment.

The Division will respond to approximately 18,900 customer inquiries regarding service and billing information.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 340,150	370,300
Maintenance and Operations	69,550	69,550
Capital Outlay	-	-
Division Total	<u>\$ 409,700</u>	<u>439,850</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Finance Supervisor	1	1	-
Finance Technician	1	1	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Office Assistant I	3,900	4,524	624
Total Part-Time Hours	<u>3,900</u>	<u>4,524</u>	<u>624</u>

Water Billing

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 130,652	135,400	141,250
Part-Time Pay	41,649	54,000	69,800
Full-Time Overtime	-	1,000	1,000
Part-Time Overtime	330	150	300
Health Insurance	58,454	58,950	61,400
Life Insurance	233	300	300
Disability Insurance	693	800	900
Unemployment Insurance	316	-	-
Workers' Compensation	2,843	2,400	2,850
Medicare	2,408	2,750	3,100
Pers	64,774	54,700	59,700
Deferred Compensation	-	-	-
Pers Contribution (GASB 68)	23,493	29,700	29,700
Total Salaries/Benefits	325,845	340,150	370,300
Equipment Maintenance	15,189	19,800	19,800
Printing/Reproduction	7,981	6,500	6,500
Office Supplies	-	600	600
Postage Expense	29,585	30,000	30,000
Professional/Technical	-	5,000	5,000
Conferences/Meetings	-	200	200
Equipment Maint Services	6,891	7,450	7,450
Total Maint/Operations	59,646	69,550	69,550
- Division Total -	\$ 385,491	409,700	439,850

Equipment Maintenance

Water billing software support	\$ 14,700
Water billing web extension support	2,950
Output processor support	1,300
Cashiering system support	850
	\$ 19,800

Printing/Reproduction

Water billing forms/notices/envelopes	
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Postage Expense

Postage for water utility bills	
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Professional/Technical

Water billing software modification/training	
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Equipment Maintenance Services

Radix maintenance	\$ 3,100
Folding machine maintenance	2,850
Postage meter maintenance	1,000
Miscellaneous repairs	500
	\$ 7,450

Municipal Support

The Municipal Support activity contains costs budgeted for equipment and services which are used on a City-wide basis. This activity includes costs, for example, for City-wide telephone communications; electricity, water, and natural gas used at City buildings and parks; City-wide postage costs; rental and maintenance charges for centralized business equipment such as copiers, word processors, and computers; and liability and property insurance covering the City's \$53 million in real and personal property.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	1,711,900	1,930,700
Capital Outlay	76,400	43,700
Division Total	<u>\$ 1,788,300</u>	<u>1,974,400</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Municipal Support

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Telephone/Internet Services	\$ 75,841	88,000	98,000
Telephone Maintenance	4,690	5,000	5,000
Liability Insurance	547,363	443,750	638,750
Deductible Payments	-	1,000	1,000
Finance System Support	34,610	35,900	37,000
Equipment Maintenance	4,086	11,250	12,250
Printing/Reproduction	15,014	14,200	14,200
Office Supplies	48,032	50,000	50,000
Postage Expense	20,706	26,000	26,000
Publications	3,700	3,350	3,350
Bank Charges	43,687	61,000	61,000
Professional/Technical	70,516	118,550	130,250
Rent/Lease of Equipment	23,781	24,550	24,550
Electricity	416,050	450,000	450,000
Water	173,492	167,350	167,350
Natural Gas	37,138	45,000	45,000
Depreciation	110,263	150,000	150,000
Equipment Maint Supplies	1,327	2,000	2,000
Food	14,808	15,000	15,000
Total Maint/Operations	1,645,104	1,711,900	1,930,700
Office Equipment/Furniture	-	11,750	-
Computer Equipment	32,752	59,650	38,700
Other Capital Equipment	112,782	5,000	5,000
Total Capital Outlay	145,534	76,400	43,700
- Division Total -	\$ 1,790,638	1,788,300	1,974,400

Telephone/Internet Services

General phone/internet service for City departments

Liability Insurance

General liability insurance	\$ 529,750
Property insurance	63,800
Earthquake insurance	26,100
Environmental insurance	6,350
CalPERS survivor benefits	5,500
CalPERS replacement benefits	5,350
Employee dishonesty policy	1,900
	\$ 638,750

Bank Charges

Credit card processing fees	\$ 32,000
Quarterly bank account services	29,000
	\$ 61,000

Professional/Technical

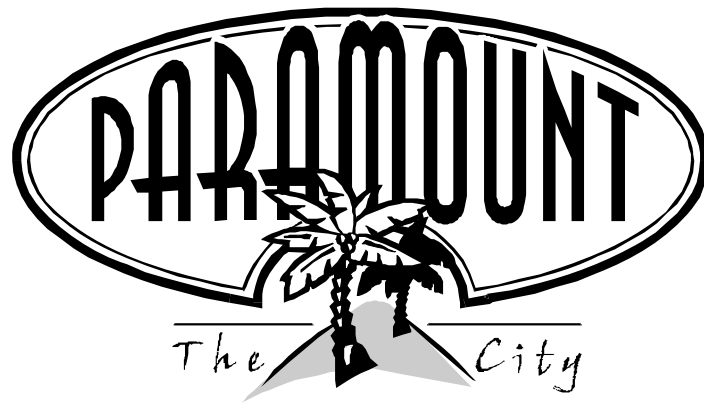
Security system maintenance	\$ 25,000
Computer consultant	24,400
Website security and maintenance	23,100
Audio/visual system maintenance	10,000
Out-of-state back-up	9,800
AB 939 consulting fee	6,550
Licenses renewals	5,900
Warranty and support renewals	6,000
Windows upgrade	5,500
Video services	5,000
Server upgrade	3,000
Paramount Works mobile app	2,550
Miscellaneous services	3,450
	\$ 130,250

Computer Equipment

Backup server	\$ 18,200
Workstation replacements/upgrade (10)	10,500
Contingency computer equipment	10,000
	\$ 38,700

Other Capital Equipment

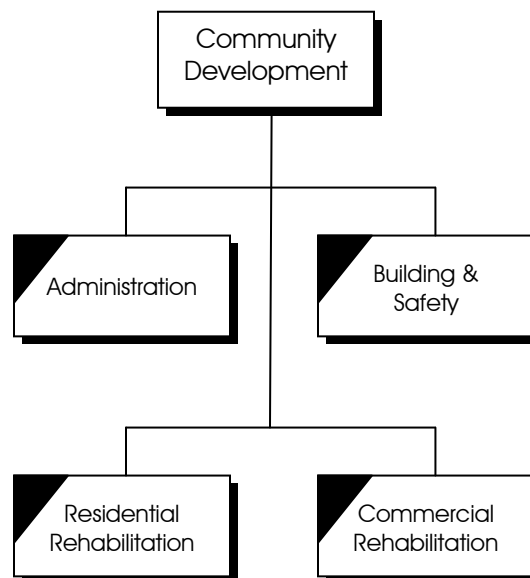
Miscellaneous media equipment



COMMUNITY DEVELOPMENT

The Community Development Department is responsible for the administration of the City's development process, including residential, commercial, and industrial uses. The department performs current and long range planning; enforces zoning and building codes; reviews site and development plans; issues building, electrical, grading, mechanical, and plumbing permits; provides technical support to City departments; and provides staff support and analyses to the City Planning Commission. The department administers the Home Improvement Program which provides rebates to Paramount residents for upgrading deteriorated properties and correcting code violations.

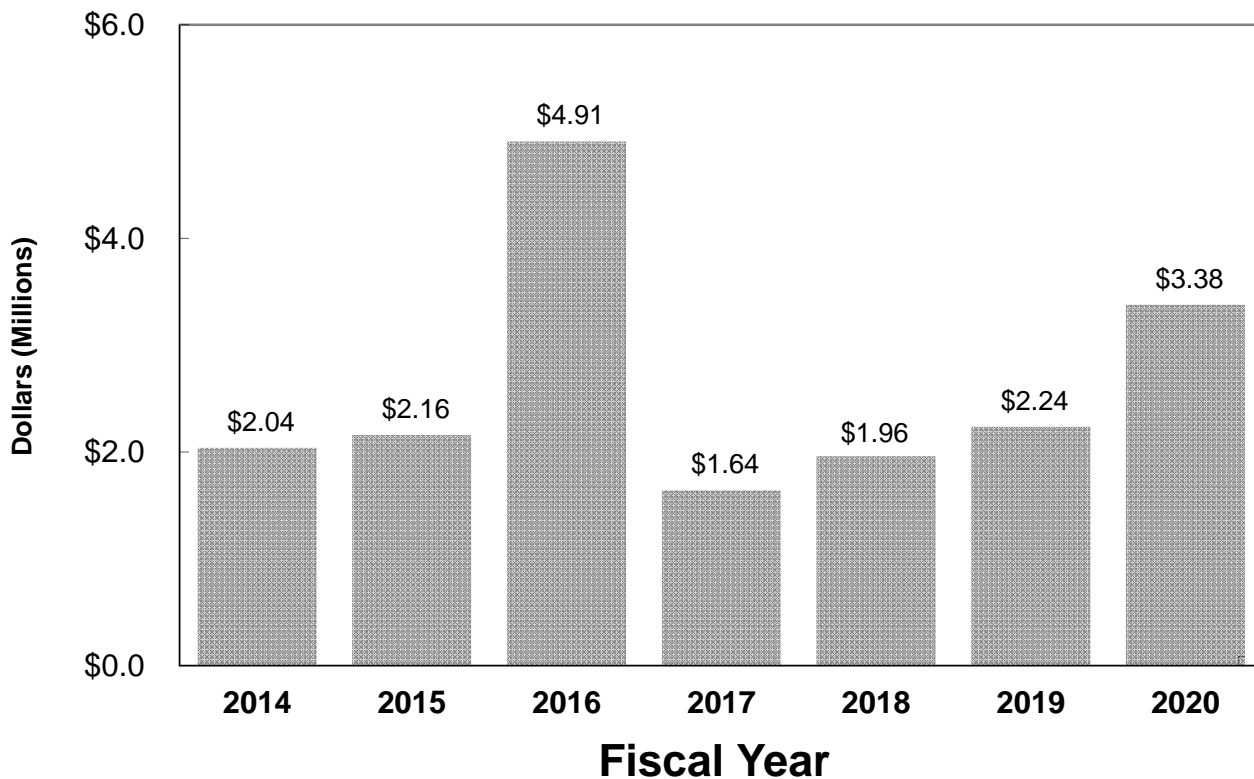
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



COMMUNITY DEVELOPMENT DEPARTMENT

2019-20 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Community Dev. Admin.	\$ 744,200	1,266,350	1,800	2,012,350
Building & Safety	603,950	229,750	1,000	834,700
Residential Rehabilitation	-	187,500	-	187,500
Commercial Rehabilitation	-	345,000	-	345,000
Total	<u>\$ 1,348,150</u>	<u>2,028,600</u>	<u>2,800</u>	<u>3,379,550</u>

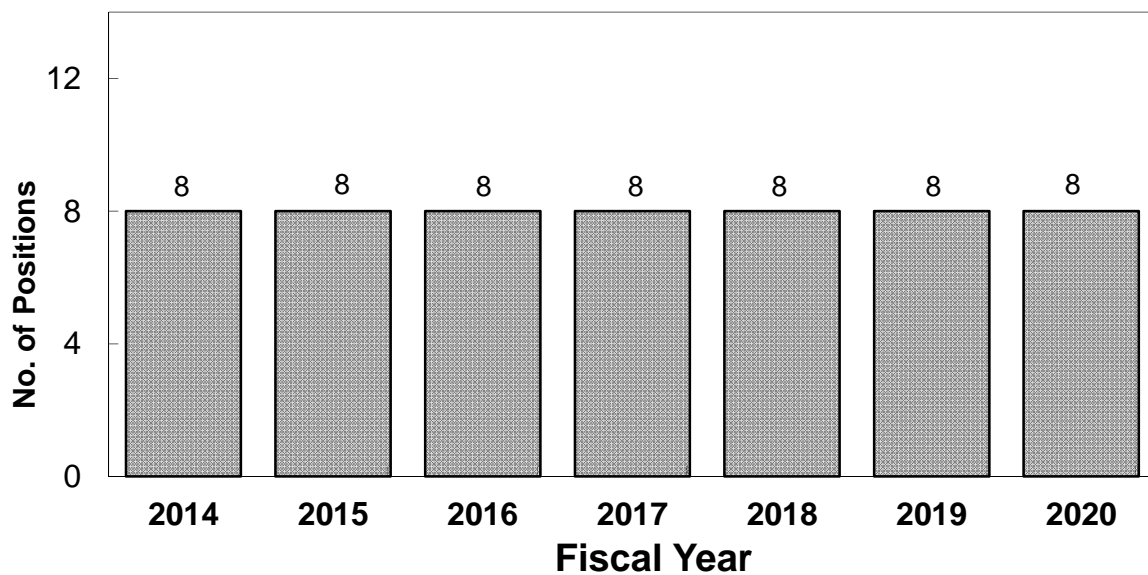
History of Expenditures



COMMUNITY DEVELOPMENT DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
Community Development Director	-	1	1
Asst. Community Development Director	1	1	-
Building Services Manager	1	1	-
Principal Planner	1	-	(1)
Associate Planner	1	1	-
Building and Safety Inspector	2	2	-
Building Permit Technician	1	1	-
Administrative Assistant	1	1	-
	<u>8</u>	<u>8</u>	<u>-</u>
Total Number of Full-Time Positions	<u>8</u>	<u>8</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	5,200	5,200	-

Full-Time Position Summary



Community Development Administration

The Division administers the City's current and long range planning programs, monitors all relevant County and State legislation, surveys current land use, and updates the City Zoning Code and General Plan.

Approximately 150 site plans and proposed developments are reviewed yearly to assure compliance with local zoning design requirements. The Division provides staff support to the Successor Agency for the Paramount Redevelopment Agency, City Planning Commission, Development Review Board, and the Economic Development Board. This year the Division plans to process over 3 zone changes, 30 conditional use permits, and 8 zone variances.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 667,950	744,200
Maintenance and Operations	518,000	1,266,350
Capital Outlay	300	1,800
Division Total	<u>\$ 1,186,250</u>	<u>2,012,350</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Director	-	1	1
Assistant Director	1	1	-
Principal Planner	1	-	(1)
Associate Planner	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Office Assistant I	2,600	2,600	-
Planning Intern	2,600	2,600	-
Total Part-Time Hours	<u>5,200</u>	<u>5,200</u>	<u>-</u>

Community Development Administration

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 332,490	348,350	379,000
Part-Time Pay	50,266	70,950	82,850
Health Insurance	84,384	94,550	104,400
Life Insurance	605	800	800
Disability Insurance	1,808	2,100	2,350
Unemployment Insurance	284	-	-
Workers' Compensation	5,273	5,600	8,150
Medicare	5,566	6,100	6,750
Pers	164,535	139,500	159,900
Deferred Compensation	-	-	-
Total Salaries/Benefits	645,211	667,950	744,200
Cellular Services	1,371	1,500	1,500
Printing/Reproduction	11	700	700
Office Supplies	812	1,050	1,050
Published Notices	4,377	7,200	7,200
Professional/Technical	85,785	30,100	732,500
Environmental Services	3,421	10,000	5,000
Rent/Lease of Equipment	6,762	3,500	3,500
Mileage Reimbursement	-	-	3,600
Conferences/Meetings	1,708	11,150	12,500
Memberships	-	21,300	21,300
Economic Development (Incluc	356,276	427,500	477,500
Business Creation/Retention	-	4,000	-
Total Maint/Operations	460,523	518,000	1,266,350
Office Equipment/Furniture	309	300	1,800
Total Capital Outlay	309	300	1,800
- Division Total -	\$ 1,106,043	1,186,250	2,012,350

Professional/Technical

Clearwater specific plan	\$ 400,000
Paramount specific plan	250,000
Downtown design guidelines	60,000
Environmental consulting	20,000
Architectural services	2,500
	\$ 732,500

Environmental Services

Air filter rabate program

Conferences/Meetings

APA conference	\$ 7,300
ICSC	2,050
Certifications	1,450
Miscellaneous	1,700
	\$ 12,500

Memberships

Eco-Rapid Transit	\$ 18,900
AICP, APA, CalAPA	2,250
ICSC Membership	150
	\$ 21,300

Economic Development

OPA/Settlement	\$ 400,000
Chamber of Commerce	40,000
HDL consultant	15,000
Long Beach Small Business	12,500
ICSC conference booth	5,000
Economic development	5,000
	\$ 477,500

Office Equipment/Furniture

Folding bicycle and helmet

Building & Safety

The Building & Safety Division enforces the City's building, plumbing, and electrical codes, which includes the review of building plans, issuance of construction permits, and inspection of construction.

The Division annually checks 370 construction plans to ensure conformance with the City's building codes. This examination involves a careful review of the plans and may include structural analysis, energy calculation analysis, and review for handicapped access. The Division also issues more than 645 building permits, 240 plumbing permits, 390 electrical permits, and 185 other development-related permits each year. These permits are required before any construction may legally occur within the City. Once the permits are issued, the Division conducts more than 7,260 on-site construction inspections to verify that local building codes are being followed.

In addition to the services provided to the development community which are mentioned above, the Division also performs inspection for the Residential Rehabilitation Program.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 571,300	603,950
Maintenance and Operations	216,550	229,750
Capital Outlay	-	1,000
Division Total	<u>\$ 787,850</u>	<u>834,700</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Building & Safety Manager	1	1	-
Building Inspector	2	2	-
Permit Technician	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
None			

Building & Safety

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 316,508	335,200	347,350
Full-Time Overtime	-	-	-
Health Insurance	85,173	97,550	102,650
Life Insurance	589	750	750
Disability Insurance	1,752	2,000	2,150
Unemployment Insurance	(163)	-	-
Workers' Compensation	8,097	7,050	8,850
Medicare	3,085	3,350	3,500
Pers	148,963	125,400	138,700
Deferred Compensation	-	-	-
Total Salaries/Benefits	564,004	571,300	603,950
Software System Support	24,872	30,400	43,000
Printing/Reproduction	1,528	1,500	1,500
Document Imaging	7,999	7,000	7,000
Office Supplies	500	1,000	1,000
Publications	286	2,000	1,500
Professional/Technical	112,160	165,000	165,000
Conferences/Meetings	892	2,500	3,600
Memberships	1,310	1,500	1,500
Gasoline/Diesel Fuel	3,151	4,900	4,900
Uniforms	339	750	750
Total Maint/Operations	153,037	216,550	229,750
Office Equipment/Furniture	-	-	1,000
Vehicles	1,735	-	-
Total Capital Outlay	1,735	-	1,000
- Division Total -	\$ 718,776	787,850	834,700

Software System Support

IWorQ software	\$ 37,000
Building permit status web-based tool	6,000
	\$ 43,000

Printing/Reproduction

Permits, plans, special projects

Document Imaging

Convert permits and construction plans to digital format.

Publications

ICC code books

Professional/Technical

Plan check services/building code training

Conferences/Meetings

ICC training

Memberships

ICC/IAPMO

Residential Rehabilitation

The Residential Rehabilitation Program provides rebates to low and moderate income families for home improvements.

Program participants must meet federal income standards and use the funds on eligible improvements, such as correction of property maintenance and building code violations.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	187,500	187,500
Capital Outlay	-	-
Division Total	<u>\$ 187,500</u>	<u>187,500</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Residential Rehabilitation

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Professional/Technical	\$ 52,247	37,500	37,500
Residential Rebates	144,199	150,000	150,000
Acquisition/Rehabilitation	-	-	-
Total Maint/Operations	196,446	187,500	187,500
- Division Total -	\$ 196,446	187,500	187,500

Professional/Technical

Project management

Residential Rebates

4 residential rebates

Commercial Rehabilitation

The Commercial Rehabilitation Program provides rebates for local businesses located on major boulevards to make exterior improvements. The types of exterior improvements which are eligible under the program include: painting, screening, landscaping, signing, and lighting. The City has \$345,000 of CDBG funds that cannot be spent on other City programs; these funds are proposed for use on Commercial Rehabilitation projects in FY 2020.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	75,000	345,000
Capital Outlay	-	-
Division Total	<u>\$ 75,000</u>	<u>345,000</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Commercial Rehabilitation

Expenditure Detail

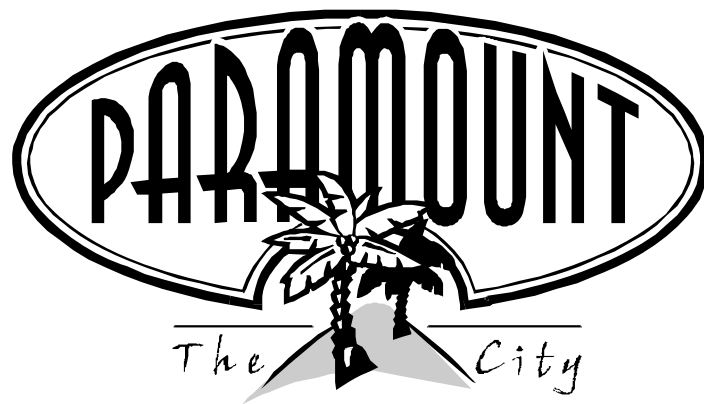
	Actual FY 2018	Final FY 2019	Proposed FY 2020
Professional/Technical	\$ 38,600	15,000	45,000
Commercial Rebates	241,800	60,000	300,000
Lot Consolidation Program	-	-	-
Total Maint/Operations	280,400	75,000	345,000
- Division Total -	\$ 280,400	75,000	345,000

Professional/Technical

Commercial rehabilitation monitoring

Commercial Rebates

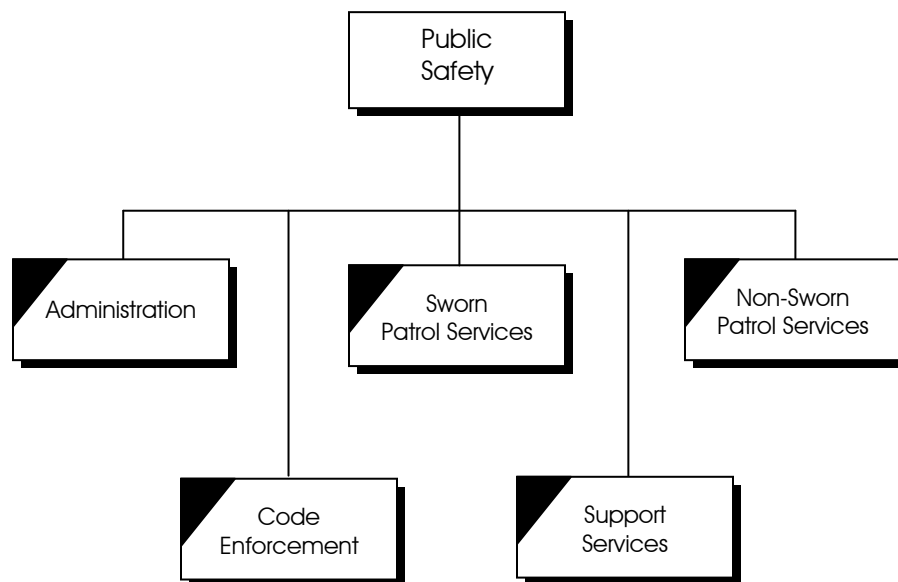
Commercial rehabilitations



PUBLIC SAFETY

The Public Safety Department provides City residents with services for the protection of life and property. It includes coordination, liaison, and monitoring of services provided by the Los Angeles County Sheriff's Department, the Los Angeles County Fire Department, Los Angeles County Probation and District Attorney's Office and the Southeast Area Animal Control Authority. These organizations provide general law enforcement, fire and rescue services, and animal control. Supplemental law enforcement services are provided through the City's Community Service Officer (CSO) Program, and operation of the Paramount Sheriff's Station. In addition, code enforcement, crossing guard protection for school children, enforcement of local parking regulations, coordinating Neighborhood Watch activities with residents and administration of the City's Civil Defense/Emergency Plan are provided under this function.

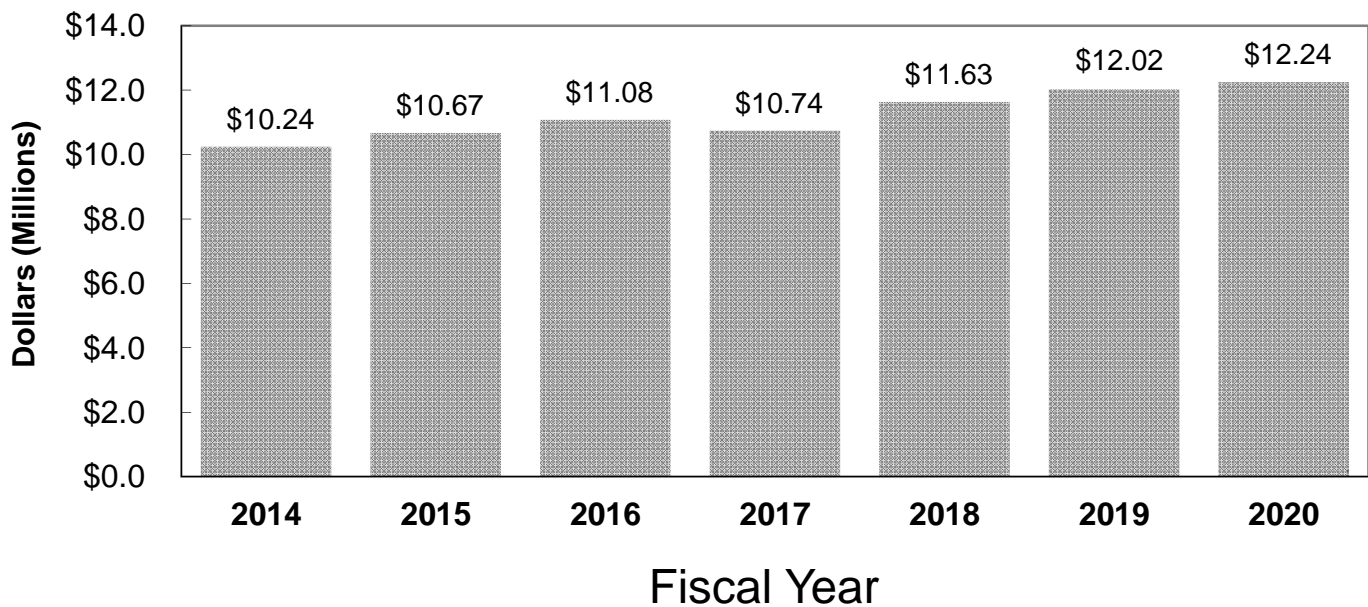
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC SAFETY DEPARTMENT

<div>2019-20</div> <div>EXPENDITURE SUMMARY</div>				
Division Name	Salary & Benefits	Maintenance & Operations	Capital Outlay	Total
Administration	\$ 738,800	97,550	-	836,350
Sworn Patrol Services	-	8,273,400	-	8,273,400
Non-Sworn Patrol Services	1,339,500	294,600	12,000	1,646,100
Code Enforcement	805,400	130,650	-	936,050
Support Services	-	551,200	-	551,200
Total	\$ 2,883,700	9,347,400	12,000	12,243,100

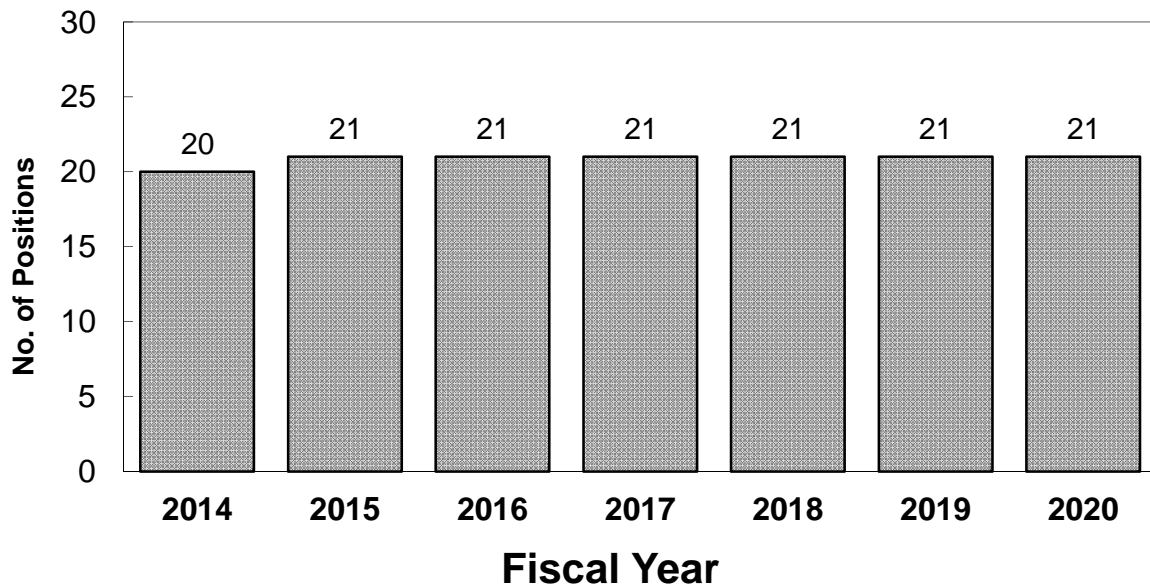
History of Expenditures



PUBLIC SAFETY DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
Public Safety Director	1	1	-
Assistant Public Safety Director	1	1	-
Code Enforcement Supervisor	1	1	-
Management Analyst II	1	1	-
Management Analyst	1	1	-
Code Enforcement Officer	5	5	-
Administrative Assistant	1	1	-
Office Assistant II	1	1	-
Community Service Officer Supervisor	1	1	-
Community Service Officer	7	7	-
Parking Control Officer	1	1	-
Total Number of Full-Time Positions	<u>21</u>	<u>21</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	13,594	13,594	-

Full-Time Position Summary



Public Safety Administration

The Division coordinates and monitors services provided by the Los Angeles County Sheriff's Department. The Division also administers the City's Emergency Preparedness and neighborhood preservation programs, as well as the Community Service Officer (CSO) and Code Enforcement programs.

The Division acts as a liaison between the City and the Los Angeles County Fire Department. The City is serviced by one fully equipped fire station which responds to approximately 115 fire and miscellaneous calls and performs approximately 3,956 rescues and 528 fire code inspections yearly.

The Administration Division is responsible for developing and coordinating the City's Emergency Response plan with the Area E Disaster Services Board.

The Division also provides 2,080 hours of Public Safety Management Analyst service to promote positive relations between community groups, the general public, and Sheriff's Deputies via the Neighborhood Watch organization.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 685,400	738,800
Maintenance and Operations	134,900	97,550
Capital Outlay	11,300	-
Division Total	<u>\$ 831,600</u>	<u>836,350</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Management Analyst	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Public Service Assistant	1,404	1,404	-
Total Part-Time Hours	<u>1,404</u>	<u>1,404</u>	<u>-</u>

Public Safety Administration

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 301,523	368,650	396,350
Part-Time Pay	26,183	27,950	27,550
Health Insurance	87,548	127,400	131,250
Life Insurance	461	850	850
Disability Insurance	1,376	2,250	2,500
Unemployment Insurance	35	-	-
Workers' Compensation	5,578	5,500	7,550
Medicare	3,862	4,950	5,300
Pers	128,416	147,850	167,450
Deferred Compensation	-	-	-
Total Salaries/Benefits	554,982	685,400	738,800
Telephone/Internet Services	2,178	3,650	3,650
Cellular Service	7,046	8,750	8,750
Printing/Reproduction	7,494	9,300	9,300
Office Supplies	12,109	12,500	12,500
Publications	1,129	1,600	1,600
Professional/Technical	72,549	61,100	23,750
Rent/Lease of Equipment	13,355	16,900	16,900
Mileage Reimbursement	2,550	3,600	3,600
Conferences/Meetings	6,061	5,500	5,500
Memberships	1,069	1,100	1,100
Equipment Maint Supplies	3,708	8,400	8,400
Comm Promo Supplies	1,548	2,500	2,500
Total Maint/Operations	130,796	134,900	97,550
Other Capital Equipment	726	11,300	-
Total Capital Outlay	726	11,300	-
- Division Total -	\$ 686,504	831,600	836,350

Telephone/Internet Services

Satellite phones	\$ 3,400
AT&T regular phone line	250
	\$ 3,650

Printing/Reproduction

Parking citations/envelopes	\$ 2,500
Letterhead and envelopes	2,300
Forms	2,000
Parking permits	1,100
Business card masters	700
Business cards	700
	\$ 9,300

Professional/Technical

Station security system maintenance	\$ 11,500
Home Security Rebate Program	5,000
Fire alarm system (interface)	2,000
GNP quarterly training	1,700
Emergency preparedness	1,200
Document shredding	1,100
Satellite service - EOC	950
GNP signs	300
	\$ 23,750

Conferences/Meetings

Neighborhood Watch refreshments	\$ 2,300
Staff training	2,000
Miscellaneous conferences/meetings	1,000
GNP meetings	200
	\$ 5,500

Sworn Patrol

The Division provides sworn law enforcement services via the Los Angeles County Sheriff's Department. The City contracts for "dedicated law enforcement", which allows for a regular group of deputies to work in Paramount for extended periods. The Division also includes Aero Bureau services.

The Sheriff's Department provides approximately 42,000 man-hours of sworn police protection, 4,024 hours of traffic enforcement and supplemental patrol to address "quality of life" issues and crime prevention.

The City supplements law enforcement services by contracting dedicated services for a Deputy District Attorney and a Detective Bureau Consultant.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	8,023,550	8,273,400
Capital Outlay	2,500	-
Division Total	<u>\$ 8,026,050</u>	<u>8,273,400</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Sworn Patrol

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Cellular Services	\$ 2,558	7,050	7,050
Professional/Technical	165,469	151,600	143,350
Rent/Lease of Equipment	4,650	4,700	4,700
Conferences/Meetings	2,794	5,700	3,700
Gasoline/Diesel Fuel	11,070	10,000	10,000
Uniforms	314	2,000	-
General Law Services	5,273,246	5,141,300	5,422,750
Special Assignment Officer	1,346,660	1,436,600	1,540,600
Assigned Sergeant	225,991	235,900	247,700
Probation Officer	82,951	10,250	-
Helicopter Services	24,875	30,000	30,000
Special Event Services	564,694	737,850	718,800
Deputy District Attorney	125,000	250,000	144,150
Community Promotion	541	600	600
Total Maint/Operations	<u>7,830,813</u>	<u>8,023,550</u>	<u>8,273,400</u>
Other Capital Equipment	<u>-</u>	<u>2,500</u>	<u>-</u>
Total Capital Outlay	<u>-</u>	<u>2,500</u>	<u>-</u>
- Division Total -	<u><u>\$ 7,830,813</u></u>	<u><u>8,026,050</u></u>	<u><u>8,273,400</u></u>

Professional/Technical

School resource officer	\$ 100,350
Detective Bureau specialist	40,000
Disturbance violation processing	3,000
	<u>\$ 143,350</u>

Rent/Lease of Equipment

Automatic license plate recognition system

General Law Services

Patrol deputy (10 x 56 hrs / 2 x 40 hrs)

Special Assignment Officer

Special assignment officers
(includes 5% increase)

Special Event Services

Weekend patrol, probation sweeps, truancy sweeps, transit patrol, sobriety checkpoints, gang suppression

Non-Sworn Patrol

The Division provides 14,560 hours of Community Service Officer and 2,080 hours of Community Service Officer supervision for non-sworn law enforcement activities, including operating the Paramount Sheriff's Station. The Community Service Officers represent about 15% of the law enforcement service level but they handle 30% of the calls for service. Community Service Officers respond to burglaries, grand thefts, identity thefts, petty thefts, bicycle thefts, auto thefts, recovered autos, found property, lost property, and parking enforcement.

The Division also provides 2,080 hours of crime analyst services in order to focus the Department's law enforcement activities, and 9,850 hours of Public Safety Assistant services to provide customer service assistance at the Paramount Station, and in-house fleet maintenance, and 2,080 hours of parking enforcement via the Parking Control Officer.

The Division also supervises a contract which provides 12,870 hours of crossing guard protection at 21 separate locations throughout the City.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,267,050	1,339,500
Maintenance and Operations	330,600	294,600
Capital Outlay	-	12,000
Division Total	<u>\$ 1,597,650</u>	<u>1,646,100</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Management Analyst II	1	1	-
Comm Svc Officer Super	1	1	-
Comm Service Officer	7	7	-
Parking Control Officer	1	1	-
Total Full-Time Positions	<u>10</u>	<u>10</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Public Service Assistant	9,850	9,850	-
Total Part-Time Hours	<u>9,850</u>	<u>9,850</u>	<u>-</u>

Non-Sworn Patrol

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 568,055	561,500	588,650
Part-Time Pay	159,967	175,100	175,150
Full-Time Overtime	28,808	67,000	57,000
Health Insurance	202,074	221,100	241,450
Life Insurance	1,027	1,250	1,250
Disability Insurance	3,052	3,300	3,650
Unemployment Insurance	1,397	-	-
Workers' Compensation	24,999	22,300	29,900
Medicare	10,761	11,550	11,950
Pers	258,389	203,950	230,500
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,258,529	1,267,050	1,339,500
Professional/Technical	267,135	288,000	254,700
Rent/Lease of Equipment	13,201	13,500	10,800
Conferences/Meetings	1,024	2,500	2,500
Equipment Maint Services	150	1,500	1,500
Gasoline/Diesel Fuel	11,629	17,600	17,600
Uniforms	7,648	7,500	7,500
Total Maint/Operations	300,787	330,600	294,600
Vehicles	7,060	-	12,000
Total Capital Outlay	7,060	-	12,000
- Division Total -	\$ 1,566,376	1,597,650	1,646,100

Professional/Technical

Crossing guard services

Rent/Lease of Equipment

Lease of mobile digital computers

Conferences/Meetings

CSO training	\$ 1,250
PSA staff training	1,250
	\$ 2,500

Equipment Maintenance Services

Repair of radios, parking cite machines, etc.

Vehicles

Vehicle MDC upgrade (3)

Code Enforcement

The Code Enforcement Division enforces Building, Municipal, and Zoning Codes.

This Division responds to approximately 700 Citizen Service Requests per year related to property maintenance, zoning, and other code violations. This Division also conducts inspections and Public Nuisance Hearings. This year, the Division will conduct over 2,000 inspections. In addition, this Division prepares cases for the City Prosecutor's Office.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 812,900	805,400
Maintenance and Operations	150,650	130,650
Capital Outlay	2,000	-
Division Total	<u>\$ 965,550</u>	<u>936,050</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Code Enforcement Supervisor	1	1	-
Code Enforcement Officer	5	5	-
Office Assistant II	1	1	-
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Code Enforcement Officer	1,040	2,340	1,300
Public Service Assistant	1,300	1,404	104
Total Part-Time Hours	<u>2,340</u>	<u>3,744</u>	<u>1,404</u>

Code Enforcement

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 388,385	413,100	386,300
Part-Time Pay	48,585	51,750	82,450
Full-Time Overtime	-	10,000	10,000
Health Insurance	130,686	154,150	138,750
Life Insurance	717	900	850
Disability Insurance	2,131	2,450	2,400
Unemployment Insurance	1,694	-	-
Workers' Compensation	14,688	11,850	13,650
Medicare	6,166	6,800	6,950
Pers	188,348	161,900	164,050
Deferred Compensation	-	-	-
Total Salaries/Benefits	781,400	812,900	805,400
Printing/Reproduction	-	3,000	3,000
Office Supplies	1,587	1,100	1,100
Postage Expense	-	1,500	1,500
Professional/Technical	6,558	11,700	11,700
Legal/Bond Services	119,870	120,000	100,000
Conferences/Meetings	2,807	3,250	3,250
Memberships	1,795	2,300	2,300
Gasoline/Diesel Fuel	3,680	4,000	4,000
Uniforms	3,220	3,800	3,800
Total Maint/Operations	139,517	150,650	130,650
Other Capital Equipment	-	500	-
Vehicles	39,254	1,500	-
Total Capital Outlay	39,254	2,000	-
- Division Total -	\$ 960,171	965,550	936,050

Printing/Reproduction

Parking citations	\$ 900
Administrative fee citations	800
Business cards	500
Red tags	500
Warning of violation notices	300
	\$ 3,000

Postage Expense

Registered mail required for all vehicle abatements

Professional/Technical

Code enforcement software	\$ 6,600
Citation management administrative fee	3,000
Corelogic	2,100
	\$ 11,700

Legal/Bond Services

City Prosecutor services

Support Services

The Public Safety Support Services Division includes expenditures for animal control provided by the Southeast Area Animal Control Authority; liaison with the Emergency Services Area "E" Disaster Services Board; parking citation data processing, appeals and fine collection and liaison with the Compton Municipal Court.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	600,550	551,200
Capital Outlay	-	-
Division Total	<u>\$ 600,550</u>	<u>551,200</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Support Services

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Professional/Technical	\$ 294,366	261,800	256,800
Memberships	2,820	3,000	5,700
Animal Control Services	282,145	325,750	278,700
Other Public Safety Svcs	6,054	10,000	10,000
Total Maint/Operations	585,385	600,550	551,200
- Division Total -	<u>\$ 585,385</u>	<u>600,550</u>	<u>551,200</u>

Professional/Technical

LA Court parking citations	\$ 132,500
Parking citation review	72,300
Graffiti tracker	26,000
LA County District Attorney	15,000
Reverse 911 response system	11,000
	<u>\$ 256,800</u>

Memberships

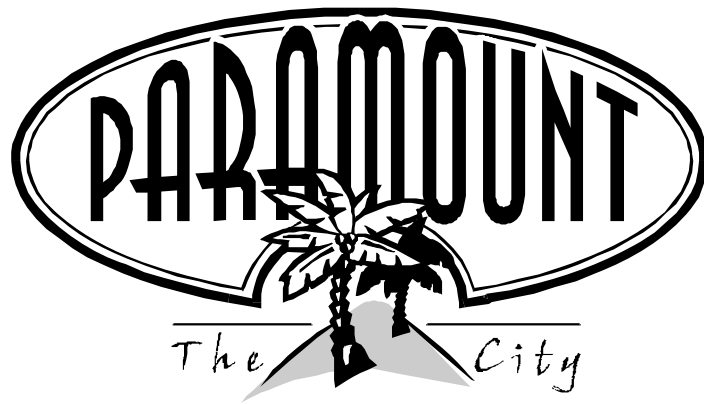
Area E membership

Animal Control Services

SEAACA contract	\$ 240,800
SEAACA - delinquent canvass	26,650
SEAACA - administrative costs	7,700
SEAACA - licensing	3,000
Cat traps	300
License supplies	250
	<u>\$ 278,700</u>

Other Public Safety Services

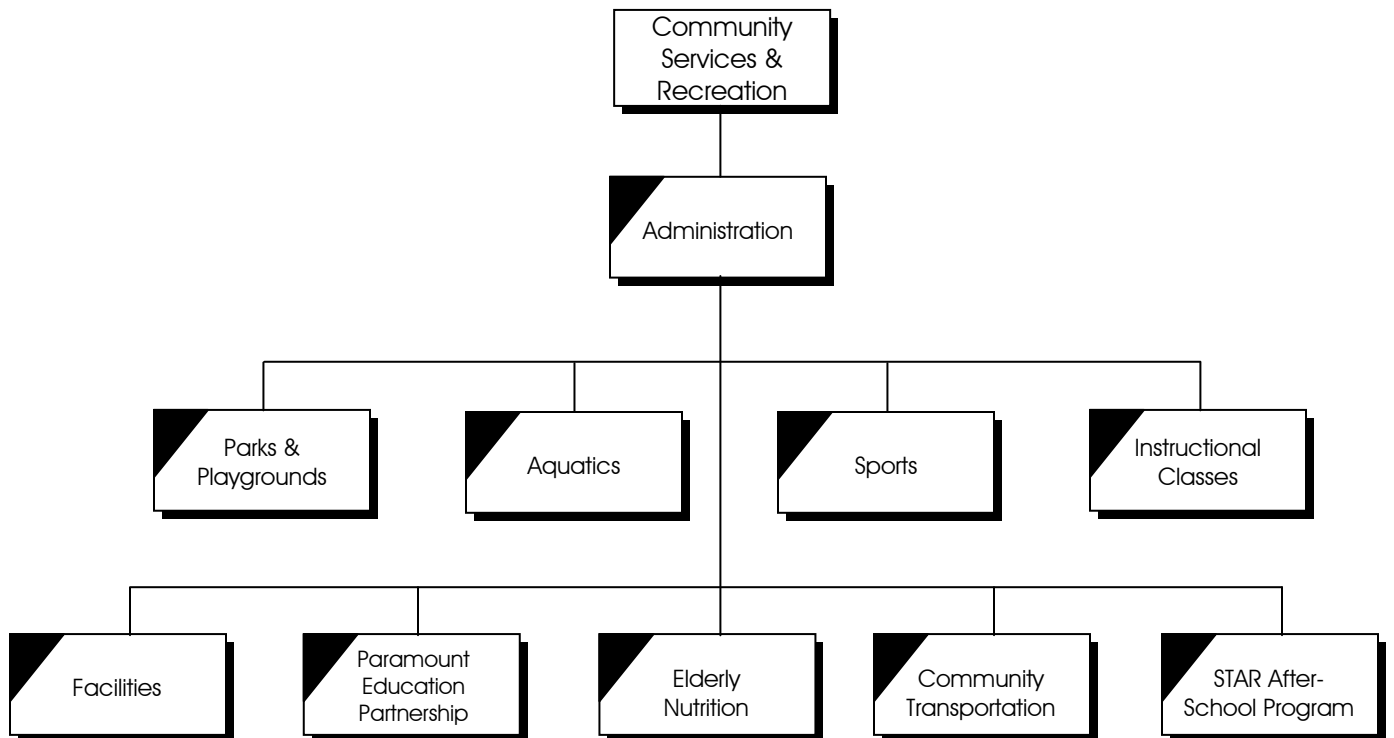
Prisoner detention services



COMMUNITY SERVICES & RECREATION

The Community Services & Recreation Department provides recreational, educational, cultural, and social opportunities for the community. Supervision and instruction are offered for after school programs, aquatic activities, sports field usage, organized athletic leagues, instructional classes, and summer camps. The department offers programs which provide senior citizens with nutritious meals, social activities, medical testing, tax assistance, and counseling. The department also supervises and schedules public meetings and athletic facilities, oversees capital improvements at City Parks, and administers the community transportation system.

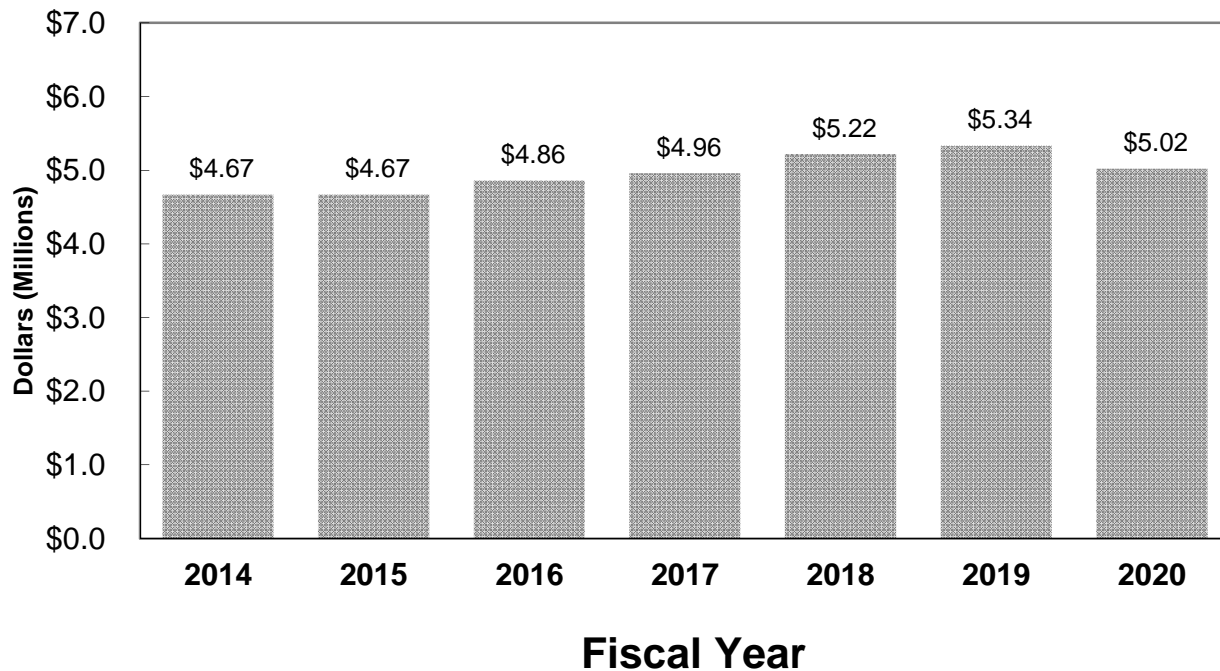
Below is a chart showing the department's activities. A department summary which combines all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2019-20 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 482,050	131,750	-	613,800
Parks & Playgrounds	589,650	121,900	27,100	738,650
Aquatics	-	-	-	-
Sports	63,450	34,800	10,000	108,250
Instructional Classes	9,250	25,000	-	34,250
Facilities	333,950	19,500	50,700	404,150
Paramount Educ. Partnership	382,100	30,700	-	412,800
Elderly Nutrition	102,650	111,800	-	214,450
Community Transportation	-	542,450	-	542,450
STAR Afterschool Program	1,680,500	257,200	15,000	1,952,700
Total	\$ 3,643,600	1,275,100	102,800	5,021,500

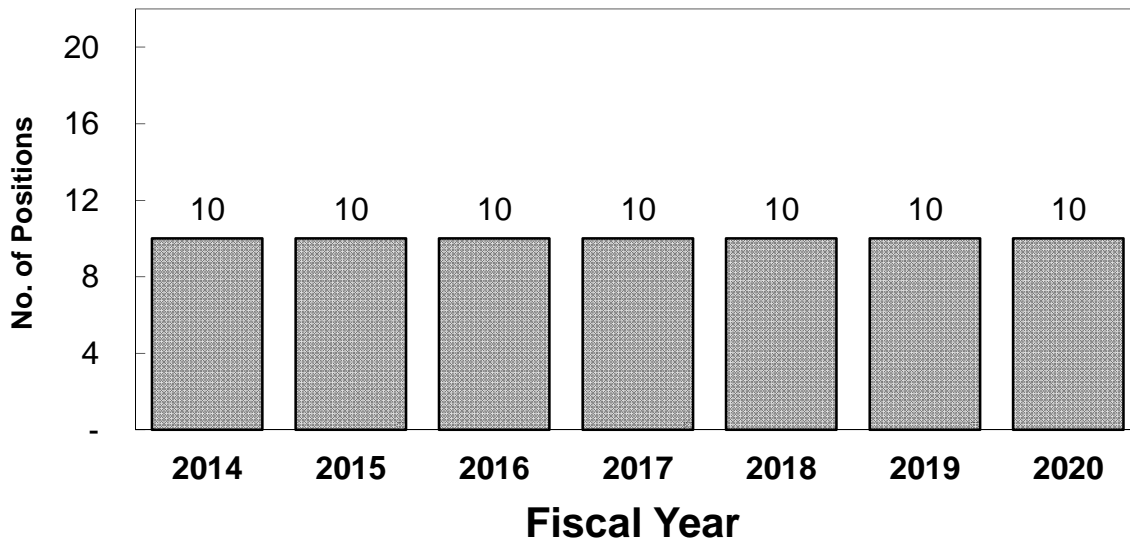
History of Expenditures



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	Approved FY 2019	Proposed FY 2020	Change + or (-)
Comm. Services and Recreation Director	1	1	-
Asst. Comm. Services & Recreation Director	1	1	-
Senior Recreation Supervisor	1	1	-
Management Analyst	1	1	-
Recreation Supervisor	3	3	-
Recreation Assistant	2	2	-
Administrative Assistant	1	1	-
Total Number of Full-Time Positions	10	10	-
<u>Part-Time Positions</u>			
Total Number of Hours	155,397	140,859	(14,538)

Full-Time Position Summary



Community Services and Recreation Administration

The Administration Division coordinates and supervises all departmental activities; prepares budget and staff reports; prepares and submits State and Federal grant proposals; and assists with the coordination and development of capital improvement projects.

The Division coordinates activities at the City's ten parks, thirteen playgrounds, various city and district athletic facilities, one skatepark one community pool, a zero-depth water play area at Orange Splash Zone, one gymnasium, five community centers; organized sports leagues; instructional classes; aquatic activities; special events; public meeting facilities; the Elderly Nutrition Program and senior services; the Paramount Education Partnership (PEP) and the Spane Park Learning Center; and the City's transit programs. The Division also coordinates youth league use of PUSD athletic field space and acts as a liaison for community groups and agendas for the Parks and Recreation Commission, the Senior Services Commission, and the volunteer Paramount Youth Commission.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 469,750	482,050
Maintenance and Operations	113,500	131,750
Capital Outlay	-	-
Division Total	<u>\$ 583,250</u>	<u>613,800</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Director	1	1	-
Management Analyst	1	1	-
Administrative Assistant	1	1	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
None			

Community Services and Recreation Administration

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 328,878	284,550	278,600
Full Time Overtime	183	3,000	3,000
Health Insurance	72,514	68,350	73,050
Life Insurance	573	650	600
Disability Insurance	1,709	1,800	1,750
Unemployment Insurance	502	-	-
Workers' Compensation	4,704	3,300	3,900
Medicare	4,127	4,300	4,100
Pers	136,008	103,800	117,050
Deferred Compensation	-	-	-
Total Salaries/Benefits	549,198	469,750	482,050
Cellular Services	1,951	3,800	3,800
Equipment Maintenance	9,217	9,400	9,400
Printing/Reproduction	16,180	16,000	16,000
Office Supplies	1,231	1,500	1,500
Professional/Technical	14,101	58,500	76,500
Rent/Lease of Equipment	3,931	11,600	11,600
Rent/Lease of Facilities	3,600	6,650	5,100
Mileage Reimbursement	3,106	3,600	3,600
Conferences/Meetings	425	1,600	3,400
Memberships	-	850	850
Total Maint/Operations	53,742	113,500	131,750
- Division Total -	\$ 602,940	583,250	613,800

Printing/Reproduction

Special event flyers/marketing

Rent/Lease of Equipment

Copier lease

Rent/Lease of Facilities

Southern California Edison property leases

Parks and Playgrounds

The Parks & Playgrounds Division manages activities at the City's six major parks, three neighborhood parks, one mini-park and thirteen playgrounds.

Parks & Playgrounds operates a Summer Day Camp which provides recreation activities for youth during the summer break from school.

The Division also works in coordination with the Paramount Unified School District to operate a free summer food and recreation program at 14 school district sites during the summer.

The Division conducts annual special events such as the Heritage Parade, Summer Concerts, Halloween Carnival, Tree Lighting, Santa Train, and Breakfast with Santa.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 424,100	589,650
Maintenance and Operations	122,800	121,900
Capital Outlay	108,550	27,100
Division Total	<u>\$ 655,450</u>	<u>738,650</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Recreation Supervisor	-	1	1
Recreation Specialist	1	1	-
Total Full-Time Positions	<u>1</u>	<u>2</u>	<u>1</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Office Assistant I	2,500	2,500	-
Recreation Coordinator	2,951	4,201	1,250
Recreation Facilities Aide	14,721	14,721	-
Total Part-Time Hours	<u>20,172</u>	<u>21,422</u>	<u>1,250</u>

Parks and Playgrounds

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 72,191	75,450	139,050
Part-Time Pay	247,610	268,250	309,050
Full-Time Overtime	522	4,400	750
Health Insurance	28,541	31,350	63,550
Life Insurance	130	200	300
Disability Insurance	384	500	900
Unemployment Insurance	2,523	-	-
Workers' Compensation	9,782	8,600	16,750
Medicare	4,600	5,050	6,550
Pers	35,906	30,300	52,750
Deferred Compensation	-	-	-
Total Salaries/Benefits	402,189	424,100	589,650
Gasoline/Diesel Fuel	5,551	6,000	6,000
Uniforms	12,918	14,150	14,150
Special Event Services	54,775	60,450	59,550
Recreation/Craft Supplies	24,521	23,500	23,500
Recreation Excursions	10,181	12,700	12,700
Food	6,917	6,000	6,000
Total Maint/Operations	114,863	122,800	121,900
Other Capital Equipment	44,948	60,400	27,100
Vehicles	-	48,150	-
Total Capital Outlay	44,948	108,550	27,100
- Division Total -	\$ 562,000	655,450	738,650

Part-Time Pay

Summer food program included (reimbursable)

Special Event Services

Breakfast with Santa	\$ 21,000
Halloween candies and supplies	16,700
Summer Concert series	14,850
Haunted House	2,100
Photos with Easter Bunny	1,250
Santa House	1,400
Miscellaneous events	2,250
	\$ 59,550

Recreation/Craft Supplies

Recreation supplies, park programs and events

Recreation Excursions

Summer Day Camp excursions

Food

Event and meeting supplies

Other Capital Equipment

Concrete trash cans (15) - All American Park	\$ 13,000
Dog waste stations	7,200
Hot coal bin replacements	4,300
Portable generator (2)	2,600
	\$ 27,100

Aquatics

The Aquatics Division provides structured and unstructured water activities at Paramount Pool under a contract with the Los Cerritos YMCA.

Through the YMCA, this Division offers swim instruction classes throughout the year for infants through adults at Paramount Pool. The YMCA also provides Recreation swim activities throughout the summer.

The City also provides unstructured water play at the Orange Splash Zone.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 79,150	-
Maintenance and Operations	4,500	-
Capital Outlay	-	-
Division Total	<u>\$ 83,650</u>	<u>-</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
None			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Sr Lifeguard	300	-	(300)
Lifeguard	2,300	-	(2,300)
Aquatic Aide	2,000	-	(2,000)
Recreation Leader	900	-	(900)
Total Part-Time Hours	<u>5,500</u>	<u>-</u>	<u>(5,500)</u>

Aquatics

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Part-Time Pay	\$ 136,721	75,650	-
Unemployment Insurance	1,734	-	-
Workers' Compensation	5,197	2,400	-
Medicare	1,983	1,100	-
Total Salaries/Benefits	<u>145,635</u>	<u>79,150</u>	<u>-</u>
Uniforms	1,082	-	-
Recreation/Craft Supplies	9,500	4,500	-
Total Maint/Operations	<u>10,582</u>	<u>4,500</u>	<u>-</u>
Other Capital Equipment	12,641	-	-
Total Capital Outlay	<u>12,641</u>	<u>-</u>	<u>-</u>
- Division Total -	<u><u>\$ 168,858</u></u>	<u><u>83,650</u></u>	<u><u>-</u></u>

Sports

The Sports Division provides the operation of a variety of youth sports leagues offered by non-profit youth sports organizations. This Division also schedules staffing to monitor jumper and shelter permits and assists with daily park and restroom closures.

The Division supports the operation of the following youth leagues: Paramount Junior Athletic Assoc., Paramount Girls Softball, Paramount Youth Soccer Organization, YMCA basketball, and Friday Night Lights flag football.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 58,350	63,450
Maintenance and Operations	31,500	34,800
Capital Outlay	4,300	10,000
Division Total	<u>\$ 94,150</u>	<u>108,250</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
None			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Recreation Coordinator	1,300	1,300	-
Recreation Leader	2,750	2,750	-
Total Part-Time Hours	<u>4,050</u>	<u>4,050</u>	<u>-</u>

Sports

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Part-Time Pay	\$ 64,578	55,750	60,300
Unemployment Insurance	623	-	-
Workers' Compensation	2,455	1,750	2,250
Medicare	936	850	900
Total Salaries/Benefits	68,592	58,350	63,450
Professional/Technical	3,550	4,500	5,800
Facility Maint Supplies	1,701	5,000	7,000
Uniforms	9,437	10,000	10,000
Recreation/Craft Supplies	7,966	9,000	9,000
Awards/Trophies	1,199	3,000	3,000
Total Maint/Operations	23,853	31,500	34,800
Other Capital Equipment	22,027	4,300	10,000
Total Capital Outlay	22,027	4,300	10,000
- Division Total -	\$ 114,472	94,150	108,250

Professional/Technical

Gym floor maintenance	\$ 4,500
Annual basketball court inspection	1,300
	\$ 5,800

Facility Maintenance Supplies

Gym maintenance and youth league supplies

Uniforms

Staff uniforms

Other Capital Equipment

Gym tarps (Paramount Park)

Instructional Classes

The Instructional Classes Division offers recreational and instructional activities.

This Division provides instructional classes for toddlers and preschool age children through "Mommy & Me" programming at the Mariposa Center.

The Division also provides contract instruction to residents in a variety of classes ranging from art and dance to martial arts.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 11,200	9,250
Maintenance and Operations	25,000	25,000
Capital Outlay	-	-
Division Total	<u>\$ 36,200</u>	<u>34,250</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
None			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Recreation Facilities Aide	648	648	-
Total Part-Time Hours	<u>648</u>	<u>648</u>	<u>-</u>

Instructional Classes

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Part-Time Pay	\$ 6,106	10,750	8,750
Unemployment Insurance	41	-	-
Workers' Compensation	232	300	350
Medicare	88	150	150
Total Salaries/Benefits	6,467	11,200	9,250
Recreation/Craft Supplies	2,605	5,000	5,000
Contract Class Instructors	14,403	20,000	20,000
Total Maint/Operations	17,008	25,000	25,000
- Division Total -	\$ 23,475	36,200	34,250

Recreation/Craft Supplies

Arts/craft supplies, toys, instructional supplies

Contract Class Instructors

Contract instructors for instructional classes

Facilities

The Facilities Division provides maintenance and supervision of scheduled activities at the City's major meeting facilities which includes Progress Plaza and the Mariposa Center, Paramount Park Community Center, Spane Learning Center, and the Clearwater Building.

The Division prepares and supervises facility use and provides primary maintenance and cleaning of the facilities.

The Division also assists with annual special events such as the Halloween Carnival, Tree Lighting, Breakfast with Santa, and Senior Thanksgiving Dinner.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 367,200	333,950
Maintenance and Operations	21,000	19,500
Capital Outlay	59,000	50,700
Division Total	<u>\$ 447,200</u>	<u>404,150</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Senior Recreation Supervisor	1	1	-
Recreation Assistant	1	1	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Recreation Coordinator	2,075	2,075	-
Senior Recreation Leader	1,202	1,202	-
Recreation Facilities Aide	4,404	4,404	-
Facility Leader	3,287	3,287	-
Total Part-Time Hours	<u>10,968</u>	<u>10,968</u>	<u>-</u>

Facilities

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 80,105	116,850	90,050
Part-Time Pay	123,496	152,750	158,200
Health Insurance	28,333	41,000	34,450
Life Insurance	152	250	200
Disability Insurance	451	700	550
Unemployment Insurance	939	-	-
Workers' Compensation	7,738	8,300	9,250
Medicare	2,906	3,900	3,600
Pers	38,909	43,450	37,650
Deferred Compensation	-	-	-
Total Salaries/Benefits	283,029	367,200	333,950
Professional/Technical	7,992	10,000	8,500
Equipment Maint Supplies	1,313	3,000	3,000
Household Supplies	2,059	4,000	4,000
Equipment Maint Services	4,053	4,000	4,000
Total Maint/Operations	15,417	21,000	19,500
Other Capital Equipment	44,745	59,000	38,700
Vehicles	-	-	12,000
Total Capital Outlay	44,745	59,000	50,700
- Division Total -	\$ 343,191	447,200	404,150

Professional/Technical

Facility use services

Equipment Maintenance Supplies

Existing equipment maintenance/supplies

Equipment Maintenance Services

Equipment repair contingency

Other Capital Equipment

Audio replacement (Progress Plaza)	\$ 36,500
Window tint (PP Community Center)	2,200
	\$ 38,700

Vehicles

John Deere Gator

Paramount Education Partnership Program

This Division provides the vital connection between continuing education and future economic success for all residents through the Paramount Education Partnership (PEP) program.

This Division operates the City's learning center at Spane Park during the school year and provides collaborative educational opportunities for the community through partnerships with PUSD, Long Beach State, Cerritos College and other parties.

This Division also provides the administration and coordination of the non-profit PEP Scholarship program and provides the administrative support to the non-profit Paramount Education Partnership Board that oversees the funds donated by the community to the PEP Scholarship Program.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 483,650	382,100
Maintenance and Operations	39,300	30,700
Capital Outlay	-	-
Division Total	<u>\$ 522,950</u>	<u>412,800</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Recreation Supervisor	2	2	-
Recreation Specialist	1	-	(1)
Total Full-Time Positions	<u>3</u>	<u>2</u>	<u>(1)</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Recreation Coordinator	3,050	2,150	(900)
Senior Recreation Leader	-	1,250	1,250
Recreation Facilities Aide	4,000	1,907	(2,093)
Total Part-Time Hours	<u>7,050</u>	<u>5,307</u>	<u>(1,743)</u>

Paramount Education Partnership Program

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 181,339	205,150	156,400
Part-Time Pay	84,647	104,800	84,500
Health Insurance	67,223	82,350	61,200
Life Insurance	355	450	350
Disability Insurance	1,051	1,200	1,000
Unemployment Insurance	579	-	-
Workers' Compensation	10,310	9,600	9,000
Medicare	3,861	4,500	3,500
Pers	87,183	75,600	66,150
Deferred Compensation	-	-	-
Total Salaries/Benefits	436,548	483,650	382,100
Printing/Reproduction	5,745	7,700	2,000
Office Supplies	-	500	500
Professional/Technical	-	2,700	-
Equipment Maint Supplies	605	3,000	3,000
Special Event Services	15,383	15,000	15,000
Recreation/Craft Supplies	6,233	6,000	6,000
Food	4,582	4,400	4,200
Total Maint/Operations	32,548	39,300	30,700
- Division Total -	\$ 469,096	522,950	412,800

Printing/Reproduction

Marketing flyers for Spane Learning Center program

Recreation/Craft Supplies

PEP supplies

Elderly Nutrition

The Elderly Nutrition Program provides nutritionally balanced meals to senior adults in group settings and home delivered meals to home-bound seniors. This service is provided through a contract with Human Services Association.

The Division serves approximately 46,000 nutritionally balanced meals during the year. Approximately 26,000 of these meals are served in a group setting while another 20,000 meals are home delivered to home-bound seniors throughout the year. Over 3,000 participants take part in social and educational activities such as exercise classes, bingo, craft classes, art, movie days and excursions.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 98,650	102,650
Maintenance and Operations	111,800	111,800
Capital Outlay	13,550	-
Division Total	<u>\$ 224,000</u>	<u>214,450</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
None			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Recreation Coordinator	2,600	2,600	-
Recreation Leader	2,599	2,599	-
Office Assistant I	1,300	1,300	-
Total Part-Time Hours	<u>6,499</u>	<u>6,499</u>	<u>-</u>

Elderly Nutrition

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Part-Time Pay	\$ 56,201	94,300	97,550
Unemployment Insurance	383	-	-
Workers' Compensation	1,873	2,950	3,650
Medicare	815	1,400	1,450
Total Salaries/Benefits	59,272	98,650	102,650
Printing/Reproduction	2,856	4,000	4,000
Office Supplies	687	1,000	1,000
Professional/Technical	52,406	59,400	59,400
Equipment Maint Supplies	2,095	4,000	4,000
Comm Promo Supplies	7,586	10,000	10,000
Contract Class Instructors	7,775	12,000	12,000
Recreation Excursions	12,925	14,000	14,000
Food-Senior Citizen	6,278	7,400	7,400
Total Maint/Operations	92,608	111,800	111,800
Other Capital Equipment	3,536	13,550	-
Total Capital Outlay	3,536	13,550	-
- Division Total -	\$ 155,416	224,000	214,450

Printing/Reproduction

Flyers, home delivery, special events

Professional/Technical

Meal supplement	\$ 54,900
Laundry services	4,500
	\$ 59,400

Community Promotion Supplies

Senior special event decorations, flowers, supplies

Contract Class Instructors

Senior program services

Food-Senior Citizen Program

Coffee supplies	\$ 5,400
Meal upgrades	2,000
	\$ 7,400

Community Transportation

The Community Transportation Division administers the City's various transit programs. The City contracts with Long Beach Transit to provide fixed route bus services in town. The City also contracts with Fiesta Taxi to provide out-of-town medical transit trips for the elderly and disabled. Fiesta Taxi also provides in-town services for the elderly and disabled for trips to the City's Senior Center, government offices, shopping centers, and medical offices.

The Division also provides transit services for college-age residents through the Paramount University Pass program that provides free use of Long Beach Transit and Metro bus lines traveling to area colleges & universities.

The Division also provides support for various recreation transit needs.

This Division is funded through Proposition A Transit Tax Funds.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	681,350	542,450
Capital Outlay	-	-
Division Total	<u>\$ 681,350</u>	<u>542,450</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Community Transportation

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Printing/Reproduction	\$ 76	1,000	1,000
Professional/Technical	687,578	665,350	526,450
Recreation Excursions	18,446	15,000	15,000
Total Maint/Operations	706,100	681,350	542,450
Motor Vehicles	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 706,100	681,350	542,450

Professional/Technical

Long Beach Transit contract	\$ 453,200
Taxi voucher system	58,600
Long Beach Transit	14,650
	\$ 526,450

Recreation Excursions

City excursions

STAR After-School Program

The Success Through Academics and Recreation (STAR) Division operates a free after-school enrichment program at 11 elementary and 4 middle schools in the Paramount Unified School District. The STAR division is funded through a grant from the State of California Department of Education.

The STAR program infuses a healthy mix of physical activity, literacy instruction and homework help. The STAR program begins at the end of every school day and ends at 6:00 p.m. It operates 180 days each school year and serves approximately 1,600 students.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,469,900	1,680,500
Maintenance and Operations	502,900	257,200
Capital Outlay	35,000	15,000
Division Total	<u>\$ 2,007,800</u>	<u>1,952,700</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Assistant CSR Director	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Star Program Assistant	3,900	4,000	100
Star Program Coordinator	15,450	15,725	275
Senior Star Program Leader	-	1,200	1,200
Star Program Leader	81,160	71,040	(10,120)
Total Part-Time Hours	<u>100,510</u>	<u>91,965</u>	<u>(8,545)</u>

STAR After-School Program

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 101,519	114,200	120,400
Part-Time Pay	1,248,837	1,207,000	1,396,600
Health Insurance	31,419	36,800	38,500
Life Insurance	187	250	250
Disability Insurance	560	700	750
Unemployment Insurance	8,899	-	-
Workers' Compensation	51,324	44,700	51,650
Medicare	19,542	20,150	22,000
Pers	52,627	46,100	50,350
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,514,914	1,469,900	1,680,500
Telephone/Internet Services	9,691	11,000	11,000
Printing/Reproduction	13,285	20,000	10,000
Professional/Technical	21,194	30,000	30,000
Personnel Services	4,028	10,000	10,000
Uniforms	24,053	43,000	20,000
Recreation/Craft Supplies	374,654	376,900	164,200
Contract Class Instructors	-	2,000	2,000
Food	6,814	10,000	10,000
Total Maint/Operations	453,719	502,900	257,200
Office Equipment/Furniture	25,855	5,000	5,000
Computer Equipment	70,184	25,000	5,000
Other Capital Equipment	9,179	5,000	5,000
Total Capital Outlay	105,218	35,000	15,000
- Division Total -	\$ 2,073,851	2,007,800	1,952,700

Telephone/Internet Services

Cell phones for administration, site coordinators and program supervisors

Professional/Technical

Contract services for K-5/middle school programs

Contract Class Instructors

STAR site academic coaches

Office Equipment/Furniture

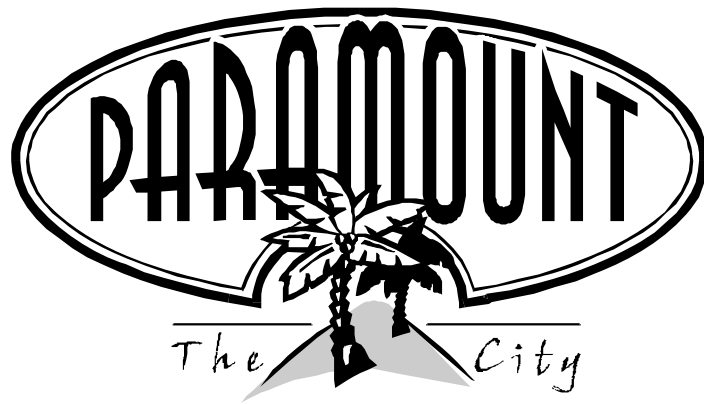
STAR replacement equipment and furniture

Computer Equipment

STAR replacement computer

Other Capital Equipment

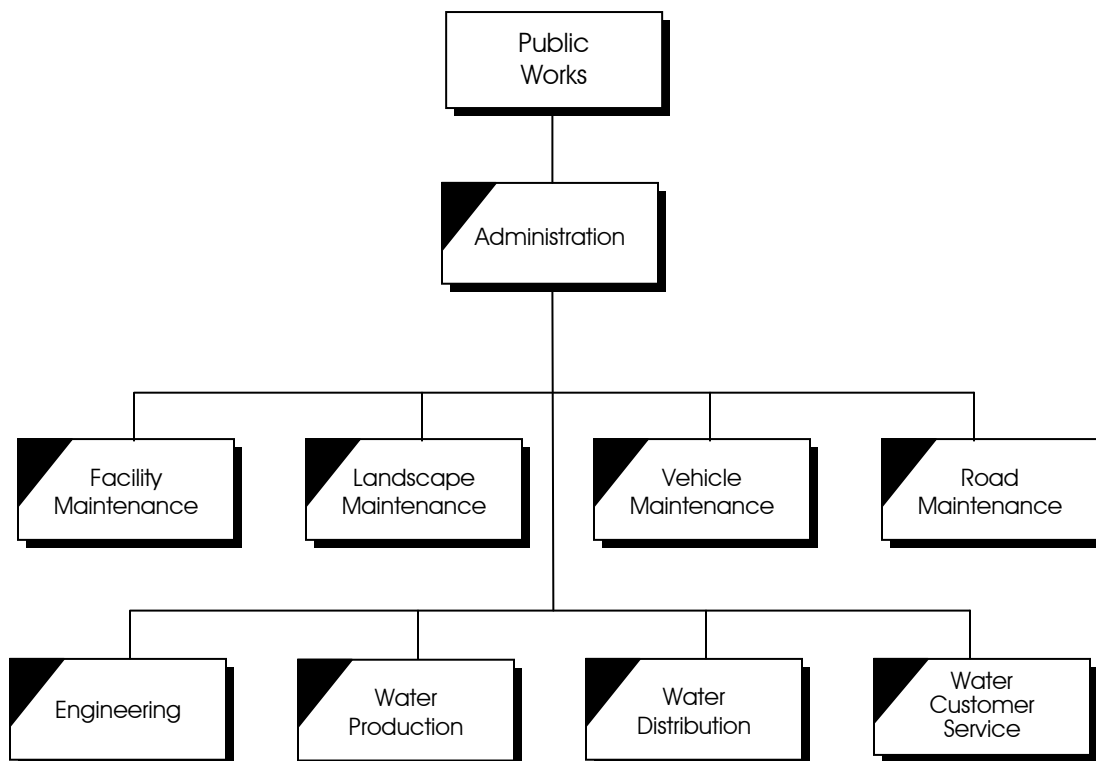
STAR site equipment



PUBLIC WORKS

The Public Works Department is responsible for maintaining all City-owned facilities, substructures, streets, and land. The department maintains 72 miles of streets and alleys, a fleet of about 75 vehicles and over 100 pieces of major equipment, 3 water production sites, 126 miles of water distribution and transmission lines, 7,500 water meters, approximately 71 acres of parkland and landscaped traffic medians, approximately 12,000 trees and 9 City facilities.

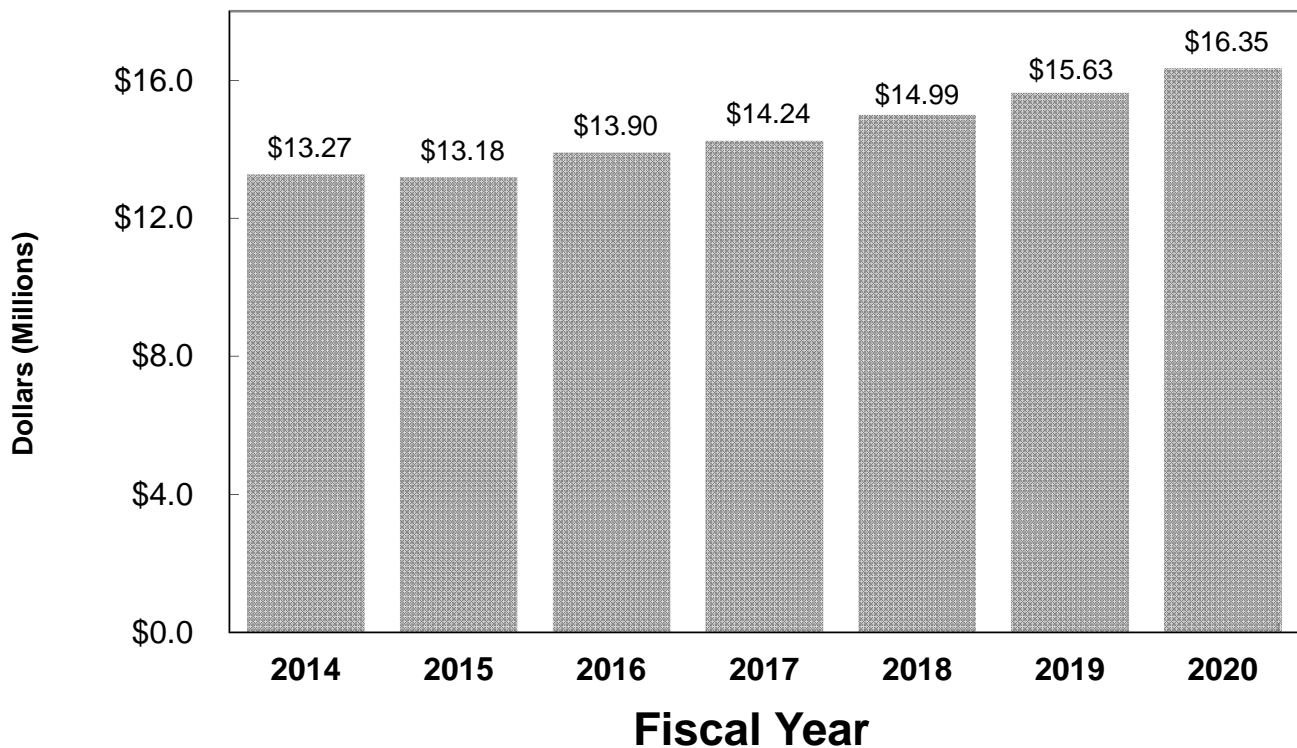
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC WORKS DEPARTMENT

2019-20				
EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 1,074,800	1,017,650	-	2,092,450
Facility Maintenance	902,950	732,900	23,000	1,658,850
Landscape Maintenance	1,097,300	1,026,950	12,000	2,136,250
Vehicle Maintenance	-	398,450	-	398,450
Road Maintenance	457,600	1,097,600	330,000	1,885,200
Engineering	-	617,700	-	617,700
Water Production	486,650	4,551,750	76,500	5,114,900
Water Distribution	682,650	1,411,500	20,000	2,114,150
Water Customer Service	211,600	109,700	10,000	331,300
Total	<u>\$ 4,913,550</u>	<u>10,964,200</u>	<u>471,500</u>	<u>16,349,250</u>

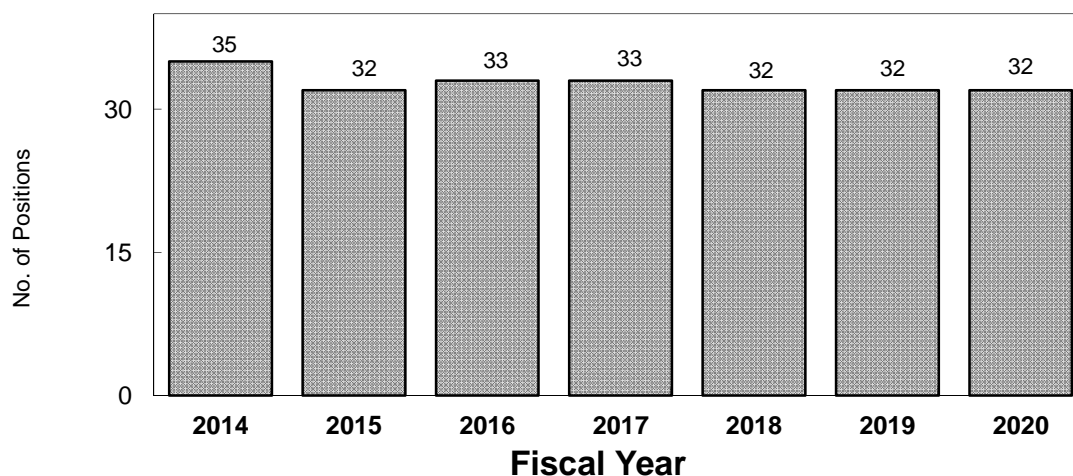
History of Expenditures



PUBLIC WORKS DEPARTMENT

2019-20 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2019</u>	<u>Proposed FY 2020</u>	<u>Change + or (-)</u>
Public Works Director	1	1	-
Assistant Public Works Director	1	1	-
Water Superintendent	1	1	-
Public Works Superintendent	1	1	-
Public Works Manager	1	1	-
Water Supervisor	1	1	-
Maintenance Supervisor	2	2	-
Warehouse Attendant	1	1	-
Senior Maintenance Worker	6	6	-
Senior Water Operator	3	3	-
Administrative Assistant	1	1	-
Maintenance Worker	8	8	-
Water Operator	4	4	-
Office Assistant II	1	1	-
Total Number of Full-Time Positions	<u>32</u>	<u>32</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	28,210	33,540	5,330

Full-Time Position Summary



Public Works Administration

The Administration Division sets policies and standards for the upkeep, maintenance, and repair of all public infrastructure improvements and systems, including water production and delivery, road maintenance, park and building maintenance, vehicle and equipment maintenance, and contract management.

The Division prepares and monitors the department's budget and performance standards, and prepares special reports for the City Council and the Public Works Commission. The Division establishes goals, policies and procedures; provides long range public works planning; and conducts employee safety training.

The Division also coordinates the department's response to over 2,000 citizen requests each year.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,016,400	1,074,800
Maintenance and Operations	1,017,650	1,017,650
Capital Outlay	-	-
Division Total	<u>\$ 2,034,050</u>	<u>2,092,450</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
PW Superintendent	1	1	-
Public Works Manager	1	1	-
Administrative Assistant	1	1	-
Office Assistant II	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
PW Intern	-	1,300	1,300

Public Works Administration

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 536,819	584,500	567,450
Part-Time Pay	-	-	22,250
Health Insurance	161,162	167,850	187,200
Life Insurance	976	1,150	1,250
Disability Insurance	2,919	3,100	3,550
Unemployment Insurance	525	-	-
Workers' Compensation	9,555	7,650	10,650
Medicare	7,825	8,550	8,650
Pers	255,005	211,500	241,700
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	23,810	32,100	32,100
Total Salaries/Benefits	998,596	1,016,400	1,074,800
Cellular Services	6,710	6,800	6,800
Printing/Reproduction	148	1,000	1,000
Office Supplies	1,980	2,800	2,800
Postage Expense	-	200	200
Publications	77	300	300
Professional/Technical	862,729	883,200	883,200
Financial Services	4,000	4,000	4,000
Engineer Services	-	50,000	50,000
Rent/Lease of Equipment	1,878	2,000	2,000
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	5,110	6,000	6,000
Memberships	20,337	26,000	26,000
Bad Debt Expense	-	5,000	5,000
Equipment Maint Supplies	636	550	550
Uniforms	147	900	900
Safety Services/Supplies	754	4,800	4,800
Hazardous Waste Supplies	22,718	20,000	20,000
Vehicle Maint Services	-	500	500
Total Maint/Operations	930,674	1,017,650	1,017,650
Vehicles	47,429	-	-
Total Capital Outlay	47,429	-	-
- Division Total -	\$ 1,976,699	\$ 2,034,050	\$ 2,092,450

Printing/Reproduction

Blueprint reproduction

Professional/Technical

Water administrative reimbursement	\$ 850,000
Water rate study	20,000
ACR access fee	13,200
	\$ 883,200

Financial services

Water department financial audit

Engineer Services

Water on-call engineering

Conferences/Meetings

State required continuing education	\$ 1,800
Education reimbursement	1,800
Miscellaneous conferences	2,400
	\$ 6,000

Memberships

Gateway IRMWPA JPA	\$ 15,000
Southeast Water Coalition	10,000
California Parks & Recreation Society	300
MMASC	300
American Public Works Association	200
American Water Works Association	200
	\$ 26,000

Hazardous Waste Supplies

Hazardous waste removal, absorbent, steel drums, containment booms

Facility Maintenance

The Facility Maintenance Division maintains approximately 130,000 square feet of building space, including structures at City Hall, Paramount Park, Progress Park, Spane Park, the City Maintenance Yard, Firehouse Activity Center, Dills Park, Orange Pool, All-American Park, six public fountains, two public swimming pools and various art pieces throughout the City.

The Division performs all of the City's routine carpentry work including the installation of doors, windows and walls; fabrication of signs; construction of structures for special City events, such as stages and booths; construction of small storage and utility sheds; painting of all City buildings; repair of ceilings and roofs; and restoration of office furniture. The Division also repairs and maintains the City's radio, public address, air conditioning, heating, lighting and plumbing systems. The Division is also responsible for daily removal of graffiti city wide.

The Division repairs plumbing leaks and cleans clogged sewer lines and eliminates other plumbing problems for the City's 35 restrooms and 50 drinking fountains. In addition, on a daily basis, the Division monitors the chemical composition of the water at City pools and checks for malfunctioning equipment at City pools and fountains.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 845,700	902,950
Maintenance and Operations	764,900	732,900
Capital Outlay	18,100	23,000
Division Total	<u>\$ 1,628,700</u>	<u>1,658,850</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Maintenance Supervisor	1	1	-
Sr Maintenance Worker	3	3	-
Warehouse Attendant	1	1	-
Maintenance Worker	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Maintenance Aide	8,320	10,400	2,080
Total Part-Time Hours	<u>8,320</u>	<u>10,400</u>	<u>2,080</u>

Facility Maintenance

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 332,584	363,750	364,800
Part-Time Pay	110,147	116,500	145,600
Full-Time Overtime	12,362	19,500	19,500
Health Insurance	136,377	155,100	159,500
Life Insurance	607	800	800
Disability Insurance	1,814	2,200	2,250
Unemployment Insurance	1,172	-	-
Workers' Compensation	45,506	40,850	53,550
Medicare	6,379	7,150	7,700
Pers	163,035	139,850	149,250
Deferred Compensation	-	-	-
Total Salaries/Benefits	809,983	845,700	902,950
Nuisance Abatement	-	2,000	2,000
Rent/Lease of Equipment	50,826	71,100	84,100
Conferences/Meetings	445	850	850
Facility Maint Supplies	194,368	185,000	175,000
Household Supplies	33,373	32,000	32,000
Uniforms	5,000	5,950	5,950
Graffiti Supplies	55,312	60,000	55,000
Facility Maint Services	223,966	235,000	215,000
Janitorial Services	142,735	168,000	158,000
Small Tools/Instruments	141	2,000	2,000
Facility Flags	3,231	3,000	3,000
Total Maint/Operations	709,397	764,900	732,900
Other Capital Equipment	24,073	18,100	23,000
Vehicles	90,895	-	-
Total Capital Outlay	114,968	18,100	23,000
- Division Total -	\$ 1,634,348	1,628,700	1,658,850

Rent/Lease of Equipment

Graffiti truck	\$ 31,100
Boom truck	20,000
Stakebed truck	13,000
Combination truck	11,000
Stakebed truck	9,000
	\$ 84,100

Facility Maintenance Supplies

Lumber, windows, fences, building repairs, paint, general maintenance, furniture projects, pool supplies, electrical and plumbing supplies, vandalism repairs

Household Supplies

Paper products, janitorial supplies

Graffiti Supplies

Paint and paint supplies, sandblasting, cleaning compounds

Facility Maintenance Services

HVAC Services	\$ 60,000
Lighting/Electrical services	25,000
Fountain services	15,000
Plumbing services	15,000
Fence repairs	15,000
Pest control	13,000
Elevator maintenance/permits	11,000
Pool services	10,000
Door/Gate repairs	5,000
Roof repairs	6,000
Community Center kitchen services	4,000
Gym equipment services	2,000
Fire protection services	2,000
Generator permits/services	2,000
Emergency repairs	15,000
Miscellaneous repairs	15,000
	\$ 215,000

Other Capital Equipment

Transfer switch installation

Landscape Maintenance

The Landscape Maintenance Division maintains 50 acres of park turf and 15 acres of landscaped traffic medians, setbacks and other areas. The maintenance of these areas requires edging, irrigation, mowing, aerating and fertilization of turf. Additionally, trash, leaves and graffiti are removed from parks on a daily basis.

In an average year, this division plants 3,500 shrubs, sows 1,500 pounds of grass seed, spreads 6,600 pounds of fertilizer and sprays 50 gallons of insecticide and herbicide.

The Division is also responsible for monitoring the City's tree trimming and median mowing contracts, maintenance of all trees located in City parks, and installing and replacing over 25 street banners each year to advertise major community events.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 1,022,250	1,097,300
Maintenance and Operations	1,000,750	1,026,950
Capital Outlay	-	12,000
Division Total	<u>\$ 2,023,000</u>	<u>2,136,250</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Maintenance Supervisor	1	1	-
Sr Maintenance Worker	2	2	-
Maintenance Worker	4	4	-
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Maintenance Aide	14,690	15,600	910
Public Service Assistant	1,040	1,040	-
Total Part-Time Hours	<u>15,730</u>	<u>16,640</u>	<u>910</u>

Landscape Maintenance

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 389,860	400,750	421,200
Part-Time Pay	214,942	225,850	238,700
Full-Time Overtime	9,783	18,400	19,100
Health Insurance	132,343	146,850	155,550
Life Insurance	723	900	900
Disability Insurance	2,160	2,400	2,600
Unemployment Insurance	1,978	-	-
Workers' Compensation	72,712	60,650	77,150
Medicare	7,822	8,200	8,700
Pers	184,111	158,250	173,400
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,016,434	1,022,250	1,097,300
Professional/Technical	842,759	832,800	854,000
Rent/Lease of Equipment	24,325	58,900	68,900
Conferences/Meetings	810	1,000	1,000
Memberships	45	350	350
Uniforms	5,951	8,500	8,500
Landscape Supplies	76,974	94,200	89,200
Small Tools/Instruments	4,698	5,000	5,000
Total Maint/Operations	955,562	1,000,750	1,026,950
Vehicles	36,598	-	12,000
Total Capital Outlay	36,598	-	12,000
- Division Total -	\$ 2,008,594	2,023,000	2,136,250

Professional/Technical

General landscape maintenance	\$ 406,750
Tree maintenance	254,100
Median maintenance	153,000
Park maintenance consultant	17,250
Pesticide	10,200
In-kind services to Paramount Library	7,700
Artificial turf maintenance	5,000
	\$ 854,000

Rent/Lease of Equipment

Trucks (4)	\$ 33,400
Tractor	25,500
Arrowboard truck	10,000
	\$ 68,900

Conferences/Meetings

Arborists training	\$ 450
Education reimbursement	250
CPRS seminars	100
Tree certification seminar	100
Pesticide certification seminar	100
	\$ 1,000

Landscape supplies

Dills Park supplies	\$ 24,000
Trees/plants-new/replacement	19,000
Ballfield supplies	14,000
Irrigation supplies	13,000
Playground supplies	5,000
Arbor day workshop	4,800
Soil amendments	4,000
Picnic table replacement	3,000
Trash can replacement	2,400
	\$ 89,200

Capital outlay

John Deere Gator

Vehicle and Equipment Maintenance

The Vehicle and Equipment Maintenance Division is responsible for maintaining more than 85 vehicles and 100 pieces of major equipment.

The Division, through on-site outsourcing, will perform approximately 150 tune-ups, 400 lube and oil changes, 25 brake jobs, 3 major engine repairs, 100 tire repairs and 50 battery installations.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	394,850	398,450
Capital Outlay	-	-
Division Total	<u>\$ 394,850</u>	<u>398,450</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Vehicle and Equipment Maintenance

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Gasoline/Diesel Fuel	\$ 63,157	63,150	63,150
Vehicle Maint Services	371,795	331,700	335,300
Total Maint/Operations	434,952	394,850	398,450
Other Capital Equipment	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 434,952	394,850	398,450

Gasoline/Diesel Fuel

Fleet fuel

Vehicle Maintenance Services

Fleet maintenance services	\$ 320,300
On-call services	15,000
	\$ 335,300

Road Maintenance

The Road Maintenance Division maintains the City's 72 miles of streets and alleys. It is also responsible for monitoring the street sweeping contract with California Street Maintenance and the sewer and storm drain maintenance with the Los Angeles County Department of Public Works.

The Division prepares designated streets for slurry seal, patches potholes and makes minor street repairs. Each year, the Division spreads 500 tons of asphalt on City streets; sweeps streets for special events; applies 1,000 gallons of paint to mark 32,000 linear feet of curbs, crosswalks and other street markings; repairs or replaces over 500 street and traffic signs; and pours 150 cubic yards of concrete for replacement sidewalk curbs gutters and driveway aprons.

The Division grades parkland areas; pumps flooded streets; manages the contract with the City of Santa Fe Springs for the maintenance of the City's 52 signalized intersections; and supervises sidewalk, curb and gutter contracts.

The Division responds to more than 750 citizen inquiries regarding street and sidewalk repairs and removal of debris from the public right-of-way.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 404,400	457,600
Maintenance and Operations	1,062,400	1,097,600
Capital Outlay	61,050	330,000
Division Total	<u>\$ 1,527,850</u>	<u>1,885,200</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Sr Maintenance Worker	2	2	-
Maintenance Worker	2	2	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Maintenance Aide	-	1,040	1,040
Total Part-Time Hours	<u>-</u>	<u>1,040</u>	<u>1,040</u>

Road Maintenance

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 208,160	204,250	220,950
Part-Time Pay	-	4,150	13,250
Full-Time Overtime	5,920	12,000	12,000
Health Insurance	90,404	85,150	92,250
Life Insurance	371	450	500
Disability Insurance	1,109	1,200	1,400
Unemployment Insurance	1,625	-	-
Workers' Compensation	27,034	22,500	30,300
Medicare	2,154	2,350	2,700
Pers	93,580	72,350	84,250
Deferred Compensation	-	-	-
Total Salaries/Benefits	430,357	404,400	457,600
Rent/Lease of Equipment	-	5,200	5,200
Mileage Reimbursement	-	300	300
Conferences/Meetings	-	2,700	2,700
Memberships	270	500	500
Electricity	75,107	97,100	97,100
Water	199,875	225,800	225,800
Gasoline/Diesel Fuel	10,735	21,300	21,300
Uniforms	2,946	4,450	4,450
Street Maint Supplies	86,445	70,150	91,200
Traffic Safety Supplies	20,675	24,700	24,700
Street Maint Services	204,104	442,650	456,800
Traffic Safety Equip Maint	132,473	165,550	165,550
Small Tools/Instruments	1,223	2,000	2,000
Total Maint/Operations	733,853	1,062,400	1,097,600
Other Capital Equipment	7,071	61,050	80,000
Vehicles	-	-	250,000
Total Capital Outlay	7,071	61,050	330,000
- Division Total -	\$ 1,171,281	1,527,850	1,885,200

Rent/Lease of Equipment

Miscellaneous equipment rental

Conferences/Meetings

Hazmat certification	\$ 2,000
Miscellaneous training	700
	\$ 2,700

Street Maintenance Supplies

Asphalt, concrete, road signs, base rock, paint, sand, road spill absorbent, barricades, etc.

Traffic Safety Supplies

Traffic signs and miscellaneous repairs

Street Maintenance Services

Sidewalk concrete service repair	\$ 150,000
Street sweeping contract	100,800
Catch basin cleanout program	73,700
Annual pothole/street improvement	55,000
Annual street legend improvement	50,000
Cart retrieval services	27,300
	\$ 456,800

Traffic Safety Equipment Maintenance

Miscellaneous repairs	\$ 102,600
Signal maintenance contract	52,950
State signal maintenance	10,000
	\$ 165,550

Other Capital Equipment

Stormwater catch basin inserts	\$ 68,000
School flashing radar signs	12,000
	\$ 80,000

Vehicles

Street sweeper

Engineering

The City's engineering services are provided through a contractual arrangement with Wildan Associates.

The Division provides engineering services to all City departments which includes general engineering, assistance with development of grant applications, administration of assessment districts and traffic engineering studies. In addition, the Division processes approximately 10 parcel and tract maps during the year which are required by private development. This Division also coordinates updating the house numbering map and the zoning map.

The Division provides, through an agreement with the Los Angeles County Engineer, inspection services for industrial wastes and also updates all public right-of-way substructure maps to record any new additions or deletions to the underground master plan.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ -	-
Maintenance and Operations	621,700	617,700
Capital Outlay	-	-
Division Total	<u>\$ 621,700</u>	<u>617,700</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Not Applicable			

Engineering

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Professional/Technical	\$ 128,850	162,700	162,700
Engineering Services	253,355	198,450	240,450
Environmental Services	92,333	58,000	12,000
Stormwater Management	154,797	202,550	202,550
Total Maint/Operations	629,335	621,700	617,700
- Division Total -	<u>\$ 629,335</u>	<u>621,700</u>	<u>617,700</u>

Professional/Technical

Stormwater inspection (commercial)	\$ 50,000
Sewer spill monitoring	30,000
Industrial waste	27,000
I-710 freeway study	25,000
605/91 freeway study	20,000
Stormwater inspection (restaurants)	6,300
Digitizing	2,000
LA County Engineer	1,000
LA County Public Works	1,000
LA County Assessor	400
	<u>\$ 162,700</u>

Engineering Services

General engineering	\$ 141,500
Pavement Management System	42,000
GIS system	20,000
Traffic engineering	18,000
Parcel/tract maps	10,000
Miscellaneous design	7,100
Assessment district	1,850
	<u>\$ 240,450</u>

Environmental Services

Website / Public information

Stormwater Management

NPDES consultant services	\$ 75,000
Los Cerritos MS4 watershed mgmt plan	57,000
LA River MS4 watershed mgmt plan	50,000
Greater Harbor toxics TMDL	18,450
MS4Front software maintenance	2,100
	<u>\$ 202,550</u>

Water Production

The Water Production Division maintains the City's metered connections to the Metropolitan Water District (MWD) water supply and operates the City's water wells which extract water from underground aquifers.

The Division's three active wells will extract approximately 5,900 acre feet of ground water or approximately 95% of the water used by municipal water customers. The two MWD connections will supply approximately 200 acre feet or about 5% of the water sold to customers. All four water production facilities are checked daily.

The Division also monitors the quality of water by collecting and analyzing samples on a regular basis. For example, 900 bacti samples will be checked for potentially dangerous bacteria and 900 general physical samples will be checked for pH (acidity/alkalinity), color, taste and suspended particles. Any conditions likely to create potential problems are corrected immediately.

The Division also conducts cross-connection control inspections. These inspections are designed to prevent the entrance of contaminated or hazardous material into the City's water system from private consumer's lines.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 453,850	486,650
Maintenance and Operations	4,502,000	4,551,750
Capital Outlay	91,000	76,500
Division Total	<u>\$ 5,046,850</u>	<u>5,114,900</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Water Supervisor	1	1	-
Senior Water Operator	2	2	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Water Operator Aide	3,120	3,120	-
Total Part-Time Hours	<u>3,120</u>	<u>3,120</u>	<u>-</u>

Water Production

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 197,216	197,350	204,450
Part-Time Pay	26,109	34,150	40,950
Full-Time Overtime	42	-	-
Standby Overtime	-	-	-
Health Insurance	75,305	73,250	77,400
Life Insurance	327	450	450
Disability Insurance	976	1,150	1,250
Unemployment Insurance	176	-	-
Workers' Compensation	26,038	23,500	30,700
Medicare	2,043	2,250	2,450
Pers	95,151	78,950	86,200
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	33,929	42,800	42,800
Total Salaries/Benefits	457,312	453,850	486,650
Telephone/Internet Services	11,873	13,400	13,400
Office Supplies	276	250	250
Publications	-	250	250
Professional/Technical	100,926	45,050	65,150
Mileage Reimbursement	-	100	100
Conferences/Meetings	971	3,000	3,000
Memberships	3,261	8,100	8,100
Electricity	240,312	288,000	288,000
Natural Gas	83,566	100,000	100,000
Principal Payments	170,804	145,550	297,850
Interest Payments	161,113	284,000	345,900
Depreciation	307,739	350,000	350,000
Gasoline/Diesel Fuel	3,207	5,000	5,000
Uniforms	2,988	3,500	3,500
Operation Maint Supplies	145,369	137,300	137,300
Testing Services	33,229	46,150	46,150
Vehicle Maint Services	-	1,500	1,500
Operation Maint Services	120,364	110,000	110,000
Small Tools/Instruments	2,685	2,000	2,000
Ground/Purchased Water	2,927,252	2,958,850	2,774,300
Total Maint/Operations	4,315,935	4,502,000	4,551,750
Computer Equipment	34,467	31,000	10,000
Other Capital Equipment	13,884	60,000	66,500
Total Capital Outlay	48,351	91,000	76,500
- Division Total -	\$ 4,821,598	5,046,850	5,114,900

Professional/Technical

IBank annual fee (Well # 16)	20,100
SCADA system maintenance	\$ 16,100
IBank annual fee (Well # 15)	15,450
SCADA system maintenance	9,000
Backflow software maintenance	4,500
	\$ 65,150

Conference/Meetings

Water certification education - state required

Memberships

Central Basin association dues

Principal Payments

I-Bank (Well 15)	\$ 150,350
I-Bank (Well 16)	147,500
	\$ 297,850

Interest Payments

I-Bank (Well 16)	200,800
I-Bank (Well 15)	\$ 145,100
	\$ 345,900

Operation Maintenance Supplies

Chemicals and misc parts for	\$ 90,000
Well 13/Well 15 treatment plants	
Chlorine, engine oil, fittings, misc parts	47,300
	\$ 137,300

Testing Services

State-mandated water sampling	\$ 32,150
Chemical / engineer testing	8,600
Groundwater testing	5,400
	\$ 46,150

Ground/Purchase Water

Groundwater (5,883 AF @ \$366/AF)	\$ 2,153,200
Potable water (200 AF @ \$1,185/AF)	237,000
Reclaimed water (400AF @ \$701/AF)	280,400
Capacity reservation charge	42,300
Water service charge	21,900
State Water Board permit fee	25,000
Watermaster	11,000
Water System NPDES Permit	2,500
San District Sewer Surcharge	1,000
	\$ 2,774,300

Computer Equipment

SCADA configuration workstations

Other Capital Outlay

Motor rotation and shaft inspection	\$ 26,500
Chemical pump weather protection	20,000
Chlorine analyzer pump upgrade	20,000
	\$ 66,500

Water Distribution

The Water Distribution Division maintains 126 miles of water lines which make up the City's water transmission and distribution system. This system carries water from the City wells and from the Metropolitan Water District connections to City residences and businesses.

Annually, the Division repairs approximately 150 system leaks, repairs and paints 1,000 fire hydrants, installs approximately 20 fire hydrants, paints all valve lids and air vacs and installs approximately 50 new water services. In addition, the Division opens and closes more than 1,000 main line valves once each year to ensure their free movement and opens the City's 1,000 fire hydrants once each year to remove sediment from the water lines.

The Division also tests fire hydrants for proper levels of fire flow and assists the County Fire Department and land developers with fire flow

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 621,150	682,650
Maintenance and Operations	1,398,500	1,411,500
Capital Outlay	33,500	20,000
Division Total	<u>\$ 2,053,150</u>	<u>2,114,150</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Water Superintendent	1	1	-
Senior Water Operator	1	1	-
Water Operator	2	2	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
Water Operator Aide	1,040	1,040	-
Total Part-Time Hours	<u>1,040</u>	<u>1,040</u>	<u>-</u>

Water Distribution

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 186,013	242,600	267,000
Part-Time Pay	13,534	19,700	16,100
Full-Time Overtime	34,070	30,250	35,000
Standby Overtime	27,405	31,400	30,000
Health Insurance	102,760	114,150	125,850
Life Insurance	407	600	600
Disability Insurance	1,217	1,550	1,650
Unemployment Insurance	466	-	-
Workers' Compensation	30,716	31,500	40,850
Medicare	2,740	3,650	4,150
Pers	93,548	97,150	112,850
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	35,029	48,600	48,600
Total Salaries/Benefits	527,905	621,150	682,650
Office Supplies	245	200	200
Rent/Lease of Equipment	1,613	38,200	51,200
Conferences/Meetings	2,551	4,050	4,050
Depreciation	581,721	650,000	650,000
Gasoline/Diesel Fuel	9,317	8,500	8,500
Uniforms	3,581	4,550	4,550
Operation Maint Supplies	23,757	54,100	54,100
Vehicle Maint Services	-	5,500	5,500
Operation Maint Services	456,201	250,000	250,000
Small Tools/Instruments	1,715	1,800	1,800
Franchise Tax	389,927	381,600	381,600
Total Maint/Operations	1,470,628	1,398,500	1,411,500
Computer Equipment	-	30,000	20,000
Other Capital Equipment	-	3,500	-
Total Capital Equipment	-	33,500	20,000
- Division Total -	\$ 1,998,533	2,053,150	2,114,150

Conferences/Meetings

Water certification education - state required

Rent/Lease of Equipment

Combination trucks (3)	\$ 34,600
Crane truck	15,600
Misc rentals	1,000
	\$ 51,200

Operation Maintenance Supplies

Pipes, valves, fittings, backflow devices, asphalt, concrete

Operation Maintenance Services

Routine and emergency repairs	\$ 247,600
Underground services alert	2,400
	\$ 250,000

Computer Equipment

Water utility tracking/locating GIS program

Water Customer Service

The Customer Service Division reads and maintains 7,500 water meters which record the amount of water each customer uses.

This year, over 42,900 water meter readings will be taken, approximately 500 meters will be replaced and more than 100 meters will be tested and repaired. Approximately 1,500 service connections and terminations will be made and more than 600 customer inquiries regarding service delivery will be handled.

In addition, the Customer Service Division assists the Water Production Division with the production of water, the maintenance of water wells and water connection valves and the monitoring of water quality.

Expenditure Summary

	Final FY 2019	Proposed FY 2020
Salaries and Benefits	\$ 191,300	211,600
Maintenance and Operations	109,700	109,700
Capital Outlay	-	10,000
Division Total	<u>\$ 301,000</u>	<u>331,300</u>

Position Summary

Full-Time Positions	Positions FY 2019	Positions FY 2020	Change + or (-)
Water Operator	2	2	-
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2019	Hours FY 2020	Change + or (-)
None			

Water Customer Service

Expenditure Detail

	Actual FY 2018	Final FY 2019	Proposed FY 2020
Regular Salaries	\$ 101,394	102,400	108,100
Health Insurance	34,735	31,850	33,850
Life Insurance	161	250	250
Disability Insurance	481	600	700
Unemployment Insurance	22	-	-
Workers' Compensation	4,033	6,900	13,550
Medicare	1,414	1,500	1,600
Pers	38,897	29,800	35,550
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	16,186	18,000	18,000
Total Salaries/Benefits	197,323	191,300	211,600
Printing/Reproduction	261	1,000	1,000
Office Supplies	331	100	100
Rent/Lease of Equipment	2,232	17,350	17,350
Mileage Reimbursement	-	50	50
Conferences/Meetings	704	2,000	2,000
Gasoline/Diesel Fuel	4,316	4,300	4,300
Uniforms	1,781	2,100	2,100
Operation Maint Supplies	68,201	80,000	80,000
Vehicle Maint Services	-	2,000	2,000
Small Tools/Instruments	695	800	800
Total Maint/Operations	78,521	109,700	109,700
Other Capital Equipment	-	-	10,000
Total Capital Equipment	-	-	10,000
- Division Total -	\$ 275,844	301,000	331,300

Printing/Reproduction

Door hangers

Lease

Truck lease

Conferences/Meetings

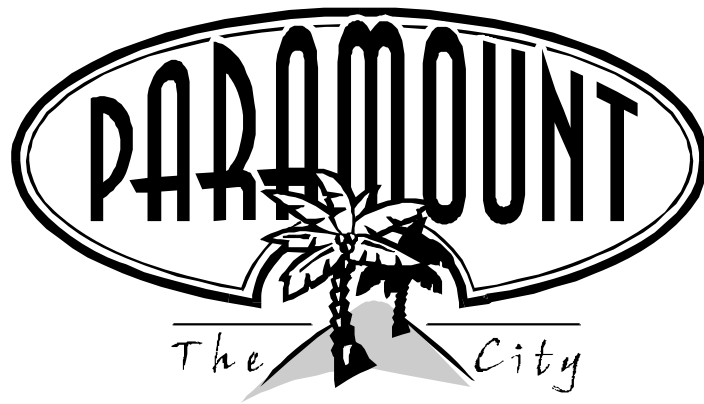
Water certification education - state required

Operation Maintenance Supplies

Meter boxes and vaults	\$ 25,000
500 small meter change-outs	25,000
5 large meter change-outs	20,000
Vault lids (replacement)	10,000
	\$ 80,000

Other Capital Outlay

Valve exerciser



CAPITAL IMPROVEMENT PROJECT DETAIL

This section contains details of the new and carryover Capital Improvement Projects for Fiscal Year 2020.

- Capital Improvement Project Summaries 140
- Proposed Capital Projects for FY 2020..... 142
- Carryover Capital Projects from FY 2019..... 145



Capital Improvement Project Summary by Funding

City of Paramount
Fiscal Year 2020

Funding Source	New Projects	Carry-Over Projects	Total Capital Improvements
Non-Restricted Funds	-	-	-
Restricted/Assigned Funds			
AB2766	-	23,800	23,800
Highway Bridge Repair	-	484,700	484,700
I-710 Early Action Funds	-	50,000	50,000
Measure A	250,000	-	250,000
Measure M	400,000	504,000	904,000
Measure R	625,000	30,000	655,000
MSRC	-	15,000	15,000
SB1 - Active Transportation (ATP)	-	345,000	345,000
SB1 - Road Mntc. & Repair Act (RMRA)	800,000	-	800,000
Proposition A Transit Tax	10,000	-	10,000
Proposition C Transit Tax	850,000	576,350	1,426,350
Public Art Fee	6,000	-	6,000
STPL	1,340,000	-	1,340,000
Capital Project Reserve	613,000	67,500	680,500
Subtotal - Restricted Funds	<u>4,894,000</u>	<u>2,096,350</u>	<u>6,990,350</u>
Paramount Municipal Water Fund	<u>100,000</u>	<u>6,632,350</u>	<u>6,732,350</u>
Total Expenditures - All Funds	<u><u>4,994,000</u></u>	<u><u>8,728,700</u></u>	<u><u>13,722,700</u></u>

Capital Improvement Project Summary by Type

City of Paramount
Fiscal Year 2020 Budget

Funding Source	Streets Sidewalks & Signals	Water	Park/ Landscape	Misc.	Total Capital Improvements
Non-Restricted Funds	-	-	-	-	-
Restricted Funds					
AB2799	-	-	-	23,800	23,800
Highway Bridge Repair	484,700	-	-	-	484,700
I-710 Early Action Funds	50,000	-	-	-	50,000
Mesure A	-	-	250,000	-	250,000
Mesure M	904,000	-	-	-	904,000
Measure R	655,000	-	-	-	655,000
MSRC	-	-	-	15,000	15,000
SB1 - Active Transportation (ATP)	345,000	-	-	-	345,000
SB1 - Road Mntc. & Repair Act (RMRA)	800,000	-	-	-	800,000
Proposition A Transit Tax	-	-	-	10,000	10,000
Proposition C Transit Tax	1,426,350	-	-	-	1,426,350
Public Art Fee	-	-	-	6,000	6,000
STPL	1,340,000	-	-	-	1,340,000
Capital Project Reserve	297,500	-	180,000	203,000	680,500
Subtotal - Restricted Funds	6,302,550	-	430,000	257,800	6,990,350
Paramount Municipal Water Fund	-	6,732,350	-	-	6,732,350
Total Expenditures - All Funds	6,302,550	6,732,350	430,000	257,800	13,722,700

New Capital Improvement Projects
City of Paramount
Fiscal Year 2020

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Streets, Sidewalks, and Signals				
1. <u>Arterial Street Resurfacing (9030)</u> Resurfacing of Alondra from Hunsaker to LA River, Downey from SSL to Alondra, Orange from Rosecrans to end.	\$ 2,190,000	Prop C 850,000 STPL 1,340,000	Aug 2019	June 2020
2. <u>Neighborhood Street Resurfacing (9031)</u> Street resurfacing in neighborhood north of Somerset, east of Orange, Grant and Golden.	1,825,000	Meas R 625,000 Meas M 400,000 SB1-RMRA 800,000	July 2019	June 2020
3. <u>City Entry Monument Signs (9032)</u> Replacement of two city entry monument signs with new design.	60,000	Cap Res	July 2019	Jan 2020
4. <u>Drought Tolerant Median Conv. - Rosecrans (9033)</u> Conversion of dead turf on City medians along Rosecrans with drought tolerant planting.	170,000	Cap Res	July 2019	Jan 2020
<hr/>				
Subtotal Streets, Sidewalks, and Signals	\$ 4,245,000			

New Capital Improvement Projects
City of Paramount
Fiscal Year 2020

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Water Improvements				
5. <u>Installation of Services & Hydrants (9010)</u> Installation of new water services and fire hydrants as requested and funded by private development at various locations.	\$ 75,000	Water		On-going
6. <u>Annual Valve Replacement (9011)</u> Replacement of miscellaneous water valves at various locations.	25,000	Water		On-going
<hr/>				
Subtotal Water Improvements	<u>\$ 100,000</u>			
Park/Landscape Improvements				
7. <u>Paramount Park Picnic Shelter (9050)</u> Replacement of wood at Picnic Shelters at Paramount Park .	\$ 180,000	Cap Res	July 2019	Dec 2019
8. <u>Paramount Park Pool Replaster (9051)</u> Replaster of the pool, pool deck replacement and lighting repairs.	250,000	Meas A	Sept 2019	Feb 2020
<hr/>				
Subtotal Park/Landscape Improvements	<u>\$ 430,000</u>			

New Capital Improvement Projects

City of Paramount

Fiscal Year 2020

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Miscellaneous Improvements				
9. <u>Bus Stop Design (9070)</u> Conceptual design of citywide bus stop shelters.	\$ 10,000	Prop A	Aug 2019	Dec 2019
10. <u>Neighborhood Enhancement Program (9071)</u> Construction of various neighborhood enhancement projects citywide.	50,000	Cap Res	On-going	
11. <u>Utility Box Murals (9072)</u> Decorative painting of utility boxes throughout the city.	6,000	Art Fund	On-going	
12. <u>Civic Center Fountain Upgrades (9073)</u> Replacement of eroded surfaces with new materials.	50,000	Cap Res	Oct 2019	Feb 2020
13. <u>Clearwater Roof Replacement (9074)</u> Replace the roof of the Clearwater building.	25,000	Cap Res	Aug 2019	Oct 2019
14. <u>City Yard Carpet Replacement (9075)</u> Replace the carpet at City Yard.	15,000	Cap Res	Jan 2020	April 2020
14. <u>City Hall Carpet Replacement (9076)</u> Replace the carpet at Community Development and Admin Services.	20,000	Cap Res	Jan 2020	April 2020
15. <u>Mariposa/Progress Plaza Carpet Replacement (9077)</u> Replace the carpet at Mariposa Center and Progress Plaza.	43,000	Cap Res	Jan 2020	April 2020
<hr/>				
Subtotal Miscellaneous Improvements	<u>\$ 219,000</u>			
Total New Capital Improvement Projects - FY 2020	\$ 4,994,000			

Carryover Capital Improvement Projects

City of Paramount

Fiscal Year 2020

Project Name and Description	Estimated	Estimated	Funding	Estimated	
	Expenditures	Carry-Over		Start	Completion
	as of 6/30/19	Expenditure	Source	Date	Date
Streets, Sidewalks, and Signals					
1. <u>Garfield Ave. Widening (9536)</u> Widening of Garfield Avenue from north city limit to south city limit. Includes undergrounding of utililites, signal modifications, street resurfacing, and construction of landscape medians.	\$ -	\$ 50,000	Early Act.	Jun 2015	Aug 2020
2. <u>Rosecrans Bridge Repair (9833)</u> Received a Highway Bridge Repairs Grant for design costs for the repair of Rosecrans Bridge. City match is \$65,750.	15,000.00	558,050	Prop C 73,350 HBR 484,700	Jul 2018	Sept 2020
3. <u>Arterial Street Resurfacing (9930)</u> Street resurfacing on Paramount Blvd. from Rosecrans Ave. to the 105 Freeway.	247,000	603,000	Prop C 503,000 Meas M 100,000	Jan 2019	Sept 2019
4. <u>Neighborhood Street Resurfacing (9931)</u> Street resurfacing in neighborhood north of Somerset, east of Orange, Grant and Golden.	1,720,000	284,000	Meas R 20,000 Meas M 254,000	Jan 2019	Aug 2019
5. <u>WSAB Bikeway Phase 2 (9932)</u> Extension of the bike path from Somerset to Rosecrans per ATP grant application.	30,000	495,000	Meas M 150,000 SB1-ATP 345,000	Jul 2018	June 2020
6. <u>Directional Signage (9934)</u> Installation of directional signage at select locations on major arterials to point to City locations.	-	35,000	Cap Res	July 2019	Dec 2019
7. <u>Parkway Entry Signs (9936)</u> Replacement of two City entry monument signs with new design, and two parkway City signs.	-	32,500	Cap Res	Jan 2019	Dec 2019
<hr/>					
Subtotal Streets, Sidewalks, and Signals	\$ 2,012,000	\$ 2,057,550			

Carryover Capital Improvement Projects
City of Paramount
Fiscal Year 2020

Project Name and Description	Estimated Expenditures as of 6/30/19	Estimated Carry-Over Expenditure	Funding Source	Estimated	
				Start Date	Completion Date
Water Improvements					
8. <u>Well #16 Design/Construction (9116)</u> Drilling and construction of new drinking water well at the northwest corner of Garfield and Jackson.	\$ 180,000	\$ 6,632,350	I-Bank	Apr 2015	June 2020
Subtotal Water Improvements	\$ 180,000	\$ 6,632,350			
Miscellaneous Improvements					
9. <u>Electric Vehicle Charging Station (9974)</u> Upgrades to the A/V system to include more modern equipment as well as reconfiguring the dias layout.	\$ 49,700	\$ 38,800	MSRC 15,000 AQMD 23,800	Sep 2018	Aug 2019
Subtotal Miscellaneous Improvements	\$ 49,700	\$ 38,800			
Total Carryover Capital Improvement Projects - FY 2020	\$ 2,241,700	\$ 8,728,700			
Total Capital Improvement Projects		\$ 13,722,700			

SUCCESSOR AGENCY

The Successor Agency for the Paramount Redevelopment Agency is required to make payments for enforceable obligations, maintain reserves in the amount required by outstanding redevelopment bond issues, remit unencumbered fund balances to the County Auditor-Controller, dispose of assets and properties belonging to the former redevelopment agency, enforce all former redevelopment agency rights, effectuate the transfer of housing functions and assets, wind down the affairs of the former redevelopment agency, continue to oversee the development of properties, prepare an administrative budget, and prepare a Recognized Obligation Payment Schedule prior to each six month period.

The following page summarizes the revenues and expenditures for Fiscal Year 2020.

Revenue Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2020 Budget

	<u>Actual FY 2018</u>	<u>Approved Budget FY 2019</u>	<u>Final Budget FY 2019</u>	<u>Proposed Budget FY 2020</u>
Revenues:				
Redevelopment Property Tax Trust Fund	\$ 5,906,881	5,991,950	6,108,000	5,948,800
Investment Earnings	25,957	20,000	30,000	30,000
Other Revenue	-	-	-	-
Total Revenues	<u>5,932,838</u>	<u>6,011,950</u>	<u>6,138,000</u>	<u>5,978,800</u>
Other Sources				
Loan Repayments	-	-	-	-
Bond Proceeds	-	-	-	-
Total Other Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues and Other Sources	<u>\$ 5,932,838</u>	<u>6,011,950</u>	<u>6,138,000</u>	<u>5,978,800</u>

Expense Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2020 Budget

	<u>Actual FY 2018</u>	<u>Approved Budget FY 2019</u>	<u>Final Budget FY 2019</u>	<u>Proposed Budget FY 2020</u>
Expenses:				
Administration	\$ 250,000	250,000	250,000	250,000
Bond Payments and Fees	5,394,785	5,156,800	5,184,300	5,173,050
Depreciation	246,825	300,000	209,250	209,250
Other Enforceable Obligations	500,000	569,300	500,000	500,000
Capital Improvement Projects*	-	-	-	-
Total Expenses	<u>6,391,610</u>	<u>6,276,100</u>	<u>6,143,550</u>	<u>6,132,300</u>
Other Uses:				
Return of Available Balance	-	-	-	-
Total Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses and Other Uses	<u>\$ 6,391,610</u>	<u>6,276,100</u>	<u>6,143,550</u>	<u>6,132,300</u>

*Bond funded project moved to City in FY 2018.

HOUSING AUTHORITY

The Paramount Housing Authority, a separate and distinct legal entity from the City government, has been designated as the Affordable Housing Successor for the former Paramount Redevelopment Agency.

The following page summarizes the revenues and expenditures for Fiscal Year 2020.

The Paramount Housing Authority was established in December of 1984 pursuant to Section 34200 et seq., of the Health and Safety Code of the State of California. The primary purpose of the Housing Authority is to help provide affordable housing assistance to low and moderate income persons.

Sources and Uses of Funds

Paramount Housing Authority
Fiscal Year 2020 Budget

	Actual Revenue/ Expenditures FY 2018	Approved Budget FY 2019	Final Budget FY 2019	Proposed Budget FY 2020
Beginning Available Fund Balance	\$ 1,246,635	1,293,135	1,246,635	1,240,635
Revenues:				
Sponsoring Agency Loan Repayment	46,490	-	-	-
Administrative Fee	-	-	-	-
Total Revenues	<u>46,490</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources:				
Principal Payments-Notes Receivable	-	-	-	-
Total Other Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Estimated Funds Available	<u>1,293,125</u>	<u>1,293,135</u>	<u>1,246,635</u>	<u>1,240,635</u>
Expenditures:				
Affordable Housing Projects	-	500,000	6,000	500,000
Total Expenditures	<u>-</u>	<u>500,000</u>	<u>6,000</u>	<u>500,000</u>
Ending Fund Balance	\$ <u><u>1,293,125</u></u>	<u><u>793,135</u></u>	<u><u>1,240,635</u></u>	<u><u>740,635</u></u>