



APPROVED BUDGET

FY 2018: July 1, 2017 - June 30, 2018 | City of Paramount, CA



FISCAL YEAR 2018

PARAMOUNT CITY COUNCIL

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

CHRIS CASH, PUBLIC WORKS DIRECTOR

KARINA LAM LIU, FINANCE DIRECTOR

MARIA MERAZ, PUBLIC SAFETY DIRECTOR

DAVID JOHNSON, COMMUNITY SERVICES & RECREATION 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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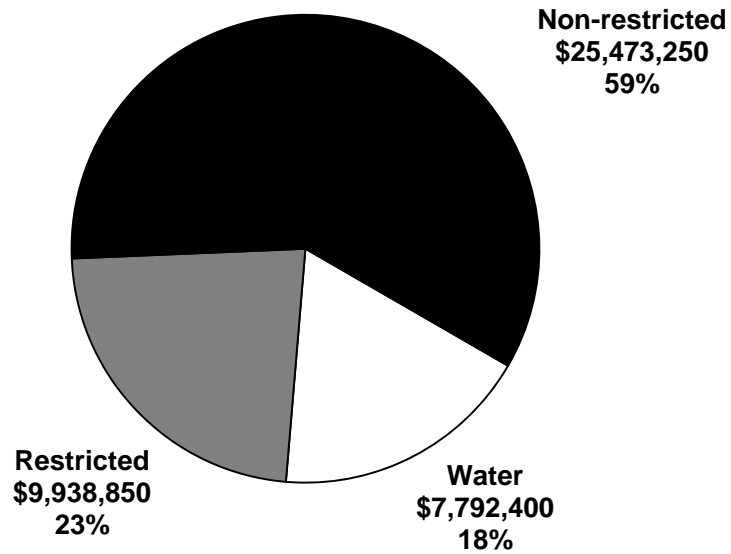
Revenue Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018

Revenue Source	FY 2017 Final Budget	% of Total	FY 2018 Approved Budget	% of Total
Non-Restricted Revenue				
Taxes	\$ 15,972,300	38.80%	16,243,600	37.61%
Licenses and Permits	389,000	0.94%	434,000	1.00%
Fines, Forfeitures, and Penalties	688,500	1.67%	688,500	1.59%
Revenue From Use of Property	105,000	0.25%	111,000	0.26%
Revenue From Other Agencies	5,779,250	14.03%	5,951,000	13.77%
Current Charges for Services	517,300	1.26%	493,150	1.14%
Miscellaneous Revenue-Reimbursements	1,100,000	2.67%	1,100,000	2.55%
Miscellaneous Revenue-Other	253,500	0.62%	452,000	1.05%
Total Non-Restricted Revenue	24,804,850	60.24%	25,473,250	58.97%
Restricted Revenue				
Community Development Block Grant	1,155,350	2.80%	801,600	1.86%
HOME Investment Partnership Act	241,500	0.59%	211,050	0.49%
After School Education and Safety	1,899,400	4.61%	1,899,400	4.40%
Gas Tax	1,088,000	2.64%	1,577,100	3.65%
Traffic Safety Fines	75,000	0.18%	75,000	0.17%
AB 939 Fees	68,300	0.17%	68,300	0.16%
AB 2766 Subvention Funds	68,250	0.17%	68,250	0.16%
Disability Access and Education	1,550	0.00%	1,550	0.00%
Proposition A Transit Tax	1,105,050	2.68%	1,138,150	2.63%
Proposition C Transit Tax	845,450	2.05%	872,900	2.02%
Measure R Transit Tax	630,800	1.53%	651,450	1.51%
Measure M Transit Tax	-	0.00%	665,050	1.54%
Sewer Reconstruction	1,950	0.00%	1,950	0.00%
Public Art Fees	40,500	0.10%	40,500	0.09%
Public Access Fees	35,350	0.09%	35,350	0.08%
Master Plan Fees	31,750	0.08%	31,750	0.07%
Property Assessments	14,150	0.03%	14,150	0.03%
Other Grants	1,552,800	3.77%	1,783,350	4.13%
Equipment Replacement	2,000	0.00%	2,000	0.00%
Subtotal Restricted Revenue	8,857,150	21.49%	9,938,850	22.99%
Paramount Municipal Water	7,529,000	18.28%	7,792,400	18.04%
Total Restricted Revenue	16,386,150	39.77%	17,731,250	41.03%
Grand Total - All Revenue	\$ 41,191,000	100.01%	43,204,500	100.00%

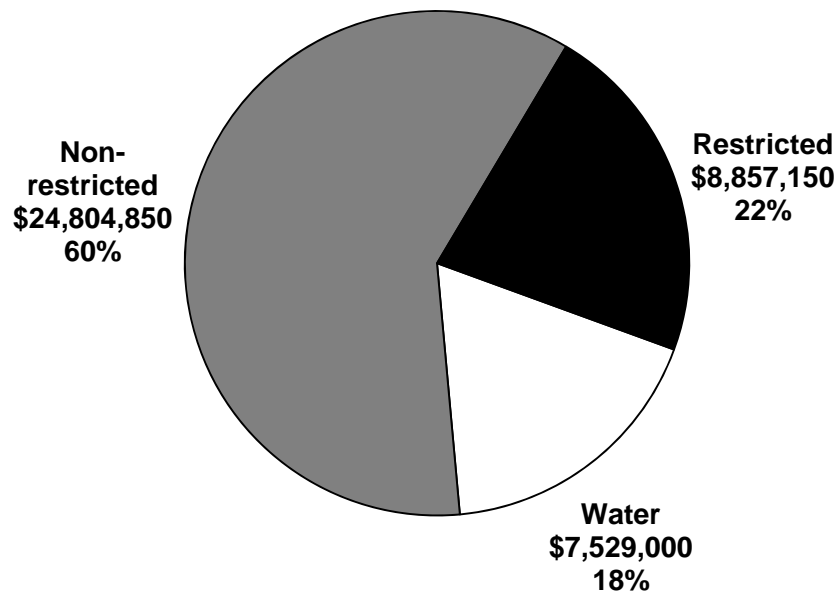
Fiscal Year 2018 Revenue Summary

\$43,204,500



Fiscal Year 2017 Revenue Summary

\$41,191,000



Expenditure Summary

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Department	Salary & Benefits	Maintenance & Operation	Capital Outlay	Total
General Government				
City Council/Commissions	\$ 180,200	129,000	-	309,200
City Manager/City Clerk	715,050	57,550	-	772,600
City Attorney	89,600	160,200	-	249,800
Community Promotion	-	253,750	-	253,750
Administrative Services	1,225,850	157,850	-	1,383,700
Finance	1,380,150	305,050	5,000	1,690,200
Total General Government	<u>3,590,850</u>	<u>1,063,400</u>	<u>5,000</u>	<u>4,659,250</u>
Municipal Support	-	1,879,500	164,200	2,043,700
Community Development	1,151,600	835,650	350	1,987,600
Public Safety	2,602,550	9,010,750	1,500	11,614,800
Community Services and Recreation	3,678,300	1,379,350	137,500	5,195,150
Public Works	<u>4,336,850</u>	<u>10,185,250</u>	<u>186,500</u>	<u>14,708,600</u>
Total Operating Expenditures	<u>\$ 15,360,150</u>	<u>24,353,900</u>	<u>495,050</u>	<u>40,209,100</u>
Total Capital Project Expenditures				<u>4,408,550</u>
Grand Total - All Expenditures			<u>\$</u>	<u>44,617,650</u>

Sources and Uses of Funds

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

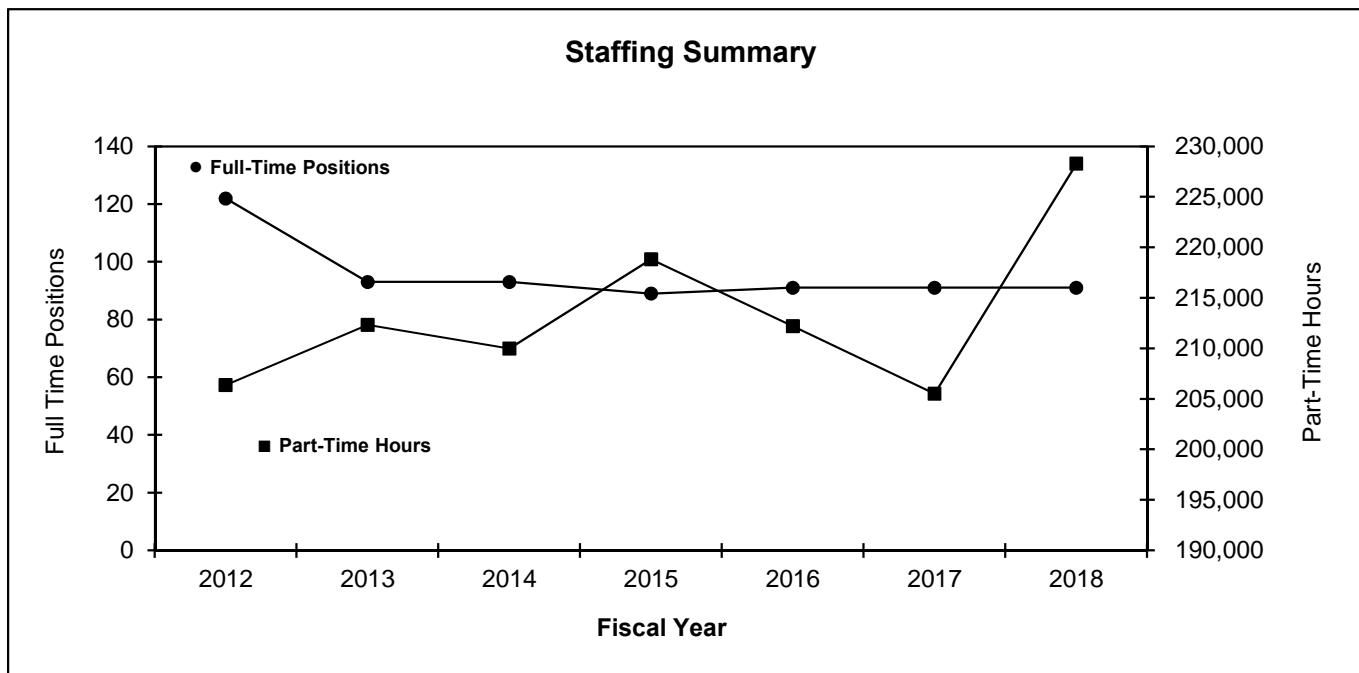
	Non- Restricted Funds	Restricted/ Assigned Funds	Water Funds	Total All Funds
Sources				
Estimated Beginning Balance *	\$ 12,220,850	6,450,700	2,603,850	21,275,400
Estimated Revenues	25,473,250	9,938,850	7,792,400	43,204,500
Depreciation	-	200,000	1,000,000	1,200,000
Estimated Funds Available	37,694,100	16,589,550	11,396,250	65,679,900
Uses - Operations				
City Council/Commissions	306,100	-	3,100	309,200
City Manager/City Clerk	736,200	36,400	-	772,600
City Attorney	249,800	-	-	249,800
Community Promotion	252,900	850	-	253,750
Administrative Services	1,288,600	95,100	-	1,383,700
Finance	2,788,200	552,900	392,800	3,733,900
Community Development	1,674,650	312,950	-	1,987,600
Public Safety	10,907,150	707,650	-	11,614,800
Community Services and Recreation	2,347,000	2,848,150	-	5,195,150
Public Works	4,612,400	1,984,300	8,111,900	14,708,600
Subtotal - Operations	25,163,000	6,538,300	8,507,800	40,209,100
Uses - Capital Projects				
Projects for FY 2018	308,350	4,005,200	95,000	4,408,550
Total Uses - Operations & Capital	25,471,350	10,543,500	8,602,800	44,617,650
Estimated Ending Balance	\$ 12,222,750	6,046,050	2,793,450	21,062,250

* Rounded to the nearest \$50

Staffing Summary by Department Fiscal Year 2012-2018

Department	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Full-Time Positions							
City Manager/City Clerk *	4	3	4	3	3	3	3
Administrative Services	7	7	7	6	7	7	8
Finance	12	9	9	9	9	9	9
Community Development	11	9	8	8	8	8	8
Public Safety	23	20	20	21	21	21	21
Community Services & Recreation	16	10	10	10	10	10	10
Public Works	49	35	35	32	33	33	32
Total	122	93	93	89	91	91	91
Part-Time Hours							
City Manager/City Clerk	1,040	1,300	1,300	1,300	1,300	1,300	1,300
Administrative Services	4,420	5,460	5,772	9,048	7,748	6,352	6,396
Finance	4,420	7,708	7,112	8,661	8,320	9,620	9,620
Community Development	-	-	1,300	1,300	1,820	2,600	3,900
Public Safety	10,430	8,870	9,840	10,740	11,090	12,598	13,594
Community Services & Recreation	168,466	163,343	157,640	160,742	152,807	144,857	165,271
Public Works	17,600	25,660	27,040	27,040	29,120	28,210	28,210
Total	206,376	212,341	210,004	218,831	212,205	205,537	228,291

* Does not include contract City Attorney position



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 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Non-Restricted Revenue						
<u>Taxes</u>						
Sales Tax In Lieu	\$ 1,916,619	1,293,617	-	-100.0%	-	0.0%
Sales and Use Tax	5,568,430	6,129,480	7,250,000	18.3%	7,530,000	3.9%
Utility Tax	2,289,871	3,981,658	3,694,000	-7.2%	3,644,000	-1.4%
Franchise Tax	1,706,318	1,635,366	1,622,850	-0.8%	1,628,200	0.3%
Property Tax	1,934,644	1,967,523	2,050,000	4.2%	2,111,500	3.0%
Real Property Transfer Tax	107,119	84,493	100,000	18.4%	100,000	0.0%
Business License Tax	1,252,355	1,253,738	1,255,450	0.1%	1,229,900	-2.0%
Subtotal	14,775,357	16,345,875	15,972,300	-2.3%	16,243,600	1.7%
<u>Licenses and Permits</u>						
Animal Licenses	125,707	119,425	123,000	3.0%	130,000	5.7%
Construction Permits	249,568	391,602	260,000	-33.6%	300,000	15.4%
Other Licenses and Permits	3,729	1,645	6,000	264.8%	4,000	-33.3%
Subtotal	379,003	512,672	389,000	-24.1%	434,000	11.6%
<u>Fines, Forfeitures, and Penalties</u>						
Parking Citations	555,078	604,881	590,000	-2.5%	590,000	0.0%
Vehicle Impound Fees	45,575	48,000	46,000	-4.2%	46,000	0.0%
Vehicle Corrections	8,310	5,920	4,500	-24.0%	4,500	0.0%
Municipal Court Fines	9,021	7,814	3,000	-61.6%	3,000	0.0%
Administrative Citation Fines	62,361	59,755	45,000	-24.7%	45,000	0.0%
Subtotal	680,345	726,370	688,500	-5.2%	688,500	0.0%
<u>Revenue From Use of Property</u>						
Investment Earnings	34,439	53,303	50,000	-6.2%	55,000	10.0%
Rents and Leases	103,055	80,058	55,000	-31.3%	56,000	1.8%
Subtotal	137,494	133,361	105,000	-21.3%	111,000	5.7%
<u>Revenue From Other Agencies</u>						
Motor Vehicle License In-Lieu	5,322,612	5,446,591	5,754,000	5.6%	5,926,000	3.0%
Motor Vehicle License	23,813	22,313	25,250	13.2%	25,000	-1.0%
Subtotal	5,346,425	5,468,904	5,779,250	5.7%	5,951,000	3.0%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Non-Restricted Revenue (Continued)						
<u>Current Charges for Services</u>						
Development Fees	\$ 175,361	250,323	197,400	-21.1%	174,000	-11.9%
Swimming Pool Fees	86,986	85,013	77,000	-9.4%	77,000	0.0%
Recreation Program Fees	172,626	178,068	171,300	-3.8%	170,550	-0.4%
Industrial Waste Inspection	69,573	73,942	70,000	-5.3%	70,000	0.0%
Other Fees	3,415	3,013	1,600	-46.9%	1,600	0.0%
Subtotal	<u>507,960</u>	<u>590,360</u>	<u>517,300</u>	<u>-12.4%</u>	<u>493,150</u>	<u>-4.7%</u>
<u>Other Revenue</u>						
Judgements and Damages	16,197	20,393	3,500	-82.8%	2,000	-42.9%
Water Department Administration	850,000	850,000	850,000	0.0%	850,000	0.0%
Successor Agency Administration	215,680	220,514	250,000	13.4%	250,000	0.0%
Miscellaneous	1,557,630	365,644	250,000	-31.6%	450,000	80.0%
Subtotal	<u>2,639,507</u>	<u>1,456,551</u>	<u>1,353,500</u>	<u>-7.1%</u>	<u>1,552,000</u>	<u>14.7%</u>
Total Non-Restricted Revenue	<u>\$ 24,466,092</u>	<u>25,234,093</u>	<u>24,804,850</u>	<u>-1.7%</u>	<u>25,473,250</u>	<u>2.7%</u>

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Restricted Revenue						
<u>Community Dev. Block Grant</u>						
Allocation	\$ 747,876	757,970	1,155,350	52.4%	801,600	-30.6%
<u>HOME Investment Partnership Act</u>						
Allocation	279,325	312,558	233,500	-25.3%	211,050	-9.6%
Program Income	-	-	8,000		-	-100.0%
Allocation	279,325	312,558	241,500	-22.7%	211,050	-12.6%
<u>After School Education and Safety</u>						
Allocation	1,897,500	1,897,500	1,897,500		1,897,500	
Star Sports	13,180	2,655	-		-	
Other Revenue	1,333	1,550	1,000		1,000	
Investment Earnings	943	1,231	900		900	
Subtotal	1,912,956	1,902,936	1,899,400	-0.2%	1,899,400	0.0%
<u>Gas Tax</u>						
2103 Apportionment	537,926	284,084	133,500		225,800	
2105 Apportionment	314,754	310,493	325,400		327,800	
2106 Apportionment	190,518	186,888	201,300		202,750	
2107 Apportionment	402,827	404,304	420,300		423,500	
2107.5 Apportionment	7,500	7,500	7,500		7,500	
Loan Repayment	-	-	-		64,500	
Road Maintenance & Rehabilitation	-	-	-		325,250	
Investment Earnings	2,211	3,500	-		-	
Subtotal	1,455,737	1,196,769	1,088,000	-9.1%	1,577,100	45.0%
<u>Traffic Safety Fines</u>						
Traffic Fines	112,272	78,261	75,000	-4.2%	75,000	0.0%
<u>AB 939 Fees</u>						
Fees	73,771	72,549	68,000		68,000	
Investment Earnings	350	657	300		300	
Subtotal	74,121	73,206	68,300	-6.7%	68,300	0.0%
<u>AB 2766 Subvention Funds</u>						
Fees	68,303	70,325	68,000		68,000	
Investment Earnings	423	911	250		250	
Subtotal	68,726	71,236	68,250	-4.2%	68,250	0.0%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Disability Access and Education</u>						
Allocation	\$ 1,500	1,550	1,500		1,500	
Investment Earnings	7	17	50		50	
Subtotal	<u>1,507</u>	<u>1,567</u>	<u>1,550</u>	<u>-1.1%</u>	<u>1,550</u>	<u>0.0%</u>
<u>Proposition A Transit Tax</u>						
Allocation	966,041	993,684	1,013,250		1,046,350	
Shuttle Fares/Taxi Vouchers	107,578	95,923	91,000		91,000	
Investment Earnings	780	1,671	800		800	
Subtotal	<u>1,074,399</u>	<u>1,091,278</u>	<u>1,105,050</u>	<u>1.3%</u>	<u>1,138,150</u>	<u>3.0%</u>
<u>Proposition C Transit Tax</u>						
Allocation	804,069	826,647	840,450		867,900	
Program Income	-	-	3,200		3,200	
Investment Earnings	2,673	3,022	1,800		1,800	
Subtotal	<u>806,742</u>	<u>829,668</u>	<u>845,450</u>	<u>1.9%</u>	<u>872,900</u>	<u>3.2%</u>
<u>Measure R Transit Tax</u>						
Allocation	601,116	618,550	630,300		650,950	
Investment Earnings	583	1,063	500		500	
Subtotal	<u>601,698</u>	<u>619,613</u>	<u>630,800</u>	<u>1.8%</u>	<u>651,450</u>	<u>3.3%</u>
<u>Measure M Transit Tax</u>						
Allocation	-	-	-		664,550	
Investment Earnings	-	-	-		500	
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>	<u>665,050</u>	<u>0.0%</u>
<u>Sewer Reconstruction</u>						
Fees	1,265	6,442	1,500		1,500	
Investment Earnings	466	770	450		450	
Subtotal	<u>1,731</u>	<u>7,211</u>	<u>1,950</u>	<u>-73.0%</u>	<u>1,950</u>	<u>0.0%</u>
<u>Public Art Fee</u>						
Fees	33,460	109,178	40,000		40,000	
Investment Earnings	723	1,265	500		500	
Subtotal	<u>34,183</u>	<u>110,443</u>	<u>40,500</u>	<u>-63.3%</u>	<u>40,500</u>	<u>0.0%</u>

Revenue Detail

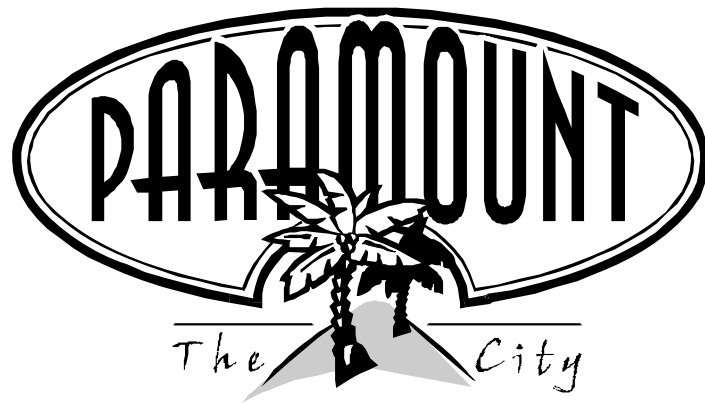
City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Public Access</u>						
Public Access Fees	38,908	39,834	35,000		35,000	
Investment Earnings	480	941	350		350	
Subtotal	39,388	40,775	35,350	-13.3%	35,350	0.0%
<u>Master Plan Fees</u>						
Storm Drain	\$ 9,631	17,567	10,000		10,000	
General Plan	19,262	35,133	20,000		20,000	
Investment Earnings	1,995	3,385	1,750		1,750	
Subtotal	30,888	56,085	31,750	-43.4%	31,750	0.0%
<u>Property Assessments</u>						
Orange Ave Industrial Park	14,071	14,529	14,150	-2.6%	14,150	0.0%
<u>Other Grants</u>						
Area E	727	800	800		800	
Arts Education	8,292	-	-		-	
Beverage Container Recycling	-	-	15,350		-	
Cal Recycling	43,670	-	-		-	
I-710 Early Action Funds	89,220	1,112,445	835,000		175,000	
Federal Emergency Management	9,833	-	-		-	
Highway Bridge Repair (HBR)	-	-	-		507,300	
Justice Administration Grant	23,006	42,810	18,800		-	
Measure A	-	-	-		225,000	
Narcotics Asset Seizure	21,498	-	-		-	
Park Maintenance - Dills	162,800	-	122,950		-	
Park Maintenance - Paramount	55,900	55,900	22,600		22,600	
Prop A Park Development	124,524	33,724	355,000		-	
SB 821 Sidewalk/Bikeway	36,055	35,084	36,650		36,650	
State COPS	106,230	114,618	129,300		100,000	
State Transportation Program-Local	115,000	-	-		700,000	
State Water Board - Stormwater	73,620	-	-		-	
Used Oil	15,381	15,326	15,350		15,000	
Investment Earnings	490	975	1,000		1,000	
Subtotal	886,246	1,411,682	1,552,800	10.0%	1,783,350	14.8%

Revenue Detail

City of Paramount
(Excludes Successor Agency and Housing Authority)
Fiscal Year 2018 Budget

Revenue Source	Actual FY 2015	Actual FY 2016	Final Budget FY 2017	% Change From Prior Yr	Approved Budget FY 2018	% Change From Prior Yr
Restricted Revenue (Continued)						
<u>Equipment Replacement</u>						
Interdepartmental Charges	-	-	-		-	
Investment Earnings	2,425	3,727	2,000		2,000	
Subtotal	2,425	3,727	2,000	-46.3%	2,000	0.0%
Subtotal Grants/Other Revenue	8,144,291	8,579,515	8,857,150	3.2%	9,938,850	12.2%
<u>Paramount Municipal Water</u>						
Water Sales	\$ 7,025,606	6,856,636	7,268,000		7,631,400	
Reconnection Fees	53,330	48,590	50,000		50,000	
Construction/Installation Charges	15,310	115,400	200,000		100,000	
Other Revenue	63,955	6,083	1,000		1,000	
Investment Earnings	9,144	13,483	10,000		10,000	
Subtotal	7,167,345	7,040,192	7,529,000	6.9%	7,792,400	3.5%
Total Restricted Revenue	15,311,636	15,619,707	16,386,150	4.9%	17,731,250	8.2%
Grand Total - All Revenue	<u>\$ 39,777,728</u>	<u>40,853,801</u>	<u>41,191,000</u>	<u>0.8%</u>	<u>43,204,500</u>	<u>4.9%</u>



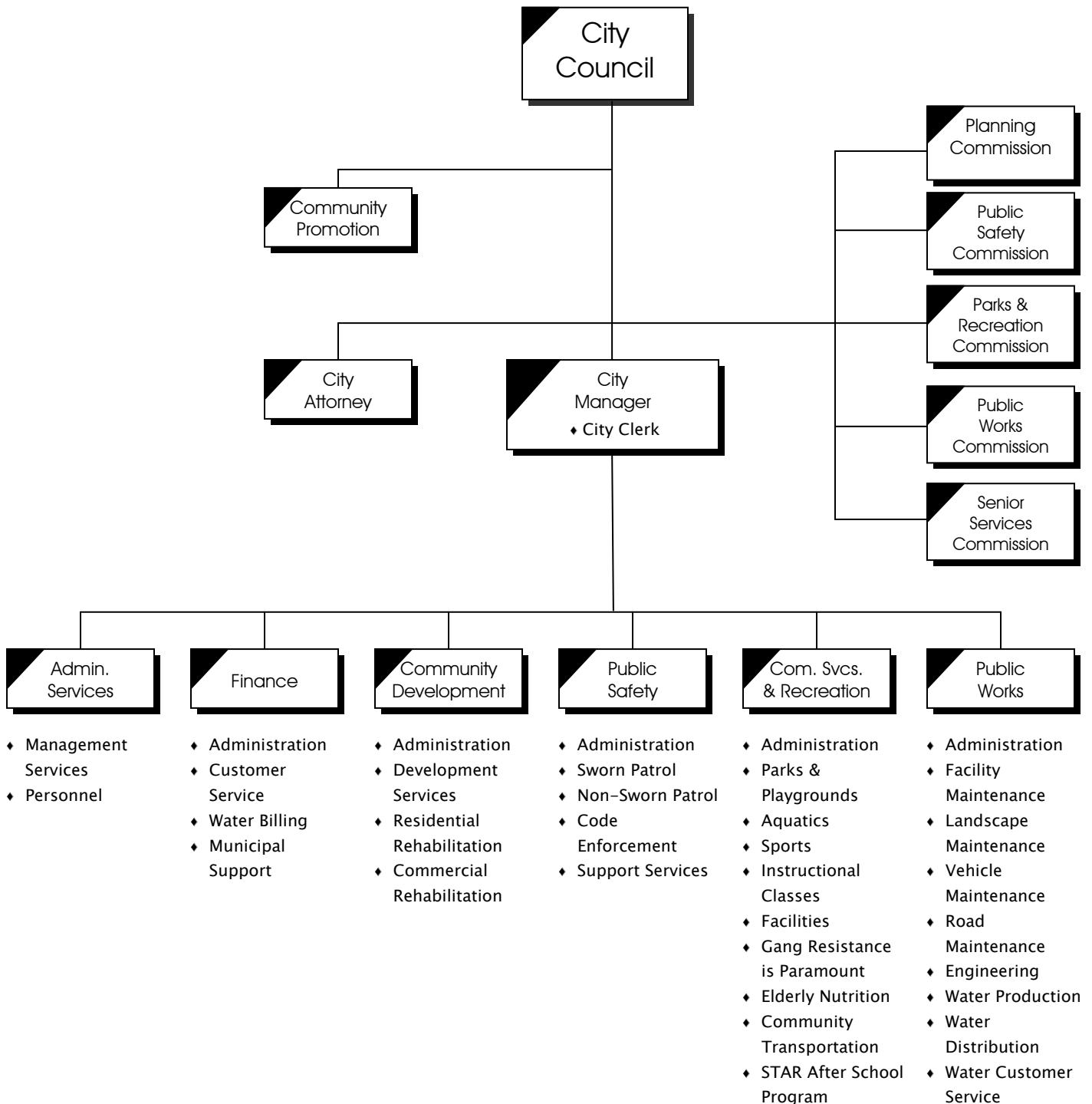
EXPENDITURE DETAIL

This section contains detailed expenditure information for each department broken down into separate activities. A list of the departments are 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

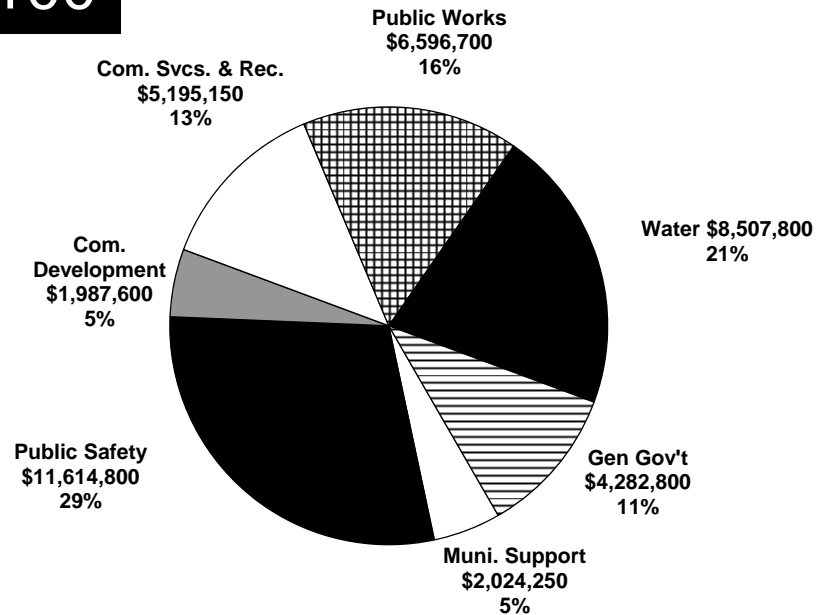
ORGANIZATIONAL CHART

CITY OF PARAMOUNT



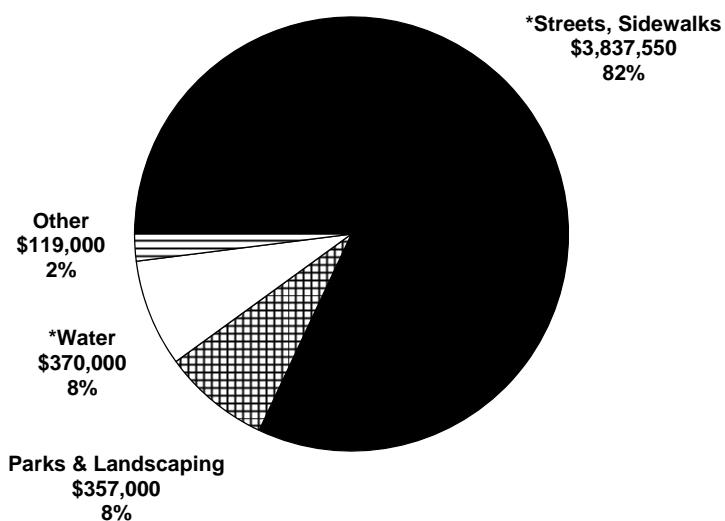
Fiscal Year 2018 Operations

\$40,209,100

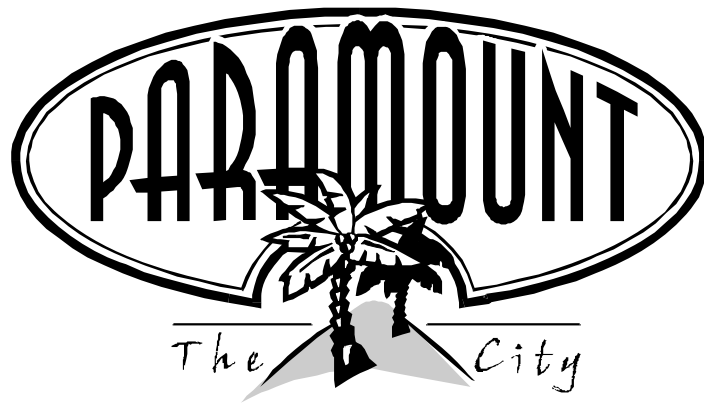


New and Carryover Capital Improvements

\$4,683,550



*Includes projects funded by bond proceeds of the former Redevelopment Agency

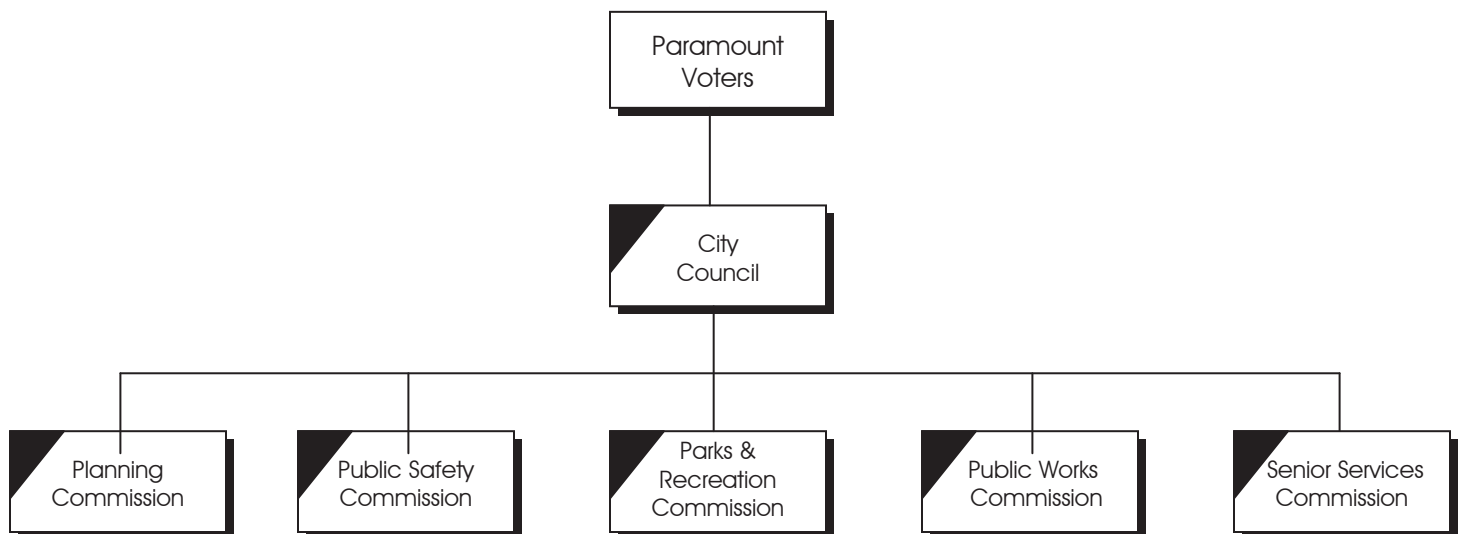


CITY COUNCIL/COMMISSIONS

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.

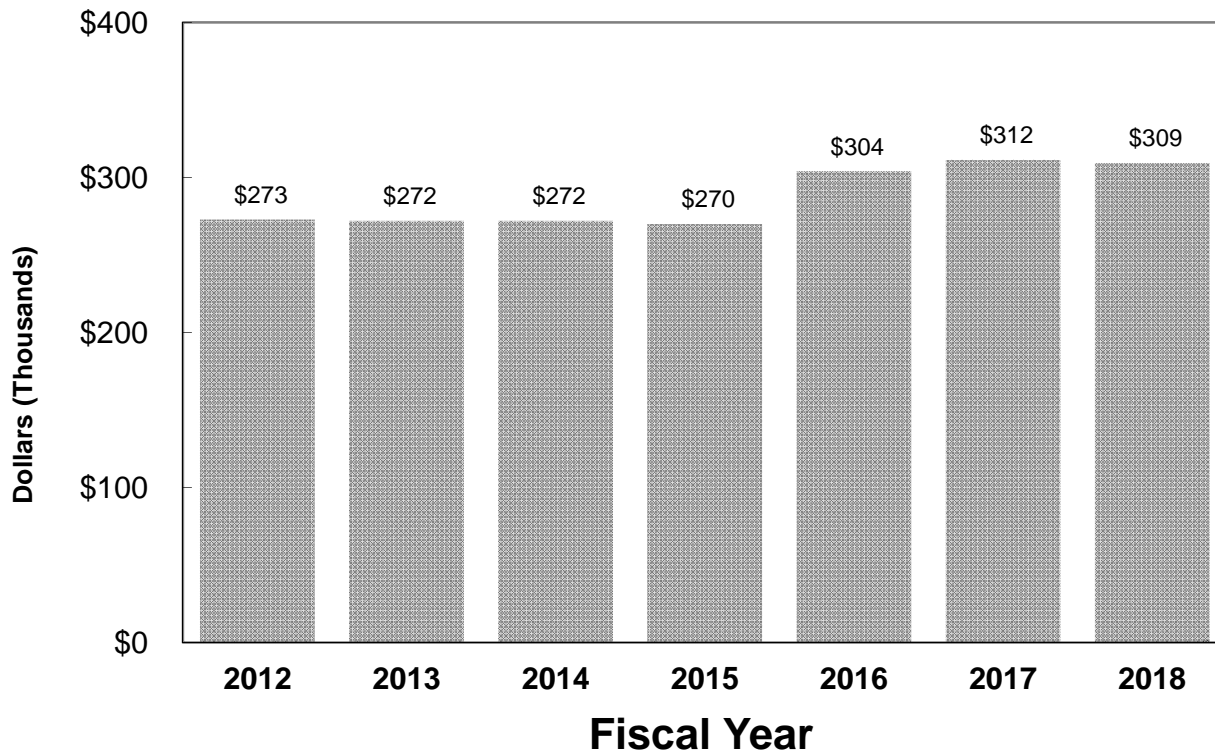
Below is a chart showing the organization of the City Council and its commissions. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



CITY COUNCIL/COMMISSIONS

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
City Council	\$ 142,750	120,400	-	263,150
Planning Commission	15,550	8,400	-	23,950
Public Safety Commission	6,250	200	-	6,450
Parks & Rec. Commission	6,250	-	-	6,250
Public Works Commission	6,250	-	-	6,250
Senior Services Commission	3,150	-	-	3,150
Total	<u>\$ 180,200</u>	<u>129,000</u>	<u>-</u>	<u>309,200</u>

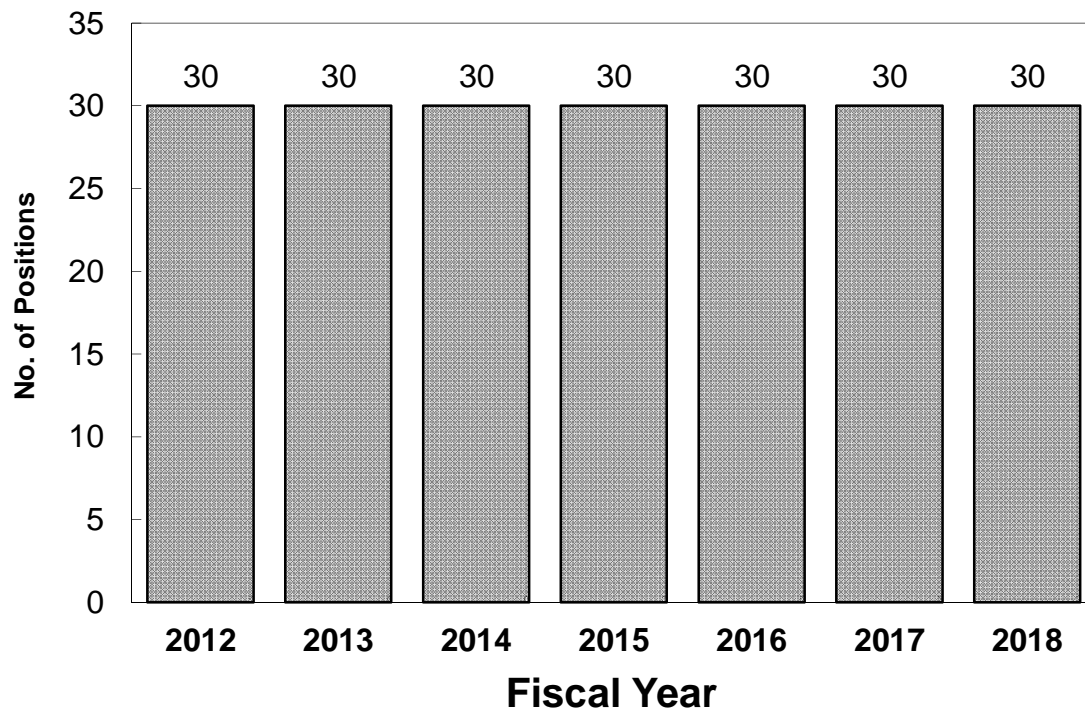
History of Expenditures



CITY COUNCIL/COMMISSIONS

2017-18 POSITION SUMMARY			
<u>Positions</u>	<u>Approved FY 2017</u>	<u>Approved FY 2018</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 redevelopment, 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 2017	Approved FY 2018
Salaries and Benefits	\$ 144,400	142,750
Maintenance and Operations	124,650	120,400
Capital Outlay	-	-
Division Total	<u>\$ 269,050</u>	<u>263,150</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	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

Professional/Technical

Legislative consultant

Conferences/Meetings

CCCA Annual Conference	\$ 7,650
Gonsalves Legislative Apprec. Dinner	3,500
CCCA Fall Educational Summit	2,000
CCCA Legislative Orientation Tour	1,000
CJPIA Risk Management Conference	1,000
LOCC Annual Conference	1,000
LOCC Legislative Action Day	1,000
LOCC New Mayors/Council Academy	1,000
LOCC Mayors/Council Exec. Forum	1,000
California Women's Conference	500
Miscellaneous Meetings/Events	1,200
Miscellaneous	1,700
	<u>\$ 22,550</u>

Memberships

COG Annual Membership	\$ 20,000
LOCC Annual Membership	17,500
SCAG	5,400
CCCA	4,100
L.A. County Local Agency Formation	1,200
LOCC-L.A. County Division	1,250
	<u>\$ 49,450</u>

	Actual FY 2016	Final FY 2017	Approved FY 2018
Council Pay	\$ 64,680	66,150	64,700
Health Insurance	54,831	52,850	52,700
Life Insurance	465	500	300
Disability Insurance	455	500	550
Workers' Compensation	999	1,500	1,050
Medicare	1,273	1,350	1,100
Pers	19,781	21,550	22,350
Deferred Compensation	-	-	-
Total Salaries/Benefits	<u>142,484</u>	<u>144,400</u>	<u>142,750</u>
Office Supplies	3,461	3,000	1,100
Professional/Technical	36,180	36,200	36,200
Mileage Reimbursement	-	2,800	11,100
Conferences/Meetings	24,217	23,200	22,550
Memberships	49,256	59,450	49,450
Total Maint/Operations	<u>113,114</u>	<u>124,650</u>	<u>120,400</u>
- Division Total -	<u><u>\$ 255,598</u></u>	<u><u>269,050</u></u>	<u><u>263,150</u></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 2017	Approved FY 2018
Salaries and Benefits	\$ 15,250	15,550
Maintenance and Operations	8,400	8,400
Capital Outlay	-	-
Division Total	<u>\$ 23,650</u>	<u>23,950</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	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 2016	Final FY 2017	Approved FY 2018
Commissioners Pay	\$ 14,500	14,750	15,000
Unemployment Insurance	-	-	50
Workers' Compensation	156	250	250
Medicare	211	250	250
Total Salaries/Benefits	<u>14,867</u>	<u>15,250</u>	<u>15,550</u>
Conferences/Meetings	<u>8,223</u>	<u>8,400</u>	<u>8,400</u>
Total Maint/Operations	<u>8,223</u>	<u>8,400</u>	<u>8,400</u>
- Division Total -	<u><u>\$ 23,090</u></u>	<u><u>23,650</u></u>	<u><u>23,950</u></u>

Conferences/Meetings

CCCA Annual Conference	\$ 6,350
PC/DRB/EDB meetings	<u>2,050</u>
	<u>\$ 8,400</u>

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 2017	Approved FY 2018
Salaries and Benefits	\$ 5,600	6,250
Maintenance and Operations	200	200
Capital Outlay	-	-
Division Total	<u>\$ 5,800</u>	<u>6,450</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Chairperson	1	1	-
Vice Chairperson	1	1	-
Commissioners	<u>3</u>	<u>3</u>	<u>-</u>
Total Positions	<u>5</u>	<u>5</u>	<u>-</u>

Public Safety Commission

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Commissioners Pay	\$ 5,100	5,400	6,000
Unemployment Insurance	-	-	50
Workers' Compensation	55	100	100
Medicare	74	100	100
Total Salaries/Benefits	5,229	5,600	6,250
Conferences/Meetings	145	200	200
Total Maint/Operations	145	200	200
- Division Total -	\$ 5,374	5,800	6,450

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 2017	Approved FY 2018
Salaries and Benefits	\$ 5,200	6,250
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 5,200</u>	<u>6,250</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	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 2016	Final FY 2017	Approved FY 2018
Commissioners Pay	\$ 5,800	5,000	6,000
Unemployment Insurance	-	-	50
Workers' Compensation	64	100	100
Medicare	84	100	100
Total Salaries/Benefits	<u>5,948</u>	<u>5,200</u>	<u>6,250</u>
- Division Total -	<u><u>\$ 5,948</u></u>	<u><u>5,200</u></u>	<u><u>6,250</u></u>

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 2017	Approved FY 2018
Salaries and Benefits	\$ 4,800	6,250
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 4,800</u>	<u>6,250</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	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 2016	Final FY 2017	Approved FY 2018
Commissioners Pay	\$ 4,100	4,600	6,000
Unemployment Insurance	-	-	50
Workers' Compensation	62	100	100
Medicare	59	100	100
Total Salaries/Benefits	4,221	4,800	6,250
- Division Total -	\$ 4,221	4,800	6,250

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 2017	Approved FY 2018
Salaries and Benefits	\$ 3,100	3,150
Maintenance and Operations	-	-
Capital Outlay	-	-
Division Total	<u>\$ 3,100</u>	<u>3,150</u>

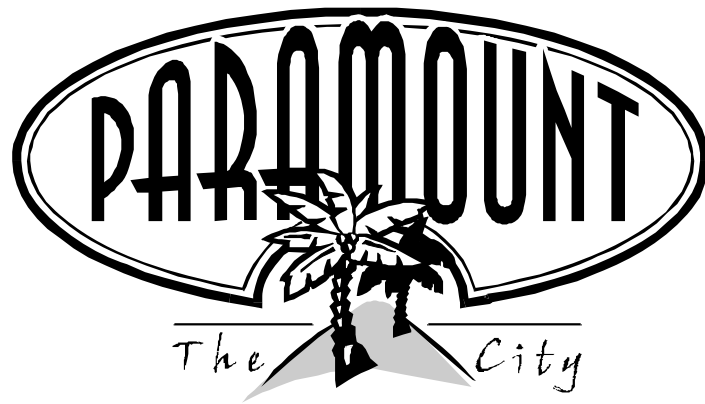
Position Summary

Positions	Positions FY 2017	Positions FY 2018	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 2016	Final FY 2017	Approved FY 2018
Commissioners Pay	\$ 2,900	3,000	3,000
Unemployment Insurance	-	-	50
Workers' Compensation	35	50	50
Medicare	42	50	50
Total Salaries/Benefits	<u>2,977</u>	<u>3,100</u>	<u>3,150</u>
- Division Total -	<u><u>\$ 2,977</u></u>	<u><u>3,100</u></u>	<u><u>3,150</u></u>

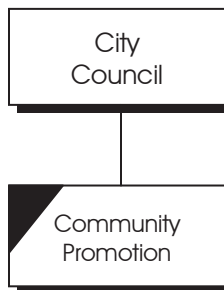


COMMUNITY PROMOTION

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 activities and events, celebrations, and local athletic 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 programs.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	339,400	253,750
Capital Outlay	-	-
Division Total	<u>\$ 339,400</u>	<u>253,750</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Community Promotion

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Flowers/Donations	\$ 528	3,800	600
Plaques/Certificates	337	3,500	600
Senior Thanksgiving	5,574	3,550	7,050
Christmas Decorations	2,291	3,500	3,500
Christmas Train	43,331	39,550	37,550
City Publications	43,095	52,000	47,000
Pitch-in Paramount	10,748	15,000	7,000
Community Promo Events	58,854	140,000	71,950
Graffiti Rewards	-	500	500
Home Beautification	544	-	-
Youth Group Funding			
PJAA	10,000	10,000	10,000
Jr Pirates Football/Cheer	6,375	10,000	10,000
YMCA	5,000	5,000	5,000
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
Helpline Youth Counsel	5,000	5,000	5,000
Little House	3,000	3,000	3,000
Miscellaneous	1,800	4,000	4,000
Pathways Hospice	5,000	5,000	5,000
St. Francis Medical Ctr	5,000	5,000	5,000
Tepic Sister City	3,000	5,000	5,000
Total Maint/Operations	<u>235,477</u>	<u>339,400</u>	<u>253,750</u>
- Division Total -	<u>\$ 235,477</u>	<u>339,400</u>	<u>253,750</u>

Christmas Train

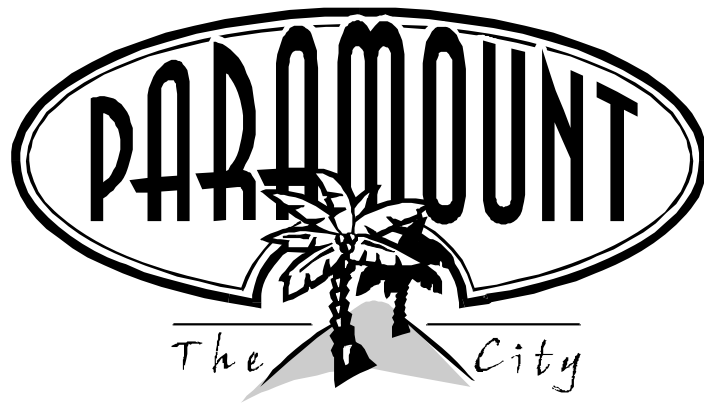
Apples/candy canes	\$ 20,550
Miscellaneous	8,650
Engine remodel	2,000
Food	3,200
Gift bags	2,500
Costumes/cleaning	650
	<u>\$ 37,550</u>

City Publications

3 Around Towns	\$ 21,000
Recreation publications in Pulse Beat	11,000
Cityscape	8,000
Miscellaneous	7,000
	<u>\$ 47,000</u>

Community Promotion Events

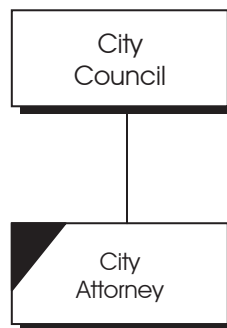
Holiday tree lighting	\$ 31,600
60th Anniversary (Heritage Festival)	28,000
Holiday tree lighting (traffic managmnt)	6,000
Commissioners' BBQ	3,250
Clearwater Crossing ribbon cutting	2,000
Teacher of the Year	1,100
	<u>\$ 71,950</u>



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, contracts, 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 legal assistance to the City Council and City staff.

The City Attorney reviews all resolutions, ordinances, and contracts 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 City departments in regard to current and future policies and actions.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 82,700	89,600
Maintenance and Operations	167,250	160,200
Capital Outlay	-	-
Division Total	<u>\$ 249,950</u>	<u>249,800</u>

Position Summary

Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
City Attorney *	1	1	-
Total Positions	<u>1</u>	<u>1</u>	<u>-</u>

* Contract Position

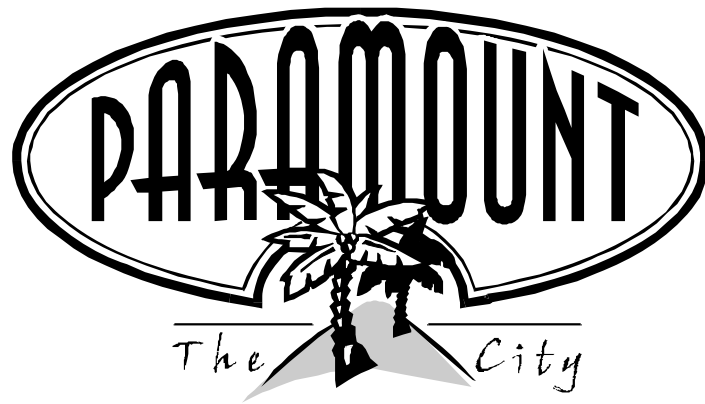
City Attorney

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Health Insurance	\$ 33,109	34,700	37,550
Pers	43,868	48,000	52,050
Total Salaries/Benefits	76,977	82,700	89,600
Publications	636	750	700
Professional/Technical	128,369	148,000	148,000
Legal/Bond Services	6,418	17,000	10,000
Legal Settlements	-	-	-
Conferences/Meetings	392	1,500	1,500
Total Maint/Operations	135,815	167,250	160,200
- Division Total -	\$ 212,792	249,950	249,800

Professional/Technical

City Attorney services

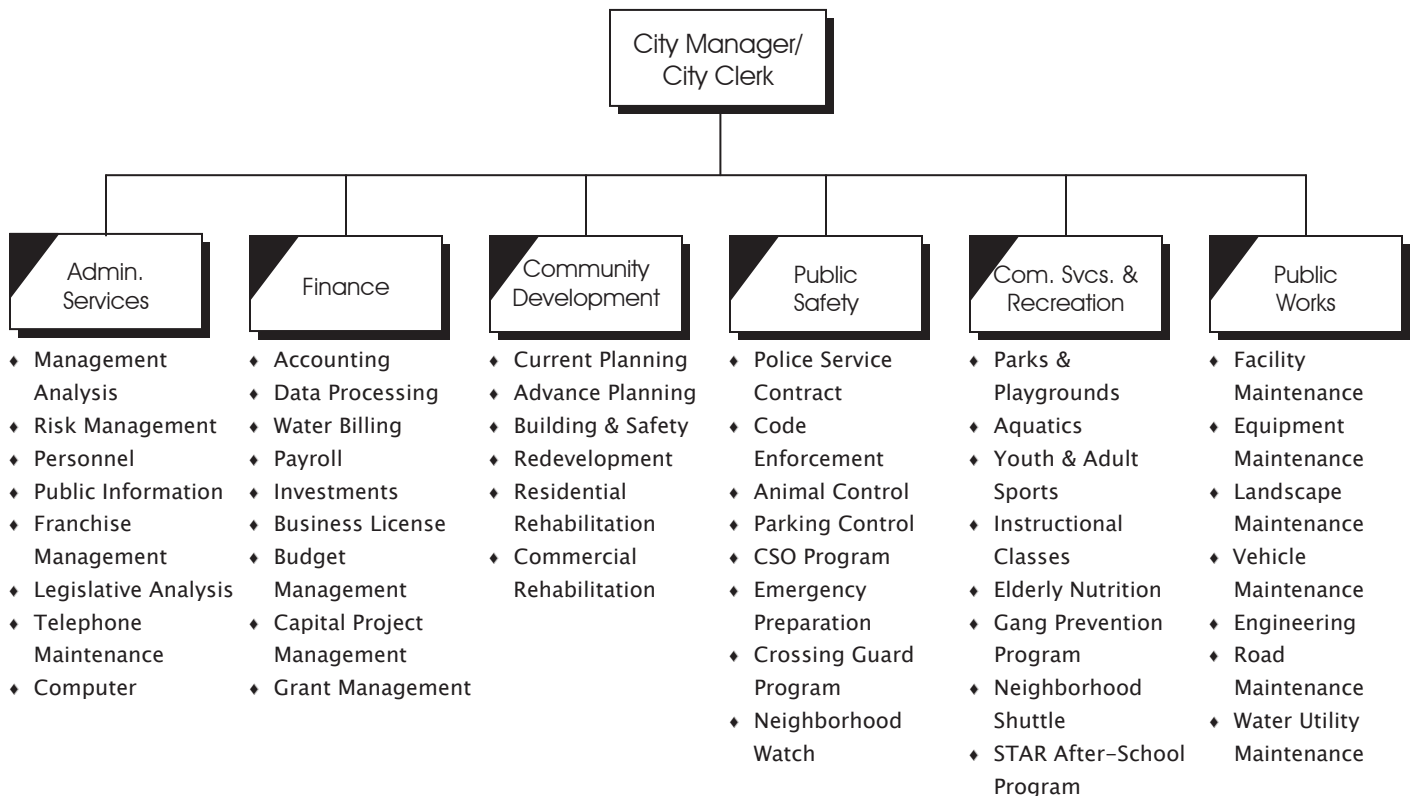


CITY MANAGER/CITY CLERK

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. 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 2017	Approved FY 2018
Salaries and Benefits	\$ 688,800	715,050
Maintenance and Operations	93,650	57,550
Capital Outlay	1,300	-
Division Total	<u>\$ 783,750</u>	<u>772,600</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
City Manager	1	1	-
City Clerk	1	1	-
Executive Secretary	1	1	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Office Aide II	1,300	1,300	-
Total Part-Time Hours	<u>1,300</u>	<u>1,300</u>	<u>-</u>

City Manager/City Clerk

Expenditure Detail

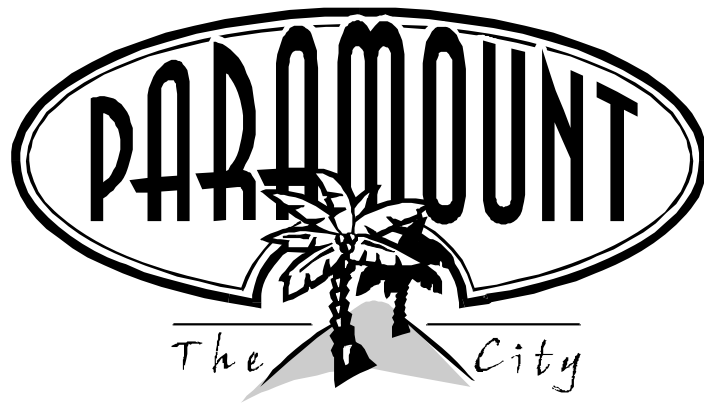
	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 475,125	408,500	411,800
Part-Time Pay	17,560	20,150	20,600
Full Time Overtime	-	350	1,200
Health Insurance	88,542	97,500	106,500
Life Insurance	738	900	850
Disability Insurance	2,073	2,350	2,350
Unemployment Insurance	-	-	700
Workers' Compensation	6,202	6,900	5,950
Medicare	7,176	6,300	6,400
Pers	115,976	129,350	142,200
Deferred Compensation	13,966	16,500	16,500
Total Salaries/Benefits	727,358	688,800	715,050
Cellular Services	1,209	1,700	1,700
Document Imaging	1,626	1,800	1,700
Office Supplies	2,280	2,600	2,100
Publications	109	150	150
Published Notices	22,974	17,000	17,000
Professional/Technical	950	200	200
Election Services	414	50,000	9,100
Mileage Reimbursement	7,350	7,200	7,200
Conferences/Meetings	11,625	12,400	16,400
Memberships	2,488	600	2,000
Total Maint/Operations	51,025	93,650	57,550
Office Equipment/Furniture	610	1,300	-
Total Capital Outlay	610	1,300	-
- Division Total -	\$ 778,993	783,750	772,600

Conferences/Meetings

CCAC Annual Conference - City Clerk	500
CCCA Annual Fall Educational Summit	1,400
CCCA Annual Municipal Seminar	1,500
CCCA City Manager/Administrator Meetings	200
CCCA Legislative Orientation Tour	1,000
CJPIA Executive Academy	150
CJPIA Risk Management Conference	1,000
Gonsalves City Manager Day	300
Gonsalves Legislative Appreciation Dinner	700
LASD Annual City Manager's Education Seminar	100
LOCC Annual Conference	1,000
LOCC City Clerks' Workshop	150
LOCC City Mgr. Dept. Mtg.	750
LOCC Legislative Action Day	1,000
LOCC Mayors/Council Exec. Forum	1,000
Miscellaneous Meetings, Events, Trips	1,050
Monthly Breakfast Meetings with Captain	600
Speaker of the Assembly Anthony Rendon's SOMB	4,000
	\$ 16,400

Memberships

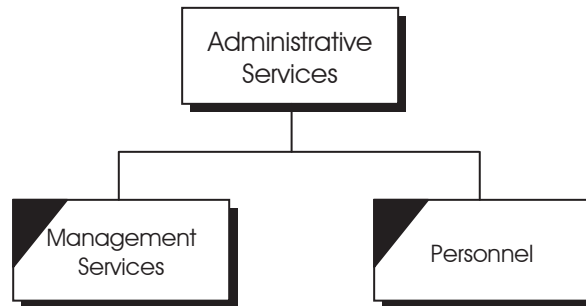
ICMA Membership	\$ 1,400
California City Management Foundation	\$ 400
City Clerks Association	200
	\$ 2,000



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.

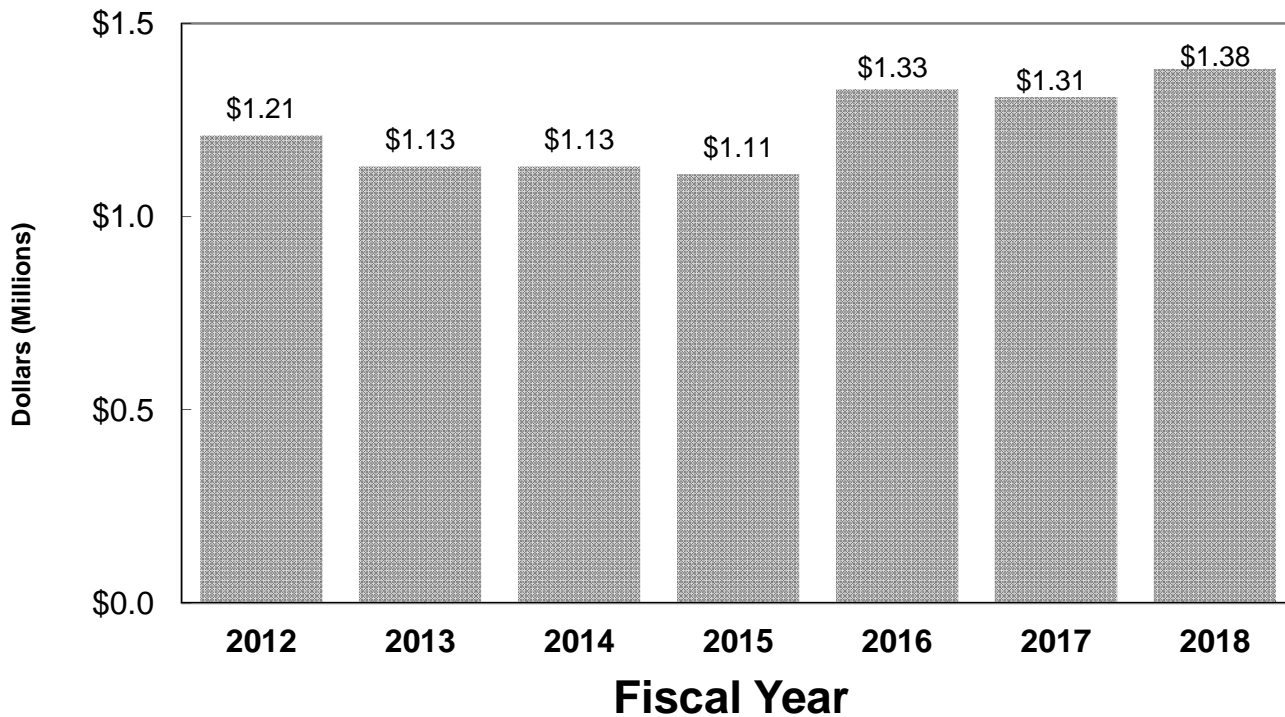
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



ADMINISTRATIVE SERVICES DEPARTMENT

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Management Services	\$ 1,026,150	72,100	-	1,098,250
Personnel	199,700	85,750	-	285,450
Total	<u>\$ 1,225,850</u>	<u>157,850</u>	<u>-</u>	<u>1,383,700</u>

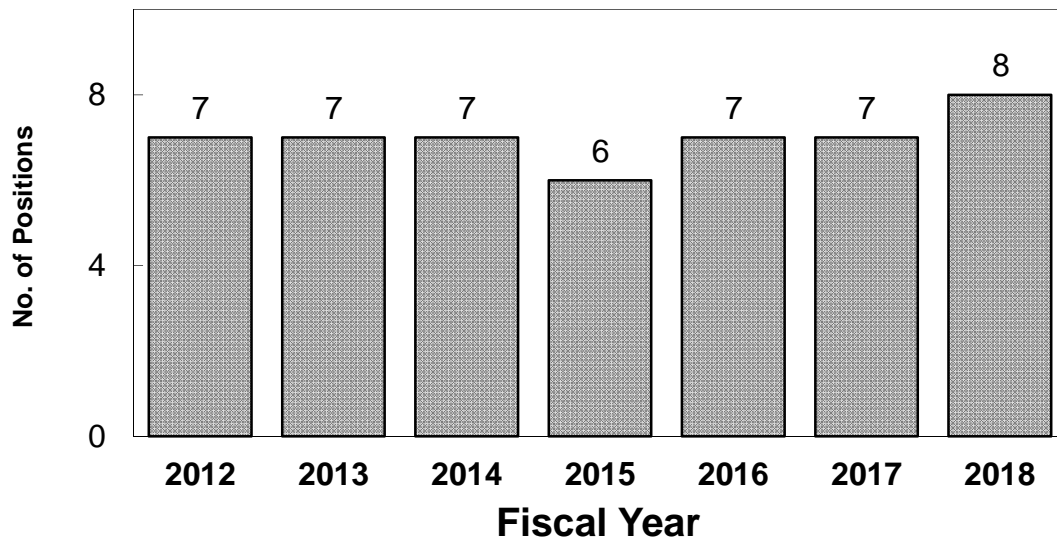
History of Expenditures



ADMINISTRATIVE SERVICES DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2017</u>	<u>Approved FY 2018</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 Supervisor	1	1	-
IT Technician	-	1	1
Graphic Artist	1	1	-
Secretary	1	1	-
	<u>7</u>	<u>8</u>	<u>1</u>
Total Number of Full-Time Positions	<u>7</u>	<u>8</u>	<u>1</u>
<u>Part-Time Positions</u>			
Total Number of Hours	6,352	6,396	44

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 refuse franchises, 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 2017	Approved FY 2018
Salaries and Benefits	\$ 903,450	1,026,150
Maintenance and Operations	92,000	72,100
Capital Outlay	<u>250</u>	<u>-</u>
Division Total	<u><u>\$ 995,700</u></u>	<u><u>1,098,250</u></u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Assistant City Manager	1	1	-
Public Information Officer	1	1	-
Management Analyst	1	1	-
IT Supervisor	1	1	-
IT Technician	1	1	-
Graphic Artist	1	1	-
Secretary	<u>1</u>	<u>1</u>	<u>-</u>
Total Full-Time Positions	<u><u>7</u></u>	<u><u>7</u></u>	<u><u>-</u></u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Computer Technician	1,650	1,456	(194)
Office Aide	2,600	2,600	-
Admin Intern	<u>1,040</u>	<u>1,040</u>	<u>-</u>
Total Part-Time Hours	<u><u>5,290</u></u>	<u><u>5,096</u></u>	<u><u>(194)</u></u>

Management Services

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 465,782	493,550	553,400
Part-Time Pay	109,019	88,450	90,100
Full-Time Overtime	-	3,000	3,000
Health Insurance	126,015	144,250	173,100
Life Insurance	870	1,000	1,200
Disability Insurance	2,597	2,950	3,450
Unemployment Insurance	-	-	1,000
Workers' Compensation	7,288	9,650	8,800
Medicare	8,328	8,700	9,450
Pers	135,030	151,900	182,650
Deferred Compensation	-	-	-
Total Salaries/Benefits	854,929	903,450	1,026,150
Cellular Services	3,635	3,500	3,500
Printing/Reproduction	470	150	150
Office Supplies	1,684	2,200	2,000
Publications	95	500	500
Professional/Technical	133,067	75,100	55,050
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	8,610	6,750	7,100
Gasoline/Diesel Fuel (Fleet)	-	200	200
Total Maint/Operations	151,011	92,000	72,100
Office Equipment/Furniture	217	250	-
Total Capital Outlay	217	250	-
- Division Total -	\$ 1,006,157	995,700	1,098,250

Professional/Technical

Website redesign	\$ 37,500
Communication consultant	10,000
Website maintenance	7,000
Mayor's scrapbook	500
Smug mug subscription	50
	\$ 55,050

Conferences/Meetings

CCCA Annual Municipal seminar	\$ 3,400
Miscellaneous seminars	2,000
JPIA conference	1,000
ICSC conference/membership	250
MMASC conference	350
MMASC membership	100
	\$ 7,100

Personnel

The Personnel 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 2017	Approved FY 2018
Salaries and Benefits	\$ 171,900	199,700
Maintenance and Operations	142,000	85,750
Capital Outlay	-	-
Division Total	<u>\$ 313,900</u>	<u>285,450</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Human Resources Manager	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
HR Assistant	1,062	1,300	238
Total Part-Time Hours	<u>1,062</u>	<u>1,300</u>	<u>238</u>

Personnel Services

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 121,086	92,050	99,150
Part-Time Pay	13,852	13,700	24,050
Health Insurance	32,001	31,300	35,800
Life Insurance	186	200	250
Disability Insurance	553	550	650
Unemployment Insurance	-	-	200
Workers' Compensation	1,264	1,650	1,700
Medicare	1,918	1,550	1,800
Pers	30,349	30,900	36,100
Deferred Compensation	-	-	-
Total Salaries/Benefits	201,209	171,900	199,700
Cellular Services	1,105	1,000	1,000
Printing/Reproduction	11	500	250
Office Supplies	1,099	1,000	750
Publications	238	200	200
Published Notices	7,268	7,000	6,000
Professional/Technical	6,376	11,500	41,000
Personnel Services	9,429	12,500	11,300
Legal/Bond Services	17,912	48,000	8,000
Conferences/Meetings	494	3,400	2,200
Memberships	100	300	300
Personnel Development	22,499	41,650	3,000
Contract Class Instructors	10,830	12,950	10,250
Food	1,798	2,000	1,500
Total Maint/Operations	79,159	142,000	85,750
Office Equipment/Furniture	-	-	-
Computer Equipment	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 280,368	313,900	285,450

Published Notices

Job notices/advertisements

Professional/Technical

Personnel compensation and class study	\$ 35,000
Affordable Care Act consulting	5,000
Retiree healthcare trust administration	1,000
	\$ 41,000

Personnel Services

Employee health/background checks

Legal/Bond Services

Personnel legal services

Personnel Development

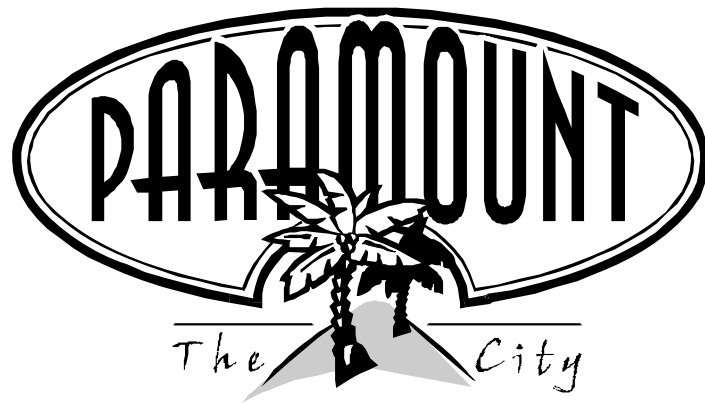
Personnel development	3,000
	\$ 3,000

Contract Class Instructors

IIPP training	\$ 7,050
Leibert, Cassidy & Whitmore consortium	3,200
	\$ 10,250

Food

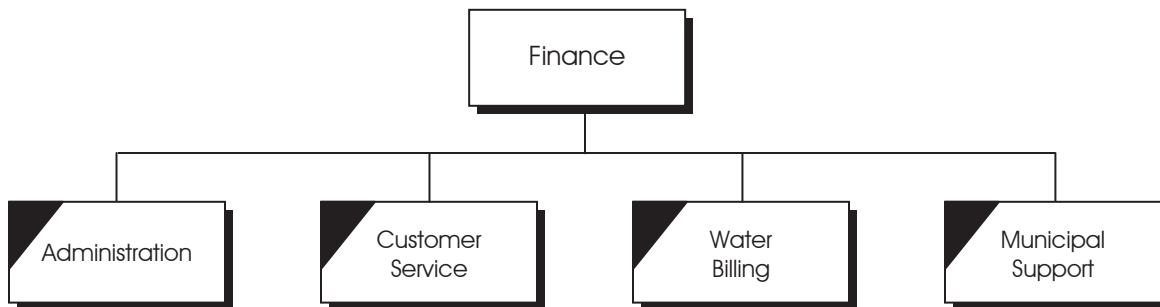
Meetings/trainings



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.

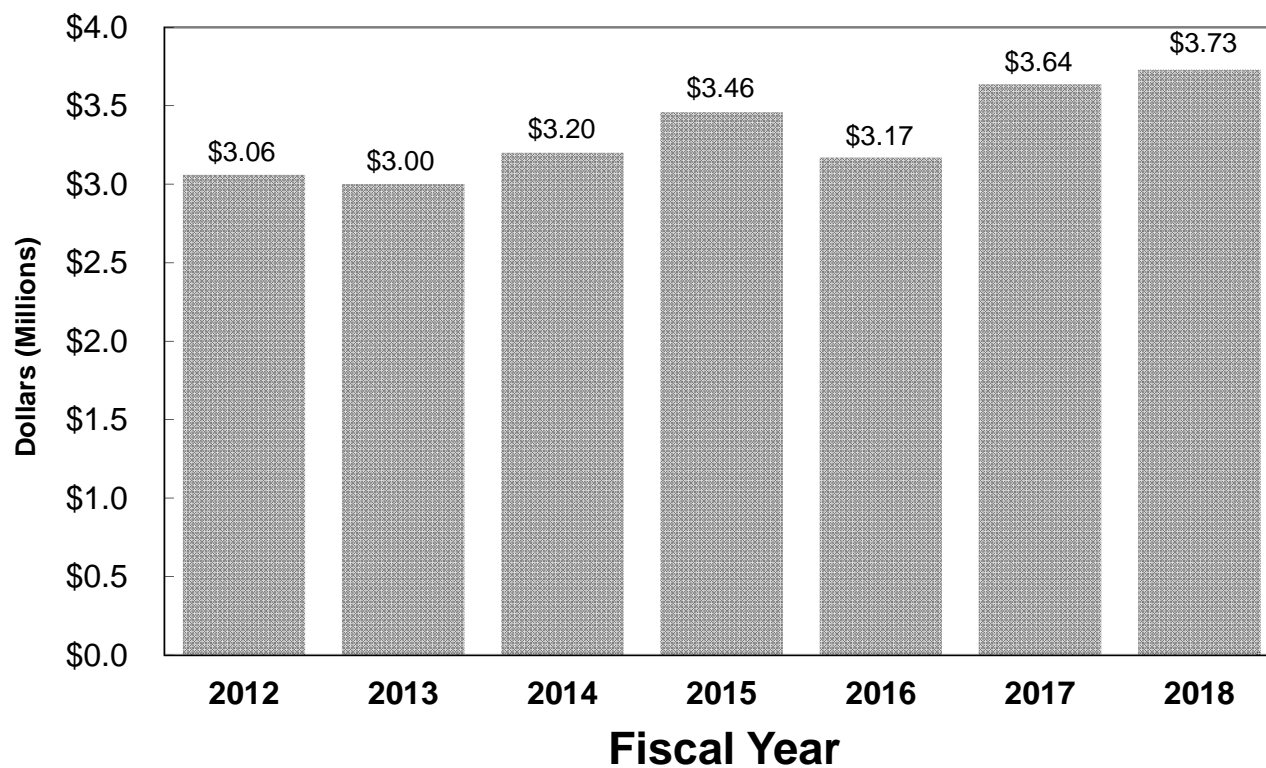
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



FINANCE DEPARTMENT

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Finance Administration	\$ 933,000	241,600	5,000	1,179,600
Customer Service	134,850	2,400	-	137,250
Water Billing	312,300	61,050	-	373,350
Municipal Support	-	1,879,500	164,200	2,043,700
Total	\$ <u>1,380,150</u>	<u>2,184,550</u>	<u>169,200</u>	<u>3,733,900</u>

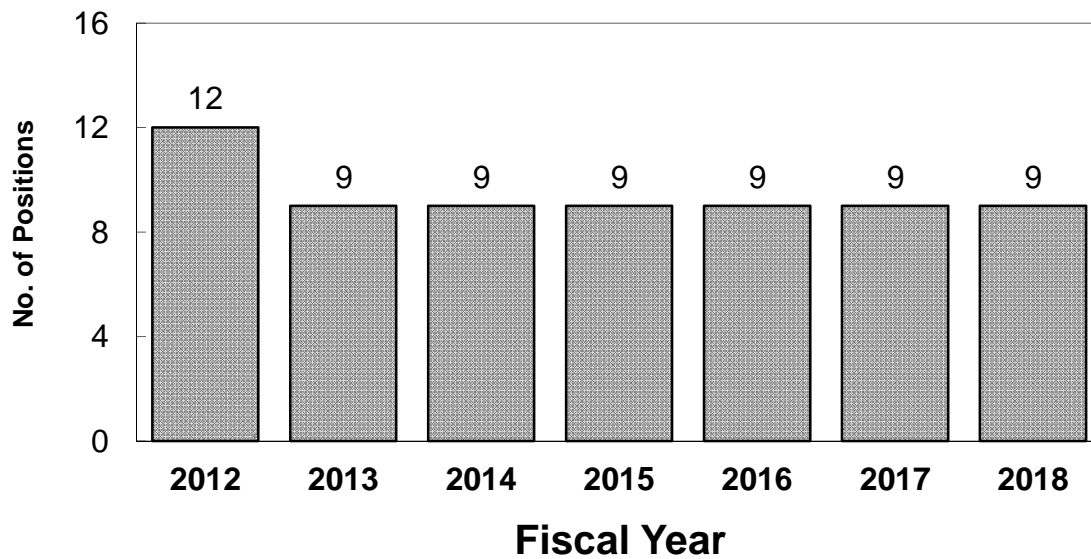
History of Expenditures



FINANCE DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2017</u>	<u>Approved FY 2018</u>	<u>Change + or (-)</u>
Finance Director	1	1	-
Assistant Finance Director	1	1	-
Senior Accountant	1	1	-
Finance Supervisor	1	1	-
Payroll Specialist	1	1	-
Finance Clerk	4	4	-
Total Number of Full-Time Positions	<u>9</u>	<u>9</u>	<u>-</u>
<u>Part-Time Positions</u>			
Total Number of Hours	9,620	9,620	-

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 2017	Approved FY 2018
Salaries and Benefits	\$ 790,750	933,000
Maintenance and Operations	283,200	241,600
Capital Outlay	3,000	5,000
Division Total	<u>\$ 1,076,950</u>	<u>1,179,600</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Senior Accountant	1	1	-
Payroll Specialist	1	1	-
Finance Clerk	2	2	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Accountant	2,600	2,600	-
Finance Aide	-	1,404	1,404
Finance Assistant	1,716	312	(1,404)
Total Part-Time Hours	<u>4,316</u>	<u>4,316</u>	<u>-</u>

Finance Administration

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 440,459	454,500	491,050
Part-Time Pay	87,933	36,600	103,200
Full-Time Overtime	-	2,650	3,000
Health Insurance	107,068	128,300	144,550
Life Insurance	716	950	1,050
Disability Insurance	2,133	2,800	3,050
Unemployment Insurance	-	-	950
Workers' Compensation	6,622	8,450	8,100
Medicare	7,665	7,500	8,750
Pers	122,985	149,000	169,300
Deferred Compensation	-	-	-
Total Salaries/Benefits	775,581	790,750	933,000
Cellular Services	1,445	2,000	2,000
Printing/Reproduction	3,881	2,000	2,000
Office Supplies	2,899	2,500	2,500
Published Notices	148	1,000	1,000
Professional/Technical	169,538	220,100	178,100
Financial Services	12,966	25,000	25,000
County Administrative Fee	18,810	19,600	20,000
Rent/Lease of Equipment	2,625	2,700	2,700
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	1,926	3,000	3,000
Memberships	1,030	1,000	1,000
Equipment Maintenance	390	700	700
Total Maint/Operations	219,108	283,200	241,600
Computer Equipment	-	3,000	5,000
Total Capital Outlay	-	3,000	5,000
- Division Total -	\$ 994,689	1,076,950	1,179,600

Printing/Reproduction

CAFR, checks, W2s, 1099s, miscellaneous forms

Professional/Technical

CDBG/HOME grant administration	\$ 95,000
OPEB valuation	17,000
Fair housing services	16,000
UUT consulting	15,250
Sales tax recovery fee	10,000
GASB 68 valuation	5,000
CAFR preparation services	5,000
AUP audit	5,000
Sales tax analysis	4,800
State Controller's report	3,200
CAFR statistical information	700
Property tax audit services	500
GFOA award application	450
Audit confirmation fees	200
	\$ 178,100

Conferences/Meetings

Miscellaneous workshops

Memberships

GFOA	\$ 600
CSMFO	250
Costco	150
	\$ 1,000

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 2017	Approved FY 2018
Salaries and Benefits	\$ 123,200	134,850
Maintenance and Operations	2,700	2,400
Capital Outlay	<u>1,650</u>	<u>-</u>
Division Total	<u>\$ 127,550</u>	<u>137,250</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Finance Clerk	<u>1</u>	<u>1</u>	<u>-</u>
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Office Aide II	<u>1,404</u>	<u>1,404</u>	<u>-</u>
Total Part-Time Hours	<u>1,404</u>	<u>1,404</u>	<u>-</u>

Customer Service

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 56,395	56,450	58,100
Part-Time Pay	18,381	18,550	23,050
Part-Time Overtime	82	100	100
Health Insurance	23,059	26,250	29,400
Life Insurance	101	150	150
Disability Insurance	299	350	400
Unemployment Insurance	-	-	150
Workers' Compensation	837	1,200	1,100
Medicare	1,046	1,150	1,200
Pers	17,353	19,000	21,200
Def Comp	-	-	-
Total Salaries/Benefits	<u>117,553</u>	<u>123,200</u>	<u>134,850</u>
Printing/Reproduction	3,017	1,500	1,500
Office Supplies	479	1,000	700
Conferences/Meetings	-	200	200
Total Maint/Operations	<u>3,496</u>	<u>2,700</u>	<u>2,400</u>
Computer Equipment	-	-	-
Other Equipment	-	1,650	-
Total Capital Outlay	<u>-</u>	<u>1,650</u>	<u>-</u>
- Division Total -	<u><u>\$ 121,049</u></u>	<u><u>127,550</u></u>	<u><u>137,250</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 2017	Approved FY 2018
Salaries and Benefits	\$ 296,450	312,300
Maintenance and Operations	61,050	61,050
Capital Outlay	<u>1,650</u>	<u>-</u>
Division Total	<u>\$ 359,150</u>	<u>373,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Finance Supervisor	1	1	-
Finance Clerk	<u>1</u>	<u>1</u>	<u>-</u>
Total Full-Time Positions	<u>2</u>	<u>2</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Office Aide II	<u>3,900</u>	<u>3,900</u>	<u>-</u>
Total Part-Time Hours	<u>3,900</u>	<u>3,900</u>	<u>-</u>

Water Billing

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 129,432	126,500	130,650
Part-Time Pay	38,938	59,000	61,500
Full-Time Overtime	-	1,000	1,000
Part-Time Overtime	354	300	300
Health Insurance	48,883	50,100	54,400
Life Insurance	225	250	300
Disability Insurance	672	750	850
Unemployment Insurance	-	-	300
Workers' Compensation	1,900	3,350	2,650
Medicare	2,329	2,700	2,850
Pers	38,917	42,500	47,500
Deferred Compensation	-	-	-
Pers Contribution (GASB 68)	7,179	10,000	10,000
Total Salaries/Benefits	268,829	296,450	312,300
Equipment Maintenance	12,966	14,050	14,050
Printing/Reproduction	7,737	6,500	6,500
Office Supplies	160	600	600
Postage Expense	29,589	30,000	30,000
Professional/Technical	35	5,000	5,000
Conferences/Meetings	-	200	200
Equipment Maint Services	3,508	4,700	4,700
Total Maint/Operations	53,995	61,050	61,050
Computer Equipment	1,950	-	-
Other Capital Equipment	-	1,650	-
Total Capital Outlay	1,950	1,650	-
- Division Total -	\$ 324,774	359,150	373,350

Equipment Maintenance

Water billing software support	\$ 10,250
Water billing web extension support	1,800
Output processor support	1,300
Cashiering system support	700
	\$ 14,050

Printing/Reproduction

Water billing forms/notices/envelopes

Postage Expense

Postage for water utility bills

Professional/Technical

Water billing software modification/training

Equipment Maintenance Services

Folding machine maintenance	\$ 2,650
Radix maintenance	1,000
Postage meter maintenance	700
Miscellaneous repairs	350
	\$ 4,700

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 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	1,982,400	1,879,500
Capital Outlay	91,050	164,200
Division Total	<u>\$ 2,073,450</u>	<u>2,043,700</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Municipal Support

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Telephone/Internet Services	\$ 65,708	65,000	70,000
Telephone Maintenance	2,694	9,000	9,000
Liability Insurance	601,952	740,400	630,400
Deductible Payments	-	1,000	1,000
Finance System Support	41,590	34,500	34,500
Equipment Maintenance	29,287	55,050	8,100
Printing/Reproduction	9,897	16,500	14,200
Office Supplies	53,711	50,250	50,000
Postage Expense	18,851	26,000	26,000
Publications	3,311	3,350	3,350
Bank Charges	47,973	61,000	61,000
Professional/Technical	37,668	54,400	97,300
Rent/Lease of Equipment	14,560	14,950	23,650
Electricity	444,950	450,000	450,000
Water	156,508	139,000	139,000
Natural Gas	40,055	45,000	45,000
Depreciation	99,227	200,000	200,000
Equipment Maint Supplies	1,267	2,000	2,000
Food	15,143	15,000	15,000
Total Maint/Operations	1,684,352	1,982,400	1,879,500
Office Equipment/Furniture	-	1,900	1,000
Computer Equipment	40,155	31,400	33,000
Other Capital Equipment	7,661	57,750	130,200
Total Capital Outlay	47,816	91,050	164,200
- Division Total -	\$ 1,732,168	2,073,450	2,043,700

Telephone/Internet Services

General phone/internet service for City departments

Liability Insurance

General liability insurance	\$ 548,500
Property insurance	49,500
Environmental insurance	21,000
CalPERS survivor benefits	5,500
Earthquake insurance	4,100
Employee dishonesty policy	1,800
	\$ 630,400

Bank Charges

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

Professional/Technical

Computer consultant	\$ 24,400
Security system maintenance	17,900
Warranty and support renewals	12,500
Audio/visual system maintenance	10,000
Website security and maintenance	9,600
AB 939 consulting fee	6,550
Out-of-state back-up	6,000
Video services	5,000
Paramount Works mobile app	2,000
Miscellaneous services	3,350
	\$ 97,300

Office Equipment/Furniture

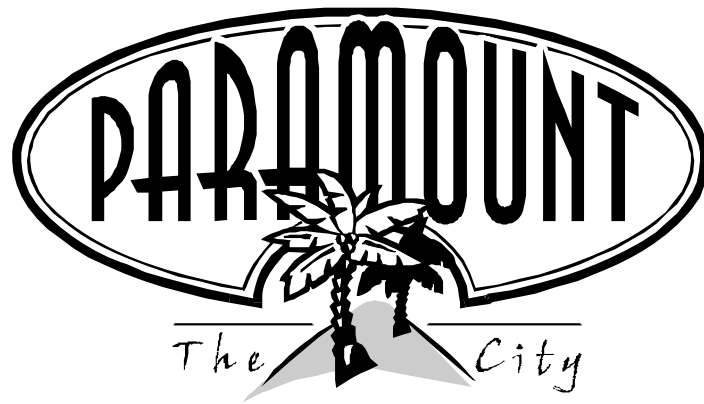
Contingency office equipment

Computer Equipment

Contingency computer equipment

Other Capital Equipment

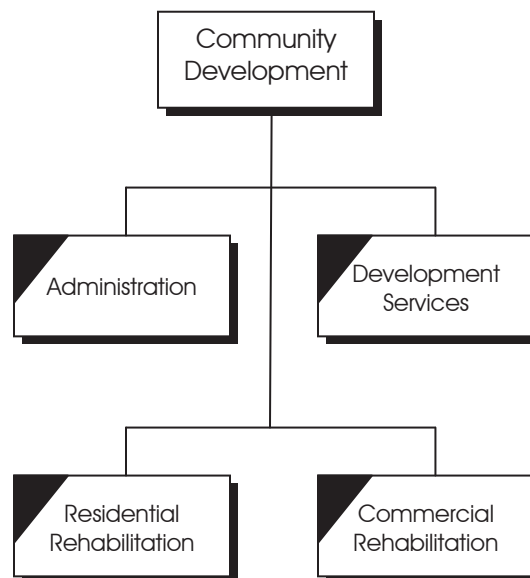
Virtualized servers (hardware / backup)	\$ 53,500
WiFi bridge infrastructure	45,500
Wireless bridge link upgrades	18,000
WiFi upgrade (City Hall / Yard / Station)	10,000
Other equipments	3,200
	\$ 130,200



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 Residential Rehabilitation Program which provides rebates to Paramount residents for upgrading deteriorated properties and correcting code violations.

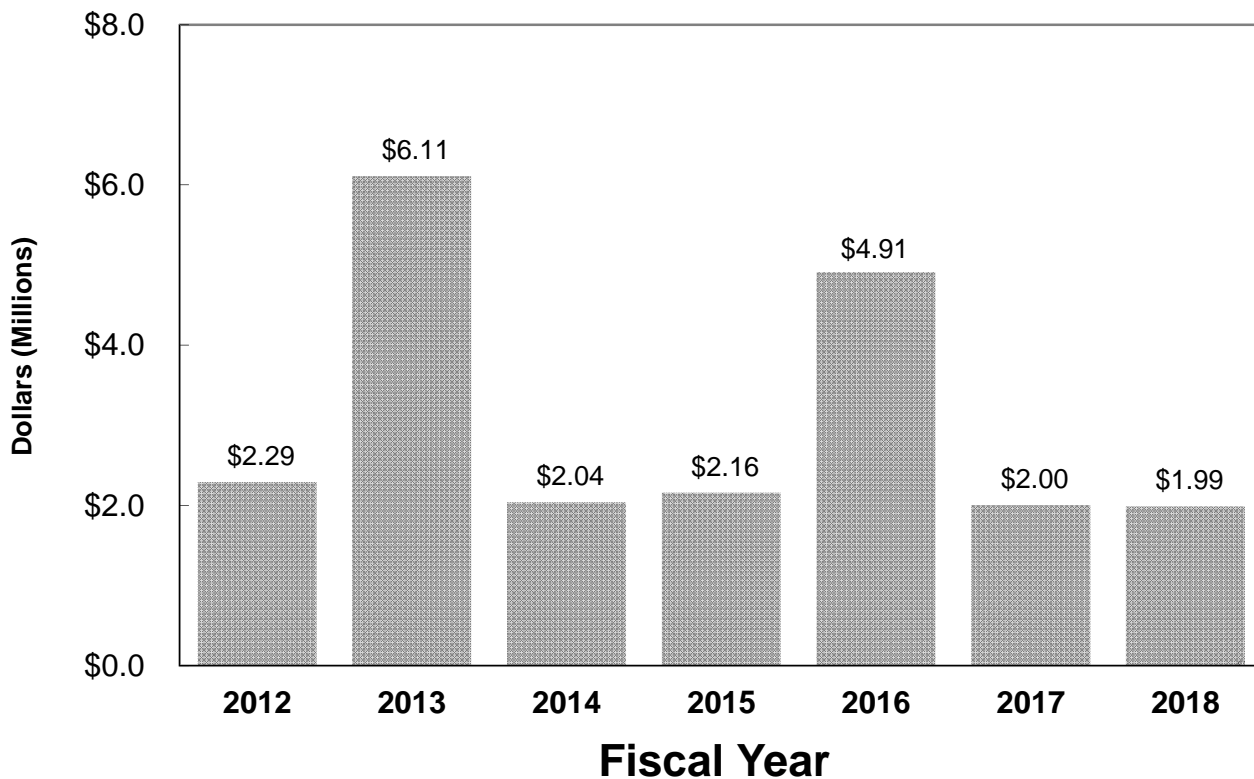
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



COMMUNITY DEVELOPMENT DEPARTMENT

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Community Dev. Admin.	\$ 615,650	302,700	350	918,700
Development Services	535,950	220,950	-	756,900
Residential Rehabilitation	-	187,500	-	187,500
Commercial Rehabilitation	-	124,500	-	124,500
Total	<u>\$ 1,151,600</u>	<u>835,650</u>	<u>350</u>	<u>1,987,600</u>

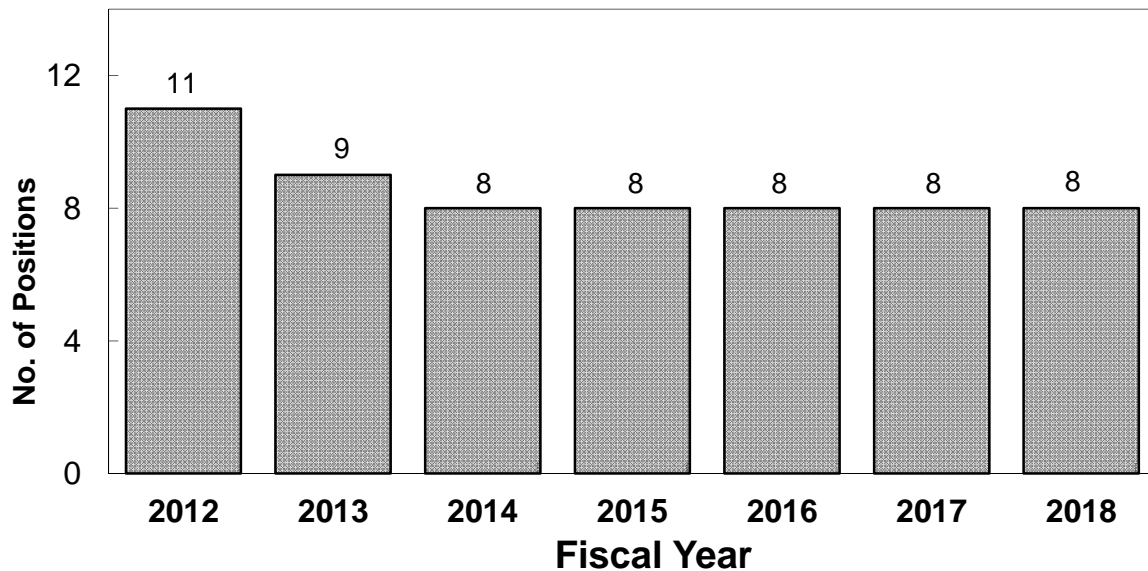
History of Expenditures



COMMUNITY DEVELOPMENT DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	Approved FY 2017	Approved FY 2018	Change + or (-)
Asst. Community Development Director	1	1	-
Development Services Manager	1	1	-
Planning Manager	1	1	-
Community Development Planner	1	1	-
Building and Safety Inspector	2	2	-
Building Permit Technician	1	1	-
Secretary	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	2,600	3,900	1,300

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 2017	Approved FY 2018
Salaries and Benefits	\$ 559,100	615,650
Maintenance and Operations	307,250	302,700
Capital Outlay	1,000	350
Division Total	<u>\$ 867,350</u>	<u>918,700</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Assistant Director	1	1	-
Planning Manager	1	1	-
Planner	1	1	-
Secretary	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Office Aide I	1,300	1,300	-
Office Aide II	-	1,300	1,300
Intern	1,300	1,300	-
Total Part-Time Hours	<u>2,600</u>	<u>3,900</u>	<u>1,300</u>

Community Development Administration

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 315,051	319,450	333,500
Part-Time Pay	22,910	38,700	55,950
Health Insurance	71,821	80,350	90,050
Life Insurance	574	650	700
Disability Insurance	1,714	1,900	2,050
Unemployment Insurance	-	-	600
Workers' Compensation	3,785	6,050	6,650
Medicare	4,925	5,250	5,650
Pers	96,112	106,750	120,500
Deferred Compensation	-	-	-
Total Salaries/Benefits	516,892	559,100	615,650
Cellular Services	1,121	1,500	1,500
Printing/Reproduction	252	200	200
Office Supplies	866	1,050	1,050
Publications	144	150	-
Published Notices	11,674	12,000	5,500
Professional/Technical	25,681	22,500	22,500
Rent/Lease of Equipment	3,357	3,500	3,500
Conferences/Meetings	4,406	7,450	9,550
Memberships	725	2,400	2,400
Economic Development	169,809	252,500	252,500
Business Creation/Retention	-	4,000	4,000
Total Maint/Operations	218,035	307,250	302,700
Office Equipment/Furniture	3,293	1,000	350
Vehicles	47,356	-	-
Total Capital Outlay	50,649	1,000	350
- Division Total -	\$ 785,576	867,350	918,700

Professional/Technical

Environmental consulting	\$ 20,000
Architectural services	2,500
	\$ 22,500

Conferences/Meetings

ICSC conference	\$ 4,200
APA conference	3,600
Education reimbursement	1,450
Miscellaneous	300
	\$ 9,550

Memberships

AICP, APA, CalAPA	\$ 2,250
ICSC Membership	150
	\$ 2,400

Economic Development

Tax Sharing	\$ 200,000
Chamber of Commerce	40,000
Long Beach Small Business	12,500
	\$ 252,500

Office Equipment/Furniture

Desk

Development Services

The Development Services 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 2017	Approved FY 2018
Salaries and Benefits	\$ 502,450	535,950
Maintenance and Operations	203,850	220,950
Capital Outlay	40,000	-
Division Total	<u>\$ 746,300</u>	<u>756,900</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Development Svcs Mgr	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 2017	Hours FY 2018	Change + or (-)
None			

Development Services

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 304,178	310,250	323,100
Full-Time Overtime	651	-	-
Health Insurance	78,855	82,300	89,850
Life Insurance	563	650	700
Disability Insurance	1,681	1,850	2,000
Unemployment Insurance	-	-	500
Workers' Compensation	6,450	8,800	8,350
Medicare	2,955	3,050	3,250
Pers	86,551	95,550	108,200
Deferred Compensation	-	-	-
Total Salaries/Benefits	481,884	502,450	535,950
Software System Support	12,633	13,300	30,400
Printing/Reproduction	923	2,200	2,200
Document Imaging	5,311	9,000	9,000
Office Supplies	739	1,000	1,000
Publications	219	2,000	2,000
Professional/Technical	194,600	165,000	165,000
Conferences/Meetings	3,431	4,500	4,500
Memberships	845	1,200	1,200
Gasoline/Diesel Fuel	4,368	4,900	4,900
Uniforms	523	750	750
Total Maint/Operations	223,592	203,850	220,950
Vehicles	-	40,000	-
Total Capital Outlay	-	40,000	-
- Division Total -	\$ 705,476	746,300	756,900

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	\$ 2,500
Education reimbursement	2,000
	<u>\$ 4,500</u>

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 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	210,000	187,500
Capital Outlay	-	-
Division Total	<u>\$ 210,000</u>	<u>187,500</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Residential Rehabilitation

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Professional/Technical	\$ 78,537	60,000	37,500
Residential Rebates	178,042	150,000	150,000
Acquisition/Rehabilitation	-	-	-
Total Maint/Operations	256,579	210,000	187,500
- Division Total -	<u>\$ 256,579</u>	<u>210,000</u>	<u>187,500</u>

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. Commercial rehabilitation was suspended in Fiscal Year 2015 due to the elimination of redevelopment agencies in the State of California and the reduction of CDBG funds. The City has \$125,000 of CDBG funds that cannot be spent on other City programs; these funds are proposed for use on Commercial Rehabilitation projects in FY 2016.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	180,000	124,500
Capital Outlay	-	-
Division Total	<u>\$ 180,000</u>	<u>124,500</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Commercial Rehabilitation

Expenditure Detail

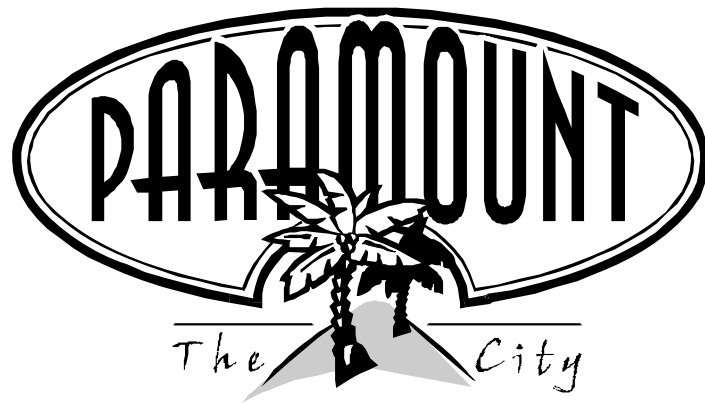
	Actual FY 2016	Final FY 2017	Approved FY 2018
Professional/Technical	\$ 15,589	30,000	30,000
Commercial Rebates	31,389	150,000	94,500
Lot Consolidation Program	3,113,885	-	-
Total Maint/Operations	3,160,863	180,000	124,500
- Division Total -	<u>\$ 3,160,863</u>	<u>180,000</u>	<u>124,500</u>

Professional/Technical

Commercial rehabilitation monitoring

Commercial Rebates

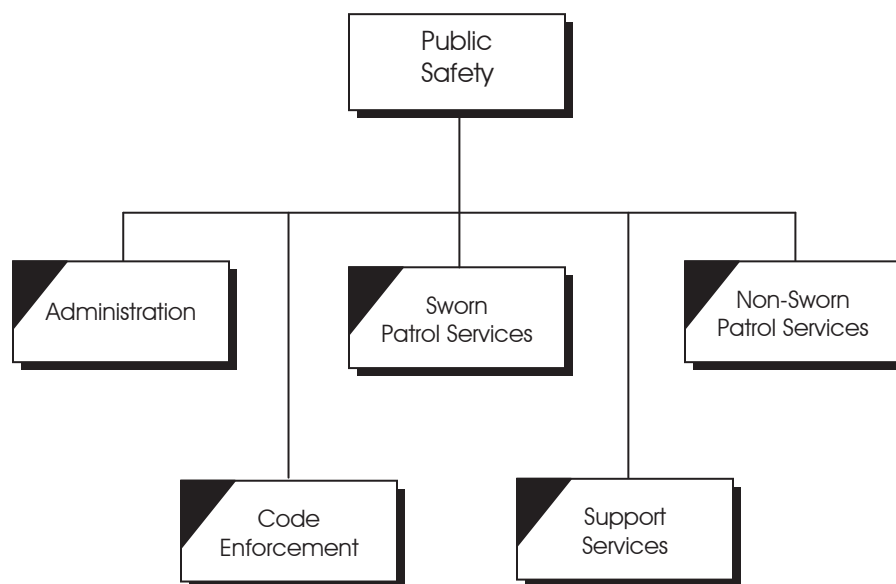
Commercial rehabilitations



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.

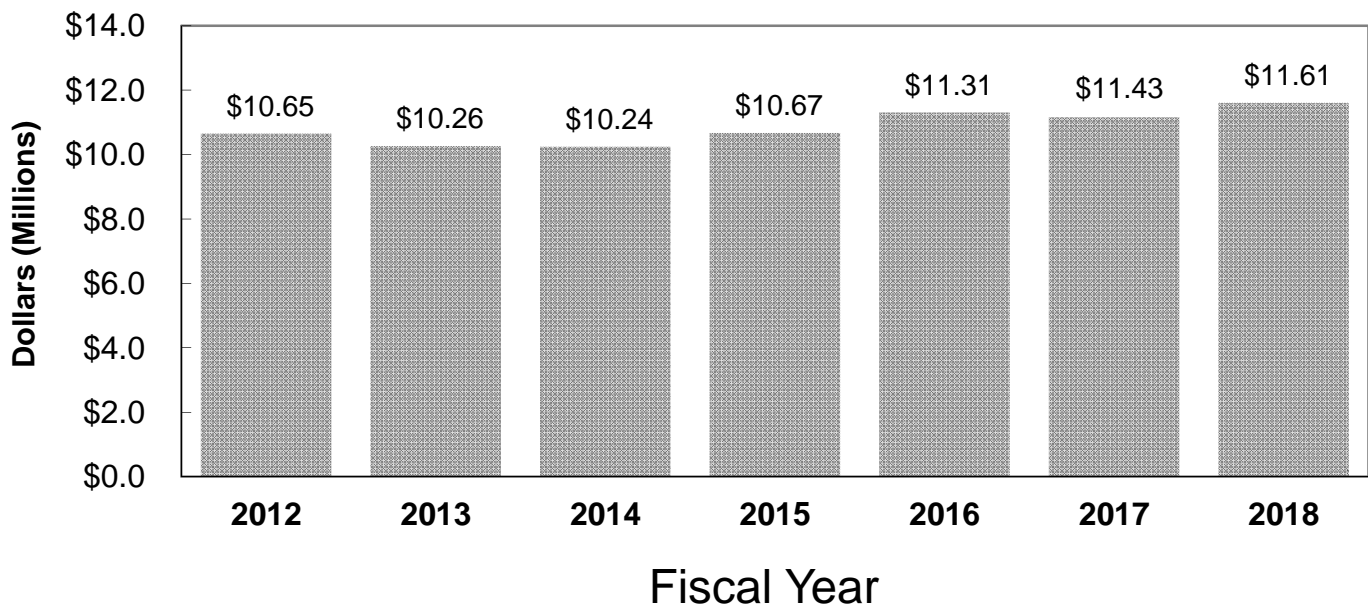
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC SAFETY DEPARTMENT

<div>2017-18</div> <div>EXPENDITURE SUMMARY</div>				
Division Name	Salary & Benefits	Maintenance & Operations	Capital Outlay	Total
Administration	\$ 643,100	117,600	1,500	762,200
Sworn Patrol Services	-	7,905,350	-	7,905,350
Non-Sworn Patrol Services	1,217,050	303,300	-	1,520,350
Code Enforcement	742,400	113,150	-	855,550
Support Services	-	571,350	-	571,350
Total	\$ 2,602,550	9,010,750	1,500	11,614,800

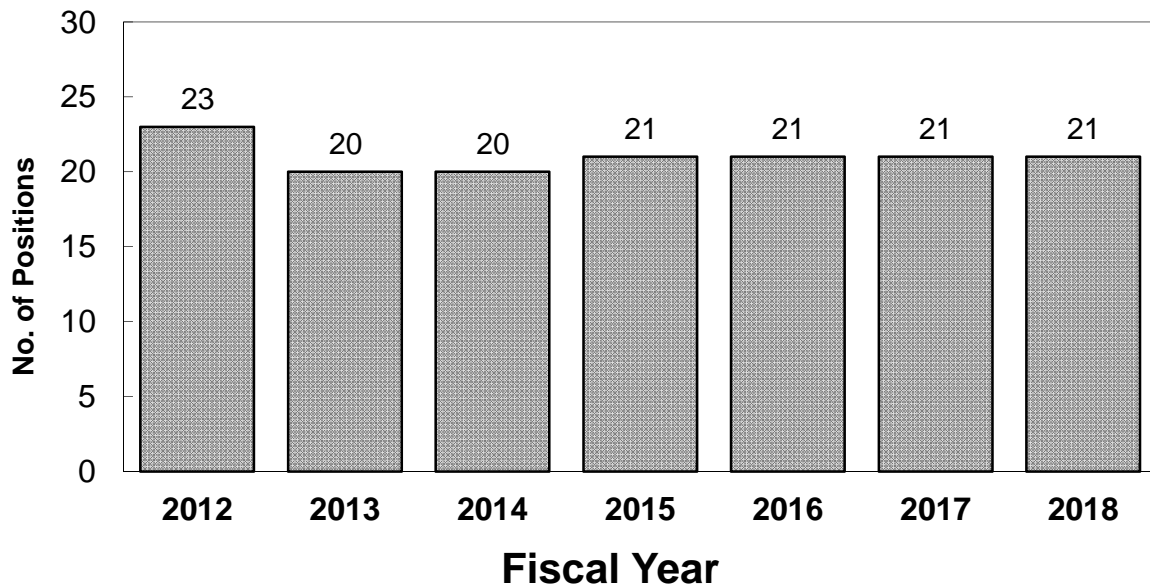
History of Expenditures



PUBLIC SAFETY DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2017</u>	<u>Approved FY 2018</u>	<u>Change + or (-)</u>
Public Safety Director	1	1	-
Assistant Public Safety Director	1	1	-
Code Enforcement Division Head	1	1	-
Neighborhood Preservation Specialist	1	1	-
Crime Analyst	1	1	-
Code Enforcement Officer	5	5	-
Secretary	1	1	-
Departmental Clerk	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	12,598	13,594	996

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 3,500 fire and miscellaneous calls and performs approximately 2,700 rescues and 800 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 Neighborhood Preservationist service to promote positive relations between community groups, the general public, and Sheriff's Deputies via the Neighborhood Watch organization.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 569,250	643,100
Maintenance and Operations	121,450	117,600
Capital Outlay	2,550	1,500
Division Total	<u>\$ 693,250</u>	<u>762,200</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Neigh. Pres. Specialist	1	1	-
Secretary	1	1	-
Total Full-Time Positions	<u>4</u>	<u>4</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
PS Specialist	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 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 360,972	321,550	359,750
Part-Time Pay	25,216	26,500	26,500
Health Insurance	94,266	96,600	113,700
Life Insurance	675	700	800
Disability Insurance	2,018	2,050	2,250
Unemployment Insurance	-	-	600
Workers' Compensation	5,644	6,050	5,300
Medicare	4,829	4,600	4,800
Pers	109,095	111,200	129,400
Deferred Compensation	-	-	-
Total Salaries/Benefits	602,715	569,250	643,100
Telephone/Internet Services	4,255	2,200	2,200
Cellular Service	7,805	8,750	8,750
Printing/Reproduction	5,161	11,000	10,000
Office Supplies	11,721	12,500	12,500
Publications	1,001	1,650	1,600
Professional/Technical	16,365	46,250	44,950
Rent/Lease of Equipment	14,714	16,900	16,900
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	3,925	7,000	5,500
Memberships	75	700	700
Equipment Maint Supplies	4,470	8,400	8,400
Comm Promo Supplies	2,346	2,500	2,500
Total Maint/Operations	75,287	121,450	117,600
Computer Equipment	-	-	-
Other Capital Equipment	979	2,550	1,500
Total Capital Outlay	979	2,550	1,500
- Division Total -	\$ 678,982	693,250	762,200

Telephone/Internet Services

Satellite phones	\$ 1,950
AT&T regular phone line	250
	\$ 2,200

Printing/Reproduction

Parking citations/envelopes	\$ 2,500
Letterhead and envelopes	2,300
Forms	2,000
Parking permits	1,100
Business card masters	700
Neighborhood Watch letterhead	700
Business cards	700
	\$ 10,000

Professional/Technical

EOP update	\$ 19,000
Station security system maintenance	11,500
Scarecrow program	5,000
Fire alarm system (interface)	2,000
GNP quarterly training	1,700
GNP association fees	1,250
Emergency preparedness	1,200
Security camera system - Dills Park	1,200
Document shredding	1,000
Satellite service - EOC	800
GNP signs	300
	\$ 44,950

Conferences/Meetings

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

Other Capital Equipment

Emergency preparedness equipment	
----------------------------------	--

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, 3,400 hours of traffic enforcement hours, 4,250 hours of 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, Probation Officer, and Detective Bureau Consultant.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	7,536,200	7,905,350
Capital Outlay	-	-
Division Total	<u>\$ 7,536,200</u>	<u>7,905,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Sworn Patrol

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Cellular Services	\$ 3,406	6,050	6,050
Professional/Technical	216,745	231,900	180,800
Rent/Lease of Equipment	7,356	5,000	4,700
Conferences/Meetings	1,768	4,000	4,000
Gasoline/Diesel Fuel	12,427	5,000	5,000
Uniforms	2,621	2,000	2,000
General Law Services	5,448,506	5,058,050	5,273,350
Special Assignment Officer	1,015,438	1,312,150	1,417,600
Assigned Sergeant	419,997	218,000	223,800
Probation Officer	77,000	82,000	82,000
Helicopter Services	8,722	24,000	15,000
License Investigation	204	2,850	1,500
Special Event Services	359,089	469,600	573,950
Deputy District Attorney	100,000	115,000	115,000
Community Promotion	-	600	600
Total Maint/Operations	<u>7,673,280</u>	<u>7,536,200</u>	<u>7,905,350</u>
Other Capital Equipment	<u>18,796</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>18,796</u>	<u>-</u>	<u>-</u>
- Division Total -	<u><u>\$ 7,692,076</u></u>	<u><u>7,536,200</u></u>	<u><u>7,905,350</u></u>

Professional/Technical

School resource officer	\$ 96,600
Detective Bureau specialist	50,000
Predictive Policing software	17,500
Fingerprint specialist (process prints)	10,000
Disturbance violation processing	3,000
Decoy painting/repairs	2,000
Bike maintenance	700
DUI equipment rental	500
Victim assistance	500
	<u>\$ 180,800</u>

Rent/Lease of Equipment

Automatic license plate recognition system
--

General Law Services

Patrol deputy (10 x 56 hrs / 2 x 40 hrs)	\$ 4,989,750
Traffic deputy	283,600
	<u>\$ 5,273,350</u>

Special Assignment Officer

Special assignment officers (includes 3.7% increase)

Special Event Services

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

Non-Sworn Patrol

The Division provides 12,480 hours of Community Service Officer and 2080 hours of Community Service Officer supervision for 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, missing persons, missing juveniles, found property, and lost property.

The Division also provides 2,080 hours of Crime Analyst services in order to focus the Department's law enforcement activities, and 8,750 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 14,400 hours of crossing guard protection at 20 separate locations throughout the City.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 1,148,800	1,217,050
Maintenance and Operations	306,750	303,300
Capital Outlay	57,700	-
Division Total	<u>\$ 1,513,250</u>	<u>1,520,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Crime Analyst	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 2017	Hours FY 2018	Change + or (-)
Public Service Assistant	8,750	9,850	1,100
Total Part-Time Hours	<u>8,750</u>	<u>9,850</u>	<u>1,100</u>

Non-Sworn Patrol

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 532,423	535,000	561,950
Part-Time Pay	143,211	161,000	168,350
Full-Time Overtime	49,535	54,250	47,000
Health Insurance	174,599	190,050	211,050
Life Insurance	995	1,100	1,200
Disability Insurance	2,974	3,200	3,500
Unemployment Insurance	-	-	1,200
Workers' Compensation	19,942	29,300	28,950
Medicare	10,435	10,700	11,300
Pers	151,441	164,200	182,550
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,085,555	1,148,800	1,217,050
Professional/Technical	234,819	256,000	267,200
Rent/Lease of Equipment	12,628	21,650	7,000
Conferences/Meetings	671	2,500	2,500
Equipment Maint Services	95	1,500	1,500
Gasoline/Diesel Fuel	12,832	17,600	17,600
Uniforms	10,744	7,500	7,500
Total Maint/Operations	271,790	306,750	303,300
Vehicles	47,356	57,700	-
Total Capital Outlay	47,356	57,700	-
- Division Total -	\$ 1,404,701	1,513,250	1,520,350

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.

Code Enforcement

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

This Division responds to approximately 2,000 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 5,000 inspections and will process approximately 500 Public Nuisance Hearings. In addition, this Division prepares cases for the City Prosecutor's Office.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 717,350	742,400
Maintenance and Operations	121,950	113,150
Capital Outlay	700	-
Division Total	<u>\$ 840,000</u>	<u>855,550</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Code Enf. Division Head	1	1	-
Code Enforcement Officer	5	5	-
Departmental Clerk	1	1	-
Total Full-Time Positions	<u>7</u>	<u>7</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Code Enforcement Officer	1,040	1,040	-
Public Service Assistant	1,404	1,300	(104)
Total Part-Time Hours	<u>2,444</u>	<u>2,340</u>	<u>(104)</u>

Code Enforcement

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 353,165	389,650	395,150
Part-Time Pay	18,571	49,600	48,550
Health Insurance	99,955	127,250	137,550
Life Insurance	665	800	850
Disability Insurance	1,980	2,300	2,450
Unemployment Insurance	-	-	700
Workers' Compensation	10,231	15,500	13,050
Medicare	5,265	6,300	6,450
Pers	104,301	125,950	137,650
Deferred Compensation	-	-	-
Total Salaries/Benefits	594,133	717,350	742,400
Printing/Reproduction	2,009	3,000	3,000
Office Supplies	392	1,600	1,600
Postage Expense	186	1,500	1,500
Professional/Technical	16,653	20,300	13,700
Legal/Bond Services	79,263	80,000	80,000
Conferences/Meetings	1,929	3,250	3,250
Memberships	605	2,300	2,300
Gasoline/Diesel Fuel	4,146	4,000	4,000
Uniforms	4,085	6,000	3,800
Total Maint/Operations	109,267	121,950	113,150
Other Capital Equipment	3,540	700	-
Total Capital Outlay	3,540	700	-
- Division Total -	\$ 706,940	840,000	855,550

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	5,000
Dataquick	2,100
	\$ 13,700

Legal/Bond Services

City Prosecutor services

Other Capital Equipment

Printer

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 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	569,100	571,350
Capital Outlay	-	-
Division Total	<u>\$ 569,100</u>	<u>571,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Support Services

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Professional/Technical	\$ 329,048	275,800	270,800
Memberships	2,753	2,800	2,800
Animal Control Services	259,353	280,500	287,750
Other Public Safety Svcs	6,329	10,000	10,000
Total Maint/Operations	597,483	569,100	571,350
- Division Total -	\$ 597,483	569,100	571,350

Professional/Technical

LA Court parking citations	\$ 132,500
Parking citation review	72,300
Graffiti tracker	30,000
Mass notification system	20,000
LA Coounty District Attorney	15,000
Third party collections	1,000
	\$ 270,800

Memberships

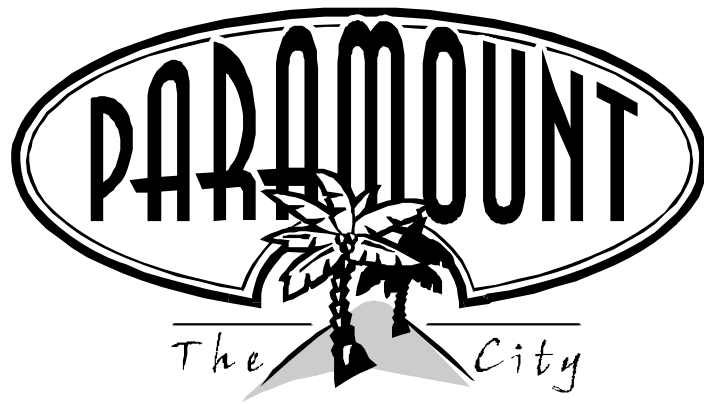
Area E membership

Animal Control Services

SEAACA contract	\$ 206,000
SEAACA dedicated officer	55,000
SEAACA - delinquent canvass	16,000
SEAACA - administrative costs	7,200
SEAACA - licensing	3,000
Cat traps	300
License supplies	250
	\$ 287,750

Other Public Safety Services

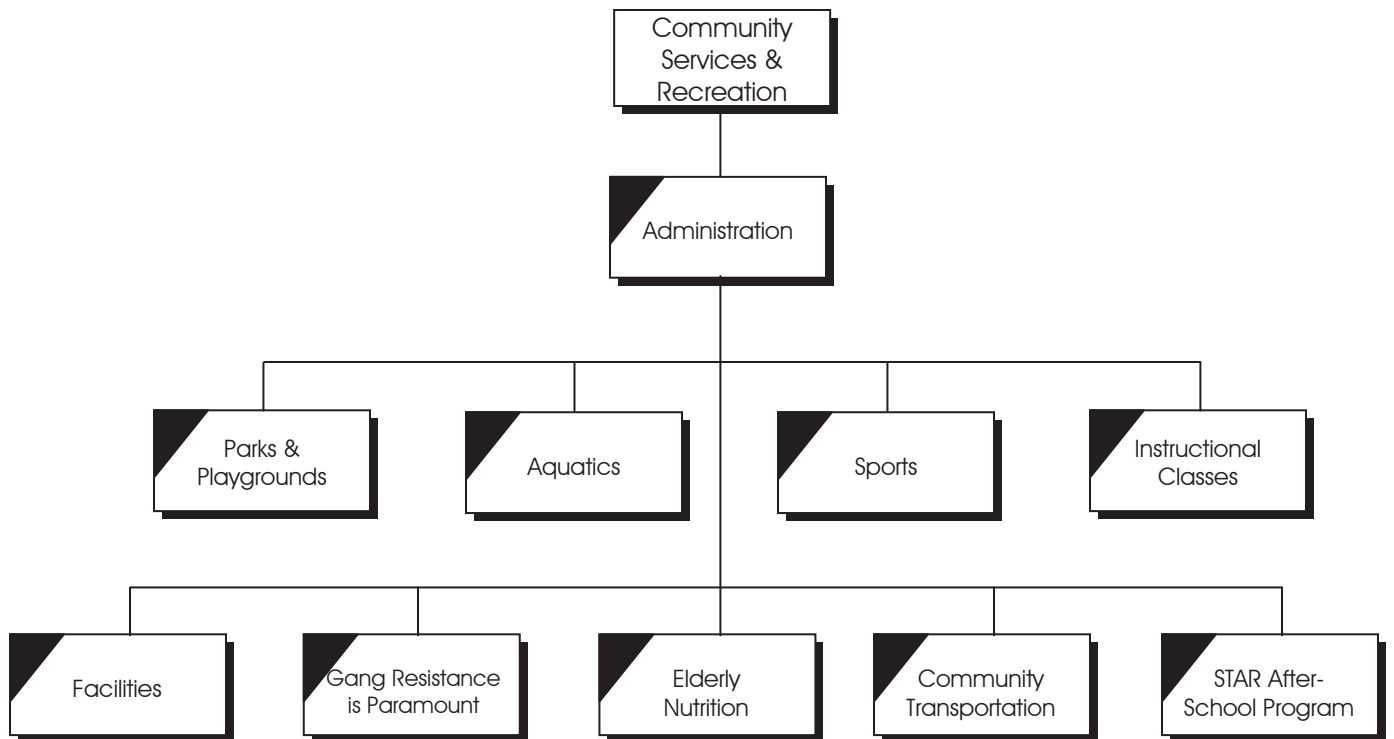
Prisoner detention services



COMMUNITY SERVICES & RECREATION

The Community Services & Recreation Department provides recreational, educational, cultural, and social opportunities for the community. Supervision and instruction are offered for regular park and playground activities, teen activities, water sports, organized athletic leagues, instructional classes, and summer mini-camps. The department offers programs which discourage gang involvement and 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.

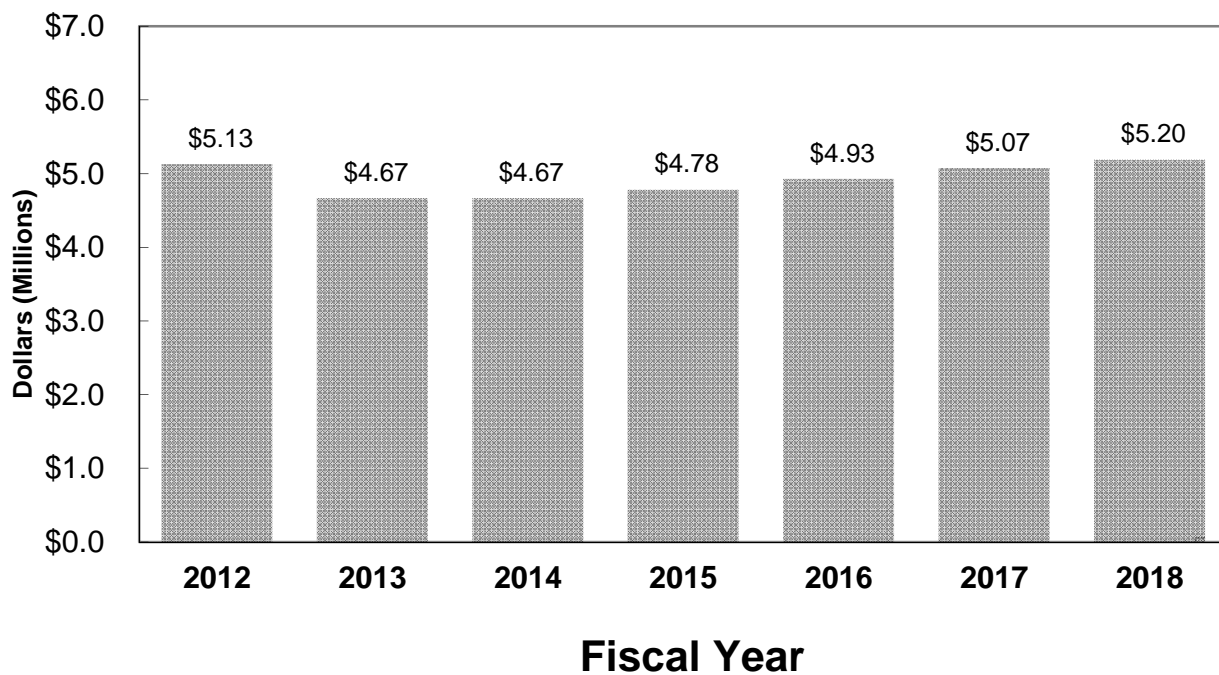
Below is a chart showing the department's activities. A department summary which combines all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 516,600	51,750	-	568,350
Parks & Playgrounds	386,650	114,300	48,950	549,900
Aquatics	130,150	15,650	11,000	156,800
Sports	111,400	38,800	10,400	160,600
Instructional Classes	8,950	25,000	-	33,950
Facilities	303,550	18,000	40,450	362,000
Gang Resist. Is Paramount	490,050	33,600	-	523,650
Elderly Nutrition	95,650	107,800	3,700	207,150
Community Transportation	-	735,250	-	735,250
STAR Afterschool Program	1,635,300	239,200	23,000	1,897,500
Total	\$ 3,678,300	1,379,350	137,500	5,195,150

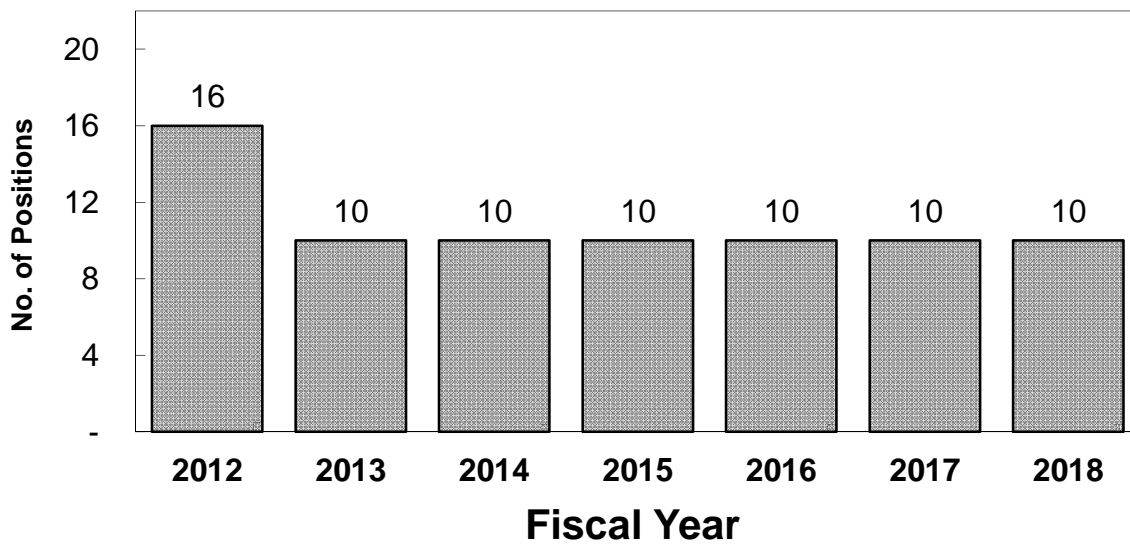
History of Expenditures



COMMUNITY SERVICES AND RECREATION DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	Approved FY 2017	Approved FY 2018	Change + or (-)
Comm. Services and Recreation Director	1	1	-
Asst. Comm. Services & Recreation Director	1	1	-
Senior Recreation Supervisor	1	1	-
Management Analyst	2	2	-
Recreation Supervisor	3	3	-
Secretary	1	1	-
Departmental Clerk	1	1	-
Total Number of Full-Time Positions	10	10	-
<u>Part-Time Positions</u>			
Total Number of Hours	144,857	165,271	20,414

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 supervision of the City's ten parks, thirteen playgrounds, various city and district athletic facilities, one skatepark one pool, one unstructured water play at Orange Splash Zone, one gymnasium, five community centers; organized sports leagues; instructional classes; aquatic activities; special events; public meeting facilities; the Gang Resistance is Paramount Program; the Elderly Nutrition Program and senior services; the Paramount Education Partnership (PEP) and the Paramount Petroleum Learning Center; and the Neighborhood Shuttle program. The Division also coordinates the Paramount Unified School District athletic fields and facilities and acts as a liaison for community groups and prepares agendas for the Parks and Recreation Commission and the Senior Services Commission.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 502,900	516,600
Maintenance and Operations	58,900	51,750
Capital Outlay	-	-
Division Total	<u>\$ 561,800</u>	<u>568,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Director	1	1	-
Management Analyst	1	1	-
Secretary	1	1	-
Departmental Clerk	1	1	-
Total Full-Time Positions	4	4	-
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
None			

Community Services and Recreation Administration

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 302,158	313,800	328,650
Health Insurance	72,639	79,400	74,700
Life Insurance	568	700	650
Disability Insurance	1,693	1,950	1,850
Unemployment Insurance	-	-	500
Workers' Compensation	3,609	5,950	6,400
Medicare	3,823	3,900	4,000
Pers	86,387	97,200	99,850
Deferred Compensation	-	-	-
Total Salaries/Benefits	470,877	502,900	516,600
Cellular Services	1,631	1,500	3,800
Equipment Maintenance	12,916	9,400	9,400
Printing/Reproduction	21,051	22,300	14,000
Office Supplies	1,730	1,000	1,000
Rent/Lease of Equipment	9,512	8,400	11,600
Rent/Lease of Facilities	8,946	9,550	5,100
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	1,841	2,400	2,400
Memberships	580	750	850
Total Maint/Operations	61,657	58,900	51,750
- Division Total -	\$ 532,533	561,800	568,350

Printing/Reproduction

Special event flyers/event banners & signboards
ID cards/photographs of special events, Club
Fridays, recreation/sport programs

Rent/Lease of Equipment

Copier lease

Rent/Lease of Facilities

Southern California Edison property leases

Parks and Playgrounds

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

The Division supervises park and playground activities, and assures that facilities are opened and equipment is clean and safe.

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 Halloween Carnival, Breakfast with Santa, the Santa Train, and the Annual Tree Lighting.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 380,150	386,650
Maintenance and Operations	119,200	114,300
Capital Outlay	-	48,950
Division Total	<u>\$ 499,350</u>	<u>549,900</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Recreation Supervisor	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Office Aide II	1,300	1,300	-
Recreation Coordinator	3,350	3,547	197
Recreation Leader	14,268	14,033	(235)
Total Part-Time Hours	<u>18,918</u>	<u>18,880</u>	<u>(38)</u>

Parks and Playgrounds

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 65,235	70,200	72,300
Part-Time Pay	203,268	243,500	243,500
Health Insurance	23,995	26,600	28,800
Life Insurance	124	150	200
Disability Insurance	373	450	450
Unemployment Insurance	-	-	500
Workers' Compensation	6,637	11,100	9,950
Medicare	3,858	4,550	4,600
Pers	20,061	23,600	26,350
Deferred Compensation	-	-	-
Total Salaries/Benefits	323,551	380,150	386,650
Gasoline/Diesel Fuel	5,156	6,000	6,000
Uniforms	9,814	14,150	14,150
Special Event Services	47,756	57,450	52,950
Recreation/Craft Supplies	38,530	23,500	23,500
Recreation Excursions	7,009	12,700	12,700
Food	4,812	5,400	5,000
Total Maint/Operations	113,077	119,200	114,300
Other Capital Equipment	63,910	-	48,950
Vehicles	28,579	-	-
Total Capital Outlay	92,489	-	48,950
- Division Total -	\$ 529,117	499,350	549,900

Part-Time Pay

Summer food program included (reimbursable)

Special Event Services

Breakfast with Santa	\$ 20,350
Halloween House	13,650
Summer Concert series	14,850
Haunted House	1,650
Santa House	1,000
Miscellaneous events	1,450
	\$ 52,950

Recreation/Craft Supplies

Recreation supplies, park programs and events

Recreation Excursions

Summer Day Camp excursions

Food

Event and meeting supplies

Other Capital Equipment

Dog park equipment	\$ 15,000
Dills Park equipment replacements (2)	11,900
Mobile Stage Truss	8,500
All-American - Picnic tables (8)	8,000
Tables and chairs -Farmers Market	3,950
All-American - Barbeque pits (4)	1,600
	\$ 48,950

Aquatics

The Aquatics Division provides structured and unstructured water activities at Paramount Pool. Additionally, this division provides unstructured water play at the Orange Splash Zone.

The Division offers swim instruction classes in the summer for infants through adults at Paramount Pool as well as recreation swim.

The City hires, trains and provides lifeguard supervision at Paramount Pool during swim lessons and during open swim periods.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 128,150	130,150
Maintenance and Operations	15,650	15,650
Capital Outlay	6,350	11,000
Division Total	<u>\$ 150,150</u>	<u>156,800</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
None			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Sr Lifeguard	993	993	-
Lifeguard	4,915	4,915	-
Aquatic Aide	3,016	3,016	-
Recreation Leader	192	192	-
Total Part-Time Hours	<u>9,116</u>	<u>9,116</u>	<u>-</u>

Aquatics

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Part-Time Pay	\$ 119,431	121,000	123,450
Unemployment Insurance	-	-	200
Workers' Compensation	3,677	5,350	4,700
Medicare	1,732	1,800	1,800
Total Salaries/Benefits	124,840	128,150	130,150
Professional/Technical	-	650	650
Uniforms	5,852	6,000	6,000
Recreation/Craft Supplies	8,014	9,000	9,000
Total Maint/Operations	13,866	15,650	15,650
Other Capital Equipment	1,508	6,350	11,000
Total Capital Outlay	1,508	6,350	11,000
- Division Total -	\$ 140,214	150,150	156,800

Uniforms

Uniforms for lifeguards and streamliners

Other Capital Equipment

ADA pool lift	\$ 9,000
Red Cross AED program	2,000
	\$ 11,000

Sports

The Sports Division provides organized competitive and recreational activities and schedules and maintains the City's athletic facilities as well as Paramount Unified School District's Alondra and Roosevelt ballfields.

The Division is the sponsor of a youth basketball league and spring/summer soccer league involving approximately 1,800 youngsters.

The Division co-sponsors two youth sports leagues: Paramount Junior Athletic Association and Paramount Youth Football. Approximately 40 teams consisting of 500 youths participate in these leagues.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 109,700	111,400
Maintenance and Operations	38,700	38,800
Capital Outlay	5,800	10,400
Division Total	<u>\$ 154,200</u>	<u>160,600</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
None			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Coordinator	1,250	1,251	1
Recreation Leader	6,532	7,259	727
Total Part-Time Hours	<u>7,782</u>	<u>8,510</u>	<u>728</u>

Sports

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Part-Time Pay	\$ 87,478	103,700	105,600
Unemployment Insurance	-	-	200
Workers' Compensation	2,555	4,450	4,050
Medicare	1,268	1,550	1,550
Total Salaries/Benefits	91,301	109,700	111,400
Professional/Technical	3,930	4,000	8,800
Facility Maint Supplies	4,994	7,500	5,000
Uniforms	7,567	10,000	10,000
Recreation/Craft Supplies	6,726	11,200	9,000
Awards/Trophies	5,006	6,000	6,000
Total Maint/Operations	28,223	38,700	38,800
Other Capital Equipment	-	5,800	10,400
Total Capital Outlay	-	5,800	10,400
- Division Total -	\$ 119,524	154,200	160,600

Professional/Technical

Adult futsal referees	\$ 4,800
Gym floor maintenance	4,000
	\$ 8,800

Facility Maintenance Supplies

Gym maintenance and youth league supplies

Uniforms

Sport league and staff uniforms

Other Capital Equipment

Spane Park portable backstop	\$ 4,000
Spane Park soccer goals (2)	3,200
Progress Park soccer goals (2)	3,200
	\$ 10,400

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 Spane Park and Progress Park community centers.

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 2017	Approved FY 2018
Salaries and Benefits	\$ 8,900	8,950
Maintenance and Operations	25,000	25,000
Capital Outlay	-	-
Division Total	<u>\$ 33,900</u>	<u>33,950</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
None			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Leader	648	648	-
Total Part-Time Hours	<u>648</u>	<u>648</u>	<u>-</u>

Instructional Classes

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Part-Time Pay	\$ 7,538	8,400	8,400
Unemployment Insurance	-	-	50
Workers' Compensation	239	350	350
Medicare	109	150	150
Total Salaries/Benefits	7,886	8,900	8,950
Recreation/Craft Supplies	3,800	5,000	5,000
Contract Class Instructors	16,374	20,000	20,000
Total Maint/Operations	20,174	25,000	25,000
- Division Total -	\$ 28,060	33,900	33,950

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 Park East and West, Paramount Park Community Center, and the Clearwater Building.

The Division prepares and supervises facility use, provides primary maintenance, and prevents vandalism and theft of City property.

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 2017	Approved FY 2018
Salaries and Benefits	\$ 278,450	303,550
Maintenance and Operations	18,000	18,000
Capital Outlay	43,700	40,450
Division Total	<u>\$ 340,150</u>	<u>362,000</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Senior Recreation Supervisor	1	1	-
Recreation Supervisor	-	-	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Coordinator	1,420	2,075	655
Senior Recreation Leader	1,202	1,202	-
Recreation Leader	4,404	4,404	-
Facility Leader	3,287	3,287	-
Total Part-Time Hours	<u>10,313</u>	<u>10,968</u>	<u>655</u>

Facilities

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 71,768	77,600	84,150
Part-Time Pay	115,335	136,150	146,850
Health Insurance	23,629	26,350	29,350
Life Insurance	135	200	200
Disability Insurance	404	500	550
Unemployment Insurance	-	-	350
Workers' Compensation	5,616	9,050	8,800
Medicare	2,675	3,100	3,350
Pers	21,564	25,500	29,950
Deferred Compensation	-	-	-
Total Salaries/Benefits	<u>241,126</u>	<u>278,450</u>	<u>303,550</u>
Professional/Technical	9,563	9,000	9,000
Equipment Maint Supplies	2,093	2,000	2,000
Household Supplies	2,953	3,000	3,000
Equipment Maint Services	4,118	4,000	4,000
Uniforms	1,995	-	-
Total Maint/Operations	<u>20,722</u>	<u>18,000</u>	<u>18,000</u>
Other Capital Equipment	<u>31,108</u>	<u>43,700</u>	<u>40,450</u>
Total Capital Outlay	<u>31,108</u>	<u>43,700</u>	<u>40,450</u>
- Division Total -	<u><u>\$ 292,956</u></u>	<u><u>340,150</u></u>	<u><u>362,000</u></u>

Professional/Technical

Facility use services

Equipment Maintenance Supplies

Existing equipment maintenance/supplies

Equipment Maintenance Services

Equipment repair contingency

Other Capital Equipment

Portable dance floor	\$ 21,200
Community Center - interior closet cabinetry	14,750
Plaza West - 4 microphones	4,500
	<u>\$ 40,450</u>

Gang Resistance is Paramount

The Gang Resistance is Paramount Division provides anti-gang instruction and programs to the City's youth. Approximately 1,700 second grade, 1,300 fifth grade, and 1,000 ninth grade students participate in this program during each school year.

It also provides the vital connection between continuing education and future economic success for all residents through its Paramount Education Partnership (PEP) program and the Paramount Petroleum Learning Center at Spane Park. PEP is a collaboration between the City of Paramount and the Paramount Unified School District that aims at enhancing learning opportunities for the entire community.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 471,100	490,050
Maintenance and Operations	42,350	33,600
Capital Outlay	5,000	-
Division Total	<u>\$ 518,450</u>	<u>523,650</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Management Analyst	1	1	-
Recreation Supervisor	2	2	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Coordinator	2,250	2,250	-
Senior Recreation Leader	1,000	1,000	-
Recreation Leader	3,967	3,850	(117)
Total Part-Time Hours	<u>7,217</u>	<u>7,100</u>	<u>(117)</u>

Gang Resistance is Paramount

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 210,555	211,050	218,050
Part-Time Pay	86,508	102,900	101,300
Health Insurance	60,475	66,750	72,650
Life Insurance	383	450	500
Disability Insurance	1,148	1,250	1,350
Unemployment Insurance	-	-	500
Workers' Compensation	9,266	13,450	12,150
Medicare	4,319	4,600	4,650
Pers	64,582	70,650	78,900
Deferred Compensation	-	-	-
Total Salaries/Benefits	437,236	471,100	490,050
Printing/Reproduction	2,566	15,850	7,700
Office Supplies	-	500	500
Professional/Technical	12,637	-	-
Conferences/Meetings	-	-	-
Equipment Maint Supplies	390	3,000	3,000
Special Event Services	12,483	12,600	12,000
Recreation/Craft Supplies	4,477	6,000	6,000
Food	-	4,400	4,400
Total Maint/Operations	32,553	42,350	33,600
Computer Equipment	-	5,000	-
Total Capital Outlay	-	5,000	-
- Division Total -	\$ 469,789	518,450	523,650

Printing/Reproduction

GRIP student workbooks	\$ 5,000
5th grade coloring books	2,100
2nd/5th grade certificates	500
Laminating paper	100
	\$ 7,700

Professional/Technical

PEP educational software maintenance

Recreation/Craft Supplies

PEP supplies	\$ 5,800
Supplies for GRIP alternative lessons	200
	\$ 6,000

Elderly Nutrition

The Elderly Nutrition Program provides nutritionally balanced meals to senior adults in group settings and home delivered meals to shut-ins. 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 shut-in seniors throughout the year. Over 3,000 participants take part in social and educational activities such as drivers training and craft classes, ballroom dancing, and field trips.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 54,850	95,650
Maintenance and Operations	108,800	107,800
Capital Outlay	1,000	3,700
Division Total	<u>\$ 164,650</u>	<u>207,150</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
None			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Coordinator	1,300	2,600	1,300
Recreation Leader	2,593	2,599	6
Total Part-Time Hours	<u>3,893</u>	<u>5,199</u>	<u>1,306</u>

Elderly Nutrition

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Part-Time Pay	\$ 41,887	51,800	90,700
Unemployment Insurance	-	-	150
Workers' Compensation	1,271	2,250	3,450
Medicare	607	800	1,350
Total Salaries/Benefits	43,765	54,850	95,650
Printing/Reproduction	2,861	4,000	4,000
Office Supplies	1,005	1,000	1,000
Professional/Technical	53,509	59,400	59,400
Equipment Maint Supplies	2,926	3,000	3,000
Uniforms	-	-	-
Comm Promo Supplies	11,800	9,000	9,000
Contract Class Instructors	9,000	9,000	10,000
Recreation Excursions	16,662	16,000	14,000
Food-Senior Citizen	5,474	7,400	7,400
Total Maint/Operations	103,237	108,800	107,800
Other Capital Equipment	920	1,000	3,700
Total Capital Outlay	920	1,000	3,700
- Division Total -	\$ 147,922	164,650	207,150

Part-Time Pay

Includes full year of ENP coordinator

Printing/Reproduction

Flyers, home delivery, special events

Professional/Technical

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

Uniforms

Volunteer uniforms

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

Other Capital Equipment

ENP round tables (replacement) and cambros

Community Transportation

The Community Transportation Division administers the Paramount Easy Rider Shuttle which provides a fixed route transportation service to all Paramount residents. The City's Easy Rider dial-a-ride service provides demand response rides for the elderly and the disabled. The Easy Rider Shuttle system provides free transportation to and from the Elderly Nutrition Program site.

The Division oversees the Medical Visit Transit Voucher Program which provides transportation services for seniors and disabled citizens going to and from out-of-Paramount medical facilities. In addition, this division provides recreational transportation services for youth and senior excursions throughout the year.

The Division also operates the College Bound Program that provides transportation from 4 stops throughout the city to Long Beach City College and Cerritos College.

This Division is funded through Proposition A Transit Tax Funds.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	716,300	735,250
Capital Outlay	32,800	-
Division Total	<u>\$ 749,100</u>	<u>735,250</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Community Transportation

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Printing/Reproduction	\$ 68	1,000	1,000
Professional/Technical	676,787	700,300	719,250
Recreation Excursions	23,725	15,000	15,000
Total Maint/Operations	700,580	716,300	735,250
Motor Vehicles	-	32,800	-
Total Capital Outlay	-	32,800	-
- Division Total -	\$ 700,580	749,100	735,250

Professional/Technical

Shuttle system:

Existing service (4 shuttles)	\$ 558,350
College transit line	92,250
Miscellaneous repairs	18,000
Taxi voucher system	37,100
Long Beach Transit	13,550
	\$ 719,250

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 2017	Approved FY 2018
Salaries and Benefits	\$ 1,566,000	1,635,300
Maintenance and Operations	326,500	239,200
Capital Outlay	10,000	23,000
Division Total	<u>\$ 1,902,500</u>	<u>1,897,500</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Assistant Director	1	1	-
Total Full-Time Positions	<u>1</u>	<u>1</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Recreation Assistant	3,900	3,900	-
Recreation Coordinator	15,450	15,450	-
Senior Recreation Leader	1,300	-	(1,300)
Recreation Leader	66,320	85,500	19,180
Total Part-Time Hours	<u>86,970</u>	<u>104,850</u>	<u>17,880</u>

STAR After-School Program

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 90,162	88,700	96,750
Part-Time Pay	1,221,099	1,334,550	1,395,600
Health Insurance	17,095	28,200	31,300
Life Insurance	159	200	200
Disability Insurance	477	550	600
Unemployment Insurance	-	-	2,250
Workers' Compensation	40,238	63,000	52,450
Medicare	19,091	21,000	21,650
Pers	27,611	29,800	34,500
Deferred Compensation	-	-	-
Total Salaries/Benefits	1,415,932	1,566,000	1,635,300
Telephone/Internet Services	15,597	13,000	15,000
Printing/Reproduction	9,528	8,700	8,000
Professional/Technical	41,738	30,000	30,000
Personnel Services	8,797	9,000	10,000
Conferences/Meetings	-	-	3,000
Uniforms	17,483	28,500	20,000
Recreation/Craft Supplies	252,220	229,300	145,200
Contract Class Instructors	8,645	2,000	2,000
Food	4,181	6,000	6,000
Total Maint/Operations	358,189	326,500	239,200
Office Equipment/Furniture	5,248	5,000	5,000
Computer Equipment	100,102	5,000	8,000
Other Capital Equipment	18,358	-	10,000
Total Capital Outlay	123,708	10,000	23,000
- Division Total -	\$ 1,897,829	1,902,500	1,897,500

Telephone/Internet Services

Cell phones for administration, site coordinators and program supervisors

Professional/Technical

Contract services for K-5/middle school programs

Operational/Maintenance Supplies

Curriculum materials

Contract Class Instructors

STAR site academic coaches

Office Equipment/Furniture

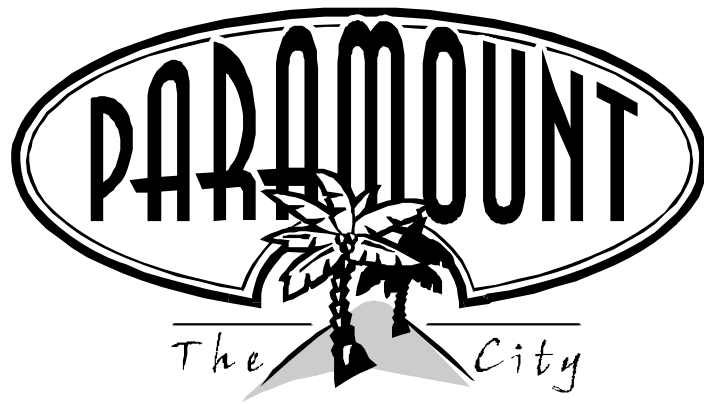
STAR replacement equipment and furniture

Computer Equipment

STAR replacement computer

Other Capital Equipment

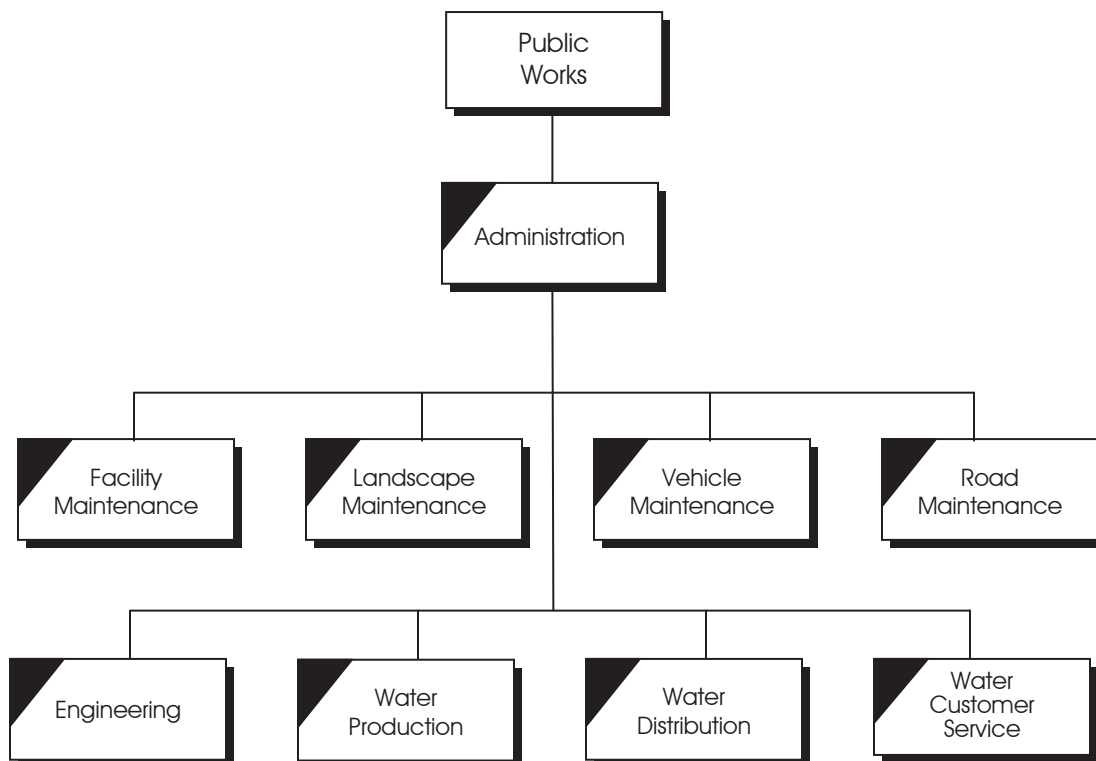
STAR site equipment



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.

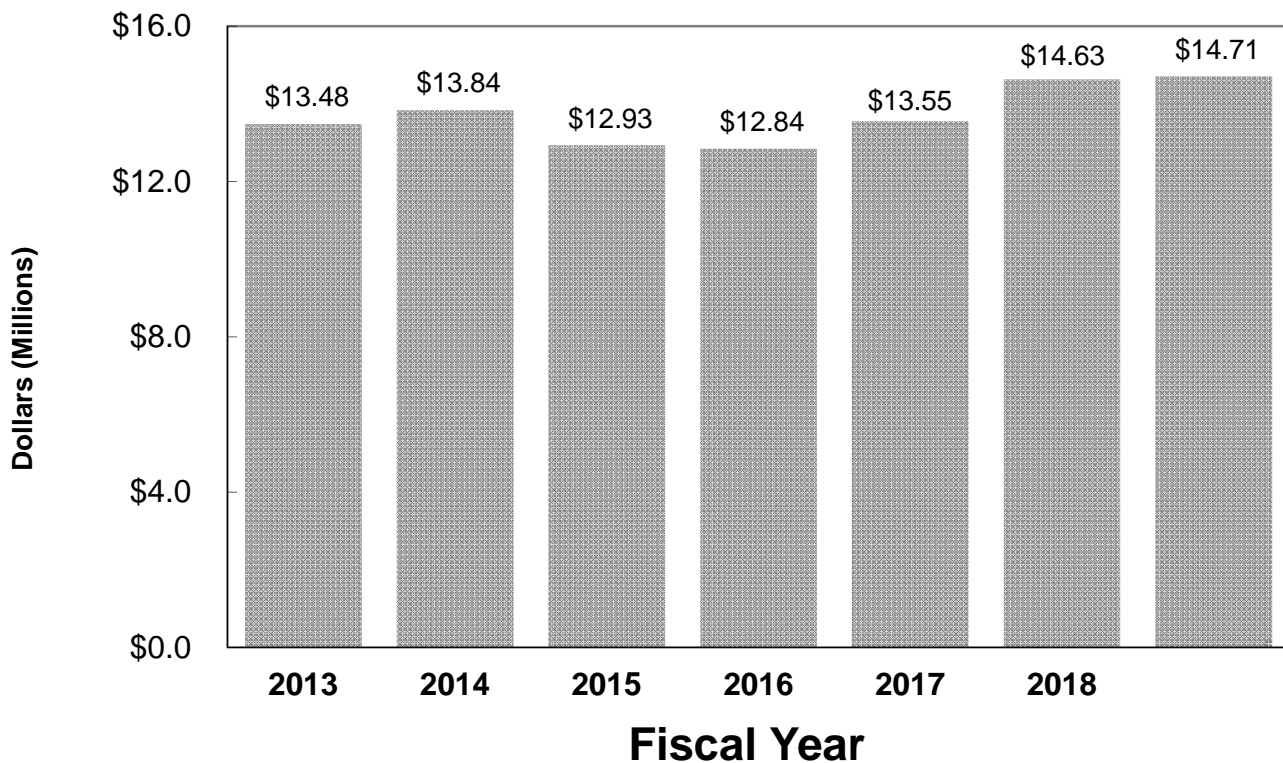
Below is a chart showing the department's activities. A department summary combining all activities is shown on the next page. A detailed description of the activity can be found on the following pages.



PUBLIC WORKS DEPARTMENT

2017-18 EXPENDITURE SUMMARY				
<u>Division Name</u>	<u>Salary & Benefits</u>	<u>Maintenance & Operations</u>	<u>Capital Outlay</u>	<u>Total</u>
Administration	\$ 922,350	1,013,050	50,500	1,985,900
Facility Maintenance	813,550	616,200	23,000	1,452,750
Landscape Maintenance	998,500	903,850	-	1,902,350
Vehicle Maintenance	-	390,150	-	390,150
Road Maintenance	415,100	898,700	40,000	1,353,800
Engineering	-	745,000	-	745,000
Water Production	420,150	4,239,800	73,000	4,732,950
Water Distribution	598,400	1,273,950	-	1,872,350
Water Customer Service	168,800	104,550	-	273,350
Total	\$ <u>4,336,850</u>	<u>10,185,250</u>	<u>186,500</u>	<u>14,708,600</u>

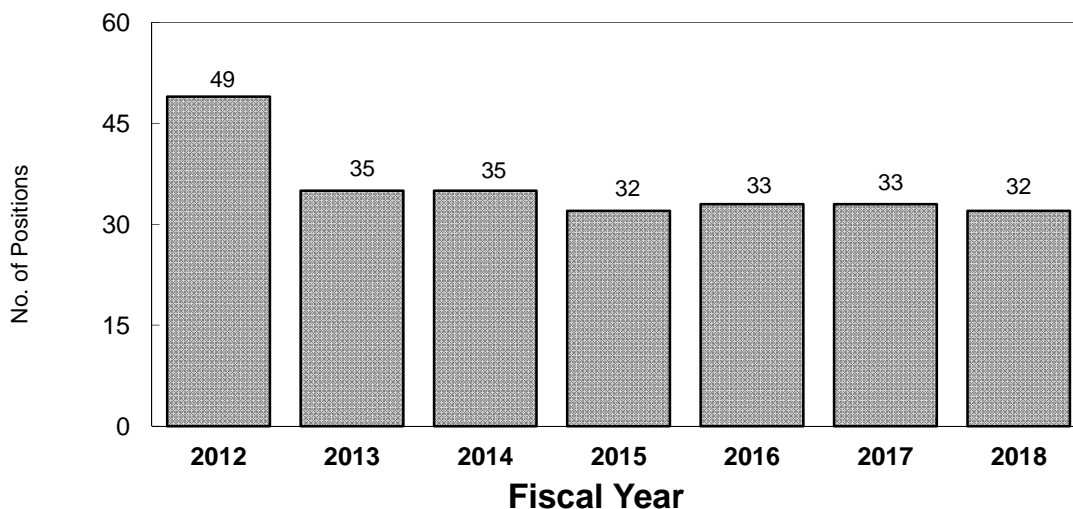
History of Expenditures



PUBLIC WORKS DEPARTMENT

2017-18 POSITION SUMMARY			
<u>Full-Time Positions</u>	<u>Approved FY 2017</u>	<u>Approved FY 2018</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	-
Supervising Water Operator	1	1	-
Maintenance Supervisor	2	2	-
Management Analyst	1	-	(1)
Warehouse Attendant	1	1	-
Senior Maintenance Worker	9	6	(3)
Senior Water Operator	-	3	3
Secretary	1	1	-
Maintenance Worker	12	8	(4)
Water Operator	-	4	4
Departmental Clerk	1	1	-
Total Number of Full-Time Positions	<u>33</u>	<u>32</u>	<u>(1)</u>
<u>Part-Time Positions</u>			
Total Number of Hours	28,210	28,210	-

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 2017	Approved FY 2018
Salaries and Benefits	\$ 900,000	922,350
Maintenance and Operations	1,004,150	1,013,050
Capital Outlay	-	50,500
Division Total	<u>\$ 1,904,150</u>	<u>1,985,900</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Director	1	1	-
Assistant Director	1	1	-
Public Wks Superintendent	1	1	-
Public Works Manager	1	1	-
Secretary	1	1	-
Departmental Clerk	1	1	-
Total Full-Time Positions	<u>6</u>	<u>6</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
None			

Public Works Administration

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 543,887	549,850	530,250
Health Insurance	136,734	141,650	168,400
Life Insurance	1,000	1,100	1,150
Disability Insurance	2,979	3,150	3,300
Unemployment Insurance	-	-	850
Workers' Compensation	7,998	10,850	9,350
Medicare	8,147	8,150	7,750
Pers	165,427	175,250	191,300
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	7,187	10,000	10,000
Total Salaries/Benefits	873,359	900,000	922,350
Cellular Services	5,532	7,000	6,000
Printing/Reproduction	743	1,000	1,000
Office Supplies	2,281	2,800	2,800
Postage Expense	(10)	200	200
Publications	88	300	300
Professional/Technical	855,500	873,200	883,200
Financial Services	4,000	4,000	4,000
Engineer Services	36,100	50,000	50,000
Rent/Lease of Equipment	2,028	2,000	2,000
Mileage Reimbursement	3,450	3,600	3,600
Conferences/Meetings	4,538	5,200	5,200
Memberships	20,668	26,000	26,000
Bad Debt Expense	-	5,000	5,000
Equipment Maint Supplies	520	650	550
Uniforms	459	900	900
Safety Services/Supplies	1,342	4,800	4,800
Hazardous Waste Supplies	19,335	17,000	17,000
Vehicle Maint Services	-	500	500
Total Maint/Operations	956,574	1,004,150	1,013,050
Vehicles	-	-	50,500
Total Capital Outlay	-	-	50,500
- Division Total -	\$ 1,829,933	\$ 1,904,150	\$ 1,985,900

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	1,600
	\$ 5,200

Memberships

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

Hazardous Waste Supplies

Hazardous waste removal, absorbent, steel drums, containment booms

Capital Outlay

AQMD Vehicle

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 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 2017	Approved FY 2018
Salaries and Benefits	\$ 724,200	813,550
Maintenance and Operations	769,500	616,200
Capital Outlay	-	23,000
Division Total	<u>\$ 1,493,700</u>	<u>1,452,750</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	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 2017	Hours FY 2018	Change + or (-)
Maintenance Aide	8,320	8,320	-
Total Part-Time Hours	<u>8,320</u>	<u>8,320</u>	<u>-</u>

Facility Maintenance

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 303,895	300,100	353,600
Part-Time Pay	101,921	117,800	112,000
Full-Time Overtime	15,441	13,000	9,500
Health Insurance	118,108	134,250	152,550
Life Insurance	624	700	750
Disability Insurance	1,850	2,050	2,200
Unemployment Insurance	-	-	750
Workers' Compensation	34,005	49,400	48,300
Medicare	5,727	6,000	6,150
Pers	92,632	100,900	127,750
Deferred Compensation	-	-	-
Total Salaries/Benefits	674,203	724,200	813,550
Professional/Technical	-	-	-
Nuisance Abatement	-	7,500	8,000
Rent/Lease of Equipment	9,344	40,100	64,300
Conferences/Meetings	507	850	850
Facility Maint Supplies	145,196	144,000	125,000
Household Supplies	30,735	32,000	25,000
Uniforms	4,547	5,950	5,950
Graffiti Supplies	83,989	70,000	70,000
Facility Maint Services	224,774	296,500	150,000
Janitorial Services	190,702	167,100	162,100
Small Tools/Instruments	2,326	2,000	2,000
Facility Flags	3,040	3,500	3,000
Total Maint/Operations	695,160	769,500	616,200
Other Capital Equipment	79,415	-	23,000
Vehicles	-	-	-
Total Capital Outlay	79,415	-	23,000
- Division Total -	\$ 1,448,778	1,493,700	1,452,750

Professional/Technical

Board ups, property clean up

Rent/Lease of Equipment

Graffiti truck lease (replacement)	\$ 31,100
Boom truck	24,200
Stake bed truck	9,000
	\$ 64,300

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

Facility/equipment/elevator maintenance and repair, auto waste disposal, A/C service, pest control, livestock art repair	\$ 131,000
Civic Center maintenance (fountains, lighting, parking lot)	15,400
Termite treatment	3,600
	\$ 150,000

Other Capital Equipment

Emergency radio upgrade

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, emptying of 160 decorative trash receptacles located on major streets and installing and replacing over 25 street banners each year to advertise major community events.

Expenditure Summary

	Final FY 2017	Approved FY 2018
Salaries and Benefits	\$ 922,450	998,500
Maintenance and Operations	1,025,700	903,850
Capital Outlay	-	-
Division Total	<u>\$ 1,948,150</u>	<u>1,902,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	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 2017	Hours FY 2018	Change + or (-)
Maintenance Aide	14,690	14,690	-
Public Service Assistant	1,040	1,040	-
Total Part-Time Hours	<u>15,730</u>	<u>15,730</u>	<u>-</u>

Landscape Maintenance

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 355,442	360,450	399,050
Part-Time Pay	208,809	215,350	216,200
Full-Time Overtime	10,492	19,100	19,100
Health Insurance	114,590	124,350	139,600
Life Insurance	704	800	850
Disability Insurance	2,092	2,300	2,450
Unemployment Insurance	-	-	1,000
Workers' Compensation	57,840	77,250	73,500
Medicare	7,391	7,600	8,150
Pers	104,171	115,250	138,600
Deferred Compensation	-	-	-
Total Salaries/Benefits	<u>861,531</u>	<u>922,450</u>	<u>998,500</u>
Professional/Technical	852,641	902,050	773,200
Rent/Lease of Equipment	14,278	19,400	26,400
Conferences/Meetings	880	1,000	1,000
Memberships	630	350	350
Uniforms	8,552	8,500	8,500
Landscape Supplies	103,337	89,400	89,400
Small Tools/Instruments	<u>5,482</u>	<u>5,000</u>	<u>5,000</u>
Total Maint/Operations	<u>985,800</u>	<u>1,025,700</u>	<u>903,850</u>
Other Capital Equipment	<u>10,806</u>	<u>-</u>	<u>-</u>
Total Capital Outlay	<u>10,806</u>	<u>-</u>	<u>-</u>
- Division Total -	<u><u>\$ 1,858,137</u></u>	<u><u>1,948,150</u></u>	<u><u>1,902,350</u></u>

Professional/Technical

General landscape maintenance	\$ 383,000
Tree maintenance	231,000
Median maintenance	144,000
Pesticide	10,200
Artificial turf maintenance	5,000
	<u>\$ 773,200</u>

Rent/Lease of Equipment

Truck (replacement)	\$ 10,000
Truck	16,400
	<u>\$ 26,400</u>

Conferences/Meetings

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

Landscape supplies

Dills Park supplies	\$ 25,000
Trees/plants-new/replacement	21,000
Ballfield supplies	15,000
Irrigation supplies	14,000
Playground supplies	5,000
Soil amendments	4,000
Picnic table replacement	3,000
Trash can replacement	2,400
	<u>\$ 89,400</u>

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 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	382,500	390,150
Capital Outlay	-	-
Division Total	<u>\$ 382,500</u>	<u>390,150</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Vehicle and Equipment Maintenance

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Gasoline/Diesel Fuel	\$ 60,472	63,150	63,150
Vehicle Maint Services	328,258	319,350	327,000
Total Maint/Operations	388,730	382,500	390,150
Other Capital Equipment	-	-	-
Total Capital Outlay	-	-	-
- Division Total -	\$ 388,730	382,500	390,150

Gasoline/Diesel Fuel

Fleet fuel

Vehicle Maintenance Services

Fleet maintenance services	\$ 312,000
On-call services	15,000
	\$ 327,000

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 41 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 2017	Approved FY 2018
Salaries and Benefits	\$ 391,050	415,100
Maintenance and Operations	948,700	898,700
Capital Outlay	47,250	40,000
Division Total	<u>\$ 1,387,000</u>	<u>1,353,800</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Sr Maintenance Worker	2	2	-
Maintenance Worker	2	2	-
Total Full-Time Positions	4	4	-
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
None			

Road Maintenance

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 195,022	200,650	208,850
Full-Time Overtime	6,999	12,000	12,000
Health Insurance	74,722	86,400	96,250
Life Insurance	348	400	450
Disability Insurance	1,030	1,200	1,300
Unemployment Insurance	-	-	350
Workers' Compensation	21,097	29,750	27,700
Medicare	2,014	2,250	2,400
Pers	51,862	58,400	65,800
Deferred Compensation	-	-	-
Total Salaries/Benefits	353,094	391,050	415,100
Publications	-	-	-
Rent/Lease of Equipment	-	25,200	5,200
Mileage Reimbursement	20,174	300	300
Conferences/Meetings	429	2,700	2,700
Memberships	225	500	500
Electricity	74,258	97,100	97,100
Water	192,728	213,000	213,000
Gasoline/Diesel Fuel	10,921	21,300	21,300
Uniforms	3,511	4,450	4,450
Street Maint Supplies	96,171	91,200	91,200
Traffic Safety Supplies	27,994	24,700	24,700
Street Maint Services	234,109	307,250	277,250
Traffic Safety Equip Maint	199,610	159,000	159,000
Small Tools/Instruments	338	2,000	2,000
Total Maint/Operations	860,468	948,700	898,700
Other Capital Equipment	8,922	47,250	40,000
Total Capital Outlay	8,922	47,250	40,000
- Division Total -	\$ 1,222,484	1,387,000	1,353,800

Rent/Lease of Equipment

Miscellaneous equipment rental	\$ 5,200
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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

Street sweeping contract	\$ 96,950
Catch basin cleanout program	50,000
Annual pothole/street improvement	50,000
Annual street legend improvement	50,000
Cart retrieval services	27,300
Speed bumps	3,000
	\$ 277,250

Traffic Safety Equipment Maintenance

Miscellaneous repairs	\$ 102,600
Signal maintenance contract	45,200
State signal maintenance	10,000
RR crossing/flashing beacon maint	1,200
	\$ 159,000

Other Capital Equipment

Stormwater catch basin inserts

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 2017	Approved FY 2018
Salaries and Benefits	\$ -	-
Maintenance and Operations	902,200	745,000
Capital Outlay	-	-
Division Total	<u>\$ 902,200</u>	<u>745,000</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Not Applicable			
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
Not Applicable			

Engineering

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Professional/Technical	\$ 145,280	184,150	184,150
Engineering Services	314,798	260,000	210,950
Environmental Services	-	235,700	147,350
Stormwater Management	174,602	222,350	202,550
Total Maint/Operations	634,680	902,200	745,000
- Division Total -	\$ 634,680	902,200	745,000

Professional/Technical

Stormwater inspection (commercial)	\$ 50,000
Sewer spill monitoring	30,000
Industrial waste	27,000
I-710 freeway study	25,000
Eco-Rapid transit	21,450
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>\$ 184,150</u>

Engineering Services

General engineering	\$ 141,500
GIS system	20,000
Traffic engineering	18,000
Joint active transportation plan	12,500
Parcel/tract maps	10,000
Miscellaneous design	7,100
Assessment district	1,850
	<u>\$ 210,950</u>

Environmental Services

Environmental Issue / Compliance	\$ 95,000
Website / Public information	40,350
Translation services	12,000
	<u>\$ 147,350</u>

Stormwater Management

NPDES consultant services	\$ 75,000
LA River MS4 watershed mgmt plan	50,000
Los Cerritos MS4 watershed mgmt plan	57,000
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 6,000 acre feet of ground water or approximately 80% of the water used by municipal water customers. The two MWD connections will supply approximately 1,500 acre feet or about 20% 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 2017	Approved FY 2018
Salaries and Benefits	\$ 402,000	420,150
Maintenance and Operations	3,927,850	4,239,800
Capital Outlay	<u>53,000</u>	<u>73,000</u>
Division Total	<u>\$ 4,382,850</u>	<u>4,732,950</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	Change + or (-)
Supervising Water Operator	1	1	-
Senior Water Operator	2	2	-
Water Operator	-	-	-
Total Full-Time Positions	<u>3</u>	<u>3</u>	<u>-</u>
Part-Time Positions	Hours FY 2017	Hours FY 2018	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 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 181,435	183,850	189,650
Part-Time Pay	38,873	46,300	46,350
Full-Time Overtime	21,142	-	-
Standby Overtime	8,230	-	-
Health Insurance	61,194	63,050	69,050
Life Insurance	316	350	400
Disability Insurance	940	1,050	1,200
Unemployment Insurance	-	-	400
Workers' Compensation	24,116	31,700	30,100
Medicare	2,402	2,350	2,400
Pers	54,397	61,350	68,600
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	10,032	12,000	12,000
Total Salaries/Benefits	403,077	402,000	420,150
Telephone/Internet Services	16,022	13,400	13,400
Office Supplies	219	350	250
Publications	203	550	250
Professional/Technical	37,449	40,550	40,550
Mileage Reimbursement	-	100	100
Conferences/Meetings	2,504	3,000	3,000
Memberships	3,247	8,100	8,100
Electricity	272,067	288,000	288,000
Natural Gas	72,515	100,000	100,000
Principal Payments	-	164,750	170,400
Interest Payments	166,189	162,300	156,200
Depreciation	311,773	350,000	350,000
Gasoline/Diesel Fuel	1,696	3,100	3,100
Uniforms	3,366	3,500	3,500
Operation Maint Supplies	166,580	137,300	137,300
Testing Services	36,274	46,150	46,150
Vehicle Maint Services	-	1,500	1,500
Operation Maint Services	124,709	103,100	103,100
Small Tools/Instruments	2,128	2,000	2,000
Ground/Purchased Water	2,529,784	2,500,100	2,812,900
Total Maint/Operations	3,746,725	3,927,850	4,239,800
Computer Equipment	41,433	53,000	43,000
Other Capital Equipment	48,181	-	30,000
Total Capital Outlay	89,614	53,000	73,000
- Division Total -	\$ 4,239,416	4,382,850	4,732,950

Professional/Technical

SCADA system maintenance	\$ 16,100
IBank annual fee	15,450
SCADA software licenses	9,000
	\$ 40,550

Conference/Meetings

Water certification education-state required

Memberships

Central Basin association dues

Principal Payments

IBank	\$ 140,900
Department of Commerce	29,500
	\$ 170,400

Interest Payments

IBank	\$ 154,700
Department of Commerce	1,500
	\$ 156,200

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

Operation Maintenance Services

Well engine maintenance services, security system monitoring and monthly maintenance

Ground/Purchase Water

Groundwater (5,883AF @ \$318/AF)	\$ 1,870,800
Potable water (300AF @ \$1,128/AF)	338,400
Potable water (200AF @ \$1,098/AF)	219,600
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
	\$ 2,812,900

Computer Equipment

SCADA PLC and HMI upgrades	\$ 20,000
SCADA programming upgrades	18,000
Backflow program mobile license	5,000
	\$ 43,000

Capital Outlay

Well 14 meter replacement	\$ 15,000
Sodium Hypo tank replacement	15,000
	\$ 30,000

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 2017	Approved FY 2018
Salaries and Benefits	\$ 559,600	598,400
Maintenance and Operations	1,399,600	1,273,950
Capital Outlay	-	-
Division Total	<u>\$ 1,959,200</u>	<u>1,872,350</u>

Position Summary

Full-Time Positions	Positions FY 2017	Positions FY 2018	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 2017	Hours FY 2018	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 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 239,973	234,700	249,600
Part-Time Pay	12,114	14,750	15,450
Full-Time Overtime	8,680	35,000	35,000
Standby Overtime	11,110	30,000	30,000
Health Insurance	95,715	104,300	117,650
Life Insurance	450	550	550
Disability Insurance	1,334	1,550	1,550
Unemployment Insurance	-	-	500
Workers' Compensation	28,590	41,900	39,350
Medicare	2,909	3,600	3,950
Pers	72,984	78,250	89,800
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	13,463	15,000	15,000
Total Salaries/Benefits	487,322	559,600	598,400
Office Supplies	-	200	200
Rent/Lease of Equipment	-	16,600	27,200
Mileage Reimbursement	-	50	50
Conferences/Meetings	5,795	4,000	4,000
Depreciation	577,971	650,000	650,000
Gasoline/Diesel Fuel	8,396	7,500	7,500
Uniforms	3,348	4,550	4,550
Operation Maint Supplies	49,226	66,000	44,550
Vehicle Maint Services	-	5,500	5,500
Operation Maint Services	183,097	280,000	147,000
Small Tools/Instruments	1,339	1,800	1,800
Franchise Tax	342,832	363,400	381,600
Total Maint/Operations	1,172,004	1,399,600	1,273,950
Other Capital Equipment	-	-	-
Total Capital Equipment	-	-	-
- Division Total -	\$ 1,659,326	1,959,200	1,872,350

Conferences/Meetings

Water certification education-state required

Operation Maintenance Supplies

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

Operation Maintenance Services

Distribution system repairs	\$ 144,600
Underground services alert	2,400
	\$ 147,000

Water Customer Service

The Customer Service Division reads and maintains 7,400 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 2017	Approved FY 2018
Salaries and Benefits	\$ 154,100	168,800
Maintenance and Operations	119,800	104,550
Capital Outlay	-	-
Division Total	<u>\$ 273,900</u>	<u>273,350</u>

Position Summary

	Positions FY 2017	Positions FY 2018	Change + or (-)
Full-Time Positions			
Water Operator	2	2	-
Total Full-Time Positions	2	2	-
Part-Time Positions	Hours FY 2017	Hours FY 2018	Change + or (-)
None			

Water Customer Service

Expenditure Detail

	Actual FY 2016	Final FY 2017	Approved FY 2018
Regular Salaries	\$ 94,520	89,950	94,600
Full-Time Overtime	9,658	-	-
Standby Overtime	7,388	-	-
Health Insurance	35,714	24,950	28,600
Life Insurance	169	200	200
Disability Insurance	502	450	600
Unemployment Insurance	-	-	150
Workers' Compensation	7,711	9,600	12,100
Medicare	1,583	1,300	1,400
Pers	25,393	21,150	24,650
Deferred Compensation	-	-	-
Pers Contributions (GASB 68)	5,308	6,500	6,500
Total Salaries/Benefits	187,946	154,100	168,800
Printing/Reproduction	1,001	1,000	1,000
Office Supplies	85	150	100
Professional/Technical	12,750	20,000	5,000
Rent/Lease of Equipment	-	17,350	17,350
Mileage Reimbursement	-	50	50
Conferences/Meetings	1,653	2,000	2,000
Gasoline/Diesel Fuel	5,071	4,150	4,150
Uniforms	1,830	2,300	2,100
Operation Maint Supplies	62,357	70,000	70,000
Vehicle Maint Services	-	2,000	2,000
Small Tools/Instruments	725	800	800
Total Maint/Operations	85,472	119,800	104,550
Other Capital Equipment	-	-	-
Total Capital Equipment	-	-	-
- Division Total -	\$ 273,418	273,900	273,350

Printing/Reproduction

Door hangers

Professional/Technical

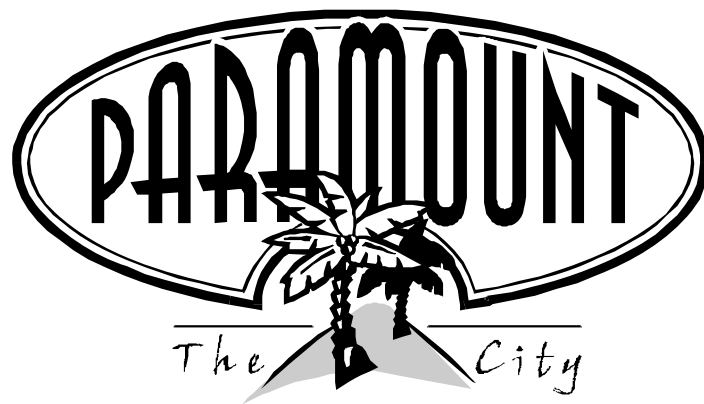
Architectural services-Water Conservation Program

Conferences/Meetings

Water certification education - state required

Operation Maintenance Supplies

Meter boxes and vault	\$ 22,000
500 small meter change-outs	22,000
5 large meter change-outs	17,000
Vault lids	9,000
	\$ 70,000



CAPITAL IMPROVEMENT PROJECT DETAIL

This section contains details of the new and carryover Capital Improvement Projects for Fiscal Year 2018.

Capital Improvement Project Summaries.....	140
Approved Capital Projects for FY 2018	142
Carryover Capital Projects from FY 2017	146



Capital Improvement Project Summary by Funding

City of Paramount
Fiscal Year 2018

Funding Source	New Projects	Carry-Over Projects	Total Capital Improvements
Non-Restricted Funds:	\$ 263,350	45,000	308,350
Restricted/Assigned Funds			
Proposition C Transit Tax	808,250	309,500	1,117,750
Measure M	532,500	-	532,500
Measure R	505,000	-	505,000
Public Art Fee	26,000	-	26,000
Early Action Funds	-	175,000	175,000
Highway Bridge Repair	507,300	-	507,300
Measure A	225,000	-	225,000
SB821 Sidewalk/Bikeway	36,650	-	36,650
STPL	-	700,000	700,000
Capital Project Reserve	180,000	-	180,000
Subtotal - Restricted Funds	<u>2,820,700</u>	<u>1,184,500</u>	<u>4,005,200</u>
Paramount Municipal Water Fund	95,000	-	95,000
Successor Agency	<u>-</u>	<u>275,000</u>	<u>275,000</u>
Total Expenditures - All Funds	<u>\$ 3,179,050</u>	<u>1,504,500</u>	<u>4,683,550</u>

Capital Improvement Project Summary by Type

City of Paramount
Fiscal Year 2018 Budget

Funding Source	Streets Sidewalks & Signals	Water	Park/ Landscape	Misc.	Total Capital Improvements
Non-Restricted Funds	\$ 113,350	-	132,000	63,000	308,350
Restricted Funds					
STPL	700,000	-	-	-	700,000
Proposition C Transit Tax	1,117,750	-	-	-	1,117,750
Measure M	532,500	-	-	-	532,500
Measure R	505,000	-	-	-	505,000
Highway Bridge Repair	507,300	-	-	-	507,300
Measure A	-	-	225,000	-	225,000
Public Art Fee	-	-	-	26,000	26,000
Early Action Funds	175,000	-	-	-	175,000
SB821 Sidewalk/Bikeway	36,650	-	-	-	36,650
Capital Project Reserve	150,000	-	-	30,000	180,000
Subtotal - Restricted Funds	3,724,200	-	225,000	56,000	4,005,200
Paramount Municipal Water Fund	-	95,000	-	-	95,000
Successor Agency	-	275,000	-	-	275,000
Total Expenditures - All Funds	\$ 3,837,550	370,000	357,000	119,000	4,683,550

New Capital Improvement Projects

City of Paramount

Fiscal Year 2018

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Streets, Sidewalks, and Signals				
1. <u>Arterial Street Resurfacing (9830)</u> Repaving of Paramount Boulevard from Alondra to Somerset and median landscape improvements from Madison to the North City limit.	\$ 1,225,000	Gen Fund 25,000 Prop C 567,500 Meas M 532,500 Cap Res 100,000	Jan 2018	Mar 2018
2. <u>Neighborhood Street Resurfacing (9831)</u> Repaving of various neighborhood streets	505,000	Meas R	Oct 2017	Nov 2017
3. <u>Annual Sidewalk Replacement (9832)</u> Replacement of various sidewalk and curb/gutters throughout the City.	150,000	Gen Fund 63,350 Cap Res 50,000 SB821 36,650	Aug 2017	Oct 2017
4. <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.	573,050	Prop C 65,750 HBR 507,300	Aug 2017	Dec 2017
5. <u>Orange & Somerset Signal Imp (9834)</u> Updating traffic signals to include protected left turn for E/W traffic and protected permissive left turn for N/S traffic.	175,000	Prop C	Sep 2017	Oct 2017
<hr/>				
Subtotal Streets, Sidewalks, and Signals	\$ 2,628,050			

New Capital Improvement Projects

City of Paramount

Fiscal Year 2018

Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
Water Improvements				
6. <u>Installation of Services & Hydrants (9810)</u> Installation of new water services and fire hydrants as requested and funded by private development at various locations.	\$ 75,000	Water		On-going
7. <u>Annual Valve Replacement (9811)</u> Replacement of miscellaneous water valves at various locations.	20,000	Water		On-going
<hr/>				
Subtotal Water Improvements	<u>\$ 95,000</u>			
Park/Landscape Improvements				
8. <u>Paramount Pk Picnic Shelter Repl (9850)</u> Replace wood structures for 3 remaining picnic shelters.	\$ 38,000	Gen Fund	Sep 2017	Sep 2017
9. <u>Paramount Pk Community Center Lighting (9851)</u> Replace lighting in meeting rooms to match lobby and auditorium LED energy efficient lighting.	17,000	Gen Fund	Jan 2018	Jan 2018
10. <u>Paramount Pk Comm Center Stage Storage (9852)</u> Build false wall in back stage area to create storage.	10,000	Gen Fund	Mar 2018	Mar 2018
11. <u>Paramount Pk Comm Center Freezer Repair (9853)</u> Replace condensing unit and evaporation coils to repair walk in freezer.	12,000	Gen Fund	Mar 2018	Mar 2018
12. <u>Paramount Pool Replaster (9854)</u> Drain and replaster damaged and cracked plaster.	110,000	Meas A	Jan 2018	Feb 2018
13. <u>Spane Park Roof Replacement (9855)</u> Replace existing roof to repair leaks and water damage.	115,000	Meas A	Aug 2017	Sep 2017

New Capital Improvement Projects

City of Paramount

Fiscal Year 2018

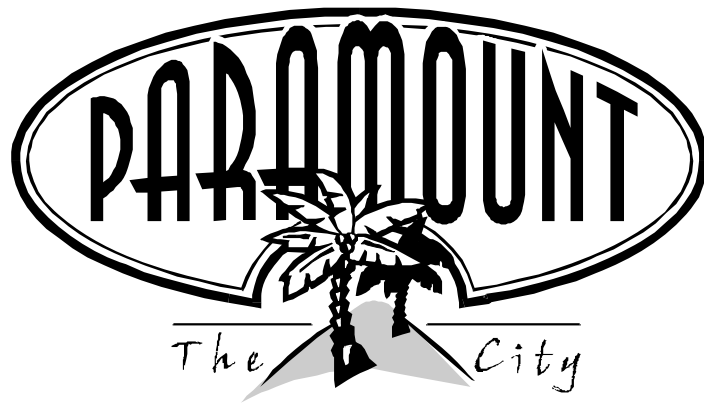
Project Name and Description	Estimated Cost	Funding Source	Estimated	
			Start Date	Completion Date
14. <u>Village Park Handball Court (9856)</u> Design handball courts at Village Park.	15,000	Gen Fund	Jan 2018	Jan 2018
13. <u>Field Design (9857)</u> Design open space areas on SCE ROW adjacent to Jackson School for fitness activities.	20,000	Gen Fund	Feb 2018	Feb 2018
<hr/>				
Subtotal Park/Landscape Improvements	<u>\$ 337,000</u>			
Miscellaneous Improvements				
14. <u>City Hall AC System Replacements (9870)</u> Replace 2 A/C units at City Hall, serving Community Development and City Manager's offices.	18,000	Gen Fund	Sep 2017	Oct 2017
15. <u>Neighborhood Enhancement Program (9871)</u> Construction of various neighborhood enhancement projects citywide.	\$ 50,000	Cap Res 30,000 Art Fund 20,000	On-going	
16. <u>Utility Box Murals (9872)</u> Decorative painting of utility boxes throughout the city.	6,000	Art Fund	On-going	
17. <u>Clearwater AC System Replacements (9873)</u> Replace 6 A/C units at the Clearwater Building.	45,000	Gen Fund	Sep 2017	Oct 2017
<hr/>				
Subtotal Miscellaneous Improvements	<u>\$ 119,000</u>			
Total New Capital Improvement Projects - FY 2018	<u><u>\$ 3,179,050</u></u>			

Carryover Capital Improvement Projects

City of Paramount

Fiscal Year 2018

Project Name and Description	Estimated Expenditures as of 6/30/17	Estimated Carry-Over Expenditure	Funding Source	Estimated	
				Start Date	Completion 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 utilities, signal modifications, street resurfacing, and construction of landscape medians.	\$ 835,000	\$ 175,000	Early Act.	On Going	
2. <u>Arterial Street Resurfacing (9730)</u> Grind and overlay Alondra Boulevard from Gundry to Hunsaker plus traffic signal upgrades at Gundry, Orange, Hunsaker, Harrison and Civic Center.	90,500	1,034,500	Gen Fund 25,000 Prop C 309,500 STPL 700,000	Jul 2017	Aug 2017
Subtotal Streets, Sidewalks, and Signals	\$ 925,500	\$ 1,209,500			
Water Improvements					
3. <u>Well #16 Design/Construction (9116)</u> Drilling and construction of new drinking water well at the northeast corner of Garfield and Jackson.	\$ 30,000	\$ 275,000	Bond Proc	On Going	
Subtotal Water Improvements	\$ 30,000	\$ 275,000			
Park/Landscape Improvements					
4. <u>Bike Park Conceptual Design (9653)</u> Conceptual design work for potential bike park at Orange Avenue and Los Angeles River in order to seek grant funding for the project in the future.	\$ -	\$ 20,000	Gen Fund	Jan 2018	Jan 2018
Subtotal Park/Landscape Improvements	\$ -	\$ 20,000			
Total Carryover Capital Improvement Projects - FY 2018	\$ 955,500	\$ 1,504,500			
Total Capital Improvement Projects		\$ 4,683,550			



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 2018.

Revenue Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2018 Budget

	<u>Actual FY 2016</u>	<u>Approved Budget FY 2017</u>	<u>Final Budget FY 2017</u>	<u>Approved Budget FY 2018</u>
Revenues:				
Redevelopment Property Tax Trust Fund	\$ 5,067,518	5,085,350	6,985,550	6,004,400
Investment Earnings	21,162	45,000	20,000	20,000
Other Revenue	748	-	-	-
Total Revenues	<u>5,089,428</u>	<u>5,130,350</u>	<u>7,005,550</u>	<u>6,024,400</u>
Other Sources				
Loan Repayments	-	-	-	-
Bond Proceeds	-	247,850	-	1,620,000
Total Other Sources	<u>-</u>	<u>247,850</u>	<u>-</u>	<u>1,620,000</u>
Total Revenues and Other Sources	<u>\$ 5,089,428</u>	<u>5,378,200</u>	<u>7,005,550</u>	<u>7,644,400</u>

Expense Budget

Successor Agency for the Paramount Redevelopment Agency
Fiscal Year 2018 Budget

	<u>Actual FY 2016</u>	<u>Approved Budget FY 2017</u>	<u>Final Budget FY 2017</u>	<u>Approved Budget FY 2018</u>
Expenses:				
Administration	\$ 250,000	266,400	266,400	250,000
Bond Payments and Fees	1,718,483	4,780,600	4,685,450	5,178,300
Depreciation	278,175	400,000	400,000	400,000
Other Enforceable Obligations	27,216	1,342,050	69,300	69,300
Capital Improvement Projects	-	247,850	941,550	275,000
Total Expenses	<u>2,273,874</u>	<u>7,036,900</u>	<u>6,362,700</u>	<u>6,172,600</u>
Other Uses:				
Return of Available Balance	-	-	-	-
Total Other Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses and Other Uses	<u>\$ 2,273,874</u>	<u>7,036,900</u>	<u>6,362,700</u>	<u>6,172,600</u>

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 2018.

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 2018 Budget

	Actual Revenue/ Expenditures FY 2016	Approved Budget FY 2017	Final Budget FY 2017	Approved Budget FY 2018
Beginning Available Fund Balance	\$ 1,243,466	1,246,616	1,246,635	1,246,635
Revenues:				
Sponsoring Agency Loan Repayment	3,169	-	-	-
Administrative Fee	-	-	-	-
Total Revenues	<u>3,169</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>1,246,635</u>	<u>1,246,616</u>	<u>1,246,635</u>	<u>1,246,635</u>
Expenditures:				
Affordable Housing Projects	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	\$ <u><u>1,246,635</u></u>	<u><u>1,246,616</u></u>	<u><u>1,246,635</u></u>	<u><u>1,246,635</u></u>