

# AGENDA

Paramount City Council  
March 19, 2019



Adjourned Meeting  
City Hall Council Chambers  
5:00 p.m.

City of Paramount

16400 Colorado Avenue ♦ Paramount, CA 90723 ♦ (562) 220-2000 ♦ [www.paramountcity.com](http://www.paramountcity.com)

**Public Comments:** If you wish to make a statement, please complete a Speaker's Card prior to the commencement of the Public Comments period of the meeting. Speaker's Cards are located at the entrance. Give your completed card to a staff member and when your name is called, please go to the rostrum provided for the public. Persons are limited to a maximum of 3 minutes unless an extension of time is granted. No action may be taken on items not on the agenda except as provided by law.

**Americans with Disabilities Act:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (562) 220-2027 at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**Note:** Agenda items are on file in the City Clerk's office and are available for public inspection during normal business hours. Materials related to an item on this Agenda submitted after distribution of the agenda packet are also available for public inspection during normal business hours in the City Clerk's office. The office of the City Clerk is located at City Hall, 16400 Colorado Avenue, Paramount.

## Notes

CALL TO ORDER:

Mayor Diane J. Martinez

ROLL CALL OF  
COUNCILMEMBERS:

Councilmember Laurie Guillen  
Councilmember Daryl Hofmeyer  
Councilmember Peggy Lemons  
Vice Mayor Tom Hansen  
Mayor Diane J. Martinez

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## PRESENTATIONS

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1. [PROCLAMATION](#) American Red Cross Month

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## CITY COUNCIL PUBLIC COMMENT UPDATES

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## PUBLIC COMMENTS

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## OLD BUSINESS

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2. [RESOLUTION NO. 19:006](#) Amending the City of Paramount Policy for Reimbursement of Expenses Incurred for Official City Business

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## NEW BUSINESS

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3. [ORAL REPORT](#) Homeless Outreach Efforts
4. [AWARD OF CONTRACT](#) Construction of the Paramount Park Gymnasium Restroom Remodel City Project No. 9952
5. [RECEIVE AND FILE](#) General Plan Annual Report – Calendar Year 2018
6. [APPROVAL](#) IworQ Modular Software System Agreement

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## COMMENTS/COMMITTEE REPORTS

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- Councilmembers
- Staff

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## ADJOURNMENT

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To a meeting on April 2, 2019 at 6:00 p.m.

MARCH 19, 2019

PROCLAMATION

AMERICAN RED CROSS MONTH

MARCH 19, 2019

RESOLUTION NO. 19:006

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PARAMOUNT  
AMENDING THE CITY OF PARAMOUNT POLICY FOR REIMBURSEMENT  
OF EXPENSES INCURRED FOR OFFICIAL CITY BUSINESS”

MOTION IN ORDER:

READ BY TITLE ONLY AND ADOPT RESOLUTION NO. 19:006.

MOTION:

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** John E. Cavanaugh, City Attorney  
**Date:** March 19, 2019

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**Subject: RESOLUTION NO. 19:006  
AMENDING THE CITY OF PARAMOUNT POLICY FOR  
REIMBURSEMENT OF EXPENSES INCURRED FOR OFFICIAL  
CITY BUSINESS**

## **Background**

On October 7, 2005, the Governor signed into law AB 1234 which requires all public agencies to adopt a policy for the reimbursement of expenses incurred for official city business. AB 1234 was codified under Government Code Section 53232 et. seq.

On August 15, 2006, the City Council formally adopted a policy ("Policy") consistent with the requirements under AB 1234 and is applicable to the City Council, and all the Boards and Commissions of the City that are subject to the Brown Act.

On March 21, 2017, the City Council adopted Resolution No. 17:009 amending the Policy pursuant to Government Code Section 1223 which authorizes a city to provide a vehicle allowance to its City Councilmembers in lieu of reimbursing actual vehicle expenses after such expenses are incurred.

## **Discussion**

Paramount City Councilmembers, City Boards and Commissions ("Members") utilize travel expenses for City business in their effort to not only meet with their constituents, but also to attend numerous meetings both within the City of Paramount, and outside the City.

To maintain compliance with AB 1234, it is necessary to periodically amend the City's Policy to clarify those "actual and necessary" expenses which can be lawfully reimbursed for identified City purposes.

The proposed Resolution provides for both clarification on what is defined as "authorized" and "unauthorized" expenses and consolidates those rules for reimbursement as they relate to air travel; i.e. reimbursement for domestic travel and international travel have been combined under "air travel." These proposed revisions are identified in italicized language in Exhibit "A" to the Resolution.

This Resolution will provide those Members with more objective guidance in determining whether expenses meet both the spirit and intent of AB 1234.

**RECOMMENDED ACTION**

It is recommended that the City Council read by title only and adopt Resolution No. 19:006.

CITY OF PARAMOUNT  
LOS ANGELES COUNTY, CALIFORNIA

**RESOLUTION NO. 19:006**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PARAMOUNT AMENDING THE CITY OF PARAMOUNT POLICY FOR  
REIMBURSEMENT OF EXPENSES INCURRED FOR OFFICIAL CITY  
BUSINESS

WHEREAS, California Government Code Sections 35614.5 and 53232 et. seq. provide that City Councilmembers may be reimbursed for actual and necessary expenses incurred in the performance of official duties; and

WHEREAS, on August 15, 2006, the City Council adopted a policy ("Policy") for the reimbursement of expenses incurred for official City business as provided for in Government Code Section 53232.2; and

WHEREAS, California Government Code Section 53232.2(f) requires that all expenses that do not fall within the adopted travel reimbursement policy shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d); and

WHEREAS, on March 21, 2017, the City Council adopted Resolution No. 17:009 amending the Policy pursuant to California Government Code Section 1223 which authorizes a city to provide a vehicle allowance to its City Councilmembers in lieu of reimbursing actual vehicle expenses after such expenses are incurred; and

WHEREAS, the purpose of this Resolution is to clarify the City's policies in connection with both authorized and unauthorized expenses and air travel expenses and costs associated with performing official duties.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PARAMOUNT AS FOLLOWS:

**SECTION 1.** The above recitations are true and correct and incorporated herein.

**SECTION 2.** The City of Paramount Policy for Reimbursement of Expenses Incurred for Official City Business is hereby amended and restated as shown in Exhibit "A" attached hereto and incorporated herein by reference.

**SECTION 3.** This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council this 19<sup>th</sup> day of March, 2019.

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Diane J. Martinez, Mayor

ATTEST:

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Lana Chikami, City Clerk



## **EXHIBIT “A”**

### **CITY OF PARAMOUNT AMENDED AND RESTATED POLICY REIMBURSEMENT OF EXPENSES INCURRED FOR OFFICIAL CITY BUSINESS**

#### **PURPOSE**

The purpose of this policy is to define and clarify authorized reimbursable expenses in accordance with California Government Code Section 53232 et seq. It includes, but is not limited to travel, business meals, lodging, conference expenses, professional memberships, employee functions, and other related expenditures incurred while conducting City business, and to establish procedures for authorization and reimbursement of such expenses.

#### **BACKGROUND**

This policy is adopted under the legal requirements of AB 1234, signed by the Governor on October 7, 2005, and adopted accordingly by the City Council of the City of Paramount on March 19, 2019.

#### **POLICY**

This policy is applicable to the City Council, and all Boards, Agencies, and Commissions, (hereafter “Agencies”) of the City that are subject to the Brown Act. This includes, but is not limited to the Successor Agency for the Paramount Redevelopment Agency, the Planning Commission, the Parks and Recreation Commission, the Public Safety Commission, the Public Works Commission, and the Senior Services Commission.

In accordance with Government Code Section 53232.2(f), all expenses that do not fall within the adopted travel reimbursement policy must be approved for Members, by the related Agency in a public meeting before the expense is incurred, if possible.

#### **1. Definitions**

For the purpose of this policy, the following definitions will be used:

- Elected Officials: those individuals elected by the Citizens to office
- Appointed Officials: members of all Paramount Commissions, Boards and Agencies appointed and subject to the Brown Act
- Agency: the City Council, and all Paramount Commissions, Boards and Agencies

- Member: any elected or appointed official subject to this policy
- Reimbursable Expense: expenses incurred and paid for by Members

## **2. Pre-Payment by City**

Whenever possible, Members should arrange for the City to be directly billed or pre-pay by City credit card for expenses incurred for official City business, including travel arrangements and lodging. Expenses paid directly by the City are not "reimbursable expenses" within the meaning of this Policy.

## **3. Specific Occurrences Qualifying for Reimbursement of Expenses Incurred in Official City Business**

Government Code Section 53232.2(b) requires the City to specify the types of occurrences that qualify a Member to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses. Accordingly, the following list contains expense classifications in determining expenses authorized to be expended for official City business, including travel and related expenses, memberships in professional organizations, and subscriptions to business-related newspapers and journals. The principle of "actual and necessary" should be used when deciding to expend taxpayer money.

### **A. *Authorized Expenses***

*Only that travel/attendance which serves a municipal purpose and is deemed necessary and/or advantageous to the City of Paramount shall be authorized, including:*

- *Communicating with representatives of regional, state and national government on City adopted policy positions;*
- *Attending educational seminars designed to improve officials' skill and information levels;*
- *Participating in regional, state, national, and international organizations whose activities affect the City's interests; (e.g. California Contract Cities, League of California Cities, National League of Cities, etc.);*
- *Attending City Sponsored events;*
- *City business-related reading and educational materials and organizational memberships;*
- *International Travel, with prior approval of the City Council.*

## **B. Unauthorized Expenses**

*The following expenditures incurred by Members in the course and scope of their official duties shall not be reimbursed without prior City Council approval:*

- *The personal portion of any trip;*
- *Family expenses, including those of a partner when accompanying Members on official business, child or pet care;*
- *Entertainment expenses, including theatre, shows, movies (either in room or at the theatre), sporting events (including gym, massage, and/or golf related expenses), or other cultural events;*
- *Political or charitable contributions or events;*
- *Traffic and parking citations/fines;*
- *Personal losses incurred while on City business, subject to the City's claims procedures*

## **4. Transportation, Meals and Other Reimbursement**

*All travel on City business shall be planned to provide for the most economical mode of transportation reasonably available. Reasonable travel modes include:*

- *Air*
- *Private car*
- *City-owned car*

*Travel expenses shall be allowed or reimbursed for days actually spent on City business, for programmed days of a conference or meetings, and for time spent in travel to and from these events. Expenses shall be computed for the days of the conference or event attended and for travel days not to exceed one day before and after the event and shall be allowed only if time and/or travel schedules prohibit travel at reasonable hours on the actual beginning and ending days of a conference. Reasonable hours are defined as between 7 a.m. and 11 p.m.*

### **Air Travel**

*Allowable costs for air travel shall be calculated by using the shortest and most direct route with the least number of en-route stops. All air travel shall be booked as far as advance as possible, so as to receive the lowest fares possible except where the lowest fare is for an overnight flight, which may be chosen by a Member but is not required. Members shall use government and group rates for travel offered in conjunction with the event when available. Members shall not be reimbursed for the cost of first-class air travel except in extraordinary circumstances and approved by the City Council. Pre-payment by the City is the preferred method of payment, but*

*where circumstances require it, travel can be paid for on a personal credit card. Credit card purchases will be reimbursed only for the actual round-trip fare and only after the trip. Members may at their own expense pay to upgrade their airline accommodations.*

#### Private Automobile

Members will be reimbursed actual mileage for the use of their private cars in travel to and from designated place(s) on City business outside the City. The reimbursement rate will be at the current Internal Revenue Service Rate. Private automobile reimbursement shall not apply to City Councilmembers as those Members receive a vehicle allowance for the use of their vehicles in performance of City functions.

#### Garage and Parking Expenses

Expenses for necessary parking and storage of private or City vehicles are authorized. Receipts should be provided to obtain reimbursement.

#### Vehicle Rentals, Taxi, Public Transit, and Ride-Hailing (e.g. Uber & Lyft) Services

Out-of-town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts shall be provided to obtain reimbursement for vehicle rentals and, when feasible, for taxi, transit and ride-hailing expenses. When vehicle rental is chosen over other transportation services, there should be a business reason or economic benefit to support the rental decision. If vehicle rental is subsequently denied, the related parking fees will also be denied and the employee will be reimbursed the round trip shuttle or taxi charges.

A rental car used as the primary source of transportation from a Member's home to and from the destination is considered a private automobile and will be reimbursed actual expenses not to exceed mileage allowance.

#### Lodging

Expenses will be allowed for adequate lodging. Price is an issue in selecting "adequate lodging." Prudence and good stewardship should be used when selecting a hotel. Itemized receipts for lodging must be provided to obtain reimbursement. Lodging in connection with a conference or event held in a hotel qualifies as adequate lodging for purposes of this policy. If lodging at the event hotel is not available, the Member shall select lodging at a hotel that is comparable in quality and location and consistent with the requirements of this policy.

Lodging expenses are limited to the cost of the room plus related taxes and will be reimbursed after the stay. Personal expenses incurred at the hotel, such as movies and laundry, are not reimbursable.

Local lodging, defined as within 50 miles from City Hall, will not be reimbursed without prior approval by the City Manager. Specific events that may qualify for approval include being a conference presenter before 9 a.m., or an early morning start following a meeting/function the night before that ends after 9 p.m.

#### Out-of-Town Meals

Reasonable and customary expenses for meals are authorized for Members as required to conduct official City duties. Members traveling on City business shall be entitled to reimbursement of expenses incurred for necessary meals not to exceed breakfast, lunch, and dinner in any one day. Under normal circumstances, the maximum that will be reimbursed for meals in one day is \$64, or the current Internal Revenue Service rate for the Greater Los Angeles Area, excluding gratuity, whichever is more. This sum can be split among meals as desired and should be reduced accordingly for business taking less than a full business day.

#### General Business Meals

Members who, during the normal course of performing their duties, must provide meals for representatives of other governmental agencies or other persons doing business with the City in order to most effectively execute their responsibilities are authorized to exceed the meal allowance, but must use prudent judgment and are subject to challenge for excessive amounts. In such cases, the meal must be documented with a description of the purpose of the meal(s), including an explanation of its necessity to the City; and a list of all persons, including other Members who were in attendance, specifying their organization and/or title.

#### Tips and Gratuities

Reasonable expenses for tips are allowable for meals (as limited above), hotel, and transportation purposes, with or without a receipt.

#### Registration Fees

Convention or meeting registration fees qualify for reimbursement. The City will pre-pay conference registrations prior to the date of the event. In cases where early registration is not possible, a receipt or registration form documenting the fee must be provided with the reimbursement request. In all cases, a brochure or registration document must accompany the payment voucher or petty cash voucher.

#### Telephone and Fax

Telephone and fax expenses may be incurred only for the conduct of City business. One daily telephone call to a Member's family for a reasonable duration will be reimbursed by the City. Members are encouraged to use cell phones when available.

#### No Shows and Late Cancellation

This section addresses situations where a Member fails to attend a conference or general business meeting, after incurring expenses for that event. Such expenses may include conference fees, prepaid hotel charges, and airline charges. If a Member is unable to attend a planned trip, including a conference or general business meeting, it is the Member's responsibility to ensure that another Member or City employee takes his/her place or that any prepaid fees are refunded to the City. For any fees not fully refunded, the Member shall attach a written explanation to the Travel Reimbursement Request form addressing the reason(s) the Member was unable to attend.

#### Miscellaneous

All items of expense otherwise unclassified shall be considered in this category. Examples of such expenses which may be authorized are public stenographer fees, duplicating expenses, memberships in professional City-related organizations, and the cost of publications of value to the City or to the Member in furtherance of his/her official duties. Other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.

It is the policy of the City that no Member shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be "necessary" to accomplish the purposes of such business and shall be "reasonable" in amount.

### **5. Procedures for Reimbursement of Travel Expenses**

Members shall submit Expense Reports within 60 days after incurring the expense, and the reports shall be accompanied by the receipts documenting each expense. Required documentation may include, but is not limited to:

- Credit card slip or meal receipt
- Hotel receipt
- Conference brochure
- Meeting agenda
- Statement of trip or meeting purpose
- List of other attendees at a meal or meeting

The reason for the expenses should be clearly documented on the Expense Report or in the attached documents, if not otherwise obvious.

Public Trip Meeting Report

In accordance with Government Code Section 53232.3(d), a Member requesting reimbursement shall provide a brief report on meetings attended at the expense of the local Agency at the next regular meeting of the Agency. Reports may be oral or in writing. If written, reports may be considered on the consent calendar of the agenda, if feasible.

**6. Ethics Training**

Each Member shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years, with the initial training occurring before January 1, 2007. Newly elected/appointed Members shall receive ethics training no later than one year from the first day of service and every two years thereafter. The form of such training shall meet the requirements of California Government Code Section 53234 et seq.

MARCH 19, 2019

ORAL REPORT

HOMELESS OUTREACH EFFORTS



MARCH 19, 2019

AWARD OF CONTRACT

CONSTRUCTION OF THE PARAMOUNT PARK GYMNASIUM  
RESTROOM REMODEL (CITY PROJECT NO. 9952)

MOTION IN ORDER:

APPROVE THE PLANS AND SPECIFICATIONS, AWARD THE  
CONTRACT FOR CONSTRUCTION OF THE PARAMOUNT PARK  
GYMNASIUM RESTROOM REMODEL TO M/D PLUMBING, DOWNEY,  
CALIFORNIA, IN THE AMOUNT OF \$153,640, AND AUTHORIZE THE  
MAYOR OR HER DESIGNEE TO EXECUTE THE AGREEMENT.

MOTION:

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Adriana Figueroa, Public Works Director  
Wendy Macias, Public Works Manager  
**Date:** March 19, 2019

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**Subject: AWARD OF CONTRACT FOR CONSTRUCTION OF THE PARAMOUNT PARK GYMNASIUM RESTROOM REMODEL (CIP NO. 9952)**

On February 22, 2019, the Public Works Director opened and examined bids for the Paramount Park Gymnasium restroom remodel project. The bids were opened at 11:00 a.m. at the City Yard.

Three (3) bids were received and the apparent low bid was submitted by M/D Plumbing and amounted to \$153,640, which is above the budgeted amount of \$120,000. The difference of \$33,640 will be adjusted at final budget using Capital Improvement Reserve funds. The high bid was in the amount of \$274,859. Attached is a list of bidders.

The Paramount Park Gymnasium is a highly used facility, hosting a variety of events and activities throughout the year. It is also used daily by the Paramount High School who uses it for their physical education program as well as for other year-round sports. The restrooms, which include the attached locker rooms, have not had any renovation work done to them and are in their original condition. Because of the heavy daily use, they are showing wear and age. The proposed remodel will allow for additional stalls in the men's and women's restroom as well as allowing for ADA compliance improvements and the creation of a much needed storage room for staff.

The restroom renovation project consists of the complete demolition of the existing men's and women's restrooms and locker rooms. The project will include the installation of new flooring and wall tiles, new lighting, replacement of all plumbing fixtures, new self-flushing commodes, new sinks, and a new mop sink area in the proposed storage room.

Lastly, because construction is scheduled to begin in early May, there is a possibility that the City's summer Day Camp will be in session before the restrooms are complete. In that case, staff will accommodate Day Camp participants with portable restrooms which will be fenced off and available only to the Day Camp participants.

**RECOMMENDED ACTION**

It is recommended that the City Council approve the plans and specifications, award the contract for construction of the Paramount Park gymnasium restroom remodel to M/D Plumbing, Downey, California, in the amount of \$153,640, and authorize the Mayor or her designee to execute the agreement.

**JOB NAME: AWARD OF CONTRACT FOR CONSTRUCTION OF THE PARAMOUNT  
PARK GYMNASIUM RESTROOM REMODEL**

**PROJECT NO.: 9952**

**BID DATE: FRIDAY, FEBRUARY 22, 2019**

**BID TIME: 11:00AM**

	<b><u>Company Name</u></b>	<b><u>Company Address</u></b>	<b><u>Bid Amount</u></b>
1.	M/D Plumbing	Downey, CA	\$153,640
2.	Jason Golson Construction, Inc.	Newport Beach, CA	\$174,373
3.	American Construction Services, Inc.	Paramount, CA	\$274,859

MARCH 19, 2019

REPORT

GENERAL PLAN ANNUAL REPORT - CALENDAR YEAR 2018

MOTION IN ORDER:

RECEIVE AND FILE THE CALENDAR YEAR 2018 GENERAL PLAN ANNUAL REPORT AND DIRECT THE CITY CLERK TO FILE SAID REPORT WITH THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.

MOTION:

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

☐ APPROVED

☐ DENIED

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Kevin M. Chun, Assistant City Manager  
Marco Cuevas Jr., Community Development Planner  
**Date:** March 19, 2019

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**Subject: GENERAL PLAN ANNUAL REPORT – CALENDAR YEAR 2018**

## **Background**

This item is the General Plan Annual Report on the status of the Paramount General Plan as required by California Government Code Section 65400. The report summarizes the 2018 calendar year and anticipates the 2019 calendar year. The Government Code states that the planning agency of each city and county provide an annual report to the City Council, the Governor's Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD) of progress implementing the various elements of the General Plan.

Every jurisdiction in California is required to have in place a general plan which serves as the comprehensive blueprint for the future and establishes goals to meet a particular vision. A general plan is a long-range planning document and generally looks 10 to 20 years into the future. The State requires local general plans to consider land use, circulation, housing, noise, safety, conservation, and open space. The Paramount General Plan was first approved in 1969, and the City Council adopted a General Plan update in August 2007. The Paramount General Plan consists of the following elements: Land Use Element, Economic Development Element, Housing Element, Transportation Element, Public Facilities Element, Health and Safety Element, and Resource Management Element.

Attached is the Annual Report that demonstrates that the City has been successful in the continued implementation of numerous goals established in the General Plan. A number of important projects and programs were carried out in the calendar year 2018, and they continue to make Paramount an attractive and desirable city in which to live and work. Provided below is a summary of the Annual Report.

## **Status – Paramount General Plan**

Land Use Element. The goals of the Land Use Element include improving the relationship between land and uses and preserving a high standard of living for residents. These goals were accomplished in 2018 through a number of efforts and programs, including the

Home Improvement Program and Commercial Rehabilitation Program. Additionally, the City Council adopted a comprehensive ordinance that revised manufacturing zoning regulations, which have only been incrementally updated since the City Council adopted the Zoning Ordinance in 1962. Combined, these revisions are extensive and will help to improve the relationship between land use and the standard of living for residents.

Economic Development Element. The purpose of the Economic Development Element is to improve the physical environment of the City, attract new businesses, and retain existing quality businesses. The Development Review Board helps improve the appearance of the City by ensuring that all projects adhere to uniform and high quality design guidelines. Economic Development staff members continue to perform outreach to the business community to promote opportunities for an affirmative business climate. Much of this work is accomplished through our positive working relationship with the Paramount Chamber of Commerce. Economic Development staff is also actively in contact with developers to identify underperforming and outdated sites for reuse and redevelopment. Additionally, the staff has targeted sectors of the retail economy that are underrepresented in the City and is vigorously attempting to attract these types of businesses into the community.

Housing Element. The Housing Element identifies local housing needs and establishes measures to meet those needs. This element must also demonstrate that a city's share of the Regional Housing Needs Assessment (RHNA) will be met. The City's RHNA allocation is 105 units during the period ending in October 2021. Additionally, the City is in the process of allocating space to provide for 1000 new units in the Clearwater East Specific Plan Area for the previous RHNA period. During 2018, permits were issued for 43 new homes. The developer of Cinta Azul, a 30-unit creative infill development, was completed in 2018 with occupancy and sale of the final phase of five homes. Lastly, the City Council adopted an ordinance implementing Housing Element provisions for an emergency shelter zone, transitional housing, and permanent supportive housing.

Transportation Element. The Transportation Element describes methods to facilitate traffic improvements. In 2018, the City accomplished this goal through a number of projects, including the following – workshops and other work related to the development of a joint active transportation plan with the City of Bellflower; arterial street resurfacing; annual sidewalk repair and replacement; the operation of the fixed-route buses, College Bound buses, Dial-A-Ride and Medical Taxi programs; planning for a transition from fixed-route local buses to an expansion of Long Beach Transit bus routes; the installation of additional signs identifying entrance into the City; and funding for the design of the Garfield Avenue widening project (I-710 early action).

Public Facilities Element. The Public Facilities Element looks at the future needs for water, sewage disposal, waste management, and schools. During the last year, the goals of this element were carried out through the installation of water services and fire hydrants at various locations throughout the City, continued progress with Well 16 on Garfield Avenue, and the purchase and installation of catch basin connector pipe screens.

Health and Safety Element. The Health and Safety Element establishes preparation for disasters, and provides for police and fire services. During 2018, the City continued to provide a high level of police services (through the LA County Sheriff's Department) in addition to other public safety functions – code enforcement, animal control, and emergency preparedness. Regarding elevated hexavalent chromium emissions, the City coordinated with the South Coast Air Quality Management District (SCAQMD) and other agencies in numerous efforts to reduce levels of toxic fugitive air emissions. In fact, in its June of 2018 report "Updated Air Monitoring Plan for Paramount," SCAQMD publicly reported that "hexavalent chromium concentrations at all locations have declined substantially over time ... levels in the City of Paramount have been declining steadily and are now within the typical levels."

Resource Management Element. Finally, the Resource Management Element of the General Plan examines the preservation of existing parks, the provision of new open space, and recreational and community opportunities for the Paramount community. These goals were carried out in 2018 with numerous citywide programs and improvements including the following: the completion of the Paramount Park Futsal Courts, support of the farmers market at Progress Park (and approval of a replacement farmers market operator), a summer concert series, various community events, and the military banner recognition program on a central portion of Paramount Boulevard. In addition, City staff participated in the Lower Los Angeles River Working Group for long-range planning for the Los Angeles River revitalization, and design work continued with an Active Transportation Program grant from the California Transportation Commission on the extension of the separated bicycle path along the West Santa Ana Branch corridor.

## **General Plan Update**

As noted above, the City Council adopted the most recent General Plan update in 2007. By statute, California cities and counties are required to revise their general plans "periodically," and jurisdictions traditionally update their general plans every 15 to 20 years. Although that period of time has not passed, many changes in municipal government and social changes in general have occurred rapidly since the 2007 adoption year that lend themselves to introducing a new General Plan in the near future. Widespread examples include a new focus on sustainability in government practices and the broader community, a recent mandate for an Environmental Justice Element for State-designated disadvantaged communities, community-based planning, and the availability and reliance upon grants that are based on updated comprehensive planning. In addition, more locally, the two planned West Santa Ana Branch light rail stations (one in Paramount, one Paramount-adjacent) will require Land Use Element updates with new specific plans. Keeping in mind that a General Plan update takes years and significant financial and staffing resources, we are discussing this important task.



**RECOMMENDED ACTION**

It is recommended that the City Council receive and file the calendar year 2018 General Plan Annual Report and direct the City Clerk to file said report with the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

## Attachment

General Plan Annual Report – Calendar Year 2018

# **CITY OF PARAMOUNT GENERAL PLAN ANNUAL REPORT – CALENDAR YEAR 2018**

Prepared by:  
COMMUNITY DEVELOPMENT DEPARTMENT  
March 19, 2019

## **Date of Annual Report**

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The Paramount City Council review date of the General Plan annual report is March 19, 2019.

## **Purpose of the Annual Report**

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Compliance with State law (Section 65400 of the California Government Code) requires the City of Paramount to file an annual report addressing the status of the General Plan and progress toward goals and objectives. The annual report will be provided to the Planning Commission, City Council, the Governor's Office of Planning and Research (OPR), and the California Department of Housing and Community Development (HCD). The annual report provides a means to review the General Plan and determine if changes need to be made in the plan or its implementation. This annual report addresses the calendar year 2018.

## **Purpose of the General Plan**

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The General Plan serves two primary functions. The Plan provides information, and it states the community's goals, objectives, policies, and implementation measures – the means of achieving the goals and objectives. The General Plan is a public document and is available for all to read and use as needed. Copies are available for review at the Paramount Library and the Community Development Department, and a downloadable digital copy is available on the official City website at the following location: <http://www.paramountcity.com/government/general-plan-annual-report>.

The General Plan contains separate elements concerning land use, economic development, housing, transportation/circulation, public facilities, health and safety, and resources. As an informational document, the General Plan describes existing conditions, makes projections, and establishes a vision for the community's future. The General Plan provides the public with valuable details about the City and the direction that it seeks to move. In a community where change is accentuated by rapid growth, there is a need to look ahead and determine the effect of change on the physical, social, and economic structure of the community.

As a policy document, the General Plan establishes guidelines for decision-makers. Using these guidelines, the City Council, Planning Commission, and other organizations can take a series of steps toward achieving the larger goals of the City. The development decisions of the City are focused through implementation programs contained in the General Plan.

### **General Plan Implementation**

The General Plan holds a great amount of weight in the planning and development processes. Zoning and subdivisions are two of the primary implementation programs of the General Plan. State law requires, and the California courts have ruled, that a general plan and zoning must be consistent with each other. Additionally, the State Subdivision Map Act requires decision-makers to make findings of consistency with the General Plan before approving any subdivision of land. The Capital Improvements Program, Specific Plans, and developer fees are other means to implement the General Plan. Primary responsibility for the Paramount General Plan is with the Community Development Department.

### **Building and Safety Division**

The Building and Safety Division of the Community Development Department is responsible for administration and enforcement of state and local codes, ordinances, and regulations regarding the construction, alteration, maintenance, and use of privately-owned structures, appurtenances, and land. These regulations include the Building, Green Building Standards, Mechanical, Electrical, and Plumbing codes.

The Building and Safety Division provides a plan check service through a consultant, issues building permits, and provides information to the public, contractors and architects on building-related issues. In 2018, building inspectors made 13,769 inspections, and the Building and Safety Division issued 1,279 permits with a total valuation of \$38,042,487.

### **Planning Division**

The Planning Division of the Community Development Department administers the City's current and long-range planning programs, monitors relevant Los Angeles County, State, and federal legislation, surveys current land use, and updates the City Zoning Ordinance and General Plan. This Division provides staff support to the Planning Commission, Development Review Board, and Economic Development Board.

In 2018, the Planning Division reviewed approximately 155 site plans and proposed developments to ensure compliance with zoning and design requirements. Additionally, 17 conditional use permits, 11 development review applications, one unclassified use permit, two general plan amendments, two zone changes, and one ZOTA (zoning ordinance text amendment) were processed.

Planning also manages the Home Improvement Program and Commercial Rehabilitation Program. The Home Improvement Program (previously known as the Residential Rehabilitation Program) provides grants from federal HOME funds to low-to-moderate income families for home improvements. Five residential projects were completed in 2018 at an expenditure of \$146,125. The Commercial Rehabilitation Program provides grants from federal Community Development Block Grant (CDBG) funds to property owners to complete exterior building improvements and Americans with Disabilities Act (ADA) upgrades. Two commercial projects were under construction in 2018.

## **Status of the General Plan**

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Each element of the General Plan was completed according to the General Plan Guidelines developed and adopted by the Governor's Office of Planning and Research.

### **1. Land Use Element**

The goals of this element include improving the relationship between land and uses; improving the identity of the City through the creation of urban spaces and distinctive City entry points; improving the unity and identity of residential neighborhoods; and the preservation of a high quality of life. The following programs implemented these goals during 2018:

- General Plan Amendments and Zone Change Requests. Responding to applications to amend the land use and zoning maps, the City processed one such request through the Planning Commission and City Council as required by State law to bring the current zoning map into conformity with the Land Use Element of the General Plan.
- Home Improvement Program. This program continued to protect existing residential neighborhoods.
- Commercial Rehabilitation Program. Two façade improvement projects in the Downtown Paramount area (16230 and 15957-75 Paramount Boulevard) were completed in 2018.
- Zoning Ordinance Text Amendments. Staff prepared two amendments to the Zoning Ordinance (Chapter 44 of the Municipal Code). The first amendment is to meet the City's housing obligations and comply with the Housing Element. The amendment established an emergency shelter overlay zone, included transitional housing and permanent supportive housing as defined uses by right in all residential zones, and included licensed residential care facilities serving six or fewer persons as a permitted use by right in all residential zones. The Planning Commission recommended approval and the City Council adopted the ordinance in August 2018. The second amendment, adopted by the City Council in September 2018, comprehensively revised regulations for the manufacturing zones to support long-term improvements to public health.

- Gateway signs. The Public Works Department installed three vertical monument/gateway City of Paramount signs on Alondra Boulevard at the east and west entry points, and a third sign at the north entry point on Paramount Boulevard. In addition, parkway pole signs were installed at the north and south entry points of Downey Avenue to further identify the City of Paramount.

2019 Programs:

- General Plan Amendments and Zone Change Requests. Responding to applications to amend the land use and zoning maps, the City will process such requests through the Planning Commission and City Council as required by State law to bring the current zoning map into conformity with the Land Use Element of the General Plan.
- Home Improvement Program. Continue to protect existing residential neighborhoods and improve the physical appearance of these neighborhoods through this program.
- Commercial Rehabilitation Program. A new project at 13911 Paramount Boulevard, which is north of Rosecrans Avenue, is expected to be completed in 2019.
- Gateway signs. The Public Works Department will continue to install additional wayfinding signage that will be attached to existing street light poles at strategic locations within the City of Paramount.

## **2. Economic Development Element**

The goals of this element include the use of design guidelines to improve the physical environment; the removal of blight; the improvement of the City's infrastructure; and the attraction of sales tax generating businesses. The following programs were implemented to meet the goals of this Element during the 2018 period:

- Design Review. Continued to utilize design review to improve the physical environment of the City.
- Business Attraction and Retention. Continued to attract new businesses into the community and improve retail shopping and restaurant options for residents of the City. Engaged the business community through contacts with employers, brokers, and attending retail conferences.
- Water Systems. Upgraded water mains at various locations throughout the City, and replaced water valves at various locations in the City, and continued development of a new water well.

- Signs. The Public Works Department continued work to produce new gateway City of Paramount monument signs to further identify Paramount.

2019 Programs:

- Design Review. Continue to utilize design review to improve the physical environment of the City.
- Business Attraction and Retention. Continue to attract new businesses into the community and improve retail shopping and restaurant options for residents of the City. Continue to engage the business community. Continue to actively work with business/retail owners to achieve City beautification efforts.
- Water Systems. Upgrade water mains at various locations throughout the City, replace water valves at various locations in the City, and continue development of the new water well.
- Marketing. Continue to utilize branding, marketing, and communication efforts that continually promote Downtown Paramount as the core of the Central Business District.

### 3. Housing Element

Pursuant to Government Code Section 65400, the City Council is required to prepare an annual report on the status and progress in implementing the City's Housing Element using forms and definitions adopted by the Department of Housing and Community Development. The completed forms for Calendar Year 2018 are attached as "**Attachment 1**" to this report.

Additionally, the Housing Successor Annual Report (Report) regarding the Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f). This Report sets forth certain details of the Paramount Housing Successor activities during the 2018 fiscal year. The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law), and are attached as "**Attachment 2**" to this report.

The goal of the Housing Element is to identify local housing needs and to implement measures to meet those needs. Another goal of the Housing Element is to implement a community's share of the Regional Housing Needs Assessment (RHNA). In the State of California, each Association of Governments is required to

generate housing needs numbers for their constituent jurisdictions. The Southern California Association of Governments (SCAG), which is the designated Association of Governments for Southern California, has identified that the City of Paramount needs to produce 105 new housing units by October 1, 2021. In order to meet the goals of the Housing Element, the City will continue to implement its share of the RHNA number to meet the goal of 105 units, from the current cycle, and 1,000 units from the previous cycle.

Lastly, the City is progressing toward an update to the Clearwater East Specific Plan Area. The Clearwater East Specific Plan is the zoning document that encompasses the 68-acre area south of Rosecrans Avenue, west of Paramount Boulevard, north of Somerset Boulevard, and east of the Union Pacific Railroad. The City Council adopted the Clearwater East Specific Plan in 1987 and last updated it in 2008. The Specific Plan presently allows for swap meet, retail/commercial, office, and light manufacturing uses, but housing is not permitted. The Station Area Plan proposes to change the land use possibilities in the Clearwater East area to include housing. The Station Area Plan endeavors to balance transit-oriented housing development opportunities with existing conditions and open space potential. In all, the concept would result in 961 housing units.

The City also continued to support a thriving senior housing development on Vermont Avenue and Adams Street. The City provided financial support for these developments, and we continue to maintain an active relationship with the project's owners and project managers to ensure that a high level of service and quality of life is provided to the residents. The City is committed to meet the needs of any special groups that are identified in the Housing Element Update.

#### **4. Transportation Element**

The goals of the Transportation Element are to facilitate traffic improvements to aid in the mitigation of congestion. The following programs implemented the goals of this Element:

##### **2018 Programs:**

- Transit Taxes and CDBG Funds. The City continued to facilitate traffic improvements through funding from Transit Taxes and Community Development Block Grants.
- Congestion Management Plan. The City continued to implement the provisions of the Transportation Demand Management (TDM) ordinance to stay in compliance with the Congestion Management Plan.
- Fixed-route Transit. Metro and Long Beach Transit continued to provide mass transit service.



- Elderly Nutrition Bus. The City continued operation of the Elderly Nutrition Bus.
- College Bound Bus. The City continued operation of the College Bound Bus service.
- Dial-A-Ride and Medical Taxi programs. The City continued operation of the Dial-A-Ride and Medical Taxi programs.
- Bellflower-Paramount Bike and Trail Master Plan. In 2015, the City Council adopted a bicycle master plan that allows for grant funding to complete a bicycle path along the West Santa Ana Branch corridor to connect the Los Angeles River with the San Gabriel River. The plan identifies other bicycle paths for future implementation and recommends bicycle infrastructure for private development. Following adoption of the plan, the California Department of Transportation (Caltrans) awarded Active Transportation Program (ATP) grant funding for construction of the Somerset Boulevard to Rosecrans Avenue segment.
- Bicycle Racks. Businesses installed additional bicycle racks as conditions of approval of conditional use permits approved by the Planning Commission and development review applications of the Development Review Board.
- West Santa Ana Branch Transit. The City, as a member of the Eco-Rapid Transit joint powers authority and through direct contact with Metro, continued advocating for superior light rail stations in the West Santa Ana Branch corridor and for protection to neighboring properties, residential tenants, and businesses along the planned route.

#### 2019 Programs:

- Transit Taxes and CDBG Funds. The City continues to facilitate traffic improvements through funding from Transit Taxes and Community Development Block Grants (CDBG).
- Congestion Management Plan. The City continues to implement the provisions of the Transportation Demand Management (TDM) ordinance to stay in compliance with the Congestion Management Plan.
- Paramount in Motion. Paramount in Motion is the name given to the partnership between the City, Long Beach Transit (LBT), Fiesta Taxi, and Metro Los Angeles. The City's Fixed Route and College Bound systems has transitioned to new or existing routes operated by Long Beach Transit such as routes 21A, 21B, 22, and 71.

- Paramount University Pass (PUP). Paramount students are eligible to receive the “PUP” card which provides students with unlimited travel on Long Beach Transit and Metro bus routes to nearby campuses.
- Elderly Nutrition Bus. The City continues operation of the Elderly Nutrition Bus.
- Dial-A-Ride and Medical Taxi Programs. The City continues operation of the Dial-A-Ride and Medical Taxi programs.
- Dial-A-Lift (DAL). Dial-A-Lift offers curb-to-curb, shared-ride transit service exclusively for those who are mobility impaired, reside in the City of Paramount, are at least 18 years of age, and are unable to board or access the LBT buses. This service is only available for Paramount residents traveling throughout the cities of Paramount, Long Beach, Lakewood, and Signal Hill.
- Bellflower-Paramount Bike and Trail Master Plan. The City will continue implementing the Bellflower-Paramount Bike and Trail Master Plan.
- Bicycle Racks. Businesses will continue installing bicycle infrastructure as conditions of approval of conditional use permits and development review applications.
- West Santa Ana Branch Transit. The City, as a member of the Eco-Rapid Transit joint powers authority, will continue advocating for superior light rail stations in the West Santa Ana Branch corridor. The City is working to ensure environmental impacts are minimal. A consultant is preparing a Vision Plan that will lead to new/updated land use specific plans at the station areas planned at Paramount Boulevard and Rosecrans Avenue and at the Green Line transfer.

## **5. Public Facilities Element**

The goals of the Public Facilities Element include the examination of the needs for public facilities, which are comprised of water, sewage, waste management, schools, libraries and health care facilities. During the 2018 period, the following programs implemented these goals.

- Schools. The City continued its strong working relationship with Paramount Unified School District and continued leading the Paramount Education Partnership (P.E.P.). The City continued to support the Youth Commission.
- Water. Continued water main upgrade and improvements will be made at various locations throughout the City, and continued efforts to complete construction of a new water well (Well 16). Drought tolerant landscaping was installed in the Paramount Boulevard street median north of Alondra Boulevard.

- Green Waste Recycling Program. The City continued the Green Waste Recycling Program.

2019 Programs:

- Schools. The City will continue its strong working relationship with the School District and leading the Paramount Education Partnership. The Youth Commission will continue meeting.
- Water. Continued local water main upgrade and improvements will be made at various locations throughout the City, and the development of Well 16 will continue. The Community Development Department will continue implementing drought tolerant landscaping requirements for private development.
- Green Waste Recycling Program. The City will continue the Green Waste Recycling Program.

**6. Health and Safety Element**

The goals of the Health and Safety Element are to prepare for natural disasters to minimize loss of life and damage to property; ensure the functioning of vital public services in a disaster; provide fire and police services; and preserve acceptable noise levels within the community. These goals were implemented through the following programs during the 2018 period:

- Disaster Preparedness. The City continued to train all employees in disaster response duties.
- Public Safety. The City continued code enforcement efforts to reduce fire and other hazards at blighted/dilapidated properties. The City also continued to require all new development to comply with established fire safety standards, including sprinkler systems and smoke detectors, where appropriate. The City also coordinated with the South Coast Air Quality Management District (SCAQMD) to reduce emissions of hexavalent chromium.
- Police Services. The City continued its high level of police service in the community, and will continue to operate the Good Neighbor Program. Neighborhood Watch efforts continued.
- Noise Component. The City continued to enforce its Noise Ordinance to ensure that sensitive receptors are not negatively affected by noise levels.
- Animal Control. The City continued to provide a high level of animal control services with a dedicated officer contracted through the Southeast Area Animal Control Authority (SEAACA).

2019 Programs:

- Disaster Preparedness. The City will continue to train all employees in disaster response duties and will continue to complete mandated FEMA training. The City will also conduct emergency exercises on a regular basis.
- Public Safety. The City's Code Enforcement Officers will complete training to ensure they have knowledge of fire codes. The City will continue code enforcement efforts to reduce fire and other hazards at blighted and dilapidated properties. The City will also continue to require all new development to comply with established fire safety standards, including sprinkler systems and smoke detectors, where appropriate. The City will continue multi-pronged efforts to combat fugitive toxic air emissions.
- Police Services. The City will continue its high level of police service in the community, and will continue to operate the Good Neighbor Program. Neighborhood Watch efforts continue.
- Noise Component. The City will continue to enforce its Noise Ordinance to ensure that sensitive receptors are not negatively affected by noise levels.
- Animal Control. The City will continue to provide a high level of animal control services with a dedicated officer contracted through the Southeast Area Animal Control Authority (SEAACA).

**7. Resource Management Element**

The goals of the Resource Management Element include equal distribution of open space throughout the City; effective use of the open space that is available; and provision of recreation programs meeting the needs of all residents. These goals were implemented in the 2018 period through the following programs:

- Conservation. Various improvements were made at parks throughout the City, including replacement of playground equipment at Progress Park and flooring at the Paramount Park Community Center.
- Parks. The City continued to improve existing parks, including construction of the Paramount Park Futsal Court and remodel of restrooms located at Paramount Park Community Center.
- Events. The City promoted events and activities to nurture health, wellness and quality of life. Notable events included the weekly Farmers Market, Summer Concerts and Food Truck Nights, a Military Banner Recognition Program, and support of the Healthy Paramount Program to encourage residents to pursue a healthy lifestyle.

2019 Programs:

- Conservation. Efforts to conserve and rehabilitate existing parks will include improvements at parks throughout the City, such as Spane Park roof replacement, Paramount Park picnic shelter replacement, AC replacement at the Community Center, and the Paramount Park Gymnasium restroom remodel.
- Parks. The City will continue to pursue the creation of new parks and improvement of existing parks.
- Events. Continued support to promote events and activities to nurture health, wellness and quality of life. Expanded events will include the weekly Farmers Market, the Friday Night Market, Summer Concerts and Food Truck Nights, Military Banner Recognition Program, and banners recognizing the City's Top 25 graduating Paramount High School students.
- Cultural/Arts. The City will continue improving utility boxes with painted and wrap art, and larger-scale artistic endeavors will be introduced as funding allows. The City Council approved budgeted funds to partner with a local nonprofit – Latinas Art Foundation – to embark on a citywide place making project.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

**Jurisdiction**                      PARAMOUNT

**Reporting Period**                      1/1/2018   -      12/31/2018

**Table A**

**Annual Building Activity Report Summary - New Construction**  
**Very Low-, Low-, and Mixed-Income Multifamily Projects**

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure  R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
(9) Total of <b>Moderate and Above Moderate</b> from Table A3			0		43	43					
(10) Total by income Table A/A3						43	1	0			
(11) Total <b>Extremely Low-Income</b> Units*			0								

\* Note: These fields are voluntary

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

**Jurisdiction** PARAMOUNT

**Reporting Period** 1/1/2018 - 12/31/2018

**Table A2**

**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	3		0	5	3 ELI units and 2 LI units
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	3	0	0		

\* Note: This field is voluntary

**Table A3**

**Annual building Activity Report Summary for Above Moderate-Income Units  
 (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0	0	0	0	0	0	0
No. of Units Permitted for <b>Above Moderate</b>	43	0	0	0	0	43	0

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**                      PARAMOUNT

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**Reporting Period**                      1/1/2018 -                      12/31/2018

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\* Note: This field is voluntary

**Table B**

### Regional Housing Needs Allocation Progress

#### Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			Year 9
Very Low	Deed Restricted	26	0	6	0	5	0	0	0	0	0	11	15
	Non-deed restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	16	0	4	0	2	0	0	0	0	0	6	10
	Non-deed restricted		0	0	0	0	0	0	0	0	0		
Moderate	Deed Restricted	17	0	0	0	0	0	0	0	0	0		17
	Non-deed restricted		0	0	0	0	0	0	0	0	0		
Above Moderate		46	0	5	4	1	1	0	0	0	0	11	35
Total RHNA by COG. Enter allocation number:		105	0	15	4	8	1	0	0	0	0	28	77
Total Units    ▶    ▶    ▶													
Remaining Need for RHNA Period    ▶    ▶    ▶    ▶    ▶													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.



**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

<b>Jurisdiction</b>	PARAMOUNT
<b>Reporting Period</b>	1/1/2018 - 12/31/2018

**Table C****Program Implementation Status**

Program Description (By Housing Element Program Names)	<b>Housing Programs Progress Report - Government Code Section 65583.</b> Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Affordable Housing Bonuses & Incentives Program	Provides bonuses & other incentives to developers who construct affordable housing	2014-2021	This housing program presently exists.
Affordable Housing Program	Provides grants or subsidized interest rate loans for purchase, construction and/or rehabilitation	2014-2021	This program is ongoing and will be continued.
CalHome Program	Provides grants to local public agencies & nonprofit developers to assist individual households through deferred payment loans.	2014-2021	This program is ongoing and will be continued.
Extremely Low-Income Housing Program	Promote the development of housing units with extremely low & very low incomes.	2014-2021	This program is ongoing and will be continued.
Down Payment & Closing Cost Assistance Program	Provides 4% down payment & closing cost assistance for those without funds or those who do have funds but the ratio is too high.	2014-2021	This housing program presently exists and will continue over the entire planning period applicable to this Housing Element.
Emergency Shelter Rezoning Program	Provides for the creation of an overlay zone within a specific area of the City where an emergency shelter would be permitted by right.	2014-2021	This program is a new program that was included in the 4th Housing Element Cycle.
Transitional Housing Program	A supportive housing used to facilitate the movement of homeless individuals & families to permanent housing.	2014-2021	The City intends to comply with State law regarding the provision of transitional housing.
Supportive Housing Program	Permanent rental housing that also provides a wide array of support services that are designed to enable residents to maintain stable housing & lead more productive lives.	2014-2021	The City intends to comply with State law regarding supportive housing.
Single Room Occupancy Housing Program	To establish appropriate regulations in the City's Zoning Ord. that would permit SRO development in the City's RM Multiple Family Zones.	2014-2021	This program is a new program that was included in the 4th Housing Element Cycle.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

Jurisdiction

PARAMOUNT

Reporting Period

1/1/2018 - 12/31/2018

RHNA Objective/Constraints Monitoring Program	The City will continue to annually update an inventory that details the amount, type, and size of vacant & underutilized parcels to assist developers in identifying land suitable for residential development & that also details the number of extremely low, very low, and moderate-income units constructed annually.	2014-2021	The City will develop & implement a formal ongoing (project-by-project) evaluation procedure pursuant to Government Code Section 56863.
Mixed Use Development Program	The City will encourage housing development in those zone districts (C-3) where mixed use development is permitted by allowing administrative processing of lot consolidation requests, providing assistance with site identification & entitlement processing, offering fee waivers & deferrals for affordable housing projects, modifying development standards such as set backs & parking, & provide financial support where available for mixed use affordable projects.	2014-2021	This program is a new program that was included in the 4th Housing Element Cycle.
Environmental Review (CEQA) Program	The City shall continue to evaluate the environmental impacts of new development & provide mitigation measures prior to development approval, as required by the California Environmental Quality Act (CEQA).	2014-2021	The City has actively used the CEQA process as a means to evaluate the impacts of development on the local environment, services, & infrastructure.
Fair Housing Program	The City will continue to contract with Fair Housing of Long Beach to process complaints regarding housing discrimination within the City & to provide counseling in landlord/tenant disputes.	2014-2021	This housing program presently exists.
Lead-Based Paint Hazards Removal Program	The City will provide additional information to staff regarding lead-based paint hazards & abatement strategies; coordinate efforts to address lead-based paint hazards; evaluate the rehabilitation guidelines to ensure that lead-based paint hazard reduction procedures & per-unit subsidies are sufficient.	2014-2021	This housing program presently exists and will continue over the entire planning period applicable to this Housing Element.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
 (CCR Title 25 §6202 )

Jurisdiction

PARAMOUNT

Reporting Period

1/1/2018 - 12/31/2018

Residential Rehabilitation Program	To qualified applicants, the City will provide a grant of 80% of the total cost of the improvements, dependent on income category. Applicants within the low-income category shall provide 20% of the total cost of the work. Elderly homeowners must provide a 10% contribution.	2014-2021	This program is ongoing and will be continued.
Second Unit Ordinance	This Ordinance permits the construction of second units pursuant to the City's Zoning code as required in Section 65852.2 of the State of California Government Code.	2014-2021	This housing program presently exists.
Single-Family Mortgage Revenue Bond Program	Southern California Home Financing Authority (SCHFA) is a joint power authority between Los Angeles and Orange Counties. SCHFA issues tax-exempt mortgage revenue bonds for low and	2014-2021	This program is ongoing and will be continued.
Zoning Conformity	The City will review the Zoning Ordinance to ensure that the development standards are consistent with those identified in the Land Use Element.	2014-2021	This housing program presently exists.

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**                      PARAMOUNT

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**Reporting Period**                      1/1/2018   -                      12/31/2018

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**General Comments:**

## ATTACHMENT 2

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**ANNUAL REPORT  
REGARDING THE  
LOW AND MODERATE INCOME HOUSING ASSET FUND  
FOR FISCAL YEAR 2017-2018 PURSUANT TO  
CALIFORNIA HEALTH AND SAFETY CODE SECTION 34176.1(f) FOR THE  
PARAMOUNT HOUSING SUCCESSOR**

This Housing Successor Annual Report (Report) regarding the Low and Moderate Income Housing Asset Fund (LMIHAF) has been prepared pursuant to California Health and Safety Code Section 34176.1(f). This Report sets forth certain details of the Paramount Housing Successor (Housing Successor) activities during fiscal year 2013-2015 (fiscal year). The purpose of this Report is to provide the governing body of the Housing Successor an annual report on the housing assets and activities of the Housing Successor under Part 1.85, Division 24 of the California Health and Safety Code, in particular sections 34176 and 34176.1 (Dissolution Law).

This Report conforms with and is organized into sections I. through XI., inclusive, pursuant to Section 34176.1(f) of the Dissolution Law:

**I. Amount Deposited into LMIHAF:** This section provides the total amount of funds deposited into the LMIHAF during the fiscal year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.

*A total of \$0 representing residential rehabilitation loan payments, was deposited into the LMIHAF during the fiscal year. Of the total funds deposited, \$0.00 was held for items listed on the ROPS.*

**II. Ending Balance of LMIHAF:** This section provides a statement of the balance in the LMIHAF as of the close of the fiscal year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.

*The fund balance of the LMIHAF, as of June 30, 2018 was \$1,293,125. The portion of the fund balance held for items listed on the ROPS was \$0.00.*

## ATTACHMENT 2

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**III. Description of Expenditures from LMIHAF:** This section provides a description of the expenditures made from the LMIHAF during the Fiscal Year. The expenditures are to be categorized.

*There were no expenditures from the LMIHAF during the fiscal year.*

**IV. Statutory Value of Assets Owned by Housing Successor:** This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.

Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the former redevelopment agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property purchased by the Housing Successor. Further, the value of loans and grants receivable is included in the reported assets held in the LMIHAF.

*The following provides the value of assets owned by the Housing Successor:*

<i>Statutory Value of Real Property</i>	<i>\$ 0</i>
<i>Value of Loans and Grants Receivable</i>	<i>\$ 467,293</i>

**V. Description of Transfers:** This section describes transfers, if any, to another housing successor agency made in previous fiscal year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.

*No transfer was made to any other Housing Successor pursuant to paragraph (2) of subdivision (c).*

**VI. Project Descriptions:** This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

*No property tax was received or held.*

## ATTACHMENT 2

---

**VII. Status of Compliance with Section 33334.16:** This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the former redevelopment agency prior to February 1, 2012.

With respect to interests in real property acquired by the former redevelopment agency prior to February 1, 2012, the time periods described in Section 33334.16 shall be deemed to have commenced on the date that the Department of Finance approved the property as a housing asset in the LMIHAF; thus, as to real property acquired by the former redevelopment agency now held by the Housing Successor in the LMIHAF, the Housing Successor must initiate activities consistent with the development of the real property for the purpose for which it was acquired within five years of the date the DOF approved such property as a housing asset.

*No real property was transferred to the LMIHAF from the former redevelopment agency and no real property has been purchased by the Housing Successor*

**VIII. Description of Outstanding Obligations under Section 33413:** This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former redevelopment agency as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the former redevelopment agency and how the Housing Successor's plans to meet unmet obligations, if any.

*There is nothing to report at this time.*

**IX. Income Test:** This section provides the information required by Section 34176.1(a)(3)(B), or a description of expenditures by income restriction for a five year period, with the period beginning January 1, 2014 and whether the statutory thresholds have been met. However, reporting of the Income Test is not required until 2019.

*There is nothing to report at this time.*

**X. Senior Housing Test:** This section provides the percentage units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former Redevelopment Agency, and its host jurisdiction within the previous ten years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, its former Redevelopment Agency and its host jurisdiction within the same time period. For this Report the ten-year period reviewed is July 1, 2008 through July 1, 2018.

## ATTACHMENT 2

---

The following provides the Housing Successor's Senior Housing Test- Reporting requirements for Implementation Plans pursuant to CRL Section 33490 (a)(2)(C)(iv):

*There is nothing to report at this time.*

**XI. Excess Surplus Test:** This section provides the amount of excess surplus (unencumbered funds) in the LMIHAF, exceeding one million or the aggregate amount deposited in the fund over the preceding four fiscal years if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

*Excess Surplus Calculation:*

<i>Fund Balance</i>	<i>\$ 1,293,125</i>
<i>Reserved for Notes Receivable</i>	<i>\$ (467,293)</i>
<i>Unencumbered Fund Balance</i>	<i>\$ 825,832</i>

*The LMIHAF's unencumbered fund balance is less than \$1,000,000, therefore no excess surplus exists.*



MARCH 19, 2019

## IWORQ MODULAR SOFTWARE SYSTEM AGREEMENT

MOTION IN ORDER:

APPROVE THE AGREEMENT WITH IWORQ FOR A MODULAR SOFTWARE SYSTEM.

MOTION:

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

[ ] APPROVED

[ ] DENIED

ROLL CALL VOTE:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_



**To:** Honorable City Council  
**From:** John Moreno, City Manager  
**By:** Kevin Chun, Assistant City Manager  
Ben Svensson, IT Supervisor  
**Date:** March 19, 2019

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**Subject: IWORQ MODULAR SOFTWARE SYSTEM AGREEMENT**

The City currently employs a modular (or segmented) software system through CityView, for housing and tracking Building & Safety division data. When this CityView software was originally purchased in 2007, it was intended for City-wide use and to also include the Planning division of the Community Development Department and the Code Enforcement division of the Public Safety Department. The cost for the CityView software in FY 19 is \$26,000. In subsequent years, the cost will increase 5% annually in accordance with the CityView service agreement.

Over the last several years, staff has been looking for a more suitable modular software system that is less costly and able to serve multiple departments. Staff recently found such a system through a company called IworQ that has the potential to serve three operational divisions in both the Community Development and Public Safety Departments. Staff has tested the system and it meets departmental needs; is user-friendly, mobile friendly, and cloud-based; and will support unlimited users.

In addition to being more efficient and effective than the current CityView system, the IworQ software will provide a cost savings to the City over the long term. In a five-year analysis, the CityView system will cost approximately \$150,000 vs. \$120,000 with the IworQ system. In the first year, the IworQ service will cost \$37,000 for system set-up and information transfer (i.e., \$11,000 more than the current CityView cost). However, the annual cost thereafter will be \$22,000, which is \$4,000 less than the current cost, and without scheduled rate increases. IworQ has agreed to begin their preliminary work now and defer their invoicing until FY 20.

The City's current contract with CityView will expire on June 30, 2019 (i.e., with FY 19), and the new engagement with IworQ would commence on July 1, 2019 (i.e., in FY 20). Staff is recommending the City Council's approval of the attached agreement now to allow IworQ to complete their necessary preliminary work in order to have the system operationally ready on July 1, 2019.

The City Attorney has review and approved the attached agreement

**RECOMMENDED ACTION**

It is recommended that the City Council approve the agreement with IworQ for a modular software system.

# Service Agreement for Paramount, CA



*Community Development & Public Works Software*

## **Table of Contents iWorQ Pricing Proposal**

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# Agreement for Consulting Services

**THIS AGREEMENT** ("Agreement") is made and entered into this 19th day of March 2019 between the City of Paramount, a municipal corporation in Los Angeles County, California, (hereinafter "CITY") and iWorQ Systems, Inc. a software solutions consultant, with its primary office located at 1125 W. 400 N, Suite 102, Logan, UT 84321 (hereinafter "CONSULTANT") (collectively, "the Parties").

## RECITALS

**WHEREAS**, CITY and CONSULTANT each desire to enter into an Agreement whereby CONSULTANT will perform software consulting services for CITY; and

**WHEREAS**, CITY staff does not have the expertise to perform this work in-house.

**NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

### 1. DESCRIPTION OF SERVICES

CONSULTANT shall perform software consulting as more particularly described in CONSULTANT'S proposal attached hereto as Exhibit "A". In the event of any conflict between CONSULTANT'S proposal and this Agreement, the terms of this Agreement shall apply.

### 2. COMPENSATION

(a) CITY agrees to pay CONSULTANT as full compensation for all services and duties performed, except as otherwise provided herein, the sum of \$22,000 per year, and a one-time fee of \$15,000 in the first year of service only for setup, training, and system configuration. Additional services may be added and paid for by the CITY as listed in Exhibit A.

(b) CITY agrees to reimburse CONSULTANT for pre-approved expenses.

(c) CONSULTANT shall render an itemized invoice to CITY every year for services to be performed during the following 12-month period which shall be paid upon its approval by CITY.

### 3. MATERIALS AND SUPPLIES

CITY agrees to provide office space, supplies, equipment, and support services required to maintain all records and correspondence connected with the software consulting services. No personal use of CITY equipment, supplies or services is allowed and CONSULTANT shall comply with all CITY policies regarding use of CITY resources.

### 4. INDEPENDENT CONTRACTOR

In the performance of the services in this Agreement, CONSULTANT is an independent contractor and is not an agent or employee of CITY. CONSULTANT, its officers, employees, agents, and subcontractors, if any, shall have no power to bind or commit CITY to any decision or course of action, and shall not represent to any person or business that they have such power. CONSULTANT has and shall retain the right to exercise full



control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONSULTANT in the performance of said service hereunder. CONSULTANT shall be solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax withholding, workers' compensation insurance, and all other regulations governing such matters.

Neither CONSULTANT, nor any of CONSULTANT's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY'S employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

## 5. TERM OF AGREEMENT

The term of this Agreement shall be open-ended subject to annual renewal. This Agreement may be terminated by CITY any time after the initial year by providing CONSULTANT with a 30-day written notice.

## 6. AMENDMENT

Except as otherwise stated herein, any and all obligations of CITY and CONSULTANT are fully set forth and described in this Agreement. Any changes in this Agreement, including any increase or decrease in the amount of compensation or any change in the term, which shall be mutually agreed upon by and between CITY and CONSULTANT, shall be set forth in written amendments to this Agreement.

## 7. NONDISCRIMINATION

(a) CONSULTANT shall not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis.

(b) Consistent with CITY's policy that harassment and discrimination are unacceptable employer/employee conduct, CONSULTANT agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by CONSULTANT or CONSULTANT's employee or subcontractor on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated. CONSULTANT agrees that any and all violation of this provision shall constitute a material breach of the Agreement.

## 8. INDEMNIFICATION

(a) To the fullest extent permitted by law, CONSULTANT shall defend, indemnify, and hold harmless, the CITY, its officers, employees and agents from and against any and all claims, lawsuits, damage, injury and liability for damages arising in the performance of CONSULTANT's services under this Agreement. The CITY shall not be responsible for claims, losses, damage, injury or liability for damages resulting from CONSULTANT.

(b) Further, CONSULTANT will indemnify CITY, and hold it harmless, from an assertion that as a result of providing services to CITY, CONSULTANT or any of its employees or persons performing work pursuant to this Agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employees Retirement Systems. Notwithstanding the foregoing, however,



CONSULTANT's obligations for any payments to such claimant shall be limited to those payments which CITY may be required to pay.

## 9. INSURANCE

(a) Required Coverage. Without limiting CONSULTANT's indemnification, it is agreed that CONSULTANT shall maintain in force at all times during the term of this Agreement the following types of insurance providing coverage on an "occurrence" basis. Said insurance, with the exception of Worker's Compensation and Errors & Omissions Liability, shall name the CITY as additional insureds and evidence of said insurance shall be delivered to CITY in certificate and endorsement forms acceptable to the CITY prior to execution of this Agreement.

☐ Automobile insurance for the vehicle(s) CONSULTANT uses in connection with the performance of this Agreement. Coverage: \$1,000,000 per occurrence for bodily injury and property damage.

☒ Commercial general liability and property damage insurance. Coverage: \$1,000,000 per occurrence. The general aggregate limit shall be twice the required occurrence limit.

☒ Worker's Compensation insurance to cover its employees as required by the Labor Code of the State of California. CONSULTANT's worker's compensation insurance shall include the following language: "All rights of subrogation are hereby waived against the CITY, its officers and employees when acting within the scope of their appointment or employment." In the event any class of employees engaged in hazardous work under this Agreement is not protected under Workers' Compensation Statutes, the CONSULTANT shall provide adequate and suitable insurance for the protection of its employees not otherwise protected.

☒ E&O/ Professional's Liability, errors and omissions liability insurance appropriate to the CONSULTANT's profession. Coverage: \$1,000,000 per Claim.

### (b) General Provisions.

(i) CONSULTANT shall obtain insurance acceptable to the CITY in a company or companies admitted in California and with a Best rating of no less than A VII or as acceptable to the CITY. The endorsements, naming the CITY as an additional insured, are to be signed by a person authorized by CONSULTANT's insurer to bind coverage on its behalf.

(ii) It shall be a requirement under this contract that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the broader coverage and maximum limits specified in this contract; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater.

(iii) The limits of insurance required in the Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the CITY (if agreed to in a written contract) before the CITY's own insurance or



self-insurance shall be called upon to protect it as a named insured.

(iv) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents or volunteers.

(v) The insurance provided by these policies shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty days written notice has been received by the CITY.

(c) Additional Insured. The CITY will be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for personal and bodily injuries, deaths or property damage or destruction arising in any respect, directly or indirectly, in the performance of the contract.

(i) Each such policy shall be endorsed with the following language:  
*The City of Paramount, its elected or appointed officers, officials, employees and volunteers are included as insureds with regard to damages and defense of claims arising from: (a) activities performed by or on behalf of the Named Insured, including the insured's general supervision of the Named Insured, (b) products and completed operations of the Named Insured, or (c) premises owned, leased or used by the Named Insured.*

(ii) This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the CITY, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.

(iii) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.

(iv) The Additional Insured coverage under the CONSULTANT's policy shall be primary and non-contributory and will not seek contribution from the CITY's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.

(d) Deductibles and Self-Insured Retentions. All self-insured retentions (SIR) must be disclosed to the CITY's Risk Management for approval and shall not reduce the limits of liability. At the option of CITY, either: the insurer shall reduce or eliminate such deductibles or self-insurance retention as respects the CITY, its officers, officials, agents, employees and volunteers; or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Policies containing any self-insured (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or the CITY. The CITY reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of the right to exercise later.

## 10. WORKERS' COMPENSATION

(a) Covenant to Provide. CONSULTANT warrants that it is aware of the provisions of the California Labor Code which require every employer to be insured against liability for workers' compensation





or to undertake self-insurance in accordance with the provisions of that code. CONSULTANT further agrees that it will comply with such provisions before commencing the performance of the work under this Agreement.

(b) Waiver of Subrogation. CONSULTANT and CONSULTANT's insurance company agree to waive all rights of subrogation against CITY, its elected or appointed officials, agents, and employees for losses paid under CONSULTANT's workers' compensation insurance policy which arise from the work performed by CONSULTANT for CITY.

# 11. NOTICES

Written communications and invoices under this agreement shall be addressed as follows:

To CITY: City of Paramount  
16400 Colorado Blvd  
Paramount, CA 90723

To CONSULTANT: iWorQ Systems, Inc.  
P.O. Box 3784  
Logan, UT 84323

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12. This Agreement shall be deemed to have been executed and entered into in the City of Paramount, County of Los Angeles, and State of California.

**IN WITNESS WHEREOF**, the undersigned execute this Agreement on the date first written above.

CONSULTANT

CITY OF PARAMOUNT  
A Municipal Corporation

BY: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

Title: \_\_\_\_\_

RECOMMENDED BY:

\_\_\_\_\_  
Name

DEPARTMENT HEAD

APPROVED AS TO FORM:

\_\_\_\_\_  
John E. Cavanaugh  
CITY ATTORNEY



## EXHIBIT A

### Executive Summary

Thank you for your interest in iWorQ Systems! We have been providing government software solutions since 2001 and serve more than 1,300 customers throughout the United States and Canada. We lead the industry in delivering hosted web-based solutions and were the first vendor in this market to provide a fully web-based system.

Since cities and counties often have limited capital budgets, we lease our applications so that our clients are not confronted with large capital investments and our annual support and maintenance fees do not increase year to year. We have found that this model allows agencies to plan for growth in a cost-conscious way.

To access our applications all you need is an internet connection and your choice of device including desktops, laptops, smartphones (iPhone, Android) and tablet devices (iPad, Galaxy, etc.) The system's graphical user interface, including all screens and dashboards, is natively touch screen enabled allowing your staff the flexibility to determine which device to utilize inside the office or in the field.

We are confident in providing a solution that can improve your internal communication as well as increase your responsiveness to your citizens and customers while reducing the time and effort from your staff. We also provide additional access through our Citizen Engagement mobile app and web portal for internal staff and citizens.

Thank you again for considering iWorQ, we will follow up with you to review any questions you may have about this proposal and the next steps in our consultative sales process.

*Best Regards,*



Adam Laing  
Vice President



## **Application Description**

iWorQ software solutions and professional services together provide a seamless fit for Paramount software project. Having implemented over 1,300 customer agencies and configuring a unique fit for each one provides our team the experience and background required to ensure a successful implementation.

iWorQ's browser-based software is an off-the-shelf system which requires no custom modifications to the code, only configuration of the application which requires no coding. As it is already utilized by hundreds of offices of all different sizes, we can scale and configure as much as needed for each implementation in order to meet your project goals. The system will provide access in the field and in the office, assuring your staff will be efficient and have all the data necessary to run a paperless system. iWorQ's hosted solution provides a smooth transition from your current system because much of the complexity of setting up the server hardware and networking environment is not required, which helps save time, money, and resources.

Since iWorQ's applications are configurable, we are able to provide a familiar and intuitive system that easy to use and understand. For example, when a user logs in, their screen contains only the fields on their dashboard that are pertinent to them, which makes the training process resonate with each of the end users. iWorQ implementers will consult with each department during the set-up process to configure the applications in order to meet the unique needs of each of your departments.

## **Project Initiation and Management**

Throughout the history of our company, iWorQ's success with adding and maintaining customers can be accredited to our carefully structured methodology and approach with each implementation. Our phased project methodology allows regular checkpoints and frequent opportunities to ensure that all of our team members are in sync. During the planning phase, our project teams meet to analyze how each department operates today, and how you would like your new system to work going forward. Based on our discussions, we create a project plan, agree on major milestones, and set a project schedule. The project plan will also address communications, managing risk and change management.

Throughout the project, iWorQ will hold regular status meetings in which both teams report on progress, tasks, and timelines, as agreed upon during the planning phase and outlined in the project plan. The iWorQ project manager acts as your main point of contact during the project and works with your staff to ensure that adequate communication takes place, assuring that the project moves along smoothly.



iWorQ has standard documentation to record decisions made during the project. These documents list tasks, person responsibilities, decisions made, etc.

## Developing Specific Deliverables for Your Project

The iWorQ team works with your subject matter experts (that you assign) during the initiating and planning phases to determine what deliverables to build for your solution (e.g., reports, documents, templates, and dashboards etc.). After we create a deliverable, we test it to ensure it meets your specifications and then pass it to your team for user acceptance.

**Figure 1.1**

Stored Permit Templates Delete Template

Select a Template

Electrical Permit ▼

Create From Template

*The above screen shows how easy it is to create a permit template with prefilled information.*

**Figure 1.2**

Design Permit Report

Save Group By Calculate Style Refresh Run

Report Title: Permit Report Query Date: Permit Date

Column	Field	Width	Format	Sum	Sort Order	Sort Type	
1	Permit #	1	Numeric		Add		↓ ↑ ✖
2	Permit Date	1	Date		Add		↓ ↑ ✖
3	Assigned To	1	Text		Add		↓ ↑ ✖
4	Permit Type	1	Text		Add		↓ ↑ ✖
5	Expiration Date	1	Date		Add		↓ ↑ ✖
							<b>Total Fields: 5</b>

**Add Fields**

**Permit Information**

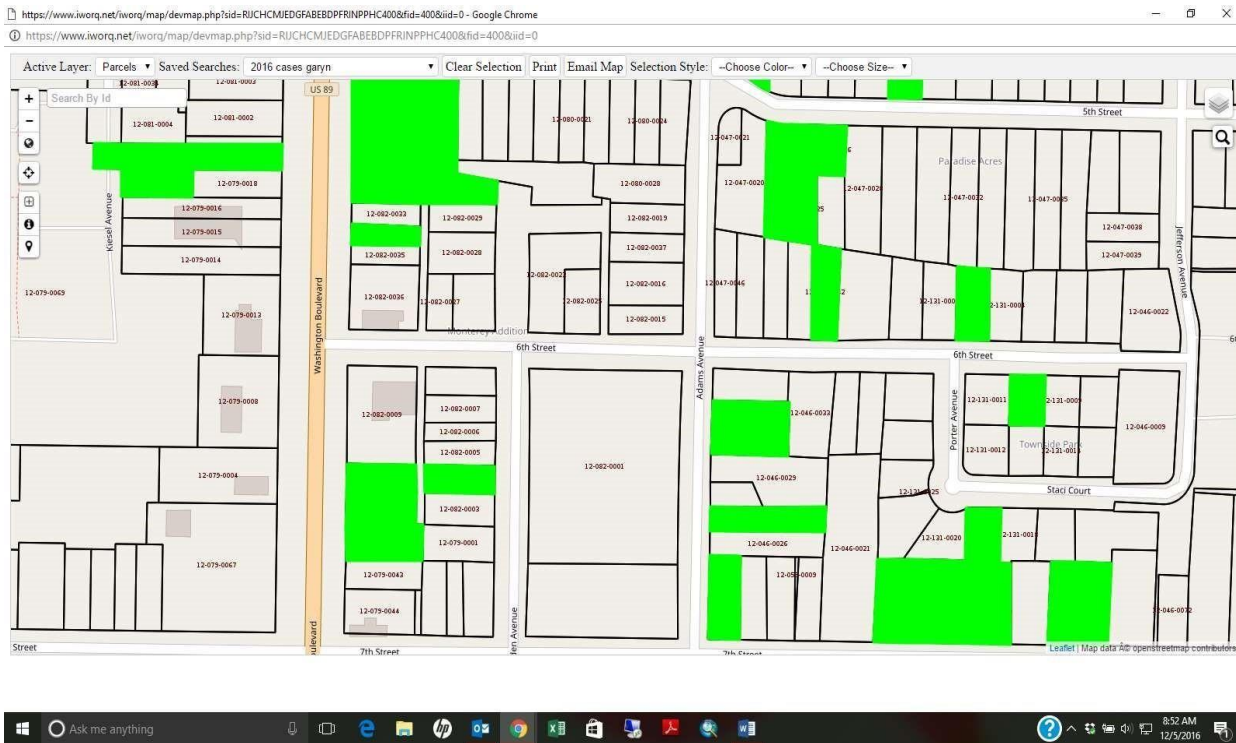
- Permit #
- Permit Date
- Assigned To
- Permit Type
- Expiration Date
- Applicant Name
- Applicant Address
- City, State, Zip
- Phone Number
- Status
- Description
- Valuation
- Square Feet
- TEST LOOKUP
- TEST LOOKUP2

**Contractor**

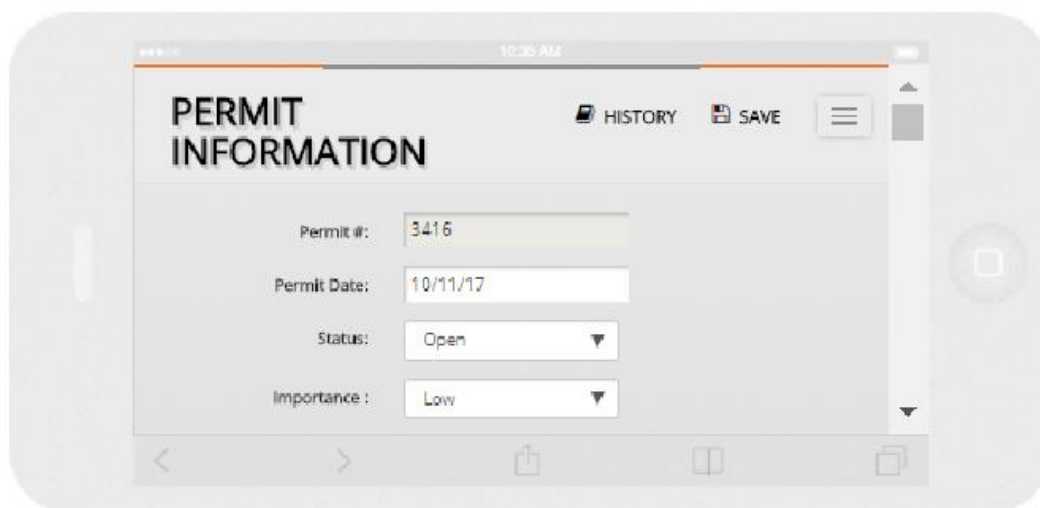
- Primary Contractor

*iWorQ's report builder provides a user interface that only requires a user to simply click on the "+" button below to instantly report on desired input. This enables you to add new fields when desired and create adhoc and saved reports.*



**Figure 1.3**

Map above shows Responsive interface- Showing the parcel layer with highlighted parcels. The map is showing the permits issued last year. User can select, display, and edit data directly from the map.

**Figure 1.4**

The screenshot shows iWorQ's Mobile HTML 5 Interface making access in the field easy to use, which includes icons to help assure your field staff will be successful accessing the system.



## Implementation Phases

Your project is configured through a four-phased approach that includes Initiation, Planning, Executing, and Closing phases. Throughout these phases, iWorQ bears the bulk of the project risk. We provide as much training and services as you need to be successful throughout the project.

This section discusses:

- Initiation Phase
- Planning Phase
- Executing Phase
- Closing Phase

### Initiation Phase

During this phase, we install your software in our secure, hosted (SaaS) data center utilizing Amazon Web Services (AWS). During this phase, you should determine what staff members will assist with the project. We ask you to complete initial worksheets that allow us to import data into iWorQ dropdown fields. These worksheets are system-agnostic, and do not require that you understand iWorQ data structures to complete this phase.

### Planning Phase

During the Planning phase, the iWorQ project team works with your team to define how processes at Paramount work today and how you would like your new system to operate going forward. As part of this, your team should analyze the reports and documents you currently have to determine which ones you need to have in iWorQ. Based on our discussions, we create a project plan that includes project timelines, goals, priorities, and responsibilities. Our project team will work with you to set a clear project plan with detailed requirements. Both teams follow this plan during the executing phase.

### Executing Phase

During the Executing phase, we train your project team and together configure the solution. Concurrent with your system configuration, our data integration team will work with you to build data interfaces and migrate data if they are part of the project scope. After our teams complete these tasks, we train your staff members.

Your success is our highest priority. While each of our training phases has a specific plan, we provide additional or repeat trainings at no additional cost if necessary for a successful implementation. As a



customer, we will provide additional training anytime it is desired for no additional cost. The time completion of project phases is often dependent upon Paramount go-live goals and staff availability.

## Go Live

After the configuration, iWorQ will train each of your staff members. During our training, attendees learn by doing actual data entry. They should come to the training with any materials they regularly use to enter cases (e.g., a stack of permits or code cases to be entered). Instructors will provide the training online. Instructors provide personal assistance to attendees, answer specific questions, and personalize teaching styles to meet the needs of individual attendees.

## Closing Phase

During the closing phase, your iWorQ project team continues to work with you to answer any questions and resolve any configuration questions. We hold a project closure meeting to ensure a smooth transition from our project team to our iWorQ customer support team, who will support you going forward and as long as you are a customer.

## Training

Your administrator and other individuals you designate receive several different types of training that cover iWorQ's key functionalities. Our training involves guiding staff to use iWorQ to complete actual work tasks. Instructors provide personal assistance to attendees, answer specific questions, model examples and exercises, and personalize teaching styles to individual attendees. This informal style helps your staff relax and feel comfortable asking and responding to questions.

These trainings are described in further detail below:

**Administrator Training:** Administrator training teaches your iWorQ administrator(s) how to manage iWorQ going forward. This training covers items such as setting up code tables (options in drop-down lists); security rules; and iWorQ tools.

**Configuration Training:** During the configuration phase, your administrators make many decisions about configuring iWorQ to make your office its most efficient. During Configuration Training, iWorQ's project team helps trainees understand approaches, methodologies, and best practices for making these decisions and recognizing the ramifications of the decisions they make.

**Go-Live Training:** Prior to Go-Live, every user on the system will receive training pertinent to their role type on the system. We provide unlimited training during implementation and after Go-Live via conference calls, webinars, or online screen share and we offer an annual, national users' conference to learn new and advanced skills.





<b>Paramount</b>	<b>Quote creation: 3/14/2019</b>
<b>16400 Colorado Ave, Paramount, CA 90273</b>	<b>Prepared by: Dalton Mickelsen and Adam Laing</b>

## 1. QUOTE

Paramount- hereafter known as "Customer", enters into the following Service Agreement with iWorQ Systems, "iWorQ", headquartered Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below:

Population: 54,098

<b><u>Community Development Applications and Services</u></b>	<b><u>Package Price</u></b>	<b><u>Billing</u></b>
<b>Community Development Package</b> - Available on any computer, tablet, or mobile device using Chrome browser - Code Enforcement with OpenStreetMap - Permit Management with OpenStreetMap - Quarterly parcel upload - Contractor tracking capabilities - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	<b>\$12,000</b>	Annual
<b>Plan Review Management</b> - Draw & annotate on plans - Save data in layers on plans - Place watermarks on plans - Must have premium data to use	<b>\$3,000</b>	Annual
<b>License Management</b> - Available on any computer, tablet, or mobile device using Chrome browser - Licensing for business, alcohol, liquor, rentals, etc. - Free forms, letters, and / or permits utilizing iWorQ's template library - Reminder letter generation - Online renewal capabilities	<b>\$3,000</b>	Annual
<b>Permit Portal</b> -Configurable portal for ease of applying for permits and tracking online -Includes Premium Data (25 MB Uploads, 100GB Storage) -3 Custom Forms -Messaging feature for easy interaction with citizens -Built-in automatic workflow capabilities	<b>\$3,000</b>	Annual
<b>License Portal</b> -Configurable portal for ease of applying for licenses and tracking them online -Includes Premium Data (25 MB Uploads, 100GB Storage) -3 Custom Forms -Messaging feature for easy interaction with citizens -Built-in automatic workflow capabilities	<b>\$1,000</b>	Annual





<b>Additional Storage</b> – 500 GB	<b>\$1,000</b> <b>Included</b>	Annual
<b>ANNUAL TOTAL</b>	<b>\$ 22,000</b>	

Setup, training, and system configuration	\$ 15,000	Once
<b>Grand total due</b>	<b>\$ 37,000</b>	

## 1.1 Notes

- 1- This quote and the discounts herein are provided at the customer's request and is good until March 20th, 2019. Invoices for the amount above will be sent out July 1st, 2019 (Net 30 Terms) and is contingent upon disbursement and availability of pre-approved funds. If funds are not available or final approval is not granted to Paramount, iWorQ will not send an invoice and the agreement will be canceled and will be null and void.
- 2- This quote is provided at the customer's request and is good for 30 days.
- 3- This quote cannot be disclosed or used to compete with other companies.
- 4- Pricing is based on population and number of applications. Removing any items from this quote may require application prices to be updated.

## 2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Community Development solution. These can be added to the customer's annual\* cost, upon request. The services listed below may already be included in the quote in Section 1.

<b>Additional Storage</b> – Each unit of storage contains an additional 100 GB.	\$250	Annual
<b>Onsite Backup</b> – iWorQ will send a *.BAK on a scheduled basis to an FTP server maintained by the customer.	\$500	Annual
<b>Monthly Parcel Update</b> – iWorQ will import an electronic file on a scheduled basis from a file stored on an FTP server maintained by the Customer.	\$500	Annual
<b>Interactive Voice Response (IVR)</b> – used by contractors to schedule inspections via telephone.	\$1000	Annual
<b>iTransact Card Processing</b> – setup merchant account and gateway, so card payments can be received/recorded in iWorQ. Includes public portal and up to 5 customized forms/links on customer website for citizens and contractors to submit permit requests, license requests, and make payments.	\$1000	Annual
<b>Additional letters/forms</b>	Quote Required	Annual

*\*Additional services are subject to setup fees which are 2/3 of the annual cost.*



### 3. GUIDELINES

#### 3.1 Getting started

iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

Send the signed service agreement to iWorQ Systems:

Email: [sales@iworq.com](mailto:sales@iworq.com)

Fax: 1 (866) 379-3243

Mailing address:

PO Box 3784

Logan, UT 84323

Physical address:

1125 W. 400. N. Suite 102

Logan, UT 84321

#### 3.2 Billing information

iWorQ will invoice Customers on an annual basis. Customers reserves the right to cancel service at any time after the initial year, by providing iWorQ a 30-day written notice.

#### 3.3 Data conversion

As part of the project setup, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.

### 4. SERVICES and SUPPORT

#### 4.1 Data ownership

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement. iWorQ will disburse data within 30 days of written notification.

#### 4.2 FREE training

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

#### 4.3 FREE updates

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

#### 4.4 FREE support

Customer support and training are FREE and available from 6:00 A.M. to 5:00 p.m. Mountain Standard Time.

#### 4.5 FREE data back up

iWorQ does back-ups twice weekly and offsite once weekly.



#### 4.6 Proprietary letters/forms

Letters and forms, including permits, certificates, or other documents must be owned by the customer and have a clear copyright.

#### 4.7 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

#### 4.8 Software Terms and Limitations

The iWorQ Software is the proprietary information and a trade secret of iWorQ, Systems Inc. and this agreement grants no title or rights of ownership with the software. The software is protected by United States copyright laws and international copyright treaties, as well as other intellectual property laws. Customer shall not permit any user or other party to, (a) copy or otherwise reproduce, reverse engineer or decompile all or any part of the iWorQ Software, (b) make alterations to or modify the Software, (c) grant sublicenses, leases or other rights, or (d) permit any party access to the Licensed Software for purposes of programming against it.

### 5. SETUP & BILLING INFORMATION

#### 5.1 Implementation information

Primary Contact(s) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Additional Contact(s) \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

#### 5.2 Billing information

Billing Contact \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Prefer to receive invoice by email? Yes ☐ No ☐

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PO# \_\_\_\_\_ (if required) Tax exempt ID# \_\_\_\_\_

